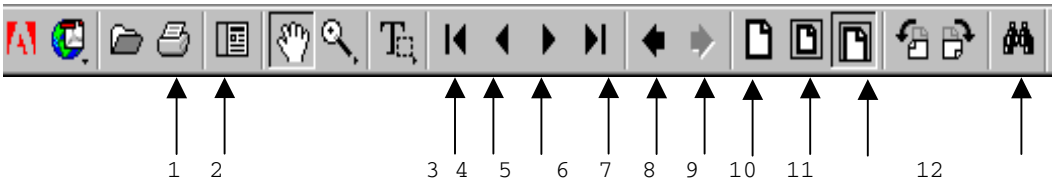
CADDO PARISH SCHOOL BOARD
DISTRICT POLICY MANUAL

How To View This Manual

These are your main toolbar features.
They will assist you in viewing this document.



1. Activate the Printer. Specify the pages you want to print.
2. Display the sectional index. Click on an item to view the policy.
3. Advance to the first page of the document.
4. Back up one page.
5. Advance one page.
6. Advance to the last page of the document.
7. Moves backward through your research path.
8. Moves forward through your research path.
9. Full screen view.
10. Full page view.
11. Magnified screen view.
12. Text Search. Type the desired search criteria and click "Find".

The "Page Up" and "Page Down" keys on your keyboard will advance you page by page through the document. You may also use the mouse and scroll bar to advance through the document.

The "Up" arrow ↑ key on your keyboard will advance up the page one line at a time.

The "Down" arrow ↓ key on your keyboard will advance down the page one line at a time.

Policy descriptors presented in **Bold** type are covered in this manual.
Clicking on the document text highlighted in **bold** type will display the policy.
Any text highlighted in **bold** type within a policy will link to another reference point within the manual.

Introduction

POLICIES AND REGULATIONS

OF THE

CADDO PARISH SCHOOL SYSTEM

SHREVEPORT, LOUISIANA

This manual contains the policies of the Caddo Parish School Board; the major administrative regulations intended to implement policy; and certain reference or "exhibit" documents that relate to policies and/or regulations.

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

Each person holding a copy of this manual should make a diligent effort to keep it up to date as new policies, regulations, and exhibits are distributed by the central office.

How to Use This Manual.

The Caddo Parish Schools operate according to policies established by the Caddo Parish School Board. The Board, which represents the state and local community, develops the policies after careful deliberation, and the school administration implements them through specific rules and regulations. The Board then appraises the effects of its policies and makes revisions as necessary.

In the interests of harmony, efficiency, uniformity of interpretation, coordination of effort, and in fairness to all concerned, the Board makes this manual available to all who are affected by its policies.

Please note: All copies of this manual are the property of the Caddo Parish School System.

How the manual is organized. The manual is organized according to the classification system developed by the Educational Policies Service of the National School Boards Association. The system provides an efficient means of coding, filing, and finding policies, administrative rules and other documents.

There are 12 major classifications, each bearing an alphabetical code:

A--FOUNDATIONS AND BASIC COMMITMENTS
B--SCHOOL BOARD GOVERNANCE AND OPERATIONS
C--GENERAL SCHOOL ADMINISTRATION
D--FISCAL MANAGEMENT
E-SUPPORT SERVICES
F--FACILITIES DEVELOPMENT
G--PERSONNEL
H--NEGOTIATIONS
I--INSTRUCTIONAL PROGRAM
J--STUDENTS
K--SCHOOL-COMMUNITY RELATIONS
L-EDUCATION AGENCY RELATIONS

Sub classification under each heading is based on logical sequence and alphabetical sub coding. For an example of the sub coding system, examine the bordered white page immediately following the tab for Section A--FOUNDATIONS AND BASIC COMMITMENTS.

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

How to find a policy. There are two ways to find a policy (or regulation) in the manual:

1. Consider where the policy would be filed among the 12 major classifications. Turn to the table of contents for that section and glance down the listing until you find the term that most likely fits the topic you are seeking. Use the code letters given for the term to locate the sheet which will appear in alphabetical order within the particular section. (All pages of the manual are coded in the upper right-hand corner.)

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

What if you can't find the term you are seeking? The code finder lists more than 1,800 terms, but no index of useful size could include every possibility. If the term you are seeking is not included, look up a synonym or a more general or specific term appropriate to the topic.

What if you can find the term and code, but there is no policy or regulation? This probably means that the school system has no written policy or important regulations in the particular area. All terms used in the classification system appear in the sectional tables of contents and code finder to accommodate the coding, insertion, and finding of policies or regulations that may be issued later. But there is one other possibility. A brief statement related to the policy you are seeking may be incorporated in a superior" policy which covers the area generally. This "superior" policy will be coded under a more general term. To find it, read up the classification system. For example, a policy statement which relates to all meetings of the Board of Trustees might be filed under "School Board Meetings" (BD) rather than "Regular Board Meetings" (BDA). Note: In the classification system and code finder read "Board of Trustees" for "School Board.'

Anyone who knows the ABC's can quickly learn the logic of the letter system. for it is no more complicated than the alphabet. For example, look at the list of descriptors at the beginning of Sections A and B. Except for the governing letter for each section (A for Foundations and Basic Commitments" and 0 for "School Board Governance and Operations"), the code letters in the left hand columns appear in alphabetical order.

AA	School District Legal Status	BA	Board Operational Goals
AS	The People and Their School District	BB	School Board Legal Status
AC	Nondiscrimination	BC	Organization of the Board

Where subcategories appear under broader terms, the alphabetic order begins anew. Consider for example, the broad term "School Board Meetings" and its subcategories:

BD	School Board Meetings
BDA	Regular Board Meetings
BDB	Special Board Meetings
BDC	Executive Sessions
BDD	Board Meeting Procedures
BDDA	Notification of Board Meetings
BDDB	Agenda Format
BDDC	Agenda Preparation and Dissemination

Now cover that list of eight "BD" codes above with your hand and look at the descriptors only. You'll see that they are presented in the form of a simple outline which arranges the terms in logical groups and subgroups. Despite this use of subcategories for display purposes. these descriptors have roughly equal value-and all suggest the need for separate and self-contained policy statements of their own.*

And the principle of equal value applies, for the most part, to the system as a whole. Except for Section A-the "accountability" chapter-there is no particular priority implied in the order in which sections or descriptors are presented on the classification pages. There are 614 descriptors which appear once and once only as line items in the system and an additional 21 which appear twice. Counting the duplicates, there are then, a total of 656 line item terms. The duplicates are identified by the "Also" reference which appears after the descriptor title. For example:

ABA	Community Involvement in Decisionmaking (Also KC)
KC	Community Involvement in Decisionmaking (Also ABA)

This means that the identical descriptor (and policy) "belongs" in Section A-and it also "belongs" with equal logic in Section K. The limited use of this double-entry bookkeeping in the system is necessary to keep certain terms in proper context.

How to find the descriptor you're looking for. One way is to scan all 25 white pages that comprise the classification system. And that should be done in order to obtain an overview and a sense of the logic of the system. But the quickest way to find a term is to use The Code Finder Index which appears at the back of the binder.

Speaking of the index, it's a good idea to use EIPS/NSBA terminology correctly. The classification system is not the index; the index is not the classification system. The system suggests a way to organize a policy manual, and the index is just that-a how-to-find-it guide.

*The average school district will employ from 300 to 350 of the 656 descriptors available in the system. Some of the descriptors may not be relevant in certain states or communities: others will not be used because the policy matter will be accommodated either in a broad form descriptor or by its subcategories. For example a policy on BD, School Board Meetings may absorb the content of the BDA and BDB descriptors: or, a policy on BDD, Board Meeting Procedures may not be necessary if ail or most of the BDD Subcategory descriptors (BDDA, BDDB, etc.) are used.

Why the looseleaf format. The three-ring binder is used purposely because a policy manual must be considered a "living book--a book that never ends. for Policy development is indeed a never-ending process. New problems, issues, needs, laws, court decisions-and opportunities for improving policy make it necessary that a policy manual be kept open-ended. As new policies are written or existing ones reviewed or reassessed, it is important that the policy manual have the flexibility of a ring binder in which new pages may be put in and old ones removed. Bound, stitched. or stapled book-type policy manuals are almost invariably out-of-date as soon as they are delivered by the printer.

Provide your own foreword to this binder. Because your policy manual will be distributed widely throughout your school community, it should have its own, locally-developed foreword or introduction. Your district may use the information contained in this "temporary foreword" for this purpose. In addition, sample copies of forewords and introductions of other school board policy manuals are available upon request from the EPS/NSBA Policy Information Clearinghouse, 1055 Thomas Jefferson St., N.W., Washington, D.C. 20007. And should your policies outgrow the confines of this binder, additional empty, matching binders are available from EPS/NSBA for volume 2 use.

In summary, this Binder B with its policy classification system is an important part of your district's membership in EPS/NSBA. We hope it serves you well as a management tool to help you and your Board develop the kind of policies that the times require and that serve cause of good schools in your community.

Using the signs and symbols. Various signs and symbols are used in connection with the classification. They are for your use in locating and/or in examining policies. Included are the following:

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

Also: Certain policies bear two codes in the upper right-hand corner. The second is in parentheses and is preceded by "Also." This means that the identical policy (or regulation) is filed under both codes.

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

-E Exhibit. This symbol following a code indicates that the statement is a reference document, such as a calendar, application form, etc., rather than a policy.

* An asterisk following a code indicates that the EPS/NSBA classification system has been expanded to include a distinctively local policy and term. Note: A listing of all local terms which have been added to the system is provided on the sheet preceding the Code Finder Index.

Dates: Where possible the original date of adoption/issuance appears immediately following each policy/regulation. In other instances an approximate date or reapproval date is used.

LEGAL REF.: Pertinent legal references are given to tell the reader where in state law he may find certain statutes that relate to a policy. Unless otherwise noted. all references direct the reader to the Louisiana Revised Statutes. It is important to mention here that additional laws and/or court decisions may also be applicable to a particular policy.

CROSS REF.: Certain policies/regulations relate to others. Cross references are provided following many statements to help the reader find all of the related information he seeks.

About Board Policies.

Generally, the role of a School Board is to set up policy and the role of the administration is to execute it. Here is the basic distinction as set forth by the National School Boards Association:

> Policies are principles adopted by the board to chart a course of action. They tell what is wanted and may include also why and how much. They are broad enough to indicate a line of action to be taken by the administration in meeting a number of day after day problems; they need to be narrow enough to give the administration clear guidance.
>
> Rules are the detailed directions developed by the administration to put the policy into practice. They tell how, by whom, where, and when things are to be done.

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

> Often the state and federal governments confuse the distinction and require School Boards to make detailed rules; and many regulations are established by law or by the state department of education.
>
> Additionally, the public may demand that the Board itself, not the administrator, establish the specific rules and procedures in certain sensitive areas.

Thus the separation of policies and administrative regulations in this manual follows several rules of thumb in addition to "basic theory":

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

2. Where the Board has written regulations, in particularly sensitive areas, and has incorporated them into policy, the entire statement is presented as policy.

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

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

Is the Manual Complete?

No. The manual contains all of the current written policies of the Caddo Parish School Board to date. But continually, the need for putting additional policies in writing, for adopting new ones, and revising old ones becomes apparent. Additionally, state law and State Board regulations change. No matter how well conceived and well developed, a policy manual can never be 100% complete and
100% up to date. Policy development is a continuing process. So from time to time, new policies, regulations, and reference documents will be developed, coded according to the classification system, and issued for insertion in the manual.

Order of precedence. Caddo Parish School Board policies and administrative regulations must be read and interpreted in the light of the Louisiana Revised Statutes and State Board regulations. Wherever inconsistencies of interpretation arise, the law and state regulations shall prevail.

Terminology: To avoid problems of wording, masculine pronouns used in this manual refer to both sexes.

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

Caddo Parish School Board

Date:_____

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CADDO PARISH SCHOOL BOARD POLICY MANUAL

Section A – Foundations and Basic Commitments

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AEA	School Calendar
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SCHOOL DISTRICT LEGAL STATUS

The Constitution of the State of Louisiana requires the Legislature to provide for the education of the people of the state through the establishment and maintenance of a public educational system. The Constitution also requires the Legislature to create School Boards. Thus the Caddo Parish School Board is an instrument of the State, created by the Legislature.

School Boards, in turn, have been empowered by the Legislature to create a school district or school districts within the parish and, in keeping with procedures established by law, to delineate and amend district boundaries and to consolidate districts within the area of the parish.

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

School districts shall be under the exclusive control and management of the respective School Boards, unless otherwise provided for by state law. Through action taken on April 6, 1949, the Caddo Parish School Board established the *Parishwide School District of Caddo Parish, Louisiana*, with the intention of including all land lying within the boundaries of Caddo Parish, Louisiana.

Approved: February 23, 2016

Ref: U.S. Constitution, Amend. X; U.S. Constitution, Amend XIV, Sec. 1; Constitution of Louisiana, Art. VIII, Sec. 1, Sec. 9; La. Rev. Stat. Ann. ''17:51, 17:72, 17:1371, 17:1732, 17:1733; Wisconsin v. Yoder, 92 S. Ct. 1526 (1972); Milliken v. Bradley, 94 S. Ct. 3112 (1974); Dayton Board of Education v. Brinkman, 97 S. Ct. 2755 (1977); Hawthorne v. Jackson Parish School Board, 5 La. App. 508 (1927); Board minutes, 4-6-49, 4-16-02.

SCHOOL BOARD LEGAL STATUS

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

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

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

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

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

DOMICILE

The official domicile of the Caddo Parish School Board is *Caddo Parish School Board Central Office* located at 1961 Midway Avenue, Shreveport, Louisiana.

Approved: February 23, 2016

Ref: Constitution of Louisiana, Art. VI, Sec 44, Art. VIII, Sec. 9, 10, 13, Art. XII, Sec. 10; La. Rev. Stat. Ann. ''17:51, 17:61; Hawthorne v. Jackson Parish School Board, 5 La. App. 508 (1927).

AUTHORITY

The Caddo Parish School Board is a legislative, evaluative and judicial body and is responsible for the operation and improvement of public education within Caddo Parish. As a creation of the Louisiana Legislature, the School Board's authority is delegated, and the Board may perform only those functions for which it has been delegated such authority. This authority may be expressly stated or implied in statutes or established through regulations of the Louisiana Board of Elementary and Secondary Education.

As a legislative body, the School Board has the authority to determine and establish written policies and to evaluate their effectiveness. It also evaluates and acts on recommendations concerning the progress and improvement of the schools. The function of the School Board is not to operate the schools, but to see that they are operated for the best interest of the children and taxpayers within the provisions of Louisiana law.

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

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

Approved: February 23, 2016

Ref: Constitution of Louisiana, Art. VI, Sec. 29, 30, 31, 32, 33, 35, 44, Art. VIII, Sec. 10; La. Rev. Stat. Ann. ''17:51, 17:81; Board minutes, 2-5-64.

POWERS AND RESPONSIBILITIES

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

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

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

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

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

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

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

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

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

6. To delegate to the Superintendent hiring and placement functions of

school based personnel and other personnel as determined by board policy.

7. To determine salary schedules for all employees;

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

9. To provide adequate buildings and facilities, consider plans for necessary improvements, and determine the means to finance any construction or improvements; and

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

Approved: February 23, 2016

Ref: La. Rev. Stat. Ann. ''17:51, 17:54, 17:81, 17:84, 17:88, 17:95, 17:97, 17:104.1, 17:105, 17:105.1, 17:106, 17:108, 17:109, 17:111, 17:112, 17:158, 17:221, 17:441, 17:442, 17:443, 17:444, 17:1373, 38:2211, 38:2212, 38:2212.1; Board minutes, 12-13-72, 11-27-01.

BOARD MEMBERS LEGAL STATUS

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

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

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

OATH OF OFFICE

Each member of the Caddo Parish School Board shall take the oath of office as prescribed by the state constitution at the time of his/her election or as soon thereafter, but not later than thirty (30) days after receipt of his/her commission certificate. The person administering the oath shall certify said commission. Said oath shall be deposited and recorded in the office of the Louisiana Secretary of State. Said oath shall also be recorded in the Caddo Parish Clerk of Court's office.

Approved: February 23, 2016

Ref: Constitution of Louisiana, Art. VIII, Sec. 9; La. Rev. Stat. Ann. §§17:51, 17:52, 17:61, 17:81; Wood v. Strickland, 95 S. Ct. 992 (1975); Monell v. Department of Social Services of New York, 98 S. Ct. 2018, 2035-36 (1978); Owen v. City of Independence, No., 98 S. Ct. 3318 (1978).

NUMBER

The Caddo Parish School Board shall be composed of twelve (12) members, each elected by qualified voters residing within each of the respective special election districts within its jurisdictional boundaries of Caddo Parish. Each election district shall encompass the geographic and demographic areas fixed by the Caddo Parish School Board for school board member election purposes. An official map showing each election district shall be made available for viewing during normal business hours at the School Board office.

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

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

Approved: February 23, 2016

Ref: La. Rev. Stat. Ann. ''17:52, 17:61, 17:71.1, 17:71.2, 17:71.3, 17:71.4, 17:71.5, 17:71.6, 17:71.7; 18:1, 18:602.

QUALIFICATIONS FOR SCHOOL BOARD MEMBERS

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

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

2. A Board member shall be a resident of the election district for the preceding year.

3. A Board member shall have resided in the state for the preceding two (2) years.

4. A Board member shall be able to read and write.

5. A Board member shall not be serving on certain other boards specified in the Constitution of Louisiana.

6. A Board member shall have affirmed to the prescribed oath.

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

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

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

Approved: February 23, 2016

Ref: Constitution of Louisiana, Art. VIII, Sec. 8(a); La. Rev. Stat. Ann. §§17:52, 17:61,17.71.2, 17:71.3, 42:141; Board minutes, 4-16-02.

TERM OF OFFICE

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

The term of each member shall begin on January 1, following his/her election and expire on December 31, four (4) years later. Each member of the School Board elected after January 1, 2014 shall be limited to serve no more than three (3) consecutive four-year terms.

Approved: February 23, 2016

Ref: La. Rev. Stat. Ann. §§17:52, 17:60.4, 17:71.2, 17.71.3.

UNEXPIRED TERM FULFILLMENT

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

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

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

Multiple vacancies shall be filled according to state statutory provisions.

Approved: February 23, 2016

Ref: Constitution of Louisiana, Art. VI, Sec. 13; La. Rev. Stat. Ann. ''18:402, 18:581, 18:602.

++RESIGNATION

A member of the Caddo Parish School Board may resign by submitting a letter of resignation to the Louisiana Secretary of State. A resignation shall be in writing, shall be dated, may specify a prospective date on which the resignation is to be effective, and shall be signed by the official and duly acknowledged by him or her before an officer authorized to administer oaths.

The notice of resignation shall not be effective until the original notice of resignation has been received by the Secretary of State and shall become irrevocable upon such receipt by the Secretary of State. The Secretary of State shall then immediately transmit notice of such resignation to the School Board and the School Board shall proceed to fill the vacancy in accordance with School Board policy and state statutory provisions.

Approved: February 23, 2016

Ref: La. Rev. Stat. Ann. §§18:581, 18:652, 18:653, 18:654.

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Approved: February 23, 2016

Ref: La. Rev. Stat. Ann. §§18:581, 18:652, 18:653, 18:654.

BOARD MEMBER REMOVAL FROM OFFICE

The President, Treasurer, or any member of the Caddo Parish School Board, or any person who signs, executes, causes, authorizes, or contributes in any manner to the borrowing of money in excess of the amount properly budgeted, for current operation, or beyond the limits and conditions herein prescribed, shall be fined and removed from office in the manner prescribed by the constitution and state laws. Any sums borrowed shall not aggregate more than one-half (2) of its expected revenue receipts for current operation.

A public officer shall be removed from office for conviction, during his/her term of office, of a felony. The conviction for a felony of a public officer shall automatically suspend that individual from his/her public office without compensation. Suspension from public office shall continue until the conviction is final and all appellate review of the original trial court proceedings is exhausted. During the period of suspension, the public official shall not perform any official act, duty, or function nor shall he/she receive any compensation, pay, allowance, emolument, or privilege of office.

Approved: February 23, 2016

Ref: La. Rev. Stat. Ann. ''17:89, 39:572, 42:1411.

SCHOOL SUPERINTENDENT LEGAL STATUS

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

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

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

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

The Superintendent shall sign each teacher contract issued.

Approved: February 23, 2016

Ref: Constitution of Louisiana, Art. VIII, Sec 9; La. Rev. Stat. Ann. ''17:54, 17:81, 17:83, 17:91.

SCHOOL DISTRICT ORGANIZATION

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

The School Board is authorized to reorganize schools and to determine and fix the number of grades to be taught at each school, taking into consideration the dictates of the public and best interests of the students of the district, in accordance with applicable provisions of any court-ordered judgment.

Currently, the administrative structure for schools is as follows:

Elementary Schools	Grades K-3, K-4, and K5
Elementary/Middle Schools	Grades K-6, 4-6, 5-8, and K-8
Middle Schools	Grades 6-8 and 7-8
Middle/High Schools	Grades 7-12
High School	Grades 9-12

February 23, 2016

Ref: La. Rev. Stat. Ann. ''17:81, 17:151, 17:151.1; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; Board minutes, 6-4-75, 11-17-76, 6-18-02.

SCHOOL ATTENDANCE DISTRICTS

School attendance boundaries shall be approved by the Caddo Parish School Board. If applicable, boundaries and changes thereof shall comply with applicable federal court decisions and/or mandates. Prior to the adoption of school boundaries, the School Board shall conduct public hearings for the purpose of receiving input regarding proposed boundary changes. Official notice of these hearings shall be published in the official journal of the School Board and other appropriate publications.

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

Approved: February 23, 2016

Ref: La. Rev. Stat. Ann. ''17:81, 17:104.1, 17:151, 17:1371, 17:1371.1, 17:1371.2, 17:1372, 17:1373.

SCHOOL CENSUS

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

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

Approved: February 23, 2016

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

SCHOOL YEAR

The Caddo Parish School Board shall annually adopt a school calendar calling for a minimum of 63,720 insturctional minutes per year. Semesters shall be of similar length and defined by the adopted school calendar. The School Board may authorize some or all of its schools to modify the number of instructional days per year provided the total number of instructional minutes per year is no less than a total of 63,720 instructional minutes. The School Board may designate certain days for staff development, parent-teacher conferences, emergencies, faculty studies, and other activities which the Board deems appropriate and necessary.

Should the number of days a school is closed result in less than the minimum number of instructional minutes required by the Louisiana Department of Education, the School Board reserves the right to make up the minutes missed or to request that the Louisiana Board of Elementary and Secondary Education (BESE) make an exception to the minimum number of minutes of school attendance required.

Approved: February 23, 2016

Ref: La. Rev. Stat. Ann. ''17:154, 17:154.1, 17:154.3, 17:154.4; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education.

FILE: AEA
Cf: AE, GBRC

SCHOOL CALENDAR

The school calendar for the ensuing school year shall be prepared by the Superintendent and presented for Caddo Parish School Board approval no later than the end of February.

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

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Approved: February 23, 2016

Ref: La. Rev. Stat. Ann. '17:154; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education.

FILE: AF
Cf: AE

SCHOOL DAY

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

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

Approved: February 23, 2016

Ref: La. Rev. Stat. Ann. ''17:154, 17:154.1, 17:154.3; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education.

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OFFICERS OF THE SCHOOL BOARD

PRESIDENT/ FIRST VICE PRESIDENT/SECOND VICE PRESIDENT

The President shall preside at all meetings of the Caddo Parish School Board and shall call special meetings when required. He/she shall sign with the Superintendent, the minutes and other official documents, including Board resolutions, which require the signature of the President. He/she shall perform other duties as prescribed by law or School Board policy. In the absence of the President or in the event of his or her death, or his or her inability or failure to act, the First Vice-President shall perform the duties of the President and, when so acting, shall have all the powers of the President. In the absence of the President and First Vice-President, or in the event of both of them being able to act, the Second Vice-President shall act and shall have all the powers of the President.

SECRETARY/TREASURER

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

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

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

ELECTION OF OFFICERS

At the last meeting in December of each year, the School Board shall elect one of its members to serve as President, one to serve as First Vice-President, and one to serve as Second Vice-President for a term of one (1) year, beginning in January. In those years where elections have been held, resulting in newly elected School Board members, the election of officers shall occur at the first meeting in January following the seating of the new members.

FILLING OF VACANCIES IN SCHOOL BOARD OFFICERS

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

Approved: February 23, 2016

Ref: Constitution of Louisiana, Art. X, Sec. 30; La. Rev. Stat. Ann. ''17:54, 17:55, 17:56, 17:83, 17:91, 17:94, 17:95, 18:603, 42:52, 42:141, 42:161, 42:162, 42:163; Board minutes, 2-5-64, 9-2-81, 1-2-85, 11-20-91, 11-27-01, 1-20-09, 2-12-09.

DUTIES OF SCHOOL BOARD MEMBERS

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

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

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

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

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

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

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

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

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

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

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

9. To evaluate the Superintendent annually.

Adopted: February 23, 2016
Ref: La. Rev. Stat. Ann. §§17:54, 17:81.

NEW MEMBER ORIENTATION

The Caddo Parish School Board realizes the importance of a functional orientation program for new School Board members. Under the guidance and directions of experienced School Board members and the Superintendent, orientation shall be provided new School Board members to allow the members to become fully informed about the School Board's functions, policies, procedures and problems. They shall be invited to all public meetings and functions of the School Board and receive all reports and non-confidential communications normally sent to School Board members. New members shall also be provided with a copy of the School Board's *Policy Manual.*

Attendance at orientation programs for new School Board members shall also be encouraged.

Adopted: February 23, 2016

SCHOOL BOARD MEMBER CONTINUING EDUCATION

SCHOOL BOARD MEMBER TRAINING

Each Caddo Parish School Board member shall be required to receive a minimum of six (6) hours of training and instruction annually. Training and instruction shall address such topics as the school laws of this state, laws governing the powers, duties and responsibilities of school boards, the Open Meetings law, the Ethics laws, the Public Bid laws, and in educational trends, research, and policy. Training and instruction shall also include education policy issues, such as the minimum foundation program and formula, leadership development, dropout prevention, and school discipline. In a school district with a school(s) identified as academically unacceptable or in need of academic assistance, at least two (2) of the required hours shall focus on the improvement of schools identified as failing schools.

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

Distinguished School Board Member

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

Verification And Disclosure Of Training

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

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

ETHICS EDUCATION AND TRAINING

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

Adopted: February 23, 2016

Ref: La. Rev. Stat. Ann. ''17:53, 42:1170.

FILE: BBBD
Cf: ABC, DH
Cf: DJAA

BONDED MEMBERS

The Caddo Parish School Board shall require the Superintendent and School Board President, and all other appropriate designated personnel, who are authorized to sign checks written against school funds, to furnish a *surety bond* in an amount set by the School Board, but shall not be less than fifteen thousand dollars, for the faithful performance of their duties. In addition, the Superintendent, as treasurer of the Board, shall furnish an *indemnity bond*, made in favor of the governor and the School Board in an amount to be set by the Board. The School Board shall pay the premiums of such bonds.

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

Adopted: February 23, 2016

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

SCHOOL BOARD MEMBER COMPENSATION AND EXPENSES

The Caddo Parish School Board shall provide a monthly expense allowance for its members in accordance with state law and at a rate set by the School Board. Each member of the School Board shall receive $800.00 per month, and the President shall receive $900.00 per month, which shall include a $50.00 per diem for attending one Executive Committee meeting per month on a day other than when a School Board meeting or Board Committee meeting is held and an additional $50.00 per diem per month for discharging his/her duties as President.

Board members shall also be authorized to receive reimbursement for mileage going to and from meetings as well as reimbursement for actual travel and related expenses outside the jurisdictional boundaries of the School Board while on official School Board business, all in accordance with School Board policy.

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

Any action decreasing the compensation for School Board members shall not take effect during the term for which they were elected. Any action increasing the compensation for School Board members shall require a ***two-thirds vote of the total membership***. Before any action is taken, however, the School Board shall advertise in the official journal of the School Board the time and place of a meeting to consider the expense allowance. The advertisement shall appear on at least two (2) separate days during the fifteen (15) days immediately preceding such meeting.

Members of the Executive Committee shall receive an additional $50.00 per diem per month for attendance at one Executive Committee meeting during the month on a day other than when a School Board meeting is held.

TRAVEL EXPENSES

The School Board recognizes the value of attendance at the Louisiana and National School Boards Conventions. School Board members may attend up to one (1) out of state conference during the fiscal year. The administrative staff may be represented by the Superintendent or a person designated by him/her at such conventions. The School Board President shall be authorized to approve additional attendees within the approved School Board budget.

The President of the School Board shall authorize in writing individual School Board members to attend hearings, meetings, seminars or workshops that in the President's opinion are beneficial to the Caddo Parish School Board. School Board members shall submit their requests to the President prior to attending the conference.

Policies and administrative regulations governing reimbursement for expense reimbursements for employees shall also apply to School Board members. Total trip expense and reimbursement by personal car should not exceed the amount that total expense would have been if traveling by plane. However, the President of the School Board may make exceptions concerning travel arrangements. The President shall sign the authorization for reimbursement of travel expenses for School Board members.

Adopted: February 23, 2016

Ref: Constitution of Louisiana, Art. VI, Sec. 12, VIII, Sec. 8, Art. X, Section 23; La. Rev. Stat. Ann. ''17:56, 17:61; Board minutes, 3-17-76, 3-2-77, 11-15-78, 6-20-84, 7-10-85, 1-16-85, 11-27-01, 8-16-11.

BOARD AND STAFF COMMUNICATIONS

The Caddo Parish School Board is committed to the concept of One Board/One Voice in order to advance the ideals of a quality education system in the Parish of Caddo. The intent is to provide appropriate comments to the public regarding matters of interest involving the Caddo Parish School System. The only way the concept of One Board/ One Voice will be successful is if the School Board and staff utilizes a system of communication that builds confidence in the School Board as well as staff. This concept is premised on the fact that no single School Board member has authority to act on behalf of the School Board and cannot bind the Caddo Parish School Board. Furthermore no individual employee may make a comment on behalf of the school system without appropriate authority.

GUIDELINES

As to School Board matters:

1. The School Board President and/or designee shall be the official spokesperson regarding actions of the School Board and all requests for comments shall be referred to the President of the School Board;

2. All actions of the School Board regardless to whether a Board member voted for the item or not, shall be an official action of the School Board and should not be attacked by individual members;

3. School Board members shall be expected to use appropriate decorum before, during and after School Board meetings since actions of individual School Board members may portray a negative image to the public which would be considered detrimental to the School Board as a whole;

4. Whenever in doubt as to whether comment should or should not be made, a School Board members shall contact the School Board President and/or the Superintendent who may or may not refer the matter to the communications department; and

5. This policy is not intended to prohibit School Board members from making individual comments regarding matters of interest to the public; however, individual Board member comments shall not be considered comments of the School Board.

As to Staff requests for comments:

1. The Superintendent and the Communications Department shall be the official spokespersons for school system related matters and staff shall be expected to follow the appropriate chain of command for comment.

2. If a request for comment is made to a school or other administrative site, the site administrator shall contact the appropriate director prior to comment; the director shall contact the Communications Department and/or the Superintendent prior to an official comment being made. The Superintendent shall have final authority as to the comment and as to whether or not comment should be made.

New policy: March 17, 2014

Ref: Board minutes, 3-17-14.

SCHOOL BOARD COMMITTEES

STANDING COMMITTEES

The President, with Caddo Parish School Board approval, shall be authorized to create standing School Board committees, to be charged with deliberations of certain issues as deemed necessary. Such committees shall be composed of members of the School Board whose chairperson shall be appointed by the President. If the chairperson is unable to attend a scheduled meeting, the chair may appoint another member of the committee to preside over the committee. The President shall be given the option to change committee membership.

Committees shall have deliberative and recommending powers *only*, unless the School Board by formal action grants the committee the right and responsibility to act on certain specified matters. A committee shall consider only those items referred to it by the President of the School Board, by the Superintendent and/or designee, or by formal School Board action.

Executive Committee

In exercising its statutory authority, the Caddo Parish School Board shall establish an Executive Committee, whose membership shall consist of the President, the First Vice-President, and the Second Vice President of the School Board.

Meetings of the Executive Committee shall be held on the first Tuesday of each month for the purpose of setting the agenda, hearing presentations, conducting hearings, and providing a work session on the proposed agenda. The Executive Committee meeting shall begin at 4:30 p.m. unless a special School Board meeting has been called at the discretion of the President, in which case the Executive Committee meeting shall begin immediately after adjournment of the special School Board meeting.

It may also be called into session by the President, or at the request of the Superintendent, for consideration of such questions, matters or issues as may be referred to it by the School Board, and shall have the power to act only when specifically authorized to do so by formal action of the School Board.

SPECIAL COMMITTEES

Other special committees may from time to time be appointed by the President of the School Board to study specific issues. The membership of any special committees need not be restricted to members of the School Board, but may include such persons who may have knowledge or interest in the subject studied.

COMMITTEE MEETINGS

The agenda, time and date of committee meetings shall be tentatively set by the committee chairperson, pending discussion with the Superintendent and Board President of any proposed agenda items and meeting date. Items of business may not be added to a committee's meeting agenda except by unanimous approval of the members present at the meeting.

All School Board committee meetings shall be subject to the same policies and statutory provisions as regular and special meetings of the School Board. As such, all committee meetings shall be advertised according to state statutes and Board policy and shall be open to the public, except in those instances allowed as provided by state law. A majority of the committee membership shall constitute a quorum for purposes of making recommendations or taking any action that has been previously authorized. Ex-officio members of a committee shall not count towards a quorum and shall not vote on issues.

Minutes shall be taken of the proceedings of all committee meetings. A committee report of actions taken during the committee meeting shall be presented to the School Board for its consideration and approval.

Revised: January 17, 2017

Ref: La. Rev. Stat. Ann. '§17:55, 17:81, 42:19; Board meetings, 1-22-86, 2-5-92, 2-16-00, 11-27-01, 3-20-07, 1-17-17.

DISCIPLINE POLICY REVIEW COMMITTEE

The Caddo Parish School Board shall establish a Discipline Policy Review committee composed of sixteen members as follows:

1. Five classroom teachers to be elected by their peers with at least one teacher each representing an elementary, middle, and high school.

2. One special education teacher to be elected by his/her peers.

3. Two guidance counselors to be elected by their peers.

4. Two principals to be elected by their peers, one representing an elementary or middle school and one representing a high school.

5. One school bus operator to be elected by his/her peers.

6. One child welfare and attendance supervisor to be elected by his/her peers.

7. One School Board member to be elected by his/her peers.

8. The Superintendent or his/her designee.

9. Two parents to be appointed by a method as provided by the rules and regulations adopted by the State Board of Elementary and Secondary Education.

The Discipline Policy Review committee shall review all School Board discipline policies and make recommendations to the School Board for appropriate revisions to such policies. The committee shall review the discipline policies annually. Following a public hearing on the recommendations of the discipline policy review committee, the policies shall delineate the specific consistent actions to be taken by teachers and other designated school employees to maintain order in the schools and on the school grounds. In addition, such policies shall contain specific consistent penalties which shall be imposed when pupils violate school discipline policies or state laws on school discipline. Copies of School Board discipline policies shall be distributed to each school every school year. The School Board shall provide each pupil and his parent, tutor, or legal guardian with a copy of the School Board 's current discipline policy. In addition, each school shall plan and conduct meetings necessary to fully inform all employees and pupils of all such policies within the first week of each school year. Meetings shall also be held throughout the school year as may be necessary to inform new employees and new pupils of such policies.

The administrators, teachers, and parents at each school shall meet during the school year and develop or review the discipline policy for their school and such policy shall be reviewed at least annually thereafter. In all cases, a school's discipline policy shall be in compliance with current state law and School Board policies.

Adopted: September 16, 2003

Ref: La. Rev. Stat. Ann. '§17:81, 17:416.8; Board meetings, 9-16-03.

DISCIPLINE POLICY REVIEW COMMITTEE ELECTION PROCESS

The following procedures shall be used to fill positions on the Caddo Parish School Board Discipline Policy Review committee:

1. School Board Member. A School Board member shall be elected by majority vote by other members of the School Board.

2. Superintendent or designee. The Superintendent will serve on the Committee or select a designee.

3. Classroom Teachers. Five (5) regular education teachers and one special education teacher will be elected by their peers to serve on the Committee. The superintendent or designee will contact the principals at all elementary, middle, and high schools and notify them of vacancies on the Committee. The principal will submit names of volunteers within two (2) weeks following receipt of notification and submit the names to the Superintendent or designee. A ballot will be prepared for each category (special education, elementary, middle, and high school teachers). Teachers throughout the District in their respective categories will be given one vote for their representative on the Committee. The teachers receiving the highest number of votes in the respective categories will serve as the representatives on the Committee. The next two (2) teachers receiving the highest number of votes from the elementary, middle, or high school categories will fill the remaining vacancies.

4. School Bus Operator; Child Welfare and Attendance. The Superintendent or designee will contact the director of the appropriate divisions to notify employees of vacancies on the Committee. The director will notify eligible employees interested in serving. The names must be submitted to the director of the appropriate division within two (2) weeks of notification. The director of the appropriate divisions will place the names of the volunteers on a ballot to be elected by their peers in the appropriate categories. The person receiving the highest number of votes will be elected to serve on the committee.

5. Guidance Counselors. The Superintendent or designee will contact the Supervisor of Counselors to notify employees of two counselor vacancies on the Committee. The Supervisor of Counselors will notify eligible employees interested in serving. The names must be submitted to the Supervisor of Counselors within two (2) weeks of notification. The Supervisor of Counselors will place the names of the volunteers on a ballot to be elected by their peers.

6. Principals. The Superintendent or designee will contact the School Directors to notify employees of the two (2) principal vacancies on the Committee. School Directors will notify eligible employees interested in serving in the respective categories (one high school and one elementary or middle school principal). The names must be submitted to the School Directors within two (2) weeks of notification. School Directors will place the names of the volunteers on a ballot to be elected by their peers. The two principals (one high school and one elementary or middle school) receiving the highest number of votes will be elected to serve on the committee.

7. Parent Members. The Superintendent or designee will contact the District President of the Caddo Parish Parent Teacher Association to fill the two parent volunteer vacancies on the Committee. The names must be submitted to the District President of the Caddo Parish Parent Teacher Association within two (2) weeks of the notification. If more than two parents volunteer, a lottery shall be used to determine the two parent volunteers

8. Certification of Results. The supervisor of counselors, all principals, and appropriate directors will submit a completed verification form validating that proper procedures were followed and all ballots were returned to the Superintendent or designee.

9. Election Results: Once all ballots have been received, the Superintendent or designee will schedule a meeting to open, count, and validate them. A representative from each of the following will be invited to attend: the Caddo District Parent Teacher Association, teacher organization(s), transportation organization, supervisor of counselors, as well as the directors of special education, child welfare and attendance, transportation, and elementary/ middle/high schools. In the event of a tie for any committee representative, a lottery will be conducted during this meeting. The Superintendent or designee will certify all election results and notify all elected committee members within two (2) weeks of the election.

10. Vacancies: In the event a committee member vacates the position for which he/she has been elected, the superintendent will appoint an interim pending the next election. Elections will be held every two (2) years.

Adopted: September 16, 2003

Ref: La. Rev. Stat. Ann. '§17:81, 17:416.8; Board meetings, 9-16-03.

BOARD - SCHOOL SUPERINTENDENT RELATIONS

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

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

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

The Superintendent shall serve as the School Board's instructional leader and chief executive officer. In the execution of his/her executive powers, the Superintendent possess the freedom to manage the schools within the parameters of School Board policies, to promulgate administrative regulations and procedures for the implementation of School Board policies, which in turn allows the Board freedom to devote its time to policymaking and appraisal functions. The Superintendent shall keep the School Board informed about school operations and notify the School Board promptly in times of emergency or other serious events which occur in the schools.

Adopted: February 23, 2016

SCHOOL BOARD ATTORNEY

The Caddo Parish School Board recognizes that the increasing complexity of school system operations frequently requires procurement of professional legal services. The primary function of an attorney shall be to provide professional legal counsel and representation to the School Board and Superintendent.

The Caddo Parish School Board, acting in accord with statutory provisions, may employ its own attorney or general counsel. The School Board shall determine the category/categories of legal services it wishes to engage. The School Board shall pursue and select legal services through advertisement and request proposals for selected legal services.

The attorneys/firm(s) retained as special counsel for the School Board shall be chosen by the School Board and compensated within the guidelines adopted by the Attorney General. As soon as practical after selection, the School Board shall submit a resolution, setting forth the reasons special counsel is necessary pursuant to La. Rev. Stat. Ann. §42:263.

Each and every firm selected to provide legal services to the School Board shall maintain professional malpractice liability insurance and annually provide a certificate of professional malpractice/liability insurance having liability coverage of at least 1 million dollars per claim.

The School Board shall have the right to terminate the services of any attorney/firm by providing fifteen (15) days notice.

The School Board may also employ additional legal assistance when special circumstances warrant.

Approved: February 23, 2016

Ref: La. Rev. Stat. Ann. §§16:2, 42:261.1, 42:263; Board minutes, 7-2-69, 6-3-81, 11-27-01, 2-19-02.

MEETINGS

The Caddo Parish School Board has the authority to hold as many School Board meetings per month as the Board deems necessary, but is required by state law to conduct at least one meeting per month. Regular meetings of the School Board shall be held on the third Tuesday of each month at 4:30 p.m., except when a meeting date falls on a legal holiday, in which event the Board shall announce, in its regular meeting prior to the holiday, the next meeting date. As circumstances may dictate, the time, the date, and the place for regular meetings may be changed by the School Board.

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

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

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

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

SPECIAL MEETINGS

Special meetings may be called by the President, and shall be called by the President at the request, in writing, of the Superintendent, or the First Vice-President, or a majority of the School Board membership, at the time and place designated. Such written requests shall state the detailed purpose for the meeting. Notice of the time and purpose for a special meeting shall be given each School Board member not less than two (2) days in advance of such a meeting.

QUORUM

A *quorum* for the transaction of official business shall consist of a majority (7) of the members of the School Board. When a quorum of the School Board has convened and neither the President nor the First Vice-President is present, the Second Vice-President shall preside, or in the absence of the Second Vice-President, the members shall elect one of their number to serve as President for that meeting.

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

Adopted: February 23, 2016

Ref: La. Rev. Stat. Ann. ''17:81, 42:12, 42:13, 42:14, 42:15, 42:16, 42:17, 42:19, 42:20, 42:24, 42:25; Board minutes, 2-5-64, 11-3-76, 8-3-77, 12-7-77, 1-2-85, 6-4-87, 7-24-91, 2-5-92, 1-27-93, 1-22-97, 2-16-00, 11-27-01.

TELECONFERENCE/REMOTE PARTICIPATION IN SCHOOL BOARD MEETINGS

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

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

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

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

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

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

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

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

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

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

news within the geographic area within the jurisdiction of the School Board.

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

For each meeting conducted with remote participation:

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

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

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

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

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

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

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

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

New policy: January 19, 2021

Ref: La. Rev. Stat. Ann. §§17:1, 17:81, 42:12, 42:13, 42:14, 42:15, 42:16, 42:17,

42:19, 42:20, 42:24, 42:25; Board minutes, 1-19-21.

SCHOOL BOARD MEETING PROCEDURES

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

The President of the School Board, or, in his or her absence, the First Vice-President, shall conduct all meetings. In the absence of both, the Second Vice-President shall preside. The presiding officer shall first recognize members based on the maker of the motion and the member who seconds the motion. Thereafter, the presiding office will recognize members of the School Board who wish to be heard in the order that they request to speak utilizing the electronic system. No member of the School Board shall speak without having first been recognized.

Each School Board member shall be given an opportunity to express without interruption, his or her views on any agenda item. Each school board member shall limit his/her comments to five (5) minutes. The President may stop any discussion which does not apply to the motion last made. He/she may also stop the discussion of a matter if the School Board has previously agreed to confine discussion to a definite period of time, and that time period has been used.

Public participation in School Board meetings shall be permitted during the public comment period on each item of the agenda on which a vote is to be taken. Members of the public may ask that their comments be made at the time the item is called for action. Other persons may be recognized in School Board meetings upon approval of the School Board. The President of the School Board shall have complete authority to remove any person(s) who willfully disrupts a meeting to the extent that orderly conduct of the meeting cannot be maintained.

CONSIDERATION OF AGENDA ITEMS

Agenda items shall be considered and discussed in the following manner:

1. The President of the Board shall read aloud a description of the agenda item.

2. After introduction of the agenda item and before any discussion of the item by School Board members, the public attending the meeting shall be given an opportunity to speak on the agenda item in accordance with policy *BCBI, Public Participation in School Board Meetings.*

3. The Superintendent shall briefly describe the agenda item and state whether the Superintendent has any recommendation for the agenda item.

4. If any School Board member has requested the agenda item or has adopted or is associated with the agenda item, the School Board President shall then recognize that Board member first for the purpose of making a motion; in the event that Board member declines to make a motion, then the School Board President shall recognize any other member for the purpose of making a motion on that agenda item.

5. If no School Board member has requested the agenda item or has adopted or associated with the agenda item, the School Board President shall recognize any Board member for the purpose of making a motion of that agenda item.

6. After a motion has been made and seconded, the School Board President shall recognize the maker of the motion for the purpose of speaking to the merits of the motion, after which the School Board President shall recognize the School Board member who provided the second to the motion, for the purpose of speaking to the merits of the motion.

7. The motion shall then be open for debate and discussion by the entire School Board.

8. The School Board President shall make a reasonable attempt to call on School Board members for the purpose of speaking to the merits of the motion in the order in which each School Board member requests an opportunity to speak.

9. All discussion and argument on the motion shall be limited to the merits of the motion. Board member comments shall be limited to five (5) minutes. Board members shall not, at any time during the School Board meeting, question the motivations or intentions of any School Board member or any motion agenda item. The School Board President shall immediately admonish any School Board member who begins to speak beyond the merits of any motion or any School Board member who questions the motivations or intentions of any School Board member of any motion or agenda item.

10. School Board members shall not speak to any individual motion more than two (2) times, unless granted permission by the School Board. The two-time speaking limitation shall not apply when a Board member is asking questions of staff or a speaker.

11. If at any time a School Board member believes that these rules are not being followed, the School Board member may call such to the attention of the School Board President by making a “point of order” inquiry.

All School Board members shall be respectful and display common courtesy to each other in all their dealings with each other, School Board employees and the public.

All discussion and argument during meetings shall be addressed to the School Board President, who shall be addressed as “Mr. President” or Madam President” as whichever may be the case. School Board members shall refrain from addressing or speaking to the School Board room audience when speaking to a motion.

Adopted: February 23, 2016

Ref: La. Rev. Stat. ''17:81, 42:15; Board minutes, 2-5-64, 6-4-87, 10-87, 4-19-95, 11-27-01, 2-21-06.

NOTIFICATION OF SCHOOL BOARD MEETINGS

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

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

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

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

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

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

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

2. Mailing a copy of the notice to any member of the news media who requests notice of such meetings; when mailing a copy of the notice to news media such notice shall be given in the same manner as is given to members of the School Board.

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

4. **In addition, notice of upcoming meetings shall be provided to professional organizations who request notice to an email address provided by the professional organization directing it to the**

electronic agenda and mailout with no less than twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays immediately preceding the meeting.

Revised: November 17, 2015

Ref: La. Rev. Stat. Ann. §§17:81, 42:19, 42:19.1, 42:23.

AGENDA PREPARATION AND DISSEMINATION

The agenda of the next regular School Board meeting shall be set by the Executive Committee of the Caddo Parish School Board at its monthly meeting. Agendas for any special meeting shall be set by the School Board President after consultation with the Superintendent. Items of business may be suggested by School Board members, administrative staff, and employees of the School District for inclusion on the agenda. The agenda shall not be changed less than twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays, prior to the scheduled time of the meeting.

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

Items of business not on the agenda may not be suggested from the floor for discussion except upon ***unanimous approval of the members present*** at a meeting. The motion to add an item not on the agenda shall identify the item with reasonable specificity, including the purpose for the proposed addition to the agenda, and shall be entered into the minutes. In keeping with state law and School Board policy, prior to any vote to add an item to the agenda, there shall be an opportunity for public comment on the motion.

In addition to other rules for setting agendas, the School Board shall abide by the following rules in setting agendas:

1. Generally, all presentations and reports not requiring action of the School Board in the form of a motion, with the exception of the Superintendent's report, shall be postponed and set for presentation to the School Board at the next Executive Committee meeting.

2. In establishing the order of the agenda, any items which the Executive Committee reasonably believes may be of heightened interest to the public shall be prioritized and set on the agenda for the earliest consideration after normal preliminary matters.

SCHOOL BOARD ELECTRONIC MAILOUT

It shall be the policy of the Caddo Parish School Board that backup material and information regarding agenda items on which the School Board is to take action during the regular School Board meeting be in the electronic mail out posted to the School Board website no later than the Wednesday before the Executive Committee meeting held as a work session for the regular School Board meeting. Agenda items for which backup material and information are provided to School Board members prior to or during the Executive Committee meeting may be considered for School Board action during the regular School Board meeting. The School Board shall not

act on any agenda item for which backup material or information was not provided before or during the Executive Committee meeting with the exception of bid agenda items**.** However, any agenda item may be considered for School Board action with a ***two-thirds vote of the members present*** regardless to when the backup material and information was provided to the School Board.

PUBLIC REVIEW OF AGENDA AND SUPPORTING DOCUMENTATION

The Caddo Parish School Board shall make the agendas and supporting documentation of the board or board committee meetings available to the public and the media requesting same, no later than twenty-four (24) hours before the meeting. Agendas and supporting documentation shall be available for review electronically on the district's website. Otherwise, agendas and supporting documentation shall be available for inspection at the school board offices at 1961 Midway Avenue, Shreveport, Louisiana. A person desiring to review the agenda and supporting documentation at the school board office shall contact the superintendent's office to make an appointment to review same.

Revised: November 17, 2015

Ref: La. Rev. Stat. Ann. §42:19; Jackson v. Assumption Parish School Board, App. 1 Cir. 1995, 652 So2d 549, 1994-0901 (La. App. 1 Circ. 3/3/95); Board minutes, 3-17-82, 1-2-85, 6-4-87, 10-87, 2-21-90, 6-19-91, 2-5-92, 5-27-92, 3-17-93, 11-17-93, 4-20-94, 4-19-95, 6-18-97, 8-20-97, 10-22-97, 2-2-00, 3-15-00, 6-18-02, 4-20-04.

FILE: BCBG
Cf: BC, BCB

VOTING METHOD AT BOARD MEETINGS

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

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

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

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

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

Adopted: February 23, 2016

Ref: La. Rev. Stat. Ann. ''17:81, 18:602, 42:14, 42:1120.

MINUTES OF SCHOOL BOARD MEETINGS

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

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

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

3. The substance of all matters deliberated, and a record, by individual member, of any votes taken.

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

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

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

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

RESOLUTIONS AND PETITIONS

It shall be the policy of the Caddo Parish School Board to file resolutions and petitions presented by the public as part of the official papers accompanying School Board minutes, but they shall not be an integral part of the School Board minutes.

OFFICIAL JOURNAL

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

Revised: September, 2014

Adopted: February 23, 2016

Ref: La. Rev. Stat. Ann. §§17:81, 42:12, 42:13, 42:20, 43:141, 43:144, 43:145; Board minutes, 9-1-49, 6-6-51, 1-14-64, 6-2-76, 12-14-94, 11-27-01.

PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS

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

REQUEST FOR ITEM TO BE PLACED ON AGENDA

All delegations or individuals who wish to appear before the School Board and place an item on the agenda shall submit their written requests to the Superintendent at least five (5) calendar days prior to the Executive Committee meeting date, stating what matters they wish to take up with the School Board and the approximate time such matters should consume at the meeting. Such items shall normally be included on the agenda of the meeting at which the delegation or individual wishes to appear before the School Board, following a determination by the Board President, in consultation with the Superintendent. If not submitted on time to be placed on the agenda, the item shall be held over for the next scheduled meeting of the Executive Committee.

PUBLIC COMMENTS

Citizens who wish to speak before the Caddo Parish School Board during the *Visitors* section of the agenda and before votes on specific agenda items are taken shall notify the President by signing up on forms available in the Caddo Parish School Board meeting room prior to the meeting. During the *Visitors* section, visitors may speak on any topic. If a designated group is speaking (for example: Caddo Citizens for Education), only two (2) representatives may speak for three (3) minutes each or one representative for five (5) minutes.

At any time when a citizen addresses the School Board, it shall require that the speaker give his/her name and address. Derogatory statements about, or directed at, a School Board member, any employee, or any other person shall not be permitted. Speakers who wish to make such comments shall be directed to submit their complaints by signed written statement. Written complaints shall be referred to the President of the School Board, the Superintendent, or to an appropriate designee for further action.

The School Board, or Superintendent and his/her staff shall not, as a rule, answer questions from the public. The questioner's name, address and telephone number may be taken for later personal reply. However, previously stated School Board policies or administrative regulations and procedures may be explained. A School Board member may, with the President's permission, ask a question of the speaker. When the President deems it appropriate and if desired by the speaker, the President may ask the Superintendent or his designee to confer with the speaker.

Public Comment on Agenda Items

A public comment period shall be held before any vote is taken on an agenda item. Comments from the public shall occur after introduction of the item to be voted on and before any discussion by School Board members. However, a person is not entitled to take up business before the School Board unless the item in which he/she is interested has been placed on the agenda of that meeting, except during the *Visitors* section of the agenda.

As the School Board reaches each item on its agenda, the School Board President shall recognize those persons who have indicated a desire to speak on that item. No individual may speak without first being recognized by the presiding officer. Each person may speak for not more than three (3) minutes on each item, and may speak only once on each agenda item. The individual shall limit his/her comments to matters that are strictly relevant to that agenda item. The individual shall refrain from asking questions or making requests of the School Board or staff. The School Board shall delay its deliberations on each agenda item until all members of the public who wish to address the School Board have been given an opportunity to speak. The School Board may request that a designated group speaking on an agenda item limit comments to only two (2) speakers.

In the event that the School Board should add an item to its agenda after the School Board meeting begins, or the School Board desires to consider an item upon which a vote is to be taken where no vote was originally anticipated, the School Board President shall orally request of the audience whether anyone in attendance would like to speak on the added agenda item. Each person indicating a desire to do so shall be given an opportunity to address the School Board on each agenda item added. The School Board shall delay deliberations on that agenda item until such time as all interested members of the public have had an opportunity to speak.

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

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

Revised: March 20, 2018
Revised: February 12, 2019

Ref: La. Rev. Stat. Ann. ''17:81, 42:14, 42:15, 42:16, 42:23; Board minutes, 8-20-97, 4-20-04, 3-20-18, 2-12-19.

BROADCASTING AND TAPING OF SCHOOL BOARD MEETINGS

It shall be the policy of the Caddo Parish School Board that all regular and special meetings shall be open to, and may be recorded by the public and representatives of the news media, television, and radio. Proper decorum shall be maintained during all School Board meetings. The operators of broadcasting and video equipment, cameras and lighting shall position themselves in the front of the School Board meeting room during official School Board meetings. Operators should refrain from stationing themselves and/or their equipment on the School Board's platform after proceedings are underway.

Adopted: February 23, 2016

Ref: La. Rev. Stat. Ann. ''17:81, 42:23; Board minutes, 3-7-90, 10-20-93.

EXECUTIVE SESSIONS

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

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

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

Executive sessions may be held for the following reasons:

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

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

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

   A statement identifying the parties involved and reasonably identifying the subject matter of any prospective litigation for which formal written demand

has been made that is to be considered at the meeting.

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

3. Discussion regarding the report, development, or course of action regarding security personnel, plans, or devices.

4. Investigative proceedings regarding allegations of misconduct.

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

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

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

Revised: September, 2014

Ref: La. Rev. Stat. Ann. §§17:81, 42:12, 42:13, 42:14, 42:16, 42:17, 42:19, 42:24, 42:25, 42:28.

SCHOOL BOARD COMMITTEES

The Caddo Parish School Board shall create standing committees from its membership. The duties of standing committees shall be delegated to the committees by the School Board as a whole.

The President shall appoint the committee member and assign a person to chair each standing committee. If the chair is unable to attend a scheduled meeting the chair may appoint another member of the committee to preside over the committee. The President may also appoint ad hoc committees.

The President and First Vice-President shall be ex-officio members of all committees, and the Superintendent shall serve as advisor to all committees.

Committees shall have deliberative and recommending powers only, unless the School Board by formal action grants the committee the right and responsibility to act on certain specified matters. A committee shall consider only those items referred to it by the President of the School Board, by the Superintendent and/or designee, or by formal School Board action. The President of the School Board has authority to refer any matter to a committee unless a majority of the School Board votes against the referral to committee.

The School Board shall maintain the following standing committees:

1. Audit Committee
2. Building, Grounds and Security Committee
3. Insurance and Finance Committee
4. Long Term Planning and Development Committee
5. Transportation Committee

In addition, the President will appoint the following:

1. Legislative Liaison
2. Member of the Discipline Review Committee
3. PTA Liaison

SPECIAL COMMITTEES

Other special committees may from time to time be appointed by the School Board to study specific issues. The membership of any special committees need not be restricted to members of the School Board, but shall include such persons who may have knowledge or interest in the subject studied.

COMMITTEE MEETINGS

Meetings of School Board standing committees shall be scheduled periodically, provided that the President, Superintendent, or committee chairpersons shall have the authority to call special meetings should the need arise.

Announcement of committee meetings, the time and place of the meetings and the agenda items shall be posted at the central office and distributed by mail and/or e-mail to all members of the School Board and the media at least twenty-four (24) hours prior to the committee meeting.

The agenda, time and date of committee meetings shall be tentatively set by the committee chairperson, pending discussion with and approval by both the Superintendent and School Board President of any proposed agenda items and meeting date. Once approved, the committee chairperson shall be notified prior to notification of other members.

All committee meetings shall be advertised according to state statutes and shall be open to the public, except in those instances allowed as provided by state law. A majority of the committee membership shall constitute a quorum for purposes of making recommendations or taking any action that has been previously authorized. Ex-officio members of a committee shall not count towards a quorum and shall not vote on issues.

Minutes shall be taken of the proceedings of all committee meetings. All items brought before committees shall be presented to the School Board with a recommendation from the committee.

If an item is not favorably recommended by the committee to the School Board for action, a two-third vote of the members present at the board meeting is required in order to add the item to the School Board's agenda.

Revised: January 17, 2017

Ref: La. Rev. Stat. Ann. '§17:55, 17:81, 42:19; Board meetings, 1-22-86, 2-5-92, 2-16-00, 11-27-01, 3-20-07, 1-17-17.

SCHOOL BOARD POLICY

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

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

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

POLICY ADOPTION

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

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

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

POLICY REVIEW

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

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

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

POLICY DISSEMINATION

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

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

SUSPENSION OF POLICY

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

ADMINISTRATION IN ABSENCE OF POLICY

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

Adopted: February 23, 2016 Revised: December 15, 2020

Ref: Constitution of Louisiana, Art. VI, Sec. 10; La. Rev. Stat. Ann. §§17:81, 17:416.8; Board minutes, 12-13-72, 11-16-77, 9-16-03, 12-15-20.

SCHOOL BOARD ETHICS

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

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

ETHICS EDUCATION AND TRAINING

All School Board members and employees shall be required to receive a minimum of one (1) hour of education and training on the Louisiana Code of Governmental Ethics annually. Education and training shall be provided by the Louisiana Board of Ethics and administered through seminars or via the Internet.

GIFTS

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

NEPOTISM

No member of the immediate family of an agency head shall be employed in his/her agency. No member of the immediate family of a member of a governing authority or the chief executive of a governmental entity shall be employed by the governmental entity, with limited exception as outlined below.

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

Exceptions

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

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

2. Any immediate family member of a member of the School Board or the Superintendent may be promoted, if the person receiving the promotion is employed as a *certified classroom teacher*, provided that such family member has the appropriate qualifications and certifications for such position. The term *certifications* shall not include any temporary or provisional certification or certifications.

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

ABUSE OF OFFICE

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

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

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

employee.

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

TRANSACTIONS AFTER TERMINATION OF PUBLIC SERVICE

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

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

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

DEFINITIONS

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

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

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

Public servant means a public employee or an elected official.
Revised: October, 2015

Ref: La. Rev. Stat. Ann. ''17:81, 17:428, 42:1101, 42:1102, 42:1112, 42:1115, 42:1115.1, 42:1116, 42:1119, 42:1120, 42:1121, 42:1123, 42:1170; Board minutes, 8-19-70, 3-3-82, 12-14-94, 9-18-01, 5-22-02, 6-18-02, 11-16-04.

CADDO PARISH SCHOOL BOARD
SCHOOL BOARD MEMBER CODE OF ETHICS

I. PURPOSE

The purpose of this policy is to assist the individual School Board members in understanding his or her role as part of a School Board and in recognizing the contribution that each member must make to develop an effective and responsible School Board.

II. GENERAL STATEMENT OF POLICY

Each School Board member shall follow the code of ethics stated in this policy.

A. AS A MEMBER OF THE SCHOOL BOARD, I WILL:

1. Attend School Board meetings.

2. Come to the meetings prepared for discussion of the agenda items.

3. Listen to the opinions and views of others (including, but not limited to, other School Board members, administration, staff, students, and community members).

4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.

5. Support the decision of the School Board, even if my position concerning the issue was different.

6. Recognize the integrity of my predecessors and associates and appreciate their work.

7. Be primarily motivated by a desire to provide the best possible education for the students of the school district.

8. Inform myself about the proper duties and functions of a School Board member.

9. Recognize that my responsibility is to all the children of the parish and I will not try to seek special privileges for my own district.

B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER, I WILL:

1. Focus on education policy as much as possible.

2. Remember my responsibility is to set policy - not to implement policy.

3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.

4. Recognize that my responsibility, exercised through the actions of the School Board as a whole, is to see that the schools are properly run – not to run them myself.

5. Work through the Superintendent – not over or around the Superintendent.

6. Delegate the implementation of School Board decisions to the Superintendent.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD, I WILL:

1. Respect the right of others to have and express opinions.

2. Recognize that authority rests with the School Board in legal session - not with the individual members of the School Board, except as authorized by law.

3. Make no disparaging remarks, in or out of School Board meetings, about other members of the School Board or their opinions.

4. Not attempt to monopolize the School Board meeting or make comments as if I am the only person who understands the issues that are being discussed to the detriment of my fellow board members.

5. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.

6. Make decisions by voting in School Board meetings after all sides of debatable questions have been presented.

D. **IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I WILL:**

1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.

2. Attempt to obtain adequate financial support for the school district's programs.

3. Insist that business transactions of the school district be ethical and open.

4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.

E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF, I WILL:

1. Hold the Superintendent responsible for the administration of the school district.

2. Give the Superintendent authority commensurate with his or her responsibilities.

3. Assure that the school district will be administered by the best professional personnel available.

4. Participate in School Board action after considering the recommendation of the Superintendent and only after the Superintendent has furnished adequate information supporting the recommendation.

5. Insist the Superintendent keep the School Board adequately informed at all times.

6. Offer the Superintendent counsel and advice.

7. Recognize the status of the Superintendent as the chief executive officer and non-voting, ex officio member of the School Board.

8. Refer all complaints to the Superintendent or proper administrative officer designated by the Superintendent.

9. Provide support for the Superintendent and employees of the school district so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER, I WILL:

1. Comply will all federal, state, and local laws relating to my work as a School Board member.

2. Comply with all school district policies as adopted by the School Board.

3. Abide by all rules and regulations as promulgated by the Louisiana Department of Education and other state and federal agencies with jurisdiction over school districts.

4. Recognize that school district business may be legally transacted only in an open meeting of the School Board.

5. Avoid conflicts of interest and refrain from using my School Board position for personal gain.

6. Take no private action that will compromise the School Board or administration.

7. Guard the confidentiality of information that is protected under applicable law.

8. Refrain from making any commitment upon any subject that rests within the School Board's authority for final discussion and decision.

9. Not communicate with others utilizing electronic devices during deliberations on agenda items during board meetings.

G. WHILE ADDRESSING COMMENTS ON SOCIAL MEDIA, I WILL:

1. Clarify that I am communicating as an individual member of the School Board and not an official spokesperson.

2. Avoid deliberating school district business with a quorum of the School Board.

3. Direct complaints or concerns presented online to the Superintendent or direct the community member to the Superintendent for the appropriate response.

4. Avoid posting content that indicates I have already formed an opinion on pending matters.

5. Not post confidential District information and only post information that has been released by the District.

6. Conduct myself online in a manner that reflects well on the District.

7. Not post or repost harassing or defamatory information regarding school officials, staff, parents or students or members of the public in general.

8. Comply with the District's acceptable use policy when using district-issued devices or technology resources, including the District's internet connection.

_____ _____
Date

Board Member District_____

Approved: February 23, 2016

CADDO PARISH SCHOOL BOARD

POLICY MANUAL

File: BCE

BCE – BOARD COMMITTEES
(Executive Committee)

The executive committee meeting of the board will be held on the first Tuesday of the month for the purpose of setting the agenda, presentations, conducting hearings, and providing for a CPSB work session on the proposed agenda. The executive committee meeting will begin at 4:30 p.m. unless the board president in his/her discretion decides to schedule a special board meeting to begin at 4:30 p.m., in which case the executive committee meeting will begin immediately after the special board meeting adjourns.

Adopted: January 22, 1986
Amended: February 5, 1992
February 16, 2000
November 27, 2001
Revised: March 20, 2007

BHE - BOARD MEMBER INSURANCE

Active school board members are eligible to participate in the Caddo Parish School Board employee insurance plans. Their benefits and premiums are identical to other active CPSB employees. CPSB members are also subject to the eligibility requirements of each insurance plan.

Adopted: March 19, 1975
Revised: November 27, 2001

CADDO PARISH SCHOOL BOARD
POLICY MANUAL
File: BJ

BJ - SCHOOL BOARD MEMBERSHIPS

On behalf of the Caddo Parish School Board, the superintendent is authorized to pay the annual dues for the board's membership in the Louisiana School Boards Association.

Adopted: February, 1947
Amended: November 20, 1991
November 27, 2001

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CADDO PARISH SCHOOL BOARD POLICY MANUAL

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CBF	Evaluation of the Superintendent
CCA	Organizational Chart
CDA	School Principals/Building Administrators

FILE: CB
Cf: ABE, BBA
Cf: CBC, CBD

SCHOOL SUPERINTENDENT

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

The Superintendent shall be the chief executive officer and educational advisor of the Caddo Parish School Board and shall discharge his/her duties as prescribed by the Constitution and statutes of the State of Louisiana, as well as School Board policies. As the instructional leader of the School District and its chief executive officer, the Superintendent shall have primary responsibility for personnel actions in the district except as reserved to the School Board in accordance with State law. The Superintendent shall also serve as the Secretary and Treasurer of the School Board.

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

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

OFFICE OF SUPERINTENDENT

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

Approved: February 23, 2016

Ref: La. Rev. Stat. Ann. §§17:54, 17:81, 17:90; Board minutes, 2-5-64.

SUPERINTENDENT QUALIFICATIONS

The Caddo Parish School Board shall elect a Superintendent for the School District who has met or has been certified as meeting the minimum requirements for *Superintendency Certification* as set by the Louisiana Board of Elementary and Secondary Education (BESE). Additional qualifications may be stipulated by the School Board.

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

Approved: February 23, 2016

Ref: La. Rev. Stat. Ann. ''17:7.1, 17:54; *Louisiana Standards for State Certification of School Personnel*, Bulletin 746, Louisiana Department of Education.

Caddo Parish School Board

RECRUITMENT OF SUPERINTENDENT

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

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

1. On two (2) separate days at least one (1) week apart in the official journal of the School Board.

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

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

Selected applicants may be invited to appear before the School Board for an interview under procedures that may be established as part of the selection process.

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

DISCLOSURE OF APPLICANT'S RECORDS

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

Approved: February 23, 2016
Ref: La. Rev. Stat. Ann. ''17:54, 17:81, 23:291, 44:12.1, 44:31, 44:31.1, 44:32, 44:33, 44:34.

EMPLOYMENT OF SUPERINTENDENT

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

Such contract shall contain, but need not be limited to, specific performance objectives/performance targets as required by La. Rev. Stat. Ann. §17:54. In case of a discrepancy between the contract and any policy, the contract provisions shall prevail.

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

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

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

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

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

Approved: February 23, 2016

Ref: La. Rev. Stat. Ann. §17:54.

Caddo Parish School Board

EVALUATION OF THE SUPERINTENDENT

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

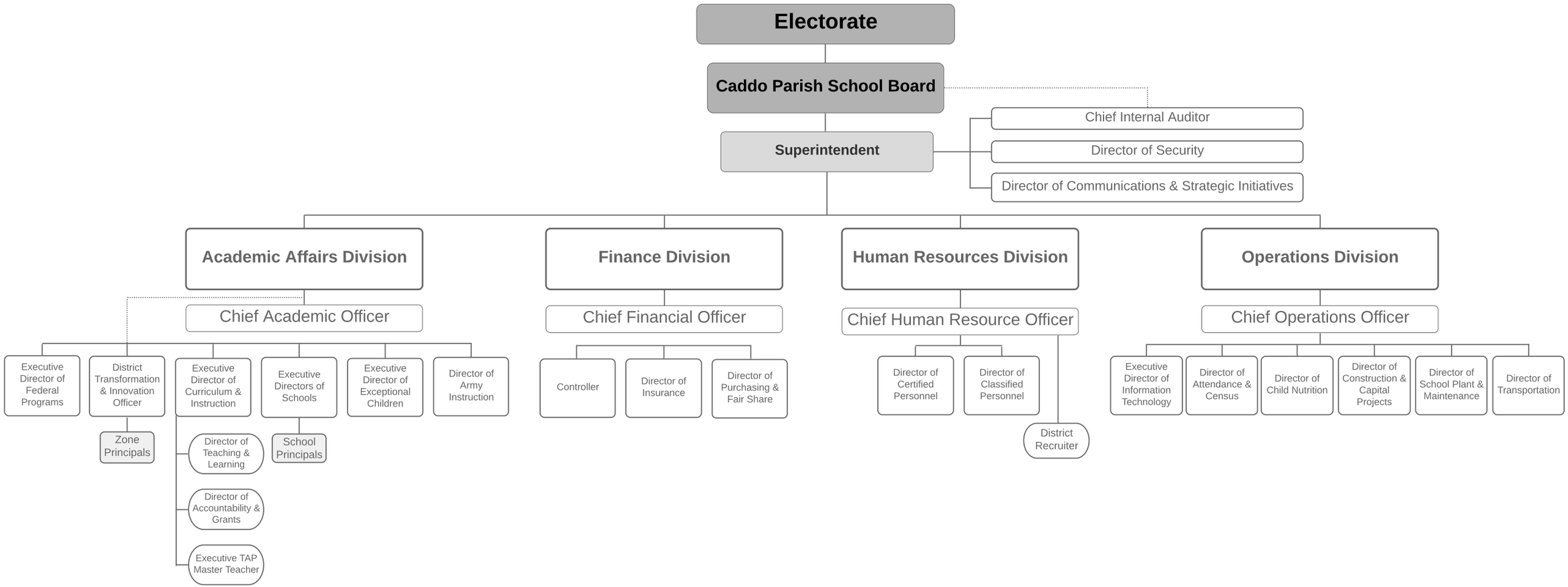
The Superintendent shall be evaluated annually to document performance in accordance with applicable provisions of the School Board's *Personnel Evaluation Plan*. The evaluation shall include the Superintendent's strengths and weaknesses relative to the performance objectives/specific targets outlined in the Superintendent's contract.

Approved: February 23, 2016

Ref: La. Rev. Stat. Ann. §§17:81, 17:3881, 17:3882, 17:3883, 17:3884; Board minutes, 10-19-94, 6-18-02.

Caddo Parish School Board

Caddo Parish Public Schools



caddo parish public schools

SCHOOL PRINCIPALS/BUILDING ADMINISTRATORS

The principal, as agent for the Caddo Parish School Board in overseeing the affairs of the school of which he/she has been placed in charge, shall be responsible for the organization, administration, and the supervision of the school, and in turn he/she shall be responsible to the Superintendent.

The principal is the educational leader of the school. He/she should be alert to opportunities to improve the instructional program, to foster the professional growth among teachers and employees, to work for the best interest of the students and faculty, and to maintain good relations with the school's community. The School Board considers supervision one of the most important duties of the principal.

All decisions regarding the employment of any teacher or other personnel shall be delegated to the principal of the school where he/she is employed, subject to the approval of the Superintendent. The principal shall also be responsible for evaluating the efficiency of all school personnel, and making recommendations to the Superintendent regarding school matters.

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

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

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

Approved: February 23, 2016

Ref: La. Rev. Stat. Ann. ''17:81, 17:414.1, 17:416, 17:416.9.

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CADDO PARISH SCHOOL BOARD POLICY MANUAL

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DJD	Expense Reimbursement
DJD-R	Regulations for Travel Reimbursement
DJE	Purchasing
DJEAA	Procurement Cards
DJED	Bids and Quotations

DK	Student Activities Funds Management
DKA	Booster Clubs and Outside Organizations
DL	Cash in School Buildings
DM	School Loans

ANNUAL OPERATING BUDGET

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

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

After the School Board has reviewed the proposed budget and made desired changes, if any, the School Board shall cause to be published a notice in the official journal stating that the proposed budget is available for public inspection. The notice shall also state that a public hearing on the proposed budget shall be held specifying the date, time and place of the hearing. The proposed budget shall not be considered for adoption or otherwise finalized until at least one public hearing has been conducted on the proposal. The notice shall be published at least ten (10) days prior to the date of the first public hearing and may be published in the same advertisement as the notice of availability of the proposed budget and the public hearing.

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

No budget shall be approved where expenditures exceed the expected means of financing. No items of expense may be incurred through the fiscal year except as provided for in the approved budget unless a revision is adopted by the School Board. The budget shall be reviewed periodically and such financial reports as the School Board directs shall be prepared and presented to the School Board by the Superintendent.

DAILY OPERATIONS

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

ASSURANCE OF EQUITABLE FUNDING

The Caddo Parish School Board shall provide funding for education through local, state and federal sources and shall use funds for the benefit of all students in the district, in compliance with all regulations by state and federal agencies granting such funds. The School Board shall allocate such funds equitably and in the interest of all of the Caddo Parish Public School students. This ensures equivalence among schools in the provision of curricular materials and instructional supplies. It is the policy of the Caddo Parish School Board that it maintains an equitable and fair equivalence among the schools in the allotment of teachers, administrators, and auxiliary personnel.

Ref: La. Rev. Stat. Ann. ''17:88, 17:89, 39:1301, 39:1302, 39:1303, 39:1304, 39:1305, 39:1306, 39:1307, 39:1308, 39:1309, 39:1310, 39:1311, 39:1312, 39:1313, 39:1314, 39:1315.

BUDGET PLANNING AND PREPARATION

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

PRESENTATION OF BUDGET DOCUMENT

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

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

A. Basis of Budgeting - Budgets shall be prepared on the same basis of accounting as that used in the financial statements and in accordance with generally accepted accounting procedures.

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

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

D. Budget Format - The presentation of the budget shall include fund balances, revenues, expenditures and other financing sources/uses.

Revenues shall be budgeted by source and expenditure by function as defined by the Louisiana Board of Elementary and Secondary Education (BESE). The format shall also include the presentation of actual data from the prior fiscal year, budget data for the current fiscal year, and budget data for the proposed budget year.

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

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

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

STAFF INVOLVEMENT IN THE PREPARATION OF THE BUDGET

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

PUBLIC INVOLVEMENT IN THE BUDGET

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

A. Public Inspection of the Proposed Budget - The proposed budget document shall be made available for public inspection at least fifteen (15) days prior to the date of the public hearing. Also, it shall be made available to the public at the School Board office during regular office hours Monday through Friday, excluding holidays.

B. Public Hearing on the Proposed Budget - The Caddo Parish School Board shall conduct at least one public hearing prior to the adoption of the proposed budget.

ADOPTION PROCEDURES

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

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

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

Ref: La. Rev. Stat. Ann. ''17:88, 17:89, 39:1304; Board minutes, 7-5-78, 4-16-02.

PERIODIC BUDGET RECONCILIATION

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

Revisions to the budget shall be required when the following conditions exist:

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

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

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

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

Ref: La. Rev. Stat. Ann. ''17:88, 17:89, 39:1301, 39:1302, 39:1303, 39:1304, 39:1305, 39:1306, 39:1307, 39:1308, 39:1309, 39:1310, 39:1311, 39:1312, 39:1313, 39:1314, 39:1315.

BUDGETARY ITEM TRANSFER AQJTHOR!TY

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

It shall be the policy of the School Board that the budgets for the General Fund, Capital Projects Fund(s), Debt Service Fund, and Child Nutrition Fund may be changed at any time with School Board approval. Any staff request for modification of a budget line item shall be forwarded to the Superintendent for consideration. If the Superintendent considers the request justifiable, it shall be submitted to the Scl1ool Board for approval.

The Superintendent shall be authorized to approve budget line item changes for other funds. However, such changes shall be reported to the School Board.

The Superintendent is hereby directed to advise the School Board in writing when:

1. Total revenues collections and other sources plus projected revenues and other sources for the remainder of the year, within a fund are failing to meet total budgeted revenues and other sources by five percent (5%) or more.

2. Total expenditures and other uses plus projected expenditures and other uses for the remainder of the year, within a fund, exceed the total budgeted expenditures and other uses by five percent (5%) or more, or

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

Revised: June 16, 2015

Ref: La. Rev. Stat. Ann. §§17:88, 17:89, 39:130'i, 39:1302, 39:1303, 39:1304, 39:1310, 39:1311; Board minutes, 2-24-93, 4-16-02, 3-18-03, ·i'-18-05 , 6-16-15.

FUND BALANCES

The Caddo Parish School Board, in order to protect the financial integrity of school operations, desires to maintain an adequate fund balance. The School Board also desires that the fund balance should be large enough to continue the school system's daily operations during a financial adjustment period for declining revenues and/or increasing expenditures.

Therefore, the School Board sets the maximum unassigned fund balance of the General Fund as not to exceed fifteen percent (15%) of the General Fund's total annual expenditures and the minimum unassigned fund balance for the General Fund as not to drop below ten percent (10%) of the General Fund's total annual expenditures. Every effort should be made to maintain the General Fund's fund balance within these limits. The use of General Fund balance below the established minimum limit of ten percent (10%) shall only be for unanticipated or unforeseen events of a non-recurring nature, as may be approved by the School Board.

Ref: La. Rev. Stat. Ann. §§17:81, 17:88, 17:89.

DEBT LIMITATION

The Caddo Parish School Board may, as authorized by the Constitution and laws of the State, borrow money, incur debt, issue bonds, levy taxes, or pledge uncollected taxes or revenues, with the approval of the electorate and the consent of the State Bond Commission. Before incurring any form of debt whatsoever, the School Board is required by law to obtain the consent and approval of the State Bond Commission. The School Board may incur debt and issue bonds for the purposes of acquiring and/or improving lands, purchasing, erecting and/or improving school buildings, and/or for other purposes allowed by state law which, including the existing bonded debt of the School Board for all bonded purposes, may not exceed thirty-five per centum (35%) of the assessed valuation of all taxable property in the school district as ascertained by the last assessment for the district.

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

Ref: La. Rev. Stat. Ann. §§17:89, 17:1371, 18:1281, 18:1282, 18:1283, 18:1284, 18:1293, 39:471, 39:554, 39:562, 39:821, 39:1410.60.

SHORT TERM NOTES

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

CERTIFICATE OF INDEBTEDNESS

The School Board may issue certificates of indebtedness covering that portion of the cost of public improvements, or the payment of other obligations, benefits, and/or services, which are to be borne or to be paid by the School Board under contracts payable out of the revenues of subsequent years. Such certificates shall mature over a period not exceeding ten (10) years from the date of such certificates, with limited exceptions permitted by state statutes, with an interest rate not to exceed eight percent (8%), unless a higher rate is approved by the State Bond Commission. Before any certificate of indebtedness can be issued, the School Board must certify to the State Bond Commission the purpose and need for any such certificates.

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

Ref: La. Rev. Stat. Ann. ''17:88, 17:89, 17:98, 33:2923, 33:2923.1, 39:1410.60, 39:1425.

LOCAL TAX REVENUES

The Caddo Parish School Board shall annually adopt a resolution by June 1, provided the parish assessor has received approval of the tax roll from the Louisiana State Tax Commission and Legislative Auditor, levying parish school taxes as authorized by the Constitution, the laws of the State of Louisiana and the voters of the parish, including taxes to meet the principal and interest on outstanding bonds, and shall forward such resolution to the assessor of Caddo Parish.

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

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

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

INDUSTRIAL TAX EXEMPTIONS

The Caddo Parish School Board derives revenue from ad valorem taxation that provides for educational needs of students served by the School Board. The School Board has authority to consider for approval applications submitted to it by manufacturers requesting exemption from all or part of any local ad valorem tax.

The School Board has established minimum standards and criteria under which exemptions are granted which includes incentives for job creation and/or capital investments.

Once an application has been received from a manufacturer the application shall be evaluated by staff utilizing the attached ITEP matrix. Staff shall calculate whether an exemption shall be granted or denied based on the matrix. The Superintendent shall be authorized to execute any documents necessary to effectuate the policy of the Caddo Parish School Board. The document shall include the number of jobs created, the term of the exemption, the percentage of property eligible for exemption and that the manufacturer shall lose its exemption for non-compliance with the terms of the contract with the state.

Approved: March 20, 2018
Revised: June 5, 2018

Ref: Constitution of Louisiana, Art. VII, Sec. 21(F); Governor's Executive Order JBE-2016-73; Board minutes, 3-20-18, 6-5-18.

CADDO PARISH
SCHOOL BOARD
ITEP Matrix

<enter company name>

		%-age Earned	Answer	Score
New to Caddo Parish?**	No	10%	**N**	
Jobs:				
Small Business {SO or Fewer Empl)				
0 New Jobs		0%		
1 - 5 New Jobs		25%		
6 - 15 New Jobs		40%		
16 - 25 New Jobs		50%		
More than 25 New Jobs		60%		
Large Business {More than 50 Empl)				
0-4 New Jobs		0%		
5 - 15 New Jobs		25%		
16 - 45 New Jobs		40%		
46 - 75 New Jobs		50%		
More than 75 New Jobs	89	60%	y	60%
Capital Investment: **				
Small Business (SO or Fewer Empl)				
Less than $1M		5%		
$1M -$5 M		6%		
$SM -$10M		8%		
Greater than $10M		10%		
Large Business {More than 50 Empl)				
$1M -$10M		5%		
$10M -$30M		6%		
$30M -$100M	$48.4	8%	y	8%
Greater than $100M		10%		

** No Exemption, If No New Jobs Created :

Total Score:	Years 1 - 5:	(Max80%}	68.0%
	Years 6 -10:	{Max 50%}	42.5%

STATE REVENUES

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

Ref: Constitution of Louisiana, Art. VIII, Sec. 13; La. Rev. Stat. Ann. ' '17:25, 17:25.1, 17:89.1.

FEDERAL REVENUES

MEDICAID REIMBURSEMENT

As a part of the fulfillment of its fiscal responsibilities, Caddo Parish School Board shall seek reimbursement through Medicaid or other authorized sources for services provided to eligible special education students. Funds received through the reimbursement process shall be placed in the *General Fund* of Caddo Parish School Board.

Ref: Board minutes, 5-3-89, 5-22-02.

TAX AND BOND ELECTIONS AND SALES

TAX AND BOND ELECTIONS

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

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

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

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

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

SALE OF BONDS

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

All bonds shall be advertised for sale on sealed bids, which advertisement shall be published at least once a week for three (3) weeks, the first publication to be made at

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

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

Ref: Constitution of Louisiana, Art. VI, Sec. 30, Sec. 33; La. Rev. Stat. Ann. ''18:1281, 18:1282, 18:1283, 18:1284, 18:1285, 18:1286, 18:1293, 39:570, 39:1421, 39:1422, 39:1423, 39:1424, 39:1424.1, 39:1425, 39:1426, 39:1427, 39:1428, 39:1429, 42:19.1.

INVESTMENTS

The Caddo Parish School Board, sets forth the following policy for the management of its various investment portfolios as mandated by the Louisiana Revised Statutes, Title 33, Chapter 6, Part IV, Section 2955.

GENERAL PURPOSE

The general purpose of this policy statement is: 1) to develop and outline clear investment objectives, 2) to develop procedures and constraints for the investment process itself, and 3) to develop a consistent method of reporting and monitoring investments and their market value.

All policies and investment objectives should reflect the primary mandate to manage public funds prudently.

INVESTMENT OBJECTIVE

All investment objectives shall be governed by the following priority of goals: 1) Safety of Principal, 2) Liquidity, and 3) Yield. In addition, all investments must qualify as acceptable and lawful under the statute named above.

It is understood that the specific investment guidelines may vary from account to account depending on the designated use for each pool of funds. Each account that is managed separately should have its own set of investment guidelines that specifically state the types of investments to be used, the maximum maturity of the allowable investments and any other limitations. Such Investment Guidelines should be developed by the CFO and approved by the Superintendent.

1. Safety

   Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk while avoiding the erosion of principal by inflation.

   A. Credit risk should be low because Louisiana State statues generally permit only conservative investments. This *Investments* policy further reduces credit risk by requiring that each investment account or pool have specifically designated investment guidelines specifying the types of securities that are permissible for that account or pool.

   B. Interest rate risk is the risk that the market value of the securities in the portfolio will fall due to the changes in general interest rates. Interest rate risk may be mitigated by:

      - Structuring the investment portfolio so that securities mature to meet

cash requirements for anticipated demands, thereby avoiding the need to sell securities on the open market prior to maturity, and

- By investing operating funds primarily in shorter-term securities.

C. Inflation risk is the risk that the purchasing power of the portfolio will fall due to inflation being higher than portfolio returns over sustained periods of time.

- Inflation risk may be mitigated by balancing the risk from inflation with that of credit risk and interest rate risk.

- Avoiding inflation risk should never be used as an excuse for investing in securities that have excessive maturities or inappropriate risk characteristics.

2. Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets.

3. Yield

The investment portfolio shall be designed with the objective of attaining a fair rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints, liquidity needs and Inflation. Return on investment is of least importance compared to the safety and liquidity objectives described above. The investments are generally limited to low risk securities in anticipation of earning a fair return relative to the risk being assumed.

STANDARDS OF CARE

1. Prudence

The standard of prudence to be used by investment officials and investment management firms shall be, first and foremost, to comply with Louisiana State Law. In addition, the standard shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and any required action is carried out in accordance with the terms of this policy.

Investments shall be made with judgment and care, under circumstances then

prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

2. Ethics and Conflicts of Interest

Elected Officials, officers and employees of the School Board involved in the investment process shall at all times comply with Louisiana State Law governing Ethics for Public Officials and Public Employees. A full description of the State of Louisiana's required behavior is found in the *Code of Ethics for Public Officials* and Public Employees, which is found in Title 42 of the Revised Statute.

Additionally, elected officials, officers and employees of the School Board involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions.

Elected officials, officers and employees of the School Board shall disclose any material interest in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio.

Elected officials, officers and employees of the School Board shall refrain from undertaking personal investment transactions with the same broker(s) with whom business is conducted on behalf of the School Board and from undertaking business conducted on behalf of the School Board with the same broker(s) with whom business is conducted personally.

3. Delegation of Authority

Authority to manage the investment program is granted to the Chief Financial Officer (CFO) who shall establish written investment guidelines for the operation of the investment program consistent with this investment policy. These guidelines should be approved by the Superintendent.

No person may engage in an investment transaction except as provided under the terms of this policy and the investment guidelines established by the CFO.

The CFO shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

The CFO has the authority to manage the investments, to delegate investment authority to staff members within the Finance Department, to engage one or more professional investment managers or to utilize a combination of these methods.

Any delegation of investment authority may only be by the CFO and should be

approved by the Superintendent.

Delegation of investment authority by the CFO to staff members within the Finance Department should be in writing and be approved by the Superintendent.

Delegation of investment authority to professional investment managers should be by the CFO through contract and approved by the Superintendent.

Investment authority should never be delegated to anyone who is not either a staff member within the Business Department or a professional investment manager that meets the criteria outlined below.

If staff members within the Business Department are managing investments, they should stay abreast of current market trends and bond spreads in order to be able to effectively judge the relative attractiveness of any given bid or offer. The following practices should be adopted to ensure such staff is making adequately informed investment decisions:

A. Staff members should monitor the scheduled maturities and potential calls for the securities in the investment portfolio on an ongoing basis.

B. In anticipation of the need to reinvest proceeds from maturing and/or called securities, staff members should be in contact with approved brokers and be monitoring yields on the types of securities that they anticipate purchasing for several days before the need for such purchases.

C. The purchase of securities on an ad-hoc basis without prior planning, and adequate familiarization with current market conditions, should be avoided to the extent of investing the proceeds from a maturity in a money-market option until the staff member is able to take the time to become current on market trends and bond spreads.

D. When purchasing securities, offers on relatively comparable securities should be solicited from a minimum of three separate brokers to provide a valid basis for comparison.

E. When comparing offers on similar but different securities from brokers, differences in final maturity, the presence and details of any call features, issuer, structure of the issue, and discount or premium should be carefully factored into the evaluation process when determining which security is the best fit for the investment portfolio.

F. When selling securities, bids should be solicited from a minimum of three separate brokers to provide a basis for comparison. The best bid should be selected. However, for sales that are part of a swap transaction, competitive bidding is not required.

G. In order to truly maintain competition, no “last looks” should be permitted. A “last look” is when a broker is permitted to improve his/her bid or offer so that it beats those of other brokers. Brokers should never be provided with any information concerning other broker's bids or offers prior to submitting their own bid or offer.

If a professional investment manager is hired they must meet the following requirements:

A. Be registered with the United States Securities and Exchange Commission as a Registered Investment Advisor or be a national bank, state-chartered bank or a national or state trust company.

B. Provide evidence of having expertise in managing the type(s) of assets that they will be managing for the School Board.

C. Provide evidence of specific experience managing funds for local Louisiana governments.

D. Acknowledge, in writing, their obligation and their ability to serve as a fiduciary to the School Board.

E. Acknowledge, in writing, receipt of the School Board’s investment policy statement and investment guidelines as well as specific knowledge of the investment statutes of the State of Louisiana.

F. Agree, in writing, not to conduct any transactions through any related entities.

SAFEKEEPING AND CUSTODY

1. Authorized Financial Dealers and Custodians

A. All securities owned by the School Board shall be held by a third party custodian completely independent from any broker or investment advisor with whom the School Board conducts business. The custodian shall be a national bank, state-chartered bank or a national or state trust company. Such custodian shall provide the School Board with monthly transaction and asset statements.

B. A list will be maintained of approved security broker/dealers. Those broker/dealers selected must have a minimum capital requirement of $10,000,000 and have been in business for at least five years. These may include primary dealers or regional dealers that qualify under the Securities and Exchange Commission Rule 15C3-1. The approved list of dealers will be kept to a manageable number.

C. All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the following as appropriate:

1) audited financial statements

2) proof of Financial Industry Regulatory Authority (FINRA) certification

3) certification of having read the School Board's investment policy and guidelines as well as the statues of the State of Louisiana governing approved investments.

D. The dealers and their representative brokers should have expertise in the types of securities allowable under the Louisiana statutes. It is critical that each broker, with whom the School Board does business, know the client and understand both the School Board's investment objective and policy statement as well as the investment statutes of the State of Louisiana.

E. An annual review of the financial condition and registration of qualified bidders will be conducted by the CFO.

F. With regard to funds managed by a professional investment manager, the investment manager may use, and conduct transactions through, financial institutions and broker/dealers with whom they believe to be adequately qualified unless otherwise directed by the CFO and sections B, C, D and E immediately above shall not be required unless otherwise directed by the CFO.

2. Internal Controls

The CFO is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met.

Accordingly, the CFO shall establish a process for annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

A. Control of collusion. Collusion is a situation where two or more employees are working in conjunction to defraud their employer.

B. Separation of transaction authority from accounting and record keeping.

C. Avoidance of physical delivery securities. Book entry securities are much safer to transfer and account for since actual delivery of a document never takes place. Delivered securities must be properly safeguarded against loss

or destruction. The potential for fraud and loss increases with physically delivered securities.

D. Clear delegation of authority to subordinate staff members.

E. Written confirmation is required for all trades and wire transfers. Due to the potential for error and improprieties arising from telephone transactions, all telephone transactions should be supported by written communications and approved by the appropriate person. Written communications may be via fax, email, or other electronic means but the safekeeping institution should maintain a list of authorized signatures.

F. Development of a wire transfer agreement with the lead bank and/or the third party custodian. This agreement should outline the various controls, security provisions, and delineate responsibilities of each party making and receiving wire transfers.

G. All trades, where applicable, will be executed by delivery versus payment (DVP). This ensures that securities are deposited in the eligible financial institution simultaneously with the release of funds.

FINANCIAL REPORTING AND PORTFOLIO REVIEW

1. Requirements for the CFO

The CFO shall prepare, or have prepared, an investment report at least quarterly, including a succinct management summary that provides a clear picture of the status of the current investment portfolio and transactions made over the last quarter. This management report will be prepared in a manner which will allow the determination whether investment activities during the reporting period have conformed to the investment policy. The report should be provided to the Superintendent and the School Board. With the approval of the Superintendent, an alternative summary report may be developed for distribution to the School Board.

The report will include the following:

A. A listing of individual securities held at the end of the reporting period.

B. Unrealized gains or losses resulting from appreciation or depreciation by listing the cost and market value of securities.

C. Average weighted yield to maturity of the investments in the portfolio.

D. The percentage of the total portfolio which each type of investment represents.

2. Requirements for a Professional Investment Manager

   A. The investment manager shall provide monthly reports to the CFO. These reports will include the following: Asset Statement with prices for all securities as of each month-end date as well as all information listed in A-D, above,

   B. Income and Expense Report, detailed by each individual security that paid interest during the month,

   C. Amortization and Accretion Report, detailed by each individual security,

   D. Interest Accrual Report, and

   E. Purchase and Sale Report for the month.

   In addition to monthly written reports, the investment manager will plan to meet with the CFO at his/her convenience. Phone consultations should be available as needed.

3. Marking to Market

   A statement of the market value of the portfolio shall be issued monthly. This will ensure that regular review has been performed on the investment portfolio in terms of value and subsequent price volatility.

   An independent pricing source is an important part of a sound investment process. If there is an investment manager managing the portfolio, both the investment manager and the custodian will each be providing independent pricing on a regular basis. Should broker pricing be required for some securities, the investment manager should verify the accuracy through some other market pricing mechanism such as Bloomberg Financial Services.

   If the CFO is managing the portfolio, he/she should try to obtain an independent pricing source in addition to the custodian who will be providing independent pricing on a regular basis. If broker pricing is all that is available, two brokers should be used to price all securities. The average of the prices obtained for each security should be used for reporting purposes.

4. Performance Standards

   The investment portfolio shall be managed in accordance with the parameters specified within this policy. The portfolio should obtain a fair rate of return during a market/economic environment of stable interest rates. Portfolio performance should be compared to appropriate benchmarks on a regular basis and analyzed within the context of all the risk constraints on the portfolio.

POLICY

1. Amendment

   This policy shall be reviewed on an annual basis. Any changes shall be recommended by the CFO and be approved by the Superintendent and the School Board.

New policy: February 12, 2019

Ref: La. Rev. Stat. Ann. §33:2955; Board minutes, 2-12-19.

GRANTS

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

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

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

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

The School Board shall be notified of all grants. The School Board President and/or the Superintendent shall be authorized to sign all grant proposals, subject to the School Board's right to recall or rescind the application. An assessment shall generally be conducted prior to submission of any grant proposal to determine any residual or recurring costs that may be incurred by the School Board. When the grant award letter or written notification is received and budgeted expenditures have been approved by the granting agency, grant funds may be expended by the Superintendent or designee/recipient. Grants awarded directly by a federal governmental agency and grant budgets shall be submitted to the School Board as soon as possible after the grant award letter or written notification is received. The School Board shall be informed of any recurring costs related to grants and reserves the right to terminate a grant at any time and return any unexpended funds to the grantor.

Grant awards for which the School Board is designated as fiscal agent shall be handled through the central office accounting system and shall be assigned to a director or instructional supervisor ~~or coordinator~~ as project administrator. In addition to adhering to the rules and regulations required by the grantor agency, all grant awards must follow all established policies and procedures of the School Board.

Grants written at the schools shall be accounted for as school funds and shall follow all applicable School Board policies related to school based accounting and recordkeeping. However, any grants written at the schools that exceed $10,000 and awarded in the name of the Caddo Parish School Board, or benefit more than one school, shall be handled through the central office accounting system and shall be assigned to a director or instructional supervisor as project administrator.

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

BEQUESTS AND GIFTS

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

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

2. Has substantial economic interests which may be substantially affected by the performance or nonperformance of the public employee's official duty.

DONATIONS

The Caddo Parish School Board shall encourage community groups, organizations, and individuals to assist the School Board in providing materials and financial resources to the School Board or schools which otherwise might not be available.

Unrestricted donations may be accepted by the School Board or any school subject to approval guidelines of the School Board. Items donated to schools may be retained by the receiving school under the ownership of the Caddo Parish School Board. The School Board shall retain the discretion to remove, repair, or modify any item which it considers obsolete, worn-out, or unsafe.

The School Board may accept and administer any donation that may be made to it for educational or literary purposes. The School Board, as donee, shall administer the property entrusted to them in conformity with the directives contained in the act of donation and for that purpose the School Board is vested with all the necessary powers of administration.

GIFTS AND AWARDS

School funds shall not be used to provide any form of gift to an employee, and no employee shall accept such gift, except that which is dedicated for that specific purpose. No cash gifts shall be given School Board employees or students, whether in appreciation, as a “bonus,” or for any other reason. For purposes of this policy, gift certificates for merchandise shall be considered cash and shall not be given as a gift. This includes payment from athletic booster clubs or other organizations to coaches, sponsors, or employees. Cash awards may be given to schools as contest prizes or incentive awards but only when the recipient is not “predetermined.”

Ref: La. Rev. Stat. Ann. ' '17:381, 17:382, 17:383, 42:1115.

ADMISSIONS AND GATE RECEIPTS

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

Uniform procedures shall be used for selling and collecting tickets to athletic and all other school functions when admission is charged, to ensure the proper accounting of all ticket transactions. Money received from school-sponsored activities such as football, basketball, track, baseball, shows, plays, concerts, etc., shall be verified by the use of a numbered ticket system. It is required that the first and last ticket of each roll used for that activity be attached to the *Gate Receipt* form to confirm sales. Any information which would help verify or account for income shall be filed with the deposit ticket.

SENIOR CITIZENS

Senior citizens of Caddo Parish, which is any person sixty-five (65) years of age or older, may be given a senior citizen's identification card which shall entitle them to attend any activities at any school in the district at no charge.

Ref: La. Rev. Stat. Ann. ' 17:81; Board minutes, 6-16-82, 5-22-02.

LEASE OF SCHOOL LANDS

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

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

MINERAL LEASES

All mineral leases shall be advertised, received, opened and accepted/rejected on behalf of the School Board by the State Mineral Board. Leases for the production and removal of minerals granted by or on behalf of the School Board shall provide for a minimum of royalties of one-sixth on all oil and gas, sulphur, potash, and other minerals produced and saved and five percent (5%) on lignite and salt.

GEOPHYSICAL OR SEISMIC SURVEY PERMITS

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

Upon completion of any survey conducted, the surveyor shall be responsible for plugging and properly abandoning any drilled holes in accordance with state guidelines.

RIGHTS-OF-WAY

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

SIXTEENTH SECTION LANDS

Leasing of Sixteenth Section lands shall be handled as follows:

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

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

3. Bids shall be accompanied by a minimum deposit in an amount equal to 10% of the bid but not less than $250.00 or such larger amounts as may be required by state law, and this deposit shall be in the form of cash or a certified check made payable to the Caddo Parish School Board.

4. Acceptance or rejection of bids handled through the State Mineral Board:

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

Leases shall generally be for a three (3) year period, unless otherwise stipulated at time of advertisement, or subsequently negotiated and approved by the School Board and lessee. All leases shall be publicly bid at the expiration of the lease.

The lessee shall be required to provide the School Board with a certificate of insurance showing general liability coverage with a limit of at least $1,000,000 naming the Caddo Parish School Board as an additional insured. Said certificate shall be provided prior to the beginning date of the lease.

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

41:1218, 41:1219, 41:1220, 41:1221, 41:1222, 41:1223, 41:1224; Board minutes, 4-2-58, 5-22-02.

SALE OF SURPLUS EQUIPMENT AND SUPPLIES

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

Items declared surplus or unfit for further use by the Board shall be stored at the school/department where assigned until the merchandise or equipment is properly sold or other plans for disposition are approved by the Superintendent.

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

COMPUTING DEVICES

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

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

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

Ref: La. Rev. Stat. Ann. ' '17:87.6, 49:125.

FILE: DFL

SALE OF SURPLUS UNUSED REAL PROPERTY

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

The School Board may obtain appraisals from up to three Louisiana state-certified commercial real estate appraisers to ascertain the current value of the property with the following qualifications:

- Licensed within the State of Louisiana;
- Have the ability to perform detailed inspections to determine the value of commercial properties;
- Have the proven ability to produce written appraisals for necessary parties;
- Have the proven ability to identify any discrepancies between a report and the actual property stated;
- Have the proven ability to analyze and provide precautionary advice;
- Have the ability to defend appealed assessments; and
- Have the ability to determine the worth of major improvements, and value-added additions.

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

SALE UTILIZING PUBLIC AUCTION OR SEALED BIDS

The sale at public auction or under sealed bids shall be made only after advertisement on at least three (3) separate days for at least thirty (30) days prior to the date on which the land is to be offered for sale in the official journal of the parish in which the land is situated or, if no newspaper is published in the parish, then by posting a written or printed notice for thirty (30) days at or near the front door of the court house in the parish in which the property is situated, at or near the front door of the School Board office and at one other public place in the parish.

1. On the day named in the advertisement, the property shall be sold at public auction at the School Board office, between the hours of eleven (11:00) a.m. and four (4:00) p.m., with appraisement, to the last and highest bidder, upon such terms and conditions as the School Board shall determine. The deeds shall contain the usual security clauses and a stipulation to pay ten percent (10%) attorney fees in the event it becomes necessary to secure the services of an attorney for the purpose of collection. If the highest bid received is not equal to or greater than the minimum bid as provided in Section 3 below, the sale shall be cancelled and no bid shall be accepted.

2. On the date named in the advertisement if the property is to be sold under sealed bids, the bids shall be opened in the offices of the School Board at the hour designated in the advertisement. The property shall be sold to the highest bidder upon such terms and conditions as the School Board shall determine. The deed shall contain the usual security clauses and a stipulation to pay ten percent (10%) attorney fees in the event it becomes necessary to secure the services of an attorney for the purpose of collection. The School Board shall reserve the right to reject any and all bids, and all bids shall be rejected if the highest bid received is not equal to or greater than the minimum bid as provided in Section 3 below:

3. A. The first time a School Board offers a particular property for sale pursuant to this Section, the minimum bid shall be **eighty-five percent** (85%) of the appraised value of the property.

   B. If the School Board fails to sell the property because the maximum bid received was not equal to or greater than the minimum bid established in Paragraph A above, the School Board may make a second effort to sell the property following the procedures outlined in this Section. The minimum bid for a second effort to sell the same property shall be **eighty percent** (80%) of the appraised value.

   C. If the School Board has twice failed to sell property because the maximum bid received was not equal to or greater than the minimum bid otherwise provided in this Subsection, there shall be no minimum bid at the third effort to sell the property, and the School Board may sell the property to the highest bidder as otherwise provided by this Section.

SALE OF SCHOOL REAL PROPERTY UTILIZING REAL ESTATE BROKER

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

- Licensed within the State of Louisiana;
- Ability to provide substantial analytical data and financial information;
- Education and/or experience that supports finance, statistics, economics and business administration decisions;
- Effective interpersonal skills to support negotiations, and customer service;
- Development and interpretation of market demographic studies and environmental research;
- Well-established business relationships and partnerships to promote effective business solutions; and
- Substantial experience managing or selling commercial real estate

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

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

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

Revised: August 15, 2017

Ref: La. Rev. Stat. Ann. ''17:87, 17:87.6, 41:891, 41:892, 42:1102; Board minutes, 8-15-17.

DEPOSITORY OF FUNDS

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

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

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

BONDED EMPLOYEES

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

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

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

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

ACCOUNTING SYSTEM

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

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

SCHOOL BOARD FUNDS

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

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

SCHOOL FUNDS

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

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

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

2. Principals shall neither make nor permit the purchase or the incurring of any obligations which exceeds the cash assets available for such use.

3. All funds received from students for the purchase of class rings, pictures or similar projects shall constitute trust funds and shall be used for no other purpose. Any other use shall constitute a misappropriation of those funds.

4. All obligations of the school shall be paid and the books closed not later than June 30 of each year and a final report made to the Superintendent or his/her designee.

5. Any recommendations made in audit reports shall be implemented and followed by principals responsible for the school. Any exception to audit recommendations shall be explained in writing by the principal to the Superintendent. The Superintendent shall then decide if further action is required and recommend the nature of the action to the School Board.

Any deviation from this policy shall be dealt with according to law. Principals shall be responsible for the maintenance of current and proper financial records and may be personally liable for purchases which exceed the financial resources of the school.

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

Ref: La. Rev. Stat. Ann. ''17:59, 17:196, 17:414.3, 24:515, 39:1301, 39:1302, 39:1303, 39:1304, 39:1305, 39:1306, 39:1307, 39:1308, 39:1309, 39:1310, 39:1311, 39:1312, 39:1313, 39:1314; *Louisiana Handbook for School Administrators*, Bulletin 741, *Louisiana Accounting and Uniform Governmental Handbook*, Bulletin 1929, Louisiana Department of Education; Board minutes, 2-17-71, 5-22-02.

FINANCIAL REPORTS AND STATEMENTS

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

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

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

Principals shall be required to provide the Superintendent or his/her designee with all required official reports and necessary documentation he/she may prescribe. These reports shall be presented by the dates established by the Superintendent.

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

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

AMERICAN RECOVERY AND REINVESTMENT REPORTING REQUIREMENTS

The Caddo Parish School Board shall adhere to federal and state guidelines in the submission of reports on use of stimulus funds received through the federal *American Recovery and Reinvestment Act of 2009* (ARRA) and subsequent authorizations of federal stimulus subject to ARRA reporting requirements. These guidelines require the School Board, as sub-recipient of ARRA and/or other designated stimulus funds, to submit quarterly reports on the use of such funds to the Louisiana Department of Education (LDE) no later than the 5th day following the end of each quarter.

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

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

Additional grants may be awarded under subsequent federal stimulus authorizations, and therefore this reporting may also be required for grants not listed above.

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

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

2 The amount of stimulus/recovery funds expended or obligated to projects or activities. The School Board at its discretion may limit the reporting of expenditures expended and obligated through a date no earlier than twenty (20) days prior to the end of the reporting quarter in order to meet the required reporting deadline;

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

   A. the name of the project or activity;
   B. a description of the project or activity;

C. an evaluation of the completion status of the project or activity; and,
D. an estimate of number of jobs created and the number of jobs retained by the project or activity.

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

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

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

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

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

Ref: *American Recovery and Reinvestment Act of 2009*, (Public Law 111-5); Board minutes, 5-15-12.

INVENTORIES

CAPITAL ASSETS

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

The property control system shall include a list for reporting purposes of all fixed assets with a value of $5,000 or more in the district including all items purchased or donated to the school district. The list shall include information as to the date of purchase, the initial cost, and the disposition, if any, and the purpose of such disposition and the recipient of the property or equipment disposed of. In the case of theft, a police report should be obtained immediately when an asset has been stolen, and the property manager in the central office should also be immediately notified of the theft.

For accountability and internal control purposes, an inventory of equipment and other items costing less than $5,000 may also be inventoried, tagged, and tracked by the School Board. This may include items such as computers, cameras, projectors, televisions, band equipment, appliances (e.g. stoves or refrigerators), and furniture.

Physical Inventory

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

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

GRANT ASSETS

Capital assets purchased by federal, state, or local grants should be placed in operation immediately. If there is a problem in getting the asset in operation, the Superintendent

should be notified immediately.

INTANGIBLE ASSETS

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

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

Intangible assets shall be amortized over their useful lives. The useful life of an intangible asset that arises from contractual or legal rights should not exceed the legal term of the rights. Renewal periods should be considered in determining the useful life if there is evidence that renewal will be sought and achieved and the cost of the renewal is nominal in relation to the level of service capacity expected to be obtained through the renewal. An intangible asset is not amortized if the asset has an indefinite useful life. An intangible asset should be considered to have an indefinite useful life if there are no legal, contractual, regulatory, technological, or other factors that limit the useful life of the asset. For example, a permanent right-of-way easement would have an indefinite useful life.

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

For accountability and internal control purposes, an inventory of intangible assets shall be kept for any asset with a value of $5,000 or more.

TEXTBOOK INVENTORIES

The School Board and each school shall keep an inventory record of all textbooks on hand at the beginning of the session, as well as records of those textbooks added, worn out, and in need of replacement. Textbook records should be kept on file for a minimum of three (3) years. All lost or damaged books must be paid for by the student to which the books have been assigned. Money received by a principal for lost or damaged books must be recorded and deposited into the school account.

Ref: La. Rev. Stat. Ann. § 17:81, 24:515; *Louisiana Handbook for School Administrators*, Bulletin 741, *State Textbook Adoption Policy and Procedure Manual*, Bulletin 1794, *Louisiana Accounting and Uniform Governmental Handbook*, Bulletin 1929, Louisiana Department of Education; Board minutes, 5-2-51, 2-17-99, 5-15-01, 4-16-02, 12-14-10.

AUDITS

The Caddo Parish School Board shall require all financial records and accounts, including business transactions, of the school district and each school to be audited in accordance with generally accepted auditing standards. The audit of selected accounts shall be conducted by internal auditors or contracted personnel in conformance with prescribed standards and legal requirements. Said audits, upon completion, shall be presented to the School Board for examination.

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

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

ANNUAL AUDIT

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

Ref: La. Rev. Stat. Ann. §§17:88, 17:89, 17:196, 24:513, 24:514, 24:515; Board minutes, 3-5-80, 6-3-87, 5-22-02.

INTERNAL AUDITING

The Caddo Parish School Board maintains an Internal Audit Department which is responsible for furnishing the School Board, Superintendent, and other designated personnel with analysis, appraisals, recommendations and information concerning the School Board's fiscal and business operations and the activities that are included.

ROLE AND SCOPE OF WORK

The internal audit activity is established by the Caddo Parish School Board (CPSB) and may be delegated to the Audit Committee. The main role and scope of work for the Internal Audit Department includes (1) assessing the adequacy and effectiveness of the system of risk management and internal controls operated within the CPSB; (2) reviewing and evaluating compliance with policies, plans, procedures, laws and regulations; (3) assessing the reliability and integrity of info1mation; (4) safeguarding CPSB assets; and (5) other assessments as approved by the Board and delegated to the Audit Committee.

AUTHORITY

The internal audit activity, with strict accountability for confidentiality and safeguarding records and information, is authorized full, free, and unrestricted access to all CPSB records, physical properties, and personnel pertinent to carrying out any engagement. All employees are requested to assist the internal audit activity in fulfilling its roles and responsibilities. The internal audit activity will also have free and unrestricted access to the School Board. In the event the internal auditor requires access to employee personnel records, the internal auditor must be designated by the superintendent to have access to an employee's personnel file. The internal auditor must notify the employee of the auditor's access to the employee's personnel file in accordance with La. Rev. Stat. Ann. §17:1237.

ORGANIZATION

The Chief Internal Auditor will report administratively (i.e. day to day operations) to the Superintendent and periodically report results to the Audit Committee of the CPSB.

INDEPENDENCE AND OBJECTIVITY

All audit activities, including matters of audit scope, procedures, frequency, timing, or report content, shall remain free of influence by any element of the system to maintain proper objectivity.

Internal auditors will have no direct operational responsibility or authority over any of the activities audited. Accordingly, they will not implement internal controls, develop procedures install systems, prepare records or engage in any activity that may impair the

internal auditor's judgment.

Internal auditors will exhibit the highest level of professional objectivity in gathering, evaluating, and communicating information about the activity or process being examined. Internal auditors will make a balanced assessment of all the relevant circumstances and not be unduly influenced by their own interests or by others in forming judgments.

REPORTING AND MONITORING

A written report will be prepared and issued by the Chief Internal Auditor or designee following the conclusion of each internal audit engagement and will be distributed as appropriate. Internal audit results will also be communicated to the Board through the Audit Committee.

The internal audit report may include management's response and corrective action taken or to be taken regarding the specific findings and recommendations. Management's response should include a timetable for anticipated completion of action to be taken and an explanation for any corrective action that will not be implemented.

In cases where a response is not included within the audit report, management of the audited area shall respond, in writing, within thi1iy (30) days of publication to the Internal Audit Department and the Audit Committee.

The internal audit activity will be responsible for appropriate follow-up engagement finding and recommendations. All significant findings will remain in an open issues file until cleared.

The Audit Committee shall review all open audits and synopsis of internal audit activity at quarterly Committee meetings.

Internal audits will be part of performance evaluations.

The Superintendent has authority to discipline any employee who fails to respond to the corrective actions agreed upon by management.

The Chief Internal Auditor will periodically report to senior management and the School Board on the internal audit activity's purpose, authority, and responsibility, as well as performance relative to its plan. Reporting will also include significant risk exposures and control issues, including fraud risks, and other matters needed or requested by senior management and the School Board.

New policy: September 18, 2018 Revised: July 23, 2019

Ref: La. Rev. Stat. Ann. §§17:88, 17:89, 17:196, 24:513, 24:514, 24:515; Board minutes, 3-5-80, 6-3-87, 5-22-02, 8-19-14, 9-18-18, 7-23-19.

RECORDS RETENTION

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

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

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

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

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

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

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

EXPENDITURE OF FUNDS

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

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

SCHOOL BOARD FUNDS

Whenever an expenditure is brought before the School Board that represents a potential expenditure of funds not previously included in a budget, the Superintendent shall be required to advise the School Board in writing as to the specific budget from which the expenditure will be paid, and the new projected ending balance for the budget affected.

SCHOOL FUNDS

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

Ref: La. Rev. Stat. Ann. ' 17:97; 39:1301, 39:1302, 39:1303, 39:1304, 39:1305, 39:1306, 39:1307, 39:1308, 39:1309, 39:1310, 39:1311, 39:1312, 39:1313, 39:1314; Board minutes, 5-18-10.

AUTHORIZED SIGNATURES

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

GENERAL CONTRACTS

Contracts obligating the School Board or school district shall be countersigned by the President of the School Board, the Superintendent, and/or appropriate personnel.

All documents requiring the signature of the President shall first be examined and approved by the Superintendent or designee, who will attach a note or memo indicating that the document has been examined and approved for signature. After the President signs the document, it shall be returned to the Superintendent or designee for proper recording, disposition, and filing. No staff member may be authorized to sign for the School Board President.

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

BILLS, INVOICES, STATEMENTS

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

TEACHER CONTRACTS

The Superintendent shall sign each teacher contract.

SCHOOL CHECKING ACCOUNTS

The School Board authorizes principals to open bank accounts for their schools and related clubs and organizations. The Superintendent, however, shall be given authority to make changes on school checking accounts as each school principal or school administrator changes, or at any other time deemed necessary, without the necessity of any additional resolution being adopted by the School Board. School Board personnel shall monitor the appropriateness of each checking account and shall be authorized to recommend to the Superintendent the closure of any account deemed necessary.

Ref: La. Rev. Stat. Ann. ''17:81, 17:83, 17:97; Board minutes, 1-17-73, 9-4-74, 5-22-02.

PAYROLL PROCEDURES

Salaries for all personnel shall be paid according to the salary schedule established by and approved by the Caddo Parish School Board.

PAYDAY SCHEDULES

The salaries of all employees shall be distributed over twelve (12) months, regardless of employment period. The pay period for regular employees shall be the first working day of each calendar month to the last day of the calendar month. If a pay day falls on or during a school holiday or weekend, employees shall receive their pay on the last work day preceding the holiday or weekend. Employees who join the school system during the school year shall have their salaries pro-rated accordingly.

All employees will be paid semi-monthly on the 15th and the last day of the month.

All payroll changes concerning salary deductions for federal taxes, local taxes, group insurance and other miscellaneous payroll deductions must be received by the payroll accounting department at least ten (10) working days prior to the last working day of the month. Otherwise, such changes shall not be effective until the following month.

Changes in taxes or payroll deductions must be on the appropriate form and received by the payroll department to change the amount being deducted. Cancellations in payroll deductions shall only be by written notification from the employee. Changes sent directly to insurance companies shall not be effective until the change notification is received by the payroll department.

No check shall be written for any regular or substitute employee until the personnel department receives the minimum information of: name, address, and social security number. If no W-4 form is received for federal and local taxes, the taxes to be withheld shall be at the single rate with no dependents.

Checks for Other than Salary

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

> If the time sheet, or substitute form, or other documentation, with appropriate signatures, is received by the business office in accordance with the annually published business office calendar, then a remuneration check shall be issued on the 15th of the month unless the 15th falls on a Saturday, Sunday or a holiday. If a pay day falls on or during a school holiday or weekend, employees shall receive their checks on the workday preceding the holiday or weekend.

Any other payments not submitted by the prescribed reporting date shall be processed with the next pay period.

Lost Checks/Incorrect Deposit Instructions

If a check was lost as a result of the employee failing to notify the central office of a change of address or other employee negligence, or lost by a postal system, the employee shall receive a replacement check on the next scheduled payroll date. If there was an administrative error or a payroll check comes back with an error, the employee shall receive a replacement check as soon as possible.

TEACHERS SEPARATING

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

Teachers separating from the school system during the school year shall receive payment in full for their services on or before the next regular payday or no later than fifteen (15) days following the date of termination, whichever occurs first.

Ref: La. Rev. Stat. Ann. ''17:81, 17:421, 23:631; Board minutes, 6-5-74, 8-15-84, 6-19-01, 5-22-02, 3-30-10, 12-14-10.

SALARY DEDUCTIONS

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

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

The following voluntary deductions are approved by the School Board:

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

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

3. WESLA & Caddo Parish Teachers Federal Credit Unions

4. United Way Deduction Plan.

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

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

No new payroll deductions shall be authorized until there is a demonstrated need by employees and approved by the School Board after careful evaluation.

1. If at any time additional deductions are considered, there shall be only one deduction for each payroll type except tax-sheltered annuities. Example: Only one company shall be authorized for group medical insurance; only one company shall be authorized for cancer insurance, etc.

2. No new companies shall be authorized to participate in the tax-sheltered

annuity program until the number of presently approved companies reduces to less than five (5). If at any time the number of participants of a presently approved company drops to zero, that company shall no longer be allowed to participate. Additional companies may then be approved, provided a company garners at least one-hundred (100) employees who wish to participate in that particular company's tax-sheltered annuity program in order to be considered.

Additional administrative regulations and procedures may be imposed and maintained by the Superintendent and staff to properly oversee the participation in tax-sheltered annuity programs by employees. The School Board reserves the right to cancel or discontinue the program at any time and to change any of the regulations and procedures imposed from time to time in the administration of the programs, and in no instance shall the School Board or its employees be responsible for damages or claim of any kind of description by any employee or any insurance company for any error or omission of the School Board, its agents or employees, in connection with the annuity program, including the failure to pay premiums, failure to properly apply for policies or any other error or omission in administering the program.

Ref: La. Rev. Stat. Ann. ''17:438, 17:1184, 17:1202; 17:1315; Board minutes, 5-18-66, 9-18-74, 5-15-85, 11-19-86, 5-22-02.

EXPENSE REIMBURSEMENT

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

All requests for travel outside of Caddo Parish within the state of Louisiana or outside of the state shall be approved in advance. Travel rates for employees and School Board members shall be in accordance with rates authorized by the *Regulations for Travel Reimbursement* as developed from the U.S. General Services Administration.

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

Claims for reimbursement of out of parish/out of state travel expense shall be submitted for payment within a week following the travel for which expenses were incurred. Claims for reimbursement of in-parish travel should be submitted monthly. Failure to submit the necessary paperwork and/or documentation in a timely manner may result in non-payment of expenses. In the event any employee is unable to report his/her travel before the end of the reporting period, the Chief Financial Officer and/or his/her designee shall approve any extension of the reporting date on a monthly basis.

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

TRAVEL REGULATIONS

Regulations governing travel reimbursement, allowances, and standard round-trip mileage to various locations, schools, and/or selected cities, as well as forms and charts to be used for requesting travel and subsequent reimbursement of expenses are included in the School Board's *Regulations for Travel Reimbursement*. Provisions contained in the *Regulations for Travel Reimbursement* apply to all employees whether reimbursed for travel by the School Board or by individual schools.

Meals

Meals will be reimbursed in accordance with current *U.S. General Services Administration* rates.

Revised: December 15, 2015
Revised: June 16, 2020

Ref: La. Rev. Stat. Ann. ''17:56, 32:861, 32:862, 32:863, 32:863.1, 32:900; Board minutes, 2-18-76, 3-17-76, 3-15-95, 5-22-02, 10-18-05, 7-19-11, 12-15-15, 06-16-20.

PURCHASING

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

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

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

PROCUREMENT METHOD

Depending on the funding source and purchase amount, the following procurement methods shall be used:

Procurement Methods	**Federal Requirement Uniform Grants Guidance** Section 200.320	**State Requirement Title 38 La. Bid Law** R.S. 38:2212.1	**State Requirement Title 39 La. Procurement Code R. S.** 39:1551-1755 Executive Order: JBE 2017-18	**Action required**
Micro Purchases (new method)	Purchases less than $10,000 No competitive process required.	Purchases less than $1,000 No competitive process required.	Purchases less than $5,000 No competitive process required.	**Title 38** - Follow more restrictive state requirement. **Title 39** - Follow more restrictive state requirement.
Small Purchases (informal)	$10,000-$250,000 Price or rate quotation from	$1,000 - $10,000 3 or more quotes suggested but not	Purchases less than $5,000 No competitive	**Title 38** - Follow more restrictive state requirement.

	adequate number of qualified sources.	required.	process required.	**Title 39** - Follow more restrictive state requirement.
		$10,000 - $30,000 Solicit 3 or more quotes.	$5,000 - $15,000 Solicit 3 or more quotes.	**Title 38** and **Title 39** Align with federal requirement.
			$15,000 - $25,000 Solicit 5 or more quotes.	**Title 39** - Follow more restrictive state requirement.
Sealed Bids (formal advertising)	Exceeding $250,000 Publicly bid and award to lowest responsible bidder.	Materials and Supplies Exceeding $30,000 Public Works Exceeding $154,450 Publicly bid and award to lowest responsible bidder.	Exceeding $25,000 Refer to LA Procurement Code (R.S. 39:1551-1755)	**Title 38** - Follow more restrictive state requirement. **Title 39** - Follow more restrictive state requirement.
Competitive Proposals	Exceeding $250,000 Request for Proposal from adequate number of sources; must have written method for selecting recipients.	Materials and Supplies Exceeding $30,000 Public Works Exceeding $154,450 Publicly bid and award to lowest responsible bidder.	Exceeding $25,000 Refer to LA Procurement Code (R.S. 39:1551-1755)	**Title 38 and Title 39** Follow more restrictive state requirement.
Noncompetitive Proposals – Sole Source Purchases	Sole source purchases are appropriate only under the circumstances listed below. These circumstances must be adequately documented. 1. The item procured is only available from a single source; 2. The purchase is in response to a public emergency that will not permit a delay resulting from the competitive process; 3. The purchase is expressly authorized by awarding or pass-through agency in response to written request from the School Board; or 4. After soliciting a number of sources competition is deemed inadequate. Process must be adequately documented.			

The School Board may choose by resolution to adopt the *Louisiana Procurement Code* in part or in its entirety. The School Board may also purchase from vendors with state contracts that have been pre-approved by the *Office of State Procurement* (OSP).

USE OF FEDERAL FUNDS

Procurement of materials and supplies made when using federally generated funds shall follow the appropriate procurement method as summarized in the above chart.

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

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

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

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

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

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

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

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

Exclusion or Rejection of Quotes or Bids

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

USE OF STATE FUNDS

Procurement of materials and supplies when using state or locally generated funds shall follow the procurement method as summarized in the above chart. As noted in the chart, the procurement method may be dependent on whether the School Board has adopted the provisions of Title 38 or Title 39 of the Louisiana Statutes as it pertains to the actual purchase.

Financing Purchases

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

Use of State Contract

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

The School Board may also *piggyback,* or purchase materials and supplies on valid contracts of other political subdivisions. In doing so, the School Board shall obtain documentation from the other agency that clearly demonstrates the contract was previously bid and is a viable contract. The price paid by the School Board shall be the same as the contract's bid price.

Louisiana Procurement Code

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

Sole Source Provider

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

Qualified Group Purchasing Organizations

A *qualified group purchasing organization* means an organization, whether for profit or

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

As provided in La. Rev. Stat. Ann. §38:2212.1, the School Board may enter into an agreement with: (A) one or more School Boards to form a qualified group purchasing organization; or (B) one or more qualified group purchasing organizations for the purchase of materials, equipment, and supplies, including installation thereof. Any such agreement shall require that the qualified group purchasing organization submit a price list for those materials, equipment, and supplies offered by it and that the prices quoted on the list remain in effect for a stated period of time of not less than three (3) months. Any such price list shall be considered, for all purposes, to be a valid and binding bid by the qualified group purchasing organization during the effective period of the agreement, and no additional bid by the qualified group purchasing organization is necessary.

The School Board may purchase materials, equipment, or supplies directly from or through a qualified group purchasing organization if the price is less than that for the same or substantially similar materials, equipment, or supplies on the state contract or bid list.

Competitive Online Solicitation

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

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

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

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

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

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

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

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

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

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

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

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

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

PREFERENCES

To the extent possible, when purchasing with state or locally generated funds, the School Board shall regularly purchase products manufactured, grown, produced or harvested from the state land or waters which are of equal quality to such items produced outside the state, provided the cost of state products does not exceed by more than the statutory percentage the cost of out-of-state products or as otherwise provided by state law. Such products shall be limited to those allowed by state law.

The School Board shall also give preference to supplies of material or equipment offered by Louisiana citizens, the cost and quality being equal. Tie bids shall be awarded as follows:

1. When a tie exists between local bidders, between intrastate bidders that are not local, or between out-of-state bidders, the bid shall be awarded by a flip of a coin.

2. When a tie exists between a local bidder and an out-of-town bidder, the bid shall be awarded to local bidder.

3. When a tie exists between an in-state bidder and out-of-state bidder the bid shall be awarded to the in-state bidder.

Inclusion of Small and Economically Disadvantaged Businesses

It shall be the policy of the Caddo Parish School Board to ensure every opportunity is made available to include small and economically disadvantaged business concerns in its letting of contracts and purchases, by providing bidders for each contract or purchase being bid. At no time shall any School Board department, school or representative exclude any responsive bidder from participation in, deny any person the benefit of, or otherwise discriminate against anyone in connection with the award and performance of any contract or purchase on the basis of race, color, sex, or national origin.

The School Board shall provide or participate in programs and offer services to assist all small and economically disadvantaged business concerns in the development and growth of their business. Each department and school shall take measures to evaluate and ensure optimum contracting and purchasing opportunities are made available.

The Superintendent shall be responsible for maintaining appropriate regulations and procedures assigned to ensure participation of small and economically disadvantaged businesses in procurement and contracting opportunities with the Caddo Parish School Board.

VENDORS

The Caddo Parish School Board shall seek business and bids from all eligible vendors, regardless of race, creed, color, sex, national origin, age or handicap. No favoritism shall be extended to any vendor. Each order shall be placed on the basis of quality, price and delivery; past services being a factor if all other considerations are equal.

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

Suppliers of goods and services are important to the school system. No employee of the School Board shall solicit or accept, directly or indirectly, anything of economic value as a gift or gratuity from any vendor representative or agent of a vendor, or a prospective vendor or contractor.

BAND UNIFORMS AND CHOIR ROBES

It shall be the policy of the Caddo Parish School Board to purchase basic band uniforms for the high schools of the parish. Each high school shall be entitled to a set of uniforms equal to the number of students in the band for the preceding year plus an additional ten percent (10%) to allow for growth and sizing. The amount to be paid shall not exceed $400 per uniform. Annual price adjustments according to the Consumer Price Index shall be permitted. Costs exceeding the base amount after adjustment shall be borne by the

individual school. As an alternative, the school may choose to reduce the quantity or it may redesign the uniform to affect a lesser cost.

Each school shall participate based on a rotation schedule maintained by the Superintendent or his/her designee.

Revised: June 20, 2017
Revised: February 12, 2019

Ref: 2 CFR 200 (*Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards*), 48 CFR 2.101 (*Definitions*); La. Rev. Stat. Ann. §§33:4712.7, 38:2184, 38:2211, 38:2212, 38:2212.1, 38:2214, 38:2218, 38:2219, 38:2271, 39:1551, 39:1552, 39:1553, 39:1554, 39:1554.1, 39:1556, 39:1557, 39:1558, 39:1597, 39:1702, 39:1710; Board minutes, 7-21-65, 12-20-67, 12-18-68, 4-15-69, 2-5-75, 3-17-82, 6-1-88, 7-15-98, 5-22-02, 6-18-02, 2-17-04, 11-16-04, 6-20-17, 2-12-19.

PROCUREMENT CARDS

The Caddo Parish School Board authorizes the use of procurement cards. Use of the procurement card shall be governed by the procedures and definitions specified in the *Caddo Parish School Board Procurement Card User Manual*.

MAXIMUM PROCUREMENT CARD PURCHASE LIMITS

The *Purchase Limits* established for the individual cardholder(s) per department shall not exceed the following guidelines (except transactions defined under *Use of Procurement Card for Travel*):

Individual transaction (dollar) amount:	$ 999.99
Daily transaction (dollar) amount:	$4,999.99
Maximum number of transactions allowed per day:	10
Maximum number of transactions per billing cycle:	150
Maximum billing cycle transaction (dollar) amount:	$5,000.00

USE OF THE PROCUREMENT CARD

Use of the Caddo Parish School Board Procurement Card Program shall be in accordance with the following minimum conditions, instructions, and limitations:

1. No procurement card transaction shall exceed the limits as set above. Vendors must have point-of-sale ("card swipe" type) terminals, except for those transactions defined below under *Use of Procurement Card for Travel*. Online purchases are permitted for in-stock items. Invoices should be printed and included in monthly documentation as required.

2. No personal use of the procurement card shall be authorized or allowed.

3. No ATM cash withdrawals or other cash advances shall be allowed.

4. Only in-stock, immediate delivery items shall be purchased. Back orders shall not be permitted. Verification that items are in stock and ready for immediate shipment shall be made before giving the card number and placing an order by telephone.

5. Telephone orders shall be invoiced only at or after date of shipment. Advance orders that would cause MasterCard or Caddo Parish School Board to pay an invoice before receipt of the goods shall not be permitted.

6. Procurement card purchases shall be exempt from state and local taxes.

7. All purchases shall be made within the limits set and the available budget authority.

8. Services shall not be purchased with the card.

9. The procurement card shall not be used for travel and entertainment expenses, except as allowed under *Use of Procurement Card for Travel*, below.

10. Card users shall obtain itemized transaction receipts from the merchant for each use of the card.

11. Card users shall ensure that prices paid are fair and reasonable.

12. All items purchased shall be for bona fide Caddo Parish School Board business.

13. If using Federal, and/or State funding, approval from the grant administrator must be obtained prior to the purchase being made.

AUDITING

All procurement card statements shall be reviewed to ensure that procurement card procedures are properly practiced. Failure to follow the proper procedures may result in revocation of card privileges. The primary purpose of an audit is to ensure the proper expenditure of funds under this program. A secondary purpose of an audit is to track data on how, where, and for what purpose the cards are used.

Auditing may consist of the following:

- Comparison of cardholder-supplied information (memo statement and supporting receipts) to procurement card record.

- Personal visits by auditors and/or administrator to review cardholder receipts and records.

PROCUREMENT CARD ABUSE AND DISCIPLINE

The cardholder's supervisor, the card administrator, and the purchasing department shall have the authority to cancel a card at any time due to cardholder violations. Abuse of the procurement card shall result in revocation of the card and appropriate disciplinary action may include termination. Policy violations shall include, but not be limited to:

- Purchasing items for personal use

- Exceeding the cardholder's credit line limit
- Using the procurement card for travel and entertainment purposes, except as allowed under *Use of Procurement Card for Travel* below
- Failure to return the procurement card when the user is reassigned, terminated, or upon request
- Failure to submit proper documentation to the appropriate accounts payable group
- Any other violation as listed in the *Caddo Parish School Board Procurement Card User Manual*

RIGHT TO CANCEL CARD

The Caddo Parish School Board reserves the right to cancel any card at any time for any reason.

USE OF PROCUREMENT CARD FOR TRAVEL

Procurement cards for the School Board, Superintendent, Division Chiefs, and Directors may be used for making travel arrangements. Other procurement cards may also be authorized by the Superintendent or his/her designee(s) as needed for making other travel arrangements.

REQUEST AUTHORIZATION

Requests must be approved by the Director and Chief for the requisite division prior to the request being submitted to the Program Administrator.

Revised: February 21, 2017

Ref: La. Rev. Stat. Ann. §17:81; Board minutes, 11-18-03, 2-15-05, 8-19-08, 2-21-17.

OPPORTUNITY CADDO/FAIR SHARE (GUIDELINES FOR SMALL AND ECONOMICALLY DISADVANTAGED BUSINESS INCLUSION)

It shall be the policy of the Caddo Parish School Board (CPSB), in accordance with all applicable state and federal laws, to fully comply with the following economic inclusion program for small and economically disadvantaged businesses. The purpose of this policy being to level the playing field for these business concerns, with the goal of enhancing economic development within the community through the growth and development of these businesses, which ultimately will provide for a better educational system.

The Caddo Parish School Board shall ensure every opportunity is made available to include small and economically disadvantaged business concerns in its letting of contracts and purchases, by providing electronic or U.S. mail and/or facsimile notification to all registered bidders for each contract or purchase being bid. At no time shall any Caddo Parish School Board department, school or representative exclude any responsive bidder from participation in, deny any person the benefit of, or otherwise discriminate against anyone in connection with the award and performance of any contract or purchase on the basis of race, color, sex, or national origin.

The Caddo Parish School Board shall provide or participate in programs and offer services to assist all of the businesses in the parish. In keeping with that commitment, CPSB shall provide or participate in programs and offer services to assist all small and economically disadvantaged business concerns in the development and growth of their business. Each department and school shall take measures to evaluate and ensure optimum contracting and purchasing opportunities are made available.

The intent of this policy is to identify and eliminate any barriers which may have an adverse impact upon small and economically disadvantaged business concerns participation in all Caddo Parish School Board awarded contracts and purchases, with a purpose of assisting the development of firms that can compete successfully in the market place outside this program.

DEFINITIONS

Certification. Procedure for verifying that a business qualifies for designation as a small and economically disadvantaged business.

Disadvantaged business. A for-profit small business that is at least fifty-one (51) percent owned by one (1) or more individuals who are economically disadvantaged or, in the case of a corporation, in which fifty-one (51) percent of the stock is owned by one (1) or more such individuals; and whose management and daily business operations are controlled by one or more of the economically disadvantaged individuals who own it.

Economically disadvantaged. Any individual who is a citizen (or lawfully admitted permanent resident) of the United States and who is found to be an economically disadvantaged individual by the Small Business Administration (SBA) pursuant to Section 6 (a) of the Small Business Act. For this program, this individual would be one who is found to be an economically disadvantaged person by the Louisiana Small and Emerging Business Development Program standards. CPSB will utilize as a base, the eligibility requirements set forth by the Louisiana Small and Emerging Business Development Program to determine the level of economic disadvantage required for this initiative. Presently, the state levels are:

> Each individual owner's personal net worth may not exceed two hundred thousand dollars ($200,000), excluding personal residence, and the business' net worth at the time of application may not exceed seven hundred fifty thousand dollars ($750,000).

PURCHASING DEPARTMENT RESPONSIBILITIES

The initiative objectives are to ensure participation of small and economically disadvantaged businesses in procurement and contracting opportunities with the Caddo Parish School Board. The Purchasing Department will be responsible for implementing all aspects of this program and ensuring that CPSB complies with all provisions. Specific functions include, but are not limited to:

1. Develop and use appropriate training and educational techniques to provide greater procurement and contracting opportunities for small and economically disadvantaged businesses.

2. Develop greater outreach programs for small and economically disadvantaged businesses through publications and other advertising mediums.

3. Maintain and/or monitor required tracking and reporting procedures as they relate to this policy.

4. Interpret the rules and regulations governing this policy.

5. Work with departments and schools to coordinate compliance.

6. Gather and report statistical data and other information as required.

7. Review third party contracts and purchase requisitions for compliance with this program.

8. Ensures that bid notices and requests for proposals are available to small and disadvantaged business enterprises in a timely manner.

9. Advises Administration on matters related to this program.

10. Coordinates with legal counsel on any legal issues related to this policy.

11. Plans and/or participates in small and economically disadvantaged business enterprise training seminars.

12. Provides outreach to small and economically disadvantaged business enterprises and community organizations to advise them of opportunities.

13 Coordinates with Accounts Payable and Construction to confirm that invoices from the General Contractor are paid to the General Contractor within 15 days of receipt and retainage payments are returned promptly after a project has been satisfactorily completed as determined by CPSB.

OPPORTUNITIES FOR CONTRACTS

In accordance with the provisions of existing law, and where feasible, the Caddo Parish School Board will:

1. Provide bid plans and specifications for small and economically disadvantaged business associations and other contractor associations with sufficient lead time to allow the members of such associations to prepare responsible bids/quotes.

2. Maintain bid documentation from past procurements, and permit all businesses to review and evaluate such documents.

3. Provide advance notification to all known small and economically disadvantaged businesses with informational pre-bid conferences and briefings that outline the scope of the work, delivery schedules, method of bidding and other information on complex projects and contracting opportunities.

4. Provide a list of small and economically disadvantaged contractors with their name, address, telephone number, and specialty of each, as taken from the Opportunity Caddo Small and Economically Disadvantaged Business Directory, to be included in all School Board construction bids.

5. Require that the Bidder Qualification Form include a non-binding compliance statement detailing the names of the small and economically disadvantaged subcontractors considered for employment and reasons for rejection if applicable.

6. Require that two copies of all construction requests for bid plans and specifications be furnished without charge to the American Minority Contractors Association and the National Association of Minority Contractors, c/o Associated General Contractors – Shreveport Chapter, 2025 Southern Avenue, Shreveport, LA 71104, or their current address.

7. Provide technical assistance in regards to the "Bids and RFP"s section of the CPSB website to small and economically disadvantaged businesses, as required.

8. Ensure that the following clauses are placed in every contract and subcontract:

   "The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of Opportunity Caddo in the award and administration of contracts."

   "The Caddo Parish School Board desires that Bidders make a good faith effort to employ small and economically disadvantaged subcontractors."

PROMPT PAYMENT

The Caddo Parish School Board will ensure that payment is made to designated small and economically disadvantaged businesses within fifteen (15) working days after receipt of proper invoice. This will also include the requirement to ensure prompt return of retainage payments to the General Contractor after a project is satisfactorily completed as determined by CPSB.

CERTIFICATION AND COMPLIANCE

The administrator/liaison is responsible for the overall implementation, certification, and monitoring of this policy, including coordination of the final decision on behalf of the Caddo Parish School Board as to the status of small and disadvantaged business applicants.

SMALL AND ECONOMICALLY DISADVANTAGED BUSINESS DIRECTORY

This directory will be a comprehensive listing of all small and economically disadvantaged businesses certified by the Caddo Parish School Board. The directory shall be updated and published on a quarterly basis and distributed to schools/departments and be made available to the public upon request. It shall include, at a minimum, the following information:

- The name of the firm
- Address
- Telephone number
- Types of work the firm has been certified to perform
- Certification expiration dates

This directory may be a consolidation of other local governmental body directories, provided the certification definitions meet the credentials defined herein.

CONTRACT/PURCHASE PARTICIPATION TRACKING

The Purchasing Department shall develop and maintain a system of procurement and contractual information for quarterly reporting actual small and economically disadvantaged business participation on CPSB contracts and purchases.

INDUSTRY - PEER REVIEW

A semi-annual review of this program will be coordinated by the Purchasing Department. This review will be before a committee of the following:

- One representative of the Associated General Contractors
- One representative of the National Association of Minority Contractors
- One representative of the National Association of Women in Construction
- One representative of the Minority Business Council of the Shreveport Chamber of Commerce
- One representative of the Minority Supplier Institute
- One representative of the American Minority Contractors Association
- Director of Construction and Capital Projects of the Caddo Parish School Board
- Director of Purchasing Department

GOALS

CPSB will not use quotas or set-asides in any way in the administration of this Small and Economically Disadvantaged business inclusion policy. An aspirational goal of 25% participation is included in this program.

Adopted: February 17, 2004
Revised: July 23, 2019

Ref: Board minutes 2-17-04, 7-23-19.

BIDS AND QUOTATIONS

PUBLIC WORKS

The Caddo Parish School Board shall advertise and let by contract, except in cases of emergencies as provided below, all public work exceeding $150,000 or such sum as allowed by law, including labor, materials, equipment, and administrative overhead not to exceed fifteen percent (15%). The contract shall be awarded to the lowest responsible bidder who has bid according to the contract, plans, and specifications advertised. Public works which are estimated to cost less than the contract limit may be undertaken by the School Board with its own employees.

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

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

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

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

MATERIALS AND SUPPLIES

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

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

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

In lieu of formal bids, the School Board may use a *reverse auction* or *competitive online solicitation process* for the purchase of equipment, supplies, and other materials, as outlined in policy *DJE, Purchasing*.

EMERGENCIES

In cases of an emergency or extreme emergency when time is not sufficient to advertise for bids for public works or purchase of materials, the School Board or designee is permitted by law to declare through resolution that a public emergency or extreme public emergency exists and extend a contract for more than the sums mentioned without going out to bid. However, in such cases every effort shall be made by School Board personnel to secure competitive quotations. The accepted quote shall be confirmed and documented in writing. State law permits a person designated by the School Board to declare the existence of an *extreme public emergency*. This designated person shall be the Superintendent and/or his/her designee. Notices of an *emergency* or *extreme emergency* shall be published in the School Board's official journal within ten (10) days of the emergency being certified by the School Board or designee.

An *emergency* is defined by La. Rev. Stat. Ann. §38:2211 as

> "An unforeseen mischance bringing with it destruction or injury of life or property or the imminent threat of such destruction or injury or as the result of an order from any judicial body to take any immediate action which requires construction or repairs absent compliance with the formalities of this Part, where the mischance or court order will not admit of the delay incident to advertising as provided in this Part."

An *extreme public emergency* is defined by La. Rev. Stat. Ann. §38:2211 as

> "A catastrophic event which causes the loss of ability to obtain a quorum of the members necessary to certify the emergency prior to making the expenditure to acquire materials or supplies or to make repairs necessary for the protection of life, property, or continued function of the public entity."

BID ADVERTISEMENTS

All advertisements for bids for public works shall appear in the newspaper selected as the

official journal for the School Board, except in emergencies as may be declared by the School Board. Any advertisement for any contract for public works, when published, shall appear once a week for three (3) different weeks in a newspaper in the locality and the first advertisement shall appear at least twenty-five (25) days before the opening of bids.

Any advertisement for any contract or purchase of materials or supplies shall be published two (2) times in a newspaper in the locality, the first advertisement appearing at least fifteen (15) days prior to the opening of bids.

In addition to newspaper advertisements, the School Board shall also publish advertisements and accept bids by electronic media in accordance with uniform standards promulgated by the state. In any advertisement, the first publication shall not occur on a Saturday, Sunday, or legal holiday.

If the School Board issues or causes to be issued on a public work exceeding the contract limit set by state law, any addendum modifying plans and specifications within a period of seven (7) days prior to the advertised time for opening of bids, excluding Saturdays, Sundays, and any other legal holidays, the School Board shall transmit a copy of the addendum to all prime bidders who have requested bid documents. The transmission shall be completed within twenty-four (24) hours of the issuance of the addendum, and may be delivered by either facsimile transmission (fax), e-mail, other electronic means, or by hand provided the prime bidder has supplied the fax number or e-mail address to the School Board. In addition, a copy of the addendum shall be sent by regular mail. If the addendum cannot be transmitted by fax, e-mail, other electronic means, or hand delivered, the School Board shall be required to postpone the bid opening by at least seven (7) days.

The School Board shall not issue or cause to be issued any addendum modifying plans and specifications within a period of seventy-two (72) hours prior to the advertised time for the opening of bids, excluding Saturdays, Sundays, and any other legal holidays; however, if the necessity arises to issue an addendum modifying plans and specifications within the seventy-two hour period prior to the advertised time for the opening of bids, then the opening of bids shall be extended at least seven (7), but not more than twenty-one (21) working days, without the requirement of readvertising. The addendum shall state the revised time and date for the opening of bids.

OPENING OF BIDS

All bids shall be opened in public in the presence of one or more witnesses, at the time and place designated in the invitation for bids. Each bid, together with the name of the bidder, shall be recorded and open to public inspection. However, the School Board shall not accept or take any bids including receiving any hand delivered bids, on days which are recognized as holidays by the United States Postal Service.

BID AWARD

In order to protect the integrity of the competitive bidding process, the determination of responsiveness by the bidder must be made from the bid documents at the time of the bid opening. Any deviation from that which is required by the bid solicitation, or failure to supply required information or fill in the line items on the bid schedule, may result in the bid being rejected as *non-responsive*.

The Superintendent and/or other appropriate administrators shall review, summarize and report bids to the School Board with recommendations for bid award unless the School Board grants permission for staff to evaluate, award, and notify the School Board at a later date.

DISQUALIFICATION OF BIDDER

If the School Board proposes to disqualify any bidder for *non-responsiveness*, the School Board shall give written notice of the proposed disqualification to such bidder and include in the written notice all reasons for the proposed disqualification.

If the School Board proposes to disqualify any bidder for *non-responsibility* (the possibility that the bidder may not satisfactorily fulfill the contract being bid), the School Board shall:

1. Give written notice of the proposed disqualification to such bidder, and include in the written notice all reasons for the proposed disqualification;

2. Give such bidder, who is proposed to be disqualified, the opportunity to be heard at an informal hearing at which such bidder is afforded the opportunity to refute the reasons for the disqualification; and

3. Conduct the informal hearing prior to the award of the public work.

No award of the contract for the public work shall be made by the School Board prior to the expiration of at least five (5) working days following the date of issuance of the written ruling from the informal hearing.

EXCLUSION/REJECTION OF BIDS

The School Board, after the opening of bids, shall require each bidder or bidding entity to attest or submit an attestation that the sole proprietor, partner, incorporator, director, manager, officer, or other like individual who owns at least ten percent (10%) of the bidding entity, has not been convicted of, or has not entered a plea of guilty or nolo contendere (no contest) to any of the crimes or equivalent federal crimes listed in La. Rev. Stat. Ann. §38:2227.

In awarding bids or contracts, the School Board shall be authorized to reject the lowest

bid from a business in which any individual with ownership interest of five percent (5%) or more has been convicted of, pled guilty or nolo contendere to any a state felony crime or equivalent federal crime committed in the solicitation or execution of a contract or bid under the state laws governing public contracts; professional, personal, consulting, and social services procurement; or the Louisiana Procurement Code.

Any contract between the School Board and a person or entity entered into as a result of fraud, bribery, corruption, or other criminal acts, for which a final conviction has been obtained, shall be null and void.

Any person whose conviction causes the nullity of a contract shall be responsible for payment of all costs, attorney fees, and damages incurred in the rebidding of the contract.

Revised: June 20, 2017

Ref: 2 CFR 200 (*Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards*), 48 CFR 2.101 (*Definitions*); La. Rev. Stat. Ann. §§9:2716, 9:2717, 38:2181, 38:2182, 38:2211, 38:2212, 38:2212.1, 38:2212.9, 38:2214, 38:2218, 38:2227, 38:2241, 38:2251, 38:2271, 39:1551, 39:1552, 39:1553, 39:1554, 39:1554.1, 39:1556, 39:1557, 39:1558, 39:1597, 39:1710; Board minutes, 6-20-17.

STUDENT ACTIVITIES FUNDS MANAGEMENT

Student activity funds are those funds raised or collected for school-approved student groups, gate receipts, and student activity card fees. The Caddo Parish School Board shall require all student activity funds to be collected and expended for the purpose of supporting the school's activities program. Student body representation should be encouraged whenever possible.

The principal of each school shall be responsible for all school/student accounts. The principal may assign one or more school staff member(s) to share the responsibility for assuring that the system of accountability for school funds and maintenance of records are maintained in accordance with pertinent district administrative regulations and procedures. The principal, however, shall have the ultimate responsibility for supervising the accounting functions to be performed at the building level.

SCHOOL CLUBS AND ORGANIZATIONS

The School Board shall require all activity funds generated by a club, organization, association, class, athletic team, or any other organization within the school to be deposited into a school fund bank account. Separate records of all financial transactions of the school fund account shall be maintained by the principal for each group. No monies shall be drawn on the school fund account without a request for withdrawal which carries two (2) signatures, one of which shall always be the principal's. No withdrawal shall occur unless the check carries the signature of the principal, or the administrator who assumes his/her duties during his/her absence.

The records of the school account shall be reconciled monthly, and a written report shall be prepared by the principal and submitted annually to the Superintendent or his/her designee, who shall review and consider the report for approval and notify the principal accordingly. The School Board may require and provide for an audit of the school fund of any school within its jurisdiction at any time.

All club or organization related fundraising activities shall be approved by the principal and may be subject to audits from the central office.

OTHER SCHOOL FUNDS

Schools may have other fund accounts as part of their school activity funds. Sources of money for these funds may include vending machines, coffee fees, and teacher dues. These funds may only be used to benefit the faculty or school as a whole. Any purchases made from these funds should be done with caution, as restrictions apply to the expenditure of such funds. Any questions about purchases should be directed to the Superintendent or designee for clarification before the purchase is made.

Ref: La. Rev. Stat. Ann. ''17:81, 17:414.3, 51:224; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education.

BOOSTER CLUBS AND OUTSIDE ORGANIZATIONS

BOOSTER CLUBS/OUTSIDE ORGANIZATIONS

Funds generated by an entity outside the school, such as a parents' club, community, business, civic or other similar type of organization, are considered to be independent funds under the exclusive control and supervision of the club or organization. The School Board, however, shall require all such funds, when expended for any school function, activity, or purpose, to adhere fully to all state and federal statutory and regulatory provisions.

In addition, the School Board may place restrictions on the donation and usage of any monies by an outside source, i.e. club, organization, or entity, to a school or School Board-related entity. Specifically prohibited shall be the donation to an individual employee of the School Board anything of economic value in the form of money, personalized articles, automobiles and/or their use, travel, entertainment or vacations. The School Board reserves the right to examine the provisions of any and all prospective donations to a school or School Board-related entity to ascertain the propriety of the donation.

It is the policy of the Caddo Parish School Board that all fundraising activities conducted during the school day, on School Board property, using school employees and/or students, for school or school related purposes shall be properly controlled and have reasonable accountability applied. This requires that all funds shall be considered *public funds* and shall be deposited into the official checking account of the individual school and all state and local rules and regulations concerning financial management shall be applied.

In addition, any school support organization, parent club or booster club, which uses the name of a public school as the principal portion of their name and raises funds independent of the school, shall be required to meet all of the following conditions:

1. Maintain minutes of all meetings of the organization and have duly elected officers. Appoint the school principal, or a representative school employee designated by the principal, to serve on the executive board of the organization.

2. Provide the school principal with a copy of periodic (at least quarterly) financial reports showing all receipts and expenditures by source along with a summary of revenue, expenditures, and investments. The financial reports must be signed by an officer of the organization.

3. All fundraising activities of the organization must be approved in advance by the school principal using *CPSB Report on Fund Raising Project (Form IA-82)*. These forms shall also be completed and filed as required upon completion of the fundraising activity.

4. The organization's bank statement shall be mailed to the school to be opened and reviewed by the principal.

Failure of any organization to meet the above conditions shall void that organization's privilege to use the name of the school or to raise funds on the representation that the funds are in fact to be used for the betterment of the school or school related matters.

Ref: La. Rev. Stat. Ann. ''17:81, 17:414.3, 51:224; *Louisiana Handbook for School*

Administrators, Bulletin 741, Louisiana Department of Education.

CASH IN SCHOOL BUILDINGS

The Caddo Parish School Board shall direct that no money shall be left overnight in an unlocked safe, nor shall any principal or teacher keep cash in his or her office or classroom overnight. Sound business procedure requires principals, teachers, bookkeepers, and any other person in any school handling funds to forward money to the principal's office on the day of collection, to be deposited on the same day of collection, whenever possible, except for small sums needed for petty cash.

Principals and other school personnel shall establish necessary precautions to ensure the safekeeping of all monies under their control, which shall be in compliance with applicable district administrative regulations and procedures.

Ref: La. Rev. Stat. Ann. ' 17:95.

SCHOOL LOANS

The Caddo Parish School Board shall require that any school contemplating entering into a bank loan, installment obligations, lease agreements or any other financing agreement have approval of the Superintendent or designee before entering into any such obligation. Any school wishing to obtain permission for any indebtedness shall submit a *Request for School Loan* form in accordance with the following procedures:

1. Written requests to enter into debt obligations shall include justification, amount, security required and terms of loan, installment obligation, or lease agreement, and shall be addressed to the Superintendent or his/her designee. Plans for repayment shall also be detailed.

2. The Superintendent or designee shall review the request based upon information presented and either disapprove or tentatively approve it. Final approval shall be dependent on the school's financial status and history regarding repayment plans.

3. Copies of all approved requests along with completed copies of the debt instrument shall be maintained in the School Board's business office.

4. Any school loan request shall be submitted by the Superintendent or his/her designee to the State Bond Commission if these debt obligations are more than ninety (90) days.

Ref: La. Rev. Stat. Ann. ''17:158.6, 33:2923, 33:4712.7, 39:821, 39:822, 39:1410.60.

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CADDO PARISH SCHOOL BOARD POLICY MANUAL

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BUILDINGS AND GROUNDS MANAGEMENT

It shall be the policy of the Caddo Parish School Board to require that school properties be maintained in good physical and sanitary condition. The School Board, therefore, shall instruct the Superintendent to assure that all normal building and grounds maintenance, repairs and improvement functions are an integral part of the administration of the school system, including the regular evaluation for any safety hazards.

The Superintendent shall be vested with a broad range of administrative and supervisory authority relative to the school system's buildings and grounds program. Regular reports shall be made available to the School Board relative to maintenance needs, sanitary condition, safety, utility and attractiveness of school plants and grounds within the school system.

The School Board shall not be held responsible for any personal items stolen or damaged on school premises. The School Board shall require principals and/or persons in charge of public school property to prohibit the use, sale, or possession of alcoholic beverages on public school property.

VACANT AND/OR UNOCCUPIED BUILDINGS

Vacant and/or unoccupied premises owned by the School Board shall be properly secured and maintained to prevent unauthorized trespass or injury to the general public. It shall be the responsibility of the Superintendent or his/her designee to assure that any vacant and/or unoccupied property of the School Board has limited access for authorized personnel only and the grounds are maintained regularly.

SMOKING/TOBACCO USE ON SCHOOL BOARD PROPERTY

All property of the Caddo Parish School Board shall be a smoke-free/tobacco-free environment.

The use of any tobacco product, smokeless tobacco, or any smoking object/device, including but not limited to electronic cigarettes, advanced personal vaporizers, vape pens, vape mods and similar devices, shall be prohibited on and in all School Board property and vehicles, and at all school-sponsored or school-approved functions. However, this prohibition shall not be applicable to any tobacco product approved by the United States Food and Drug Administration for sale as a tobacco cessation product and which is marketed and sold solely for such purpose.

School Board property shall include any elementary or secondary school grounds or buildings, any portable buildings, field houses, stadiums, equipment storage areas, vacant land, or any property owned, operated or leased by the School Board.

Tobacco advertising shall also be prohibited in school buildings, at school functions, and in all school publications.

Communication of Policy

Visitors shall be informed of this policy through posted signs at the entrances to the grounds of any School Board property and each school and school buildings, and within school vehicles.

RESTRICTED USE OF SCHOOL BOARD PROPERTY

Horses shall not be permitted on School Board property or school grounds at any time, whether or not the horse is accompanied by an attendant or rider, except when needed for security reasons or when used by students as qualified service animals.

Automobiles, motorcycles, motorbikes, minibikes and trail machines and other motor vehicles shall be prohibited on Caddo Parish School Board property at any time, including, but not limited to school campuses, satellite administrative buildings, maintenance buildings and any parking areas of any School Board facility. Violators shall be prosecuted for trespassing. This prohibition shall not apply to said vehicles using the driveways and parking areas during school hours and for regularly scheduled school programs or with permission of the principal of the school.

All types of skating, including, but not limited to, rollerblading, skateboarding, inline skating, and bicycling shall also be prohibited on School Board property. These provisions do not apply to such activities when they are sponsored and supervised by a school; students who ride bicycles to school when they are on the property during school hours; and others on official School Board business during business hours.

Approved: July 28, 2015
Revised: December 19, 2017

Ref: 20 USC 6083 (*Non-Smoking Policy for Children's Services*); La. Rev. Stat. Ann. ''14:91.7, 17:87.6, 17:151, 17:100.6, 17:240, 17:416, 40:4, 40:1291.2, 40:1291.3, 40:1291.11, 40:1291.21, 40:1563, 40:1578.6, 40:1583; *Louisiana Sanitary Code*, Louisiana Department of Health and Hospitals; Board minutes, 10-20-71, 3-2-98, 11-27-01, 6-18-02, 2-20-07, 7-28-15, 12-19-17.

SAFETY PROGRAM

Employee, student, or visitor accidents are undesirable, unplanned occurrences which cannot be prevented and which often result in bodily harm, loss of time, expensive legal action, property damage, and personal pain and suffering. A system-wide program of safety shall be maintained in order to render the school system environment as hazard-free as possible. Provisions of the safety program shall be in compliance with all state and federal guidelines.

As part of the safety program, the Caddo Parish School Board shall require regular inspections of the buildings and grounds of each school, by the principal or the building administrator at non-school sites. At least one annual inspection shall be performed and documented in writing, concerning the condition of all buildings within the system in terms of student, employee, and public care and safety and submitted by the principal or building administrator to the Superintendent or designee. More periodic inspections are encouraged.

EMERGENCY PREPAREDNESS

Supervisors and school administrators shall acquaint each employee under their charge with the school emergency preparedness guidelines and his/her area of responsibility in the event of emergency. They should supervise, implement and evaluate all on-going disaster preparedness programs for the school or department.

Faculty members shall provide students with instructions in the area of disaster preparedness and participate in disaster preparedness training programs.

Every school should have a well-stocked first aid kit and one or more individuals responsible for it.

Principals and supervisors shall have readily available the phone numbers of the fire department, police department, ambulance service, all bus operators and substitute bus operators.

TRAINING PROGRAM

A safety training program for all new employees shall be conducted by the school or facility administrator or his/her designee. New employees shall receive instruction with regard to the use of personal safety equipment and the source(s) for procuring assistance when needed.

FIRST AID

It shall be the responsibility of the school or the facility administrator to schedule and

implement employee first aid programs that shall provide trained first aid persons at each site. Laboratory instructors, coaches, vocational and shop instructors, cafeteria personnel and maintenance department personnel should undergo first-aid training and continue to maintain their first-aid certification.

A complete first-aid kit shall be placed and maintained in all potentially hazardous areas, such as shops, labs, cafeterias, janitors' rooms, and physical education departments. A log sheet shall be kept at each job site, and all first-aid treatment shall be logged to show the date, name of employee, job title, and reason for treatment and the first-aid service provided.

RECORDKEEPING

Records of injuries are essential to an efficient and successful loss control program. They provide a means for gauging frequency and severity areas of operation for providing information concerning the cause of loss. Therefore, the School Board shall require adequate accident and safety records.

Approved: July 28, 2015

Ref: La. Rev. Stat. Ann. ''17:81, 23:1021, 40:1578.6; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; Board minutes, 7-28-15.

FILE: EBBA
Cf: EB, EBB
Cf: EBBC, EBBF

FIRE PREVENTION

The Caddo Parish School Board recognizes the need for fire prevention/precaution in order to protect its employees, students, visitors, and property from the hazards of fire. Reducing and/or eliminating the fire hazards in and around the schools and other School Board property should be everyone's responsibility.

As a prerequisite in its fire prevention strategies, the School Board shall require inspections by qualified persons of all fire safety and prevention equipment, including but not limited to fire alarm, suppression and smoke detection devices at each school under the School Board's jurisdiction, as well as all other School Board property, at least twice during each school year. All necessary service, repairs, and precautions shall be taken by appropriate persons in a timely manner to assure that all such equipment is in good working order and meets the needs for which it was intended. Employees of the School Board may perform the required inspections called for in this policy provided they have received the appropriate training necessary to perform such inspections, and documentation of such training shall be included in the employee's personnel file.

The supervision and implementation of the inspection requirements shall be the responsibility of the Superintendent and/or his/her designee. Reports on all inspections shall be maintained and submitted to the Superintendent and/or designee upon completion of the inspection.

The principal or his/her designee shall make a periodic review and frequent inspections of all school buildings and facilities for potential fire and other hazards. Open flame areas for instructional purposes shall be designated by the principal or building administrator at each School Board facility, or his/her designee, with the designation to be approved by the Superintendent prior to such usage. Lighted, scented candles, or other open flames shall not be permitted at any school campus or other School Board facility, with limited exception where an open fire may occur, such as a bonfire, and is approved by the Superintendent. Such events shall require submission of a request outlining guidelines to be adhered to during the event and utilizing local and/or state fire standards. This policy shall not apply to open flames required for maintenance and/or construction needs.

Approved: July 28, 2015

Ref: La. Rev. Stat. Ann. §17:81; *Life Safety Code*, National Fire Prevention Association; Board minutes, 7-28-15.

SCHOOL AND STUDENT SAFETY

The Caddo Parish School Board is committed to providing a safe environment for the students and employees of its schools. The School Board shall take immediate action to address any potential threats of violence or terrorism to students and employees as required by the *Louisiana School and Student Safety Act* (La. Rev. Stat. Ann. §§17:409.1-17:410).

The School Board shall develop, in consultation with local law enforcement agencies, age appropriate information regarding internet and cell phone safety and online content that is a potential threat to school safety. The information shall include how to recognize and report potential threats to school safety posted on the internet, including but not limited to social media posts. This information shall be distributed or explained to school personnel and students at the beginning of each school year, and posted on an easily accessible page of each school's website, as well as the website of the School Board. Such information shall include instruction on how to detect potential threats to school safety, visual examples of possible threats, and the process for reporting such threats.

DEFINITIONS

Student means any person registered or enrolled at a school.

School is as defined by La. Rev. Stat. Ann. §17:236 as an institution for the teaching of children, consisting of an adequate physical plant, whether owned or leased, instructional staff members, and students, and which operates a minimum session of not less than one hundred eighty (180) days.

Threat is credible and imminent means that the available facts, when viewed in light of surrounding circumstances, would cause a reasonable person to believe that the person communicating the threat actually intends to carry out the threat in the near future or has the apparent ability to carry out the threat in the near future.

Threat of violence means communication, whether oral, visual, or written, including but not limited to electronic mail, letters, notes, social media posts, text messages, blogs, or posts on any social networking website, of any intent to kill, maim, or cause great bodily harm to a student, teacher, principal, or school employee on school property or at any school function.

Threat of terrorism means communication, whether oral, visual, or written, including but not limited to electronic mail, letters, notes, social media posts, text messages, blogs, or posts on any social networking website, of any crime of violence that would reasonably cause any student, teacher, principal, or school employee to be in sustained fear for his safety, cause the evacuation of a building, or cause other serious disruption to the operation of a school.

MANDATORY REPORTING

Any administrator, teacher, counselor, bus operator, or other school employee, whether full-time or part-time, who learns of a threat of violence or threat of terrorism, whether through oral communication, written communication, or electronic communication, shall:

1. Immediately report the threat to a local law enforcement agency if the threat is credible and imminent.

2. Immediately report the threat to school administrators for further investigation, in compliance with this policy, if the threat is not credible and imminent.

No person shall have a cause of action against any person for any action taken or statement made in adherence with the requirement for reporting as provided herein. However, the immunity from liability provided in this policy shall not apply to any action or statement if the action or statement was maliciously, willfully, and deliberately intended to cause harm to, harass, or otherwise deceive law enforcement or school officials.

Reporting Procedures

The Superintendent shall develop and maintain administrative procedures for reporting potential threats to school safety. The reporting procedures, at a minimum, shall include:

1. A standardized form to be used by students and school personnel to report potential threats which requests, at a minimum, the following information:

   A. Name of school, person, or group being threatened.

   B. Name of student, individual, or group threatening violence.

   C. Date and time the threat was made.

   D. Method by which the threat was made, including the social media outlet or website where the threat was posted, a screenshot or recording of the threat, if available, and any printed evidence of the threat.

2. A process for allowing school personnel to assist students in completing the standardized form.

3. A process for allowing reporting by an automated voice system.

4. A process for allowing anonymous reporting and for safeguarding the identity of a person who reports a threat.

5. For every threat reported, a school administrator shall record, on the form provided, the action taken by the school.

If information reported to a school is deemed a threat to school safety, the school shall present the form and evidence to local law enforcement agencies. If the information poses an immediate threat, school administrators shall follow procedures provided in the school's *Crisis Management and Response Plan*.

THREAT ASSESSMENT

When any threat of violence or terrorism has been reported to a school administrator, an investigation shall be made according to administrative procedures which shall include, at a minimum:

1. Conducting an interview with the person reporting a threat, the person allegedly making a threat, and all witnesses, and;

2. Securing any evidence, including but not limited to statements, writings, recordings, electronic messages, and photographs.

If the investigation results in evidence or information that raises a concern that a threat is credible and imminent, the threat shall be immediately reported to a local law enforcement agency for further investigation.

MANDATORY EVALUATION

If a law enforcement agency, based on its investigation as required by La. Rev. Stat. Ann. §17:409.4, determines that a student's threat is credible and imminent, it shall report it to the district attorney, who may file a petition no later than seven (7) days after receiving such report with the appropriate judicial district court for medical, psychological, and psychiatric examination. Where the district attorney, in his/her discretion, decides not to file the petition or does not file such petition during the requisite period, the student who is the subject of a complaint and investigation shall be permitted to return to school. The school shall permit a student who is the subject of a complaint and investigation to return to school if at any point prior to a hearing the threat is determined not to be credible after an investigation by the school administration, a law enforcement agency, or the district attorney or by order of the court after a hearing.

If the person who is reported to a local law enforcement agency is not a student, he or she shall not be permitted to be within five hundred feet (500') of any school until he or she has undergone a formal medical or mental health evaluation and has been deemed by a health care professional not to be dangerous to himself/herself or others.

New policy: October 23, 2018 Revised: October 22, 2019

Ref: La. Rev. Stat. Ann. §§17:236, 17:409.1, 17:409.2, 17:409.3, 17:409.4, 17:409.5, 17:410; Board minutes, 10-23-18, 10-22-19.

EMERGENCY/CRISIS MANAGEMENT

COMPREHENSIVE PLAN FOR EVACUATION

It shall be the policy of the Caddo Parish School Board to provide a comprehensive plan for evacuation of schools in the event of a disaster. Disaster may come in many forms such as chemical spills, bomb threats, and/or a state of National Emergency. In cooperation with the local police and fire departments, 911 Call Center, and the Caddo/Bossier Office of Emergency Preparedness, the plan shall include all centers and schools located in Caddo Parish.

CRISIS MANAGEMENT AND RESPONSE

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

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

Each principal, jointly with local law enforcement, fire, public safety, school resource officers, and emergency preparedness officials, shall review the plan at least once annually and shall revise the plan as necessary. In reviewing and revising the plan, the principal and such officials shall consider and include input, if appropriate, from students enrolled in the school and their parents, teachers at the school, other school employees, and community leaders. 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 such 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.

Within the first thirty (30) days of each school year, each principal shall conduct a safety drill to rehearse the components of the *Crisis Management and Response Plan*. Not later than seven (7) days after the drill, the principal shall submit a written report summarizing the details of the drill to the Superintendent.

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

OTHER EMERGENCY DRILLS

The Caddo 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.

Approved: July 28, 2015
Revised: October 23 2018
Revised: October 22, 2019

Ref: La. Rev. Stat. Ann. §17:416.16, 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, 7-28-15, 10-23-18, 10-22-19.

SCHOOL CLOSING AND CANCELLATION

The Superintendent shall be authorized to announce the closing of schools if prevailing or potential hazards threaten the safety and well-being of pupils, staff, or school property. Whenever practicable, the Superintendent shall make such decisions to close school(s) after consulting with appropriate community agencies. Public announcements and releases to news media shall be made or approved by the Superintendent or designee.

EMERGENCIES

If students have reported to school and an emergency arises during the school day, students may be dismissed early. Such dismissal shall be only by direction of the Superintendent. In the event of dismissal during the school day, all educational and building employees shall continue their work, unless otherwise notified by the Superintendent. The Superintendent's office shall notify news media and other such persons and organizations as necessary of the decision to dismiss early. In cases where students are dismissed early, teachers shall be expected to supervise all students under their jurisdiction until they have departed from the school campus.

Approved: July 28, 2015

Ref: La. Rev. Stat. Ann. ' 17:81; Board minutes, 2-7-73, 3-6-85, 4-16-02, 7-28-15.

BUILDING AND GROUNDS SAFETY INSPECTIONS

Safety inspections are one of the primary means of locating accident causes. They determine the safeguards necessary to remove hazards from the workplace. As such, inspections are valuable in controlling accidents and bringing school operations up to acceptable standards, resulting in a safer work environment.

Physical premises safety inspections shall be done by the department supervisor, principal, or designated person appointed by the principal on a semi-annual basis. The Superintendent or his/her designee shall conduct inspections annually or as deemed necessary. Their primary function is to observe and correct unsafe acts and conditions. The principal of the school shall sign for approval on all inspections before the form is sent to the Superintendent or designee.

Premises inspection shall be made utilizing the Caddo Parish School Board inspection checklist with corrective action taken as indicated. Other inspections shall be conducted in target areas, i.e., high frequency areas, areas subject to heavy public exposure, etc. Suggested items inspected should include: housekeeping, fire protection, security, hand tools, lift equipment, machine guarding, etc.

Approved: July 28, 2015

Ref: La. Rev. Stat. Ann. §§17:81, 40:1578.6; Board minutes, 7-28-15.

HAZARDOUS SUBSTANCES

The Caddo Parish School Board, in its efforts to contain and control the dangers of hazardous substances, authorizes the Superintendent or his/her designee to establish and maintain regulations and procedures which address the purchase, storage, handling, use, transportation, and disposal of hazardous materials for all school facilities and operations including instructional areas. Emergency response actions and evacuation plans also will be coordinated with the procedures.

The regulations and procedures will comply with all applicable laws and regulations which pertain to the safe and proper storage, transportation, and disposal of hazardous materials.

PESTICIDES

The Caddo Parish School Board recognizes that the exposure of school children to pesticides poses known and unknown risks to their health and well-being. Therefore, the School Board shall prepare or cause to be prepared, and submit to the Louisiana Department of Agriculture and Forestry on or before August first of each year, for each school under its authority, an annual pest management plan that applies integrated pest management strategies of pest prevention methods and strongly recommends the least toxic methods of control for grass and weed control, and rodent and general pest control in, on or around school structures and grounds. Any deviation from the submitted annual pest management plan shall be delivered in writing to the Director of Pesticide and Environmental Programs, Louisiana Department of Agriculture and Forestry no later than twenty-four (24) hours prior to any pesticide application. Records of inspections, identification, monitoring, evaluations, and pesticide applications shall be maintained by the schools and submitted with the annual pesticide management plan to the department annually.

In addition to a comprehensive pest management plan, the School Board, in accordance with statutory provisions shall:

1. Assure that the application of any herbicide, rodenticide, insecticide or restricted use pesticide, in, on, or around structures or grounds of schools that provide education to kindergarten through twelfth grade classes shall be done by or under the supervision of a certified commercial applicator.

2. Require each school to maintain a hypersensitive student registry listing the names of students whose parents have submitted a written statement to the school which shall include but not be limited to the student's name and address, parent's or guardian's signature, name and address, and a written medical verification by a licensed physician which includes the physician's signature, name and address.

3. Require that schools shall use, whenever possible, the least toxic method of pest control. The least toxic method of pest control may include methods other than the application of pesticides. A restricted use pesticide shall be applied to a school building or on school grounds only during periods in which students are not expected to be present for normal academic instruction or organized extracurricular activity for at least eight (8) hours after the application.

4. Require each school to keep a written record of restricted use pesticides used to control pests, with an entry of pertinent information about the application being recorded after each application. The written record shall be kept in each school and shall be available for inspection during school hours.

5. Employ at least two (2) certified commercial applicators as long as the system has ten (10) or more schools.

Approved: July 28, 2015

Ref: La. Rev. Stat. Ann. ''3:3381, 3:3382, 3:3383, 3:3384, 3:3385, 3:3386, 3:3387, 3:3388, 3:3389; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; Board minutes, 7-28-15.

USE OF AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

The Caddo Parish School Board directs that if funding is available, each high school shall have an Automated External Defibrillator (AED) on its premises. Each high school shall have the authority to accept donations of AEDs or funds to acquire AEDs.

In schools which have an AED on site, any expected AED user (those designated by the Superintendent or principal to render emergency care at that school) shall receive appropriate training in the use of AEDs from any nationally recognized course in cardiopulmonary resuscitation (CPR) and AED use. All training of personnel in the use of AEDs shall be fully documented.

The School Board shall notify a local provider of emergency medical services (such as a 911 service, local ambulance service, or fire department) of the acquisition, location, and type of any AED device.

This policy shall not create an obligation to use an AED, nor is it intended to create any expectation that an AED will be present or that a trained employee will be present and/or able to use an AED, if a condition arises making the use of an AED beneficial.

In addition to the civil immunity provided to persons rendering emergency assistance as provided by law, any person or entity which provides training in CPR and in the use of an AED and any expected AED user shall not be liable for any civil damages arising from any act or omission of acts related to the operation of or failure to operate an AED that do not amount to willful or wanton misconduct or gross negligence.

Approved: July 28, 2015
Revised: June 20, 2017

Ref: La. Rev. Stat. Ann. ''9:2793, 17:81, 40:1137.3, 40:1236.12, 40:1236.13; Board minutes, 7-28-15, 6-20-17.

SAFE REOPENING AND OPERATING OFSCHOOL FACILITIES FOR THE 2020-2021 SCHOOL YEAR

I. Purpose

In accordance with Bulletin 741 of the Louisiana Board of Elementary and Secondary Education, the Caddo Parish School Board adopts this policy providing the minimum health and safety standards regarding the reopening of school facilities for the 2020-2021 school year in response to the coronavirus disease (COVID-19) pandemic. While the requirements outlined in this policy are designed to mitigate the spread of COVID-19 and to create a safe and healthy environment for students, faculty, staff, and others on school property, no requirement or plan guarantees that individuals will not contract COVID-19.

By executive order, the governor established the statewide phases of reopening (phase 1, phase 2 or phase 3). If the local government authority of Caddo Parish or the City of Shreveport establishes a more restrictive phase of reopening, the Caddo Parish School Board must conform to the more restrictive requirements.

II. Definitions

For the purposes of this policy, the following definition(s) will apply:

*Physical Distance***:** The act of an individual maintaining a space of six feet or more from another individual.

III. Minimum Requirements for Reopening and Operating School Facilities

A. Group Sizes

1. The maximum group size that may convene indoors in a single room, irrespective of room size, or outdoors at any given time are as follows:

    a. Phase 1: 10 individuals;

    b. Phase 2: 25 individuals; and

    c. Phase 3: 50 individuals.

2. Group Composition

    a. Younger students who are unable to wear face coverings or maintain a physical distance from other students or adults

should be assigned static groups. This must include, at a minimum, students in Grade 2 or lower. The static group composition should be maintained for as long as possible over the course of the 2020-2021 school year.

b. The composition of a group may change if students are able to maintain a physical distance of at least six feet from other students and adults in a classroom or indoor setting, to the greatest extent possible.

c. Students with disabilities must continue to receive special education and related services in the least restrictive environment. School systems must factor in any additional services providers who may need to enter the classroom, students who receive services outside the classroom (e.g. resource, APE), and/or students who receive services through alternate instructional methods.

B. Physical Standards for the use of School Facilities

1. If a group convenes indoors, it must convene in a room enclosed by a wall or partition. This includes large rooms, such as a gymnasium or auditorium, which may include more than one group if each group is separated by a wall or partition.

2. If groups convene outdoors, a physical barrier is not required, but each group must remain separated.

3. To the greatest extent possible, schools must limit crowding at entry and exit points and maintain maximum group sizes and physical distance recommendations.

4. If a room is used by more than one group in a single day, high-touch surfaces contained in that room must be cleaned before and after use by each group.

C. Monitoring Students and Adults for Symptoms of COVID-19

1. Each school must establish an area used to isolate anyone showing signs of being sick. The isolation area must be cleaned after it is occupied by any sick student or adult.

2. Upon arriving at the school facility, each adult and student must be assessed for symptoms of COVID-19, as defined by the CDC. This includes an initial temperature check.

D. Environmental Cleaning and Personal Hygiene

1. High-touch surfaces must be cleaned multiple times per day, including bathrooms.

2. Students must wash or sanitize hands upon arrival at the school, at least every two hours, before and after eating, before and after using outdoor play equipment, and before exiting the school facility.

3. While inside the school facility, all adults and students in grades 3 through 12 must wear a face covering to the greatest extent possible and practical within the local community context.

4. While inside the school facility, students in grades prekindergarten through 2 may wear a face covering.

5. While inside the school facility, children under two years old and individuals with breathing difficulties should not wear a face covering.

E. Hygienic supplies

1. School employees must be provided adequate access to hygienic supplies, including soap, hand sanitizer with at least 60 percent alcohol, disinfectant wipes or spray, paper towels, and tissues. Face coverings should also be provided when needed.

2. The quantity of hygienic supplies must be appropriately provided to the school employee, according to the role and the number and age of students or adults served by that employee.

F. Transportation

1. School buses used to transport students must not exceed the following maximum capacity requirements:

   a. Phase 1: 25 percent, including adults, of the school bus manufacturer capacity;

   b. Phase 2: 50 percent, including adults, of the school bus manufacturer capacity; and

   c. Phase 3: 75 percent, including adults, of the school bus manufacturer capacity.

2. Passengers on a school bus must be spaced to the greatest extent possible as follows:

    a. Phase 1: passengers must ride one per seat. Every other seat must remain empty. Members of the same household may sit in the same seat or adjacent seats; and

    b. Phase 2 and 3: passengers must be dispersed throughout the bus to the greatest extent possible.

G. Student Programming Determinations

1. Student placement determinations in a distance or in-person education program should be made in consultation with the parent or custodian.

2. Student placement determinations should take into consideration a student's unique academic, social emotional, familial, and medical needs of a student, as identified by the student's parent or custodian.

H. Essential Visitors to School Facilities

1. Essential visitors are individuals who must enter schools or early learning centers in order to conduct visits in accordance with Louisiana law or policy. Essential visitors include, but are not limited to, individuals who:

    a. Conduct class observations;

    b. Observe teacher candidates as part of the teacher preparation quality rating system; or

    c. Provide essential supports and services including, but not limited to, early intervention services, special education services, or mental health consultation.

I. Medical or disability impact exceptions to any standard in this policy should be addressed on an individual basis by the School Board staff in accordance with School Board policies.

AMENDMENT (December 1, 2020)

On Tuesday, November 24, 2020 Governor John Bel Edwards issued Executive Proclamation Number 168 JBE 2020, which moved the State from Phase 3 of recovery to a Modified Phase 2. The Governor's Proclamation authorized the Board of Elementary

and Secondary Education (BESE) to adopt rules that allow Local Educational Agencies (LEAs) to continue to operate within their Phase 3 school reopening and operational guidelines. As a result of the Governor's Proclamation, BESE's President exercised her authority on November 25, 2020 to approve emergency rules that would allow, but not require, LEAs to continue to follow for the duration of 168 JBE 2020, the Phase 3 minimum requirements for reopening school facilities.

As such the Superintendent may continue to operate Caddo Parish Schools utilizing Phase 3 school reopening and operational guidelines for the duration of 168 JBE2020. The Superintendent shall continue to monitor the school system utilizing the Strong Start 2020 reopening Guidelines and Resources in order to make further decisions regarding the education of Caddo Parish students.

The Caddo Parish School Board recognizes that BESE may make additional changes to the provisions of Chapter 4 of Bulletin 741, Louisiana Handbook for School Administrators, for the 2020-2021 school year regarding school reopening and operational guidelines, and it therefore incorporates and adopts the additional changes as if set forth fully herein and it will abide by the health and safety standards included therein without the necessity to making changes to this policy.

New policy: July 28, 2020
Revised: December 1, 2020

Ref: La. Rev. Stat. Ann. §17:81, 17:439.1, 17:3391; *Louisiana Handbook for School Administrators,* Bulletin 741, Louisiana Department of Education; Board minutes, 7-

28-20, 12-1-20.

BUILDINGS AND GROUNDS SECURITY

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

Security not only encompasses maintenance of secure (locked) buildings but other strategies to make the school environment safe, such as protection from fire hazards and faulty equipment and safe practices in the use of electrical, plumbing, and heating equipment.

Access to school buildings and any regularly locked areas on a school campus outside of school hours shall be limited to personnel whose work requires it. Protective devices designed to be used as safeguards against illegal entry and vandalism shall be installed when appropriate to the individual situation.

Records and funds shall be kept in a safe place and under lock and key when required. At no time shall petty cash funds in any school exceed $100. Money shall not be left in an unlocked safe at any time.

FIREARM FREE ZONES

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

DRUG FREE ZONES

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

BODY ARMOR

It shall be unlawful and against School Board policy for any student or non-student to wear or possess on his/her person, at any time, body armor on any School Board property, school campus, at a school-sponsored function, on a school bus or other school

transportation, or in a firearm free zone, with limited exception as enumerated in La. Rev. Stat. Ann. §14:95.9. School-sponsored functions shall include, but not be limited to, athletic competitions, dances, parties, or any extracurricular activities.

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

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

SEARCH OF PERSONS OTHER THAN STUDENTS

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

Approved: July 28, 2015

Ref: La. Rev. Stat. Ann. ''14:95.2, 14:95.6, 14:95.9,17:81, 17:239, 17:240, 17:405, 17:416.6.

VANDALISM, THEFT, AND ARSON

The Caddo Parish School Board recognizes that acts of vandalism, theft, and arson are crimes against the community. Every student, employee, and citizen of the parish is urged by the School Board to cooperate in reporting any incidents of vandalism, theft, and arson of property belonging to the system or of others while on School Board property, and provide the name(s) of the person or persons believed to be responsible.

The School Board declares that all acts of vandalism, theft, and arson of property belonging to the School Board or property contracted by the School Board shall be prosecuted to the fullest extent possible under the law. The School Board's Security Department shall be authorized to offer rewards not to exceed $100 for information pursuant to any investigation involving criminal acts against the School Board.

Every effort shall be made to recover damages from adult vandals or from the parents of juvenile vandals to cover the theft of equipment or the destruction of school property. This shall apply not only to damage as a result of breaking and entering at nights or during other times school is not in session, but also to damage done to school property by pupils during the course of the school day, over and above normal wear and tear.

It shall be the responsibility of the building level principal or other administrator in charge of any school or other facility to:

1. Call the sheriff's department or local police department to request an investigation at the time of discovery of any act of vandalism, theft, or arson.

2. Report by telephone to the Superintendent or his/her designee all incidents of vandalism, theft, or arson and to submit a written report thereof within twenty-four (24) hours of any such incident to include a description of the damages, identification of perpetrators if known, sheriff's department or police department report number and any suggested measures to prevent reoccurrence of similar incidents.

It shall be the responsibility of the Superintendent or his/her designee to:

1. Provide cooperation between all responsible administrators and those agencies responsible for detection, apprehension and prosecution of persons committing acts of vandalism, theft, or arson.

2. Sign a criminal complaint and to press charges against perpetrators of vandalism, theft, and arson of any school property.

3. Provide full a reporting of all acts of vandalism, theft, and arson to the School Board.

4. Recommend to the School Board any action which may be needed to help reduce the incidents of vandalism, theft, and arson.

Approved: July 28, 2015

Ref: La. Rev. Stat. Ann. §§17:81, 17:416, 17:416.1; Board minutes, 9-19-73, 4-16-02, 7-28-15.

VIDEO MONITORING OF SCHOOL BOARD PROPERTY

The Caddo Parish School Board shall authorize the use of School Board owned and/or installed video and audio cameras on any School Board property, buildings, or facilities and/or vehicles in an effort to ensure the health, safety, and welfare of all staff, students, and visitors to the school, and to safeguard School Board facilities and equipment.

The School Board shall notify employees, students, and/or visitors through appropriate methods that video monitoring/surveillance may occur on School Board property, in buildings and facilities, as well as campuses, parking lots, and school grounds belonging to, leased, or used by the School Board, or on any vehicle owned, leased, or used to transport students or for conduction of School Board business, or at any school sponsored event, activity, or function.

Notification shall also include the erection of clearly marked, written signs, prominently displayed near the main entrance of school buildings, School Board property and facilities.

INSTALLATION AND OPERATION OF EQUIPMENT

Video and audio cameras may be installed in identified public areas where monitoring/surveillance is deemed necessary as determined by the Superintendent or his/her designee, but placement shall not be allowed where students, employees, or the public has a reasonable expectation of privacy, such as inside locker rooms and adult and student restrooms.

Monitor/surveillance equipment installed in outdoor areas shall monitor only those areas designated and shall not be directed to look through windows of adjacent buildings or onto adjacent property, whenever possible. Video monitors (reception equipment) shall be located in strictly controlled access areas. Only authorized and designated personnel shall have access to the reception equipment and area and monitors shall not be located as to permit public viewing.

The use of video and audio monitoring/surveillance equipment on school grounds shall be supervised and controlled by the building administrator and/or his/her designee, in conjunction with the Superintendent and/or his/her designee. Video recordings made at the schools or other facilities shall be maintained by the building administrator. Video monitoring/surveillance equipment shall be operated on a twenty-four (24) hour, seven (7) day a week basis.

Staff personnel permitted access to the video and audio monitoring/surveillance system and equipment shall be required to follow all operational regulations and procedures developed in accordance with this policy. Staff and students shall be prohibited from unauthorized use, tampering with, or otherwise interfering with the placement or

operations of the video and audio monitoring/surveillance equipment and system and shall be subject to appropriate disciplinary action including termination or expulsion.

The School Board shall provide reasonable safeguards, including but not limited to, password protection, network security, and control of physical access to protect the monitor/surveillance systems from vandals and unauthorized users. Proper training shall be provided for authorized users.

VIDEO RECORDINGS

Recordings made through the School Board's video/audio monitoring/surveillance system may be confidential depending on the circumstances. The video recordings may only be viewed by the Superintendent, building administrator, security personnel and/or the superintendent's designees unless considered a public record and does not violate a student or other person's privacy rights. In the event a video recording reveals activity the Superintendent believes violates School Board policies or state or federal law, the Superintendent may turn over such video recordings to applicable law enforcement authorities. If an individual or individuals on such video recording are students or staff of the district, they shall be subject to appropriate disciplinary action.

Video recordings shall be retained by the School Board for no more than ninety (90) days, provided that the recordings may be kept for a longer period if the recordings reveal activity the Superintendent believes violates School Board policies or state or federal law. Video recordings not retained for more than ninety (90) days shall have their images erased or taped over. The Superintendent or his/her designee shall take additional steps as deemed appropriate to prevent unauthorized persons from accessing the recordings.

Video recordings (tapes or other storage devices) shall be stored in a secure, locked location in a controlled access area at the school or facility where maintained that will also protect the recordings from damage by fire or water. Each storage device shall be dated and labeled, whenever possible. Access to storage devices shall be limited to authorized, designated personnel only. A log shall be maintained that provides details of all access to, and use (viewing) of any recorded material.

Video recordings may become a part of a student's educational record or employee's personnel file. The School Board shall comply with all applicable state and federal laws and School Board policies related to the recording's maintenance and retention. Parents or guardians may be entitled to view a video recording of their child if the video recording is being used to discipline their child.

If the video recording is of an employee and is a part of the employee's personnel file then the recording must be maintained in accordance with the Louisiana Personnel Files Act.

Video recordings may be copied, distributed to, and viewed by public safety agencies,

School Board safety and security personnel, the parish District Attorney, and/or appropriate law enforcement personnel, when approved by the Superintendent or his/her designee, or when subpoenaed for any court proceedings.

Approved: July 28, 2015

Ref: La. Rev. Stat. Ann. ' 17:81; Board minutes, 7-28-15.

SCHOOL CAMPUS POINTS OF ENTRY

Principals shall be responsible for establishing procedures that shall protect instructional time and ensure the safety and welfare of students and staff. Each school shall clearly designate each main entrance and exit. Any other entrances/exits shall be at the discretion of the principal who is authorized to take the necessary steps to secure those entrances/exits.

The designated main entrance(s)/exit(s) and any other necessary entrances/exits shall be incorporated into each school's employee and student handbooks and regular and emergency campus procedures. A copy of the floor plan with the main entrance(s)/exit(s) and any other necessary entrances/exits clearly marked shall be provided to the Security Director. In the event that the marked floor plan is changed, an updated copy must be provided to the Security Director.

Once the main entrance/exit and any other entrances/exits have been established, the principal and his/her staff must ensure that students, staff and visitors abide by this campus procedure. Furthermore, the principal shall take the necessary steps to ensure that all other entrances/exits are secured through locking mechanisms that meet the fire codes for the buildings, but shall not obstruct egress.

In accordance with state law, no person is allowed on school grounds or in school buildings or facilities without authorization from the appropriate school official. Classroom doors shall remain locked during instructional time, but shall not obstruct egress.

Approved: July 28, 2015

Ref: La. Rev. Stat. Ann. ''17:81, 17:416.16; Board minutes, 7-28-15.

ENERGY CONSERVATION MANAGEMENT

Good stewardship of public resources dictates that the Caddo Parish School Board stress the efficient management and conservation of energy in schools and in all buildings and property. Every reasonable effort should be made to conserve energy and natural resources while exercising sound financial management. The Superintendent and administrative staff shall be responsible for developing, implementing, and monitoring strategies to improve energy consumption throughout the school district, as well as strategies dealing with energy awareness and conservation. Cost effective procedures for the reduction of energy use in school facilities and the assessment of such procedures related to the consumption of energy shall be continually monitored. The Superintendent shall recommend appropriate improvements in operations to enhance the conservation of energy.

Judicious use of the various energy systems of each campus shall be the joint responsibility of the principal and head custodian to ensure that an efficient energy posture shall be maintained on a daily basis.

Specific areas of emphasis for energy conservation management shall include:

1. Every student and employee shall be expected to contribute to energy efficiency in the parish. Every person shall be expected to be an *energy saver* as well as an *energy consumer*.

2. All unnecessary lighting in unoccupied areas shall be turned off. All lights shall be turned off when students and teachers leave school. Custodians shall turn on lights only in the areas in which they are working.

3. The head custodian at each school shall be responsible for a complete and total shutdown of the facility when closed each evening.

4. In the event of any after school program requiring air conditioning or heat, notification should be sent to the school plant department at least 24 hours in advance of the event.

Approved: July 28, 2015

Ref: La. Rev. Stat. Ann. §17:81; Board minutes, 9-21-94, 6-18-02, 7-28-15.

MAINTENANCE OF SCHOOL BOARD PROPERTY

The Caddo Parish School Board shall be responsible for the maintenance, repair, and care of any school site, building, facility or personal property in the control of the School Board, including any unused school site. The School Board shall delegate responsibility to the Superintendent to properly maintain all such property. The Superintendent shall make sure that the care of such property complies with applicable laws, ordinances and regulations, including building and fire safety code regulations, until such property is sold, leased or otherwise disposed of by the School Board.

LONG-RANGE MAINTENANCE PROGRAM

A long-range maintenance program shall be developed on the basis of a continuing maintenance survey of all public school facilities in Caddo Parish. Data collected shall be analyzed and evaluated in terms of present, continuing, and future needs for remodeling, renovation, and modernization. Job priorities and a schedule of work to be accomplished shall be maintained.

Quality control in terms of construction in the maintenance program done by maintenance employees of the School Board shall be the responsibility of the Director of Maintenance. In construction programs where an architect is employed, quality control shall be the responsibility of the architect.

REPAIRS

The Caddo Parish School Board shall require requests for building repairs to be made through the school principal or building administrator by using the appropriate format for work orders. Requests for repair of hazardous conditions or of an emergency nature shall be reported to the Superintendent or his/her designee as soon as the condition requiring repair is identified. Hazardous and emergency requests shall be given priority consideration by the staff. Immediate remedial action shall be taken until proper services can eliminate the hazardous condition.

To provide for effective building maintenance and repairs, a logical and orderly means for requesting routine maintenance or repairs shall be as follows:

1. Requests may originate with individual employees, which shall be considered and approved by principal or building administrator.

2. Requests to the Maintenance Department shall be made through the local school principal or building administrator in the format prescribed by the Superintendent or his/her designee.

Approved: July 28, 2015

Ref: La. Rev. Stat. Ann. §§17:81, 17:87.6; Board minutes, 7-28-15.

AUTHORIZED USE OF EQUIPMENT

PERSONAL USE OF SCHOOL EQUIPMENT

It is the policy of the Caddo Parish School Board that no School Board equipment shall be removed or taken home for personal use. Any employee who has a need to take equipment home or to another site for school-related purposes shall obtain written permission from his/her principal, supervisor or Superintendent. A copy of the approval shall be maintained on file in the appropriate office for three (3) years. Equipment used in this manner shall be returned to its assigned work location immediately upon completion of usage and the date of return shall be noted on the approval form.

LOANING OF SCHOOL EQUIPMENT

Principals may approve the loaning of items such as tables, chairs, and non- depreciating items to outside school organizations or groups that may be sponsoring a school-related activity on or away from the school campus.

The proper form shall be completed and kept at the school site specifying: item(s) borrowed, date item(s) borrowed, number of each item borrowed, signature of person receiving item(s), date item(s) returned, and signature of person verifying item(s) returned.

TRANSFER OF SCHOOL PROPERTY

When an employee leaves a work site, either through transfer, resignation, or retirement, only personal property items may be taken from his/her work site. Materials and equipment purchased with School Board or school funds shall remain at the site for which they were purchased.

In the case of items of technology, the building administrator shall inquire to the School Board's Technology Department to determine transfer eligibility for these items. The nature of funding source along with the scope of the project used to obtain this equipment shall determine whether or not certain items may be transferred to another School Board site along with the employee.

In any case, the employee must seek the permission of the building administrator before removing any materials from the site. As usual, should any item be transferred to any other site, the proper disposition sheet(s) shall be completed and forwarded to the inventory specialist for accountability.

Additionally, equipment and/or supplies purchased or fabricated, and donated by auxiliary and/or support organizations become the property of the school as well as the Caddo Parish School Board and are therefore governed by this policy.

Approved: July 28, 2015

Ref: La. Rev. Stat. Ann. ' 17:81; Board minutes, 7-28-15.

RECEIVING/WAREHOUSING

The Caddo Parish School Board shall require the receiving and distribution of equipment and supplies be made through the warehouse manager's office and all records kept in this office. The warehouse manager shall be in charge of all receiving and distribution of equipment and supplies.

In receiving freight, the following procedure shall be followed:

1. In the event of freight shortage where the number of cartons received is less than that indicated on the freight ticket, the shortage shall be indicated on the freight ticket and verified by signature of the person making delivery.

2. In the event of damaged merchandise, the same procedure of having the carrier sign freight ticket noting damage shall be followed.

3. Concealed damage must be reported to the carrier as soon as possible.

4. Material shortage resulting from vendor's error should be reported to the purchasing agent's office. A carrier is not responsible for freight shortage provided he/she delivers the required number of cartons indicated on the freight ticket.

After the initial steps as described above are taken, the freight ticket and packing slips shall be sent to the purchasing agent's office so that a claim can filed with the carrier.

A complete and accurate inventory of all materials and equipment shall be maintained at the warehouse by the warehouse manager.

Approved: July 28, 2015

Ref: Board minutes, 7-28-15.

EQUIPMENT MAINTENANCE

The Caddo Parish School Board shall be responsible for the maintenance, repair, and care of any equipment and other moveable property in the control of the School Board. The School Board shall delegate responsibility to the Superintendent to properly maintain all such equipment and property and see that it is in good, safe, working order.

Approved: July 28, 2015

Ref: La. Rev. Stat. Ann. ' 17:87.6; Board minutes, 7-28-15.

TRANSPORTATION MANAGEMENT

The Caddo Parish School Board shall provide to eligible students school transportation services which shall meet the objectives of safety, efficiency, adequacy, and economy. Through the use of publicly owned buses, the School Board shall maintain a student transportation program that shall conform to or exceed minimum standards as set forth by pertinent statutes, and the Louisiana Department of Education. It shall be unlawful for the School Board to permit the transport at one time of a number of children on a school bus that exceeds the number of seats available on that bus.

All vehicles, owned by, rented, or leased to the School Board, shall carry evidence of insurance and be registered, marked, and equipped according to law.

All school buses used to transport students shall be driven by personnel who possess a current and valid *Commercial Driver's License* (CDL) with proper endorsements, and have completed state required pre-service certification training and in-service driving requirements in accordance with provisions outlined in Bulletin 119, *Louisiana School Transportation Specifications and Procedures.*

School Activities

The use of a fifteen passenger van, in any capacity, for the purpose of transporting students to and from any school-related activity shall be prohibited. All other rentals shall be approved by Transportation. Staff allowing such use shall be subject to disciplinary action up to and including termination.

INSPECTIONS

All buses shall be inspected by the assigned bus driver on a daily basis as prescribed by Bulletin 119 and CPSB Policy. All school buses shall undergo a maintenance inspection twice a year: once during June, July, or August certified as safe prior to the beginning of the school session; and once during December, January, or February of each school year, by an approved Louisiana Motor Vehicle Inspection Station. No bus shall be operated without a proper inspection tag certifying that a bus has met or exceeded minimum safety standards. All school vehicles shall be inspected once a year by an approved Louisiana Motor Inspection Station. The CPSB Transportation Department is a Certified Louisiana Motor Inspection Station.

BUS PURCHASES

It is the policy of the Caddo Parish School Board that any used school bus purchased for use in the school system shall meet current Louisiana statutory requirements for motor vehicles, and shall meet *Federal Motor Vehicle Safety Standards* and any additional state-required specifications for school buses that were in effect on the date the vehicle was manufactured. All bus purchases shall require prior approval of the School Board.

School buses used to transport students, including activity and backup buses, shall not be more than twenty-five (25) years old. All newly purchased school buses, at the time they are acquired by the owner and placed in service, shall be ten (10) or less model years old. The number of years shall be reckoned from the date of introduction of the model year. This shall apply to buses purchased by veteran owners/operators, by newly hired owners/operators, and by the School Board, individual schools, booster clubs, etc., and by individuals or companies with whom contracts have been entered into for the purposes of transporting children to and from school and school-related activities and for use as spare buses.

When a new or pre-owned bus is purchased or the ownership of a bus is transferred, or when an individual or a company enters into a contractual agreement with the School Board, the owner shall assure that the bus is in compliance with all requirements contained in applicable federal and state laws and state and school district regulations. All buses so purchased shall be required to satisfactorily pass all mandated inspections prior to any usage.

All newly purchased regular school buses shall have a seating capacity of sixty (60) or more passengers. All newly purchased special education buses shall be equipped to accommodate wheelchairs.

Approved: July 28, 2015

Ref: La. Rev. Stat. Ann. ''17:158, 17:158.1, 17:158.2, 17:158.3, 17:158.4, 17:158.5, 17:158.6, 17:158.7, 17:159, 17:159.1, 17:159.2, 17:160, 17:161, 17:162, 17:163, 17:164, 17:165, 17:166, 17:492, 32:293, 32:378; Olive Morgan v. Livingston Parish School Board, First Circuit Court of Appeals, March 1991; *Louisiana School Transportation Specifications and Procedures*, Bulletin 119, Louisiana Department of Education; Board minutes, 2-18-70, 5-3-78, 4-16-02, 7-28-15.

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

The Caddo Parish School Board recognizes that there are times in which private vehicles are used to transport students to and from school sponsored events. The School Board directs that such transportation services shall only be utilized as authorized by the principal. Otherwise, proper student transportation, i.e., School Board owned, leased or operated vehicles, shall be used. The use of a fifteen passenger van, in any capacity, for the purpose of transporting students to or from any school-related activity shall be prohibited.

When private vehicles are to be used to transport students, such vehicles shall be chosen in advance of the anticipated usage, whenever possible. In situations where private vehicles are to be used for transporting students to school related activities, the following guidelines shall be adhered to:

1. The driver of a vehicle should be restricted to a teacher, parent, or legal guardian. The vehicle owner shall submit a *Trip Request* for approval.

2. All students shall have written permission from their parent or legal guardian to travel with the group on file with the principal or his/her designee prior to any travel.

3. The number of students transported shall be limited to the recommended capacity of the vehicle. Seat belts shall be available for every passenger and each occupant of the vehicle shall buckle with the appropriate seat belt.

4. A photocopy of a valid driver's license of the driver(s) and insurance card of the vehicle shall be submitted to school personnel by the intended driver. Minimum insurance coverage as set by the School Board shall be required for any personal vehicles used to transport students. Appropriate signed documentation shall be made that the driver of the vehicle and the vehicle's owner are aware that their insurance shall be the first line of defense in the event of an accident.

Approved: July 28, 2015

Ref: La. Rev. Stat. Ann. ' 17:81; Board minutes, 7-28-15.

RESPONSIBILITY FOR VEHICLE OPERATION

BOARD-OWNED OR LEASED VEHICLES

The Caddo Parish School Board shall require that **only** authorized employees with valid drivers' licenses be allowed to operate and drive vehicles owned or leased by the School Board. *Authorized employees* shall be those employees whom the school system has authorized to drive School Board-owned or leased vehicles after having their driving records and insurance qualifications examined for acceptability by School Board staff.

School Board-owned vehicles shall only be assigned to employees who are required to be on twenty-four (24) hour call for emergency situations or have a specific job requirement which necessitates use of a School Board-owned vehicle. Such vehicles shall be assigned to employees based upon the written recommendation of his/her department supervisor. The Superintendent shall approve all take-home vehicle assignments (excluding temporary assignment of staff cars). No assigned vehicle may be loaned to or operated by another employee without prior written approval of his/her department supervisor. The Superintendent shall approve any long-term reassignment of a vehicle.

The School Board shall require the highest possible standards of safety of its employees in the operation of vehicles owned, operated, or leased by or on behalf of the School Board. Every employee shall observe all laws as well as School Board policies, administrative regulations and procedures governing the use, care and operation of vehicles. Accordingly, no person may be hired or employed for any position which includes duties involving the operation of a School Board owned or leased vehicle who has a motor vehicle record with violations for driving while intoxicated or under the influence, leaving the scene of an accident, or other serious motor vehicle violations, nor whose driver's license is suspended.

The Superintendent and/or his/her designee shall maintain pertinent administrative regulations and procedures governing the use, care, and operation of any School Board vehicle.

ARRESTS OR CITATIONS FOR MOTOR VEHICLE VIOLATIONS

A *school bus operator* shall report his/her arrest for violation of any law or local ordinance that prohibits operating a vehicle while under the influence of alcohol or any abused substance or controlled dangerous substance set forth in the drug schedules enumerated in La. Rev. Stat. Ann. ' 40:964. *School bus operator* shall mean **any** employee or contract driver of the School Board whose duty is to transport students in any school bus or activity bus to and from school or to and from any school-related activity.

The report shall be made by the operator to the Superintendent or his/her designee. Such report shall be made within twenty-four (24) hours of the arrest or prior to the operator

next reporting for his/her work assignment as a school bus operator, whichever time period is shorter. Such report shall be made by the school bus operator regardless of who owns or leases the vehicle being driven at the time of the offense for which the operator was arrested and regardless of whether the operator was performing an official duty or responsibility at the time of the offense.

A school bus operator who fails to report his/her arrest for violations of operating a vehicle as noted above shall be terminated by the School Board if the operator is serving a probationary term of employment, or shall be subject to removal as provided for by state law if the operator is tenured. If the bus operator is tenured, written and signed charges alleging such failure to report violations shall be brought against the bus operator.

Any employee of the School Board employed for any position which includes duties involving the operation of a School Board owned or leased vehicle, or operating a private vehicle, at any time, shall report by telephone and in writing to the Superintendent or his/her designee, any citation, summons, or arrest for driving while under the influence of drugs or alcohol, driving while intoxicated, leaving the scene of an accident, driving while license is suspended, or other serious motor vehicle violations. Such report shall be required whether the usage is of a district owned or leased vehicle or a personal/private vehicle. Failure to report any such violations within twenty-four (24) hours after any arrest or citation shall be a violation of this policy and subject the employee to discipline including the possible termination of employment. All reports to the Superintendent or his/her designee shall be forwarded to the personnel office for review as to any possible disciplinary action and reporting to the School Board's insurer. If denied coverage by the insurer, an employee may be terminated.

In the event a citation, summons or arrest involves the operation of a School Board owned or leased vehicle, the driving privileges of an employee may be immediately removed. For an employee whose primary duty is the driving of a School Board owned or leased vehicle, the employee may be suspended by the School Board with or without pay, or terminated if the violation results in conviction, in accordance with School Board policy.

MOTOR VEHICLE DRIVING RECORD

The Superintendent or his/her designee shall, at a minimum of twice a year, submit a list of employees who drive School Board-owned or leased vehicles, as well as any employee whose duties require the use of a School Board or privately owned vehicle in the course and scope of their responsibilities, to the Louisiana Department of Motor Vehicles for verification of driving records and for updating information provided to the insurer.

In addition:

1. Any driving while intoxicated (DWI) conviction or refusal to submit to a lawful field sobriety test shall result in disciplinary action up to and including suspension of School Board driving privileges.

2. An employee whose driver's license has been suspended for any reason shall not be allowed to operate any vehicle in the performance of his/her employment.

3. An employee who has been determined to be at fault in two (2) or more accidents within a twenty-four (24) month period while driving a vehicle in the course and scope of their employment shall be subject to disciplinary action up to and including suspension of School Board driving privileges.

4. If the temporary or permanent suspension of School Board driving privileges causes an unreasonable hardship for the School Board, this shall be considered grounds for disciplinary action.

Approved: July 28, 2015

Ref: La. Rev. Stat. Ann. ''14:32.1, 14:32.8, 14:39.2, 14:98, 14:98.1, 14:98.2, 14:100, 17:81, 17:491.3, 17:493; *Louisiana School Transportation Specifications and Procedures*, Bulletin 119, Louisiana Department of Education; Board minutes, 5-20-03, 7-28-15.

USE OF PRIVATE VEHICLES FOR SCHOOL BUSINESS

AUTOMOBILE LIABILITY COVERAGE

The Caddo Parish School Board recognizes that employees may need to use their personal vehicles for business related travel. In order to receive reimbursement for travel expenses, employees shall be required to maintain adequate automobile liability insurance in limits stipulated by the School Board. Verification of such coverage shall be submitted to the School Board in order to be eligible for School Board reimbursement of travel expenses.

In addition, employees who drive their personal vehicles for business related travel shall be subject to periodic reviews by School Board personnel of their motor vehicle driving records.

Approved: July 28, 2015

Ref: La. Rev. Stat. Ann. §§17:81, 32:861, 32:862, 32:863, 32:864, 32:865, 32:900; Board minutes, 7-28-15.

TRANSPORTATION SAFETY PROGRAM

The Caddo Parish School Board recognizes the responsibility of school bus owners-operators and contract bus operators, as well as all other bus operators to practice extreme caution in transporting children to and from school. All drivers of a school bus under the jurisdiction of the School Board shall be morally and legally responsible to conduct himself/herself at all times in the discharge of his/her duties in such a manner that every precaution can be taken to afford maximum protection to the children. Therefore, the School Board shall require the implementation, maintenance, and observance of a transportation safety program.

ACCIDENTS

Any employee, owner-operator or contract bus driver, or anyone driving School Board owned, leased, or rented vehicles involved in an accident while driving such a vehicle shall report the accident to the Superintendent or his/her designee immediately following the accident or as soon thereafter as practicable and follow all applicable administrative regulations and procedures for reporting accidents.

The School Board shall require any bus driver or employee, whose job requires them to maintain a Commercial Driver's License (CDL), ticketed for suspicion of driving while intoxicated (DWI) to be suspended until brought to trial. Any driver or other employee with a CDL who is convicted of DWI or has their license revoked shall be terminated immediately. All citations issued to any bus driver including but not limited to leaving the scene of an accident or driving with a suspended license must be reported to the Superintendent or his/her designee prior to the next scheduled bus route, and must be followed by a written notification to the Superintendent or his/her designee within three working days. Failure to report a traffic citation shall constitute breach of contract and may result in grounds for termination.

VIDEO EQUIPMENT ON SCHOOL BUSES

As a means to help ensure safety and proper conduct on School Board owned, leased, and/or contracted school buses, it shall be the policy of the School Board that video surveillance equipment be allowed and/or required when such equipment is requested and approved by the Supervisor of Transportation, and operated under rules and regulations established by the Superintendent.

The purchase and installation of such equipment shall be the responsibility of the School Board for School Board owned buses, or of the contract drivers for their buses. Ownership of the equipment, including the housing thereof, shall remain with the School Board, or the owner of any contracted school bus.

Strict adherence to laws and rules of confidentiality shall be maintained in the viewing of tapes and use of equipment to assure compliance with laws and regulations regarding

the privacy rights of students and employees.

USE OF CELLULAR TELEPHONES

The School Board may authorize the issuance of cellular telephones to bus drivers. However, no person shall engage in a call on a cellular telephone or similar device while driving a school bus. The use of cellular telephones by school bus operators may be authorized in an emergency situation involving:

1. An emergency system response operator, 911 safety dispatcher, or school administrator;
2. A hospital or emergency room;
3. A physician's office or health clinic;
4. An ambulance or fire department rescue service;
5. A fire department, fire protection district, or volunteer fire department;
6. A law enforcement agency.

DAILY TRIP INSPECTIONS

Before beginning, during, and after completing each assigned route, trip, or individual run daily, all bus operators shall conduct pre-trip, en route, and post-trip inspections of the vehicle and its special equipment to check for passengers, special equipment, medication, etc. that may have been left on the bus. Before the bus operator exits the bus after any trip or individual run, the bus operator shall immediately perform a post- trip inspection of the interior of the bus for children or other passengers that may have remained on the bus. The bus operator shall employ any means necessary to check for children who may be under seats. The bus operator shall also check for damage to seats, and articles left on the bus. Failure to check for children or other objects left on the bus may result in discipline of the bus operator, up to and including termination.

Approved: July 28, 2015

Ref: La. Rev. Stat. Ann. §§17:81, 32:289, 32:398, 32:871; *Louisiana School Transportation Specifications and Procedures*, Bulletin 119, Louisiana Department of Education; Board minutes, 7-28-15.

SCHOOL BUS SCHEDULING AND ROUTING

The Caddo Parish School Board shall provide school bus transportation for all students living more than one mile from the school that they are assigned to attend. Students living within one mile of the school may be allowed to ride a school bus when the School Board determines that conditions exist to warrant such transportation. Other students may be provided with school bus transportation in accordance with regulations of the Louisiana Department of Education.

Students shall be expected to be at their respective bus stop at least 10 minutes prior to expected stop time. Once a bus route has been established, the bus operator shall not alter or change assigned routes without order of the Superintendent or his/her designee. Any bus operator who feels a road is unsafe or dangerous shall report such dangerous condition to the Superintendent or his/her designee, and the bus operator may be allowed not to travel the road with the prior approval of the Transportation Director, until the Superintendent or his/her designee determines said road is safe or improved, or the situation has been rectified.

Each scheduled route shall be planned in full consideration of the established limits for individual schools.

During inclement weather, bus drivers may make more frequent stops.

TRANSPORTATION OF STUDENTS TRANSFERRED TO ANOTHER SCHOOL

It shall be the policy of the School Board to provide transportation for majority to minority transfer students to the school nearest their residence to which the majority to minority transfer would apply. Transportation shall be provided from the designated pickup point to the student's residence. Pupils granted permission for a majority to minority transfer to a school other than the school nearest their residence to which the majority to minority transfer would apply shall not be provided transportation.

Students attending magnet schools shall be provided transportation. The parent shall be responsible for transporting the student to the designated pickup point which is determined by the CPSB Transportation Department.

Bus transportation is not available with the following out-of-district transfers: hardship; medical; and curriculum necessity.

Approved: July 28, 2015

Ref: La. Rev. Stat. Ann. ' 17:158; Board minutes, 5-20-81, 4-16-02, 7-28-15.

SPECIAL USE OF SCHOOL BUSES

It shall be the policy of the Caddo Parish School Board to permit the use of school buses for student trips or excursions to enhance instructional activities. The use of buses for such trips shall be strictly governed by administrative regulations and procedures maintained by the Superintendent or administrative staff. All arrangements for any trip or excursion shall be made by the Superintendent or his/her designee.

Any school or organization may use buses for athletic or activity trips. The School Board shall be reimbursed by the school or organization the expense equal to the cost of operation of the buses for the particular event. The bus operator shall provide proof of appropriate insurance coverage prior to any trip being taken if using an approved bus not owned or leased by the School Board. In addition, the following guidelines shall also apply to the special use of any school bus:

1. For activities of an educational nature within the parish, the use of the buses shall be requested by the principal of the school involved and such usage shall be limited in time so as not to interfere with the regular route to which that bus is assigned.

2. For educational activities outside the parish, the use of the buses shall be limited to transporting those students who are engaged in representing their school in the principal activity for which the trip is required. The request shall also come from the principal involved.

3. Approval for the use of the buses shall be requested at a time prior to the trip sufficient for the office staff to evaluate the request and to make the arrangements necessary. All buses on all occasions shall be driven by a person with a commercial driver's license. The principal of the school involved shall be held responsible for seeing that the above condition is met.

NON-SCHOOL RELATED BUS USAGE

Because of legal constraints and insurance requirements, the School Board may permit limited use of school buses by outside nonprofit organizations for trips to and from Caddo Parish Public Schools for instructional purposes only, upon application to and approval by the School Board. An *instructional purpose* shall be defined as one that enhances and/or reinforces classroom instruction. A *nonprofit organization* shall be defined as an organization not conducted or maintained for the purpose to make a profit.

The application shall state the date(s) of the usage, the purpose, destination, and number of participants and shall release the School Board from any expense or liability based on said usage. The application shall be signed by a legal representative of the group or organization and submitted at least thirty (30) days prior to the intended date of usage. The presence and/or consumption of alcoholic beverages on the bus shall be expressly prohibited. Fees for usage of buses shall be assessed the organization and cannot be

waived.

Only Caddo Parish School Board operators shall be allowed to drive buses on such trips.

Approved: July 28, 2015

Ref: La. Rev. Stat. Ann. ' §17:81, 17:158; Board minutes, 5-1-91, 3-18-98, 4-16-02, 7-21-05, 5-31-11, 7-28-15.

AUTHORIZED PASSENGERS

The Caddo Parish School Board directs that students shall not be allowed to ride to and from school on any bus other than the one to which they have been assigned to ride, except for legitimate reasons. To ride a different bus, or to leave the bus at a different location than the student's regular stop, the student shall be required to submit written permission from the student's parent or legal guardian and have prior approval of the principal of the school where the student attends. The principal shall inform the bus driver of the student's destination and stop. Approval of the request shall be predicated on the availability of adequate seating accommodations on the school bus.

No one other than students shall be allowed to ride buses to and from school. With the exception of school personnel and chaperons, adults shall not be permitted to ride buses to any authorized school activity, such as athletic events, band concerts, etc.

Approved: July 28, 2015

Ref: La. Rev. Stat. Ann. ' 17:81; Board minutes, 7-28-15.

CHILD NUTRITION PROGRAM MANAGEMENT

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

Consequently, the School Board will administer a *Food and Nutrition Program* in accordance with federal and state standards and requirements (Bulletin 1196 *Louisiana School Food Service Policy Guidance Manual*). Uniform school lunch and breakfast menus will be established for the schools with the provisions that a cafeteria may, in addition to the uniform lunch, serve an additional menu to provide a choice for pupils. Menus will conform to USDA requirements and those of the *Division of Nutrition Support*, Louisiana Department of Education.

The School Board, as the recognized child nutrition program authority for the school district, will annually approve the national school lunch program, school breakfast program, U.S.D.A school commodity programs and any other related programs. The approved agreement will meet all specifications mandated by the Louisiana Department of Education's *Division of Nutrition Assistance*.

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

GUIDELINES

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

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

Regulations prohibit the denial of any meals as disciplinary action to any child in attendance at school. Denying meals to students for disciplinary reasons associated with disruptive behavior in the cafeteria, selling or loaning free or reduced price meal badges or barcodes, etc. is prohibited under Federal regulations. Disciplinary action used for other unacceptable behavior should be applied in these situations.

SPECIAL EVENTS/USE OF CAFETERIA

Special events should not interfere with the preparation and service of school lunch, breakfasts, or snacks. School functions involving the use of the cafeteria shall be arranged through the principal and approved by the Director of Child Nutrition or his/her designee. Whenever the cafeteria is used by the school, one or more of the child nutrition employees will be in charge to ensure control over child nutrition foods and to ensure proper use and care of equipment and facilities. No unauthorized personnel should be behind the serving lines. A *Special Event* form must be completed and sent to the Director of Child Nutrition or his/her designee at least three (3) weeks in advance of the event. Events that occur at scheduled times during the school year can be handled by sending in one notice listing all of the dates.

PAYMENT FOR MEALS

The School Board is not obligated to continue providing meals without receiving payment. The students' ability to pay is determined through the free and reduced price meal application process. Those students not eligible for free meals must pay for their meals at the prices established for full price and reduced price students. Regulations do not prohibit a school system from denying a meal to paying students who have not paid for the meal.

Payment in Advance

Students will be allowed to pay for their lunch by the week, the month, or the year. The cafeteria manager will collect and record all advanced payments. Upon entering the payment information, the computer will keep a record of the financial status for students that have paid in advance.

Payment Each Day

For a student who will pay for his/her meal each day, the cashier will collect the money payment from the student and record in the computer the student’s payment along with the student’s ID number for proper accounting purposes.

FREE AND REDUCED PRICE MEAL APPLICATIONS

Eligibility for participation of students in the free and reduced meal program shall be determined by family meal application or direct certification of participation in migrant, runaway, or homeless education programs. A multi-child, family application for school meal benefits will be sent to the parents or guardians of each student within the first week of school. Parents will be requested to complete an application listing all students enrolled in Caddo Parish public schools and return it to the determining official for review. The applicant should be made aware that deliberate misrepresentation on the application may subject him or her to prosecution under applicable state and federal criminal statutes.

Such applications (approved and disapproved) and documentation of the action taken shall be maintained for three (3) years after the end of the fiscal year to which they pertain.

State guidelines allow for the limited disclosure of information about free and reduced price meal eligibility without consent of the parent. The information may be used *only* for the purpose authorized and may not be shared with any other parties for any reason. Aggregate information that does not identify individuals continues to be permitted without parental consent. Under the *National School Lunch Act (NSLA),* the release of a child's eligibility status is permitted to persons directly connected with and who need to know a child's free and reduced price meal eligibility status in order to carry out an activity specifically authorized by the NSLA.

Approved: July 28, 2015
Revised: March 20, 2018

Ref: 42 USC 1751 et seq. (School Lunch Programs); 42 USC 1771 et seq. (*Child Nutrition*); 7 CFR 210 (*National School Lunch Program*); 7 CFR 220 (*School Breakfast Program*); La. Rev. Stat. Ann. §§17:82, 17:191, 17:192, 17:192.1, 17:193, 17:194, 17:195, 17:196, 17:197, 17:197.1, 17:198, 17:199, 39:2101, 40.4; *Louisiana Food and Nutrition Programs, Policies of Operation*, Bulletin 1196, Louisiana Department of Education; *Louisiana Sanitary Code*, Louisiana Department of Health and Hospitals; Board minutes, 7-28-15, 3-20-18.

COMPUTER AND NETWORK ACCEPTABLE USE

The Caddo Parish School Board shall provide employees and students with access to the district's electronic communication system. *Electronic communication system* shall be defined as the district's hardware and software components necessary to achieve connectivity and communicate between telephones, servers and workstations, the application programs that reside on those servers and workstations that are executed by users, the files created by those application programs or users, the files downloaded or copied by users, the Internet and or any other networks accessed via the district's electronic communication system which shall be referred to as the *Caddo Public Schools Network* (CPSN).

Network resources shall be provided for educational purposes and to carry out the legitimate business of the school district. The term *educational purposes* includes classroom activities and assignments, directed student research, interpersonal communication, professional development, collaborative projects, and dissemination of successful educational practices, methods, and materials. The School Board expects all employees, students, School Board members, and any other users, who use computing and network resources of the School Board, including electronic mail and telecommunications tools, to apply them in appropriate ways to the performance of responsibilities associated with their positions and assignments. The School Board directs the Superintendent or authorized designee(s) to specify those behaviors that are permitted and those that are not permitted as well as disseminate appropriate guidelines for the use of technology resources.

INTERNET SAFETY

In compliance with the *Children's Internet Protection Act*, the School Board shall use a technology protection measure that blocks and/or filters Internet access to Internet sites which contain harmful materials or information, such as sites that contain obscene, pornographic, pervasively vulgar, excessively violent, or sexually harassing material or information, or sites that may contain information on the manufacturing of bombs or incendiary devices. The technology protection measure that blocks and/or filters Internet access may be disabled by an authorized individual for bona fide research purposes with the permission of the Superintendent or authorized designee(s). This disabling is permissible only for a student seventeen (17) years of age or older or an authorized employee for the purpose as stated.

The network and Internet user shall be held responsible for his/her actions and activities. Responsibilities include efficient, ethical and legal utilization of network resources.

As a matter of public law, any document pertaining to the public business on a publicly funded system is a public record, and this law applies to records stored on district computers.

INTERNET USAGE

Any use of the Internet that adversely affects its operation in pursuit of teaching and learning or jeopardizes its use or performance for other community members is prohibited and may result in loss of Internet privileges, suspension or other appropriate disciplinary action. The provisions of this policy shall also apply to the use of private e-mail accounts when access is attained using School Board equipment or networks and to access attained through any authorized personal digital device while on School Board property. The Caddo Parish School Board does not condone the use of the Internet for any illegal or inappropriate activities and shall not be responsible for any such use by staff or students.

ACCOUNTABILITY

Faculty and staff use of school computers or the Internet shall be reserved for educational purposes and the conducting of business aspects of the school system. All personnel using school computers or a computer network located on school property, or computers accessing the Internet shall be accountable for their use. Teacher or class files on the network shall be treated as district property subject to control and inspection by School Board personnel. Access codes or passwords shall be kept on file in a secured location by the principal or his/her designee in case an inspection is warranted. Use of the Internet, the CPSN, and/or any computers shall be considered a privilege and any inappropriate use may result in appropriate disciplinary action and loss of privileges to use the CPSN and computers.

The School Board does not condone any illegal or inappropriate activities and shall not be responsible for such use by staff. The School Board does not guarantee the right to use the Internet and reserves the right to suspend or terminate the privilege of any individual at its sole discretion without notice, cause, or reason. Failure to adhere to these regulations may result in the loss of computer privileges, access to the Internet and electronic mail account and may result in further disciplinary action up to and including termination. Furthermore, any activity that may be in violation of local, state, or federal laws shall be reported to the appropriate law enforcement agency.

Access to the information resources infrastructure, sharing of information, and security of intellectual products, all require that each and every user accept responsibility to protect the rights of the community. Any materials or files, such as, but not limited to, lesson plans, schedules, letters, memos, documents, programs, spreadsheets, databases, and/or presentations created with Caddo Parish School Board equipment and/or facilities, or during periods for which the employee is compensated by the School Board becomes the intellectual property of Caddo Parish School Board. Any employee of the School Board who, without authorization, accesses, uses, destroys, alters, dismantles or disfigures any School Board information technologies, properties or facilities, including those owned by third parties, thereby threatens the atmosphere of increased access and sharing of information, threatens the security within which members of the CPSN may create intellectual products and maintain records, and has engaged in unethical and unacceptable

behavior.

Users shall be responsible for the content of e-mail messages in their account. Communications on the CPSN should be viewed as public in nature. E-mail is not a confidential medium for transmitting personal messages. School Board administrators may at any time review communications to maintain integrity system-wide and ensure that staff members are using the system responsibly. The School Board shall have access to all e-mail, which may be routinely and randomly checked. Inappropriate or profane messages, as well as messages that disrupt the educational and administrative goals of the School Board may result in loss of privileges and/or disciplinary action. Messages relating to, or in support of, illegal activities may be reported to the appropriate authorities. The School Board shall cooperate fully with any local, state, or federal officials in any investigation concerning or relating to any mail transmitted on School Board computers.

Accordingly:

1. E-mail shall not be left on the server. Users shall be expected to remove old messages on their computers in a timely fashion (monthly) and School Board administrators shall be authorized to remove such messages if not attended to regularly and properly by the user.

2. E-mail chain letters and joke lists shall be expressly forbidden and should immediately be deleted.

An employee who encounters a problem with a School Board computer, the School Board's network or his/her assigned e-mail accounts, shall immediately report the problem to the Superintendent or his/her designee. Anyone witnessing an employee or student abusing a School Board computer and/or the School Board's network shall report such information immediately to the Superintendent or his/her designee.

UNAUTHORIZED AND ILLEGAL USE

While using School Board computers and the technology network, faculty and staff shall not be under direct supervision, but shall abide by School Board policy and administrative regulations and procedures governing the use of School Board computers and the CPSN.

Tampering with selection menus, procedures, or icons for the purpose of misleading or confusing other users shall be prohibited. Any use by any person of the CPSN that incurs expenses to the school other than the monthly user fees and rates shall be strictly prohibited. Furthermore, the computer system shall not be used for commercial, political or religious purposes.

Use of the CPSN for any illegal activities shall also be prohibited. Illegal activities may include but are not limited to: (a) tampering with computer hardware or software, (b) unauthorized entry into computers and files (hacking), (c) knowledgeable vandalism or

destruction of equipment, and (d) deletion of computer files. Such activity is considered a crime under state and federal law.

SECURITY

Teachers and other personnel who have computers in their charge shall be responsible for the security of those computers in terms of both hardware and software. Computers must be secured such that students acting without the consent or supervision of a teacher or administrator cannot enter the network or access the Internet.

Employees should not allow others to have access to or use their e-mail accounts or disclose their, or others' passwords. All employee passwords shall be on file with the employee's immediate supervisor. Should a password be changed, the employee shall notify their supervisor immediately.

Employee's e-mail accounts shall not be readily accessible by students.

REGULATIONS

Use of CPSN and Internet

The following regulations, terms, and conditions for the use of computers and other technology equipment and Internet resources shall not be all-inclusive, but only representative and illustrative. A user who commits an act of misconduct or inappropriateness which is not listed may also be subject to disciplinary action or suspension, or termination, or be subject to appropriate criminal or civil prosecution. All users, including students, employees, or any other users of School Board computers, hardware, and School Board network shall abide by all policies of the School Board and any applicable administrative regulations and procedures.

1. In general, employees are expected to communicate in a professional manner consistent with state laws governing the behavior of school employees and with federal laws governing copyright. Electronic mail and telecommunications shall not be utilized for unauthorized disclosure, inappropriate contact with employees or students, use and dissemination of personal identification or confidential information regarding any student or employee.

    A. Employees shall not post any e-mail or other messages or materials on school or district networks or the Internet that are indecent, vulgar, lewd, slanderous, abusive, threatening, sexually harassing, or terrorizing, or considered inappropriate by School Board standards.

    B. Employees shall not abuse or waste network resources through frivolous and non-educational use or send chain letters or annoying unnecessary letters to large numbers of people.

2. The Caddo Parish School Board reserves the right to review any stored record files or programs to which users have access and shall edit or remove any material which the School Board, through its Superintendent, or his/her designee, believes is in violation of its policies and procedures. As a user of the School Board's technology and networks, including but not limited to the Internet, the user shall consent to the monitoring, access and review by the Superintendent or his/her designee of any stored electronic communications, including but not limited to e- mail transmission.

3. Any software not created by the user shall be considered as copyrighted. A user shall not copy or distribute copyrighted or proprietary material without the written consent of the copyright holder nor violate copyright or patent laws or the license concerning computer software, documentation or other tangible assets.

4, The user shall not install any software without consent from the appropriate supervisor.

5. In consideration for the privilege of using the system, the user shall release the Caddo Parish School Board from any and all claims arising from the use/inability to use the technology systems and networks.

6. The user shall agree to indemnify the Caddo Parish School Board for any loss suffered by the School Board for any improper use of the School Board's technology network, and to compensate anyone harmed by its improper use.

7. The information provided through the technology systems and networks shall be offered as a service and shall not be a substitute for individual professional consultation.

8. The proper use of any user ID/password which may be assigned is the ultimate responsibility of the individual whose name it has been assigned. User ID's and passwords shall not be shared under any circumstances.

9. The use of technology is a privilege which may be revoked at any time for any violation of laws, policies, regulations or procedures. The Superintendent shall decide what is inappropriate use and such decision shall be **final**. Such violations would include, but not be limited to,

   A. submits, publishes, or displays on School Board owned or maintained resources any material that is illegal, defamatory, inaccurate, abusive, violent, profane, sexually oriented, racially offensive, obscene, encourages the use of controlled substances, or is otherwise offensive to users,

   B. violates such matters as institutional or third party copyright, license agreements and other contracts,

C. interferes with the intended use of electronic information resources,

D. seeks to gain or gains unauthorized access to information resources,

E. uses or knowingly allows another to use any computer, network, system, program, or software to conduct any commercial or personal business or activity, or solicit the performance of any activity which is prohibited by law,

F. uses or knowingly allows another to use any computer, network, system, program, or software to devise or execute any artifice or scheme to defraud or obtain money, property, services, or other things of value by false pretenses, promises, or representations,

G. uses or knowingly allows another to use any computer, network, system, program, or software for commercial purposes, product advertisement, solicitation of other staff or students to use goods or services, or political lobbying,

H. without authorization, destroys, alters, dismantles, disfigures, prevents rightful access to, or otherwise interferes with, the integrity of computer-based information, the CPSN, and/or information resources,

I. without authorization, engages in the use of real-time conference features (talk/chat/internet relay chat),

J. without authorization, utilizes newsgroups,

K. without authorization, utilizes guest books allowing comments on their web site,

L. engages in unbridled and open-ended use of the network in terms of access time, performing activities that limit, waste, or prevent other users from accessing finite resources,

M. refuses to develop, implement, or maintain security procedures that ensure the integrity of individual and institutional files,

N. uses or knowingly allows another to use any computer, network, or system to contact by electronic means any student or employee that would be considered unacceptable in content by a reasonable person.

10. No personal or student information which is protected by the *Family Education Rights and Privacy Act* shall be disseminated on or through the School Board's technology systems and networks, including but not limited to the Internet.

Use of E-Mail and Voice Mail

The Caddo Parish School Board, as a courtesy, may provide electronic mail (e-mail) to its employees and students and telephone voice mail access to its employees. These communication systems shall be considered property of the School Board and shall be subject to monitoring at any time, with or without notice, at the sole discretion of the Superintendent or his/her designee. Accordingly, regulations for participation by anyone using e-mail or voice mail shall include but not be limited to the following:

1. Users must demonstrate honesty, integrity, and respect for others at all times. Appropriate manners and language shall be required.

2. No individual student shall be given an e-mail account except as required as an element of an instructional program under the direct supervision of the teacher or other professional designated by the teacher. Otherwise, only teachers and classes as a whole may be permitted to use e-mail. E-mail is not guaranteed to be private on the Internet. Therefore, only appropriate teacher or class messages shall be allowed.

3. No CPSN user shall be permitted to engage into any form of “Instant Message Services” such as chat rooms, etc. via the CPSN.

4. No CPSN user shall engage in unauthorized access, including so called “hacking” and other unlawful activities via the CPSN.

5. No CPSN user shall disclose, use, and disseminate any personal information regarding himself or herself or any other person via the CPSN except as required as an element of an instructional program under the direct supervision of the teacher or other professional designated by the teacher.

6. No CPSN user shall post contact information (e.g. address, phone number) about himself or herself or any other person via the CPSN except as required as an element of an instructional program under the direct supervision of the teacher or other professional designated by the teacher.

7. Threatening, profane, abusive or any messages that contain obscene, pornographic, pervasively vulgar, excessively violent, or sexually harassing information or material shall be forbidden.

8. Any messages that are derogatory, defamatory, obscene, or otherwise inappropriate for the school or workplace shall be forbidden. The content of these messages shall include but not limited to remarks about an individual, group or organization’s race, age, disability, religion, national origin, physical attributes or sexual orientation.

9. The policies of the School Board concerning discrimination, sexual harassment, threats, and workplace violence apply in full to e-mail, voice mail, Internet or other network use.

10. The e-mail and voice mail systems are intended for educational and business use and the School Board reserves the right to review, audit, and disclose all matters sent or retrieved over the CPSN or placed into its storage.

11. All communications sent in e-mail or voice mail via CPSN may not disclose any confidential or proprietary School Board information. With proper permission from the Superintendent or his/her designee, employees may send selected information in an encrypted form.

EMPLOYEE DISCIPLINE AND DUE PROCESS

Compliance with this policy shall be a condition of employment. Any employee who violates this policy shall be subject to disciplinary action that may include up to and including employment termination.

All Caddo Parish public schools shall cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through CPSN.

The results of any investigation conducted under this policy shall be considered admissible evidence in any proceeding related to workers' compensation or claims for unemployment compensation and in any other administrative proceeding, hearing or civil litigation when the inappropriate use of CPSN or computers is relevant. Action to discipline/terminate an employee under this policy shall be subject to any due process hearing that may be required by law and/or School Board policy.

STUDENT USE OF VIRTUAL PLATFORM

When the classroom environment is virtual (online), the standards of behavior are as important as they are in brick and mortar schools. In other words, our virtual classrooms are real classrooms with real teachers; therefore, appropriate student behavior is expected.

1. Students should address all faculty and staff members as adults with the courtesy expected for education professionals. Students are to use both the appropriate title (Mr., Mrs., Ms., or Dr.) and last name only. No other form of address is acceptable.

2. Students should phrase communications with faculty and staff in a polite and courteous manner appropriate for speaking to adults.

3. Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications on the virtual platform.

4. Students must not record the virtual classroom or student content without approval of the teacher. Learning platforms and content are proprietary and copyrighted. Reposting of classroom discussions on any other platform is strictly prohibited unless authorized by the teacher who must receive the appropriate authorizations to disclose the content.

5. All communications with other students enrolled in the virtual platform must be of a course-related nature. Any sending of unsolicited email to other classmates is prohibited.

6. All communications with other students in any forum, course related email, discussion post, etc., must be polite, courteous and respectful.

7. The integrity and authenticity of student work is important. Copying the work of others, allowing others to knowingly copy a student's work, and/or misusing content from the Internet could result in a failing grade.

8. Do not collaborate (work with) with other students on your assignments unless directed to do so by your teacher. Working together is useful in the traditional classroom, but it is not permitted in the online environment without specific teacher instructions to do so. In addition, parents may not login to a student account and complete coursework on behalf of the student.

9. Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with other students.

10. Students are subject to all local, state, and federal laws governing the Internet. Consequently, program administrators will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through Internet access.

11. In the event there is a claim that a student has violated this policy, he/she will be notified of the suspected violation and given an opportunity to present an explanation.

12. Any student that violates this policy will be subject to disciplinary action that may result in disciplinary or legal action.

CPSN TERMS AND CONDITIONS

The CPSN shall only be used for lawful purposes. Unlawful transmission of information or material in violation of Federal and/or State laws could lead to prosecution of an individual or individuals responsible for the unlawful action. The user shall abide by the provisions of this policy and shall be held responsible for any unethical or illegal activity. Any violation of this policy may mean loss of online privileges and/or disciplinary measures by the

Superintendent and/or School Board. Any inappropriate activity by the user that constitutes a criminal offense shall be the legal responsibility of the user and not the school, school district, or School Board.

DISTRICT LIMITATION OF LIABILITY

The Caddo Parish School Board technology network (CPSN) and computer system is provided on an "as is, as available" basis. The School Board does not make any warranties, whether expressed or implied, including, without limitation, those of fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The School Board uses a variety of vendor- supplied hardware and software. Therefore, the School Board does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the user's requirements. Neither does the School Board warrant that the technology network and any components shall be uninterrupted or error-free, nor that defects shall be corrected.

The School Board shall not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The School Board shall not be responsible for the accuracy or quality of any advice, service, or information obtained through or stored on school district computers and technology network. The School Board shall not be responsible for financial obligations arising through unauthorized use of the School Board technology network or the Internet.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not necessarily the School Board.

The School Board shall cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the School Board's computer systems and networks.

Approved: July 28, 2015
Revised: July 28, 2020

Ref: 47 USC 254(h), (*Children's Internet Protection Act* (CIPA)); La. Rev. Stat. Ann. §§17:81, 17:100.7, 17:280; Board minutes, 7-28-15, 7-28-20.

FILE: EFAA
Cf: EFA

USE OF EMAILS BY PROFESSIONAL ORGANIZATIONS

All professional organizations for which the Caddo Parish School Board permits payroll deduction of fees/dues and are recognized by the School Board shall be allowed to communicate by email with employees who have email addresses and School Board members based on the following guidelines:

All emails and attachments shall meet all guidelines established by School Board policies and administrative regulations and procedures governing the use of the Caddo Parish Schools Network; and

Mass emails (those sent to more than five (5) employees [does not include the organization's building representative]) and their attachments shall not exceed two (2) legal pages in combined length and shall not be submitted to employees more than once per week.

Use of spam e-mails is prohibited.

Failure to abide by the above guidelines will result in the professional organization's loss of the privileges granted by this policy.

School Board employees shall only be allowed to review emails submitted by professional organizations before or after the school day or during breaks and unencumbered time.

Approved: July 28, 2015

Ref: La. Rev. Stat. Ann. ' 17:81; Board minutes, 11-19-02, 1-20-09, 7-28-15.

Caddo Parish School Board

EMPLOYEE USE OF SOCIAL MEDIA

The Caddo School Board recognizes the importance of employees, students and parents engaging, learning, collaborating and sharing in digital environments as part of 21st Century learning. As practicable, the Caddo Parish School Board shall provide access to approved technologies for use during instructional time and for school-sponsored activities in accordance with policies *EFA (Computer and Internet Use for Employees*, GAMI (*Use of Telecommunication and Other Electronic Devices),* and *GAMIA (Electronic Communications Between Employees and Students).*

The Caddo Parish School Board acknowledges that employees may engage in the use of social media off campus during their personal time. Employees who use social media for personal purposes must be mindful that they are responsible for their public conduct even when not acting in their capacities as school system employees. All employees, including student teachers and independent contractors, shall comply with the requirements of this policy when using electronic social media for personal purposes.

For the purposes of this policy, *social media* includes, but is not limited to, personal websites, internet postings, web logs (blogs), wikis, social network sites, online forums, virtual worlds, video-sharing websites and any other social media generally available to the public or consumers that does not fall within the Caddo Parish School Board's technologies network (e.g., Web 2.0 tools, Snapchat, Facebook, Twitter, LinkedIn, Flickr, YouTube, Instagram, TikTok).

SOCIAL MEDIA COMMUNICATIONS INVOLVING STUDENTS

Employees shall maintain professional relationships with students at all times in accordance with policies GAMI (*Use of Telecommunication and Other Electronic Devices, GAMIA Electronic Communications Between Employees and Students*, and *GBRA, Employee Conduct*. All electronic communications with students who are currently enrolled in the school system must be school-related and within the scope of the employees' professional responsibilities, unless otherwise authorized by this policy. School personnel communicating directly with students or commenting on student matters through use of the Internet shall abide by all laws and policies governing such activities. An employee seeking to utilize and/or establish a social media website for instructional or other school-related purposes shall obtain prior written approval from the Superintendent or his/her designee and principal and meet any applicable requirements of all applicable school board policies.

The use of electronic media for communicating with students, if permitted by CPSB policies, and parents is considered an extension of the employee's workplace responsibility. In short, the Caddo Parish School Board shall expect employees to use professional judgment when using social media or other electronic communications.

EMPLOYEE PERSONAL USE OF SOCIAL MEDIA

The Caddo Parish School Board respects the right of employees to use social media as a medium of self-expression off campus and on their personal time. As role models for the school system's students, however, employees shall be responsible for their conduct even when they are not performing their job duties as employees of the School Board. Employees shall be held to the same professional standards in their use of social media and other electronic communications as they are for any other public conduct. Furthermore, employees remain subject to applicable state and federal laws, Caddo Parish School Board policies, and administrative regulations and procedures, even if communicating with others concerning personal and private matters. If an employee's use of social media interferes with the employee's effectiveness or ability to effectively perform his or her job duties, the employee shall be subject to disciplinary action, up to and including termination of employment.

POSTING TO SOCIAL MEDIA SITES

Employees who use social media for personal purposes shall be aware that the content they post may be viewed (and shared) by anyone, including students, parents and community members. Employees shall observe the following principles when communicating through social media or making other internet postings:

1. Employees shall be professional in all Internet postings related to or referencing the Caddo Parish School Board, Board Members, students and other employees.

2. Employees shall not accept current students as "friends" or "followers" or otherwise connect with students on social media sites, unless the employee and student have a family relationship.

3. Employees shall not use the school system's logo or other copyrighted materials utilized by the School Board without express written consent from the Department of Communications.

4. Employees shall not use Internet postings to libel or defame the Caddo Parish School Board, individual School Board members, students or any employees.

5. Employees shall not make statements that in any way violate any of the school's or School Board's policies, administrative regulations or procedures, including those concerning bullying, hazing, discrimination or harassment, and state or federal law.

6. Employees shall not post inappropriate content that negatively impacts their ability to perform their jobs or which impairs their effectiveness.

7. Employees shall not use Internet postings, including social media, to engage in any other conduct that violates Caddo Parish School Board policy, state or federal law, or the general expectations society sets for those to whom the instruction and care of its children are assigned. Without the need for a specific warning, policy, or prohibition, educators and other employees working in a school system know, for example, that the posting of nudity, pornography, sexually-suggestive information or drug/drug related references is unacceptable. In addition, employees are warned against posting items which may call into question their ability to fulfil their assigned duties in a fair and impartial manner.

8. Employees' comments related to a school, its students and employees shall always meet the highest standards of professional discretion. When posting, even on the strictest settings, employees shall act on the assumption that all postings are in the public domain and that such postings may be shared with others by those to whom the employee has granted access. Accordingly, employees are reminded that they should not assume that they enjoy a reasonable expectation of privacy relative to internet postings.

9. Employees shall not disclose any confidential information of the school, or confidential information obtained during the course of his/her employment, about any individuals or organizations, including students and/or their families.

10. Employees shall not post identifiable images of a student or student's family without written permission from the student and the student's parent or legal guardian.

CONSEQUENCES

Any employee who has been found by the Superintendent to have violated this policy may be subject to disciplinary action, up to and including dismissal.

New policy: July 28, 2020

Ref: US Constitution, Amend. I; 17 USC 101 et seq. (*Copyrights*); 18 USC 2510-2522 (*Electronic Communications Privacy Act*); 20 USC 1232g (*Family Educational Rights and Privacy Act*); 20 USC 6777 (*Internet Safety*); 47 USC 254(h)(5) (*Children's Internet Protection Act*); Board minutes, 7-28-20.

COPYRIGHT

It is the policy of the Caddo Parish School Board to abide by the provisions of the Copyright Law of the United States and the Congressional Guidelines that delineate it.

The School Board does not sanction illegal use or duplication of copyrighted materials in any form. Employees who willfully violate the copyright position of the School Board do so at their own risk and assume all liability and responsibility.

The School Board directs that:

1. Unlawful copies of copyrighted materials may not be produced on School Board-owned equipment or within School Board-owned facilities.

2. Unlawful copies of copyrighted materials may not be used with School Board-owned equipment, within School Board-owned facilities, or at School Board-sponsored functions.

3. Information about copyright law and guidelines shall be made available to all employees.

The School Board delegates to the building level administrator the responsibility for informing employees of the Copyright Policy of the School Board and of provisions of the United States Copyright Law.

Approved: July 28, 2015

Ref: 17 USC 101 et seq. (*Copyright Act of 1976*), 37 CFR 201 (*Patents, Trademarks and Copyrights*), Board minutes, 7-28-15.

DATA PROTECTION AND RECOVERY

The Caddo Parish School Board recognizes the importance of maintaining and protecting computer hardware and software, including necessary equipment and supplies to maintain computer operations in the event of a disaster. The School Board shall authorize the Superintendent and/or his/her designee to maintain appropriate regulations and procedures for the proper usage of School Board owned or leased computer equipment and the protection of electronic media, applications, and stored user data.

Such regulations and procedures shall assure that:

Disaster recovery personnel have been identified to oversee computer operations disaster planning and recovery efforts with a clear delineation of responsibilities.

Critical activities for maintaining computer operations are performed, including the backing up of critical data at regular intervals.

Actions to be taken before, during, and after an occurrence, undesirable event, or disaster are developed, defined, and continuously monitored in order to restore critical functions and reestablish normal operations.

BACKUP AND STORAGE OF INFORMATION

Important and/or critical data as defined by the School Board includes the following file types:

Word processor, spread sheet, and presentation files used in educational or administrative applications necessary to perform job description duties for the School Board

Data base files used for educational or administrative purposes

Browser bookmark or favorites; e-mail lists

Picture/movie files (for example: .bmp, .jpeg, .jpg, .tiff, .mpeg, .wav, .mp3, etc.) **shall not** be backed up unless special circumstances arise. Permission shall be directed to the **Information Technology Director or designee** to request backup of these file types.

Backup

The preservation of computer files and data is critical to the continued operations of the School Board. Backup of all important and/or critical computer data shall be handled in accordance with the standard procedure outlined by the Technology Department. Exceptions to the standard procedure may be permitted when justified. Any exceptions

must be fully documented.

Restoration of Files

Active files that are accidentally damaged or deleted can normally be restored from backup tapes within one working day. Files can only be restored to the state they were in at the time the most recent relevant backup was taken.

Approved: July 28, 2015

Ref: Board minutes, 7-28-15.

MAIL AND DELIVERY SERVICES

DISTRIBUTION OF MAIL BY PROFESSIONAL ORGANIZATIONS

All professional organizations recognized by the Caddo Parish School Board shall be allowed to place information in the mailboxes of employees at their school/work place site. All information shall clearly identify the organization distributing the material. A copy of material of mass distribution shall be provided to the principal/designee and building supervisors at the time of distribution. School Board employees shall only be allowed to review the information before or after the school day, or during breaks or unencumbered time.

Approved: July 28, 2015

Ref: La. Rev. Stat. Ann. ''17:81; Board minutes, 11-19-02, 1-20-09, 7-28-15.

FILE: EG
Cf: BD

INSURANCE AND RISK MANAGEMENT

The Caddo Parish School Board recognizes that proper management of the school district includes concern for the safety of students, employees and the general public as well as concern for protecting the system's property from loss. No new School Board policy, regulation, or procedure shall be adopted or approved by the School Board without first giving careful consideration to the school district's risk exposure.

The Superintendent or his/her designee shall be responsible for establishing a risk management and insurance program governing all property, employee, student and program risks related to the performance of the educational and service missions of the school system. The risk management and insurance program shall include means for identifying, eliminating, reducing, retaining or transferring risk exposures. The School Board realizes that the assumption of some predictable risk is the most economically feasible method of treating certain exposures. When in the apparent best interest of the school system, the School Board may budget for, and retain, limited and predictable risks of financial loss.

When the purchase of insurance is deemed necessary, such purchase shall be made on the basis of service offered by the insurer, the reliability and financial stability of the insurer, and the price of the insurance as competitively determined.

The School Board does not recognize any obligation to purchase insurance from a particular agent, broker, insurer representative, or state insurance fund of any kind other than an obligation based on the above stated considerations.

The School Board authorizes the Superintendent to seek professional risk management advice, if necessary, in order to develop, implement and maintain an effective risk management and insurance program for the system.

SETTLEMENT OF CLAIMS

The Risk Manager is authorized to settle claims up to $10,000 with Chief Financial Officer approval; Chief Financial Officer is authorized to settle claims up to $25,000 with Superintendent approval; The Superintendent is authorized to settle claims up to $50,000 with School Board President approval. Any settlements above $50,000 must be approved by the School Board.

Approved: July 28, 2015

Ref: La. Rev. Stat. Ann. ''17:81, 17:159.2, 17:169, 32:601; Board minutes, 1-7-76, 5-22-02, 7-28-15.

STAFF INSURANCE COVERAGES

NOTE: CPSB is required to follow all appropriate federal and state laws concerning insurance, including certain requirements of the Office of Group Benefits (OGB). Since laws change frequently, any language in this policy that may conflict with these requirements is superseded by related laws, legislation and guidelines established by the appropriate authorities.

EMPLOYER CONTRIBUTION PLANS: HEALTH AND LIFE INSURANCE

The Caddo Parish School Board shall contract with a third party administrator (TPA) and/or insurance carrier to provide voluntary healthcare and life insurance coverage for its eligible School Board members, employees, retirees, and their eligible dependents.

The School Board may pay any portion of an employee's premium it so designates provided the School Board's portion meets the minimum contribution required by the Louisiana Office of State Group Benefits. Employees and retirees shall be responsible for any portion of the employee's health care premium not paid by the School Board.

The School Board may also make modifications to the plan benefits, including and not limited to what benefits are covered, out-of-pocket expenses and exclusions, as long as it meets with any related regulations.

For the purpose of determining eligibility for employee insurance, an active employee shall be: (1) any School Board employee whose membership in either the Louisiana School Employees' Retirement System (LSERS) or the Teachers' Retirement System of Louisiana (TRSL) is mandatory, (2) any School Board employee who elects to participate in another qualified state retirement system in lieu of the LSERS/TRSL or (3) an elected Caddo Parish School Board member. Certain additional provisions of the Affordable Care Act may apply to health care coverage, which are outlined in the plan documents.

Any qualified employee, retiree, School Board member, together with their eligible dependents, are offered to participate in the healthcare coverage and life insurance plans selected by the School Board. Any employee who terminates his/her employment with the School Board shall not be covered by the School Board's health or life insurance plans after the last day of the month that they terminate employment. However, any employee who terminates employment with the School Board may apply for continued health care coverage in accordance with regulations of the *Consolidated Omnibus Budget Reconciliation Act* (COBRA). They may also apply to continue life insurance as defined under the conversion provisions of the plan.

The School Board may contribute a portion of an employee's premium of health or life insurance coverage in the following manner:

Active Employees:

The Caddo Parish School Board shall pay a portion of the active employee's portion of the premium for health care and life insurance coverage, as determined by the School Board. It is at the discretion of the School Board to make adjustments in premiums and benefits, as often as needed in order to adequately fund the plans.

Retired Employees:

The Caddo Parish School Board shall pay a portion of the retired employee's premium for health care coverage and life insurance for retirees, as determined by the School Board. It is at the discretion of the School Board to make adjustments in premiums and benefits, as often as needed in order to adequately fund the plans.

To be eligible for the above retired benefits, an employee's coverage must be in effect immediately prior to retirement. The subsidy of a retiree's premium is based on the number of years an employee has been employed by the School Board immediately prior to retirement as determined by the School Board. They must meet all other stipulations as defined by the office of group benefits, including and not limited to being a retiree of the Caddo Parish School Board.

Employees on Approved Leave:

The employee and employer portion of health and life insurance will remain the same for employees on School Board approved leave with pay.

The employee and employer portion of health and life insurance for employees on School Board approved leave without pay will be modified according to the following schedule.

	CONTINUATION OF COVERAGE RIGHTS ON UNPAID LOA
A.	**Leave of Absence**
1.	Leave of Absence without Pay, **With** Employer Contributions to Premiums
a.	An Employee who is granted leave of absence without pay due to a service related injury may continue coverage and the Employer shall continue to pay its portion of health plan premiums for up to twelve (12) months.
b.	An Employee who suffers a service related injury that meets the definition of a total and permanent disability under the worker's compensation laws of Louisiana may continue coverage and the Employer shall continue to pay its portion of the premium until the Employee becomes gainfully employed or is placed on state disability retirement.

c.	An Employee who is granted leave of absence without pay in accordance with the federal Family and Medical Leave Act (FMLA) may continue coverage during the time of such leave and the Employer may continue to pay its portion of premiums.
2.	Leave of Absence Without Pay **No** Employer Contributions to Premiums
	An Employee granted leave of absence without pay for reasons other than those stated in above in paragraph a, may continue to participate in this Benefit Plan for a period up to twelve (12) months upon the Employee's payment of the full premiums due.

SUPPLEMENTAL INSURANCE

While all insurance plans with Caddo Parish School Board are voluntary, Caddo does offer supplemental plans where employees pay 100% of the premiums. The same rules of eligibility apply for active employees. Some plans may allow retirees to continue to maintain their insurance.

PREMIUM PAYMENTS

Employees must elect to have all their insurance premiums through payroll deduction.

Retirees and survivors must elect to have their health and life insurance premiums through the retirement system. Special arrangements must be made directly with the carriers of any other plans that allow retirees to maintain their coverage.

Employees, retirees and survivors who are eligible to keep their insurance, but who are not receiving a paycheck or retirement check, must make their monthly payments to the CPSB Insurance Department to cover the cost of the member's share of the premium via the method of payment determined by the School Board. This also applies to situations where there are inadequate funds to make premium payments in a pay check or retirement check.

The premium is due on the 1st of the month of coverage. Members will be given a grace period of 30 days. Failure to make premium payments will result in termination of coverage. CPSB is not responsible for sending out billing notices or reminders for payment.

PREMIUM REFUNDS

Employees, retirees, and survivors are responsible for notifying the CPSB Insurance Department of life events and Medicare coverage within 30-days. Caddo Parish School Board will refund a maximum of 2-months of premium overpayment due to untimely notification.

Approved: July 28, 2015 Revised: January 19, 2021

Ref: La. Rev. Stat. Ann. ''17:1201, 17:1233, 23:1034, 23:1081, 23:1472, 42:821, 42:851; Israel v. Gray Ins. Co., 720 So.2d 803(98-525 La. App. 3 Cir. 10/28/98); Board minutes, 3-19-75, 11-27-01, 5-20-03, 7-28-15, 1-19-21.

WORKERS' COMPENSATION

The Caddo Parish School Board shall authorize and direct the Superintendent to ensure workers' compensation coverage for its employees. Employees injured while acting in their official capacity shall be entitled to appropriate workers' compensation benefits prescribed under state statutes for the period of time while injured. Any employee reporting an injury or incapacitation due to a work-related accident shall be required to submit proper certification of the injury and/or incapacitation from a licensed physician.

At the time of employment, all employees shall be required to complete a questionnaire about their health and any previous accidents, injuries, or workers' compensation claims submitted, which shall be maintained in the employee's personnel file.

REPORTING OF ACCIDENTS

Should an accident occur to an employee while in the course of his/her duties, the employee shall immediately notify his/her supervisor. The supervisor will render aid and/or assistance, including calling emergency personnel, as deemed appropriate, and initiate the claim reporting process. A detailed report shall be submitted by the employee's supervisor to the Superintendent or designee within one (1) day of the accident. Additional written commentary about the accident may also be required from the employee's supervisor. Periodic medical exams and subsequent reports verifying prolonged disability may be required as needed.

Immediately following any accident, whether or not injury occurs, the administrator of the school or facility shall file an *Investigation of Accident Report* with the Superintendent or designee. If an injury occurs, an LWC-WC-IA-1 Form (*Louisiana Workforce Commission Worker's Compensation-First Report of Injury or Illness)* must also be completed.

BENEFITS

Employees injured while on official school business are entitled to applicable workers' compensation benefits in accordance with state law. Workers' compensation benefits are generally paid in accordance with the following:

Weekly workers' compensation wage benefits do not begin until an employee has been disabled for more than one week (7 calendar days). If the employee is disabled for two (2) weeks or longer, he/she is entitled to receive wage benefits for the first week of that disability.

Weekly workers' compensation wage benefits are paid at 66 2/3% of the employee's average weekly wage, up to the maximum average weekly wage (AWW) calculated by the State each year.

Sick leave benefits may be used to supplement workers' compensation benefits but only up to 100% of the *employee's* salary at the time of injury.

If an *employee* chooses to utilize current and accumulated sick leave benefits, his/her balance of current and accumulated sick leave days will be reduced by the corresponding percentage of the employee's salary paid for with sick leave benefits.

If an employee who has chosen to simultaneously receive both workers' compensation wage benefits and current and accumulated sick leave benefits exhausts all sick leave days, he/she shall thereafter receive only workers' compensation wage benefits.

ALCOHOL AND DRUG USE

No workers' compensation benefits shall be allowed for an injury caused by the injured employee's intoxication at the time of injury.

In order to support a finding of intoxication due to alcohol or drug use, the School Board shall have the right to administer drug and alcohol testing or demand that the employee submit to drug and alcohol testing immediately after the alleged job accident if there is reasonable suspicion to believe the employee was under the influence of drugs or alcohol at the time of the injury. Such alcohol and drug testing shall be administered in accordance with School Board policy. If the results of the drug test are positive, or the alcohol tests show blood alcohol equal to or greater than the limits outlined in state law, the employee shall be considered intoxicated, in which case the employee shall not be entitled to any workers' compensation benefits.

If the employee refuses to submit to drug and alcohol testing immediately after the accident when there is reasonable suspicion to believe the employee is under the influence of drugs or alcohol, then it shall be presumed that the employee was intoxicated at the time of the accident, in which case the employee shall not be entitled to any workers' compensation benefits.

All drug and alcohol testing shall be in accordance with state law and School Board policy.

LOSS CONTROL

The School Board, recognizing the potential severity of on-the-job injuries and its costs to the school system and employees, shall require the Superintendent to maintain an aggressive loss control program aimed at reducing and controlling risks of personal injury to employees and property damage to School Board facilities. The loss control program shall assure compliance with all safety and health laws, ordinances, and regulations that apply to the work place.

SETTLEMENT OF CLAIMS

The Risk Manager is authorized to settle claims up to $10,000 with Chief Financial Officer approval; Chief Financial Officer is authorized to settle claims up to $25,000 with Superintendent approval. The Superintendent is authorized to settle claims up to $50,000 with School Board President approval. Any settlements above $50,000 must be approved by the School Board.

Approved: July 28, 2015

Ref: La. Rev. Stat. Ann. ''17:1201, 23:1021, 23:1031, 23:1034, 23:1081, 23:1121, 23:1124, 23:1201, 23:1208.1, 23:1224; Israel v. Gray Ins. Co., 720 So2d 803 (98-525 La. App.3 Cir. 10-28-98); Board minutes, 7-28-15.

STUDENT INSURANCE PROGRAM

The Caddo Parish School Board shall make available student accident insurance for purchase for students attending Caddo Parish public schools. An application form provided by the insurance carrier shall be made available during the first week of school. For football players, an application form shall be made available to each player prior to the start of summer football practice. The schools shall not be liable for any premium payment. Claim forms shall be furnished by the insurance carrier and copies shall be available in the school office.

The School Board does not assume liability for accidents to students or to athletes who do not carry insurance nor does it assume liability for accidents to students who carry insurance beyond the policy coverage (this includes special football coverage).

EXTRACURRICULAR ACTIVITIES INSURANCE COVERAGE

The parents/legal guardians of all students, or the student if eighteen (18) years of age or older, participating on any interscholastic athletic team, including varsity football, junior varsity football, junior high football, all basketball, baseball, track, swimming, any other competitive sport for boys or girls, cheerleading squads, dance team, band, and any sponsored work-based program, shall be required to purchase student accident insurance or shall be required to sign a form declining student insurance and acknowledging full responsibility for any expenses associated with any injury suffered by the student as a result of participating in any extracurricular activity. The insurance form shall be presented to the school before the student shall be permitted to participate in any athletic or other activity for which insurance coverage is needed.

Approved: July 28, 2015

Ref: La. Rev. Stat. Ann. ' 17:81; Board minutes, 4-19-66, 7-28-15.

PROPERTY INSURANCE

The Caddo Parish School Board, recognizing the value and importance of its buildings and other physical facilities, shall purchase adequate insurance for all property of the school district, both real and personal, against loss or damage by fire and other hazards. The insurable value of all property shall be recorded and maintained periodically to assure purchase of property insurance with appropriate limits.

In determining the amount of insurance to be carried, there shall be included in the cost or insurable value thereof the actual cost and/or replacement value of the building itself (including the foundation), including all built-in, fixed, and attached fixtures and equipment; and including also all water, sewage, and utilities fixtures and equipment located within the confines of the building and above the foundation; and including also all loose or movable furniture, fixtures, and equipment.

All policies shall contain a provision by endorsement or otherwise, specifying that such policy shall also protect the insured for any necessary fees for architects or engineers employed by the insured as a result of loss to the property insured.

When any property covered by insurance of the School Board is lost, damaged, or destroyed, a notice concerning the loss shall be sent immediately to all affected companies, or their representatives, carrying insurance policies on said property.

The Superintendent or his/her designee shall act as adjustor for the School Board in the settlement of losses. The School Board may authorize the services of a third party to assist in adjustment of any loss. The Superintendent shall recommend to the School Board a basis for settlement, including summarized statement with such details as may be necessary as the basis of settlement. The School Board shall consider for approval any settlement recommendation from the Superintendent.

Approved: July 28, 2015

Ref: La. Rev. Stat. Ann. §17:81; Board minutes, 7-28-15.

DAMAGE TO EMPLOYEE'S PERSONAL PROPERTY

The Caddo Parish School Board shall not be held responsible for any employee's personal property, items or vehicles which may be stolen, lost, damaged or vandalized while on any district property.

Approved: July 28, 2015

Ref: La. Rev. Stat. Ann. §17:81; Board minutes, 7-28-15.

CASUALTY INSURANCE

SCHOOL BUS LIABILITY COVERAGE

The School Board shall provide for insurance on district-owned or leased buses, if any.

USE OF PRIVATE VEHICLES

The Caddo Parish School Board shall require employees of the School Board, who use their own vehicles while on official school business during the course of their employment, to carry automobile liability insurance. The amount of coverage shall be at least that required by state law or higher limits as set by the School Board.

Persons using their own vehicles shall submit verification of coverage to the Superintendent or his/her designee before commencing any travel or being eligible for expense reimbursement.

CONTRACTORS AND VENDORS (Third Party Risk Transfer):

The Caddo Parish School Board shall require all contractors and vendors doing business with the School Board to maintain adequate insurance coverage. A vendor is a company who provides goods or services, usually for a fee. Such coverage shall include evidence of workers' compensation and third party liability coverage including general liability and automobile liability. The Caddo Parish School Board shall be named as additional insured on the general liability coverage for both ongoing and completed operations and additional insured for automobile liability. All lines of coverage, including workers' compensation, shall contain a waiver of subrogation in favor of the Caddo Parish School Board. The contractor or vendor may not appear at the facility either to unload materials or to begin work until a valid insurance certificate has been provided to the Superintendent or his/her designee. If the contractor or vendor cannot provide these coverages, the project must be rebid if necessary.

The individual issuing the contract shall be the last party to sign the contract. No contract shall be countersigned unless a valid insurance certificate has been provided that evidences the insurance coverages states herein.

Once a valid insurance certificate has been received, the individual signing the contract shall make sure the certificate is valid and meets the limits prescribed in the specifications and/or contract agreement.

No employees of the Caddo Parish School Board, other than the Superintendent or his/her designee, has authority to enter into a hold harmless agreement or indemnification agreement on behalf of the Caddo Parish School Board without prior approval from the

School Board.

Approved: July 28, 2015

Ref: La. Rev. Stat. Ann. §§17:159, 17:159.1, 17:159.2, 32:861, 32:862, 32:863, 32:863.1, 32:864, 32:865, 32:898, 32:899, 32:900; Board minutes, 7-28-15.

CADDO PARISH SCHOOL BOARD
POLICY MANUAL

SECTION F: FACILITIES DEVELOPMENT

Consult The School Administrator's Guide to the EPS/NSBA System 1975 revised edition, for a full explanation of the codes and descriptors which follow. Use the checklist to record the contents of your own district policy manual. Your checkmarks will indicate which descriptors are covered in your manual.

FA Facilities Development Goals
FAA Facilities Development Priority Objectives

FB Facilities Planning
FBA Facilities Planning Advisers
FBB Enrollment Projections

FC Facilities Capitalization Program

FD Bond Campaigns (Also KBE)
FDC Naming of Facilities
FE Facilities Construction
FEA Educational Specifications
FEB Selection of Architect
FEC Facilities Development Plans and Specifications
FECA Site Plans and Specifications
FECB Construction Plans and Specifications
FECC Equipment Plans and Specifications
FED Construction Cost Estimates and Determinations
FEE Site Acquisition Procedure
FEF Construction Contracts Bidding and Awards
FEFA Contractor's Fair Employment Clause
FEFB Contractor's Affidavits and Guarantees
FEG Supervision of Construction
FEH Construction Project Insurance Program
FEI Construction Project Records and Reports

FF Naming New Facilities
FFA Memorials
FFB Names on Building Plaques

FG Board Inspection and Acceptance of New Facilities

FH Staff Orientation to New Facilities

FI Public Dedication of New Facilities

FJ Temporary School Facilities

FK Facilities Renovations

FL Retirement of Facilities
SN The policy concerning the determination of facilities obsolescence and the deployment of staff and students to other facilities.

NAMING OF FACILITIES

The Caddo Parish School Board believes naming a school is a matter of great importance. The Board shall not be influenced in its decision by personal prejudice or favoritism, political pressure, or temporary popularity in choosing a name. No school, school building, or other public building shall be named after any living person. However, a street that is maintained by the School Board and that is not a state or federal highway, or any existing athletic facilities at a school within the Board's jurisdiction may be named in honor of a living person.

The Superintendent shall be responsible for soliciting names from staff, students, and the community and shall prepare procedures to follow in naming school properties. These procedures may include a timetable for the naming process in order to lessen any community or factional pressures that may build up when a selection is delayed or seems uncertain.

CHANGE IN SCHOOL'S NAME. COLORS. OR MASCOT

Being that a school is an integral part of the community, a request for the change in a school's name, colors, or mascot may come from an individual, a group of concerned citizens, or from staff of an individual school. Such requests shall be in writing and submitted to the Superintendent for his/her consideration and recommendation for the School Board. Written requests to the Superintendent shall, as a minimum, contain the following components:

A. Rational or reasoning for the change.

B. Justification or purpose for the change (message the School Board wishes to convey to the public through the change).

C. Significance or impact the change will have.

The School Board shall conduct a public hearing to receive community input at the regular monthly meeting immediately preceding the meeting at which the School Board may consider and act upon the Superintendent's recommendation. The portfolio forming the basis for the Superintendent's recommendation shall be presented during the hearing and contain the same components. The document shall be available for public viewing until the day the School Board is scheduled to vote on the matter.

Approved: May 13, 2009

Ref: La. Rev. Stat. Ann. §§17:81, 17:85, 42:267; Board minutes, 6-18-97, 7-17-01, 6-18-02, 4-15-03, 5-13-09.

CADDO PARISH SCHOOL BOARD
POLICY MANUAL
File: FEB

FEB - SELECTION OF ARCHITECT/ENGINEER
(Selection of Architect/Engineer Policy and Procedures)

Caddo Parish School Board has a need for professional architectural and/or engineering design services from time to time. It is the intent of the Board to review the need for those services and to appoint a competent qualified architect/engineer accordingly in an objective and equitable manner.

Architects/engineers for specific construction projects shall be recommended by the staff to the Board.

Procedures: Pursuant to the policy, the following procedures shall be used to distribute selection among qualified firms, preferably whose principal offices are located in Caddo Parish.

1. Advertisement:

    a. An advertisement shall be placed in the legal notice section of the newspaper announcing the intent of architect/engineer employment and asking interested firms to respond with their interest.

    b. The legal ad shall include a description of the type of work and/or the scope of the project and a response date.

    c. The architect's/engineer's response to the advertisement shall include the uniform information outlined below under evaluation criteria.

    d. A copy of this same legal notice shall be mailed to all firms with an architect/engineer application form on file with Caddo Parish School Board. These firms shall be asked to update their applications if they so desire.

2. Review:

    a. Staff shall review all applicants using criteria stated under (3. Evaluation Criteria).

    b. Staff may interview applicants based on aforementioned criteria. Should any applicant selected in a final consideration not have previous work experience with the Caddo Parish School Board, staff may conduct a complete interview to determine appropriate work related experience.

3. Evaluation Criteria: The following criteria shall be used by the staff to aid in the evaluation process.

    a. Principal offices located in Caddo Parish.

    b. Experience in school design.

    c. Prior work with Caddo Parish School Board.

    d. How recently were they employed with Caddo Parish School Board.

    e. Size of the firm and staff expertise in relation to the scope of the pending project.

    f. Present work load.

g. Creative design ability and aesthetics.

h. Ability to meet design timelines and budget estimates.

i. Fees distribution among the firms.

j. Visitation to firm's projects.

k. Willingness to consult with Caddo Parish School Board staff on educational program and specifications.

l. Evaluation of prior work performed for Caddo Parish School Board and evaluation by other owners.

m. Willingness to comply with the requirements of Opportunity Caddo. (See Opportunity Caddo Policy DJO.)

n. The firm's utilization of joint ventures or partnerships, where practical, with small and economically disadvantaged businesses listed in the Directory of Small and Economically Disadvantaged businesses.

o. Whether the firm has suggested methods to use Opportunity Caddo Certified vendors.

p. Submission of Architect/Engineer agency profile.

q. Continuity of design.

r. Willingness to participate in a mentoring and/or internship program utilizing CPSB engineering magnet students.

Even though the Caddo Parish School Board encourages the use of architects/engineers of businesses listed in the Directory of Small and Economically Disadvantaged Businesses, architects/engineers are not required to retain or use any such sub-consultants or businesses in performing the work required.

4. The staff shall determine the method by which to judge the criteria and the qualification of applicants.

5. Staff shall compile a list of firms which meet the minimum criteria from which it will make a recommendation to the Board.

6. Alternative Procedure: On construction projects up to $9,500,000 the staff shall present a recommendation to the Board stating their rationale in accordance with the selection guidelines outlined above and others deemed appropriate.

Adopted: December 2, 1981
Amended: December 19, 1984
April 16, 2002
June 19, 2007

FEC - FACILITIES DEVELOPMENT PLANS AND SPECIFICATIONS
(Principles for Planning School Buildings)

A. GENERAL PRINCIPLES OF DESIGN

1. Style of architecture

   a. While the owner is not attempting to specify in detail a style of architecture, the following general criteria should be observed.

      (1) Have a minimum of cubage which cannot or will not be used.

      (2) Avoid the appearance or fact of expensive ornamentation both inside and outside the building.

      (3) The style of architecture should. If possible, improve the general level or architectural excellence of the community.

   b. The architect will be expected to achieve beauty of design without undue construction cost.

   c. Pre-determined styles of architecture or shapes of buildings must not be allowed to outweigh functional considerations or need for economy of construction.

2. Economy of Construction

   a. Design entire building with a view to economy of labor and economy in the use of materials and in the selection of materials.

   b. The most important aspect of economy of construction is economy in the use of space. The building design should reflect the following criteria:

      (1) Keep non-habitable space to a minimum.

      (2) Within the habitable space, hold to a minimum the space devoted to non-instructional uses.

3. Flexibility of Interior

   a. Design building that is highly flexible as to interior arrangement and use, in order to permit adaptation of future changes in educational program.

   b. Suggestions for achieving flexibility:

      (1) Use as few load-bearing partitions as possible.

      (2) Fit as many rooms as possible into a standard unit (module) of construction. The size of the rooms to be determined by the owner after consultation with the architect.

4. Expansibility

   a. Design building for later additions at reasonable cost

   b. Consider future additions in planning corridors, toilets, heating plant, sewers, electric feeders, water mains, etc., but without excessive increase in cost of original structure.

5. Economy of Operation and Maintenance

   a. Design building throughout for economy in operation and maintenance.

   b. Specific suggestions in keeping with these general principals are made throughout this outline. As general guides, owner suggests:

      (1) Use of relatively trouble-free and durable materials and equipment.

      (2) Use of standard sizes, matchable colors and designs, etc. where replacements may be required.

      (3) Design that will permit easy access to all pipes, fixtures and other parts that require inspection, adjustment, cleaning or repair.

6. Health and Safety

   a. Design building throughout with a view to safety of employees and occupants. Follow recommendations of National Fire Protection Association for protection of life and of the building code of the National Fire Underwriters for protection of property, as well as city and state codes.

   b. Design building so that healthful conditions of light, heating, air conditioning and ventilation are maintained.

   c. Design building so that sanitation is easily maintained, especially in lunchrooms, kitchens, toilet rooms, etc.

B. LIGHTING - HEATING - VENTILATING (Optimum physiological comfort without excessive initial cost, operation cost and maintenance cost should be the guiding principle under this heading.)

1. Lighting

   a. Louisiana Sanitation Code will be the reference points in evaluating the adequacy of the lighting system.

b. Sunlight and electric light are to be considered as complementary factors.

2. Heating and Ventilating

a. Thermal comfort levels will be maintained in keeping with any applicable building code, board policy and approved energy conservation management guidelines (Policy ECF).

b. Natural gas will be the energy preferred source for heat.

3. Attention is directed to the need for close coordination among the architect, mechanical engineer and the owner in arriving at a system of total design which will produce an effective environment with coordinated architectural and mechanical elements.

C. GENERAL CONDITIONS

1. Budget

a. After consultation with appropriate central staff and building level administrators, owner will prepare a budget for the overall program and for each project.

(1) The architect will be required to design the project within the established budget.

(2) The owner reserves the right to reject all bids in excess of the budget amount.

(3) It shall be the responsibility of the architect to redesign the building, in the event of bid rejection, at no additional cost to the owner to meet the budget figure.

D. RESPONSIBILITY OF OWNER FOR TESTING DESIGN AND MATERIALS

Throughout the selection of materials and construction of the project, the architect and owner shall jointly agree on materials to be tested by a recognized laboratory and such tests, as deemed necessary, shall be made to insure the meeting of specification requirements. The owner will select the testing laboratory and pay the cost of the service.

E. BONDED CONSTRUCTION

1. All roofs shall be subject to a two-year parts and labor warranty by the installing contractor with an additional eight-year minimum pro-rated manufacturers warranty.

2. The general contractor shall provide the usual one-year warranty for the entire project.

F. THE OWNER WILL PROVIDE

1. Statement of exact location of site.

2. Complete survey of site.

3. Program of requirements for the building including:

   a. List of types and numbers of rooms with such information regarding size, function and relationships as to provide a clear picture of the educational requirements of the project.

   b. Statement of needed provisions for future expansion.

   c. Description of any special features of the educational program and any other special conditions or requirements affecting the development of the project.

4. The owner will furnish test boring and porosity data for soils and other pertinent information.

G. ARCHITECT'S RESPONSIBILITY

The architect shall be required early in the planning of a building to submit preliminary plans to the proper state and local authorities for their study and approval and to secure from such authorities approval of the completed plans before advertising for bids again.

H. SELECTION AND WORK PROCEDURE OF ARCHITECTS

1. The superintendent shall sign an architect's contractual agreement with the architect for each project, after the buildings and grounds committee has made the selection of the architect for the project, said selection to be subject to the approval of the Caddo Parish School Board.

2. No architect shall be selected for any new construction until after the budget has been made out for that project.

3. When an architect has been selected for a project, he shall be available to the superintendent or anyone the superintendent designates to work on a consultative basis in the preparation of the educational requirements for the building, such requirements finally to be provided by the superintendent to the architect in writing. Upon receipt in writing of the educational requirements

for the building, the architect shall begin immediately the preparation of floor plans for the building. During the preparation of such floor plans, he shall consult with the superintendent and anyone he designates. It shall be the responsibility of the superintendent to carefully consider these floor plans with the right to make any suggestions for their alteration and finally to approve them for final design. Following such acceptance by the superintendent of the floor plans, the architect shall proceed to complete the plans and specifications for the building, consulting continually with the superintendent and his staff on the completion of the plans. When the plans and specifications are completed to the satisfaction of the superintendent, they shall be presented to the board for its consideration. It being understood that any acceptance of final plans and specifications shall be contingent upon the cost of the building coming within the amount budgeted.

I. SERVICES OF ARCHITECTS AND ENGINEERS NOT COVERED ABOVE

1. Engineers

   a. The owner will not dictate to the architect the firm or firms of engineers employed by the architect other than to stipulate that these firms be domiciled in Caddo Parish, unless an unusual problem is encountered requiring services not available in Caddo Parish.

2. Civil Engineers

   a. In the purchase, sale and development of land, services of registered civil engineers may be required to provide:

      (1) metes and bounds surveys;
      (2) topographic surveys; and,
      (3) site improvement plans and specifications.

3. Structural Engineers

   a. Advice from registered structural engineers may be required relative to the physical condition of school plants. This results in a written report relative to the structural soundness of the building and recommendations for remedial work, if required.

4. Mechanical Engineers

   a. Advice from registered mechanical engineers may be required relative to the physical condition of heating and cooling systems, water supply systems and waste disposal systems. This results in a written report relative to the condition of the mechanical, water or waste system and recommendations "or remedial work if required.

5. Electrical Engineers

   a. Advice from registered electrical engineers may be required relative to modification to electric systems to accommodate new equipment, building changes, lighting equipment extensions and the general safety of the power supply. This results in a written report and recommendations for modification, if required.

6. Architects

   a. Advice from registered architects may be required concerning feasibility studies and cost estimates relative to renovation of existing plants. A budget is difficult to establish without data produced as a result of careful study.

7. Selection and Employment

   a. Historically, the superintendent has been 'authorized to select and employ professional personnel to render service as briefly enumerated above. In practical application, engineers are selected, if possible, who have previously worked on plans for the building when constructed or renovated; and, in the case of surveys, etc., the work is rotated among the several firms.

Revised: August 8, 1969
Revised: June 18,2002

FEF - CONSTRUCTION CONTRACTS BIDDING AND AWARDS

Caddo Parish School Board believes in the principle of open and fair competition to insure the lowest price for the highest quality service and product. To insure that all contractors have adequate notice of requests for bid, all formal bids will be advertised in a major minority newspaper as well as in the official journal approved by the Board. Further, on all requests for quotations on smaller construction jobs, quotations will be sought in an equitable manner from Opportunity Caddo Certified businesses listed in the Directory of Small and Economically Disadvantaged Businesses, as well as other contractors. Bids and quotations will be awarded consistent with the provisions of the Louisiana Public Bid Laws, which allows entities to use contractors of choice for projects under $100,000. For contracts below $100,000, considering guidelines and other information provided by Fair Share Administration, a list of contractors that are invited to bid the project will be developed by the Department of Construction & Capital Projects. An invitation to bid the project will be sent to all of the contractors selected.

All construction bid advertisements and requests for bid shall contain the following statement: "The Caddo Parish School Board desires that Bidders make a good faith effort to reach the aspirational goal of 25% utilization of Economically Disadvantaged Businesses." To facilitate tracking, general contractors shall complete Opportunity Caddo Fair Share Form 1A, Form 1B and Form 2. Failure to follow instructions and submit the required forms may result in a bid being declared non-responsive.

One copy of all construction requests for bid plans and specifications shall be furnished without charge to trade organizations and association as determined by the Department of Construction & Capital Projects and Fair Share Administration.

Adopted: January 19, 1983
Amended: July 3, 1990
Revised: April 16, 2002
Revised: December 20, 2005

CADDO PARISH SCHOOL BOARD
POLICY MANUAL
File: FF

FF - NAMING NEW FACILITIES

The naming of new facilities or the renaming of existing facilities is occasioned by different and varied circumstances, Because of the historical significance of such action, care should be given to the process used to determine a name.

It shall be the policy of the Caddo Parish School Board to act upon the superintendent's written recommendation for the name of a new facility or the renaming of an existing facility. In accordance with state law, facilities may be named in honor of a deceased person. Portions of a facility may be named in honor of a living person.

The board is desirous of receiving broad-based community input. It is expected that interested citizens will want to participate in the naming or renaming of school facilities. The superintendent's recommendation may be based on a request from an individual, a group of concerned citizens from a particular school community or from the staff of an individual school. Such requests must be in writing and submitted not less than ninety days prior to the board acting upon the superintendent's recommendation. Written requests to the superintendent shall, as a minimum, include the following components:

a. Rationale/background for the name being recommended. If the facility is to be named in honor of a person, the person shall have contributed to the advancement of humanity either on the local, state, or national level and shall have been a positive role model for young people.

b. Justification/purpose - The justification shall include the message(s) the board hopes to convey to the public through its choice of a name.

c. Significance - What is the anticipated impact from the choice?

The superintendent will verify through research by appropriate professional staff, the accuracy of information contained in portfolios presented to him.

The board will conduct a public hearing to receive community input at the regular monthly meeting immediately preceding the meeting at which the board is expected to consider and act upon the superintendent's recommendation. The portfolio forming the basis for the superintendent's recommendation will be presented by the superintendent during the hearing and shall contain the same components outlined above. The document will be available for public perusal until the day the board is scheduled to vote.

Adopted: June 18, 1997
Revised: July 17, 2001
Reviewed &
Re-enacted: June 18, 2002
Revised: April 15, 2003

Legal Reference: LA.R.S. 14:316

SUMMARY OF DRAFT POLICY MANUAL
CADDO PARISH SCHOOL BOARD

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EQUAL EMPLOYMENT OPPORTUNITY

The Caddo Parish School Board and all offices under its jurisdiction declare that no person shall, on the basis of race, color, religion, sex, national origin, disability, or age, be discriminated against in admission or access to or treatment or employment in, its programs and activities. The School Board is an equal employment opportunity agency and is dedicated to a policy of nondiscrimination in employment or training. Qualified persons, applicants or employees shall not be excluded from any course or activity because of age, race, creed, color, sex, religion, national origin, or qualified disability.

The Superintendent and/or appropriate representative, as designated by the School Board, shall investigate any and all complaints that may be brought against any individual school in the school district in regard to any alleged discriminatory action for appropriate treatment by the School Board.

All employees shall be responsible for complying with this policy. Any form of harassment or discrimination should be immediately reported to the immediate supervisor, who in turn shall report the incident to the Superintendent and/or his/her designee. If the supervisor is the alleged harasser or discriminator, or the employee does not wish to report the matter to his/her supervisor, the employee may submit the complaint directly to the Superintendent or his/her designee for appropriate inquiry, including, when appropriate, investigation. The investigation shall proceed in accordance with policy, *GAMC, Employee Investigations.*

Further, the School Board prohibits retaliation against any individual for making a complaint under this policy or participating in the investigation of any such complaint.

PERSONS WITH DISABILITIES

In accordance with federal and state statutes addressing nondiscrimination of disabled persons, namely Section 504 of the *Vocational Rehabilitation Act of 1973* and the *Americans with Disabilities Act of 1990*, or as either may be subsequently revised, the School Board attests that no qualified person with a disability shall, solely by reason of a disability, be denied the benefits of, be excluded from participation in, or be otherwise subjected to discrimination under any program or activity; nor shall a qualified person with a disability be subjected to discrimination in employment.

Adopted: February 21, 2017

Ref: US Constitution, Amend. XIV, Sec. 1; 20 USC 1681 (*Title IX of the Education Amendments of 1972*); 29 USC 621 et seq. (*Age Discrimination in Employment*); 29 USC 701 et seq. (*Vocational Rehabilitation and Other Rehabilitation Services*); 42 USC 2000d (*1964 Civil Rights Act*); 42 USC 12101(*Americans with Disabilities Act of 1990*); Constitution of Louisiana, Art. I, Sec. 3, Art. X, Sec. 10; La. Rev. Stat. Ann. §§17:111, 23:301, 23:302, 23:303, 23:311, 23:312, 23:314, 23:323, 23:332, 23:334, 23:342, 23:352, 23:368; Griggs v. Duke Power Company, 91 S. Ct. 849 (1979); Singleton v. Jackson Municipal Separate School District, 419 F.2d 1211 (5th Cir. 1979); Board minutes, 6-15-77, 5-7-86, 11-27-01, 6-18-02, 2-21-17.

INDIVIDUALS WITH DISABILITIES

The Caddo Parish School Board believes that no otherwise qualified person shall, on the basis of disability, be subjected to discrimination in employment, promotion demotion, transfer, or any employment-related function or process, under any program or activity in the Caddo Parish School System.

The School Board further believes that no student, parent or other citizen with a disability should be denied access to any program or activity, where reasonable accommodations may be made without imposing undue financial or administrative burdens, or where such modifications would result in a fundamental alteration in the nature of the program or activity.

REASONABLE ACCOMMODATION

The School Board will make every effort to provide reasonable accommodations for the known disabilities of its employees and/or applicants. A *reasonable accommodation* is defined as a modification to the job or work environment that will enable a qualified individual with a disability to enjoy equal employment opportunity.

In general, it is the responsibility of the applicant and/or employee with a disability to inform the School Board that an accommodation is necessary. This request need not specifically use the term *reasonable accommodation*, but need only let the School Board know that, because of a medical reason, some adjustment of change is needed in order for the employee to perform his/her job. If an employee requests an accommodation and the need for such is not obvious or if the School Board does not believe that the accommodation is needed, the School Board may request that the employee provide documentation from his/her physician regarding the employee's functional limitations in order to support the request. The School Board is not required to provide an accommodation that is primarily for the personal use of the employee. The School Board further is not required to provide an accommodation which would result in an undue hardship on the School Board.

Requests for a reasonable accommodation need not be in writing, but such is preferred. It is also permissible for another person, such as a friend, family member, or physician, to request an accommodation on behalf of an employee. The employee who believes that a reasonable accommodation is necessary should report such to his/her immediate supervisor. The supervisor will then report the request to the Division of Human Resources. At that point, the appropriate director within the Division of Human Resources, together with the employee's immediate supervisor, shall meet with the employee to discuss the request and attempt to identify possible accommodations which could be made in order to allow the employee to perform the essential functions of his/her job.

Once a request for an accommodation has been made, a Human Resources administrator shall schedule an initial meeting with the employee and his/her immediate supervisor as soon as practical, but in no case longer than fifteen (15) days following receipt of the request. Multiple meetings may be necessary however, before a determination regarding the request can be made.

Following the meeting(s) discussed above, the Superintendent or his/her designee shall render a written decision regarding the request for accommodation, including whether the request is to be granted and how or, if the request is not to be granted, the reasons why. Such report shall be rendered within a reasonable time following the conclusion of the meeting(s) with the employee and the immediate supervisor, but in no instance will the report be rendered longer than thirty (30) days following the last meeting.

In case a decision is made not to grant an accommodation because of an undue hardship, written documentation of the reasons therefore shall be sent to the individual and a copy maintained in the employee's personnel file.

Any employee who is denied a request for accommodation may file a grievance as provided in policy *GAE*, *Complaints and Grievances.*

Adopted: February 21, 2017

Ref: 29 USC 791 (*Employment of Individuals with Disabilities);* 29 USC 794 (*Nondiscrimination under Federal Grants and Programs)*, 42 USC 12101 et seq. (*Equal Opportunity for Individuals with Disabilities)*; La. Rev. Stat. Ann. §§23:322,

23:323, 23:324; Board minutes, 2-21-17.

COMPLAINTS AND GRIEVANCES

The following grievance procedure is established to provide a way for the Caddo Parish School Board and its employees to resolve a grievance that may occur between them. It is the intent of this procedure to provide a simple, straightforward way to resolve grievances at the lowest possible administrative level, as fairly and as quickly as possible.

No reprisals of any kind shall be taken by the School Board or by any member of the Administration against the grievant or any other participant in the grievance procedure by reason of such participation.

Grievances should be processed in a manner that does not interfere with the employee's work and the normal operation of the school system.

It is understood that employees have legitimate questions that pertain to their jobs and are not necessarily grievances. If it is determined that a claim brought pursuant to this policy does not meet the definition of grievance the employee shall be notified. The personnel department always stands ready to assist employees in finding solutions to their problems.

Part I. Definition

A. Board
Board shall mean the Caddo Parish School Board

B. Employee
Employee(s) shall mean any person(s) regularly employed by the Caddo Parish School Board, either full or part-time.

C. Grievance
Grievance shall mean a claim by an employee of the violation, misinterpretation or inequitable application of any of the School Board policies, rules or regulations under which such employee works. The term "grievance" shall not apply in any manner in which (1) a method of review is not prescribed by law, or (2) the School Board is without authority to act. The term “grievance” shall not include a review of employee evaluations which are provided for in the personnel evaluation plan.

D. Days
Days shall mean school days or work days. The days at each level may be extended by mutual agreement of persons involved in resolving the grievance.

E. Immediate Supervisor

Immediate supervisor means the principal or that employee possessing supervisory and administrative authority next in rank above the grievant.

F. Transcript
A written, printed, or typed copy of the testimony.

Part II Procedure

If at all possible the employee who has a grievance should first make every effort to have it settled through a conference with his/her immediate supervisor prior to filing an official grievance.

Level One

A. Grievant(s) shall make a request for formal resolution of the grievance to the appropriate immediate supervisor within five (5) working days of the occurrence of the event upon which it is based. If the request is not submitted within the time prescribed, the employee shall have no further right with respect to the claim or grievance.

B. Within five (5) working days of the receipt of the grievance the immediate supervisor and the grievant(s) shall meet to attempt to resolve the grievance. The immediate supervisor shall receive, investigate and consider information from all affected parties he/she believes is necessary to resolve the complaint.

C. Within five (5) working days following the meeting between the grievant(s), and immediate supervisor, the immediate supervisor shall deliver his written decision by hand to the grievant(s) if possible. If not, the decision shall be sent by certified mail return receipt requested. The immediate supervisor shall document the date(s) of Grievant's receipt of the written decision.

Level Two

A. If the grievant(s) is not satisfied with the disposition at Level One, then within five (5) working days of receipt of the decision, the grievant(s) may appeal the Level One disposition by submitting a written request to the Superintendent's office. If the request is not submitted to the Superintendent's office within the time prescribed, the grievant(s) shall have no further right with respect to the claim or grievance.

B. The Superintendent or his designee shall schedule a meeting with the grievant(s) within ten (10) working days after the appeal is lodged in the Superintendent's office. Notice of the Level Two conference shall be given to the grievant(s) as well as to the individual(s) who rendered the decision at Level One. Documentation from the Level One conference is to be presented as well as any other pertinent file materials.

C. Within five (5) working days following the Level Two conference the Superintendent or designee shall deliver his written decision by hand to the grievant(s) if possible. If not, the decision shall be sent to grievant(s) by certified mail return receipt requested. Copies of the decision shall be sent to the other decision makers and affected parties. The Superintendent or designee shall document the date(s) of grievant's receipt of the written decision.

Level Three

A. If the grievant(s) is not satisfied with the Level Two disposition, the grievant may within five (5) working days of the date of receipt of the Level Two decision request a full hearing before the Superintendent or designee of the grievance. If the request is not submitted to the Superintendent's office within the time prescribed, the grievant(s) shall have no further right with respect to the claim or grievance.

B. The Superintendent or designee shall schedule the full hearing with grievant(s) within twenty (20) working days of the request for a full hearing. The Superintendent or designee may receive at the hearing written statements of witnesses, other written materials and/or interview witnesses, if relevant to the grievance. The hearing is an informal meeting or hearing controlled by the Superintendent or designee. The purpose of the hearing is to resolve the grievance. The hearing shall be recorded by the Superintendent or designee. A transcript shall be provided if the matter is not resolved prior to the matter being presented to the School Board. At the conclusion of the hearing, the Superintendent or designee shall make a written recommendation to the School Board for disposition of the grievance at a meeting of the School Board but not more than thirty (30) working days following the hearing. The matter is then placed on the agenda for disposition by the School Board.

School Board Administrative Procedure

Administration shall provide a copy of the superintendent's or superintendent's designee's written recommendation for disposition of the grievance, a copy of the transcript, the grievance form and all reasons for decisions at all levels, all supporting, rebutting and investigation documentation at all levels, affidavits, and memorandum of counsel if applicable to the School Board and the grievant on the Monday one week prior to the appeal hearing date (mail out deadline). If the grievant would like to submit any additional documents (briefs or arguments only – no new evidence) for review by the School Board, they must present the documents to the Superintendent no later than noon on the Friday before the mail out deadline. All documents are to be maintained in confidence. All documents must be presented utilizing this process or the School Board will not consider the documents. The School Board appeal packet containing this information shall be made available to the School Board on BoardDocs or by hard copy

as requested by School Board members. The Caddo Parish School Board will dispose of the grievance without argument from the parties unless the School Board votes otherwise. If the School Board votes to allow oral argument, the matter shall be rescheduled to allow the parties time to prepare.

Oral Argument

If the School Board allows oral argument, the following procedures shall be followed:

The School Board President shall allow School Board counsel to outline all rules for participants and provide recommended rulings to the School Board regarding objections and other matters raised by the participants.

The grievant and administration will each have ten (10) minutes to present argument. Grievant shall make his/her argument first followed by administration. Grievant may reserve any portion of his/her argument time for rebuttal.

Once oral arguments are completed, the School Board President will ask each School Board member whether they have any questions of the grievant or administration. Questions are limited to two (2) questions per School Board member and are not intended to solicit evidence not presented in the School Board appeal packet. The School Board President will call on each School Board member who desires to ask a question. Appropriate decorum shall be maintained at all times. Inappropriate references to employees or their representatives shall not be allowed and will be called out of order and not tolerated.

The School Board President shall then ask for the Superintendent's recommendation.

Any person whose competency or character will be discussed shall be given notice at least twenty-four (24) hours in advance of the appeal hearing. Any person whose competency or character will be discussed shall have the opportunity to have the matter discussed in closed executive session.

Disposition

The Caddo Parish School Board shall dispose of the grievance in open session. Once a motion is made to dispose of the grievance in open session, there shall be no discussion regarding the motion except to clarify the motion. The Caddo Parish School Board may affirm, reverse or modify the recommendation of the superintendent.

General Matters

A. Whenever the Human Resources Executive director, superintendent or superintendent's designee accesses the personnel file of a grievant, the Human Resources Executive Director, the Superintendent or Superintendent's designee

shall provide notice of the fact and the name and title of the person who was permitted access to the grievant's personnel file.

B. If the School Board will consider matters contained within the personnel file of the grievant, the School Board must vote to access the personnel file of the grievant unless the grievant consents to School Board member access and signs the appropriate waiver. If grievant does not consent to School Board member access, the School Board will place the matter on the agenda to vote regarding accessing the grievant's personnel file at the next regularly scheduled School Board meeting. The School Board hearing will then be placed on the agenda for the following regularly scheduled School Board meeting.

C. The individual School Board members shall maintain confidentiality of the personnel documents accessed. Written notice regarding the School Board members' access to the grievant's personnel file shall be sent to the grievant.

D. A grievant is entitled to representation of his/her choice at all levels of these procedures after Level One. The grievant who chooses to have a representative, shall provide advance notice of the name of the representative and whether the representative is an attorney at least five (5) working days prior to a meeting or scheduled hearing.

Adopted: February 21, 2017

Ref: La. Rev. Stat. Ann. §17:100.4; Pickering v. Board of Education, 88 S. Ct. 1731

(1968); Board minutes, 6-19-74, 2-6-85, 12-16-87, 11-1-89, 12-13-95, 4-15-98, 6-18-02, 6-15-04, 12-20-05, 12-14-10, 5-17-11, 2-21-17.

SEXUAL HARASSMENT/INAPPROPRIATE BOUNDARY INVASION

Sexual harassment is a form of sex discrimination which is prohibited by federal and state law. It is the policy of the Caddo Parish School Board to maintain a learning and working environment that is free from sexual harassment. The policy of the School Board shall specifically prohibit all forms of sexual harassment.

It shall be a violation of this policy for any employee, non-employee volunteer, or School Board member of the Caddo Parish School Board to harass a student, an employee or non-employee volunteer through conduct or communication of a sexual nature as defined by this policy.

The School Board also recognizes that sexual abusers often target children who are suitably passive or needy and then engage in personal boundary invasion behaviors which become increasingly invasive of the child's boundaries. These actions, termed *sexual grooming*, involve the progressive breaking down of normal boundaries, such as physical contact that seems harmless or verbal comments that are designed to flatter and ingratiate the child. It shall be a violation of this policy for any employee, non-employee volunteer, or School Board member of the Caddo Parish School Board to engage in inappropriate boundary invasions of students.

The School Board through the Superintendent or his/her designee shall investigate all complaints, either formal or informal, verbal or written, of sexual harassment and/or inappropriate boundary invasions, and to discipline any employee or non-employee volunteer who sexually harasses a student, employee, or non-employee volunteer of the School Board.

SEXUAL HARASSMENT DEFINED

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct or communication is, either explicitly or implicitly, made a term or condition, of obtaining or retaining employment, of promotion, or of a student's education; or

2. Submission to or rejection of such conduct or communication is used as a factor in decisions affecting an individual's employment or promotion or a student's education including any aid, benefits, services or treatment; or

3. Such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's work performance or education, or creating an intimidating, hostile or offensive working or education environment.

Sexual harassment may include, but is not limited to:

1. Verbal harassment or abuse;
2. Uninvited letters, telephone calls, or materials of a sexual nature;
3. Inappropriate and uninvited leaning over, cornering, patting or pinching;
4. Uninvited sexually suggestive looks or gestures;
5. Intentional brushing against a student's or an employee's body;
6. Uninvited pressure for dates;
7. Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment, promotion, or educational status;
8. Uninvited sexual teasing, jokes, remarks, or questions;
9. Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment, promotion or educational status;
10. Any sexually motivated unwelcome touching; or
11. Attempted or actual rape or sexual assault.

INAPPROPRIATE BOUNDARY INVASIONS

Since it may not be possible to determine whether boundary invasion behaviors are in fact sexual grooming until it is too late, employees shall be required to refrain from actions which may be construed as inappropriate considering the totality of the circumstances. The following are examples of inappropriate boundary invasions which should be avoided by employees or non-employee volunteers.

- Touching children when there is no educational or medical reason to do so.
- Flirting with students or sharing personal information.
- Making comments about a student's body.
- Off color remarks or telling of inappropriate jokes to student(s).
- Having a "special" relationship or giving more than normal individual attention to a particular student.
- Working with an individual student behind a closed door.
- Giving a student rides alone in a non-emergency situation.
- Sending notes, emails, letters, or making phone calls to a student instead of communicating through the parent(s).
- Giving gifts to a student.
- Frequent socializing with a student at school and/or away from school.
- Getting a student out of other classes to see the staff member without educational purposes.
- Inviting students to the staff member's home.
- A combination of any of the above.

This list is not an exhaustive list. If a staff member or volunteer engages in such behaviors, there may be great cause for concern. The bottom line is that such behaviors can cross the line from professional and caring into personal and dangerous and with rare

exceptions are not acceptable.

TRAINING/NOTIFICATION

All employees and School Board members shall receive a minimum of one hour of education and training on preventing sexual harassment during each full calendar year of employment or term of office. In addition, Sexual Harassment and Awareness training shall be provided for students and parents at the student orientation meetings. Building administrators and their designees who accept or investigate a complaint of sexual harassment or inappropriate boundary invasion shall receive additional education and training.

The education and training required may be in person or via the internet through training and educational materials approved by the Superintendent. The Superintendent is responsible for notifying all employees of the policy against sexual harassment and inappropriate boundary invasion and the mandatory training on prevention of sexual harassment. Each principal or building level supervisor is required to maintain records of employees' compliance with the mandatory training.

Copies of this policy shall be circulated to all schools and departments of the Caddo Parish School Board and placed on the School Board's website.

Employees shall be apprised of applicable federal and state law on sexual harassment, including the right of the complainant to pursue a claim under state or federal law, regardless of the outcome of the investigation.

REPORTING PROCEDURES

Any person who believes he or she has been the victim of sexual harassment by an employee or non-employee volunteer of the Caddo Parish School Board, or any person with knowledge or belief of conduct which may constitute sexual harassment of an employee/student or inappropriate boundary invasion of a student, should report the alleged acts immediately to an appropriate School Board employee as designated by this policy. If the complaint involves the employee designated by this policy to receive the report, the report should be made to the highest ranking administrator at the particular school or other site designated by this policy to receive such reports or directly to the appropriate Director of Human Resources. The School Board encourages the reporting party or complainant to use the report form which is available in the administrative office of each building, the Division of Human Resources, or the Employee Assistance Office.

1. In Each School Building. The building principal shall designate the administrators to receive oral or written reports of sexual harassment or inappropriate boundary invasion of a student at the school building level. The principal, assistant principal, coordinator and counselor shall be designated and others if necessary to provide both male and female representation. Students are encouraged to make reports

to a counselor. Upon receipt of a report involving an employee or non-employee volunteer, the administrator, coordinator or counselor must notify the Principal, Director or Supervisor. If the report was given verbally, the administrator, coordinator or counselor shall reduce it to written form within twenty-four (24) hours and forward it to the proper administrator. Failure to forward any sexual harassment report or complaint as provided herein may result in disciplinary action. Complaints may also be filed directly with the appropriate Director of Human Resources or Superintendent.

2. Other Sites. The building administrator designated by the Superintendent at each administrative, support, or maintenance site shall be responsible for receiving oral or written reports. The site supervisor may designate another person to receive complaints. Upon receipt of a report, the designated person shall follow the procedure outlined in paragraph 1 above and notify the Superintendent or his/her designee.

3. System-wide. If the complaint involves the person designated to receive the complaint at his or her school or site, then the complaint shall be filed with the receiver's supervisor or directly with the appropriate Director of Human Resources. If the complaint involves the Superintendent, the complaint shall be filed with the President of the Caddo Parish School Board. If the complaint involves any Caddo Parish School Board member, the complaint shall be filed with the Superintendent.

4. Notice of Policy. Each principal or other person in charge of a building or site owned or operated by the Caddo Parish School Board shall conspicuously post in each building the names of the persons designated to receive complaints, including a mailing address and telephone number, together with a copy of this policy.

5. Malicious False Accusations. A complainant whether employee, student, or non-employee volunteer whose allegations are found to be both false and brought with malicious intent shall be subject to appropriate disciplinary action, which may include, but is not limited to, written warning, demotion, transfer, suspension, expulsion, or dismissal.

6. By the authority of this policy, upon receipt of a report of complaint alleging sexual harassment of any employee or student, or inappropriate boundary invasion of a student, an investigation shall be conducted. Once the investigation is completed, all findings shall be reported to the appropriate Director of Human Resources (Certified or Classified). Neither of these Directors shall be a part of the investigation process. Their office shall be responsible for the investigative process and subsequent recommendation of action to the Superintendent.

INVESTIGATIONS

In conjunction with the provisions found in policy *GAMC, Investigations*, investigations involving alleged incidents of *sexual harassment* or *invasion of personal boundaries* shall proceed as follows:

1. The Superintendent, upon receipt of a report or complaint alleging sexual harassment or inappropriate invasion of a person's boundary by an employee or non-employee volunteer, shall immediately authorize an investigation. The investigation may be conducted by School Board employees or by a third party as may be designated by the Superintendent or his/her designee. The investigating party shall conduct a thorough investigation that results in a formal written report of the findings of fact. During the investigation, the investigating party may seek the advice and assistance of the School Board's attorney in conducting the investigation. The investigation should normally be completed within thirty (30) working days from the date of notification. The investigating party shall provide a written report of the status of the investigation within ten (10) working days to the Superintendent or designee.

2. The investigation shall include personal interviews with the complainant, the individuals against whom the complaint is filed, and others who may have knowledge of the alleged incidents or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigating party.

3. In determining whether alleged conduct constitutes sexual harassment or invasion of personal boundaries, the investigating parties should consider the surrounding circumstances, the nature of the sexual advances, relationships between the parties involved and the context in which the alleged incidents occurred.

4. Informal procedures may be utilized, when appropriate, to handle complaints and resolve and rectify the alleged complaints.

5. The person designated to investigate the complaint shall make a report to the Superintendent or his/her designee upon completion of the investigation. The report may include a finding that the complaint was unfounded, informally resolved, or a recommendation made to the Superintendent for disciplinary action.

ACTIONS

1. Upon receipt of a recommendation that the complaint is valid involving an employee or non-employee volunteer, which has not been informally resolved, the Superintendent shall take such action as appropriate based on the results of the investigation which may include but not be limited to, suspension with or without pay, demotion, or termination.

2. The result of the investigation of each complaint filed under these procedures involving an employee or non-employee volunteer shall be reported in writing to the complainant and the alleged harasser by the appropriate Human Resources Director (Certified or Classified). The report will document any action taken as a result of the complaint.

3. All formal records of sexual harassment proceedings shall be maintained at the Department of Security. No such records of procedures should be maintained at the school location, other work sites or personnel records. Additionally, no record of an unfounded or unsubstantiated complaint shall be filed in an employee's personnel file.

RETALIATION PROHIBITED

Disciplinary action shall be taken against any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment complaint. *Retaliation* includes, but is not limited to any form of intimidation, reprisal or harassment at the time of a report or any time after a report.

RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

Submission of a complaint or report of sexual harassment shall not affect the individual's future employment, promotion, grades, or work assignments. These procedures do not deny the right of any individual to pursue other avenues of recourse which may include the School Board's grievance policy, filing charges with the Equal Employment Opportunity Commission, the Office for Civil Rights, initiating civil action or seeking redress under state criminal and/or federal law.

SEXUAL HARASSMENT AS SEXUAL ABUSE OR CRIMINAL ACTIVITY

Under certain circumstances, sexual harassment of a student may constitute sexual abuse under the Louisiana Children's Code. In such situations, School Board personnel become *mandatory reporters* and shall comply with *Article 609*(A) of the Louisiana Children's Code and directly report the sexual abuse to the Child Protection Unit of the Louisiana Department of Social Services. Also, activity of a criminal nature should be reported by the victim to the police.

MANDATORY REPORTS

The Superintendent shall compile an annual report by February first of each year containing information from the previous calendar year regarding the district's compliance with this policy including the number and percentage of employees that have completed the training requirements, the number of sexual harassment complaints received, the number of complaints finding sexual harassment occurred, the number of sexual

harassment complaints resulting in discipline or corrective action, and the amount of time necessary to resolve the complaint. The report shall be public record.

Revised: March 19, 2019
Revised: March 17, 2020

Ref: 20 USC 1681 (*Title IX of the Education Amendments of 1972);* 42 USC 2000e (*Civil Rights-Definitions*); 29 CFR 1604.11 (*Guidelines on Discrimination Because of Sex – Sexual Harassment*); 34 CFR 100.6 et seq. (*Title VI of the Civil Rights Act of 1964*); La. Rev. Stat. Ann. ''14:41, 14:42, 14:42.1, 14:43, 14:81.4, 17:81, 23:301, 23:302, 23:303, 23:332, 42:341, 42:342, 42:343, 42:344, 42:345; La. Civil Code, Art. 2315; Board minutes, 2-16-94, 1-23-01, 5-22-02, 7-20-10, 3-19-19, 3-17-20.

SECTION 504 OF THE REHABILITATION ACT OF 1973

The Caddo Parish School Board shall respond to employee, student, or parent/guardians' complaints related to the provisions of *Section 504 of the Rehabilitation Act of 1973*, which prohibits discrimination against qualified persons with a handicap solely on the basis of handicap in programs, activities or employment practices as outlined in this policy. An equitable solution of such complaints should be secured at the most immediate administrative level, as fairly and as expeditiously as possible.

DEFINITIONS

1. *Board*. Board shall mean the Caddo Parish School Board.

2. *Employee*. Employee shall mean any person regularly employed by the Caddo Parish School Board, either full or part-time.

3. *Student*. Student shall mean any person who is regularly enrolled in one of the schools of the Caddo Parish School Board.

4. *Parent/Guardian*. Parent/Guardian shall mean any person who is the parent or legal guardian of a student regularly enrolled in one of the schools of the Caddo Parish School Board.

5. *Person with a Handicap*. A person with a handicap is defined as any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment.

6. *Grievance*. Grievance shall mean a claim by an employee, student, or parent/guardian of a violation under *Section 504 of the Rehabilitation Act of 1973* which bans discrimination against qualified handicapped persons solely on the basis of handicap in program, activities, or employment policies.

7. *Immediate Supervisor*. Immediate supervisor shall mean the teacher, principal or that employee possessing supervisory and administrative authority next in rank above the grievant.

PROCEDURE

Every effort should be made to resolve the grievance at the school or department level between the principal or immediate supervisor and the aggrieved.

If the grievance is not resolved to the satisfaction of the complainant, the following procedure shall be followed:

1. The complainant shall report in writing the alleged conduct to the Section 504 Coordinator for the Caddo Parish School Board.

2. Upon receipt of the complaint, the Section 504 Coordinator shall refer grievance to appropriate Division for review and resolution. The written decision of the Division shall be presented to Section 504 Coordinator.

3. If the grievance is not resolved in Step 2, the Section 504 Coordinator shall meet with division personnel and the complainant. The Section 504 Coordinator may review all written decisions and transcripts of previous meetings or may investigate the grievance, conferring with parties involved and other administrative staff. The allegation may be upheld and necessary corrective action taken or the allegation may be dismissed as having no substance as a violation of Section 504 and the matter closed.

4. The complainant may, if not receiving desired satisfaction in Steps 2 and/or Step 3, request in writing an appointment with the Superintendent. (Request for the appointment shall be made to the Section 504 Coordinator, who will establish the appointment at a date and time mutually agreeable to all parties.).

5. The complainant may, if not receiving desired satisfaction in Steps 2, 3, and/or 4, request in writing a hearing before the School Board. (The request to be made to the Section 504 Coordinator. The hearing will be scheduled at a date and time mutually agreeable to all parties.)

Adopted: February 21, 2017

Ref: 29 USC 701 et seq. (*Vocational Rehabilitation and Other Rehabilitation Services*); La. Rev. Stat. Ann. §§17:81, 17:111, 23:302, 23:322, 23:323, 23:324;

Board minutes, 5-19-93, 2-21-17.

STAFF CONFLICTS OF INTEREST

The Caddo Parish School Board as a public body administers public funds and occupies a position of public trust relative thereto. Such a position of public trust demands that, in the performance of his/her duties, every employee of the system should exercise great caution to avoid possible conflicts of interest and any business, professional or financial relationship which, as it relates to his/her employment, may give the appearance of impropriety.

Therefore, an employee should not accept any outside employment or any proffered gift or loan which will in any manner adversely affect the proper discharge and performance of his/her duty and responsibility to the Caddo Parish School Board.

An employee should not use his/her position of employment or exercise his/her influence therein so as to secure any contract involving an expenditure of public funds to any partnership of which he/she is a member or to any corporation in which he/she is a stockholder, officer, director or employee or to any other person or firm from whom or which he/she derives a pecuniary benefit.

This policy is designed chiefly to serve as a guide for employees to avoid possible conflicts between their employment and outside interests. In most situations a possible conflict will be evident. In those situations where doubt may exist as to the propriety of certain relationships or activities, employees are encouraged to make a full disclosure of the facts to the Superintendent prior to entering such relationships or engaging in such activities.

Adopted: February 21, 2017

Ref: La. Rev. Stat. Ann. §§17:81, 42:1101, 42:1102, 42:1111, 42:1112, 42:1113, 42:1115, 42:1115.1, 42:1116, 42:1117; Board minutes, 4-4-79, 5-22-02, 2-21-17.

POLITICAL ACTIVITIES

It is strongly felt by the Caddo Parish School Board that teachers should stress the importance of citizenship responsibilities and the political rights of citizenship to each student. For administrators, teachers and staff to be able to place strong emphasis on these areas, the School Board believes they should have the right to enjoy these privileges, free from any pressures and/or concerns. It is felt that all employees should be free to support candidates of their choice, exercising their own good judgment.

Therefore:

1. All personnel shall be notified that they must not be part of any activity relating to the campaign or election of any candidate for political office during office hours or while on duty, nor use any School Board facility for any such activity. This includes, but is not limited to, making or soliciting contributions to campaign funds, or promoting any candidate by distribution of cards, pictures, handbills, clothing and pins, making telephone contacts, or in any other way. This requirement applies in every school of the system, department of the system and on school buses.

2. Any materials or equipment (for example, mailing lists, copy machines, etc.) owned or held by the School Board, or staff, shall not be made available to any group or individual without the Board's approval.

3. Political Advertising on Board Property:

   The Louisiana Constitution (Art. XI Sec 4) and Louisiana Statutes (R.S. 18:1470) prohibit the use of Board property for erection, display, or posting of any political campaign signs or the appropriation of any public funds or things of value to urge any voter to support or oppose any candidate or electoral proposition.

   Accordingly no political campaign signs shall be erected or displayed on Board property or Board vehicles at any place or time, regardless of the fact that the candidate, or any person urging adoption of an electoral proposition may offer to pay for advertising space board property even when space is offered for non-political advertisement.

   The prohibition contained in the policy shall not apply to:

   A. Signs urging students to vote for students in school elections, such as student council, class officers, and the like.

   B. Bumper stickers or other campaign signs affixed to the vehicles of private

persons, including Board employees, temporarily parked on Board property, while said persons are in the normal course of their duties or tending to their business at a school or Board offices or attending a school function or athletic event, provided that the parking of such vehicles shall be permitted for only the period of time reasonably required for the owner or driver's accomplishment of their duties or attendance at the school or board office, or athletic or school function.

Violation of any aspect of this policy could subject the employee to suspension and/or dismissal.

The Board states that the provisions of this policy shall apply during business hours or while an employee is on official Board business, and is not intended to interfere with personal time or affairs away from offices or school facilities in any way.

Additionally, as provided by Article XI, Section 4, of the Louisiana Constitution, board employees or administrative personnel are permitted to supply in the course of their employment, purely factual information concerning Board sponsored bond, tax or like propositions appearing on a ballot, provided that the communications shall not advocate either support of or opposition to the ballot proposition.

Revised: March 17, 2020

Ref: La. Rev. Stat. Ann. §§17:81, 18:1470; Constitution of Louisiana, Art XI, Sec 4; Board minutes, 8-18-71, 11-27-01, 3-17-20.

SOLICITATIONS

The Caddo Parish School Board shall prohibit employees from accepting or soliciting any gift, favor, service, or other benefit that could reasonably be construed to influence the employee's discharge of assigned duties and responsibilities. An employee who believes he or she has or may have a conflict of interest shall disclose the interest to the Superintendent or designee, who shall take whatever action is necessary, if any, to ensure that the district's best interests are protected.

ENDORSEMENTS

Employees shall be prohibited from recommending, endorsing, or requiring students to purchase any product, material, or service in which they have a financial interest or that is sold by a company that may employ the district employee during non-school hours. Professional employees shall be prohibited from recommending or requiring students to purchase a specific brand of school supplies if there are other brands that are equal and suitable for the intended instructional purpose.

VENDOR PRESENTATIONS IN SCHOOL FACILITES

The Caddo Parish School Board believes that its practices and procedures must reflect fair treatment to all vendors and agents as well as to the employees and pupils of the school system. Consequently, control must be placed on the use of public buildings for the purpose of demonstrating products, explaining services and/or selling or attempting to sell said products or services. Accordingly, vendors, solicitors and/or representatives of agencies, companies or associations shall not be permitted to meet with employees of the Caddo Parish School Board in the public schools or related buildings or facilities for the purpose of demonstrating products, explaining services and/or selling or attempting to sell said products or services. Exceptions shall be as follows:

1. This provision shall not apply to those instances where the School Board and/or the administration deem said presentations in the schools to school employees may be in the best interest of the Caddo Parish School Board, its employees and the community i.e., presentation of textbooks, curriculum materials, etc.

2. This provision shall not apply to insurance agents whose companies have been approved for payroll deductions by the Caddo Parish School Board. However, presentations shall be limited to insurance coverages approved for payroll deduction only and must be presented at regularly scheduled faculty meetings with approval of the appropriate school administrator. A follow-up meeting for all those not present at faculty meetings may be arranged by the appropriate administrators so that all employees are aware of the benefits which are available to them. No other insurance agents or coverage other than that provided by payroll deduction is permitted.

3. This provision does not apply to the responsibilities for the conduct of Caddo Parish School Board business fulfilled by the administrative staff.

SALES

Employees shall be prohibited from using their positions with the district for the purpose of attempting to sell products or services.

Adopted: February 21, 2017

Ref: La. Rev. Stat. Ann. §§42:1111, 42:1112, 42:1113, 42:1115; Board minutes, 11-19-86, 5-22-02, 2-21-17.

GIFTS

GIFTS TO PERSONNEL

The Caddo Parish School Board shall prohibit staff members and employees of the school district from soliciting, accepting, or receiving, either directly or indirectly, any gift from students, parents, or other individuals. However, employees who work in schools may accept gifts from or on behalf of students or former students when the value of the gift does not exceed twenty-five dollars ($25.00) and the aggregate value of all gifts from or on behalf of any one person does not exceed seventy-five dollars ($75.00) in a calendar year.

Acceptance of any form of compensation, gift, or gratuity by any employee of the Caddo Parish School Board from persons or firms doing business with any School Board department is strictly prohibited. Reduced cost and/or free travel expenses are also defined as gifts with regard to this policy. This policy does not preclude, however, acceptance of food or drinks of a social nature or participation in a social event. This policy shall also not preclude the acceptance of campaign contributions for use in meeting campaign expenses by any employee who is or becomes a candidate for election to any public office.

Adopted: February 21, 2017

Ref: La. Rev. Stat. Ann. §§42:1111, 42:1112, 42:1113, 42:1115, 42:1123; Board minutes, 7-15-70, 5-22-02, 2-21-17.

PERSONNEL RECORDS

The Caddo Parish School Board shall require the maintenance of a uniform system of personnel records for all employees. It shall be the responsibility of the Superintendent or designee to keep the records updated and complete in accordance with statutory provisions.

A personnel file shall be accurately maintained in the central administrative office for each present and former employee. These files shall contain applications for employment, references, and records relative to compensation, payroll deductions, evaluations, and such other matters as may be considered pertinent to the proper maintenance of all personnel records. It is the duty of the employee to furnish the personnel office with certificates, transcripts, statements of degrees, and other educational experience related documentation.

The Superintendent shall be designated as custodian of all personnel files and shall have the overall responsibility for maintaining and preserving the confidentiality of the files. The Superintendent may, however, designate another official to perform the duties of records management on the understanding that this official is to be held responsible for granting or denying access to records on the basis of these guidelines.

GENERAL ACCESS TO AN EMPLOYEE'S PERSONNEL FILE

Any school employee requesting to see his/her personnel file shall be given access to his/her entire personnel file, including but not limited to all documents placed in the employee's file on or before September 1, 1987, during normal business hours. The contents of a school employee's personnel file shall not be divulged to third parties without the express written consent of the school employee, except when ordered by a court or by subpoena, or in accordance with this policy. No school system employee other than the personnel file custodian or the Superintendent for the system, or the designee of either, who shall be a school system employee, shall be allowed access to a school employee's personnel file without the school employee's expressed written consent, unless that employee is charged with the duty of supervising that particular school employee's performance. A School Board member or any other person authorized pursuant to this policy shall be permitted to examine any and all records of the school system, except school employee records relative to evaluations, observations, formal complaints, and grievances. However, in accordance with La. Rev. Stat. Ann. §17:81, the School Board, *upon a majority vote of the total School Board membership*, shall have the right to examine any and all records of the school system, including personnel records.

In case a personnel file should be accessed by the School Board or anyone else, the employee whose file was so accessed shall receive written notice of the fact and the name and title of the person who was permitted access. All persons permitted access shall maintain the confidentiality of those documents in the file that are not matters of

public record.
If an employee wishes to review and/or obtain a copy of his/her personnel file, the employee must make a written request to the human resources department and make an appointment to review the file.

REQUESTS FOR ACCESS AND INSPECTION

Additions to Personnel File

No complaint, commendation, suggestion, or evaluation may be placed in the evaluation file unless it meets the following requirements:

1. Each document concerning a school employee shall be placed in the employee's personnel file within a reasonable time and no document, except those resulting from routine recordkeeping, shall be placed in a school employee's personnel file by any school system employee, unless and until that school employee is presented with the original document and a copy thereof prior to its filing.

2. Upon receipt of the original document and copy of the same, the school employee shall sign the original document as an acknowledgement of the receipt of the copy of the document. Such signature shall not be construed as an agreement to the contents of the document. If the employee refuses to sign the original document, the phrase *Refused to Sign* shall be printed on the document by the supervisor who shall then date and sign the document before placement in the employee's personnel file.

Rebuttal and Response

Each school employee shall be given the opportunity to rebut and to respond to a document placed in his/her personnel file including but not limited to any document placed in such file on or before September 1, 1987.

1. The rebuttal and response must be in written form and once filed shall be attached to the document to which the response and rebuttal applies, and thus become a permanent part of the school employee's personnel file as long as the document remains a part of the personnel file.

2. No document or copy thereof, to which a response and rebuttal has been filed, shall be used for any purpose whatsoever unless the rebuttal and response or copy thereof is attached to the document or copy sought to be used.

3. A school employee shall have the right to receive proof of any allegations and statements contained in a document placed in his/her file that the

school employee believes to be inaccurate, invalid, or misrepresented. If such proof is not presented, the document containing the allegations and statement shall be removed from the school employee's personnel file and destroyed.

If, at any time, the School Board takes any personnel action against an employee based upon any document that was placed in the employee's file on or before September 1, 1987, the employee shall be given the opportunity to rebut and respond to such document.

Procedure for Filing of Rebuttal and Response

1. Any rebuttal and response to a document placed in a school employee's personnel file shall be filed by the employee within fifteen (15) working days from the date on which the school employee signs the document acknowledging its receipt.

2. The school employee may be granted an additional ten (10) school days for the filing of the rebuttal and response, provided the school employee requests such an extension in writing addressed to the personnel file custodian within the original fifteen-day period. The personnel file custodian's consent to the ten-day extension of time shall not be unreasonably withheld.

3. The rebuttal and response shall be deemed filed by the delivery of the original and one copy of the rebuttal and response to the personnel file custodian. The personnel file custodian shall then sign and date the original rebuttal and response and file the same into the school employee's personnel file. The personnel file custodian shall also sign and date a copy of the rebuttal and response and return the same to the school employee.

CONFIDENTIAL INFORMATION

Certain items in the personnel records of School Board employees shall be confidential, including:

1. The home telephone number of the employee where such employee has chosen to have a private or unlisted home telephone number because of the nature of his/her occupation with such body.

2. The home telephone number of the employee where such employee has requested that the number be confidential.

3. The home address of the employee where such employee has requested that the address be confidential, except it shall be made available to

recognized educational groups.

4. The social security number and financial institution direct deposit information as contained in the personnel records of an employee of the School Board. However, when the employee's social security number or financial institution direct deposit information is required to be disclosed pursuant to any other provision of law, including such purposes as child support enforcement, health insurance, retirement reporting, or to officials or employees of the school, School Board, Louisiana Department of Education, or Board of Elementary and Secondary Education (BESE), in the performance of duties or responsibilities of the official or employee, the social security number or financial institution direct deposit information of the employee shall be disclosed pursuant to such provision of law.

5. The name and account number of any financial institution to which the public employee's wages or salary is directly deposited by an electronic direct deposit payroll system or other direct deposit system.

The above information shall not be divulged to third parties.

HEALTH AND MEDICAL RECORDS

An employee's health and medical records are deemed confidential and shall be maintained in a separate file apart from the employee's general personnel file. Such records will include:

1. Medical/health records, claim forms, life insurance application, requests for payment of benefits and all other health records of an employee and his/her dependents enrolled in the Caddo Parish School Board adopted insurance plan.

2. All medical records of an employee, all compensation payment records, rehabilitation records, claim records, employer's injury reports, and records submitted to *Second Injury Fund*.

3. Medical information obtained as a result of an employee's request for a reasonable work accommodation due to a disability.

There may be instances where an employee's medical information will need to be made available to certain supervisory personnel, such as where a request for a reasonable accommodation has been granted, to inform a supervisor of necessary work duties or restrictions due to an on-the-job injury, emergency treatment required by the employee, or if specific procedures are needed to aid the employee in case of fire or other evacuations. Supervisors, however, shall not have unlimited access to an employee's medical file or to information about an employee's medical condition which is unnecessary to the performance of the employee's job.

Medical information may also be made available to third parties as required by law or business necessity. For example, the School Board may be required to release such information to government officials investigating the School Board's compliance with the *Americans with Disabilities Act*, to state worker's compensation offices in accordance with Louisiana worker's compensation laws, or to insurance companies where the insurer requires a medical examination before providing health or life insurance to employees.

RELEASE OF PERSONNEL RECORDS PERMITTED

There are conditions under which personnel records of employees may be released. These conditions are:

1. Personnel records may be released to persons other than the affected employee with the written consent of the employee or as required by law or the courts.

2. Information relating to dependents and beneficiaries of deceased employees. Requests for such information may be required to be in writing.

3. In all cases, an employee shall have unlimited access to any and all information contained in or pertaining to his/her own health record.

4. Whenever the School Board receives a written request from another city, parish, or other local School Board for information regarding any instance of sexual misconduct by a current or former employee and the requesting School Board provides a statement from the applicant properly authorizing the release of such information, the School Board shall provide the information requested not later than twenty (20) business days after receiving the request.

ANCILLARY FILES

The school principal or other appropriate supervisors may maintain certain ancillary personnel files. Maintenance of these confidential files shall be the responsibility of the Principal or appropriate supervisor. These on-sight ancillary personnel files may contain administrative data, as well as other data that may be evaluative, critical, or complimentary of the employee. Though not part of the official personnel file maintained in the central office, these ancillary personnel files shall be subject to the same provisions applicable to all personnel files, including access by the employee and the right to be aware of any information stored in the file.

DEFINITIONS

Document means any written or otherwise tangible material intended to be or actually used as a part of or any evidence of the work history of any employee including but not limited to any and all reports, comments, reprimands, correspondence, memoranda, evaluations, observations, and grievances relative to a particular employee.

Personnel file means those file(s) which contain the cumulative collection of any and all documents maintained by the school system with respect to each individual employee.

Personnel file custodians (file custodians) means those persons employed by the school system charged with the duty of maintaining and preserving the personnel files.

Third party means any person or entity not regularly employed, or employed under a contract by the school system in which the employee is employed.

Adopted: February 21, 2017

Ref: 5 USC 552 (*Privacy Act of 1974*); La. Rev. Stat. Ann. §§17:81, 17:440, 17:1231, 17:1232, 17:1233, 17:1234, 17:1235, 17:1236, 17:1237, 17:1238, 23:1127, 23:1131, 23:1293, 44:1, 44:2, 44.4, 44:11, 44:12; Board members, 2-21-17.

EMPLOYEE TOBACCO USE

The use of any tobacco product, smokeless tobacco, or any smoking object/device, including but not limited to electronic cigarettes, advanced personal vaporizers, vape pens, vape mods and similar devices, shall be prohibited on and in all Caddo Parish School Board property and vehicles, and at all school-sponsored or school-approved functions. However, this prohibition shall not be applicable to any tobacco product approved by the United States Food and Drug Administration for sale as a tobacco cessation product and which is marketed and sold solely for such purpose.

School Board property shall include any elementary or secondary school grounds or buildings, any portable buildings, field houses, stadiums, equipment storage areas, vacant land, or any other property owned, operated, or leased by the School Board.

Violations of this policy may subject an employee to appropriate disciplinary action, and the employee may be referred to a tobacco-cessation counseling service.

Adopted: February 21, 2017
Revised: December 19, 2017

Ref: 20 USC 6083 (*NCLB-Non-smoking Policy for Children's Services*); La. Rev. Stat. Ann. §§17:240, 40:1291.1, 40:1291.2, 40:1291.3, 40:1291.11, 40:1291.21; Board minutes, 3-2-98, 11-27-01, 2-20-07, 2-2-17, 12-19-17.

EMPLOYEE DRESS CODE

The Caddo Parish School Board recognizes that teachers and administrators have traditionally upheld high standards of professionalism, including that of appropriate, professional attire. In accordance with that tradition, the Caddo Parish School Board embraces the following standards as they relate to employee dress.

DRESS AND PERSONAL GROOMING

Employees on a daily basis shall dress as professionals, in businesslike attire in order to set a good example for co-employees, students and the general public. Employee dress and grooming shall not detract from the learning/educational environment of students' participation in classes, school programs or other school-related activities. Extremes in style and fit in employee dress and extremes in style of grooming shall not be permitted. Administrators shall be authorized to use their discretion in determining extremes in styles of dress and grooming and what is appropriate and suitable for Caddo Parish School Board employees. No employee shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, blade, symbols, sign, or other things which are affiliated with drugs, alcohol, violence, or gang-related activities. Under no circumstances should employees wear clothing which would be a violation of the *Student Dress Code.*

Adopted: February 21, 2017

Ref: La. Rev. Stat. Ann. §17:81; Board minutes, 6-17-08, 2-21-17.

INVESTIGATIONS

GENERAL INVESTIGATIONS

Concerns about serious situations or conditions within the Caddo Parish School System shall be reported to the Superintendent or his/her designee. Should the Superintendent determine that the situation warrants investigation, he/she shall have the matter investigated by appointing appropriate staff personnel (one or more persons) to make the necessary inquiries. At the conclusion of their investigation, a report shall be prepared for submission to the Superintendent.

Any investigation undertaken in the school system shall be conducted in accordance with the following stipulations:

1. No School Board member shall participate in any manner in an investigation.

2. The Superintendent shall use every means possible to protect School Board personnel from unwarranted personal criticism.

In any investigation into incidents involving accidents or injuries to students or employees, or involving student misconduct, or the competence, honesty or performance of duties of employees, all employees of the Caddo Parish School Board shall, upon reasonable request by the Superintendent or his/her designee, give a statement of the facts and circumstances within the employee's knowledge, or an accounting of the employee's conduct concerning the circumstances which are the subject of the investigation or are related to the matter being investigated.

If deemed appropriate by the Superintendent or his/her designee in the conduct of such investigation, employees, upon reasonable notification, shall appear at the offices of the Superintendent or at such other suitable location within the parish as might be appropriate and convenient in the investigation.

During any such employee interview, the employee may have representation if desired by the employee, but said representation shall be at no cost to the School Board.

PUBLIC ANNOUNCEMENT OF EMPLOYEE DISCIPLINE

The Caddo Parish School Board, in accordance with state law, shall initiate an investigation of an employee, in cases where the School Board has made a public announcement that an employee may be disciplined, whether or not there is an accompanying reduction in pay. The investigation shall proceed as outlined below under Reporting Procedures. Not later than thirty (30) days after the conclusion of the investigation and prior to any School Board action to implement such disciplinary action, the employee may appear, if he/she so determines, before the School Board in open

session and be given a reasonable time, as determined by the School Board, to comment on the investigation and any actions taken or proposed to be taken involving the employee.

These provisions shall not be applicable to any reduction of personnel initiated by the Superintendent.

IMPERMISSIBLE CORPORAL PUNISHMENT OR MORAL OFFENSES

If a student, parent or other person files a complaint in writing with the Caddo Parish School Board accusing a school employee of impermissible corporal punishment or moral offenses involving students, the complaint will be investigated as follows:

Once the complaint is submitted in writing, the site-based administrator or designee shall:

1) Provide employee with a copy of written complaint and request a written response within 24 hours or on following school day. Employee may request an additional 24 hours or school day to provide written statement if circumstances warrant.

2) Initiate investigation.

3) Notify appropriate school director and the Department of Risk Management.

4) Meet with the employee within initial 24-hour investigative period to review allegations as contained in the written complaint. The employee may have representation at the meeting.

5) Submit written findings of the investigation to the school director.

The school director shall:

1) Contact the appropriate personnel director and advise of the complaint. The personnel director may place the employee on paid administrative leave pending results of the initial investigation if he/she feels it is in the best interest of the employee and/or the Caddo Parish school system.

2) Confer with the appropriate personnel director to review the findings of the investigation and determine if the security department should continue the investigation and/or whether the employee shall be placed on appropriate administrative leave. If the security department is assigned the investigation it shall present a status report within ten (10) school days. A reasonable attempt shall be made by security to complete the investigation within thirty (30) school

days. Written findings of the security investigation shall be presented to the appropriate personnel director.

3) Security investigation report will be sent to the Department of Risk Management.

Upon completion of the investigation, the appropriate personnel director shall:

1) Meet with the employee to review findings of the investigation. Employee may have representation present at the meeting.

2) Provide employee copies of investigative materials that may be used to initiate adverse personnel action against the employee.

3) Acquire proper parental consent prior to release of written statement taken from students.

4) Advise the employee of any recommendations that will be made to the superintendent regarding any personnel action.

5) Submit written recommendation to superintendent regarding any recommended personnel action.

Superintendent or his designee will notify the employee within forty-eight (48) hours or two (2) school days of the appropriate personnel action to be taken.

Documentation shall be maintained in accordance with the Louisiana School Employee Personnel Files Act.

If the allegation falls within the definition of abuse as defined in School Board policy *JGCE, Child Abuse*, then all school employees with knowledge of such incidents become mandatory reporters and the allegations must be reported to child protection or law enforcement as provided by state law and School Board policy. Such reporting shall be made and applied in conjunction with the procedures outlined in this policy.

Adopted: February 21, 2017

Ref: La. Rev. Stat. Ann. §§14:403, 17:81, 17:81.6, 17:81.8; Board minutes, 2-21-17.

DRUG-FREE WORKPLACE

The Caddo Parish School supports the objective to provide and maintain a drug-free workplace as defined in the *Drug-Free Workplace Act of 1988*. Manufacturing, distributing, possessing and using illegal controlled substances in or on School Board property presents serious problems and risks for employees and students with resulting negative effects on children, co-workers, families and the public.

In order for the School Board to maintain a drug-free workplace, it shall:

1. Advise all employees through the distribution of this policy that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance and/or intoxicants are prohibited in the workplace and specifying the actions that shall be taken against employees for violation of such prohibition.

2. Establish and maintain a drug-free awareness program to inform employees about:

   A. The dangers of drug abuse in the workplace;

   B. The policy of maintaining a drug-free workplace;

   C. The availability of drug counseling, rehabilitation and employee assistance programs; and

   D. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

3. Notify all employees that, as a condition of employment, the employee shall:

   A. Abide by the terms of this policy; and

   B. Notify the School Board of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

   C. Notify the appropriate granting federal agency within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of such conviction.

4. Take one of the following actions, within thirty (30) days of receiving notice of an employee's conviction:

   A. Appropriate personnel action against the employee, up to and including

termination; or

B. Require such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

5. In order to accomplish the objectives of this policy, the School Board reserves the right, at all times and in any work area, when circumstances warrant or reasonable cause exists, to conduct unannounced reasonable searches and inspections of School Board facilities. These searches shall be conducted by authorized supervisors or search personnel, including drug detection dogs. The areas open to search include but are not limited to lockers, briefcases, desks, boxes, lunch boxes, tool chests, vehicles, and other personal effects of employees.

EMPLOYMENT CONDITIONS

Condition of Continuation of Employment

Compliance with the Caddo Parish School Board's current or amended *Drug-Free Workplace* and *Employee Alcohol and Drug Testing* policies shall be a condition of continuation of employment. Failure or refusal of an employee to cooperate fully, sign any required document, submit to any inspection or test, or follow any prescribed course of substance abuse treatment shall be grounds for discipline, up to and including termination. Violation of any part of these policies shall be grounds for termination.

Consequences of Refusal by Employee

Any employee refusing to consent to testing or to submit a saliva, urine or blood sample for testing when requested by management shall be subject to disciplinary action, up to and including termination of employment. Attempted or actual substitution or adulteration of samples shall be equivalent to refusal to submit to testing or equivalent to a positive drug test.

Prescription Drugs

No prescription drug shall be brought on any property owned or operated by the Caddo Parish School Board by any person other than the one for whom it is prescribed; and such drugs shall be used only in the manner, combination, and quantity prescribed. The use or possession of prescription drugs contrary to this provision shall result in the drug being deemed an illegal drug.

Unauthorized Possession or Consumption of Alcoholic Beverages

Unauthorized possession or consumption of alcoholic beverages by persons on public school property shall result in the person(s) being fined not more than one thousand dollars and imprisoned not less than fifteen (15) days nor more than six (6) months without benefit of suspension of sentence.

DEFINITIONS

Controlled substance is any substance listed in Schedules I through V of Section 202 of the Controlled Substances Act (21 USC 821), and as further defined by federal regulations 21 CFR 1308.11 through 1308.15, and/or La. Rev. Stat. Ann. ' 40:963 et seq..

Conviction is a finding of guilt (including a plea of nolo contendere or imposition of sentence or both) by any judicial body charged with the responsibility to determine the violations of the Federal or State criminal drug statutes.

Workplace is any Caddo Parish School Board property or other site where work is performed by employees of the School Board, whether owned, leased, or used by the school system, at any school-sponsored or supervised activity, in any School Board owned, leased, vehicle, machinery or equipment used in the course of School Board employment, including any school bus or any employee workplace.

Alcoholic Beverage is any fluid or solid capable of being converted into fluid, suitable for human consumption, and having an alcoholic content of more than 6% by volume, including alcohol, but excluding antiseptics, toilet preparations, and scientific/chemical products unfit for human consumption.

Adopted: February 21, 2017

Ref: 20 USC 7101 et seq. (*Safe and Drug-Free Schools and Communities*); 21 USC '812 (*Schedules of controlled substances*); 41 USC 8101 et seq. (*Drug-Free Workplace*); 21 CFR 1308.11 et seq. (*Schedules of Controlled Substances*); La. Rev. Stat. Ann. §§14:91.7, 17:240, 17:405, 40:961, 40:962, 40:963, 40:964, 40:967, 40:968, 40:969, 40:970, 40:971, 40:971.1; Board minutes, 6-21-89, 5-22-02, 2-21-17.

EMPLOYEE ALCOHOL AND DRUG TESTING

INTRODUCTION TO THIS POLICY

The Alcohol and Drug Testing Program is not to be confused with the Employee Assistance Program. (EAP) These programs are located in the same office but function under different policies and procedures. A brief description of each program is outlined below:

EMPLOYEE ASSISTANCE PROGRAM (EAP) AS IT RELATES TO THE ALCOHOL AND DRUG TESTING POLICY

The EAP Office is serviced by a Certified Employee Assistance Professional (CEAP). The EAP Office functions to service employees who are experiencing problems and are seeking assistance. Acceptance of EAP services is completely voluntary. Employees may contact this office in various ways. Some employees visit this office of their own volition, known as a self-referral; while others are recommended to the EAP Office by their supervisor, known as a supervisory-referral. Accepting (and using) EAP services through either method is voluntary. Employees using EAP services will not have their employment jeopardized. The EAP Office is a helping service system with no punitive or judicial authority.

ALCOHOL/DRUG TESTING AND TREATMENT PROGRAM

This program is serviced by a certified Substance Abuse Professional (SAP). This program specifically services:

1. the CPSB Alcohol and Drug Testing Policy;

2. the Department of Transportation (DOT) Requirements for Mandatory Drug Testing for all Safety/Security Sensitive Position (CDL License Holders), within the CPSB. This includes all Bus Drivers, and other CDL holders, and all employees whose principal responsibility is to operate or maintain vehicles owned by the CPSB;

3. the Drug-Free Workplace Requirements; and

4. the Workers Compensation Alcohol and Drug Testing Requirements.

I. STATEMENT OF PURPOSE

A. Caddo Parish School Board (CPSB) fully supports the idea of alcohol and drug-free workplaces for employees and students. The CPSB respects the individual's rights to privacy and also believes that the safety and well-being of its students and employees require that it take legally permissible steps to prevent or eliminate the use or abuse of drugs in the workplace; or the use of alcohol (on the job) by its employees. The CPSB adopts this policy to maintain the safe and efficient operation of its schools, ensure the physical safety of the children of Caddo Parish, and decrease the potential spread of drug use among its students. The CPSB has a compelling interest and commitment to eliminate illegal and unauthorized drug use (including the unauthorized use of alcohol), drug users, drug activities, and drug effects from all of its workplaces. Drug abuse is one of the most serious problems confronting our society today. Unfortunately, neither our workplaces nor our schools are immune from the drug scourge causing such problems. The Board's policy is designed to prevent drug users from obtaining employment positions and to aid in detecting those employees in such positions who use drugs so that they may undergo treatment as a prerequisite to keeping to their jobs.

B. CPSB policy prohibits the unlawful manufacture, distribution, dispensation, possession, or intoxication due to or the use of a controlled substance or alcohol by its employees in any workplace or property owned, leased, or used by the CPSB. This policy also applies to any school-sponsored or supervised activity and to any school board-owned or leased vehicle including school buses.

C. Accordingly, it shall be the policy of the CPSB to vigorously comply with the requirements of the Drug-Free Workplace Act of 1988, and to implement the alcohol and drug testing program herein contained in accordance with Act 1036 of the 1990 session of the Louisiana Legislature (now R.S. 49:1001, et. seq) and the Omnibus Transportation Employee Testing Act of 1991: (USC 49:31306) Federal Register/Volume 59, No.31, (Public Law 102-143, 2 Title V). Employees subject to the federal act shall be subject to an alcohol and drug testing program that will fulfill the requirements of C.F.R. 49 Part 382 and C.F.R. 49 Part 40.

II. DEFINITIONS

Adulterated specimen. A specimen that contains a substance that is not expected to be present in human urine, or contains a substance expected to be present but is at a concentration so high that it is not consistent with human urine.

Alcohol. The intoxication agent in the beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including methyl or isopropyl alcohol.
Alcohol concentration. The alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by a breath test under this part.

Alcohol confirmation test. A subsequent test using an EBT, following a screening test with a result of 0.02 or greater, that provides quantitative data about the alcohol concentration.

Alcohol screening device (ASD). A breath or saliva device, other than an EBT, that is approved by the National Highway Traffic Safety Administration (NHTSA) and placed on a conforming products list (CPL) for such devices.

Alcohol screening test. An analytic procedure to determine whether an employee may have a prohibited concentration of alcohol in a breath or saliva specimen.

Alcohol use. The drinking or swallowing of any beverage, liquid mixture or preparation (including any medication), containing alcohol.

CAP-FUDT-certified laboratory. A laboratory certified for forensic urine drug testing by the College of American Pathologists.

Chain of custody. The procedure used to document the handling of urine specimen from the time the employee gives the specimen to the collector until the specimen is destroyed.

Collection site. A place selected by the CPSB where employees present themselves for the purpose of providing a urine specimen for a drug test, or breath or salvia for an alcohol test.

Confirmation (or confirmatory) drug test. A second analytical procedure performed on a urine specimen to identify and quantify the presence of a specific drug or drug metabolite.

Confirmatory test. A second analytical procedure to identify the presence of a specific drug or metabolite which is independent of the initial test and which uses a different technique and chemical principle from that of the initial test in order to ensure reliability and accuracy.

Confirmed drug test. A confirmation test result received by an MRO from a laboratory.

Confirmation (or confirmatory) validity test. A second test performed on a urine specimen to further support a validity test result.

Controlled Substances. Marijuana, cocaine, amphetamines, opiates, and phencyclidine (PCP).

Designated Supervisor. A Caddo Parish School Board employee trained and authorized to make a determination that reasonable suspicion exists to require an employee to undergo an alcohol or drug test. These designated supervisors are identified by the following positions: Superintendent; Assistant Superintendents (of any position); Directors (of any position) or in their absence, a trained Assistant Director; Cafeteria Managers; School Principals, or in their absence, their trained designee, and only at their assigned school; Transportation Department Supervisors, or in their absence, their trained designee; Maintenance Department Supervisors, or in their absence, their trained designee; and the Technology Manager.

DOT. The United States Department of Transportation.

Drugs. The drugs or controlled substances for which tests are required under this policy are marijuana, cocaine, amphetamines, phencyclidine (PCP), and opiates.

Initial drug test. The test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

Initial validity test. The first test used to determine if a specimen is adulterated, diluted, or substituted.

Invalid drug test. The result of a drug test for a urine specimen that contains an unidentified adulterant or an unidentified interfering substance, has abnormal physical characteristics, or has an endogenous substance at an abnormal concentration that prevents the laboratory from completing or obtaining a valid drug test result.

Laboratory. Any U.S. laboratory certified by HHS under the National Laboratory Certification Program as meeting the minimum standards of Subpart C or the HHS Mandatory Guidelines for Federal Workplace Drug Testing Programs.

Medical Review Officer (MRO). A person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results.

NIDA. The National Institute on Drug Abuse.

NIDA Guidelines. The Mandatory Guidelines for Federal Workplace Drug Testing Programs as published in the Federal Register, Volume 53, No. 69, and any revised guidelines issued by the National Institute on Drug Abuse.

Percent by weight of alcohol. The measurement of alcohol in the blood based upon grams of alcohol per one hundred cubic centimeters of blood.

Positive alcohol test. A result of 0.02 or higher on an alcohol confirmation test.

Positive drug test. A confirmation test which identifies the presence of drugs or controlled substances, or which shows adulteration, or is invalid.

Primary specimen. In drug testing, the urine specimen bottle that is opened and tested by a first laboratory to determine whether the employee has a drug or drug metabolite in his or her system; and for the purpose of validity testing. The primary specimen is distinguished from the split specimen, defined in this section.

Sample. Urine, blood, saliva, or hair.

Specimen bottle. The bottle that, after being sealed and labeled according to the procedures in this policy, is used to hold the urine specimen during transportation to the laboratory.

Split specimen. In drug testing, a part of the urine specimen that is sent to a first laboratory and retained unopened, and which is transported to a second laboratory in the event that the employee requests that it be tested following a verified positive test of the primary specimen or a verified adulterated or substituted test result.

Substance Abuse Professional (SAP). A person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare. For the purpose of this entire policy, a Substance Abuse Professional (SAP) is defined as a: medical doctor, and/or doctor of osteopathy; as well as a licensed or certified psychologist, social worker, and employee assistance professional; and a alcohol and drug abuse counselor certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission (NATICK). State-certified alcohol and drug counselors are not certified to perform DOT evaluations.

Substituted specimen. A specimen with creatinine and specific gravity values that are so diminished that they are not consistent with human urine.

Verified test. A drug test result or validity testing result from a certified laboratory that has undergone review and final determination by the MRO.

III. EMPLOYEE PROHIBITIONS

A. The CPSB shall promote and enforce all of its alcohol and drug-free workplace and school policies. Accordingly, the following activities by any employee are prohibited:

1. The use, possession, manufacture, distribution, dispensation or sale of alcohol or a controlled substance on any property of the School Board and in any vehicle owned or leased by the school board or during working hours and/or during extracurricular school related activities.

2. The storage of any illegal drugs, drug paraphernalia, alcohol or controlled substances in any lockers, desks, automobiles, school buses or in any other School Board property of any kind or character.

3. Being intoxicated or under the influence of an unauthorized controlled substance, illegal drug or alcohol on School Board property, in school board-owned, contracted or leased vehicles, or during working hours and/or extracurricular-school related activities.

4. Any use of alcohol, drugs, or controlled substances off school board property that adversely affects the employee's job performance, or the safety of others at work.

5. Switching, substituting, diluting, adulterating or conspiring to adulterate, switch, substitute, or dilute any urine or blood sample submitted for testing.

6. Refusing to consent or submit to a breath, saliva, urine or blood sample for testing when requested to do so by an authorized school board official, when the employee occupies a safety/security sensitive position or when the employee is required to submit to a post-accident, reasonable suspicion, or rehabilitation (follow-up) testing.

7. Refusing to submit to an inspection of any School Board property or school-owned, contracted or leased vehicles by authorized School Board officials.

8. Refusing to enter and/or follow the requirements of any alcohol or drug treatment, counseling or recovery program in which the employee is enrolled or required to participate by the School Board under this policy.

9. Failure to notify the personnel office of any arrest or conviction under any criminal drug statute or any alcohol-related arrest or conviction within twenty-four (24) hours of the arrest or conviction.

10. Refusal (if requested) to sign a statement of agreement to abide by the School Board employee alcohol/drug testing policy.

11. Refusal by an employee who is required to maintain a commercial driver's license, or who is holding a safety/security sensitive position job, to sign an acknowledgment statement that he/she will submit to random testing for alcohol and/or drugs as long as the employee is in a safety/security sensitive position or required to have a commercial driver's license to perform his or her duties.

12. Refusing to properly and fully complete necessary documents and consent forms as requested prior to testing.

13. Refusing to complete the toxicology chain-of-custody procedures after submission of a urine, saliva or blood specimen.

IV. TESTING PROCEDURES

A. All testing/screening shall be conducted according to applicable state and federal laws and regulations.

B. The designated sample collection site, the laboratory and Medical Review Officer (MRO) shall comply with the guidelines for alcohol and drug testing procedures as designated by state and federal regulations.

C. All procedures used in alcohol and/or drug testing programs, including collection, sealing and labeling of samples, chain-of-custody, storage and transport of specimens, handling of bio-hazardous waste, alcohol and drug testing, reporting of results, review of results and confidentiality of alcohol and drug testing, must be performed according to R.S. 49:1001 et. seq. Testing procedures and facilities used for tests administered to persons subject to DOT regulations shall conform to the requirements of the Code of Regulations, Title 49, Part 40, et. seq. and Part 382, et. seq.

D. Collection of forensic urine specimens shall be collected with a rigorous chain-of-custody, security of the specimen, and with regard to the privacy of the individual. Handling and disposal of bio-hazardous waste shall be according to proper safety procedures.

E. The collection site shall collect enough urine to provide for a split sample, except when an employee not subject to DOT regulations is unable to provide a sufficient amount of urine to permit a split sample. Each specimen shall be subdivided, secured, and labeled and a part of the specimen shall be retained in a secure manner to prevent the possibility of tampering. If the confirmation test results are positive or show adulteration, the employee may have the retained part tested by a second confirmation test done independently at another certified laboratory, if the employee requests the second confirmation test not later than 72 hours after being advised of the results of the first confirmation test. An employee may request the second sample to be tested at another certified laboratory at his or her own expense.

F. Direct observation of the employee during collection of the urine specimen shall not be allowed except under the following circumstances as set forth in R.S. 49:1006:

1. There is reason to believe that the individual may alter or substitute the specimen; or

2. The individual has provided a urine specimen that falls outside the acceptable temperature range as listed in the NIDA guidelines; or

3. The last urine specimen provided by the individual was verified by the MRO as being adulterated based upon the determination of the laboratory; or

4. The collection site person observes conduct indicating an attempt to substitute or adulterate the sample; or

5. The individual has previously been determined to have a urine specimen positive for one or more of the drugs; the testing of which is regulated by 49:1001 et. seq., and is being tested for purposes of follow-up testing upon or after return to service**.**

G. If the collection of a urine sample is performed under direct observation, such direct observation shall be conducted by a person of the same gender. A designated representative of the CPSB shall review and concur in advance with any decision by the collection site person to obtain a specimen under direct observation.

H. Alcohol and/or drug testing of employee specimens shall be performed in compliance with the requirement of a NIDA-Certified or CAP-FUDT certified laboratory.

I. All tests that are confirmed positive shall be reviewed by the MRO according to 49:1001 et. seq.. Negative results will not be reviewed by the MRO, but shall be reported directly from the laboratory to the EAP Office.

J. A confirmation drug test is a test which has been determined to be positive by the MRO. The MRO shall perform analytical procedures to identify the presence of a specific drug or metabolite independent of the initial drug test and using a different technique and chemical principle from that of the initial drug test to ensure reliability and accuracy. Gas chromatography/mass spectrometry (GC/MS) is the only authorized confirmation method for cocaine, marijuana, opiates, amphetamines, and phencyclidine (PCP).

K. A positive alcohol test is any test reported by the testing facility that registers 0.02 or greater on an evidential breath testing (EBT) machine.

L. All test results will be maintained at the EAP Office for reasons of confidentiality.

M. Employees who are required to submit to testing shall be required to report to the location of the sample collection site with appropriate photo-identification within two (2) hours of the notification by their supervisor.

V. POSITIVE TEST RESULTS AND ACTIONS TAKEN THEREAFTER

A. Alcohol

1. If there was, at the time of testing, 0.02 percent or less by weight of alcohol in the employee's blood, no action is required.

2. If there was, at the time of testing, 0.02 to 0.039 percent by weight of alcohol in the employee's blood, the employee shall be removed from his position for a period of twenty-four (24) hours following the administration of the test, and shall be required to undergo a return to duty test with a result indicating an alcohol concentration of less than 0.02 before returning to his position. If an employee continues to have a prohibited alcohol concentration (0.02 to 0.039) eight (8) hours after the first test, the employee shall be subject to evaluation by a Substance Abuse Professional (SAP).

3. If there was, at the time of testing, 0.04 percent or higher by weight of alcohol in the employee's blood, the employee shall be immediately removed from his position, and cannot again perform any job duties until he completes the SAP evaluation, referral, and education/treatment process set forth in Section VIII of this policy and undergoes a return to duty test with a result indicating an alcohol concentration of less than 0.02. The employee may also be

subject to other disciplinary action as determined by the Certified or Classified Personnel Director.

4. If the employee refuses to submit to alcohol testing, the CPSB shall treat this refusal as if the employee had tested at the 0.04 level.

B. Drugs

1. If the employee has a verified positive, adulterated, invalid, or substituted drug test result, he shall be immediately removed from his position, and cannot again perform any job duties until he completes the SAP evaluation, referral, and education/treatment process set forth in Section X of this policy and undergoes a return to duty drug test with a verified negative test result for controlled substances. The employee may also be subject to other disciplinary action as determined by the Certified or Classified Personnel Director.

2. If the employee refuses to submit to drug testing, the Caddo Parish School Board shall treat this refusal as if the employee had received a confirmed positive drug test.

VI. TYPES OF ALCOHOL AND DRUG TESTING

All testing/screening shall be conducted according to applicable state and federal laws and regulations. The following administrative procedures will be used to implement the provisions of this policy.

A. Post-Accident Testing

1. Testing of an employee following an accident for use of controlled substances or to determine whether the employee was under the influence of alcoholic beverages may only be performed when the circumstances include, among other things:

   a. Observable phenomena, such as direct observation of drug use or possession and/or the physical symptoms of being intoxicated from alcohol and/or drugs; or

   b. Information provided by reliable and credible sources or independently verified about alcohol or drug use prior to the accident or at the time of the accident; or

   c. The employee works in a safety-sensitive position for which suspicionless post-accident alcohol and/or drug testing is

mandated by federal or state law or regulation (e.g., school bus drivers).

2. Any employee subject to post-accident testing shall remain readily available for a period of eight (8) hours for alcohol and thirty-two (32) hours for drugs for such testing. Any employee not available for such testing may be deemed by the CPSB to have refused to submit to testing. Such a refusal shall be treated as if the employee recorded a 0.04 or greater test result for alcohol and a positive test result for controlled substances and shall subject the employee to the actions provided for in Section V herein.

3. The employee shall not use alcohol for eight (8) hours after the accident or until he or she undergoes post-accident testing, whichever comes first.

4. If an alcohol test is not administered within two (2) hours following the accident or if a drug test is not administered within thirty-two (32) hours following the accident, the CPSB shall prepare and maintain records stating why the tests were not administered. These tests will not be given if not administered within eight (8) hours after the accident for alcohol or thirty-two (32) hours for drugs.

5. Tests conducted by authorized federal, state, or local officials will fulfill post-accident testing requirements provided they conform to applicable legal requirements and the results are obtained by the School Board.

6. Designated supervisors, as defined by this policy, shall immediately investigate all reports of job-related accidents or injuries involving an employee under their supervision to determine what circumstances may have contributed to the accident. Such investigation shall include a consideration of all circumstances to determine whether the employee was intoxicated at the time of the accident due to alcohol and/or drugs. If there is reasonable suspicion to believe that the employee was intoxicated or under the influence of controlled substances at the time of the job-related accident or injury, the designated supervisors, as defined by this policy, may demand the employee submit himself or herself to be tested for alcohol and/or any controlled substances. The employee shall be directed or taken to the sample collection site previously identified by the EAP office as soon as possible after the job-related accident.

B. Reasonable Suspicion Testing

1. Any employee may be required to provide a urine, saliva, and/or blood sample when there is reasonable suspicion that the employee is using controlled substances or alcohol or is under the influence of either while on the job.

2. Employees shall be tested for alcohol and/or controlled substances when the CPSB has reasonable suspicion to believe that the employee has violated the prohibitions in this policy concerning alcohol and/or controlled substances, or if the employee's behavior and appearance indicate alcohol or drug use. The CPSB's determination that reasonable suspicion exists to require an alcohol and/or drug test must be based on a specific, contemporaneous, articulable observations by a designated supervisor, as defined by this policy, concerning the appearance, behavior, speech, or body odors of employees. The observations may include indications of the chronic and withdrawal effects of controlled substances. The CPSB cannot allow an employee to remain on duty if alcohol and/or drug use is suspected.

3. A written record shall be made of the observations leading to an alcohol or controlled substances reasonable suspicion test, and shall be signed by the designated supervisor, as defined by this policy, who made the observations within 24 hours of the observed behavior or before the results of the alcohol or controlled substances tests are released, whichever is earlier. The written record shall be made by completing the forms "Reasonable Suspicion Checklist for Supervisors" and "Reasonable Suspicion Checklist" attached hereto as Attachments "A" and "B". This written record shall be forwarded to the EAP Office to be maintained in the EAP Office.

4. Any designated supervisor, as defined by this policy, who because of existing circumstances reasonably suspects that an employee is using alcohol and/or drugs while on the job may request that the employee undergo alcohol and/or drug testing. A designated supervisor, as defined by this policy, may use any of the following observable signs as indicators: observation of drug use; apparent drug or alcohol intoxication; abnormal erratic behavior; recent arrest for alcohol and/or drug-related offenses; written reports from apparently reliable and credible sources; or evidence that the employee tampered with a previous drug test.

5. Any person who has reason to believe that an employee is either using alcohol and/or drugs while on the job, or is under the influence of alcohol and/or drugs while on the job, may contact that

employee's designated supervisor and request that the designated supervisor observe the employee and determine if reasonable suspicion exists to require an alcohol and/or drug test.

6. If reasonable suspicion exists to require alcohol testing, the employee shall not be permitted to perform, or continue to perform his job function until an alcohol test is administered and the employee's alcohol concentration measures less than 0.02, or, 24 hours have elapsed following the determination that there is reasonable suspicion to believe that the employee has violated the prohibitions in this policy concerning the use of alcohol.

7. An employee may be tested when the employee engages in an unsafe on-the-job activity which clearly poses a threat to life or serious personal injury or to the overall operation of the CPSB**,** and there is reasonable suspicion that alcohol and/or drugs contributed to the activity or incident.

8. As to employees subject to DOT regulations, reasonable suspicion testing under this policy is authorized only if the required observations are made during**,** just preceding, or just after the period of work day that the employee is performing a safety/security sensitive function.

9. The following additional mandates apply to employees subject to DOT regulations:

    a. Alcohol testing must be conducted within two (2) hours following the determination of reasonable suspicion. If the testing is not conducted within two (2) hours, the CPSB must prepare and maintain on file a record stating the reason why the test was not promptly conducted.

    b. If the alcohol test is not conducted within eight (8) hours after the determination of reasonable suspicion, the CPSB shall cease attempts to conduct the test and shall state in the records the reason for not administering the test. These records must be submitted to the appropriate DOT department officials upon request.

C. <u>Random Drug & Alcohol Testing</u>

Random alcohol and/or drug testing for employees in safety/security sensitive positions listed in Part XIII of this policy shall be performed and administered as follows:

1. The selection of employees for random alcohol and controlled substances testing shall be made by a scientifically valid method, such as a random number table or a computer-based random number generator that is matched with employees' Social Security numbers, payroll identification numbers, or other comparable identifying numbers.

2. Each employee selected for random alcohol and controlled substance testing under the selection process used shall have an equal chance of being tested each time selections are made.

3. Confidentiality is required to protect the integrity of the testing program. Planned testing dates and the identity of the designated employees must be kept in the strictest confidence. Due to the random selection method, each employee may be subject to testing each time a test is conducted.

4. Employees selected for random testing and each such individual first line supervisors should be notified the same day the test is scheduled, preferably within two (2) hours of the scheduled test.

5. Designated employees shall be required to report to the location of the sample collection site with appropriate photo-identification within two (2) hours of the notification by their supervisor.

6. As to employees subject to the DOT regulations, the CPSB shall select a number of employees to equal an annual rate of not less than twenty-five (25) percent for alcohol and fifty (50) percent for drugs of the total number of employees subject to alcohol and drug testing. The dates for administering random testing must be spread reasonably through the calendar year.

D. Rehabilitation (Follow-Up) Testing

1. In order to monitor employee compliance with any rehabilitation or treatment agreement, alcohol and/or drug testing shall be performed.

2. Continued employment shall be contingent upon each employee's personal responsibility toward maintaining organizational standards and productivity. Monitoring for the presence of alcohol and drug(s) use will be frequent and unannounced. Urine specimens

will be collected under direct observation. Blood, saliva, hair and/or urine may be used as samples for monitoring alcohol and/or drug use. Rehabilitation/EAP testing will continue for 24-months, starting with the date of the positive confirmed drug or alcohol test. Employees who are found to be using alcohol and/or drugs during rehabilitation or treatment shall be subject to termination.

3. Employees participating in rehabilitation or treatment shall be subject to a minimum of six (6) unannounced follow-up alcohol and/or controlled substances tests administered by the CPSB during the twelve (12) month period following entry into the rehabilitation and treatment program. Additionally, the SAP may:

   a. Direct additional testing during this period or for an additional period up to a period of sixty (60) days from the date the employee returns to work; or

   b. Terminate the requirement for follow-up testing in excess of the minimum at any time; or

   c. Conduct follow-up drug testing on an employee during the follow-up alcohol-testing period, when the SAP has reason to suspect drug involvement.

E. Voluntary Testing

Voluntary testing applies to employees who may wish to test at various times to confirm their personal alcohol and/or drug-free status. This will provide employees an opportunity to demonstrate their commitment to the goal of an alcohol and drug-free workplace in their work setting and to set an example for other employees. Such testing will be limited by budget constraints and the number of personnel tested will be controlled by the Assistant Superintendent of Human Resources (or his/her designee).

F. Pre-Employment Testing

1. All employees whose duties require a commercial driver's license (CDL), or whose principal responsibility includes operating or maintaining a CPSB vehicle, shall undergo an alcohol and drug test prior to the first time the employee performs his job functions for the CPSB. No such employee (new or transferred) can perform his job functions unless a pre-employment alcohol test result in a concentration level less than 0.02 and a negative drug test verified by the MRO is received by the CPSB. Testing shall occur:

a. Before the first time that such an employee performs a job function after being newly hired; or

b. Before the first time that such an employee performs a job function after being transferred to such position within the Caddo Parish School System**.**

2. If pre-employment tests indicate an alcohol concentration of 0.02 or greater but less than 0.04, such employee cannot perform or be allowed to perform a job function until his or her alcohol concentration falls below 0.02 on a subsequent test. The employee cannot be re-tested any sooner than eight (8) hours following the previous test.

G. Return-to-Duty Testing

1. An employee who has violated any of the employee prohibitions provisions of this policy shall be evaluated, treated (where indicated), and tested with a result indicating a concentration of less than 0.02 for alcohol, and negative for controlled substances, received before returning to duty.

2. A positive result on a return-to-duty alcohol or drug test indicates a problem that has not been resolved; the employee may not re-test without being evaluated by the SAP.

3. The decision to return the employee to work and to conduct alcohol and drug testing rests with the CPSB. The SAP is to advise the CPSB as to whether the employee has complied with the recommended rehabilitation or treatment program.

4. The CPSB may conduct alcohol and/or drug testing during the employee's rehabilitation or treatment program.

VII. SUPERVISORY AND EMPLOYEE TRAINING PROGRAM

A. Supervisors

1. All designated supervisor, as defined by this policy, shall receive at least one (1) hour of training on alcohol misuse and one (1) additional hour of training on controlled substances use. The training will be used by the designated supervisor to determine whether reasonable suspicion exists to require an employee to undergo testing under the policy. The training shall include the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances. The

training shall also include education on the physical and psychological effects of substance, how to identify substance abusers, how to properly document job performance, when and how to make a referral, how to properly conduct reasonable and random suspicion drug testing and support they can receive from the Employee Assistance Office. This training will be provided every other year.

2. The EAP Office shall maintain written records of all employees who are required to submit to post-accident and/or reasonable suspicion alcohol and/or drug tests. Additionally, the EAP Office shall report to the Superintendent, on a monthly basis, the number of employees required to undergo such testing by each designated supervisor, and of those tested, the number of positive and negative alcohol and/or drug test results.

3. A designated supervisor shall be subject to disciplinary action if he repeatedly refers employees for reasonable suspicion alcohol and/or drug testing and those employees are found to have negative test results.

B. Employees

The CPSB shall provide employees with information about alcohol and drug misuse. All employees must sign the CPSB's notice of the availability of materials.

VIII. CONSEQUENCES FOR VIOLATION OF POLICY

A. Termination

Any employee engaged in the manufacture, sale, trafficking or distribution of any drug identified in Schedules I, II, III, IV, or V of 21 U.S.C. 812 on any property of the school board at any time or in any vehicle owned or leased by the school board at any time, or during his/her working hours, regardless of location or activity, shall be subject to immediate termination and shall not be eligible for rehabilitation.

B. Disciplinary Action up to and Including Termination

1. Compliance with this CPSB Employee Alcohol and Drug Testing Policy is a condition of employment. Any employee who violates this policy shall be subject to disciplinary action, which may include termination.

2. Any employee who, in accordance with this policy, provides a sample that is determined to be positive for the presence of alcohol

or drugs after a confirmatory test, will be required to report to the EAP Office and undergo an assessment, evaluation, rehabilitation, or treatment by a SAP or be subject to disciplinary action.

3. Any employee with a confirmed alcohol and/or drug positive test result shall be given the opportunity for treatment and rehabilitation if all of the following conditions are met:

   a. employee has not had a previous confirmed alcohol and/or drug positive test administered through the EAP office of the CPSB;

   b. his/her work performance has been identified as satisfactory;

   c. he/she is not on current suspension for work performance deficiencies or other personnel problems;

   d. he/she has not been convicted of any prior alcohol and/or drug use, abuse, sale, distribution, trafficking or other alcohol and/or drug related crimes; and

   e. the employee agrees to work harmoniously with the EAP Office.

4. Employees referred to the EAP Office because of a confirmed alcohol and/or drug positive test result must immediately cease any alcohol abuse or drug use. They must subject themselves to periodic unannounced testing for 24-months and must comply with all other conditions of assessment, counseling and/or treatment.

5. Employees who undergo rehabilitation or treatment for alcohol or drug abuse and continue to work must meet all standards of conduct established by the school board and other regulatory guidelines to include the DOT requirements, as well as a satisfactory job performance.

6. Based upon appropriate documentation and established standards of job performance, the School Board may terminate any employee who violates this policy or fails to properly perform his/her job during the 24-month rehabilitation or treatment period. Any confirmed positive alcohol/drug-test result during this period of rehabilitation or treatment shall subject the employee to immediate termination.

7. Employees entering rehabilitation and treatment must demonstrate a commitment to the rehabilitation by formally enrolling and actively

participating in rehabilitation and treatment as outlined by the EAP Office SAP.

8. The Superintendent or his designee may, upon notification of any positive alcohol and/or drug screening test obtained pursuant to this policy, immediately suspend the employee with pay pending confirmatory test, and, upon notification of a confirmed positive alcohol and/or drug test, may suspend the employee with or without pay pending a decision regarding rehabilitation, treatment, termination or other disciplinary action.

9. Refusal by an employee to submit to an alcohol and/or controlled substances test when required by this policy to do so, shall be cause to terminate an employee for willful neglect of duty.

10. Any employee with an alcohol confirmation test or a confirmed drug test received by the MRO may be terminated for neglect of duty, incompetence, and/or failing to follow CPSB policy.

11. Failure of any supervisor to enforce the provisions of this policy will result in disciplinary action for willful neglect of duty.

12. Any employee who tests positive or alcohol or a controlled substance shall be assessed by the SAP. The SAP will conduct an evaluation, provide education, counseling, and/or rehabilitation treatment based upon the employee=s needs. The employee shall be provided the opportunity for treatment and rehabilitation if he/she meets the qualifications and requirements for participation in such programs. The employee who meets the participation standards shall be required to enter a rehabilitation or treatment program as prescribed by the EAP Office. If the employee is unwilling to pursue a rehabilitation or a treatment program or fails to make satisfactory progress within such program, the employee shall be subject to termination.

IX. WORKERS' COMPENSATION ALCOHOL AND DRUG TESTING

A. These standards apply to all employees who are covered by the Louisiana Labor and Workers Compensation Law. With respect to any accident or injury in the course and scope of employment, no employee shall be required to submit to an alcohol and/or drug test except for the reasons in Section VI (A)(1). Pursuant to La. R.S. 23:1201, after a job-related accident or injury, an employee shall have the right to select one treating physician in any field or specialty even if they are directed by CPSB to a sample collection site for post-accident alcohol and/or drug testing as required in Section VI of this policy.

B. For purposes of proving intoxication, all supervisors and Certified or Classified Personnel Director shall rely on the following presumptions set forth in R.S. 23:1081 or as such standards are hereafter amended by the Louisiana Legislature:

1. If there was, at the time of the accident, 0.05 percent or less by weight of alcohol in the employee's blood, it shall be presumed that the employee was not intoxicated.

2. If there was, at the time of the accident, an excess of 0.05 percent but less than 0.08 percent by weight of alcohol in the employee's blood, such fact shall not give rise to any presumption that the employee was or was not intoxicated, but such fact may be considered with other competent evidence in determining whether the employee was intoxicated.

3. If there was, at the time of the accident, 0.08 percent or more by weight of alcohol in the employee's blood, it shall be presumed that the employee was intoxicated.

4. Percent by weight of alcohol in the blood shall be based upon grams of alcohol per one hundred cubic centimeters of blood.

5. If there was, at the time of the accident, evidence of either on or off the job use of a non-prescribed controlled substance as defined in 21 U.S.C. 812, Schedules I, II, III, IV, and V, then it shall be presumed that the employee was intoxicated.

C. Use as Evidence

The results of any alcohol and/or drug test administered under this policy shall be considered admissible evidence in any proceeding related to R.S. 23:1021 et seq. (workers compensation) or R.S. 23:1601(10) (claim for unemployment compensation) and in any other administrative proceeding, hearing or civil litigation where the use of alcohol/or drugs by the employee is relevant.

D. Intoxication Finding

A finding of intoxication at the time of a job-related accident, as a result of testing or an injured employee's refusal to submit to testing shall result in a legal presumption that the accident was caused by intoxication and neither workers= compensation benefits nor unemployment compensation benefits will be allowed as set forth in the Louisiana statute(s).

E. Workers' Compensation Benefits

When an employee is injured because of a job-related accident and after alcohol/drug testing, is determined to be intoxicated under the standards set for in R.S. 23:1081 or the employee refused to submit immediately to such testing, then in accordance with state law such employee shall be presumed to be intoxicated at the time of the accident and may be denied workers' compensation benefits in addition to any other disciplinary action that may be authorized.

F. Unemployment Compensation

A positive alcohol and/or drug confirmatory test result may be used as a basis to terminate an employee for wrongful conduct and to deny unemployment compensation as set forth in R.S. 23:1601, or as the basis for any other disciplinary action.

G. Grievance Procedure

Action to terminate an employee under this policy shall be subject to the grievance procedure and/or any due process hearing that may be required by law.

X. ALCOHOL AND/OR DRUG REHABILITATION FOR EMPLOYEES

A. Voluntary Rehabilitation

1. The following policies apply to employees who do not occupy safety/security sensitive positions:

a. Any employee can voluntarily seek counseling, treatment, or rehabilitation through the EAP Office. Upon voluntary entry into the program, the employee may be tested to establish methods of treatment, level of abuse and types of drugs within the individual=s system. If the employee admits to alcohol and/or drug use, urine testing may not be necessary for the purpose of this policy. These employees will not be reported back to their supervisor or any other CPSB authority as long as they are making satisfactory progress in the rehabilitation program. If an employee has entered rehabilitation on a voluntary basis, and then receives a positive alcohol and/or drug test, thereafter all positive drug test(s) will be reported to the Certified or Classified Personnel Director. All employees are expected to stop using alcohol and/or drugs after voluntarily

entering rehabilitation. Additional confirmed alcohol and/or drug use after entering rehabilitation is considered as a failure of the rehabilitation program. These employees, even though voluntarily identified, shall be required to remain drug free while in the rehabilitation program and shall be tested for twenty-four (24) months.

b. Employees entering treatment or rehabilitation on a voluntary basis will be tested as outlined in Part VII, Section D (Rehabilitation/Follow-Up Testing) of this policy. Employees who do not complete this course of action or fail to respond to these requirements will be reported back to their supervisor and the Certified or Classified Personnel Director for administrative action.

2. The following policies apply to employees who occupy Safety/Security Sensitive Positions:

a. Employees who occupy a safety/security sensitive position or who are subject to DOT regulations, and who admit to alcohol misuse or controlled substances use are not subject to the referral, evaluation and treatment requirements of this policy, provided that:

1. The admission in accordance with the voluntary self-identification policy contained in this section;

2. The employee does not self-identify in order to avoid testing under the requirements of this policy;

3. The employee makes the admission of alcohol misuse or controlled substances use prior to performing a safety sensitive function i.e., prior to reporting for duty; and

4. The employee does not perform a safety sensitive function until he has been evaluated and has successfully completed education or treatment requirements in accordance with the self-identification program guidelines of this policy.

b. The voluntary self-identification policy provides as follows:

1. The CPSB will not take adverse action against an employee making a voluntary admission of alcohol misuse or controlled substances use within the parameters of the policy;

2. The employee will be allowed sufficient opportunity to seek evaluation, education, or treatment to establish control over the employee's drug or alcohol problem;

3. The employee will be permitted to return to safety sensitive duties only upon successful completion of an educational or treatment program, as determined by a drug and alcohol abuse evaluation expert, i.e. employee assistance professional, substance abuse professional, or a qualified drug and alcohol counselor;

4. Prior to participating in a safety sensitive function, the employee shall undergo a return to duty test with a result indicating an alcohol concentration of less than 0.02 and/or a controlled substance test with a verified negative test result for controlled substances use.

B. Rehabilitation for Supervisory Referrals Identified through Reasonable Suspicion Causes

Employees who test positive through reasonable suspicion testing or are found to have drugs in their possession, or admit to drug use, or which are otherwise identified as being involved with illegal drugs or the use of alcohol on the job, will be referred to the EAP Office. Employees referred to the EAP Office for alcohol and/or drug problems will be required to enter a course of treatment as outlined by the EAP Office. These individuals will be required to remain in the EAP program for a period of twenty-four (24) months and will be tested as outlined in Part VII, Section D (Rehabilitation/Follow-Up Testing) of this policy. Employees who do not complete this course of action or fail to respond to these requirements will be reported back to their supervisor and the Personnel Director for administrative action.

XI. CADDO PARISH SCHOOL BOARD AND EMPLOYEE RECORDS ACCESS AND RETENTION POLICY

In accordance with R.S. 49:1011A, any employee, confirmed positive, upon his/her written request, shall have the right of access within seven (7) working days to records relating to his/her alcohol and/or drug test and any records relating to the suspension/revocation-of-certification proceedings. The employee may contact the EAP Office for assistance about his or her records. The CPSB EAP Office shall maintain records covered under the DOT Policy for a period of five (5) years. All other records will be maintained in accordance with the applicable federal or state law.

XII. CONFIDENTIALITY

The CPSB is sensitive to the confidentiality needs of employees and accordingly establishes the following guidelines:

A. This policy requires, except to the extent necessary to conduct any administrative or disciplinary proceedings, or to engage in any civil litigation where the use of drugs or alcohol by the employee is relevant or to comply with any state reporting statutes, will ensure that all information relating to the results of alcohol and/or drug-testing is kept confidential.

B. Documents relating to the results of the alcohol and drug testing policy shall be maintained at the EAP Office and shall not be placed in the employee's personnel file.

C. The employee's confidentiality shall be protected to the extent required by law. Employees shall be identified through their Social Security number or some other alternate method of identification.

D. All disciplinary proceedings resulting from a violation of this policy will be conducted in strict accordance with applicable state or federal law.

XIII. SAFETY/SECURITY POSITIONS

Random alcohol and/or drug testing shall be performed and administered pursuant to this policy for the following employees in safety/security sensitive positions:

1. Bus Drivers
2. Bus Aides
3. Transportation Mechanics involved in maintenance or repair of vehicles used to transport students
4. Driver Education Instructors
5. Vocational Shop Instructors
6. Security Personnel
7. Custodians
8. Vehicle Drivers Requiring Any Commercial Drivers License
9. Pest Exterminators
10. Mechanical/Electrical Repair-persons
11. Plumbers
12. Tractor Drivers
13. Warehouse/Maintenance Personnel
14. Employees whose principal responsibility includes operating or maintaining a CPSB vehicle
15. Cafeteria Personnel
16. Supervisors who exercise direct supervision over those listed above.

Adopted: February 21, 2017

Ref: 49 USC 5331 (*Omnibus Transportation Employee Testing Act of 1991);* 49 CFR 10 (*Maintenance of and Access to Records Pertaining to Individuals);* 49 CFR 40.1 et seq. *(Procedures for Transportation Workplace Drug and Alcohol Testing Programs)*; 49 CFR 382 (*Controlled Substances and Alcohol Use and* Testing); La. Rev. Stat. Ann. §§17:81, 23:897, 23:1081, 23:1601, 49:1001, 49:1002, 49:1005, 49:1011, 49:1012, 49:1015, 49:1111; United Teachers of New Orleans et al. v. Orleans Parish School Board and Jefferson Parish School Board, et al., 142 F.3d 853; Board minutes, 11-18-93, 1-1-93, 1-1-95, 8-19-98, 11-18-03, 2-21-17.

EMPLOYEE HEALTH AND SAFETY

The Caddo Parish School Board recognizes the importance of protecting the health and welfare of students, teachers, and other employees of the educational system from the spread of communicable diseases. The transfer of certain diseases by contact with body fluids may pose a health risk to students, teachers and employees. Therefore, decisions regarding the type of educational and care setting for an infected person should be based on the behavior, neurologic development, and physical interaction with others in that setting. The risk in the school setting should also be considered since children may have a greater risk of encountering infectious agents in a school setting than at home.

It is the responsibility of each and every employee to conduct themselves in a safe and orderly manner. All employees should follow the safe operating practices.

Unanticipated events that may quickly escalate into tragic or catastrophic school-wide situations should be dealt with in accordance with the School Board's *Crisis Management* plan in order to protect the welfare, safety and care of students and staff.

HANDLING BODY FLUIDS IN SCHOOL

All personnel shall be required to follow specific guidelines in the handling of body fluids in the school setting. While the risk of infection may be low, contact with body fluids shall be minimized. Employees who fail to use the precautions outlined in policy *GAMFB, Guidelines for Handling Body Fluids in Schools*, may be subject to disciplinary action.

Adopted: February 21, 2017

Ref: 20 USC 1400-1485 (*Education of Individuals with Disabilities*); La. Rev. Stat.

Ann. §§17:416.16, 17:436, 17:437; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; Board minutes, 2-21-17.

EMPLOYEE COMMUNICABLE DISEASES

The Caddo Parish School Board recognizes the importance of protection of the health and welfare of students, teachers, and other employees of the educational system from the spread of communicable diseases, including AIDS. The provisions contained herein shall be reviewed and revised regularly as necessary to reflect current medical research and legal opinion.

A *communicable disease* shall be defined as persistent or recurring infection which may be potentially transmitted to a susceptible person by contact with an infected individual.

When reliable evidence or information from a public health officer or physician confirms an employee of the School Board has a communicable disease or infection that is known to be spread by any form of casual contact and is considered a health threat to the school population or work environment, the Superintendent may exclude such person from school or employment for not more than five (5) days, or the amount of time required by state or local public health officials. Such staff member shall be excluded unless the public health officer approves return to employment or the condition is no longer contagious.

When reliable evidence or information from a public health officer or physician confirms a staff member has a communicable disease or infection that is known not to be spread by casual contact, the decision as to whether or not the affected person shall remain in school or the employment workplace shall be addressed on a case-by-case basis by a *Review Panel* to ensure due process.

Infected employees shall inform appropriate school officials of the infection so that proper precautions for the protection of the students, other employees, and the infected employee can be taken. Failure to do so may be grounds for termination of employment.

Irrespective of the disease presence, routine procedures shall be used and adequate sanitation facilities shall be available for handling blood or body fluids within the school setting or on school buses. School personnel shall be trained in the proper procedures for handling blood and body fluids and these procedures shall be strictly adhered to by all school personnel (see policy *GAMFB, Guidelines for Handling Body Fluids in Schools*).

REVIEW PANEL

Communicable diseases that are known not to be spread by casual contact shall be addressed on a case-by-case basis by a *Review Panel*. Membership of the *Review Pane*l, procedures for convening the *Review Panel*, and the process used to review the case shall be as outlined in *Health and Safety*, Bulletin 135, Louisiana Department of

Education.

The Superintendent shall provide a written decision to the affected party within three (3) operational days (i.e. a day when the School Board Central Office is open for business) after the *Review Panel* convenes. The written decision shall convey information brought out during the review process and include the rationale for the decision concerning attendance at work by the employee.

APPEALS

Appeals may be made by the affected employee in writing to the Superintendent and subsequently to the School Board as outlined in *Health and Safety*, Bulletin 135, Louisiana Department of Education. If the written decision of the Superintendent is contrary to the majority opinion of the *Review Panel*, a majority of the *Review Panel* has the right to appeal the decision in the same manner as outlined in Bulletin 135.

CONFIDENTIALITY

All persons involved in procedures to assess attendance at work of an employee with a communicable disease that is not spread by casual contact shall be required to treat all medical information about the employee, proceedings, deliberations, and documents as *confidential information*. Records of the proceedings and the decisions shall be kept by the Superintendent in a sealed envelope with access limited to only those persons receiving the consent of the infected person, in accordance with state or federal law.

Before any medical information is shared with anyone in the school or work setting, a "Need to Know" review shall be made which includes the employee or his/her representative, unless the information is required to meet the mandates of federal or state law or regulation, or Louisiana Board of Elementary and Secondary Education (BESE) policy.

Adopted: February 21, 2017

Ref: 20 USC 1400-1485 (*Education of Individuals with Disabilities)*; La. Rev. Stat.

Ann. §§17:81, 17:170, 17:437, 17:1941; *Health and Safety*, Bulletin 135, Louisiana Department of Education; Board minutes, 1-8-86, 2-21-17.

GUIDELINES FOR HANDLING BODY FLUIDS IN SCHOOL

The Caddo Parish School Board shall require all personnel to follow specific guidelines in the handling of body fluids in the school setting. While the risk of infection may be low, contact with body fluids shall be minimized. Employees who fail to use the precautions outlined in the guidelines for handling body fluids may be subject to disciplinary action.

The body fluids of all persons should be considered to contain potentially infectious agents (germs). The term *body fluids* includes: blood, semen, drainage from scrapes and cuts, feces, urine, vomitus, respiratory secretions (e.g., nasal discharge) and saliva. Contact with body fluids presents a risk of infection with a variety of germs. In general, however, the risk is very low and dependent on a variety of factors including the type of fluid with which contact is made and the type of contact made with it.

The following table provides examples of particular germs that may occur in body fluids of children and the respective transmission concerns. The body fluids with which one may come in contact usually contain many organisms, some of which may cause disease. Furthermore, many germs may be carried by individuals who have no symptoms of illness. These individuals may be at various stages of infection: incubating disease, mildly infected without symptoms, or chronic carriers of certain infectious agents including the AIDS and hepatitis viruses. In fact, transmission of communicable diseases is more likely to occur from contact with infected body fluids of unrecognized carriers than from contact with fluids from recognized individuals because precautions are not always carried out.

TRANSMISSION CONCERNS IN THE SCHOOL SETTING
BODY FLUID SOURCE OF INFECTIOUS AGENTS

Body Fluid Source	Organism Of Concern	Transmission Concern
Blood -cuts/abrasions -nosebleeds	Hepatitis B virus AIDS virus Cytomegalo virus	Bloodstream inoculation through cuts and abrasions on hands
*Feces -incontinence	Salmonella bacteria Shigella bacteria Rotavirus Hepatitis A virus	Oral inoculation from contaminated hands
*Urine -incontinence	Cytomegalovirus	Bloodstream and oral inoculation from contaminated hands

Body Fluid Source	Organism Of Concern	Transmission Concern
Respiratory Secretions -saliva	Mononucleosis Common cold virus Influenza virus	Oral inoculation from contaminated hands
-nasal discharge	Hepatitis B virus	Bloodstream inoculation through cuts and abrasions on hands; bites
*Vomitus	Gastrointestinal viruses, e.g., (Norwalk agent Rotavirus)	Oral inoculation from contaminated hands
Semen	Hepatitis B AIDS virus Gonorrhea	Sexual contact (intercourse)

*Possible transmission of AIDS and Hepatitis B is of little concern from these sources. There is no evidence at this time to suggest that the AIDS virus is present in these fluids.

1. Contact With Body Fluids

When possible, direct skin contact with body fluids should be avoided. Disposable gloves should at least be available in the office of the custodians, nurses, or principal. It is recommended that gloves be available in every classroom, and convenient to teachers on playground duty. Gloves are recommended when direct hand contact with body fluids is anticipated (e.g., treating bloody noses, handling clothes soiled by incontinence, cleaning small spills by hand). Gloves used for this purpose should be put in a plastic bag, and sprayed with a solution of 1 part bleach to 10 parts water, mixed fresh, and disposed in a lined trash can, secured, and disposed of daily.

2. Direct Skin Contact

In many instances, unanticipated skin contact with body fluids may occur in situations where gloves may be immediately unavailable (e.g., when wiping a runny nose, applying pressure to a bleeding injury outside the classroom, helping a child in the bathroom). In these instances, hands and other affected skin areas of all exposed persons should be routinely washed with disinfectant soap and water for a full three (3) minutes after direct contact has ceased. Clothing and

other non-disposable items (e.g., towels used to wipe up body fluid) that are soaked through with body fluids should be rinsed and placed in plastic bags. If presoaking is required to remove stains, (e.g., blood, feces), use gloves to rinse or soak the item in cold water prior to bagging. Clothing should be sent home for washing with appropriate directions to parents/teachers. Contaminated disposable items (e.g., tissues, paper towels, diapers), should be handled as with disposable gloves.

3. Removing Spilled Body Fluids From The Environment

Most schools have standard procedures already in place for removing body fluids (e.g., vomitus). These procedures should be reviewed to determine whether appropriate cleaning and disinfection steps have been included. Many schools stock sanitary, absorbent agents specifically intended for cleaning body fluid spills. Disposable gloves should be worn when using these agents. The dry material is applied to the area, left for a few minutes to absorb the fluid, and then vacuumed or swept up. The vacuum bag or sweepings should be disposed of in a plastic bag. Broom and dustpan should be rinsed in a disinfectant. No special handling is required for vacuuming equipment.

4. Handwashing Procedures

Proper handwashing requires the use of soap and water and vigorous washing under a stream of running water for approximately one minute.

Soap suspends easily removable soil and microorganisms allowing them to be washed off. Running water is necessary to carry away dirt and debris. Rinse under running water. Use paper towels to thoroughly dry hands.

Should an ungloved person have any contact with bodily fluids, the person having contact should wash his/her hands for a full three (3) minutes using disinfectant soap and water.

5. Disinfectants

An intermediate level disinfectant should be used to clean surfaces contaminated with body fluids. Such disinfectants will kill vegetative bacteria, fungi, tuberculosis bacillus and viruses. The disinfectant should be registered by the U. S. Environmental Protection Agency (EPA) for use as a disinfectant in medical facilities and hospitals.

Various classes of disinfectants are listed below. Hypochlorite solution (bleach) is preferred for objects that may be put in the mouth.

A. Ethyl or isopropyl alcohol (70%)

B. Phenolic germicidal detergent in a 1 per cent aqueous solution (e.g., Lysol*)

C. Sodium Hypochlorite with at least 100 ppm available chlorine (2 cup household bleach in 1 gallon water, needs to be freshly prepared each time it is used)

D. Quaternary ammonium germicidal detergent in 2 per cent aqueous solution (e.g., Tri-quat*, Mytar* or Sage*)

E. Iodophor germicidal detergent with 500 ppm available iodine (e.g., Wescodyne*)

*Brand names used only for examples of each type of germicidal solution, and should not be considered an endorsement of a specific product.

6. Disinfection Of Hard Surfaces And Care Of Equipment

After removing the soil, a disinfectant is applied. Mops should be soaked in the disinfectant after use and rinsed thoroughly or washed in a hot water cycle before rinse. Disposable cleaning equipment and water should be placed in a toilet or plastic bag as appropriate. Non-disposable cleaning equipment (dust pans, buckets) should be thoroughly rinsed in the disinfectant. The disinfectant solution should be promptly disposed down a drain pipe. Remove gloves and discard in appropriate receptacles.

7. Disinfection Of Rugs

Apply sanitary absorbent agent, let dry and vacuum. If necessary, mechanically remove with dust pan and broom in disinfectant. If necessary, wash brush with soap and water. Disposal of nonreusable cleaning equipment shall be as noted above.

8. Laundry Instructions For Clothing Soiled With Body Fluids

The most important factor in laundering clothing contaminated in the school setting is elimination of potentially infectious agents. Clothing soaked with body fluids should be washed separately from other items. Presoaking may be required for heavily soiled clothing. Otherwise, wash and dry as usual. If the material is bleachable, add 2 cup household bleach to the wash cycle. If the material is not colorfast, add 2 cup of non-hypochlorite solution to the wash cycle.

Adopted: February 21, 2017

Ref: *Information and Guidelines: Prevention of Disease Transmission in Schools, Acquired Immune Deficiency Syndrome (AIDS)*, State of Connecticut, Department of Education and Department of Health Services, March 1985; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; Board minutes, 2-21-17.

HEALTH EXAMINATIONS

The Caddo Parish School Board, through the Superintendent or designee, may require an employee to have a medical examination whenever there is evidence the employee's condition warrants such action, or there is concern for safety. Examinations may also be conducted to determine adequacy of job performance or to meet requirements of state or federal laws. All examinations conducted shall conform to all state and federal requirements. The physician shall be designated by the Superintendent and/or his/her designee, and the cost of the examination shall be paid by the School Board. The School Board may be entitled to reimbursement from an employee for the costs of such employee's or applicant's pre-employment medical examination or drug test, however, if the employee terminates the employment relationship sooner than ninety (90) working days after the first day of work or never reports to work, unless there is a substantial change made to the employment by the School Board.

BUS OPERATOR

All bus operators must pass a physical and eye examination meeting current CDL requirements annually. The physical examination must be conducted by a federal DOT certified physician approved by the CPSB. More extensive and/or frequent exams may be required by the CPSB Transportation Department if the driver has suffered a heart attack or other serious illnesses in which case the operator must produce a certificate of health and must have permission to return to work by a licensed DOT physician approved by the CPSB Transportation Department.

In addition, if the Superintendent or his/her designee determines after investigation that a bus operator's health may be adversely affecting his/her ability to perform his/her duties at whatever age, then the Superintendent or his/her designee may require that the operator submit to a physical examination by a physician of the Superintendent's choosing, to assist in assessing the bus operator's health and possible effects on operation of the vehicle.

Bus operators must pass initial drug and alcohol screening requirements and USDOT directed random testing as specified by the Federal Motor Carrier Safety Administration.

Adopted: February 21, 2017

Ref: 42 USC 12101 et seq. (*Title I, Americans With Disabilities Act*); La. Rev. Stat. Ann. §§17:81, 17:491, 17:491.2, 23:897; *Louisiana School Transportation Specifications and Procedures*, Bulletin 119, Louisiana Department of Education; Board minutes, 2-21-17.

EMPLOYEE ASSISTANCE AND HEALTH PROMOTION PROGRAM

The Caddo Parish School Board recognizes that employees may have personal problems that could affect their overall job performance. Some of these problems are excessive absences, behavior that is causing a disruption at the work site, safety violations, alcohol/drug abuse, and financial problems, all of which may contribute to the employee's poor job performance, high medical claims or even death.

In order to promote a healthy work environment and provide employees with health related issues, the School Board shall establish and maintain an *Employee Assistance Program* (EAP). The purpose of the EAP is to help employees cope with stress and other health related issues by providing discussions regarding problem-identification/ assessment, stress reducing activities, workplace consultation, crisis intervention, referral and follow-up services. The Caddo Parish School Board considers that seeking assistance and support for a myriad of health related issues should be seen as a positive approach to be encouraged and dealt with without jeopardy, and not to be viewed in any sense as an admission of weakness.

SERVICES AND CONDITIONS

The Employee Assistance Program shall be a responsibility of the Division of Human Resources. The Employee Assistance Program shall provide health awareness and education programs designed to inform supervisors and employees about such issues as the harmful effects of alcohol and other drugs, the effects of poor job performance, and other negative conditions that are not conducive in a healthy workplace.

Training and education shall be provided to supervisors to help them identify employees whose work performance may be substandard or affected by alcohol/drug abuse or other harmful behavior. Assessments and/or evaluations of employee health issues, direct counseling of employees or referrals to other professional counseling and assessment services shall also be provided through the EAP. Assessment may include drug screening, physical and/or psychological testing and referral.

VOLUNTARY USE OF THE EAP

Employees may voluntarily use the EAP and shall not have their employment or job security jeopardized because of participation in any EAP activity, including assessment, counseling or treatment. EAP participation, however, does not preclude disciplinary action for behavior or conduct that is unacceptable or in violation of Caddo Parish School Board policy. In cases where an employee is seeking assistance for alcohol and drug abuse concerns, the provisions of policy *GAME, Employee Alcohol and Drug Testing* shall prevail. In this instance, employees should be aware of the consequences for subsequent positive test results. An employee's request for counseling or treatment shall not serve as a basis for denial of benefits, promotional opportunities or the termination of employment. Voluntary use of the EAP shall be confidential and this

information shall not be reported to any person within the Caddo Parish School System, unless mandated by federal and/or state law.

SUPERVISORY REFERRALS

This type of referral is when the supervisor or principal encourages the use of the *Employee Assistance Program* when the performance of an employee appears to be a contributing factor causing disruption in the workplace. The supervisor may use this type of referral for the purpose of helping the employee. The decision to accept assessment, treatment and/or referral is solely the responsibility of the employee.

FITNESS-FOR-DUTY/MANAGEMENT DIRECTED REFERRAL

This type of referral is used to address employee situations that require immediate attention and for which an employee should not be allowed to remain in the workplace until the problem is resolved. Such a referral may ***only*** be issued by the Superintendent, Assistant Superintendent/Chief, or the appropriate Director of Human Resources. The purpose of the referral is to address extraordinary situations where an employee poses a potential hazard or risk to themselves or others in the workplace. It may also be used to determine an employee's fitness to perform the job functions. Some reasons for this type of referral include, but are not limited to:

1. Violence or threats of violence in the workplace;
2. Suicidal/safety risk;
3. Confirmed or self-reported drug/alcohol use in the workplace/safety risk.

The employee may be (1) referred to the EAP office or (2) allowed to obtain services from a health care provider (HCP) selected by the employee who practices in the same area/field of expertise that the EAP office would utilize as a referral to the employee. Any costs for services not covered by the employee's insurance benefits shall be the responsibility of the employee.

The employee has the right to accept or refuse the services. However, if the employee refuses services under this type of referral, appropriate administrative action(s) may be taken concerning the job performance or conduct issue that prompted the referral in accordance with School Board policy.

If the employee participates in the referral process, the employee shall agree that the EAP office shall be contacted in advance of the appointment (whether to EAP provider or HCP selected by the employee) to provide background information about the employee and details of the job performance or conduct issue that is of concern. The employee shall be required to sign a release authorizing the EAP office or HCP to release certain limited information and reports to a designated School Board administrator (Superintendent, Assistant Superintendent/Chief, or appropriate Director of Human Resources). This information shall be limited to the following: whether the employee kept the initial EAP or HCA appointment; whether the employee agreed or

disagreed to follow the EAP's or HCA's recommendations; continuing compliance updates and progress toward fitness for duty; specific recommendations, if any, for allowing the employee to return to work; and closure of services. The EAP office or HCP shall provide this information to the designated School Board administrator (Superintendent, Assistant Superintendent/Chief, or appropriate Director of Human Resources) upon their request for information.

BENEFITS

All appropriate leave-of-absence policies and group insurance coverage shall apply to EAP services as outlined in the organization's insurance plan.

RECORDS

All records created within the EAP shall be stored and maintained within the Employee Assistance Office. These records shall not become part of any employee's personnel file.

All records maintained by the EAP shall be destroyed according to federal or state coding of the subject matter.

Employees shall have access to their records, but the release of that information to another agency, in-house department or the general public (verbally or written) requires a signature from the employees, except when mandated by federal or state law.

CONFIDENTIALITY

All referrals to the EAP office shall be treated as confidential. All employees working in the EAP office and other employees within the district having access to confidential referral information shall sign a statement indicating that he/she shall maintain as confidential, the information submitted to the EAP office or to the designated Administrator. Information may only be shared as necessary to perform the job duties of the individual employee having access to the confidential information. Failure to maintain the confidence of the information submitted shall result in disciplinary action in accordance with School Board policy.

REFERRAL TO OUTSIDE AGENCIES

The EAP may make a referral to an outside agency or other appropriate sources; however, it is the employee's choice to accept such referral(s). **Any costs for services not covered by the employee's insurance benefits shall be the responsibility of the employee.**

Adopted: February 21, 2017

Ref: La. Rev. Stat. Ann. §17:81, Board minutes, 11-18-03, 1-19-10, 11-16-10, 2-21-17.

DANGEROUS WEAPONS

Quality education begins with a safe school environment. The presence of firearms or any dangerous weapon on school campuses or at school-sponsored events presents unnecessary opportunities for students, employees, parents, and others to be seriously injured.

Employees of the Caddo Parish School Board shall be prohibited from bringing firearms, dangerous weapons, or any instrument intended or likely to produce great bodily harm, or any sort of instrument or object which may be used in any way as a weapon, onto school campuses or to school-sponsored events or on a school bus. Employees who violate this prohibition shall be considered as willfully neglecting their duties and shall be subject to disciplinary action against them, up to and including termination. Others who violate this policy shall be subject to expulsion from School Board property.

This policy is not intended to prevent firearms from being brought to school for educationally-related purposes, such as ROTC training, props for drama presentations, gun safety classes, etc. The provisions of this policy shall also not apply to law enforcement officers or school resource officers on school property. For purposes of this policy, the term *firearm* is defined to include both instruments which propel shot by the action of gunpowder (i.e., rifles, shotguns) and instruments which propel shot by the action of air (i.e., pellet guns, BB guns).

FIREARM FREE ZONES

It is unlawful for an employee to intentionally possess a firearm on school property or within 1000 feet of school property, with limited exception, or while on a school bus. The area surrounding the school campus or within 1000 feet of any such school campus, or within a school bus shall be designated *firearm-free zones*. The School Board, in cooperation with local governmental agencies, and the Louisiana Department of Education, shall designate and mark *firearm-free zones* which surround all schools and school property.

Adopted: February 21, 2017

Ref: La. Rev. Stat. Ann. §§14:2, 14:95, 14:95.2, 14:95.6, 17:81; Board minutes, 2-21-

17.

USE OF TELECOMMUNICATION AND OTHER ELECTRONIC DEVICES

TELECOMMUNICATION DEVICES

Employees shall be prohibited from using electronic telecommunication devices such as personal cellular telephones, pagers, beepers or other such devices during the workday unless otherwise authorized or upon prior approval of their immediate supervisor.

Employees may use such communication devices during breaks or in emergency situations. *Emergency* means an actual or imminent threat to public health or safety which may result in the loss of life, injury, or property damage.

Notwithstanding the above provisions, this policy shall not affect the conduct of law enforcement activities including the use of electronic detection devices, dogs or other means of conducting searches for weapons, drugs, or other contraband in whatever manner is otherwise permitted by law and consistent with School Board policy.

Exceptions

School administrators and supervisors may be permitted to carry cell phones in sight due to administrative and safety responsibilities. It is suggested that the phone be in the vibrate mode and used out of the sight of students whenever possible. No personal use of the cell phone is allowed except as provided above for the teachers and staff.

EMPLOYER PROVIDED CELLULAR PHONES

The Caddo Parish School Board may provide cell phones to selected employees to ensure the safety of the educational community and school clientele, as well as to enhance all facets of school operations and procedures to improve the efficiency of the district. The Superintendent shall designate those employees who may be issued cell phones, based on the employees' duties and responsibilities.

Cell phones are not a personal benefit, nor a primary mode of personal communication. Cell phones must be used for school-related business **only**.

School Board personnel shall monitor use of the School Board-owned cell phones for propriety and reasonableness of phone use.

ELECTRONIC RECORDING DEVICES

No employee of the Caddo Parish School Board shall utilize an electronic recording device to surreptitiously record a telephone or face-to-face conversation with any other person while the employee is on duty or where the communication concerns school

matters. To ensure compliance with this policy, and to protect the privacy rights of the individual who is subject to the use of a recording device, a school employee shall, prior to the initiation or use of any recording device to monitor a conversation with a third party, advise the third party that the conversation is being recorded and shall request the permission of the third party to record the conversation, which advice and consent for the recordation shall be documented at the beginning of the recordation of any such conversation. If permission to record is denied by the third party, no employee shall surreptitiously record a conversation with any third party.

This policy shall have no application to the following:

1. A recording made at the direct request and in conjunction with a member of a law enforcement agency pursuant to the investigation of criminal conduct by that agency;

2. A recording made to preserve a criminal threat of personal injury or property damage by a third party, i.e. a bomb threat or threat to physically harm a teacher, student or other person;

3. Due process hearings for employees or students where recordation of the proceedings is required by state law or School Board policy, such as student suspension or expulsion hearings at the Superintendent level, or teacher tenure hearings before the School Board.

CONTACTING SCHOOL BOARD MEMBERS

Employees shall only contact School Board members utilizing email account(s), mailing addresses, or phone number(s) designated by the Caddo Parish School Board member and maintained at the main office. School Board members' official contact information and district supported emails which allow everyone to email individual School Board members shall also be posted on the School Board's website. Blocking of contact information by employees, or School Board members shall not be permitted. Nothing in this policy shall prohibit individual School Board members from providing other means by which employees may contact them or from personally speaking to employees. Nothing in this policy shall prohibit administration from prohibiting spam or mass emails that inhibits the effective utilization of the email system.

Adopted: February 21, 2017

Ref: La. Rev. Stat. Ann. §§14:40.3, 17:81, 17:239; Board minutes, 5-15-01, 11-18-08, 2-21-17.

ELECTRONIC COMMUNICATIONS BETWEEN EMPLOYEES AND STUDENTS

The Caddo Parish School Board shall require that all communications between employees and students be appropriate and in accordance with state law. All electronic or any other communications by employees to students at any time shall be expected to be professional, acceptable in content to any reasonable person, and limited to information that is school-related or is acceptable to both student and parent.

All electronic communication, including electronic mail, by an employee of the Caddo Parish School Board to any student enrolled in a school under the jurisdiction of the Caddo Parish School Board, shall use a means provided by or otherwise made available by the school system for this purpose. All such communication shall be relative to the educational services provided to the student. The School Board shall prohibit the use of any means to electronically communicate with a student that is not related to such educational services, except communication with an immediate family member if such communication is specifically authorized by the School Board.

The School Board recognizes the limitations of its communication system and the convenience associated with employees utilizing their own personal electronic communication devices for relaying information and assignments to their students. The School Board shall permit its employees to use their own personal electronic communication devices for communications between the employee and the employee's students, provided the communications are for an educational purpose and the communication is timely reported to the building administrator.

Any electronic communication made by an employee at any Caddo Parish public school to a student enrolled at any school under the jurisdiction of the Caddo Parish School Board or that is received by an employee at any Caddo Parish public school from a student enrolled at any Caddo Parish public school using a means other than one provided by or made available by the school system shall be reported by the employee, in a manner deemed appropriate by the School Board, to the building administrator within one (1) week of the communication. Records of any such reported communication shall be maintained by the School Board for a period of at least one (1) year.

The School Board may authorize a school principal, or his/her designee, to permit an employee at the school to contact one or more specifically identified students enrolled at the school and be contacted by such student or students using a means other than one provided by or made available by the school, provided the employee has requested and received permission from the principal, or his/her designee, to do so and has provided documentation in writing to the principal, or his/her designee, stating the purpose or purposes for such contact. Such purposes may include but need not be limited to necessary communications relative to extracurricular activities, student athletic activities, community-based youth activities such as scouting, and faith-based activities such as a youth group sponsored by a religious organization.

DEFINITIONS

1. *Electronic Communication* includes any direct communication facilitated by voice or text-based telecommunication devices, or both, computers, as well as those devices that facilitate indirect communication using an intermediate method, including but not limited to Internet-based social networks. It shall also include transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature in whole or in part by wire, radio, electromagnetic, photoelectric, or photo-optical system and pertains to both personal and School Board issued devices.

2. *Electronic mail* – the transmission of text-based information or communication by use of the Internet, computers, a facsimile machine, a pager, a cellular telephone, a video recorder, or any other electronic device or means sent to a person identified by a unique address or address number and received by that person.

3. *Computers* – pertains to any and all computers.

4. *Social networks* – locations on the Internet where users may interact with other users -- examples are Facebook, MySpace, YouTube, and other social networks sites available on the internet.

5. *Improper or inappropriate communications* – any communication between employee and student, regardless of who initiates the communication, that may be viewed as derogatory, sexual or lewd in content, threatening or harassing, discriminatory, simple fraternization, or suggestive in nature.

NOTIFICATION

The School Board shall ensure that at the beginning of each school year each employee, student, and parent, or other person responsible for a student's attendance, be notified of the provisions of this policy and any related procedures or practices regarding communications between employees and students.

The parent or other person responsible for a student's attendance shall also be notified of his/her right to request that his/her child not be contacted through electronic communication by any school employee unless the purpose of such communication is directly related to the child's educational services and is sent to and received by more than one student at the school.

INAPPROPRIATE COMMUNICATIONS

The School Board is aware that the reputations and careers of students and educators have been damaged due to inappropriate communications between parties. Therefore, it is the intent of the Caddo Parish School Board to make all employees and students

aware of the expectations and procedures of the school system and the School Board in regard to proper use of all telecommunication devices and computers if used to communicate with one another. The policy is not intended to limit the use of technology as an effective teaching tool.

In addition to reporting communication to or from students not made through the means provided by the school system, employees must report to their supervisor at the first opportunity available, *any* student-initiated communication that may be construed as inappropriate.

Employees shall be required to comply with all policies, procedures, and practices established by the School Board regarding direct communications with a student, and any failure to do so may result in disciplinary action, up to and including termination of employment. Extreme circumstances may constitute willful neglect of duty. Should an employee's failure to comply also violate state or federal law, the Superintendent or his/her designee shall report such violation to the proper authorities.

Violations

1. Any violation of this policy shall be immediately investigated by the employee's supervisor, in accordance with School Board policy. The investigation shall include dates, the name of the person reporting the allegation, and the specific allegation made.

2. The supervisor shall meet with the employee to document his/her response to the allegation. The employee shall be required to cooperate fully with the investigation.

3. All information of the investigation shall be provided to the Superintendent and the appropriate Director of Human Resources by the supervisor.

Violations of this policy or any implementing regulations or procedures may result in discipline of the employee up to and including termination of employment

MANDATORY REPORTING

Nothing in this policy shall prohibit or deter the mandatory reporting requirements in cases of suspected abuse/neglect as provided for in policy *JGCE, Child Abuse*, state, and/or federal law.

Adopted: February 21, 2017

Ref: La. Rev. Stat. Ann. §§14:40.3, 17:81, 17:239; Board minutes, 11-17-09, 12-15-09, 2-21-17.

MISCELLANEOUS CONDITIONS OF EMPLOYMENT

INSPECTIONS AND SEARCHES

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

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

SECURITY AND CONFIDENTIALITY

It is the policy of the School Board to maintain strict control over entrance to the premises, access to work locations and records, computer information, and cash and other items of monetary value. Employees who are assigned keys, given special access, or assigned job responsibilities in connection with the safety, security, or confidentiality of such records, material, equipment, or items of monetary or business value shall be required to use sound judgment and discretion in performing their duties, and shall be held accountable for any wrongdoing or acts of indiscretion.

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

ACCOMMODATIONS FOR BREAST-FEEDING MOTHERS

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

1. An appropriate, private room, other than a restroom, that may be used by an employee to express breast milk.

2. A reasonable amount of break time to accommodate an employee needing to express breast milk that, to the extent possible, shall run concurrently with the break time already provided to the employee, and that shall be available to the employee for up to one (1) year following the birth of her

child.

3. Procedures for the employee to notify her supervisor or other appropriate personnel of her intent to make use of the accommodations offered pursuant to this policy and to schedule accordingly.

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

Adopted: February 21, 2017

Ref: La. Rev. Stat. Ann. §17:81; Board minutes, 2-21-17.

CONTRACTS AND COMPENSATION

CONTRACTS

Contracts of employment between eligible employees and the Caddo Parish School Board shall be executed for a specified period of time and compensation in accordance with state law. Unless otherwise stipulated, all employees shall meet all stated position qualifications and/or certification requirements before any contract shall become valid. Renewal or issuance, when possible, of contracts of employment, as well as dismissal or nonrenewal of contract notices, with the exception of performance contracts, shall be issued on or before the last day of each school year, whenever possible.

The execution of an employee contract between the School Board and employee shall be legally binding upon both parties. Teachers without tenure shall be required to have a written contract. Teachers who have gained tenure may not be required to sign a written contract each scholastic year, but shall be required to sign such employment contracts at intervals as may be determined. The failure of a non-tenured teacher to sign a contract for the ensuing school session within the specified time, when required, shall be considered as voluntary termination of employment on the part of the teacher, unless under extenuating circumstances, an extension is granted by the Superintendent. Any subsequent resignation or termination of said contract for reasons other than extreme emergencies, as determined by the School Board, shall constitute a breach of contract against which legal action may be taken by the School Board and the employee dealt with accordingly. The School Board shall empower the Superintendent and/or his designee, or the appropriate human resource director to receive, finalize, and accept all resignations of all employees. However, the Superintendent at the next available meeting shall report said resignations to the School Board.

The Superintendent shall sign each teacher contract.

Performance Contracts

Administrative and supervisory personnel in positions that require certification shall be hired under the terms of a performance contract of two (2) years, except when such employment is for a temporary position. Prior to the School Board's approval of any initial or subsequent contract which involves an employee being or having been promoted to a position with a higher salary, the Superintendent shall disclose all terms of the contract to the School Board.

Termination or non-renewal of any performance contract shall be governed by the terms of the contract and applicable law.

COMPENSATION

Salary Schedules

Under the recommendation of the Superintendent, the School Board shall establish salary schedules that shall be used to determine the salaries paid to teachers and all other school personnel. Salaries of teachers shall be set by the Superintendent. The salaries of all personnel are generally based upon an established salary schedule and associated regulations; provided, however, that salaries may be stated in and controlled by an employment contract. The salaries as provided in any salary schedule shall be considered as full compensation for all work required and performed within each employee's prescribed scope of duties and responsibilities.

Salary schedules established for teachers, administrators, and other certified school personnel shall be based upon the following criteria, with no one criterion accounting for more than fifty percent (50%) of the formula used to compute such employees' salaries:

1. Effectiveness, as determined by the performance evaluation program as provided in La. Rev. Stat. Ann. §§17:3881 through 3905.

2. Demand, inclusive of area of certification, particular school need, geographic area, and subject area, which may include advanced degree levels.

3. Experience.

No teacher or administrator who is rated *ineffective* pursuant to the School Board's performance evaluation program shall receive a higher salary in the year following the evaluation than the teacher/administrator received in the year of the evaluation.

The amount of the annual salary paid to any employee in any school year shall not be reduced below the amount of such salary paid during the previous school year, nor shall the amount of the annual salary paid to any employee be reduced at any time during an academic year. The limitations on the reduction in the amount of the annual salary paid to any employee shall not be applicable to:

1. The correction of any accounting errors or to a reduction necessitated by the elimination of a state program or state funding;

2. The reduction of any local salary supplement funded, in whole or in part, from a revenue source requiring voter approval, when such voter approval has not been obtained;

3. An employee who has been promoted and subsequently demoted to a lower position. In this case, the employee's salary shall return to the salary

previously received in the lower position from which promoted; or

4. The elimination, discontinuance, or reorganization of the position to which the employee is assigned that results in the employee working fewer hours, days, or months. In such case, the employee's salary for that academic year shall not be reduced. After that year, the employee's salary shall be determined in accordance with the applicable salary schedule for the employee's position.

No teacher shall be placed on the payroll of the School Board unless the teacher holds a valid certificate as required by law, and a copy of the teacher's contract has been filed with the Superintendent.

Experience Credit

A *year of teaching experience* is defined as each scholastic year of employment as a certified teacher in public schools within any of the fifty states of the United States of America, or within any of its territorial possessions; or as a teacher in a private or parochial school, as an employee in a state department of education, or as an instructor in an institution of higher learning. All such experience must have been as a teacher in an institution or school accredited by one of the recognized regional accrediting agencies in the United States of America (e.g., SACS). Experience outside the United States of America, its territories or possessions must be in an institution or school accredited by an accrediting agency recognized by the United States of America.

A year of teaching experience shall be granted if the person was employed for at least ninety-one (91) instructional days during one scholastic year, excluding holidays, as verified by the Superintendent of the school or institution. However, not more than one (1) years of experience shall be granted for a period inclusive of twelve (12) consecutive calendar months. All experience must have been on a full-time basis.

Any teacher holding a valid Louisiana teaching certificate in the public school system of Louisiana who has transferred to Louisiana from a public school system of another state and who, at the time of such transfer, held a valid teacher's certificate from that state, shall be given full credit under the salary schedule for the years of satisfactory teaching service previously rendered in the public school system of that state. Credit for previous teaching experience shall also be granted to anyone employed who holds a valid Louisiana teaching certificate and is employed or has been employed by another public school system in the state.

Advanced Degree

When a teacher earns additional college credit, is awarded an advanced degree, or receives additional training that would result in an increase in salary, said teacher shall be paid according to the salary schedule for the advanced degree or training beginning

with the next school semester after all necessary documentation has been received from the Louisiana Department of Education. It shall be the responsibility of the employee to assure proper notification is given to the Superintendent or his/her designee.

Retirees

The salary of any retiree who is reemployed as a full-time teacher shall be based on the salary schedule which accounts for all prior years of teaching service and pertinent experience. The status of any retiree who is reemployed shall be the same as a full-time active employee, subject to all applicable rules, procedures, policies, and statutes that apply to all such full-time active employees.

The retirement of an employee prior to his/her re-employment as a retiree shall constitute a break in his/her service with the School Board for purposes of tenure and sabbatical leave. The retiree shall not be allowed to carry forward annual leave days accumulated by him/her as of the date of his/her retirement, but he/she may carry forward accumulated sick leave days provided that he/she has returned to employment within five (5) years of his/her last employment as a teacher within the school system. A retiree shall have the right to earn additional sick leave and annual leave, if applicable, on the same basis as other similarly situated newly hired employees while a retiree.

Classified Employees

Compensation for all classified employees shall be based on pertinent salary schedules or hourly rates established by the Caddo Parish School Board, with the exception that no employee shall receive less than the minimum established by state or federal law.

For the purpose of this subsection, *classified employee* shall mean any employee of the School Board that is not required to hold a teacher's certificate as a condition of employment, including but not limited to, bus operator, food service worker, paraeducator, custodian, and maintenance personnel.

Adopted: February 21, 2017

Ref: 29 USC 201 et seq. (*Fair Labor Standards Act of 1938, as amended*); La. Rev. Stat. Ann. §§11:710, 17:81; 17:83, 17:84, 17:84.1, 17:411, 17:413, 17:418, 17:419.2, 17:421.4, 17:422.6, 17:423, 17:424, 17:424.2, 17:424.3, 17:444, 17:491, 17:492, 17:496, 17:496.1, 17:497, 17:497.1, 17:498; Wright v. Caldwell Parish School Board, 30.448 (La. App. 2 Cir. 6/16/99); Garcia v. San Antonio Metropolitan Transit Authority et al., 105 S. Ct. 1005 (February 1985); Harrah

Independent School District v. Martin, 99 S. Ct. 1062 (1979); Board minutes, 2-21-17.

COMPENSATION GUIDELINES/OVERTIME

The Caddo Parish School Board, for purposes of accurate and timely wage and salary determinations, and in an attempt to ensure consistency and fairness in the application and interpretation of federal regulations established in the *Fair Labor Standards Act (FLSA)*, sets forth the following guidelines.

MINIMUM WAGE

The minimum wage paid on an hour-by-hour basis to all school system employees whether full or part time, permanent or temporary shall be at least equal to the federal minimum wage.

WORKWEEK

A *workweek* is a continuous period of 168 hours in the form of seven consecutive 24-hour periods. The school system workweek begins at 12:01 a.m. each Sunday for all employees and consists of seven (7) consecutive days. Each workweek stands alone for the purpose of determining overtime pay for nonexempt employees.

WORK SCHEDULES

The work schedule for exempt employees such as principals, teachers and others will vary as to time of reporting and will continue until professional responsibilities to students, school, and School Board are completed. Administrative meetings, curriculum development, pupil supervision, assigned duties, parent conferences, group or individual planning, extracurricular activities, School Board and School Board Committee meetings may require hours beyond any stated minimum. The Superintendent or his/her designee, consistent with the FLSA and the provisions of this policy, shall define work schedules for nonexempt employees.

SALARIES

A fixed salary is generally paid to nonexempt employees for hours worked for forty (40) hours in a workweek. Nonexempt employees who have a work schedule of fewer than forty (40) hours in a workweek are not paid overtime compensation unless the employee works more than forty (40) hours in a workweek. Such employees shall be paid their regular rate of pay for time worked up to forty (40) hours.

PART TIME IN DIFFERENT CAPACITY

If individuals are employed in one capacity but voluntarily work part time in a different capacity on an occasional or sporadic basis, the hours logged in the secondary voluntary capacity shall not be counted as hours worked for overtime purposes.

CLASSIFICATION OF EXEMPT OR NONEXEMPT EMPLOYEES

The *Fair Labor Standards Act* (FLSA) classifies employees into two (2) groups, as follows:

> ***Exempt*** – Employees who are not eligible to receive overtime compensation. These employees are generally salaried employees whose primary duties are directly related to the management or administrative and business functions within the school system. Learned professionals, such as teachers, are also classified as exempt. Other exempt employees may include, but not be limited to, the Superintendent, directors, level 1 and level 2 supervisors, principals, assistant principals, and degreed professionals.
>
> ***Nonexempt*** – Employees who are eligible to receive overtime compensation. These employees perform work involving repetitive manual operations, such as maintenance employees, food service employees, janitors and custodians, bus drivers, and security personnel. Nonexempt employees may also include office employees who perform non-manual labor, such as secretaries, paraprofessionals, nurses, data-processing operators and technicians, cafeteria managers and staff, bus drivers, maintenance staff, accounting and payroll staff.

Utilizing the provisions of and accompanying regulations implementing the *Fair Labor Standards Act*, the School Board shall classify all employees of the school system as *exempt* or *nonexempt* for purposes of determining eligibility for overtime compensation.

HOURS WORKED FOR OVERTIME REQUIREMENTS

Hours worked for nonexempt employees includes all hours during which the individual is required to be on duty - generally from the required starting time to normal quitting time. Meal periods do not count as hours worked unless the individual is required to perform work duties during the meal period. Break periods of twenty (20) minutes or longer do not count as work time. Hours worked do not apply to exempt employees. Exempt employees are excluded from the overtime requirements and their work schedules may include meetings, extracurricular activities, parent conferences, planning time and other responsibilities of the position.

OVERTIME COMPENSATION

Nonexempt employees who work in excess of forty (40) hours per workweek will earn compensation at one-and-one-half times their *regular rate* for all hours more than forty (40). However, the School Board discourages overtime work (more than forty (40) hours in a workweek) by nonexempt employees.

OVERTIME HOURS

Overtime hours (more than forty (40) hours worked in a workweek) shall be held to a minimum consistent with the needs and requirements of sound and orderly administration. The appropriate supervisor shall approve all overtime or compensatory time off in advance. Overtime assignments of nonexempt employees shall be permitted only when required by operational necessity. All hours worked by nonexempt employees must be scheduled and duly authorized. Any hours worked by a nonexempt employee over forty (40) hours during the workweek must be authorized in writing and documented on the *Overtime Request Form* by the building principal or department head prior to the time the work is performed. Forms authorizing overtime shall be signed by the building principal or department head and maintained at the worksite for 3 years. Non-exempt employees are subject to disciplinary action for not getting overtime approved.

Flexible Time to Avoid Overtime

Principals or supervisors may need to adjust daily schedules of nonexempt employees to prevent nonexempt employees working more than forty (40) hours in a workweek.

Recording Overtime Hours

Accurate and complete time sheets and/or records of the actual hours worked during a workweek shall be signed by each nonexempt employee and supervisor and submitted with other payroll information to the payroll department.

Building principals, department heads and other supervisors shall be subject to discipline for allowing nonexempt employees under their supervision to work more than forty (40) hours in a workweek without their advance approval. Nonexempt employees shall not be permitted to begin their duties prior to their scheduled start time and supervisors are to monitor sign-in procedures to prevent such employees performing duties prior to the start time.

COMPENSATORY TIME OFF

Nonexempt employees who work more than forty (40) hours during any workweek may be provided compensatory time (comp time) off. Compensatory time shall be provided at the rate of one and one-half hours for each hour of overtime worked.

Compensatory time may be accrued until 240 hours (160 overtime hours). Overtime work beyond this maximum accrual amount shall be paid.

Every effort shall be made to permit the use of compensatory time at the time mutually agreed upon by the individual and employee's supervisor. Nonexempt employees shall be required to use any accumulated compensatory time. However, where the

individual's absence would unduly disrupt the school system operations, the school system retains the right to postpone the usage of any compensatory time.

Time off for working on an official holiday shall not be considered compensatory time off (not at time and a half) but as a delayed holiday. Employees who are required to work on an announced holiday must be given equal time off within the same fiscal year.

Nonexempt employee's record of compensatory time shall be maintained by the supervisor and the payroll department.

TRAVEL

Ordinary travel time from home to a work site or a school location or vice versa is not work time. Official travel during an individual's regular working hours shall be considered hours worked. An employee shall be paid mileage as approved by the school district if he uses his/her personal vehicle during working hours for official business approved by the appropriate supervisor.

LEAVE

Time taken for annual leave, sick leave, leave without pay, or other leave taken for the purpose of jury duty, military assignment, or because of death in the family is not counted as hours worked to determine if a nonexempt employee worked more than forty (40) hours in a workweek.

VOLUNTEERS

A *volunteer* is defined as an individual who receives no compensation or who is paid expenses, reasonable benefits, or a nominal fee to perform the services for which the individual volunteered and such services are offered freely and without coercion, direct or implied, from the School Board. If an employee of the School Board wishes to volunteer, the volunteer services must be different from the services the employee is employed to perform.

EXCLUSIONS FROM OVERTIME PAY REQUIREMENTS

Executive, administrative, professional and certain computer employees are identified as exempt from overtime pay if their job duties and salary meet the rules for one or more of the categories of exemption provided by the FLSA and the implementing regulations. A list of the exempt employees will be maintained by the Human Resources Department.

EXEMPT EMPLOYEE DEDUCTIONS

Deductions from pay are permissible when an exempt employee: is absent from work

for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness; to offset amounts employees receive as jury or witness fees, or for military pay; for penalties imposed in good faith for infractions of safety rules of major significance; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions. An exempt employee may file a grievance in accordance with the School Board's grievance procedure (policy *GAE, Grievance Procedures*), if there is a dispute or objection to deduction from pay.

RECORD-KEEPING

Exempt Employees

The following records must be kept for each employee:

- Name and identifying number
- Home address, including zip code
- Birth date if the employee is less than nineteen (19) years of age
- Sex and occupation in which employed

Teachers shall record daily when they report to work and shall sign out if they leave before the end of the instructional day.

Nonexempt Employees

The following records must be kept for each employee:

- Name and identifying number
- Birth date, if younger than nineteen (19) years of age
- Home address, including zip code
- Sex and occupation
- Time and day of week when employee's workweek begins
- Hours worked each day
- Total hours worked each workweek
- Basis on which employee's wages are paid (e.g. "$6 an hour", "$220 a week")
- Regular hourly rate
- Total daily or weekly straight-time earnings
- Total overtime earnings for the workweek
- All additions to or deductions from wages paid each pay period
- Total wages paid each pay period
- Date of payment and the pay period covered by the payment (29 CFR §516.2)

Non-exempt employees shall record daily the time they begin work, take breaks, take lunch periods, and when they leave work. Vacation and sick leave days should also be recorded.

RETENTION OF PAYROLL RECORDS (See also policy *DIE, Retention of Records*)

Records to be preserved for at least three (3) years:

- Payroll records
- Certificates, agreements, plans, notices, etc. (e.g. contracts, written agreements memoranda summarizing the terms of oral agreements)
- Sales and purchase records (29 CFR §516.5)

Records to be preserved for at least two (2) years:

- Supplementary basic records
- Basic employment and earnings records
- Wage rate tables
- Work time schedules
- Order, shipping and billing records
- Records of additions to or deductions from wages paid
- Records that explain the basis for payment of any wage differential to employees of the opposite sex in the same establishment (29 CFR §516.6)

SPECIAL SITUATIONS

Nonexempt employee - cannot volunteer to perform work that is part of their normal job duties, for example, a janitor may not volunteer to clean up after school events (ball games) without such time counting as hours worked during a workweek. A janitor could volunteer to coach an athletic team. An employee who is the parent of a child in an activity may volunteer for work similar to their regular duties upon special request and permission.

Meetings - when authorized or required shall be counted as hours worked for nonexempt employees.

In-Service Training - when authorized or required shall be counted as hours worked for nonexempt employees.

Waiver of Rights - nonexempt employees shall not be allowed to waive their rights under Fair Labor Standards Act (FLSA).

Bus Drivers - uninterrupted time off between the morning and afternoon runs shall not

count as hours worked.

Students - Vocational students performing work as part of a curriculum are students and not workers; therefore, wages are not mandatory under FLSA. Students helping in office capacities for short periods of time are volunteers and not employees. The payment of wages is not mandatory under FLSA.

Release time - the Superintendent may grant exempt employees release time from their duties in the event of required extended periods of duty due to extreme emergencies such as some natural disasters or man-made disasters. Such release time may not affect the orderly operation of the school system.

Flexible time (flex time) - A principal or supervisor may adjust the hours and schedule of a nonexempt employee within a workweek to avoid an employee working more than forty (40) hours in a workweek. An employee may be given a different reporting time or quitting time due to a scheduled evening requirement during the workweek.

ACKNOWLEDGMENT OF POLICY

Employees shall be provided a copy of this policy and be required to sign a statement to acknowledge their receipt of the policy.

Adopted: February 21, 2017

Ref: 29 USC 201 et seq. (*The Fair Labor Standards Act of 1938,* as amended); Garcia v. San Antonio Metropolitan Transit Authority et al., 105 S. Ct. 1005 (February 1985); La. Rev. Stat. Ann. §§17:84.1, 17:196, 17:197, 17:197.1, 17:198, 17:199, 17:418; Board minutes, 3-16-94, 4-19-95, 2-21-17.

POSITIONS

The number of teachers and other school personnel to be employed in the Caddo Parish School District shall be determined by the School Board. It is the intent of the School Board to activate a sufficient number of positions to accomplish the district's goals and objectives.

The Superintendent shall be delegated the authority to receive or originate recommendations for the School Board for adding new positions and for making revisions and/or adaptations to existing job titles and/or descriptions, or for making adjustments to the system's personnel that will contribute to more efficient operations.

The Superintendent shall maintain a comprehensive and up-to-date set of job descriptions of all positions in the school district. These job descriptions shall be kept on file and utilized in conjunction with the current performance evaluation plan. All personnel shall be given a copy of their respective job description when first employed and any time the job description is revised. All personnel shall be required to sign a copy of his/her job description.

NEW POSITIONS, REEVALUATIONS, RECLASSIFICATIONS

The Caddo Parish School Board shall retain a human resources consultant in order to evaluate new positions, reevaluations, and reclassifications of positions.

Adopted: February 21, 2017

Ref: La. Rev. Stat. Ann. §17:54, 17:81, 17:418; Board minutes, 8-17-77, 6-18-02, 2-21-17.

QUALIFICATIONS AND DUTIES

TEACHERS

The Caddo Parish School Board shall require that each teacher hold not less than a bachelor's degree from a regionally accredited college or university to be eligible for employment. Each teacher, including administrative personnel, shall be required to hold a current and valid teacher's certificate issued by the Louisiana Board of Elementary and Secondary Education (BESE).

A written job description shall exist for every employment position in the Caddo Parish School System, depicting the minimum qualifications and the responsibilities necessary for the position.

As part of their work assignment, teachers, as well as other employees, shall perform duties as necessary to reasonably maintain the safety and welfare of students. They shall at all times perform these duties in a reasonably prudent manner. There shall be intensive supervision of all students in areas of high risk, such as indoor or outdoor physical education classes, weight rooms, locker/dressing rooms, chemistry and biology labs, home economics classes, as well as other high risk technical education classes, and extracurricular activities including such things as practices, tutoring, try-outs, field trips, and athletic events.

Teachers may also be required to attend or conduct such other functions or activities of their respective school as deemed appropriate by the principal within the guidelines of their job description and their job responsibilities.

OTHER PERSONNEL

The Superintendent shall ensure that employees, both current and prospective, have proper certification, as applicable, and are qualified for the position to which employed.

Adopted: February 21, 2017

Ref: La. Rev. Stat. Ann. §§17:81, 17:413, 17:414, 17:441, 17:3884, 17:3904; Harrah Independent School District v. Martin, 99 S. Ct. 1062 (1979); Board minutes, 2-21-17.

RECRUITMENT

The Caddo Parish School Board shall make a concerted effort to recruit the best qualified applicants available. When vacancies occur in existing positions or when new positions are created, the Superintendent or his/her designee shall inform all employees, as appropriate, of the vacancy. The Superintendent shall have the discretion to advertise nationally for certain positions when circumstances warrant.

When filling vacancies in positions of authority or those with policymaking duties, the Director of Human Resources or any agent acting on his/her behalf shall not utilize only oral contacts and interviews of applicants considered, or use any other means to circumvent the provisions of this statute. Nothing, however, shall prohibit oral contact prior to a person becoming an applicant or shall prohibit oral contact which may result in a written application or other documents.

THIRD PARTY RECRUITER

It shall be the policy that before utilizing the services of a third party recruiter in order to recruit persons not located in the United States to staff vacancies in the school system, the Superintendent shall seek the School Board's approval. The Superintendent shall be required to present documentation to support his/her recommendation or a particular recruiter or recruiting company which shall include past performance, relationship with persons recruited and references.

APPLICATIONS

Applications submitted for any vacancy shall be retained by the Human Resources Department for a period of not less than one (1) year.

Disclosure of Information by Applicant

Prior to hiring any employee, the School Board shall require the applicant to sign a statement that authorizes the release and disclosure of the following information by the applicant's current or previous employer(s):

1. All actual cases of *sexual misconduct with a minor or student* by the applicant.

2. All instances of *sexual misconduct with students*, as defined by the Louisiana Board of Elementary and Secondary Education (BESE), and outlined in the *Louisiana Handbook for School* Administrators, Bulletin 741, committed by the applicant, if any, if such employer is/was a city, parish, or other local public School Board.

3. All investigations of *sexual misconduct* by the applicant with a minor or student that occurred within thirty-six (36) months prior to the applicant's resignation,

dismissal, or retirement from employment.

4. All actual or investigated cases of *abuse* or *neglect* committed by the applicant, if any, if such employer is/was the Louisiana School for the Deaf, the Louisiana School for the Visually Impaired, or the Louisiana Special Education Center.

If an investigation determined that a formal allegation of an applicant was inconclusive, unjustified, or otherwise without cause for further formal pursuit, the applicant shall not be required to disclose such information.

The statement shall also request the current or previous employing School Board make available to the School Board, within twenty (20) business days of receipt of the request, copies of all documents as contained in the applicant's personnel file maintained by such employer relative to instances of sexual misconduct, if any. Such request for information shall include a copy of the required statement signed by the applicant.

The Superintendent, or principal, with the approval of the Superintendent, may employ any applicant on a conditional basis pending a review of any information obtained pursuant to this request. Permanent employment shall not occur until the information has been satisfactorily verified. However, in accordance with statutory provisions, the Superintendent shall not hire any applicant who does not sign the release of information statement as required by law.

Any information obtained by the School Board as a result of the signed release statement and request outlined above shall be used by the Superintendent *only* for the purpose of evaluating an applicant's qualifications for employment in the position for which he/she has applied, is not subject to the state public records statutes, and shall not be disclosed to any person, other than the applicant, who is not directly involved in the process of evaluating the applicant’s qualifications for employment.

In addition to the above, as part of the application process, the School Board shall request the applicant’s performance evaluation results, if applicable. The applicant, once the evaluation results have been received, shall be given an opportunity to review the information received and provide any response or information the applicant deems appropriate.

Finally, the applicant shall grant permission by signing a statement on the application form that permits the School Board to have access to ***any and all*** reference, background, and previous employment information and to receive copies of any such documentation from a current or previous employer.

<u>Disclosure of Applicant’s Records</u>

The name of each applicant for certain positions of authority or those with policymaking duties, the qualifications of such an applicant, and any relevant employment history or

experience of such an applicant shall be available for public inspection, examination, copying, or reproduction as provided for in the statutory provisions governing public works.

Bus Operators

All persons, prior to employment as a bus operator with the School Board, shall fill out an application form. Each applicant shall complete all prerequisites required by law and Bulletin 119, *Louisiana Student Transportation Specifications and Procedures,* before he/she shall be considered for employment as a bus operator or substitute bus operator.

Upon completion of the prerequisites, the applicant's valid application shall be filed in the Division of Human Resources for consideration of employment to fill vacancies as they occur. All applications shall be validated each year.

CRIMINAL HISTORY OF APPLICANTS

The Caddo Parish School Board shall require, in accordance with state law, applicants for employment to submit necessary information regarding their backgrounds. Every prospective employee shall be required to provide authorization for the disclosure of any information regarding past criminal activities, including arrests, convictions, having pled nolo contendere, or other dispositions, including dismissal of convictions, of any criminal offense, in accordance with La. Rev. Stat. Ann. §15:587.

A standard applicant fingerprint card acceptable to the Louisiana Bureau of Criminal Identification and Information and a disclosure authorization form shall be provided the applicant by the School Board or may be obtained from local police authorities. It shall be the responsibility of the applicant to have his/her fingerprints taken by a qualified individual and submitted to the proper authorities for processing. Any cost associated with fingerprinting or the disclosure of background information on an applicant may be passed on to the applicant.

1. For the purposes of reviewing the criminal history of prospective employees, any person employed to provide cafeteria, transportation, janitorial or maintenance services by any person or entity that contracts with a school or school system to provide such services shall be considered to be hired by the school system.

2. A person who has been convicted of or has plead *nolo contendere* to crimes listed in La. Rev. Stat. Ann. §15:587.1 shall not be hired as a bus operator, substitute bus operator, or janitor, or as a temporary, part-time, or permanent school employee of any kind.

    A. The School Board may hire a person as an administrator, teacher, or substitute teacher who has been convicted of or plead nolo contendere to a felony not listed in La. Rev. Stat. Ann. §15:587.1(C), who has been

found to have submitted fraudulent documentation to the Louisiana Board of Elementary and Secondary Education (BESE) or the Louisiana Department of Education (LDOE) as part of an application for a Louisiana teaching certificate or other teaching authorization, or who has been found to have facilitated cheating on any state assessment if BESE properly issues a teaching certificate or authorization after a formal appeal request submitted by the person.

B. The School Board may reemploy an administrator, teacher, or other school employee who has been dismissed for conviction of a crime, except a crime listed in La. Rev. Stat. Ann. §15:587.1(C) only upon written approval of the district judge of the parish and district attorney, or upon written documentation from the court in which the conviction occurred stating that the conviction has been reversed, set aside, or vacated. Such statement of approval from the judge and district attorney and any written documentation from the court shall be kept on file and produced upon request by law enforcement.

No later than thirty (30) days after the documentation is placed on file by the school, the school principal shall submit a copy of said documentation from the court to the Louisiana Superintendent of Education.

Adopted: February 21, 2017
Revised: November, 2017
Revised: March 19, 2019

Ref: La. Rev. Stat. Ann. §§15:587, 15:587.1, 17:15, 17:24.2, 17:81, 17:81.9, 17:83, 17:430, 17:3884, 23:291, 42:1119, 44:12.1, 44:31, 44:31.1, 44:32, 44:33, 44:34; La. Children's Code, Art. 603, 606; Board minutes, 10-20-09, 2-21-17, 3-19-19.

PROTECTION OF CRIMINAL BACKGROUND INFORMATION

The Caddo Parish School Board (CPSB) utilizes the Louisiana State Police (LSP) Bureau of Criminal Identification and Information for performing criminal background checks on employment candidates. In order to process criminal background checks utilizing this system, the Caddo Parish School Board shall:

1. Comply with state and federal laws, rules, regulations, procedures, and policies, including, but not limited to, the most current version of the Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) Security Policy and the Louisiana Noncriminal Justice Agency Guide regarding the access, use, and dissemination of Criminal History Record Information (CHRI).

2. Only use CHRI for the purpose requested as stated in the Louisiana Noncriminal Justice Agency Guide.

3. Obtain and retain any required documents mandated by state or federal law for the purpose of submitting and processing a fingerprint based CHRI background check for each individual request.

4. Establish the necessary security and management controls for the security and confidentiality of CHRI received in accordance with the most current version of the FBI CJIS Security Policy and Louisiana Noncriminal Justice Agency Guide. This includes, but is not limited to:

    A. Designating a Noncriminal Agency Coordinator (NAC) who will act as liaison between the CPSB and LSP Bureau. The NAC will receive audit information from the LSP Bureau and serve as the onsite contact person during audits.

    B. Designating a CPSB Security Officer who is responsible for ensuring compliance with the terms of this Agreement and state and federal laws, rules, regulations, procedures, and policies regarding access, use, and dissemination of CHRI.

    C. Ensuring its officers, employees, agents, and any other persons associated with the CPSB who have access to CHRI, have received security awareness training.

    D. Ensuring its officers, employees, agents, and any other persons associated with the CPSB, abide by all state and federal laws, rules, regulations, procedures, and policies regarding access, use, and dissemination of CHRI; including, but not limited to, any LSP Bureau system(s) approved for use by the CPSB for the access, receipt, and

retention of CHRI. Additionally, the CPSB acknowledges and understands that the use of this system provides for tracking and monitoring of computer access and location-specific variables, as authorized by federal and state laws, rules, regulations, procedures, and policies, including, but not limited to, the most current version of the FBI CJIS Security Policy and Louisiana Noncriminal Justice Agency Guide as it pertains to CHRI. Tracking and monitoring is to ensure the use, storage, dissemination, and processing of CHRI is completed in an appropriate environment and limited to authorized personnel.

E. Establishing and implementing minimum screening requirements as required by CJIS Security Policy for its officers, employees, agents, and any other persons associated with the CPSB who have access to CHRI. No individual may be granted access by the CPSB when a felony conviction of any kind exists, unless explicitly approved by the LSP Bureau or CJIS System Officer (CSO).

F. Restricting access to physical or electronic CHRI to authorized personnel. Physical copies shall be maintained in a controlled, secure environment, such as in a locked cabinet in a room not accessible to all staff and visitors. When a physically secured location cannot be met, electronic media shall be protected with encryption that meets the most current FBI CJIS Security Policy.

G. Disseminating CHRI only when authorized by state or federal law approved by the U.S. Attorney General.

H. Ensuring the CPSB establishes incident response policy and procedures, including an operational incident handling capability for agency information systems, whether physical or electronic. The CPSB shall track, document, and promptly report a security incident of physical or electronic CHRI to the LSP Bureau Information Security Officer (IS)) who shall report the incident to the Louisiana CJIS ISO, Local Agency Security Officer, appropriate CPSB officials, and/or local authorities.

I. Establishing and implementing policy and procedures for CHRI media protection, including, but not limited to, storage and access, media transport, electronic CHRI sanitization, and physical disposal.

5. Notify individuals of their right to update, challenge, or correct any discrepancies within his or her CHRI, and the CPSB providing direction on how to do so.

6. Retain supporting documentation for a minimum of three (3) years from the time CHRI results are returned for audit purposes. Documentation, including

but not limited to, Authorization Forms that support the CPSB's purpose for requesting the individual to complete a background check coincides with an authorized purpose in state or federal law. The LSP Bureau recognizes the CPSB may have a document retention policy that requires a time period greater than three (3) years.

7. Allow the LSP Bureau to conduct on-site audits to ensure compliance with the terms of this Agreement.

8. Immediately notify the LSP Bureau of any changes to sections I and III provided in this Agreement. If access is no longer needed nor authorized by applicable state or federal law, rule, regulation, procedure or policy, the CPSB shall immediately notify the LSP Bureau to terminate access.

9. Maintain and keep current a list of all CPSB employees with digital or physical access to CHRI and their purpose for access.

Staff shall create and utilize procedures to comply with the requirements of this policy.

New policy: May 19, 2020

Ref: Board minutes, 5-19-20.

EMPLOYMENT OF PERSONNEL

The Caddo Parish School Board and its administrative staff believes that it has an obligation to provide the children attending its schools with the very best personnel available regardless of race, color, creed, sex, age, national origin or any similar personal characteristic. Age shall be considered only with respect to minimums set by law.

The Superintendent or his/her designee shall be responsible for establishing and maintaining appropriate procedures for reviewing and evaluating any and all applicants for selection, including administrative and supervisory personnel, and assuring adherence to applicable state and federal legal requirements. Selection of personnel to fill all positions shall be based upon performance, effectiveness, and qualifications applicable to each specific position. Decisions shall be made on a non-discriminatory basis with selection procedures and evaluative criteria known to all applicants. Applicants should not resort to the use of political, social, or other pressures to gain employment or promotion.

Teachers and all other school based personnel shall be selected for employment by the Superintendent. It shall be the responsibility of the Superintendent to ensure that all persons recommended have proper certification as applicable, and are qualified for the position. Seniority and tenure shall not be used as the primary criteria when making any employment decision.

The Superintendent shall delegate to the school principal all decisions regarding the employment of any teacher or other personnel at the school in which the principal is employed, subject to the approval of the Superintendent.

The Superintendent and/or his/her designee shall consult with teachers regarding any possible selections made by the Superintendent for the hiring or placement of a principal at the school in which such teachers are employed, subject to the provisions of any applicable court order.

The School Board shall approve all non-school based administrators based upon the recommendation of the Superintendent.

BUS OPERATORS

Whenever a school bus operator is needed to drive a new route or a route vacated by a previous operator, the school bus operator who is tenured and has acquired the greatest seniority shall be offered the opportunity to and may change from driving his/her route to the vacant route before another operator is selected. The School Board shall notify such bus operator of the route vacancy by mail to his/her residence. If the tenured bus operator with the greatest seniority chooses not to change to the vacant route, the route shall then be offered in order of seniority to a school bus operator who has acquired tenure.

If no tenured operator chooses to change to the vacant route, the route shall then be offered to a full-time probationary bus operator.

If no regular bus operator, tenured or probationary, chooses to change to the vacant route, then a substitute bus operator shall be selected for the position from a list of approved substitute school bus operators. If no tenured, probationary, or substitute bus operator wants the route, then a new operator shall be hired.

Whenever a vacancy occurs on a route due to death, resignation, retirement, or the expiration of the regular operator's approved leave, or a new route is established, the route shall be filled with a regular school bus operator using the process stated above no later than the following school year unless the route is consolidated or eliminated. A substitute bus operator may only be used as a temporary measure until a permanent operator is appointed to a route.

If an operator is on approved leave, his/her route shall not be considered a vacant route. A substitute shall be used to drive a route for an operator on approved leave regardless of the length of time of the approved leave.

Substitute operators for bus routes shall have and shall meet the same qualifications as permanent operators.

FEDERAL OR STATE GRANT FUNDED POSITIONS

Whenever the School Board is the recipient of grants from federal, state or private funding agencies for supplementing and/or funding of innovative educational strategies, long range planning, and special supportive services, such grants may fund staff positions related to the grants. *Grant-funded positions* may be full-time or part-time positions established for specific periods of time, not to exceed the scheduled termination date of the applicable grant funder. The letter of appointment sent to an employee for grant-funded positions shall state that continuation of the employee's service in that position shall be contingent upon the continuing availability of funds from the applicable grant funding source.

Adopted: February 21, 2017
Revised: March 19, 2019

Ref: La. Rev. Stat. Ann. §§17:81, 17:81.9, 17:493.1, 23:897; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; Board minutes, 12-13-72, 10-2-74, 9-20-78, 2-7-79, 6-18-80, 8-19-81, 8-17-94, 9-21-94, 8-19-98, 9-19-00, 9-18,01, 2-12-09, 5-18-10, 7-20-10, 2-21-17, 3-19-19.

NEPOTISM

Decisions and the process included in the employment, assignment, and other related functions shall be conducted ethically and in accordance with state statutory provisions. As such, the Caddo Parish School Board shall require that no member of the immediate family of an *agency head* of the school system shall be employed in his/her agency. No member of the immediate family of a School Board member or of the Superintendent shall by employed by the School Board, with limited exceptions as outlined in policy *BE, School Board Ethics*.

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

If a member of the immediate family of a School Board member or the Superintendent is employed with the School Board under allowable exceptions outlined in policy *BE, School Board Ethics*, the School Board member or Superintendent, as the case may be, shall recuse himself/herself from any decision involving the promotion, discipline, discharge or teaching location of the employee.

Within thirty (30) days after the beginning of each school year any School Board member or Superintendent whose immediate family member is employed by the School Board shall file a disclosure statement with the Louisiana Board of Ethics stating the facts of such employment.

A willful violation of this policy may subject the offending party and/or his/her immediate supervisor to disciplinary action up to and including termination.

DEFINITIONS

Immediate family of an employee, for the purposes of this policy, means the employee's children, spouses of children, brothers, sisters, parents, spouse and parents of spouse.

Agency means any department, office, division, subdivision or other organizational unit of the Caddo Parish School Board.

Agency head means the chief executive or administrative officer of an agency who exercises supervision over the agency.

SCHOOL BOARD AGENCIES

1. For members of the School Board, the entire school district represents the *agency* of the School Board member and for purposes of this policy, the School Board member is the *agency head* of the entire school district.

2. Similarly, the Superintendent of the district is the *agency head* for the entire school district and the *agency* of the Superintendent is the entire school district.

3. The *agency* of an Assistant Superintendent/Chief, a Director or a Supervisor is the division or office or other organizational unit of the School Board and school district over which the Assistant Superintendent/Chief, Director or Supervisor has general supervisory jurisdiction and which generally constitutes his/her sphere of influence, and would be considered the *agency head* of that division, office, or other organizational unit.

4. As to a school principal, the *agency* of the principal is the school at which he/she serves and he/she is the *agency head* of the particular school at which he/she is assigned.

5. A cafeteria manager assigned to a particular school is an employee of the school at which he/she serves and that school forms the *agency* employing the cafeteria manager and the cafeteria manager shall be considered the *agency head* of the cafeteria which he/she manages.

The *agency* of an administrator, department head or supervisor is to be determined with reference to his/her job duties and sphere of influence. Where a prospective employee would be subject to the supervision, direction, observation, evaluation, promotional input, etc. of a member of his/her immediate family, such employment is proscribed.

Adopted: February 21, 2017

Ref: La. Rev. Stat. Ann. §§17:81, 17:428, 42:1102, 42:1119, 42:1123; Board minutes,

12-14-94, 6-18-02, 2-21-17.

EMPLOYMENT OF RETIRED PERSONNEL

The Superintendent of the Caddo Parish School Board may employ retired employees under certain conditions; however, an employee whose retirement has been accepted by the School Board shall not be guaranteed any position/employment with the School Board. It is the policy of the Caddo Parish School Board not to hire a retired teacher as a full time classroom teacher except in a critical shortage area as defined by this policy.

Any retired teacher hired in an administrative position shall be hired for a one-year term only. All positions held by retirees of the *Teachers' Retirement System of Louisiana* (TRSL) shall be vacated on the last day of the school year.

CERTIFIED PERSONNEL

Certified personnel who are members of the *Teachers' Retirement System of Louisiana* (TRSL) who have retired and are rehired, shall be designated as either a *retired teacher* or *retired member*, as provided below:

Retired Teachers

A *retired teacher* is:

1. A person reemployed in a reemployment-eligible position, specifically:

    A. *Reemployment-eligible critical shortage position* or *critical shortage position* which shall include any of the following:

        (1) A position for a full-time or part-time classroom teacher who teaches any student in pre-kindergarten through twelfth grade in a school where a critical shortage exists.

        (2) A position for a full-time certified speech therapist, speech pathologist, audiologist, educational diagnostician, school social worker, school counselor, school psychologist, interpreter, educational transliterator, or educator of the deaf or hard of hearing, whose position of employment requires a valid Louisiana ancillary certificate approved and issued by the Louisiana Department of Education where a critical shortage exists.

    B. *Reemployment-eligible position* which shall include:

        (1) A position for a substitute classroom teacher who teaches any student in pre-kindergarten through twelfth grade.

(2) A position assigned to the professional activities of instructing adults through an adult education or literacy program administered through a public institution of elementary or secondary education, provided the retiree has a valid Louisiana teaching certificate.

(3) A position for a school nurse.

(4) A position for a presenter or professional development training.

(5) A position for a tutor for any student in pre-kindergarten through twelfth grade.

(6) A position for a classroom teacher employed in a temporary capacity to proctor tests.

2. A person classified as a reemployment-eligible retiree who is:

A. A member of the TRSL who was retired on or before June 30, 2010.

B. A retiree who holds an advanced degree in speech therapy, speech pathology, or audiology.

Critical shortage shall mean a situation in which the School Board has advertised and posted notice of positions to be filled and has received fewer than three (3) certified applicants. Certification that a critical shortage exists shall be presented to the Louisiana Board of Elementary and Secondary Education (BESE) and the *Teachers Retirement System of Louisiana*, in order for a retiree who is employed in a critical shortage area to be eligible to receive retirement benefits.

Prior to making such certification of a critical shortage for any *full-time critical shortage position*, the School Board shall be required to advertise in the School Board's official journal, on two (2) separate occasions, notice that a shortage of certified teachers exists and the positions to be filled. Additionally, the School Board shall cause notice of the shortage of certified teachers to be posted at the career development or similar office of every post-secondary institution within a 120 mile radius of the School Board. If a certified applicant who is not a retiree applies for an advertised position, such person *shall be hired* before any certified retiree is employed, unless fewer than three (3) applicants have applied for the position, each of whom is certified in the critical shortage area being filled.

Classroom teacher shall mean any employee whose position of employment requires a valid Louisiana teaching certificate and who is assigned professional activities of instructing pupils in courses in classroom situations for which daily pupil attendance figures are kept, or is assigned to proctor admission, evaluation, or assessment testing; however, such proctoring shall not be considered a subject area for a critical shortage. Such classroom situations may include testing in school classrooms or other settings

such as homes or hospitals or other learning situations including co-curricular activities. Instruction may be provided in person or through an approved medium such as television, radio, computer, Internet, multimedia telephone, or correspondence and may be delivered inside or outside the classroom or in other teacher-student settings.

Substitute classroom teacher shall mean a classroom teacher employed in a temporary capacity to fill the position of another classroom teacher who is unavailable to teach or to proctor for any reason.

Retirees who are filling teaching positions shall be hired for one school year *only* and shall report to duty not more than three (3) days before the school year begins.

Salary of Retired Teacher

The salary of any retired teacher who is reemployed shall be based on the salary schedule which accounts for all prior years of teaching service and pertinent experience. The earnings of a retired teacher returning to active service may result in a reduction in retirement benefits received, if those earnings exceed twenty-five percent (25%) of his/her benefits during any fiscal year, in accordance with statutory provisions.

Retired Member Not Considered a Retired Teacher

A retired member not considered a *retired teacher,* who returns to active service with the School Board, shall have his/her retirement benefits suspended for the duration of reemployment, even if such employment is based on a contract, and shall make no contributions to the TRSL and shall receive no additional service credit nor accrue any additional retirement benefits.

Notification to TRSL

Whenever a retiree returns to active service, the School Board shall, within thirty (30) days thereafter, notify the TRSL in writing of such employment, the date of reemployment, and a determination as to whether the person is a *retired teacher*. Other reports shall be submitted as required by state law.

BUS DRIVERS

A bus driver who has retired from service may be employed and return to service as a full-time bus driver. If a retired bus driver is reemployed, the Superintendent shall certify to the BESE that a shortage of qualified bus drivers exists in the school district.

Whenever a retired bus driver is reemployed, the School Board shall notify the *Louisiana School Employees Retirement System* (LSERS) in writing within ten (10) days of such employment and the date employment began. In addition, the School Board shall submit to LSERS before September 1 of each school year of reemployment of a bus driver a

declaration stating the School Board's intent to reemploy the bus driver. The declaration shall be signed by the Superintendent or his/her designee and the employee. If such declaration is not received by September 1, the reemployed bus driver shall be subject to retirement benefits and other conditions in accordance with La. Rev. Stat. Ann. §11:1006. Upon the bus driver's termination, the School Board shall provide LSERS in writing information and notice of the termination.

The School Board shall be required to report to LSERS within forty-five (45) days after June 30th of each year the names of all retired bus drivers being paid by the Board, their social security numbers, and the amounts of their earnings during the previous year.

Actuarial Cost

If the a retired bus driver is reemployed, the School Board shall pay to LSERS the actuarial cost for the bus driver that is in excess of the cost that would have been incurred if the School Board had reemployed the bus driver pursuant to the provisions of La. Rev. Stat. Ann. §11:1006.

OTHER NON-CERTIFIED EMPLOYEES

Any retired non-certified employee, other than a bus driver, may be reemployed as a full-time, part-time, temporary, or substitute employee. The School Board shall be required to transmit monthly, by the fifteenth (15th) day after the end of the month, a report to the *Louisiana School Employees Retirement System* (LSERS) with the name, social security number, and the amount of earnings of the retiree during the previous month.

Adopted: February 21, 2017
Revised: March 19, 2019

Ref: La. Rev. Stat. Ann. §§11:710, 11:1006, 11:1007, 17:81; Board minutes, 3-3-76, 8-3-77, 1-20-82, 5-17-95, 2-21-96, 6-15-10, 6-24-14, 2-21-17, 3-19-19.

ASSIGNMENT

POSITION ASSIGNMENTS

The Caddo Parish School Board delegates to the Superintendent or his/her designee the assignment of all teachers, administrators, supervisory personnel, and other employees of the School Board to their respective positions and/or schools. The principal shall have the authority to determine the placement of all teachers or other personnel at the school in which the principal is employed, subject to the approval of the Superintendent. Personnel shall be assigned on the basis of performance, effectiveness, and qualifications applicable to each position.

In order to avoid conflicts of interest, or the appearance of same, it is the desire of the School Board that employees not be assigned to a position that would require that employee to be directly supervised by an immediate family member. The above provision, however, does not apply, in accordance with statutory provisions, to an immediate family member of an athletic director of a school, which may employ an immediate family member as a coach where he/she is athletic director. ***Immediate family members*** include the person's children, the spouses of the person's children, the person's brothers and their spouses, the person's sisters and their spouses, parents, spouse, and the parents of the person's spouse.

For purposes of this policy, principals and assistant principals shall be considered to directly supervise all programs operated at their school; therefore no immediate family member of any principal or assistant principal shall be employed to work in any program operated at his/her school. Also, any department head shall be considered to directly supervise all operations in the department. However, in accordance with La. Rev. Stat. Ann. §42:1119, should, in the normal course of promotional advancement, a person be appointed as the principal or assistant principal of a school in which his or her spouse is presently employed, the spouse may be allowed to remain at the school if he or she has been employed at the school for at least one (1) year prior to the appointment. This provision also pertains to supervisory staff as it relates to his/her spouse working in the department under his/her direct supervision.

The School Board and administrative staff shall provide comparability of services by ensuring equivalence among schools in teachers, administrators, and auxiliary personnel.

CLASS ASSIGNMENT

The principal shall be responsible for assigning teachers to classes within his/her respective school. Except in extenuating circumstances, the principal shall notify teachers of their anticipated assignment for the school year prior to the opening of school. Teachers who wish to request reassignment for the subsequent school year may do so provided such request is submitted prior to the close of the school year.

Principals shall give every reasonable consideration to teacher requests for assignment to a particular grade level and/or subject area for which a teacher is certified and qualified.

A teacher shall be notified by the principal of any change in assignment as soon as reasonably possible.

Adopted: February 21, 2017

Ref: La. Rev. Stat. Ann. §§17:81, 42:1119; Board minutes, 2-21-17.

FILE: GBG
Cf: GBA, GBD
Cf: GBJ, GBN

PROBATION

TEACHERS

Upon initial employment, teachers shall remain on an *at-will employment status* until they have successfully met the statutory criteria to be granted tenure by the Caddo Parish School Board. During this period, the teacher may be terminated by the Superintendent after providing the teacher with written reasons therefor, and providing the teacher an opportunity to respond within seven (7) days.

BUS OPERATORS

Each school bus operator shall serve a probationary term of three (3) years from the date of first employment in the district. During the probationary term, the School Board may dismiss or discharge any operator upon the written recommendation of the Superintendent, accompanied by valid reasons therefor.

Any school bus operator found unsatisfactory by the School Board at the expiration of the probationary term shall be notified in writing by the School Board that he/she has been discharged or dismissed; in the absence of such notification, such probationary school bus operator shall automatically become a regular and permanent operator in the employ of the School Board. School bus operators hired on or after July 1, 2012 shall not be eligible to become a regular and permanent operator.

CLASSIFIED EMPLOYEES

All school employees (those employees who are not teachers or bus drivers) shall be placed on a six (6) month probationary basis upon employment. Successful completion of the probationary period shall in no way convey any expectation of continued employment. Classified employees are hired on an *at-will employment basis* which means they are subject to dismissal by the Superintendent and/or designee during the probationary term.

Adopted: February 21, 2017

Ref: La. Rev. Stat. Ann. §§17:441, 17:442, 17:492; Board minutes, 2-21-17.

EVALUATION

TEACHERS AND ADMINISTRATORS

The Caddo Parish School Board believes the quality of teaching and learning is directly related to the performance of all personnel who work in the school district. It is the policy of the School Board to continually monitor and appraise the performance of instructional and administrative personnel in order to maintain performance at the levels essential for effective schools.

The Superintendent and his/her staff shall have the responsibility for developing, monitoring, and maintaining an effective and efficient performance evaluation program in accordance with guidelines as found in *Regulations for Evaluation and Assessment of School Personnel*, Bulletin 130, Louisiana Department of Education. The observation, evaluation and assessment process shall measure the effectiveness of teachers and administrators as to whether they meet the necessary standard of performance.

The process for all observations, evaluations, teacher conferences, and related functions shall be conducted in accordance with state requirements, as well as regulations and other criteria enumerated in the *Caddo Parish School Board Performance Evaluation Plan*. Evaluations shall be conducted annually.

Every effort shall be made by the school system to communicate to position holders the general goals of the system, the specific objectives of the position, the plans which have been made to support the individual as he/she performs his/her role, the standards of performance the system has established, the criteria it will employ in assessing performance, as well as components of an intensive assistance program for addressing those persons determined to be *ineffective*.

Teachers shall not be evaluated based upon the grades (scores) of students with excessive absences regardless to the classification of the absence unless the teacher and the evaluator agree that the student's grades or scores shall be utilized.

Copies of the assessment and evaluation results and any documentation related thereto of any school employee retained by the School Board shall be confidential and shall not constitute a public record, and shall not be released or shown to any person except as provided by state or federal law.

Should a teacher or administrator not agree with his/her rating, he/she may initiate grievance proceedings in accordance with the procedures for resolving conflict adopted by the School Board in accordance with La. Rev. Stat. Ann. §17:3883, as contained in the School Board's performance evaluation plan.

ALL OTHER PERSONNEL

In an effort to improve the level of job production and skill performance of the individual employee, evaluations of support personnel shall be in accordance with the School Board's *Performance Evaluation Plan.* Performance evaluations shall be based on an employee's job classification and the School Board's adopted standards for the work performed.

Adopted: February 21, 2017

Ref: La. Rev. Stat. Ann. §§17:3881, 17:3882, 17:3883, 17:3884, 17:3901, 17:3902, 17:3903, 17:3904; *Regulations for the Evaluation and Assessment of School Personnel*, Bulletin 130, Louisiana Department of Education; Board minutes, 12-13-72, 8-18-93, 4-16-02, 6-18-02, 4-19-16, 2-21-17.

PROMOTION

The Caddo Parish School Board shall require, and the Superintendent shall verify, that all employees considered for promotion to possess the appropriate qualifications and/or certification necessary for the position.

TEACHERS/CERTIFICATED EMPLOYEES

Whenever a teacher is promoted by the Superintendent from a position of lower base salary to one of higher base salary, employment shall be based on a written contract containing performance objectives. Such contract shall be for a term of two years, except when such employment is for a temporary position. Teachers promoted to non-school based positions shall be approved by the board based on the Superintendent's recommendation.

Any employee thus promoted and who enters into an employment contract as stated above, shall not gain permanent tenured status in the position to which promoted.

SUPPORT PERSONNEL

Decisions regarding promotion of support personnel shall be made by the Superintendent.

Adopted: February 21, 2017

Ref: La. Rev. Stat. Ann. §§17:81, 17:444; Board minutes, 2-21-17.

FILE: GBK

EMPLOYEE DISCIPLINE

The Superintendent and his/her designee shall possess the authority to discipline employees when an employee's behavior warrants such action. A principal shall have the authority to recommend to the Superintendent when appropriate that employees at the school in which he/she is employed should be disciplined.

Discipline of an employee shall be progressive in nature such that penalties for poor job performance or broken rules become increasingly harsh as similar or related conditions continue or infractions are repeated. Such progressive discipline, however, shall not inhibit the authority of the Superintendent, his/her designee, appropriate personnel director, or, in the case of certain employees, the School Board's authority, to discipline, suspend, or terminate an employee based on the circumstances of any single event. Documentation of employee behavior, employee performance and any disciplinary action taken shall be properly and thoroughly recorded.

Should any disciplinary measure become necessary, any documentation shall be considered *confidential* and treated in accordance with statutory provisions and School Board policy.

TEACHERS

Hearing procedures are statutorily required for certain disciplinary actions for teachers as defined below. However, such procedures do not prevent the Superintendent and/or designee from taking other disciplinary measures which do not require a hearing, as he/she feels appropriate.

Definitions

For the purpose of this section:

Discipline and *disciplinary action* shall include **only** suspension without pay, reduction in pay, involuntary demotion, or dismissal.

Written notice shall be considered given when the notice is hand delivered to the teacher, or on the day it is delivered to the teacher by registered mail, certified mail, or a commercial courier.

Non-Tenured Teachers

The Superintendent may take disciplinary action against any non-tenured teacher after providing such teacher with the written reasons therefor and providing the teacher the

opportunity to respond. The teacher shall have seven (7) days to respond, and such response shall be included in the teacher's personnel file. The Superintendent shall notify the teacher in writing of his/her final decision. The teacher shall not be entitled to a hearing before the School Board.

Within sixty (60) days of such notice, the teacher may seek summary review in district court of whether or not the Superintendent's action was arbitrary or capricious.

Tenured Teachers

A teacher with tenure shall not be disciplined except upon written and signed charges by the Superintendent or his/her designee of poor performance, willful neglect of duty, incompetency, dishonesty, immorality, or of being a member of or contributing to any group, organization, movement, or corporation that is by law or injunction prohibited from operating in the state of Louisiana, and then only if furnished with a copy of such written charges and given the opportunity to respond.

The teacher shall have ten (10) calendar days from written notice of the charges to respond, in person or in writing. Following review of the teacher's response, the Superintendent may take *interim disciplinary action*, which may include placing the teacher on paid administrative leave. If the teacher has been arrested for a violation of any of the following: La. Rev. Stat. Ann. §§14:42 through 14:43.5, 14:80 through 14:81.5, any other sexual offense affecting minors, any of the crimes provided in La. Rev. Stat. Ann. §15:587.1, or any justified complaint of child abuse or neglect on file in the central registry pursuant to Children's Code Article 615, the administrative leave shall be without pay. Paid administrative leave shall not exceed fifty (50) days from notice of the Superintendent's interim decision.

Within ten (10) calendar days after written notice of the interim disciplinary action or within ten (10) calendar days after receipt of the teacher's response if no interim disciplinary action is taken, a teacher may request a hearing before a disciplinary hearing officer. If the teacher fails to timely request a hearing, the disciplinary action shall become final.

Upon request for a review hearing, the Superintendent shall randomly appoint a hearing officer from a list of persons previously approved by the School Board as *disciplinary hearing officers*. If the school district serves fewer than twenty thousand students, the School Board shall maintain a list of at least five (5) hearing officers. If the school district serves twenty thousand students or more, the School Board shall maintain a list of at least ten (10) hearing officers. All hearing officers shall be qualified to serve as a disciplinary hearing officer in accordance with state law. If the School Board fails to maintain such a list, the Superintendent may randomly appoint a hearing officer from a list of persons previously approved by the Louisiana Board of Elementary and Secondary Education.

Such hearing may be private or public, at the option of the teacher, and shall commence

no sooner than ten (10) calendar days nor later than thirty (30) calendar days after receipt of the teacher's request for such hearing. The disciplinary hearing officer shall have the power to issue subpoenas, and shall conduct the hearing in accordance with procedures adopted by the School Board.
The teacher shall have the right to appear before the disciplinary hearing officer with witnesses on his/her behalf and with counsel of his/her selection. The disciplinary hearing officer shall hold a hearing and review on whether the interim decision of the Superintendent was arbitrary or capricious and shall either affirm or reverse the action of the Superintendent. The disciplinary hearing officer shall notify the Superintendent and the teacher of his/her final determination, with written reasons, within ten (10) days from the date of the hearing. If the Superintendent's disciplinary action is affirmed, it shall become effective upon the teacher's receipt of the decision of the disciplinary hearing officer. If the Superintendent's disciplinary action is reversed, the teacher shall be restored to duty.

Within sixty (60) days from the postmarked date of such written notification of the decision of the disciplinary hearing officer, the School Board or the teacher may petition a court of competent jurisdiction to review the matter as a summary proceeding.

The time periods contained above may be extended by mutual agreement of the parties.

BUS OPERATORS

The Superintendent and his/her designee, shall have the authority to discipline non-tenured bus operators in accordance with procedures established for classified personnel. Non-tenured bus operators may appeal the disciplinary action to the school board if the appeal notice is timely made to the Superintendent within 10 working days. Tenured bus operators may only be disciplined in accordance with procedures established under tenure law.

NON-TENURED EMPLOYEES

The Superintendent, his/her designee, or the appropriate personnel director shall have the authority to discipline, including suspension, or termination any non-tenured employee with or without pay, when circumstances warrant such action. The decision to terminate shall be final unless the employee files a written notice of appeal within 10 calendar days to the School Board President.

Recommendations for disciplinary action or dismissal will be forwarded to the Director of Classified Personnel accompanied by documentation of due process at the school or department level.

The Director of Classified Personnel will conference with the employee and may include appropriate supervisory personnel with knowledge of the events forming the basis for the recommendation.

The employee shall have the opportunity to present information and rebuttal relevant to the events contained in the documentation supporting the recommendation. The Director of Classified Personnel may grant additional time as he/she deems appropriate for the employee to gather supplemental information.
After consideration of all information presented, the Director of Classified Personnel shall notify the employee in writing within five (5) working days of his/her decision and/or disciplinary action to be taken.

The employee may within ten (10) working days of receipt of the written decision appeal the action to the Caddo Parish School Board as provided in policy *GAE, Staff Complaints and Grievances.*

Non-tenured Support or Classified Employee

Those employees who have not attained tenure in accordance with applicable provisions of law and whose dismissal is not a result of a reduction in force. This policy does not apply to probationary employees under the tenure statutes.

Disciplinary Actions

The authority of the superintendent of schools and/or his/her designee, the Director of Classified Personnel to warn, suspend, demote, dismiss or terminate non-tenured support or classified employees for just cause.

Due Process

Informing the employee of the particular misconduct of which the employee is accused and giving the employee an opportunity to explain the employee's version of the facts.

Revised: December, 2016
Revised: August 15, 2017

Ref: La. Rev. Stat. Ann. §§17:81, 17:81.8, 17:443; Reed v. Orleans Parish School Board, April 30, 1945, 21 So.2d 895; Frazier v. East Baton Rouge Parish School Board, App. 1 Cir. 1961, 128 So.2d 250; Board minutes, 12-14-72, 6-19-01, 8-15-17.

TENURE

TEACHERS

A teacher who has acquired tenure before September 1, 2012 shall retain tenure, subject to the provisions of state law. Effective beginning on July 1, 2012, a teacher shall be rated *highly effective* for five (5) years within a six-year period pursuant to the *Personnel Evaluation Plan* adopted by the School Board in accordance with La. Rev. Stat. Ann. §§17:3881 through 3905, to be granted tenure. The Superintendent shall notify a teacher, in writing, when tenure has been awarded and the teacher shall be deemed to have acquired tenure on the date specified therein.

A tenured teacher who receives a final performance rating of *ineffective* pursuant to the teacher's annual evaluation shall lose his/her tenure and all rights related thereto immediately upon exhaustion of the grievance procedure set forth in the personnel evaluation plan adopted by the School Board, unless the ineffective performance rating is reversed. Such ineffective rating shall constitute sufficient grounds for disciplinary action pursuant to La. Rev. Stat. Ann. §17:443. If a teacher is found *highly effective* based on the evidence of the growth portion of the evaluation but is found *ineffective* according to the observation portion, within thirty (30) days after such finding, the teacher shall be entitled to a second observation by members of a team of three (3) designees, chosen by the Superintendent, which shall not include the principal.

A teacher who loses tenure shall reacquire tenure if the teacher receives a performance rating of *highly effective* for five (5) years within a six-year period subsequent to receiving an *ineffective* rating.

Teachers Paid with Federal Funds

A teacher paid with federal funds shall not be eligible to acquire tenure, nor shall time spent in employment paid with federal funds be counted toward the time required for acquisition of tenure.

CONTRACT APPOINTEES

Any teacher who has acquired tenure and is promoted to a higher salaried position shall not be eligible to gain tenure in the position to which promoted, but shall retain any tenure acquired as a teacher.

Any person hired under a performance contract shall not be eligible to gain tenure.

BUS OPERATORS

School bus operators hired on or after July 1, 2012 shall not be granted tenure.

SCHOOL EMPLOYEES

No tenure is granted by law or School Board policy to other school employees of the Caddo Parish School Board. *School employee* shall be defined as any employee whose job description does not require the holding of a teaching certificate or is not employed as a bus driver.

Adopted: February 21, 2017

Ref: La. Rev. Stat. Ann. §§13:3204, 17:82, 17:441, 17:442, 17:443, 17:444, 17:522, 17:525, 17:1213, 17:1217, 17:3883; Board minutes, 2-21-17.

PERSONNEL TRANSFER

The Superintendent of the Caddo Parish School Board may transfer any teacher or other employee, including personnel employed as principals and supervisors, from one position, school or grade to another by giving written notice to the teacher or employee of such intention to transfer. Such transfers shall be without loss of status or violation of contract and shall not be for political or personal reasons. No transfers of instructional personnel shall be initiated during the regular school term, except in emergencies or promotional instances where transfers are required to preserve quality instruction.

The principal shall have the authority to reassign employees within the school in which the principal is employed.

Transfer decisions shall be based on performance, effectiveness, and qualifications as applicable to each specific position. *Effectiveness*, as determined by the School Board's performance evaluation program, shall be the primary reason for considering any transfer. Conversely, seniority or tenure shall not be used as the primary reason when making any decisions to transfer an employee.

All personnel involuntarily reassigned to a lesser salaried position than previously held shall have their salary unchanged. Such personnel shall be placed in the salary schedule appropriate to the new position and there shall be no increase in salary until the salary in that schedule is at least equal to their present salary.

VOLUNTARY TEACHER TRANSFERS

A teacher transferred to a school or position must be certified and qualified for the position to which transferred. Should a person request reassignment to a lesser position, such personnel, upon reassignment, shall be placed in the salary schedule at the level of the new position. Procedures and timelines for requesting, reviewing, interviewing, and making recommendations for transfers of personnel shall be maintained by the Division of Human Resources.

- All teachers are eligible for transfer during the transfer period, regardless of temporary certification and funding status. Vacant positions must be requested using Caddo School's official application portal. Transfers will begin May 1st and go through June 30th for the following school year.

The Director of Certified Personnel, acting under the authority of the Superintendent, shall be responsible for approving the principal's recommendation for transfers. Transfer recommendations after June 30th will require approval by the Chief Human Resource Officer.

Teachers and the principals will be notified in writing of approved transfers by the Human

Resources Department for the upcoming school year.

In the event of school closures, those certified teachers affected will be placed first in any vacancies that occur.

The Superintendent must approve any transfers not consistent with this policy.

A teacher or other school employee who has been a victim of physical abuse by any student(s) may be given the opportunity to transfer to another position for which he/she is certified or otherwise qualified and in which he/she shall not have contact with the student(s), provided there is a position available.

Adopted: February 21, 2017
Revised: December 18, 2018

Ref: La. Rev. Stat. Ann. §§17:7, 17:81, 17:443; Board minutes, 2-18-98, 1-23-01, 2-21-17, 12-18-18.

DISMISSAL OF EMPLOYEES

With the exception of lay-offs caused by programmatic changes, budget cuts, staff reorganizations, and/or other personnel actions reducing numbers of employees, no Caddo Parish School Board employee shall be dismissed except as provided by state law and this policy.

ABANDONMENT OF POSITION

If an employee is absent for five (5) or more consecutive school days without explanation or approved leave, the Superintendent may consider the job as abandoned and the employee may be terminated, unless the employee can provide acceptable and verifiable evidence of extenuating circumstances. The Superintendent or his/her designee shall be responsible for determining acceptability of evidence of extenuating circumstances.

CRIMINAL OFFENSES

The Superintendent, on behalf of the School Board, shall dismiss:

1. An administrator, teacher, or substitute teacher upon final conviction or submission of plea of nolo contendere to any crime listed in La. Rev. Stat. Ann. §15:587.1, even if adjudication was withheld or a pardon or expungement was granted, in accordance with statutory provisions for dismissal applicable to the employee.

   However, if the person has obtained tenure, such dismissal shall occur only after a hearing held pursuant to hearing procedures outlined in policy *GBK, Employee Discipline.*

2. An administrator, teacher, or substitute teacher who is found to have submitted fraudulent documentation to the Louisiana Board of Elementary and Secondary Education (BESE) or the Louisiana Department of Education (LDOE) as part of an application for a Louisiana teaching certificate or other teaching authorization.

3. An administrator, teacher, or substitute teacher who is found to have facilitated cheating on any state assessment as determined by BESE.

4. Any other school employee if such employee is convicted of or pleads nolo contendere to crimes enumerated in La. Rev. Stat. Ann. §15:587.1, except La. Rev. Stat. Ann. §14:74.

5. Employees may be dismissed for failure to properly report arrests.

The Superintendent shall notify the State Superintendent of Education of any employee's dismissal for the criminal offenses above no later than thirty (30) days after such dismissal.

CERTIFICATED EMPLOYEES

Non-tenured Teachers

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

Within sixty (60) days of such notice, the teacher may seek summary review in district court of whether or not the Superintendent's action was arbitrary or capricious.

Tenured Teachers

A tenured teacher shall not be removed from office except upon written and signed charges by the Superintendent or his/her designee of poor performance, willful neglect of duty, incompetency, dishonesty, immorality, or of being a member of or contributing to any group, organization, movement, or corporation that is by law or injunction prohibited from operating in the state of Louisiana, and then only if furnished with a copy of such written charges and given the opportunity to respond. Dismissal of a teacher with tenure shall be governed by the provisions for discipline of tenured teachers as included in policy *GBK, Employee Discipline*.

Contract Appointees

Personnel who have entered into promotional employment contracts with the School Board, pursuant to La. Rev. Stat. Ann. §17:444, may be removed from their positions by non-renewal of their contracts or by termination of their contracts. Contracts may be non-renewed by the School Board for any of the following reasons:

1. The Superintendent has recommended against renewal of the contract based on an evaluation of the employee's performance;

2. The failure to offer a new contract is based on a cause sufficient to support a mid-contract termination;

3. The position in question has been discontinued; or

4. The position in question has been eliminated as a result of district

reorganization.

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

For *mid-contract termination* of promotional employment contracts, the employee shall have the right to written charges and a hearing before a disciplinary hearing officer in the manner provided in La. Rev. Stat. Ann. §17:443. A contract may be terminated if the employee is found guilty of being incompetent or inefficient or is found to have failed to fulfill the terms and performance objectives of his/her contract, or other reasons provided for by state law.

NON-CERTIFICATED EMPLOYEES

Non-Tenured Bus Operators

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

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

Each school bus operator shall serve a probationary term of three (3) years reckoned from the date of his/her first employment with the School Board. During such probationary term, any bus operator may be dismissed by the School Board upon the written recommendation of the Superintendent. Any bus operator employed on or after July 1, 2012, who has successfully completed his/her probationary term, may be dismissed by the Superintendent after providing such bus operator with written reasons therefor and providing the bus operator with the opportunity to respond. The bus operator shall have seven (7) days to respond, and such response shall be included in the bus operator's personnel file. Regardless of the date of his/her employment, a non-tenured bus operator shall not be entitled to a hearing before the School Board prior to termination.

Tenured Bus Operators

A tenured bus operator may be dismissed for willful neglect of duty, or incompetence, or immorality, or drunkenness while on duty, or failure to comply with requirements of La. Rev. Stat. Ann. §17:491.3 relative to being arrested for one or more of the specified offenses, or physical disability to perform his/her duties, or failure to keep his/her transfer equipment in a safe, comfortable, and practical operating condition, or of being a member of or contributing to any group, organization, movement, or corporation that is prohibited by law or injunction from operating in the state.

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

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

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

A tenured bus operator shall not be removed from his/her position except upon written and signed charges against the bus operator, and the bus operator having been furnished with a copy of such written charges and given the opportunity to respond, in person or in writing, within ten (10) calendar days from written notice of the charges.

The Superintendent shall have ten (10) calendar days to review the school bus operator's response and to provide written notice to the bus operator of the *interim disciplinary action*, which may include placing the bus operator on paid administrative leave. If the bus operator has been arrested for a violation of any of the following: La. Rev. Stat. Ann. §§14:42 through 14:43.5, 14:80 through 14:81.5, any other sexual offense affecting minors, any of the crimes provided in La. Rev. Stat. Ann. §15:587.1, or any justified complaint of child abuse or neglect on file in the central registry pursuant to Children's Code Article 615, the administrative leave shall be without pay. Paid administrative leave shall not exceed fifty (50) days from notice of the Superintendent's interim decision.

Within twenty (20) calendar days after written notice of the charges, the bus operator may request a hearing before a disciplinary hearing officer, following the hearing procedures for tenured teachers found in policy *GBK, Employee Discipline*. If the bus operator fails to timely request a hearing, the disciplinary action shall become final.

PROCEDURES FOR DISMISSAL OF CLASSIFIED EMPLOYEES

All employees of the system whose dismissal is not governed by the provision of La. Rev. Stat. Ann. §§17:441-446, or by the provisions of La. Rev. Stat. Ann. §§17:491-494, shall be subject to dismissal as follows:

The Superintendent, his/her designee, or the appropriate personnel director shall have the authority to discipline, including suspension, or termination any non-tenured employee with or without pay, when circumstances warrant such action. The decision to terminate shall be final unless the employee files a written notice of appeal within ten (10) calendar days to the School Board President.

Recommendations for disciplinary action or dismissal shall be forwarded to the Director of Classified Personnel accompanied by documentation of due process at the school or department level.

The Director of Classified Personnel shall conference with the employee and may include appropriate supervisory personnel with knowledge of the events forming the basis for the recommendation.

The employee shall have the opportunity to present information and rebuttal relevant to the events contained in the documentation supporting the recommendation. The Director of Classified Personnel may grant additional time as he/she deems appropriate for the employee to gather supplemental information.

After consideration of all information presented, the Director of Classified Personnel shall notify the employee in writing within five (5) working days of his/her decision and/or disciplinary action to be taken.

The employee may within ten (10) working days of receipt of the written decision appeal the action to the Caddo Parish School Board as provided in policy *GAE, Complaints and Grievances*.

Non-Tenured Support or Classified Employee

This policy shall apply to those employees who have not attained tenure in accordance with applicable provisions of law and whose dismissal is not a result of a reduction in force. This policy does not apply to probationary employees under the tenure statutes.

Disciplinary Actions

The Superintendent and/or his/her designee, the Director of Classified Personnel shall have the authority to warn, suspend, demote, dismiss or terminate non-tenured support or classified employees for just cause.

Due Process

Informing the employee of the particular misconduct of which the employee is accused and giving the employee an opportunity to explain the employee's version of the facts.

Adopted: February 21, 2017 Revised: March 17, 2020
Revised: March 19, 2019

Ref: La. Rev. Stat. Ann. §§13:3204, 15:587.1, 17:15, 17:16, 17:81.5, 17:442, 17:443, 17:444, 17:492, 17:493, 17:493.1; La. Code of Civil Procedure, Art. 2592; Rouselle v. Plaquemines Parish School Board, 633 So2d 1235 (La. 2/28/94); Board minutes, 4-19-11, 2-21-17, 3-19-19, 3-17-20.

REDUCTION OF PERSONNEL

It shall be the policy of the Caddo Parish School Board to maintain a fair and balanced educational program consistent with the functions and responsibilities of public schools. When faced with circumstances which may necessitate a reduction of personnel greater than can be accomplished through attrition and appropriate reassignment, a reduction of personnel action may be employed. All feasible alternatives to the layoffs of employees shall be considered prior to the implementation of the provisions stated herein. The determination for the need to implement reduction of personnel procedures and all decisions effecting such action shall be made by the Superintendent. Seniority and/or tenure shall not be the primary criteria when instituting a Reduction in Force.

Except as otherwise provided herein, any existing procedure for reconsidering or examining an employee discharge, non-reappointment, or grievance shall not be considered in implementing a reduction of personnel action. Similarly, no personnel action other than a reduction of personnel may be considered under this policy.

Employees on School Board approved leaves of absence shall be treated in the same manner as other regularly employed personnel insofar as application of this policy.

TEACHERS AND ADMINISTRATORS

Reduction of teachers and administrators shall be based **solely** upon demand, performance, and effectiveness, as determined by the performance evaluation program adopted by the School Board in accordance with La. Rev. Stat. Ann. §§17:3881 through 3905. Any reduction of teachers and administrators by the Superintendent shall be instituted by dismissing the least effective teacher within each targeted subject area or area of certification first, and then proceeding by effectiveness rating until the reduction of personnel has been accomplished.

Seniority and/or tenure shall not be the primary criteria when instituting a Reduction in Force.

ALL OTHER EMPLOYEES

Reduction of school employees, including bus drivers, who are **not** evaluated pursuant to La. Rev. Stat. Ann. §§17:3881 through 3905, shall be based upon the following criteria:

1. Performance and effectiveness as determined by the School Board's personnel evaluation plan.

2. Certification or academic preparation, if applicable.

NOTICE TO INDIVIDUAL EMPLOYEE

When a reduction of personnel action is instituted, written notice of termination shall be given by the Superintendent or his/her designee by certified mail, return receipt requested, to the employee to be terminated. The notice shall include a statement of the general conditions requiring a reduction of personnel. The employee's address, as it appears on the School Board's record, shall be deemed to be the correct address. It shall be the employee's responsibility to see that the School Board has his/her current address on file.

REVIEW OF INDIVIDUAL TERMINATIONS

Within ten (10) days after receiving a notice of termination, an employee may request, in writing, a review of the action taken and shall receive notice of the results of the review in a timely manner, but no later than ten (10) days after the notice to review is received. The employee shall have the right to pursue a reduction action through the Board's grievance procedures.

RECALL PROCEDURES

For three (3) years after the effective date of a termination, the employee shall be given the first opportunity to be reinstated to the position from which terminated. Employees shall be recalled in reverse order to their lay-off.

The offer of re-employment shall be made by certified mail, return receipt requested, and the employee shall be notified that, if he/she wishes to accept, he/she must do so in writing within seven (7) calendar days. Failure to accept within seven (7) calendar days or rejection of the position eliminates all re-employment rights of the employee.

An employee who is recalled within three (3) years after being laid off shall have restored to him/her all of the sick leave and unused personal leave, if applicable, he/she had accrued on the effective date of the layoff.

SEVERABILITY OF PROVISIONS

If any provision of this policy or the application thereof is held invalid, such invalidity shall not affect other provisions of this policy which can be implemented without the invalid provisions and, to this end, the provisions of this policy are hereby declared severable.

Any and all provisions of this policy shall yield to existing state law, whether statutory or not, when held to be in conflict with said law or laws.

Adopted: February 21, 2017

Ref: La. Rev. Stat. Ann. §§17:81, 17:81.4; Board minutes, 10-28-81, 3-20-01, 5-18-04, 2-21-17.

RESIGNATION

The Caddo Parish School Board requires any employee who wishes to terminate his/her employment with the School Board to submit a letter of resignation to the Superintendent or his/her designee. The Superintendent and/or his/her designee, or the appropriate Human Resource Director shall accept any letters of resignation. Resignations shall become effective 48 hours after acceptance by the Superintendent or his/her designee, or the appropriate Human Resource Director. The Superintendent or his/her designee, or the appropriate Human Resource Director shall advise the employee in writing that he/she has 48 hours to rescind his/her resignation or the resignation becomes final. The Superintendent shall report all such resignations to the School Board at the next regularly scheduled meeting.

Employees resigning from employment with the School Board after the end of the school session shall do so as soon as possible.

Resignations should include the resignation reason and the exact date for release.

Adopted: February 21, 2017

Ref: La. Rev. Stat. Ann. §17:81; Board minutes, 2-21-17.

Caddo Parish School Board

RETIREMENT

No individual shall be discharged or forced to retire because of age.

Adopted: February 21, 2017

Ref: La. Rev. Stat. Ann. §§11:133, 11:203, 11:204, 11:701, 11:710, 11:721, 11:728, 11:761, 11:778, 11:1147, 11:786, 11:788, 17:425; Board minutes, 2-21-17.

EMPLOYEE CONDUCT

The Caddo Parish School Board believes the teaching profession occupies a position of public trust involving not only the individual teacher's personal conduct, but also the interaction of the school and the community. Education is most effective when these many relationships operate in a friendly, cooperative, and constructive manner. A teacher's conduct, as well as the conduct of all employees throughout the school district, should meet acceptable standards of the community and show respect for the law and the rights of others.

All employees, volunteers, student teachers, interns, and any other person affiliated with the Caddo Parish School Board have the responsibility to be familiar with and abide by the laws of the state, the policies and decisions of the School Board, and the administrative regulations and procedures designed to implement School Board policies. Employees and others shall also comply with the standards of conduct set out in this policy and with any other policies, regulations, procedures, or guidelines that impose duties, requirements, or standards of conduct attendant to their status as School Board employees.

Employees and all others shall be expected to observe at least the following standards of conduct:

- Be courteous to students, one another, and the public and conduct themselves in a professional and ethical manner.
- Recognize and respect the rights and property of students, other employees, and the public.
- Maintain confidentiality of all matters relating to students and other employees.
- Demonstrate dependable attendance and punctuality with regard to assigned activities and work schedules.
- Observe and adhere to all terms of an employee's contract or job description.
- Strive to keep current and knowledgeable about the employee's area of responsibility.
- Refrain from conducting or participating in any unauthorized studies, surveys, or investigations while on duty.
- Advocate positive personal behavior on or off campus and attempt to avoid improprieties or the appearance of improprieties.

While the operation of the School Board and its schools is governed by the provisions of this and all other School Board policies, regulations, and procedures, as well as procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and standards of common sense. By virtue of one's education and experience, an employee knows and understands that certain actions or conducts are unacceptable even in the absence of formal School Board policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language, or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty. Such conduct, as well as violation of any state or federal law or School Board policies, regulations, or procedures, or school regulations or procedures, shall result in the imposition of discipline up to and including termination.

JOB INTERFERENCE

Employees shall be prohibited from knowingly aiding or engaging in any activity for the purpose of causing disruption or interference with the performance of his or her job duties or duties of other employees, or conduct that is otherwise detrimental to the efficient and orderly operation of the Caddo Parish public school system for which the employee is employed.

PROHIBITED SEXUAL CONDUCT

Employees shall be prohibited from engaging in any form of sexual conduct with students.

Notwithstanding any claim of privileged communication, any educator, having cause to believe that prohibited sexual conduct has occurred between another educator and a student, shall be required by state law to immediately report such conduct to a local or state law enforcement agency.

NOTIFICATION BY EMPLOYEES

Convictions

A teacher or any other School Board employee shall report to his/her immediate supervisor and the appropriate Director of Human Resources any final conviction or plea of guilty or *nolo contendere* to any criminal offense, excluding traffic offenses, to the School Board within twenty-four (24) hours of conviction or plea.

Any incarcerated employee may authorize another person to act on that employee's behalf in notifying or providing documents to that employee's immediate supervisor and the Department of Human Resources.

Initiation of Criminal Prosecution

When a criminal prosecution is initiated in court against any employee by way of indictment, bill of information, or affidavit for committing any offense, other than a minor traffic violation, that employee shall provide his/her immediate supervisor and the appropriate Director of Human Resources each with a copy of the indictment, bill of information, or affidavit within one (1) work day of his/her arrest or service of summons. In lieu of such indictment, bill of information, or affidavit, the employee so charged may otherwise properly notify his or her supervisor and the appropriate Director of Human Resources of the particulars of the criminal prosecution.

Within five (5) calendar days of the scheduling of any court hearing or trial related to criminal prosecution, the affected employee shall give notice to the appropriate Director of Human Resources of the date and time of the pending hearing or trial.

Arrests for Certain Offenses

Effective January 1, 2012, any public school employee shall be required to report his/her arrest for a violation of any criminal statute other than a minor traffic offense (except bus operators). Bus operators are required to report all traffic violations within 24 hours of the offense to the transportation supervisor.

The report shall be submitted to the Superintendent or his/her designee within twenty-four (24) hours of the arrest. However, if the employee is arrested on a Saturday, Sunday, or a legally declared school holiday such report shall be made prior to the employee next returning for his/her work assignment at a school. Such report shall be made by the employee or an agent of the employee regardless of whether he/she was performing an official duty or responsibility as an employee at the time of the offense. In addition, the employee shall report the disposition of any legal proceedings related to any such arrest, which shall also be made a part of any related files or records.

Any employee who fails to comply with these provisions shall be suspended with or without pay if such employee is serving a probationary term of employment or if the provisions of law relative to probation and tenure are not applicable to the employee.

Any employee employed with the School Board who is a tenured employee of the School Board shall be subject to removal under applicable state laws for failure to comply with these provisions. Written and signed charges alleging such failure shall be brought against the employee.

Unless criminal charges are instituted pursuant to an arrest which is required to be reported as provided above, all information, records, hearing materials, and final recommendations of the school pertaining to such reported arrest shall remain confidential and shall not be subject to a public records request.

School employee, as used in this policy, shall mean any employee of the School Board, including teachers, substitute teachers, bus drivers, substitute bus drivers, or janitor, and shall include all temporary, part-time, and permanent school employees.

Adopted: February 21, 2017

Ref: 41 USC 8103 (*Drug-Free Workplace*); La. Rev. Stat. Ann. §§14:42, 14:42.1, 14:43, 14:43.1, 14:43.2, 14:43.3, 14:43.5, 14:80, 14:80.1, 14:81, 14:81.1, 14:81.1.1, 14:81.2, 14:81.3, 14:81.4, 14:81.5, 17:15, 17:16, 17:81; Sylvester v. Cancienne, 95-0789 (La. App. 1st Cir. 11/9/95), 664 So.2d 1259; Howard v. West Baton Rouge Parish School Board, 2000-3234 (La. 6/29/01), 793 So.2d 153; Spurlock v. East Feliciana Parish School Board, 03-1879 (La. App. 1st Cir. 6/25/04), 885 So.2d 1225; Board minutes, 3-15-00, 3-17-09, 10-16-07, 2-21-17.

REPORTING OF ILLEGAL OR UNETHICAL ACTIVITIES

All employees shall be responsible and accountable for adhering to all Caddo Parish School Board policies and to all state and federal laws governing the operation of the school system. Employees therefore have a duty to promptly and confidentially report any illegal or unethical act, practice or activity of which they become aware by a School Board member, employee or official or by an outside agency transacting business with the School Board. It is the policy of the School Board to protect employees who have reported such activities in keeping with School Board policies and procedures.

Matters to be reported include any illegal, fraudulent, or dishonest activity arising in connection with school system operations or activities. Unethical activities to be reported under this policy are those acts or practices that are prohibited by the *Louisiana Code of Governmental Ethics* (La. Rev. Stat. Ann. ' '42:1101-42:1170).

Reports of illegal or unethical acts, practices or activities shall be made confidentially to one's immediate supervisor, except when the act, practice or activity involves the supervisor, in which event the report shall be made to the Superintendent or his/her designee. Reports of illegal or unethical acts, practices or activities involving the Superintendent shall be made to the Chief Internal Auditor.

RETALIATION PROHIBITED

Caddo Parish School Board employees and officials shall not take retaliatory action, or threaten retaliatory action against any person who in good faith and pursuant to this policy reports any workplace practice, act or activity which he/she reasonably believes to be in violation of any state or federal law, including the state code of ethics for public employees or elected public officials, or against anyone who in good faith, and after having informed the School Board thereof: (1) discloses or threatens to disclose a workplace act, practice, or activity that is a violation of law; (2) provides information to or testifies before any public body conducting an investigation, hearing or inquiry into any violation of the law; or (3) objects to or refuses to participate in an employment act, practice or activity that is in violation of law.

The term *retaliation* shall include, but not be limited to, any form of intimidation, reprisal, harassment or adverse change in the terms and conditions of employment, either at the time the report is made or any time thereafter.

Adopted: February 21, 2017

Ref: La. Rev. Stat. Ann. §17:81, Board minutes, 10-21-98, 9-17-02, 5-17-05, 2-21-17.

EMPLOYEE ATTENDANCE

Employees of the Caddo Parish School Board shall be expected and required to report to their designated work locations in the prescribed manner and at the prescribed time work activity is to commence. Employees are also expected to remain at work for the entire work period excluding any rest and meal periods permitted. Tardiness, unexpected absence, or failure to report to work as scheduled may result in disciplinary action. In cases of anticipated absence or where the employee cannot report to work as scheduled, the employee shall notify his/her supervisor as soon as possible after the employee becomes aware that he/she will be absent from work. Continual absence by the employee shall be conveyed to the employee's supervisor on a regular basis. The frequency of contact that may be required shall be determined by the supervisor.

ABSENCES DURING DAY

Principals are to notify their respective School Directors in advance of being absent from school. For those schools that do not have assistant principal, another responsible individual should be designated by the principal and made known to the school office staff.

No teacher or other employee shall leave the school campus or work location without having first obtained permission from the principal/building administrator or designee. Teachers shall be required to sign out, stating the reason for leaving school. Upon returning, the teacher shall sign back in and note the time of his/her return. An employee's immediate supervisor may authorize an absence during the business day. Otherwise, appropriate leave shall be granted in order for an employee to be properly absent from work.

Reporting Absences

All absences of one (1) hour or more shall be reported by the immediate supervisor and shall be recorded and counted toward an employee's leave time and reported on the bi-weekly or monthly payroll absence report. However, the immediate supervisor shall be allowed to record and count less than one (1) hour at his/her discretion.

Unauthorized Absence

Any employee who is absent from work and who has not received an authorized leave shall be considered on *unauthorized leave*. Any employee on unauthorized leave shall receive no pay for those days which constituted the unauthorized leave and may be subject to dismissal and/or other disciplinary actions.

JOB ABANDONMENT

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

Adopted: February 21, 2017

Ref: La. Rev. Stat. Ann. §§17:81, 17:1186, 17:1201, 17:1202, 17:1203, 17:1204, 17:1206, 17:1208, 17:1208.1; Board minutes, 11-17-78, 9-15-99, 9-18-01, 2-21-17.

STAFF SCHEDULES

LENGTH OF STAFF SCHOOL YEAR

The Caddo Parish School Board shall require instructional personnel to work at least the minimum number of days stipulated by their contract. Typically, personnel shall be required to work the following minimum periods:

9-month employees Working days - 170 Support/172 Certificated 10-month employees Working days - 200 Support/202 Certificated 11-month employees Working days - 220 Support/222 Certificated 12-month employees 260 working days

DAILY WORK SCHEDULES

The Caddo Parish School Board shall require all personnel to follow the school calendar and holiday schedule during the school term. The Superintendent, with approval from the Caddo Parish School Board, shall establish office hours and work schedules outside the normal school calendar as necessary. Normal business hours shall be officially designated as 8:00 a.m. to 4:30 p.m. Monday through Friday, for the central office.

The business hours for each school shall vary from school to school. Principals and the administrative staff should be in their buildings ahead of pupils or teachers, and should remain in their buildings until pupils and teachers have gone from school. Principals who leave their buildings for any purpose, other than attendance at civic clubs, principals' meetings, going to the administrative offices of the School Board, or other routine business affairs connected with the schools, shall notify their respective School Directors in advance of anticipated absences.

Teachers are expected to be at school at least fifteen (15) minutes before school starts and may leave school no sooner than fifteen (15) minutes after the close of school each day. Exceptions to this time schedule may be made by the principal/building administrator when, in his/her opinion, a justifiable request has been made in advance by the teacher. *School day* shall mean the regular student attendance hours, whether or not students are actually present. The designated school day shall be submitted to the School Director and coordinated with transportation prior to the start of the school term.

Principals and department heads shall be authorized to adjust staff personnel schedules during the work week in order to prevent any employee incurring overtime work, unless properly authorized.

Planning Time

Time schedules for teachers shall include daily planning time. Teachers shall be expected to stay longer on duty days, other necessary school-related activities and for

parent-teacher conferences. If an administrator or counselor initiates a parent/teacher conference, 24 hour notice must be provided to the teacher. Teachers may request that an administrator or counselor attend the initiated parent-teacher conference.

Duty Free Lunch

Teachers shall have an uninterrupted duty free lunch period daily for at least thirty (30) minutes, except when emergencies or special events make it necessary to alter the schedule. Duty-free lunch periods shall be scheduled by the principal.

SUMMER WORK SCHEDULE

The Superintendent may designate and maintain a summer work schedule that varies from the normal business hours. The principal shall be responsible for the operation of the school during the summer months. This includes summer maintenance, financial statements, requisitions, request for services, reports, mail and correspondence, school records and transcripts, and the coordination of the school operation with the School Board.

The principal shall give the Superintendent a telephone number(s) where he/she may be contacted at any time. The assistant principal shall be contacted in the absence of the principal as needed.

MODIFIED WORK SCHEDULE (MODIFIED DUTY)

Any employee recovering from a work-related disability and whose recovery is determined by a physician to be to the point where the employee can resume at least partial duties and/or hours of work, may be allowed to return to work on a modified duty schedule. Such a work schedule and/or the nature of the work to be performed by the returning employee shall be at the discretion of the Superintendent or in a school, at the discretion of the principal, subject to the approval of the Superintendent. The School Board shall endeavor to provide reasonable accommodation to such an employee based on the employee's circumstances and conditions of employment in accordance with Board policy *GAAB, Individuals with Disabilities.* A modified work schedule may continue only until the employee is certified to return to his or her normal work schedule by a physician or the employee has been determined to be permanently disabled.

Adopted: February 21, 2017

Ref: La. Rev. Stat. Ann. §§11:778, 17:81, 17:434; Board minutes, 5-16-79, 9-19-00, 6-18-02, 2-21-17.

STAFF MEETINGS

The Caddo Parish School Board shall require all employees to attend faculty/staff meetings and/or in-service training sessions that may be required by the principals and/or supervisors. General faculty meetings and in-service activities shall be considered part of the instructional personnel's regular assignment and on certain occasions support staff may also be required to attend. Teachers and other personnel shall be required to attend faculty meetings and in-service activities unless they are excused for valid reasons by the principal. Generally, there shall be no more than one (1) faculty meeting and/or in-services per week. Advance notice (at least twenty-four (24) hours, whenever possible) shall be given to employees informing them of any scheduled faculty meetings and/or in-services. In the event that a second meeting is necessary in the same week, the principal shall notify and receive written approval from their school director prior to calling the meeting. Nothing in this policy shall be intended to prohibit the school site administrator from disseminating significant information when time is of the essence.

Members of the administrative staff shall be expected to attend all administrative staff meetings as called by the Superintendent or his/her designees and participate in regular staff development and/or in-service opportunities.

Adopted: February 21, 2017

Ref: La. Rev. Stat. Ann. §17:81; Board minutes, 11-15-11, 2-21-17.

PROFESSIONAL AND SUPPORT STAFF WORK LOAD

The Caddo Parish School Board recognizes that professional employees shall be expected at times to perform duties above their regular responsibilities. Activities and services that make demands on the teacher's time (such as student registration, attendance-keeping and record-keeping, reporting to parents, supervision of students, and the request for, care of, and accounting for instructional materials) shall be part of each teacher's assignment. It is also recognized that student clubs, school papers, yearbooks, athletics, and supervision of playgrounds, school buses and other activities under the supervision of the school are and should be a shared responsibility of the whole faculty. Principals/immediate supervisors may designate both professional and support personnel to perform such duties from time to time and establish the times at which such duties shall be performed.

All professional personnel shall be subject to attendance at any regular School Board and committee meetings wherein topics reasonably related to their job responsibilities may be addressed, as may be requested by appropriate authorities.

Adopted: February 21, 2017

Ref: La. Rev. Stat. Ann. §17:81; Board minutes, 2-21-17.

PROFESSIONAL LEAVE

The Caddo Parish School Board recognizes the value of attending regional and national educational meetings in order to become exposed to new ideas and developments in various areas of public school education. Therefore, the Superintendent or his/her designee may grant professional leave to an employee wishing to attend any educationally related conference, meeting, or convention, if such attendance is considered to be in the best interests of the school district. The School Board may pay all or any part of expenses of any personnel whom it may direct to represent it at any such professional or educational meeting or in visitation to another school system. In all such cases, prior approval for said expenses must be given by the Superintendent or his/her designee.

Application and notification to attend a conference or similar educational meeting shall be made in writing and approved as far in advance of the meeting as possible. The written request shall include dates, subjects to be covered, and sponsoring agency. Employees may also request or be directed by their supervisor to attend a meeting, workshop or other work related activity.

Employees granted professional leave shall be expected to fully participate in the conference or educational meetings for which leave is granted. The employee may also be required to submit proper documentation that the leave granted was used for the purposes for which requested. Any instances of non-attendance shall be reported to the employee's supervisor. Such non-attendance may result in reimbursement to the Board of any compensation paid the employee for the leave days taken, and may lead to discipline of the employee up to and including termination.

SCHOOL DISTRICT MEETINGS

Employees shall attend in-service meetings in the school district during the workday on the recommendation of the department head and as authorized by the Superintendent.

STATE MEETINGS

Employees may be permitted to attend workshops and/or in-service meetings in the state during the work day with the recommendation of the principal/department head and the authorization of the Superintendent, provided such meetings are related to the performance of the employee's job assignment.

LEAVE FOR STATE BOARD OR COMMISSION

Leave with pay shall be granted any school system employee who is an elected member of the Board of Trustees of the *Teachers' Retirement System of Louisiana* or the *Louisiana School Employees Retirement System*, an elected or appointed member

of the *Louisiana Board of Elementary and Secondary Education* (BESE), or an appointed member of any task force, commission, or other advisory body established by BESE so that such employee may attend meetings of the entity and any committees thereof on which the employee serves.

The School Board shall require any employees who may serve on the public entities outlined above to provide notice to the School Board of the dates and times of all meetings of the entity and any committees thereof that are scheduled to occur on a regular basis and reasonable notice to the School Board of any special or otherwise unscheduled meetings.

Any employee serving on such an entity shall apply in writing for such leave in a timely manner, but in no case less than twenty-four (24) hours prior to the date of the meeting, except in an emergency. The employee shall also be required to submit proper documentation that the leave granted was used for the purposes for which requested. Improper use of said leave may result in reimbursement to the School Board of any compensation paid the employee for the leave days taken, and may lead to discipline of the employee up to and including termination.

Adopted: February 21, 2017

Ref: La. Rev. Stat. Ann. §17:81; Board minutes, 4-18-84, 5-22-02, 2-21-17.

SABBATICAL LEAVE

The Superintendent may grant sabbatical leave for the purpose of professional or cultural improvement or for medical leave to all teaching personnel in accordance with statutory provisions. *Teaching personnel* shall include any person employed by the Caddo Parish School Board who holds a valid teaching certificate issued by the Louisiana Board of Elementary and Secondary Education and any social worker, guidance counselor, school nurse, audiologist, education diagnostician, speech-language pathologist, or school psychologist employed by the School Board who holds the appropriate valid professional ancillary certificate issued by the Louisiana Department of Education.

ELIGIBILITY

Sabbatical leave may be granted on the ratio of two (2) semesters for twelve (12) or more consecutive semesters of active service within the employ of this School Board or one (1) semester for six (6) or more consecutive semesters of such service.

At no time may more than five percent (5%) of the total number of teachers employed in a school system be on leave. Selection of employees among those who qualify for sabbatical leave must be based on years of continuous service and other criteria as specified by statute.

MEDICAL SABBATICAL LEAVE

A teacher may make application for *medical sabbatical leave*, which shall be accompanied by a statement from a licensed physician certifying that the leave is medically necessary.

If the Superintendent, upon review of the application, questions the validity or accuracy of the certification, the Superintendent may require the applicant, as a condition for continued consideration of the application, to be examined by a licensed physician selected by the Superintendent. In such a case, the School Board shall pay all costs of the examination and any tests determined to be necessary. If the physician finds a medical necessity, the leave application shall be granted.

If the physician disagrees with the certification of the physician selected by the applicant, then the Superintendent may require the applicant, as a condition for continued consideration of the application, to be examined by a third licensed appropriate physician whose name appears next in the rotation of physicians on a list established by the local medical society for such purpose and maintained by the School Board. All costs of an examination and any required tests by a third physician shall be paid by the School Board. The opinion of the third physician shall decide the issue.

The opinion of all physicians consulted shall be submitted in the form of a ***sworn statement***. All information contained in any statement from a physician shall be confidential and shall not be subject to the public records law.

SABBATICAL LEAVE FOR PROFESSIONAL OR CULTURAL IMPROVEMENT

Every person on sabbatical leave for the purpose of professional or cultural improvement, shall during each semester of leave, pursue a program of study, earning at least nine (9) undergraduate credit hours, provided such hours directly improve the person's skills and knowledge as a teacher, or six (6) graduate credit hours, or be certified as a full-time student at an institution of higher learning accredited by the respective State Board of Education or territorial board in which such institution is located. If less than fifteen (15) weeks is spent as specified above, the number of weeks less than fifteen (15) shall be spent in either of the two (2) alternatives specified below:

1. Pursue a program of independent study, research, authorship or investigation which involves an approximately equivalent amount of work and which is *approved by the School Board*.

2. Engage in travel which is so planned as to be of definite educational value and which has been *approved by the School Board*.

Final authority for granting such leave shall rest with Superintendent.

PROCEDURE FOR APPLICATION

1. Application for sabbatical leave shall be made on a form provided by the Superintendent. Applications shall be sent to the Superintendent by registered mail at least sixty (60) days preceding the beginning of the semester of the scholastic year for which leave is requested, except that when a teacher or other professional employee has become sick during a semester and requests medical sabbatical leave, it shall be sufficient if the application is mailed thirty (30) days prior to the date upon which the requested leave is to commence.

   The Superintendent shall inform the teacher of the approval or denial of sabbatical leave at least thirty (30) days preceding the beginning of the semester of the school year for which the leave is requested, except that, where a teacher has become sick during a semester and has requested medical sabbatical leave, the Superintendent shall inform the teacher of approval or denial of such leave as soon as possible after receipt of his/her request for leave.

2. Whenever in accordance with statutory provisions some of the applications cannot be granted, from among those which would otherwise be granted, those to be granted shall be determined in the following manner:

A. Preference in every case shall be given to the applicant who has rendered active service in the school system for the greatest number of consecutive semesters immediately preceding the period for which leave is requested.

B. Where any two (2) applicants rank equally in point of continuous service, preference in every case shall be given to the applicant who has rendered service in the school system for the greater total number of semesters.

C. Where any two (2) applicants rank equally in both point of continuous service and in point of total service, preference in every case shall be given to the applicant whose date of birth is earlier.

D. In cases where all factors are equal, the tie shall be broken by the drawing of lots in the presence of the employees.

3. Applicants whose applications are filed in the first thirty (30) days of the semester shall be given a preference over those who seek medical sabbatical leave under the special provision relating to sickness during a school semester.

4. Every application for sabbatical leave shall specify **all** of the following:

A. The period for which leave is requested;

B. Whether leave is requested for the purpose of professional or cultural improvement, or for the purpose of medical leave;

C. The precise manner, in so far as possible, in which such leave, if granted, shall be spent;

D. The semesters spent in active service in the school system from which leave is requested; and

E. The date of birth of the applicant.

The application shall contain a statement over the signature of the applicant, that he/she shall agree to comply with all sabbatical leave provisions.

COMPENSATION

A teacher granted sabbatical leave shall be paid compensation at the rate of **sixty-five percent** (65%) of the person's salary at the time the sabbatical leave begins. A teacher on sabbatical leave with pay must continue his/her retirement contribution. Time spent on such leave is considered as active service for retirement purposes.

CONDITIONS OF SABBATICAL

1. Each person granted sabbatical leave, as a condition of the sabbatical leave, shall be prohibited from being employed during the sabbatical leave by any public or private elementary or secondary school in Louisiana or any other state.

2. Every person on *medical sabbatical leave* shall be prohibited from undertaking any gainful employment during such leave unless all of the following conditions are met:

   A. The teacher can demonstrate that he/she will be working not more than twenty (20) hours a week in a part-time job that he/she has been working for not less than one hundred and twenty (120) days prior to the beginning of such leave.

   B. The doctor certifying the medical necessity of the leave indicates that such part-time work does not impair the purpose for which the leave is granted.

   C. The Superintendent authorizes such part-time work.

   Violation of the part-time work provisions shall result in the medical sabbatical leave being rescinded.

3. Each person granted sabbatical leave shall sign an agreement or contract as specified with the School Board stipulating that, as a condition of sabbatical leave and in order to be eligible for compensation during such leave, he or she will return to service for one (1) semester for each semester of leave upon completion of the sabbatical leave. Said service shall ordinarily be performed in this School District.

   No person who, upon the expiration of his/her sabbatical leave, immediately begins employment with a state-operated educational agency, city, parish, or other local school board, department, school, college or university instead of returning to the school system which granted him/her such leave, shall be required to forfeit that portion of compensation paid to him/her by the State while he/she was on such leave. However, such person shall be required to reimburse the school system any salary paid to him/her by the School Board while he/she was on leave, unless the Superintendent opts to exercise the waiver provision as explained under *Waiver of Intention to Return to Service Clause* below.

   As per statutory requirement, any employee taking sabbatical leave who fails to return to service in this School District upon expiration of the leave as specified above for any reason other than incapacitating illness as certified by two (2)

physicians, shall forfeit all salary compensation received during the leave period. The Superintendent shall have the authority to waive this requirement in accordance with its pre-published criteria, as noted under *Waiver of Intention to Return to Service Clause* below, if he/she deems such to be in the best interest of the School District, provided that such a waiver shall not be of a discriminatory nature against any employee or applicant because of his or her job description, age, race, or sex.

4. An employee on professional sabbatical leave shall observe the above stipulations concerning graduate or undergraduate credit hours to be earned and/or alternatives such as productive research or travel. The Superintendent shall have the authority to require written reports of work done and work to be done at any time during the period of leave. In addition, written reports are required within thirty (30) days after the beginning of each semester of leave and within thirty (30) days after the end of leave.

5. Any employee who fails to comply with statutory provisions may have his/her leave terminated by the Superintendent at any time.

6. Every person on sabbatical leave shall notify the Superintendent of his/her intention to return to work not less than thirty (30) days prior to the beginning of the semester in which he/she expects to return.

   An employee who has been granted sabbatical leave shall, upon expiration of the leave, be returned to the same position in the same school held at the time of said sabbatical leave was granted unless otherwise agreed to by the individual.

WAIVER OF *INTENTION TO RETURN TO SERVICE* CLAUSE

The return to service provision, as stated in *Conditions of Sabbatical*, Item 3 above, may be waived by the Superintendent, after careful review and consideration in any of the following instances:

1. Any person who receives a position to the Louisiana Department of Education, to another public school system within the State of Louisiana, or to a state-operated educational agency. In such instances, the person granted sabbatical leave, upon the expiration of leave, shall be permitted to retain that portion of compensation paid by the state while he/she was on leave. However, such person shall be required to reimburse the School Board any compensation paid by the School Board while on leave.

2. Incapacitating illness or disability, as certified by two (2) physicians. (Superintendent reserves right to verify validity of request).

3. Whenever it deems such waiver to be in the best interest of the school system.

17:1182, 17:1183, 17:1184, 17:1185, 17:1187; Board minutes, 11-17-76, 5-18-77, 11-16-77, 12-19-79, 2-20-80, 7-2-80, 1-21-81, 11-2-83, 4-18-84, 10-3-84, 9-15-99, 12-20-05, 2-21-17.

PERSONAL LEAVE

Teachers and other employees of the Caddo Parish School Board, except school bus drivers and those who receive annual leave (vacation time), shall be allowed up to two (2) days absence during each school year to be used for such purposes as may be determined by the individual employee without loss of pay. Personal leave days shall be charged to and deducted from current and/or accumulated sick leave as of the date personal leave is taken. Personal leave shall not be accumulated from year to year, nor shall personal leave be compensated for upon death or retirement or paid in any other manner except as provided by law.

Persons wishing to take personal leave shall notify the principal of the school in which he/she is employed or his/her staff supervisor of his/her intention to take such personal leave at least twenty-four (24) hours before personal leave will be taken, except in emergency situations. All employees requesting personal leave must submit a *Request for Leave* form to the principal/immediate supervisor for approval.

Adopted: February 21, 2017

Ref: La. Rev. Stat. Ann. §§17:1208, 17:1208.1.

SICK LEAVE

The Caddo Parish School Board shall grant all employees hired for the school year or longer twelve (12) days absence per year because of personal illness or other emergencies without loss of pay.

Full-time twelve (12) month employees shall be granted sick leave in accordance with the following schedule.

*12 month employees:

Less than 3 years	12 days annually
3 years but less than 10 years	15 days annually
10 or more years	16 days annually

*Only time accrued as an employee with full-time 12-month status is considered when awarding days from this schedule.

Such 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 or she reports for duty and actually performs work.

The twelve 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, *twelve days* sick leave shall be allowed. If an employee begins work in the second month of the school year, *eleven days* of sick leave shall be allowed. If an employee begins work in the third month of the school year, *ten days* of sick leave shall be allowed; if an employee begins work in the fourth 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 *five days* of sick leave shall be allowed. The Superintendent shall be responsible for developing and maintaining pertinent regulations and procedures governing sick leave.

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 employee who holds a valid teaching certificate or whose employment requires the holding of a teaching certificate, or any social worker, guidance counselor, or school psychologist who holds, as applicable,

a valid professional ancillary certificate.

- A *bus operator* shall mean any employee who is employed as a school bus operator.

- A *school employee* shall mean an employee who is not a teacher or a school bus operator.

- The use of the term *employee* shall include all three (3) categories of personnel.

CERTIFICATION OF ABSENCE

An employee who is absent for six (6) or more consecutive days shall be required to present a certificate from a physician, physician assistant providing health care services in accordance with Louisiana law, or nurse practitioner providing health care services in accordance with Louisiana law, certifying such absence upon return to work. In the case of repeated absences of less than six (6) days because of illness, the School Board reserves the right to require verification of illness. Should a pattern of behavior so warrant, upon the request of the Superintendent or School Board, the employee shall be required, at the expense of the School Board, to provide a certificate from a physician specified by the Superintendent or School Board, in order to verify the existence of an illness, injury, or medical emergency.

Excuses for employee absences due to illness or injury must be provided on physician's letterhead containing the physician's name, address, and telephone number, typed, printed, or as part of the letterhead. The physician'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. Illness or death within the immediate family - husband, wife, children, parents, brothers and sisters, grandparents;

2. In case of other emergencies not covered by the above authorization, the teacher may present the matter to the School Board for ruling. The School Board broadly defines *emergency* as an occurrence that is not anticipated and cannot be

planned. Emergencies may also include court summons and personal business which cannot be attended after school hours.

Use of Accumulated Sick Leave

Accumulated sick leave shall be used for personal illness of the employee only. The Superintendent or designee may, however, grant the use of accumulated sick leave for an emergency involving death or very serious illness of any of the following family members – husband, wife, son, daughter, father, mother, grandfather, grandmother, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandmother-in-law, grandfather-in-law, step children or anyone for whom they are the primary caregiver when the illness is certified by the treating physician.

EXTENDED SICK LEAVE

The School Board shall permit employees to take up to ninety (90) days of extended sick leave in each six-year period of employment which may be used for a medical necessity at any time the employee has **no** remaining regular sick leave balance at the time the extended sick leave is set to begin. The initial six-year period of employment shall begin on August 15, 1999 for all *teachers* and *bus operators* employed as of that date, on August 15, 2008 for *school employees* employed as of that date, or on the effective date of employment for those employees employed after the dates above. All decisions relative to the granting of extended sick leave shall be made by the Superintendent.

Unused 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 physician, 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 *teacher* 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 physician as relating to infant or maternal health.

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 physician 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 a *teacher* uses extended sick leave, a statement from a licensed physician 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.
On every occasion that a *bus operator* or *school employee* uses extended sick leave, a statement from a licensed physician certifying that it is a medical necessity for the *bus operator* or *school employee* to be absent for at least ten (10) consecutive work days shall be presented prior to extended sick leave being taken.

The required physician's statement may be presented along with the request for extended sick leave subsequent to the *teacher's* or *school 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 is presented within three (3) days after the *teacher* or *school employee* returns to service. However, the School Board or the Superintendent reserves the right to question the validity of the medical certification after the three day period.

If the period an employee is on extended sick leave is anticipated to carry over from one school year to the start of the next school year, another application and physician'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.

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 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 in a similar manner shall receive up to ninety (90) days 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 OF PHYSICIAN'S CERTIFICATION

If at any time during the period of certified disability the School Board questions the validity or accuracy of the physician'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 licensed physician selected by the School Board.

Any further review of medical certification shall proceed as follows:

1. Upon review of the physician'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 a condition for taking the applicable sick leave, to be examined by a licensed physician selected by the School Board or Superintendent. If the physician finds medical necessity or certifies the disability, the leave shall be

granted.

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

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

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

SICK LEAVE/WORKERS' COMPENSATION

Should any employee 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 employee'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 employee was receiving at the time of injury or disability. The *teacher* shall be required to present a certificate from a physician certifying such injury or incapacitation.

VESTING OF SICK LEAVE

All sick leave accumulated by a *teacher* or *school employee*, but *not a bus operator*, shall be vested in the *teacher* or *school employee* by whom such leave has been accumulated. In the event of the transfer of a *teacher* or *school employee* from one school system to another in Louisiana, or upon the return of such *teacher* or *school employee* to the same school system within five (5) years or such longer period that may be approved by the School Board to which the *teacher* or *school employee* returned, regardless of the dates on which the leave was accumulated or the date of transfer or return of the *teacher* or *school employee*, such vested leave which remains unused or for which the *teacher* or *school employee* has not been compensated directly or transferred such days for retirement credit, shall be transferred, returned to, or continued by the School Board and shall be retained to the credit of *teacher* or *school employee*.

PAYMENT UPON RETIREMENT OR DEATH

Upon the retirement of any employee, or upon the employee entering DROP, or upon the employee's death prior to retirement, the School Board shall pay the employee or his/her heirs or assigns, for any unused sick leave, not to exceed twenty-five (25) days. Such pay shall be at the daily rate of pay paid to the employee at the time of his/her retirement or death.

DEFERRED RETIREMENT OPTION PROGRAM (DROP)

Any employee of the Caddo 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.

Adopted: February 21, 2017
Revised: November, 2017
Revised: March 19, 2019
Revised: February 23, 2021

Ref: La. Rev. Stat. Ann. §§14:125, 17:425, 17:425.1, 17:500, 17:500.1, 17:500.2, 17:1200, 17:1201, 17:1202, 17:1205, 17:1206, 17:1206.1, 17:1206.2; Board minutes, 1-22-75, 10-20-76, 7-25-78, 1-3-90, 5-27-92, 5-19-93, 4-19-95, 11-15-95, 8-15-99, 12-15-99, 6-18-02, 12-20-05, 4-22-08, 11-18-08, 10-20-15, 2-21-17, 3-19-19, 2-23-21.

SICK LEAVE DONATION

DONATION OF EMPLOYEE SICK LEAVE DAYS (SERIOUS HEALTH CONDITION)

It shall be the policy of the Caddo Parish School Board to allow its employees to donate sick leave days to other employees who are suffering from a serious health condition as defined in this policy.

PART I. DEFINITIONS

A. BOARD - Shall mean the Caddo Parish School Board.

B. EMPLOYEE - Shall mean any person who is employed full-time by the Caddo Parish School Board.

C. EMPLOYEE'S DAILY RATE OF PAY – Shall mean the employee's rate of pay as determined by the Payroll Department

D. EMPLOYEE DONEE - Shall mean any person who is employed full-time by the Board who is personally suffering from a Serious Health Condition or is a primary care-giver to a family member with a Serious Health Condition.

E. EMPLOYEE DONOR - Shall mean any person who is employed full-time by the Caddo Parish School Board that desires to donate his or her sick leave days to an Employee Donee.

F. FAMILY MEMBER - Shall mean the Employee Donee's husband, wife, son, or daughter; also means the Employee Donee's father or mother if they reside with the Employee Donee.

G. SERIOUS HEALTH CONDITION - Shall mean an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, residential medical care facility or continuing treatment by a health care provider.

H. LONG TERM INPATIENT CARE – Shall mean either (1) inpatient care provided for more than seven (7) consecutive days or (2) inpatient care for a series of inpatient treatments for the same or similar serious health condition that results in the Employee Donee's exhaustion of all available compensable leave.

I. SICK LEAVE DONATION FORM - Shall mean the Sick Leave Act of Donation Form established by the Caddo Parish School Board.

PART II. REQUIREMENTS FOR DONATION OF SICK LEAVE DAYS

A. EMPLOYEE DONEE - Employee Donee or Family Member must suffer a Serious Health Condition verified by his/her treating physician. Employee Donee may not receive donations of sick leave days from other Caddo Parish School Board employees unless the Employee Donee has exhausted all compensable leave days (vacation leave, sick leave, extended leave, catastrophic leave, medical sabbatical leave, etc.) available to the Employee Donee. Employee Donee must be (1) personally suffering from a serious health condition or (2) a primary caregiver to a family member that is suffering from a serious health condition.

B. EMPLOYEE DONOR - Only persons employed full-time by the Board with accumulated unused sick leave in excess of 25 days may make a donation of sick leave days to another full-time employee. In order for an Employee Donor to donate leave time to an Employee Donee, the Employee Donor's daily rate of pay must be equal to or greater than the Employee Donee's daily rate of pay. Once the sick leave days have been accepted by the Employee Donee, and approved by administration, such sick leave days are removed from the Employee Donor's accumulated sick leave balance and may be used by the Employee Donee. Donated sick leave days will be subtracted from the accumulated sick leave of the Employee Donor which will reduce the Employee Donor's retirement credit and may reduce the Employee Donor's severance pay.

PART III. APPROVAL OF DONATION BY ADMINISTRATION

A. Once the act of donation (Form 1) has been properly executed by the Employee Donor and accepted by the Employee Donee, the donation form must be submitted to the appropriate personnel director (Certified or Classified) based on the Employee Donee's status.

B. The appropriate personnel director shall determine whether the Employee Donee is eligible to receive donated sick leave days and whether the Employee donor is eligible to donate sick leave days.

C. In order for Employee Donee to be eligible to receive sick leave days the following criteria must be met:

1. Employee Donee or family member as defined in this policy must be suffering from a serious health condition certified by his or her treating physician; and

2. Employee Donee must not have any compensable leave time available for use.

D. In order for Employee Donor to be eligible to donate sick leave days, the following criteria must be met:

1. Employee Donor must be employed full-time by the Caddo Parish School Board;

2. Employee Donor must maintain a balance of at least 25 sick leave days after the donation of sick leave days to the Employee Donee; and

3. Employee Donor must have the same or higher daily rate of pay as the Employee Donee.

E. Once the appropriate personnel director has evaluated the information provided in Paragraph C & D above, he shall notify the Employee Donor, Employee Donee and payroll of the approval and the number of sick leave days approved for transfer from the Employee Donor to the Employee Donee.

F. If the appropriate personnel director denies or disapproves the transfer of sick leave days, he shall notify the Employee Donor and Employee Donee, in writing, no later than five days after the donation form is submitted to his office for approval. The notice shall be based solely on the criteria referred to in Part III C & D.

G. If the Employee Donee disagrees with the decision of the personnel director, the employee may appeal to Superintendent or the Superintendent's designee, in writing, no later than five (5) days after the personnel director mails the written notice of denial.

H. If the Employee Donee disagrees with the decision of the Superintendent or the Superintendent's designee, the Employee Donee may appeal to the board by making a written request to the School Board president within five (5) days of the decision of the Superintendent or the Superintendent's designee.

Adopted: February 21, 2017

Ref: La. Rev. Stat. Ann. §§17:81, 17:500.2, 17:1202, 17:1205, 17:1206.2; La. Civil Code, Art. 1541, 1542, 1833; Board minutes, 5-18-04, 12-18-07, 2-21-17.

FAMILY AND MEDICAL LEAVE

The Caddo Parish School 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.

ELIGIBILITY

Employees qualifying for family and temporary medical leave shall have been employed by the School Board for at least twelve (12) months, and worked at least 1250 hours during the last fifteen (15) months, prior to the date of the leave to be taken. For the purposes of this policy, the twelve (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 perform the function of the position of such employee.

Leave may be taken for birth or placement of a child only within twelve (12) months of the birth or placement.

SUBSTITUTION OF PAID LEAVE

The School Board shall require an employee to first use any accumulated sick, personal, annual leave time or any form of paid leave, for any part or all of the twelve (12) week period. Any family and medical leave granted an employee under extended sick leave, medical sabbatical leave or maternity leave shall run concurrently with any leave available to the employee under this policy. If paid leave is used by an employee, the School Board shall provide only enough unpaid family and medical leave time to total the allowed 12-week period.

DURATION OF LEAVE

Generally, the time taken for family and medical leave shall be on a continuous basis. However, the employee shall be permitted to take leave on an intermittent or reduced basis to care for a seriously ill family member or the employee's own illness when medically necessary. An employee may take intermittent leave for the birth or adoption of a child only with School Board approval. The twelve (12) months period begins on

the first day FMLA leave is taken.

If a teacher's period of absence on intermittent leave amounts to more than 20% of classroom time, the teacher may be required to take continuous leave throughout the treatment period or be placed temporarily in an equivalent position, for which the teacher is qualified and which has equivalent status, pay and benefits, and which would not be so disruptive to the classroom.

In any case where both husband and wife are employed by the School Board, the aggregate number of work weeks of FMLA leave to which both may be entitled is limited to twelve (12) weeks during any one-year period.

ADVANCE NOTICE

In any case in which the necessity of leave is for the birth of the employee's child and subsequent care; or for the placement of a child with the employee for adoption or foster care, and said necessity of leave is foreseeable based on the expected birth or placement, the employee is required to provide the School Board with at least thirty (30) days notice, before the date the leave is to begin. If the date of birth or placement requires the leave to begin in less than thirty (30) days, notice shall be given as soon as possible.

In any case in which the necessity of leave is in order to care for the spouse, child or parent of the employee who has a serious health condition; or when the serious health condition of the employee renders the employee unable to work, and the need to take such leave is foreseeable based on planned medical treatment, the employee is required to make a reasonable effort to schedule the treatment so as not to disrupt school operations.

MEDICAL CERTIFICATION

Since it is the duty of the School Board to determine whether the employee's or family member's health contributes a *serious health condition* as defined for federal statute, the School Board may require an employee to provide medical certification to support the request for family and medical leave. Such certification shall be provided in a timely manner.

Employees on a leave of absence due to a serious health condition shall be expected to keep their supervisors notified of their progress and expected date of return from the leave of absence. Employees shall be required to submit a re-certification from their physician on the required form once every thirty (30) days. Under certain circumstances, the School Board may require re-certification on a more frequent basis.

RETURN TO SERVICE

Any employee taking family and medical leave shall have the right to return to his/her previous position or an equivalent position with equivalent pay, benefits, and other terms and conditions of employment. An employee returning to service at the end of his/her leave period for personal medical reasons shall be required to present to the School Board a letter from his/her doctor certifying that he/she is able to return to work.

The School Board may not be obligated to restore certain "highly compensated" or "key" employees (as defined by law) to his/her former position under the conditions set out in the FMLA.

FMLA FOR MILITARY PERSONNEL

Family and Medical Leave Act of 1993 (FMLA) provisions also permit a spouse, son, daughter, parent, or next of kin to take up to twenty-six (26) workweeks of leave in a single twelve (12) month period to care for a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

The School Board may require an employee to provide medical certification to support the request for family and medical leave. Such certification shall be provided in a timely manner. Certification shall be sufficient if it states:

1. the date on which the serious health condition commenced;

2. the probable duration of the condition:

3. the appropriate medical facts within the knowledge of the health care provider regarding the condition;

4. a. for purposes of leave to care for immediate family member a statement that the eligible employee is needed to care for the son, daughter, spouse, or parent and an estimate of the amount of time that such employee is needed to care for the son, daughter, spouse, or parent; and

   b. for purposes of leave for self, a statement that the employee is unable to perform the functions of the position of the employee;

5. in the case of certification for intermittent leave, or leave on a reduced leave schedule, for planned medical treatment, the dates on which such treatment is expected to be given and the duration of such treatment.

This policy will also permit an employee to take FMLA leave for any qualifying exigency (as the Secretary of Labor shall, by regulation, determine) arising out of the fact that the

spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

Adopted: February 21, 2017

Ref: 29 USCA 2601 et seq. (*The Family and Medical Leave Act of 1993*); 29 CFR 825 et seq. (*The Family and Medical Leave Act of 1993*–Federal Regulations); Board

minutes, 1-20-99, 2-21-17.

EMERGENCY FAMILY AND MEDICAL LEAVE (EFMLA) AND EMERGENCY PAID SICK LEAVE (COVID-19 PANDEMIC)

The United States Congress has enacted the *Families First Coronavirus Response Act* (FFCRA) to assist employees affected by the COVID-19 outbreak with job-protected leave and emergency paid sick leave. The provisions of this policy are based on the FFCRA and shall be in effect from April 1, 2020, until December 31, 2020.

I. EMERGENCY FMLA LEAVE DUE TO COVID-19 OUTBREAK

The *Emergency Family and Medical Leave Expansion Act* (EFMLEA) provisions found in FFCRA shall only apply to the COVID-19 outbreak. Existing *Family and Medical Leave Act* (FMLA) leave policies shall still apply to all other FMLA-qualifying reasons for leave outside of this policy.

A. Employee Eligibility

All employees who have been employed with the School Board for at least thirty (30) days shall be eligible for EFMLA leave. Employees laid off or otherwise terminated on or after March 1, 2020, who are rehired on or before December 31, 2020, shall be eligible for leave upon reinstatement if they had previously been employed with the School Board for thirty or more of the sixty (60) days prior to their layoff or termination.

B. Reason for Leave

Eligible employees who are unable to work (or telework) due to a need to care for their child due to the closure of a child's school or place of care, or the child's regular childcare provider is unavailable due to a public health emergency with respect to COVID-19.

C. Definitions applicable to this section:

"Child**"** means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is:

- under eighteen (18) years of age; or
- eighteen (18) years of age or older and incapable of self-care because of a mental or physical disability.

"Childcare provider" means a provider who receives compensation for providing childcare services on a regular basis, including:

- a center-based childcare provider

- a group home childcare provider
- a family childcare provider (one individual who provides childcare services for fewer than twenty-four (24) hours per day, as the sole caregiver, and in a private residence)
- other licensed provider of childcare services for compensation
- a childcare provider that is eighteen (18) years of age or older who provides childcare services to children who are either the grandchild, great grandchild, sibling (if such provider lives in a separate residence), niece, or nephew of such provider, at the direction of the parent.

"School**"** means an elementary or secondary school.

Duration of Leave of Emergency FMLA Leave

Employees shall be entitled to up to twelve (12) weeks of leave to use from April 1, 2020, through December 31, 2020, for the purposes stated in Paragraph I above. This time is included in and not in addition to the total traditional FMLA leave entitlement of twelve (12) weeks in a twelve (12)-month period.

For example, if an employee has already taken six (6) weeks of FMLA leave, that employee would then be eligible for another six (6) weeks of emergency FMLA leave under this policy.

Pay During Emergency FMLA Leave

Leave shall be unpaid for the first ten (10) days of Emergency FMLA Leave; however, employees may use any accrued paid vacation, sick or personal leave during this time. The employee may also elect to use the paid leave provided under the *Emergency Paid Sick Leave Act* (EPSLA) as provided in Paragraph II – EMERGENCY PAID SICK LEAVE DUE TO COVID-19 OUTBREAK. After the first ten (10) days, leave shall be paid at two-thirds (2/3) of an employee's regular rate of pay for the number of hours the employee would otherwise be scheduled to work. Pay shall not exceed $200 per day, and $10,000 in total, or $12,000 in total if using emergency paid sick leave for the first two (2) weeks. Any unused portion of this pay shall not carry over to the next year.

For employees with varying hours, one of two methods for computing the number of hours paid shall be used:

- The average number of hours that the employee was scheduled per day over the six (6)-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type.

Or,

- If the employee has worked less than six (6) months, the expected number of hours to be scheduled per day at the time of hire.

Employee Status and Benefits During Emergency FMLA Leave due to Covid-19

While an employee is on leave, the School Board shall continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. While on paid leave, the School Board shall continue to make payroll deductions to collect the employee's share of the premium. During any unpaid portions of leave, the employee shall continue to make this payment per instructions from the School Board staff.

If the employee contributes to a life insurance or disability plan, the School Board shall continue making payroll deductions while the employee is on paid leave. During any portion of unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums. If the employee does not continue these payments, the School Board may discontinue coverage during the leave.

Procedure for Requesting Emergency FMLA Leave

All employees requesting Emergency FMLA leave shall provide written notice, where possible, of the need for leave to the School Board as soon as practicable. Verbal notice shall otherwise be accepted until written notice can be provided.

The notice the employee provides should include a brief statement as to the reason for leave, and if possible, the expected duration.

On a basis that does not discriminate against employees on Emergency FMLA leave, the School Board may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

Employee Status After taking Emergency FMLA Leave

Generally, an employee who takes Emergency FMLA leave shall be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The School Board may choose to exempt certain key employees from this requirement and not return them to the same or similar position when doing so will cause substantial and grievous economic injury to business operations. Key employees shall be given written notice at the time Emergency FMLA leave is requested of his or her status as a key employee.

II. EMERGENCY PAID SICK LEAVE DUE TO COVID-19 OUTBREAK

The provisions included here are based on the *Emergency Paid Sick Leave Act* (EPSLA) of the FFCRA and shall only apply to the COVID-19 outbreak as follows.

A. Eligibility

Emergency paid sick leave due to Covid-19 outbreak is available to all full- and part-time employees who are unable to work (or telework) due to one of the following reasons:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID–19.

2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID–19.

3. The employee is experiencing symptoms of COVID–19 and is seeking a medical diagnosis.

4. The employee is caring for an individual who is subject to either number 1 or 2 above.

5. The employee is caring for his or her child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID–19 precautions.

6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

B. Definitions Applicable to this Section

"Child**"** means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is:

- under eighteen (18) years of age; or
- eighteen (18) years of age or older and incapable of self-care because of a mental or physical disability.

"Individual**"** means an immediate family member, roommate or similar person with whom the employee has a relationship that creates an expectation that the employee would care for the person if he or she self-quarantined or was quarantined. Additionally, the individual being cared for shall:

- be subject to a federal, state or local quarantine or isolation order as described above; or,

- Have been advised by a health care provider to self-quarantine based on a belief that he or she has COVID-19, may have COVID-19 or is particularly vulnerable to COVID-19.

C. Amount of Emergency Paid Sick Leave Available

All eligible full-time employees shall be eligible for up to ten (10) days or eighty (80) hours of paid sick leave available to use for the qualifying reasons in Section II (a) -- EMERGENCY PAID SICK LEAVE DUE TO COVID-19 OUTBREAK**.** Eligible part-time employees are entitled to the number of hours worked, on average, over a two (2)-week period.

One of two methods for computing the number of hours for employees with varying hours paid shall be used:

- The average number of hours that the employee was scheduled per day over the six (6)-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type. Or,

- If the employee has worked less than six (6) months, the expected number of hours to be scheduled per day at the time of hire.

D. Rate of Pay for Emergency Paid Sick Leave due to Covid-19

Paid emergency sick leave shall be paid at the employee's regular rate of pay, or minimum wage, whichever is greater, for leave taken for reasons 1-3 in this section. Employees taking leave for reasons 4-6 in this section shall be compensated at two-thirds (2/3) their regular rate of pay, or 2/3 the applicable minimum wage, whichever is greater. Pay shall not exceed:

- $511 per day and $5,110 in total for leave taken for reasons 1-3 above;

- $200 per day and $2,000 in total for leave taken for reasons 4-6 above.

E. Interaction with Other Paid Leave

The employee may use emergency paid sick leave under this policy **before** using any other accrued paid time off for the qualifying reasons stated above.

Employees on emergency FMLA leave under this policy may use emergency paid sick leave concurrently with that leave. Emergency paid sick leave may also be used when an employee is on leave under traditional FMLA for his or her own COVID-19-related serious conditions or to care for a qualified family member with such a condition. If the employee qualifies for both emergency FMLA and emergency paid sick leave, the employee shall be entitled to use emergency paid sick leave for the first ten (10) work days of emergency FMLA leave which would otherwise be unpaid.

F. Procedure for Requesting Emergency Paid Sick Leave

Employees shall notify the School Board of the need and specific reason for leave under this policy. A form shall be provided to all employees in a manner accessible to all. Verbal notification shall be accepted until practicable to provide written notice. Documentation supporting the need for leave shall be included with the leave request form, such as:

- A copy of the federal, state or local quarantine or isolation order related to COVID- 19 applicable to the employee or the name of the governmental entity that issued the order.

- Written documentation by a health care provider advising the employee to self- quarantine due to concerns related to COVID-19 or the name of the provided who advised the employee.

- The name and relation of the individual for whom the employee is taking leave because the individual is subject to a quarantine or isolation order or is advised to self-quarantine.

- The name and age of the child or children being cared for; the name of the school, place of care, or child care provider that closed or became unavailable; and a statement that no other suitable person is available to care for the child during the period of requested leave. Once emergency paid sick leave has begun, the employee and his or her supervisor shall determine reasonable procedures for the employee to report periodically on the employee's status and intent to continue to receive paid sick time.

G. Carryover

Paid emergency sick leave due to Covid-19 under this policy shall not be provided beyond December 31, 2020. Any unused paid emergency sick leave shall not carry over to the next year or be paid out to employees.

H. Job Protections

No employee who appropriately utilizes emergency paid sick leave under this policy shall be discharged, disciplined or discriminated against for work time missed due to emergency sick leave due to Covid-19.

New policy: July 28, 2020

Ref: 29 USC 2601 et seq (Families First Coronavirus Response Act (FFCRA)); 29 CFR Part 826 (Paid Leave Under the Families First Coronavirus Response Act); Board minutes, 7-28-20.

MATERNITY AND ADOPTIVE LEAVE

MATERNITY LEAVE

The Caddo Parish School Board declares that any employee who becomes pregnant shall be eligible for maternity leave (leave without pay). The expectant employee shall be given the option of choosing maternity leave or using current and accumulated sick leave for the period of medical disability occasioned by pregnancy and childbirth. Use of current and/or accumulated sick leave for maternity leave purposes shall be in accordance with all policies, regulations and procedures affecting sick leave.

Maternity leave of absence (leave without pay) may be granted to regularly employed women for a reasonable time before and after childbirth for a maximum of one year. *Reasonable period of time* means that period during which the female employee is disabled on account of pregnancy, childbirth, or related medical conditions. *Regular employees,* for purposes of this policy, shall mean teachers serving under contract (not to include substitute teachers or teachers replacing others on leave) and other female employees who are employed by the School Board on a regular basis.

Maternity leave without pay shall not affect tenure, teaching or working experience acquired prior to the leave. Maternity leave granted only for the period of disability occasioned by pregnancy and/or childbirth shall not interrupt the consecutive service for sabbatical leave purposes.

Each *teacher* granted maternity leave in accordance with state law who has no remaining sick leave days available may also be granted up to thirty (30) days of extended sick leave in each six-year period of employment in accordance with policy *GBRIB, Sick Leave*.

Application

A pregnant employee may remain on the job as long as she is performing her duties competently as determined by her immediate supervisor. The employee shall fill out a *Maternity Leave Request* form, giving as much advance notice as possible, but in no case less than sixty (60) days prior to the beginning date of leave, except in emergency situations. The form must be accompanied by a statement from a physician verifying the stage of pregnancy and expected dates of disability due to pregnancy. Such certificate shall follow the same standards as for submission of certificates for sick leave as found under *Certification of Absence* in policy *GBRIB, Sick Leave*. Failure to comply with the notice and other requirements of this policy may be considered willful neglect of duty and may result in disciplinary action up to and including termination.

Return to Work

Prior to returning to work, the employee must provide a physician's statement to the Human Resources Department. The Human Resources Department shall provide the

employee with a *Return to Work* form which shall be presented to the employee's immediate supervisor prior to being allowed to return to work. The immediate supervisor shall be responsible for making sure that the appropriate form has been processed prior to the employee being allowed to return.

Consecutive Leaves

Regularly employed pregnant employees shall be eligible for consecutive maternity leave, time and other factors applying as for single maternity leaves within the guidelines of the *Family Medical Leave Act* and other School Board leave policies.

ADOPTIVE LEAVE

The School Board shall grant leaves of absence not to exceed thirty (30) days to regular employed teachers after the legal adoption of a child. If multiple children are adopted on the same date, the event shall be considered a single qualifying event. The granting of such leave shall not affect any of the tenure rights with the teacher may have acquired under state law.

Each *teacher* granted adoptive leave in accordance with state law who has no remaining sick leave days available may also be granted up to thirty (30) days of extended sick leave in each six-year period of employment for personal illness related to illness of an infant, or for required medical visits certified by a physician as relating to infant health.

Adoptive leave shall not interrupt the consecutive service for sabbatical leave purposes.

Adopted: February 21, 2017
Revised: March 19, 2019

Ref: 42 USC 2000e et seq. (*Equal Employment Opportunities);* La. Rev. Stat. Ann. §§17:1171, 17:1211, 23:334, 23:341, 23:342; Board minutes, 1-21-76, 3-6-91, 2-21-17, 3-19-19.

MILITARY LEAVE

ACTIVE DUTY

Any regular employee of the Caddo Parish School Board who is serving in the military service or in the armed forces of the United States shall be granted a leave of absence for the period dating from his/her induction, enlistment, enrollment, or call to service. Such leave shall not affect tenure rights acquired prior thereto. An employee, upon return, must apply for reinstatement to the former position within thirty (30) days after discharge or release from active duty.

An employee who is ordered to duty shall notify the immediate supervisor as early as possible so that scheduling arrangements can be made. The employee shall also notify the Division of Human Resources within three (3) days of receipt of orders and shall submit to the Division of Human Resources a copy of the official orders. While on military leave, employees shall continue to accrue leave and other benefits which they are entitled to receive in their normal assignment.

In the event of a national emergency, the School Board shall pay the employee an amount which when combined with the base pay for military service shall equal but not exceed the employee's regular School Board salary. This arrangement shall remain in effect for no longer than twenty-six (26) weeks. As long as the employee continues to pay the employee's contribution, the School Board shall continue to pay the employer's contribution to the *Teachers' Retirement System of Louisiana* or *Louisiana School Employees' Retirement System* for these employees during the duration of the period of deployment.

The employee also has the option of continuing his/her dependent health insurance coverage by paying the regular monthly dependent coverage provisions.

RESERVE, NATIONAL GUARD, OR SIMILAR DUTY

All employees of the School Board who are members of the Officers' Reserve Corps of the Army of the United States, the National Guard of the United States, the Naval Reserve Corps, the Marine Corps Reserve, the Air Force Reserve, the Citizens' Military Training Corps, or the Civil Air Patrol, either as officers or enlisted persons, are entitled to a leave of absence without loss of pay, time, annual leave, or efficiency rating, on all days which they are ordered to duty with troops, or at field experiences, or for instruction, not to exceed fifteen (15) days in any one calendar year, and when relieved from duty, are to be restored to the positions held by them when ordered to duty.

As professional educators interested in maintaining excellence in the educational system, it is expected that all teachers shall make every possible effort to **schedule such military leaves during vacation periods**. This effort shall be considered as one

of the specified duties of all teachers.

Except in the event of a declared national emergency, such leave in excess of fifteen (15) days in any one calendar year shall be leave without pay, unless the employee or teacher affected applies for, qualifies for, and is granted one of the other forms of leave provided by the School Board.

Adopted: February 21, 2017

Ref: 38 USC §4301-4333 (*Employment and Re-employment Rights of Members of the Uniformed Services);* La. Rev. Stat. Ann §§17:1215, 29:401, 29:402, 29:403, 29:404, 29:405, 29:406, 29:407, 29:410, 42:394, 42:401, 42:402, 42:403; Board minutes, 11-14-90, 9-17-97, 11-27-01, 9-20-05, 2-21-17.

PUBLIC SERVICE

ELECTED PUBLIC OFFICIALS

The Caddo Parish School Board shall grant public service leave to those employees duly elected to local and state public office. Such service shall not adversely affect tenure or sabbatical leave status.

The hours an employee is absent from his/her specific School Board assignment while officially serving in the capacity of public official, shall be accounted for in units of a whole day and/or one-half day basis, not to exceed one and one-half (1½) days per month without pay. However, when extraordinary circumstances or situations arising from the responsibilities of the elected office conflict with this provision, necessary arrangements shall be resolved by the Superintendent.

Available personal leave and/or accumulated annual leave may be used to fulfill public service obligations, with the exception that annual leave may not be used when duties require daily contact with students. When personal and/or annual leave is expended, the regular daily salary of the individual involved shall be reduced by an amount equal one-half day's or a whole day's salary, based on the above stated unit system.

ELECTION COMMISSIONERS

An employee of the Caddo Parish School Board appointed to serve as an election commissioner or clerk may be granted a leave of absence for that purpose. The employee shall notify the Superintendent within five (5) days following the publication of the official list of commissioners and clerks and request that a leave of absence be granted. Such leave, when approved, shall be leave without pay. All requests of this type should be submitted sufficiently in advance of the required date of absence to enable administrative consideration and action on the request.

Adopted: February 21, 2017

Ref: La. Rev. Stat. Ann. §§17:81, 17:1171; Board minutes, 9-5-72, 6-18-02, 2-21-17.

JURY DUTY OR SUBPOENAS

The Caddo Parish School Board shall grant a leave of absence with no reduction in pay to any regularly employed person of the school system who has been called to serve on a federal, state, or district petit, grand or trial jury, or subpoenaed to serve as a witness in a court proceeding, including depositions, on School Board business. Such leave shall be granted for the period of time required to serve such jury duty without loss of sick, emergency, or personal leave. Jury duty shall not be deemed to interrupt service accumulated toward sabbatical leave.

Employees shall be required to return to work sites immediately upon release by the courts.

All legal matters requiring an employee's presence (i.e. deposition, hearing, etc.) not in connection with the employee's official duties shall be charged against the employee's sick leave, personal leave and/or annual leave (if applicable).

Said employee shall be responsible for submitting verification of call or subpoena for jury duty to the Superintendent or his/her designee to be eligible to receive leave for jury duty. Any employee abusing said leave shall be subject to disciplinary action.

Teachers authorized to serve jury duty must leave lesson plans for the substitutes with their principal.

Adopted: February 21, 2017

Ref: La. Rev. Stat. Ann. §§17:81, 17:1210; Board minutes, 1-21-81, 3-5-86, 5-22-02, 2-21-17.

LEAVE WITHOUT PAY

The Caddo Parish School Board may grant leaves of absence without pay, for periods not exceeding one (1) year, to any regularly employed teacher or other employee who requests such leave in writing, when in the opinion of the School Board such leave is in the best interest of the school system.

The Superintendent or his/her designee shall be authorized to approve additional leave, without pay, up to three (3) days a year based on a written request in advance to the Superintendent.

The written request shall contain the reason(s) for the request, an explanation of why the employee believes granting the leave is in the best interest of the school system and a recommendation for approval or disapproval from the employee's immediate supervisor. The Superintendent or his/her designee shall then make a recommendation to the School Board accompanied by written justification.

Requests for leave of absence without pay shall be submitted to the Superintendent or his/her designee, in writing, at least twenty (20) days prior to the effective date of the leave, whenever possible.

The granting of such leave shall be with the intention of both the employee and the school system that the employee returns to the same position he/she left. The Superintendent may reassign an employee taking leave without pay to a teaching, administrative, or similar position within the person's area of certification or job responsibility if a vacancy occurs. Such reassignment shall be effected in accordance with the School Board's transfer policy and administrative procedures.

An employee on leave without pay shall not earn retirement credit for those days missed. Additionally, an employee who is on leave without pay is subject to a reduction in his/her allocation of annual sick leave days.

The granting of such leave shall not affect any tenure rights which the applicant may have acquired prior thereto.

The Caddo Parish School Board shall grant a leave of absence, without pay, to any regularly employed teacher or other employee who is president of a statewide professional education organization with a membership of more than ten thousand members, during his/her term of office, not to exceed two (2) years. The granting of such leave shall not affect any tenure rights which may have been acquired prior thereto.

Adopted: February 21, 2017

Ref: La. Rev. Stat. Ann. §§17:81, 17:1186; Board minutes, 6-18-97, 6-18-02, 2-21-17.

SUBSTITUTES

SUBSTITUTE TEACHERS

The Caddo Parish School Board shall require the compilation of a list of qualified individuals to serve as day-by-day substitute teachers within the school district. The Superintendent or his/her designee shall prepare the list assuring that all those listed possess appropriate employment criteria, including verification of teachers' qualifications and certification.

Substitute teachers shall be assigned on a daily basis from the principal or his/her designee. Teachers who are to be absent shall call the principal/designee to notify him/her of the dates of and reason for the absence. Notification on the same day as the absence shall be given as soon as possible, but no later than one (1) hour before the employee's appointed daily start time, except in extreme emergencies. Failure to provide adequate notification may subject the employee to disciplinary measures.

It shall be the responsibility of the principal and the regular teacher to ensure that the substitute teacher has the necessary instructions and materials to teach effectively, including textbooks, lesson plans, class rolls, schedules and an outline of local school procedures.

Retired teachers may be employed as substitute teachers provided that use of retired teachers as substitutes is in accordance with the rules and regulations established by the *Teacher's Retirement System of Louisiana* and pertinent statutory provisions.

Qualified teachers may also be selected to substitute for teachers who plan to be absent for long periods of time. Provisions shall be made for the hiring of, or contracting with applicable substitute teachers in these instances as developed by the Superintendent and staff.

Compensation paid to substitutes shall be based upon the degree status of the substitute in accordance with a pay schedule as set by the School Board.

Any school employee whose job does not require a teaching certificate who performs work as a substitute teacher for more than a single class period shall be compensated for that time at the rate of a substitute teacher. The principal or his/her designee shall authorize the school employee to act as a substitute teacher prior to the employee's participation in the classroom as a substitute, and shall verify the hours as a substitute teacher for payroll purposes.

SUBSTITUTES FOR SUPPORT PERSONNEL

The School Board shall require the maintenance of a list of properly qualified and approved substitute personnel eligible to substitute for support personnel absent from work. Only persons approved by the Superintendent or his/her designee shall be eligible for employment as substitutes. Appropriate judgment as to actual need should be exercised before employment of a substitute for support personnel.

Bus Drivers

The Director of Transportation shall maintain a qualified substitute bus driver list. The substitute bus driver list shall be updated as changes occur.

A substitute driver who accepts a route and is approved by the School Board for that route, and then elects not to accept the job, shall lose his/her seniority and be moved to the bottom of the list.

Any time a substitute bus operator has been driving a route for more than ninety (90) consecutive days, the School Board shall review the circumstances of the regular operator to be certain that the continued use of a substitute operator is warranted and appropriate.

A substitute bus driver shall be paid a daily rate as approved by the School Board.

Adopted: February 21, 2017

Ref: La. Rev. Stat. Ann. §§11:710, 17:81, 17:419.3, 17:493.1, 17:500, 17:1212, 17:1213, 17:1216, 17:1217; Board minutes, 2-21-17.

ANNUAL LEAVE
(VACATION)

All employees of the Caddo Parish School Board employed on a full-time twelve (12) month basis shall be eligible to receive annual leave. Annual leave days shall begin to accrue from the date of employment as a twelve (12) month employee.

ADMINISTRATIVE/PROFESSIONAL PERSONNEL

Full-time twelve (12) month employees such as school bookkeepers, central office clerical personnel and central office administrators shall be eligible to earn annual leave days based on the equivalent of years of full-time service and which shall be credited at the end of each month in accordance with the following schedule:

1. Less than twelve (12) years of service at the rate of .83 day of annual leave for each month of regular employment. (Equivalent to ten (10) days per year)

2. Twelve (12) or more years of service at the rate of 1.25 day of annual leave for each month of regular employment. (Equivalent to fifteen (15) days per year)

SUPPORT PERSONNEL

Annual leave days shall be earned based on the equivalent of years of full-time employment and shall be credited at the end of each calendar month in accordance with the following schedule:

1. Less than ten (10) years of service, at the rate of .83 day of annual leave for each month of regular employment. Equivalent to ten (10) days of annual leave per year.

2. Ten (10) years but less than eighteen (18) years of service at the rate of 1.25 days of annual leave for each month of regular employment. Equivalent to fifteen (15) days of annual leave per year.

3. Eighteen (18) years or more of service at the rate of 1.67 days of annual leave for each month of regular employment. Equivalent to twenty (20) days of annual leave per year.

Administrative, Professional and Support employees are allowed to accumulate 1 ½ times the number of vacation days they earn per year. If the employee earns 10 days per year, they can accumulate 15 days; if the employee earns 15 days per year, they can accumulate 22.5; and if the employee earns 20 days per year, they can accumulate 30 days. Annual leave days do not accumulate after their allowed days. If they terminate or retire, they can only be paid for their allotted vacation, or the number of days they earn per year.

APPLICATION FOR ANNUAL LEAVE

All annual leave must be requested in writing on the approved *Application for Leave* form. The *Application for Leave* must be submitted to the employee's immediate supervisor well in advance of the anticipated beginning date of leave (whenever possible). Employees should work with the appropriate supervisor in arranging for annual leave. Administrative personnel shall take into consideration the services to be rendered by the employee when arranging for annual leave and will make every effort to allow the requested annual leave. Annual shall be taken in increments of one-half (1/2) day. All annual leave shall be reported to the Division of Human Resources.

PAYMENT FOR UNUSED ANNUAL LEAVE

Upon retirement, resignation, or termination of employment, the employee shall be paid for any unused annual leave at the employee's daily rate of pay. Payment shall be made to the employee or upon his/her death prior to retirement his/her heirs on or before the next regular pay cycle during which the employee was working at the time of separation or no later than fifteen (15) days following the date of separation, whichever occurs first.

DEFERRED RETIREMENT OPTION PROGRAM (DROP)

Any employee of the Caddo Parish School Board who participates in the *Deferred Retirement Option Program* (DROP) shall be eligible for and may elect to receive on a one-time basis payment for unused annual leave upon entering DROP on the same basis as any other employee who retires or otherwise leaves employment; otherwise, any accrued annual leave shall be paid only upon final retirement of the employee.

Adopted: February 21, 2017

Ref: La. Rev. Stat. Ann. §§11:754, 17:81, 17:425.1, 23:631; Board minutes, 10-20-76,

11-28-90, 1-27-93, 6-18-02, 6-18-03, 9-20-05, 2-21-17.

HOLIDAYS

The Caddo Parish School Board shall establish the holiday schedule for all personnel in addition to those included in the adoption of a school calendar. Whenever a holiday falls on a Saturday or Sunday, the School Board may declare that the holiday be observed on the preceding Friday or following Monday, respectively.

The School Board has established the following holiday schedule for all personnel employed on a twelve (12) month basis:

New Year's Eve and New Year's Day
Martin Luther King, Jr.'s Day
President's Day
Good Friday
Memorial Day
July 4th
Labor Day
Thanksgiving Day and the Friday after Thanksgiving Day
Christmas Eve and Christmas Day

When July 4th falls on a Thursday, the following Friday shall also be awarded as time off, and when July 4th falls on a Tuesday, the preceding Monday shall be awarded as time off.

General election day shall be designated by each school system as a holiday every four (4) years for the presidential election. The first Tuesday after the first Monday in November in even-numbered years where the parish governing body has established a polling place at a public school shall also be designated as a holiday.

SUPPORT PERSONNEL – 12 month Maintenance and Custodial Employees

Discretionary Day

Support personnel shall be awarded one additional holiday (discretionary day) to be taken during either the winter break or during spring break as established by the annual school calendar. Employees shall submit requests for the discretionary day to their immediate supervisor for approval. Supervisors shall not unreasonably withhold approval of the employee's request. Supervisors shall, however, maintain sufficient personnel available for their respective departments in order to meet the needs of the school district prior to approval of the requested discretionary day.

All requests for discretionary days shall be submitted for approval no later than two (2) weeks prior to the beginning of winter break or spring break, whichever is applicable. If an employee fails to request or take a discretionary day during either the winter or spring

break, the discretionary day shall be lost and the employee shall not be entitled to payment for the day not taken. Discretionary days shall not accumulate.

ADMINISTRATIVE/PROFESSIONAL PERSONNEL

Full-time 12 month employees, such as central office clerical personnel and central office administrators will maintain sufficient personnel to keep the central office open during Spring Break and Christmas – varies with school holidays each year.

Adopted: February 21, 2017
Revised: March 17, 2020

Ref: La. Rev. Stat. Ann. §§1:55, 17:81; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; Board minutes, 2-21-17, 3-17-20.

CADDO PARISH SCHOOL BOARD
POLICY MANUAL

SECTION H: NEGOTIATIONS

Consult The School Administrator's Guide to the EPS/NSBA System 1975 revised edition, for a full explanation of the codes and descriptors which follow. Use the checklist to record the contents of your own district policy manual. Your checkmarks will indicate which descriptors are covered in your manual.

HA	Negotiations Goals
HAA	Negotiations Priority Objectives
HB	Negotiations Legal Status
HC	Scope of Negotiations
HD	School Board Negotiating Powers and Duties
HE	Board Negotiating Agents
HF	Superintendent's Role in Negotiations
HG	Method of Determining Staff Negotiating Organizations
HH	Privileges of Staff Negotiating Organizations
HI	Payment of Negotiations Costs
HJ	Negotiations Meetings Procedures
HK	Release of Negotiations Information
HL	Preliminary Negotiated Agreement Disposition
HM	Announcement of Final Negotiated Agreement
HN	Impasse Procedures
HO	Staff Job Actions
HP	Negotiated Amendments and Renegotiations Procedures

CADDO PARISH SCHOOL BOARD
POLICY MANUAL

SECTION I: INSTRUCTION

Consult The School Administrator's Guide to the EPS/NSBA System 1975 revised edition, for a full explanation of the codes and descriptors which follow. Use the checklist to record the contents of your own district policy manual. Your checkmarks will indicate which descriptors are covered in your manual.

IA Instructional Goals
IAA Instructional Priority Objectives

IB Academic Freedom

IC School Year
ICA School Calendar
ICS Extended School Year

ID School Day
SN Pertains to the hours when schools are open for instructional purposes.

IE Organization of Instruction
SN The policy which sets forth the district's basic pattern as to grade level organization-that is, whether it is a K-8, 9-12 district or a K-6, 7-9, 10-12 district or otherwise and whether it operates special trades schools, adult schools, and the like.

IF Curriculum Development
IFA Curriculum Research
IFB Pilot Projects
IFC Pilot Project Evaluation
IFD Curriculum Adoption
IFE Curriculum Guides and Course Outlines

IG Curriculum Design
IGA Basic Instructional Program
SN This descriptor refers to the 3 R's and all other subjects of the school district's essential curriculum, including many if not all of the sub-categories of IGA. These subcategories are listed separately because certain aspects of the basic instructional program require separate statements of policy.
IGAA Citizenship Education
IGAB Human Relations Education
IGAC Teaching About Religion
IGAD Occupational Education
IGADA Work Experience Opportunities
IGAE Health Education
IGAF Physical Education
IGAG Teaching About Drugs, Alcohol, and Tobacco
IGAH Family Life Education
IGAI Sex Education
IGAJ Driver Education
IGB Special Instructional Programs and Accommodations
IGBA Programs for Handicapped Students
IGBB Programs for Gifted Students
IGBC Programs for Disadvantaged Students
IGBD Programs for Pregnant Students
IGBE Remedial Instruction

SECTION I: INSTRUCTION
(Continued)

IGBF Bilingual Instruction
IGBG Homebound Instruction
IGBH Alternative School Programs
IGBI English as a Second Language

IGC Extended Instructional Programs
IGCA Summer Schools
IGCB Travel Study
IGCC Honors Program
IGCD Advanced College Placement (Also LEB)
IGCE School Camps
IGD Cocurricular and Interscholastic Programs
IGDA Student Organizations
IGDB Student Publications
IGDC Student Social Events
IGDD Student Performances
IGDE Student Activities Fees
IGDF Student Fund-Raising Activities
IGDG Student Activities Funds Management
IGDH Contests for Students
IGDI Intramural Programs
IGDJ Interscholastic Athletics
IGE Adult Education Programs
IGEA Adult Basic Education
IGEB Adult High School Programs
IGEC Adult Occupational Education

IH Instructional Arrangements
IHA Grouping for Instruction
IHB Class Size
IHC Scheduling for Instruction
IHD Student Schedules and Course Loads
IHE Team Teaching
IHF Differentiated Staffing
IHG Independent Study
IHH Individualized Instruction
IHHA Individual Help
IHI Contracting for Instruction
IHIA Performance Contracting
IHJ Minicourses
IHK Open Classrooms
IHL Nongraded Classrooms
II Instructional Resources
IIA Instructional Materials
IIAA Textbook Selection and Adoption
IIAB Supplementary Materials Selection and Adoption
IIAC Library Materials Selection and Adoption
IIAD Special interest Materials (Also KFA)
IIB Instructional Services
IIBA Teacher Aides
IIBB Resource Teachers
IIBC Instructional Materials Centers
IIBD School Libraries
IIBDA Professional Libraries

SECTION I: INSTRUCTION
(Continued)

IIBE Instructional Television
IIBF Instructional Radio
IIBG Computer Assisted Instruction

IIC Community Instructional Resources (Also KF)
IICA Field Trips and Excursions
IICB Community Resource Persons
IICC School Volunteers

II Guidance Program

IK Academic Achievement
IKA Grading Systems
IKAA Final Examinations
IKAB Student Progress Reports to Parents
IKAC Student Conferences
IKAD Parent Conferences
IKB Homework
IKC Class Rankings
IKD Honor Rolls
IKE Promotion and Retention of Students
IKEA Make-Up Opportunities
IKEB Acceleration
IKF Graduation Requirements
IKFA Early Graduation
IKFB Graduation Exercises

IL Testing Programs
ILA Test Selection and Adoption
ILB Test Administration
ILC Use and Dissemination of Test Results

IM Evaluation of Instructional Programs (Also **AFE**)

IN Miscellaneous Instructional Policies
SN This term does not call for a policy. Its purpose is to establish a category.
INA Teaching Methods
INB Teaching About Controversial Issues
INC Controversial Speakers
IND School Ceremonies and Observances
INDA Patriotic Exercises
INDB Flag Displays
INE Assemblies
INF School Fairs
ING Animals in the School
INH Class Interruptions

ICA - SCHOOL CALENDAR

The Caddo Parish School Board shall adopt a school calendar annually that meets the standards specified in Louisiana State Department of Education Bulletin 741.

Adoption of the calendar shall be no later than February 28 of the previous year.

Adopted: February 18, 1987

ID - PROFESSIONAL STAFF TIME SCHEDULES
(Teachers)

Teachers are required to report to their school fifteen (15) minutes prior to official start of the school day and remain fifteen (15) minutes after school is dismissed. Teachers are expected to be available to both students and parents who need a conference time that is reasonable before or after the school day.

In cases of emergency*, before school and after school time may be extended. within twenty-four hours after the assessment of emergency, a written description of the emergency must be submitted by the principal to the appropriate cluster director. While an effort should be made to schedule parental conferences during planning time, teachers shall be notified 24 hours prior to any conference scheduled before or after school. These conferences shall be scheduled at a time when a member of the administrative team is on campus.

Teachers are expected to remain at school throughout the day unless some unusual circumstances require them to leave. In case one must leave, it should be with the knowledge and permission of the principal or his/her designee.

*An emergency is an occurrence that is not anticipated and cannot be planned.

Reference: Caddo Parish School Board
Handbook for Teacher Personnel
4th Edition, 1972

Revised: June 18, 2002

FILE: IDBC

DATING VIOLENCE INSTRUCTION, TRAINING AND REPORTING

Each school year, schools shall provide age and grade appropriate classroom instruction in the appropriate course relative to dating violence to students in grades seven (7) through twelve (12) that are enrolled in Health Education. Such instruction shall include but need not be limited to providing students with the following information:

1. The definition of *dating violence*, which is a pattern of behavior where one person threatens to use, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner.

2. Dating violence warning signs.

3. Characteristics of healthy relationships.

At the beginning of each school year, schools enrolling students in grades seven through twelve shall:

1. Provide instruction to all school employees having contact with students in such grades relative to the definition of dating violence, dating violence warning signs, and how to properly address suspected or reported dating violence involving students, including but not limited to counseling and notification of law enforcement, and provide information relative to dating violence to the parents of students in such grades.

2. Include in student codes of conduct the definition of dating violence, dating violence warning signs, and instructions for reporting or seeking help relative to dating violence; and

3. Collect data relative to the number of incidents of dating violence reported to school employees and the actions taken by school employees to assist victims of dating violence.

In the spring of each school year, the Superintendent shall make an oral report at a meeting of the School Board that shall include but need not be limited to the compliance of each school with the requirements of this policy, aggregate data relative to dating violence, and any recommendations for reducing dating violence among students.

New policy: August 15, 2017

Ref: La. Rev. Stat. Ann. ''17:81; Board minutes, 8-15-17.

EDUCATION OF STUDENTS WITH EXCEPTIONALITIES

The Caddo Parish School Board shall provide 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.

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

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

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

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

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

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

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

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

Documentation and Notification

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

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

The guidelines and procedures regarding seclusion and restraint maintained by the Superintendent and staff shall be provided to the Louisiana Department of Education (LDE), all school employees, and every parent of a student identified with a disability under Bulletin 1508.

All instances where seclusion or physical restraint is used to address student behavior of students with disabilities under Bulletin 1508 shall be reported, in accordance with the Louisiana Board of Elementary and Secondary Education (BESE) policy, by the School Board to the 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.

The written guidelines and procedures shall be posted at each school under the jurisdiction of the School Board, and on the School Board's website.

Follow-Up

Following any situation resulting in the use of seclusion or restraint of a student, a *Functional Behavioral Assessment* (FBA) should be considered. If a student subject to the use of seclusion or physical restraint is involved in five (5) such incidents in the school year, the student's *Individualized Education Program* (IEP) team shall review and revise the student's Behavior Intervention Plan (BIP) to include any appropriate and necessary behavioral supports. Thereafter, if the student's challenging behavior continues or escalates, requiring repeated use of seclusion or physical restraint practices, the special education director or supervisor or his/her designee shall review the student's plans at least once every three (3) weeks.

Employee Training Requirements

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

Charter Schools

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

Revised: June 20, 2017

Ref: 20 USCA 1400 et seq. (*Individuals with Disabilities Education Act*); 34 CFR 300 (*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, 8-15-90, 5-21-13, 6-20-17.

FILE: IDDFA
Cf: BBC, BC, BCBH
Cf: BCBK, IDDF

SPECIAL EDUCATION ADVISORY COUNCIL

The Superintendent, prior to January 1, 2020, shall create a Special Education Advisory Council, which shall provide advice and recommendations regarding special education policies, procedures, and resources. The council shall also engage in outreach activities to the community at large to increase the level of knowledge, support, and collaboration with respect to special education.

The number of council members and composition of the council shall be determined by the Superintendent. The Superintendent shall appoint the council members in accordance with the following statutory requirements:

1. Fifty percent (50%) of the membership shall be parents or legal guardians of students with an exceptionality, other than gifted and talented, who are enrolled in a school under the jurisdiction of the public school governing authority.

2. Twenty-five percent (25%) of the membership shall be teachers, principals, or paraprofessionals.

3. Twenty-five percent (25%) of the membership shall be other special education stakeholders.

In selecting council members, an effort shall be made to include parents of students in elementary, middle, and high school grades.

The Superintendent shall designate the chairperson of the council. The chairperson shall be responsible for calling the council's meetings, preside over the meetings, and establish the agendas for the meetings, all in consultation with the Superintendent.

The Special Education Advisory Council shall meet at least three (3) times during a school year. All meetings of the Special Education Advisory Council shall be subject to the same policies and statutory provisions as regular, special, and committee meetings of the School Board. All meetings shall be open to the public, except in those instances allowed as provided by state law. A majority of the committee membership shall constitute a quorum for holding a meeting and making recommendations. Minutes shall be taken of the proceedings of all Special Education Advisory Council meetings. A written report shall be prepared by the Special Education Advisory Council and submitted to the Superintendent in May of each year regarding its activities.

No liability or cause of action against the public school district, public charter school or other public school, or any officer or employee thereof for any action taken by members of the Special Education Advisory Council.

New policy: November 19, 2019

Ref: La. Rev. Stat. Ann. §§17:81, 17:1944.1, 42:12, 42:13, 42:14, 42:15, 42:16, 42:17, 42:19, 42:20 42:24, 42:2; Board minutes, 11-19-19.

SERVICE ANIMALS IN SCHOOLS

The Caddo Parish School System acknowledges its responsibilities to permit students and/or other individual with disabilities to participate in and benefit from School Board services, programs and activities, and to promote the nondiscrimination of individuals on the basis of disability. Therefore the School Board shall permit the use of service animals by students and other individuals under appropriate circumstances.

A service animal is any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The School Board shall permit the use of a miniature horse by an individual with a disability if the miniature horse has been trained to do work or perform tasks for the benefit of the individual with a disability. Other species of animals, whether wild or domestic, trained or untrained, shall not be considered service animals.

A written request detailing the need for the use of a service animal and the services it performs shall be submitted to the Superintendent or his/her designee. The work or task performed by a service animal shall be directly related to the handler's disability. Whenever possible, the request must be made no less than ten (10) days prior to the proposed use of the service animal prior to the proposed use of the service animal or prior to bringing the service animal to school or a school event. Additional documentation may be requested relating to the need for and appropriate use of a service animal. Determination of whether a service animal may be used at school depends on multiple factors and should be done on a case-by case basis after consultation with the School Board's legal counsel.

Individuals with disabilities shall be permitted to be accompanied by a service animal in all areas of the School Board's buildings and facilities where the public participates in services, programs or activities, or where invitees are permitted to go.

If any service animal is excluded by the School Board, the School Board shall give the individual with a disability the opportunity to participate in the service, program, or activity without having the service animal on the premises.

REGULATIONS

1. Special Provisions/Miniature Horses: Requests to permit a miniature horse to accompany a student or adult with a disability in school buildings, in classrooms, or at school functions, shall be handled on a case-by-case basis.

2. Removal of a Service Animal: A school administrator may ask an individual with a disability or his/her parents to remove a service animal from a school building, a classroom, or from a school function, if *any* one of the following circumstances

occurs:

A. The animal is out of control and the animal's handler does not take effective action to control it.

B. The animal is not housebroken.

C. The animal's presence would "fundamentally alter" the nature of the service, program, or activity.

3. A service animal shall be required to have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work, or tasks, in which case the service animal must be otherwise under the handler's control.

4. Students with service animals shall be expected to care and supervise their animal. The School Board shall not be responsible for the care or supervision of any service animal. In the case of a young child or a student with disabilities who is unable to care for or supervise his/her service animal, the parent shall be responsible for providing care and supervision of the animal. Issues related to the care and supervision of service animals shall be addressed on a case-by-case basis in the discretion of the building administrator.

5. Owners of service animals shall be solely responsible for any harm, damage, or injury caused by the service animal to students, staff, visitors, and/or property. A signed agreement shall be required indemnifying the School Board and school district against injury to any person or property damage caused by the animal.

Other regulations and/or procedures shall be maintained by the Superintendent and staff.

New policy: July 19, 2016
Recoded from IDDFA: November 19, 2019

Ref: 42 USC 1201 et seq. (*Americans with Disabilities Act of 1990*); 28 CFR, Part 35 (*Nondiscrimination on the Basis of Disability in State and Local Government Services)*; Board minutes, 7-19-16, 11-19-19.

CADDO PARISH SCHOOL BOARD
POLICY MANUAL
File: IE

IE - ORGANIZATION OF INSTRUCTION

The Caddo Parish School Board adopted the following administrative structure for schools:

K- 5	Elementary school
6- 8	Middle school
9-12	Senior high school

Adopted: June 4, 1975
Amended: November 17, 1976
Revised: June 18, 2002

CADDO PARISH SCHOOL BOARD
POLICY MANUAL
File: IF

IF - CURRICULUM DEVELOPMENT

The Caddo Parish School System will provide a variety of programs that are instructionally sound, research-based, and inclusive of a wide range of opportunities designed to meet the needs of all students.

The board has the responsibility and the authority of the school district's curriculum within the limits specified by the state and that support the goals developed for the Caddo Parish School System.

In discharging this responsibility, the board will approve and adopt basic instructional materials for that curriculum as recommended by the superintendent.

The board assigns to the superintendent the responsibility of developing and implementing the administrative regulations needed for this policy.

Adopted: December 13, 1995
Reviewed &
Re-enacted: May 22, 2002

IFA - CURRICULUM RESEARCH

Participation by the Caddo Parish School Board in the South Central Laboratory and Southwest Education Development Laboratory was approved by the Caddo Parish School Board. The board agrees to use the services of the groups when helpful.

Adopted: April 5, 1967
Revised: June 18, 2002

BRING YOUR OWN DEVICE (BYOD) RESPONSIBLE USE

The Caddo Parish School Board is committed to creating a 21st century learning environment to provide equitable access to technology that will aid students in becoming self-directed learners, collaborative team players, and information producers as well as information consumers. As part of this vision, the School Board shall allow students to access the School Board's filtered wireless network using their own technology device (netbooks, laptops, smart phones, and tablets) for personal use at the following specified times during the school day: before/after school, and in the classroom when specifically permitted by the classroom teacher. Utilization of personal technology devices to enhance learning in the classroom shall be encouraged when deemed appropriate for all students in a given classroom, and at the discretion of the teacher. The classroom teacher shall specifically authorize utilization of personal devices, otherwise devices shall remain off and put away.

Many teachers and their students utilize Teacher Web, Edmodo, Google Applications and other online resources for personal productivity and academic purposes and allowing the use of personal technology devices facilitates timely accessibility for these users to their resources, enhancing the opportunity for productivity and success. Principals shall be required to have copies of lesson plans or instructional material that utilize these online resources.

While users may operate their own devices to access the Internet, they must do so by placing their device in Airplane Mode and utilizing the School Board's filtered wireless connection. Users of the School Board's wireless network shall have filtered Internet access just as they would on a district-owned device. The use of private (3G/4G) network access on school grounds shall be strictly prohibited. Users may not disable, override or circumvent district technology filters and protection measures.

AVAILABILITY OF ACCESS

Students may bring their own technology devices (BYOD) to school campuses. Access to the School Board's electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines. When abused, privileges shall be taken away. When respected, they benefit the learning environment as a whole.

Students and parents/guardians participating in BYOD shall adhere to the *Student Code of Conduct*, as well as all School Board policies, particularly policy *IFBGA, Computer Access and Use.*

Furthermore, the student and parent shall agree to the following conditions:

- The student shall take full responsibility for his or her technology device. The school shall not be responsible for the security of student-owned technology.

- The technology shall be in silent mode while on school campuses and while riding school buses.

- The technology shall not be used to cheat on assignments or tests, or for non-instructional purposes.

- The student shall access only files on the computer or internet sites which are relevant to the classroom curriculum.

- The student shall comply with the teachers' request to shut down the device or close the screen.

- The student shall acknowledge that the school's network filters shall be applied to one's connection to the internet and shall not attempt to bypass them.

- The student shall understand that bringing onto school premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is a violation of policy and shall result in disciplinary action.

- The student shall realize that processing or accessing information on school property related to "hacking", altering, or bypassing network security policies is in violation of the policy and shall result in disciplinary actions.

- The school district has the right to collect and examine any device that is suspected of causing problems or may be the source of an attack or virus infection.

- The student shall realize that printing from personal technology devices shall not be possible at school.

- The student and parent shall sign and submit the acceptable use agreement for BYOD.

Noncompliance with the applicable regulations may result in limitation, suspension, or termination of privileges, and other disciplinary action consistent with appropriate Caddo Parish School Board policies. Devices that are used in violation of School Board policy shall be relinquished to school administrators and held for up to three (3) days, only to be returned to the parent or guardians.

Violations may result in criminal prosecution as well as disciplinary action by the School Board.

Ref: Board minutes, 6-16-15.

IGA Basic Instructional Program
Louisiana Education Guidelines for Teaching Science (Act 473 of 2008)

Science education is an active discipline that involves questioning, reasoning, experimenting, analyzing and interpreting data, and solving problems. The science classroom needs to be designed to encourage these types of activities. As stated in the Louisiana Science Education Act (Act 473), "support and guidance for teachers regarding effective ways to help students understand, analyze, critique and objectively review scientific theories being studied including, but not limited to, evolution, the origins of life, global warming, and human cloning" will be provided by the Caddo Parish School Board. The following guidelines have been suggested to help teachers select activities that allow students to think critically about scientific theories.

1. Science teachers will utilize the Grade Level Expectations and activities outlined in the Louisiana Comprehensive Curriculum and use materials presented in the textbook supplied by the school system.
2. Supplemental materials may be used to assist students in reviewing, analyzing and critiquing scientific theories in an objective manner. These materials must be scientific in nature and must support learning that involves critical thinking and logical explanations based on empirical evidence.
3. Supplemental instructional materials and classroom activities must not promote any religious doctrine or promote discrimination for or against religion or non-religion.
4. Supplemental instructional materials and classroom activities must be those not otherwise prohibited by the Louisiana Board of Elementary and Secondary Education.

Reference: Louisiana Act 473 of 2008

Adopted: June 15, 2010

CADDO PARISH SCHOOL BOARD
POLICY MANUAL
File: IGA

IGA - BASIC INSTRUCTIONAL PROGRAM
(Multiphasal Program)

I. Two Phases

General
Enriched/Enriched with Honors Designation

II. Grading

Enriched	General
A-5	A-4
B-4	B-3
C-3	C-2
D-2	D-1
F-0	F-0

III. Criteria for Phasing

A. Placement

	Weight
1. Achievement test scores (composite)	34%
General	0 - 70%
Enriched/Enriched with Honors Designation	71 - 99%
2. Grades	33%
General - Low to average grades	
Enriched - Average to excellent overall grades	
3. Teacher's Recommendation	33%

B. Rephasing

1. Achievement test scores (composite)	40%
2. Grades- present grades	30%
3. Teacher's recommendations (present teacher)	30%

Note: Honors is a segment of the enriched phase and not a separate category. The "Honors" designation indicates the use of the enriched curricula with higher expectations and more assigned work.

Even though a student does not meet the specified criteria for a particular phase prior to registration, he may choose the challenge of a higher phase. However, any request for a lower phase will require reevaluation. If the reevaluation indicates that the student should remain in the current phase, then the decision is final.

The philosophy of mobility of students between phases is continued as a fundamental policy of the phasal program. School principals, teachers, and counselors should be sensitive and responsive to the needs of students to change phases.

Adopted: February 7, 1979
Revised: May 7, 1980
Revised: July 3, 1990
Amended: January 2, 1991

IGA - BASIC INSTRUCTIONAL PROGRAM
(Health Education)

In accordance with the provisions of Title 17, Section 275 of the Louisiana Revised Statutes of 1950 relative to the required courses of education in public schools:

It shall be the policy of the Caddo Parish School Board that all junior and senior high schools shall provide instruction to female students in grades 8 and 12 in the proper procedure for breast self-examination and the need for an annual Pap test for cervical cancer. Such instruction may be provided in the context of courses in the study of health, physical education or such other appropriate curriculum or instruction period. This instruction may be taught by a school nurse or physician.

No student shall be required to take such instruction if her parent or tutor submits a written statement indicating that such instruction conflicts with the religious beliefs of the student.

Adopted: January 21, 1981

Legal Reference: Senate Bill No. 160, Act 789
Louisiana Regular Session, 1980

File: IGAF Basic Instructional Program
(Off Campus PE)

It is the policy of the Caddo Parish School Board to provide students the opportunity to participate in Off Campus Physical Education courses as an option for high school students who have developed skills beyond the District's instructional level. In order for the student to participate in the program the student must submit a district application indicating the type of course to be provided off-campus. The application must include the goals and objectives of the course as well as a summarization of the daily activities to accomplish the goals. Instruction shall be provided only on week days, Monday through Friday, and must meet state attendance requirements in order for the student to receive credit.

The Athletic Coordinator with appropriate certifications or a designated Physical Education instructor with the appropriate certifications will serve as the teacher of record for Off-Campus Physical Education student grades. Students participating in Off-Campus Physical Education courses will be provided a general letter grade based on performance and attendance beginning school year 2009-10.

The District will develop an off-campus Physical Education *on site* visitation plan. The Supervisor of Health and Physical Education or his designee will implement the plans to make sure of compliance with Off-Campus Physical Education guidelines.

Each Off-Campus Physical Education course must be approved based upon its own merits with the appropriate documentation being submitted. The instructor's resume must be provided and the parent and student must submit a signed Hold Harmless Permission Slip. No course shall be approved unless the instructor provides a certificate of insurance naming the Caddo Parish School Board as an additional insured.

Each course must be approved by the athletic coordinator, principal, and director of high schools.

Adopted: June 16, 2009

IGAG - TEACHING ABOUT DRUGS AND ALCOHOL

The superintendent shall put in effect in Caddo Parish Act 167 of 1934 which provides for the teaching in all grades in the public schools of this state above the seventh grade the evils and injurious effects on the human system of the use of alcohol and narcotics.

Adopted: July, 1934

IGAJ - DRIVER EDUCATION PROGRAM

It shall be the policy of the Caddo Parish School Board for driver education to be conducted in the high schools like any other elective course.

Schools will be responsible for accepting only the number of students who can be "driven off" between the hours of 8:00 a.m. and 3:00 p.m. during the regular school year. The enrollment will be restricted to freshmen and sophomores who meet the age requirement. The principal and supervisor of driver education will monitor the program on a continuing basis to insure that all students will complete the driving requirement of the program.

The summer program will be available to all students as a fee program. The fee established would insure that there will be no cost to the Caddo Parish School Board.

Implementation of the program listed below will eliminate the backlog for behind-the-wheel summer driving. This action will increase the number of participants for the summer fee program.

1. Designate a specific number (23-25) of students per class period.

2. Make maximum use of each car for six (6) periods per day.

3. Students should enroll in driver education by choice only. (Only freshmen and sophomore students who meet the age requirements will be eligible.)

4. Teach one classroom phase per year. This should be done the first thirty (30) days of each school year.

5. Cars should be available immediately after the classroom phase is completed.

6. Driver education should appear on the registration sheet in order to determine the number of students requesting the course.

Adopted: July 19, 1978

IGB - SPECIAL INSTRUCTIONAL PROGRAMS AND ACCOMMODATIONS
(Least Restrictive Environment)

The Caddo Parish School Board is keenly aware that each individual has unique attributes which make respect for the individual mandatory. We believe it is our responsibility to provide the means necessary to permit the development of all pupils in all of their many interests and abilities. The education of students with exceptional needs resulting from handicaps will be done in an instructional program specifically designed to meet the needs of each student.

The Caddo Parish School Board assures that handicapped students will be provided with a free and appropriate public education in a setting which includes a continuum of services; regular classes, special classes, special schools, home instruction and instruction in hospitals or institutions. The education program provided will be in a least restrictive environment as determined by-the Individualized Educational Plan (IEP) committee. In all instances, the IEP committee determines the extent to which an individual with exceptional needs participates in regular education with non-handicapped students. The IEP committee has a responsibility to consider the regular classroom setting as the primary educational environment. To facilitate this the neighborhood school will contain reasonable accommodations to facilitate access by handicapped students. The IEP committee has the responsibility as required by law and the Caddo Parish School Board's commitment to provide the full continuum of services available in establishing the appropriate program to develop the student's abilities and to provide opportunities to develop and maintain continuing relationships with nonhandicapped peers.

Adopted: August 15, 1990

CADDO PARISH SCHOOL BOARD
POLICY MANUAL
File: IGD

IGD – COCURRICULAR AND INTERSCHOLASTIC PROGRAMS
(Athletic Policy)

I. Philosophy

A. In this policy statement "athletics" refers to the interschool competitive sports program.

B. Athletics are an integral part of the school program and serve as a means of achieving many of the goals of education.

C. Participation in athletic programs should contribute to health and happiness, physical skill, emotional maturity and high morality.

D. Cooperation and competition are important components of American life. Athletics afford an important opportunity to learn to compete fairly; to learn the value of sacrifice, hard work and cooperation; to learn to experience defeat without whimpering and victory without gloating; and to learn self-discipline in compliance with the rules of the game and of good sportsmanship.

E. Positive values do not automatically accrue to the participant. They can only be achieved through the careful direction and guidance of parents, the school staff, school board and the community. The coach holds a central role in developing positive values.

F. Recognition is given to the following dangerous practices:

1. Winning at all costs. Cheating, deceit, unsportsmanlike acts, and unethical practices must never be condoned. Game officials must not be blamed for defeats. Victory or defeat should be accepted in a sportsmanlike manner.
2. Glorifying star athletes. The outstanding athlete should not be honored to the exclusion of other members of the team. In general, team effort and success should be recognized rather than the prowess of individual star players.
3. Centering school life around athletic teams. Although athletics can properly be used to build school spirit and serve as a cohesive agent, they are only one phase of the total school program. No phase of the academic program should be neglected due to overemphasis of the athletic program.

G. Members of the athletic teams should not be accorded special benefits or privileges.

H. All persons connected with the athletic program should exemplify these traits of character: Sportsmanship, sobriety, honesty and emotional and moral stability.

I. The demeanor of coaches during contests is of particular importance because tensions are high. Players and spectators get clues from the coach which influence their behavior either positively or negatively. It is important that the coach control his temper, condone only sportsmanlike play on the field and support the officials.

J. All athletic programs are important. Schools should attempt to expand the opportunities of participants. No one sport should take precedence over others.

K. The schedule for practice in the various sports should be planned so that there will be a minimum overlapping between sports. During the time a sport is in season, that sport should have priority over others. Out of season practice – fall track, spring football, etc. – should be planned for minimum interference with the sport in season.

L. There should be no competition for players between coaches within a school. Coaches have an obligation to counsel students, regarding the sports they may be most successful in; however, the final decision is with the student. In the large high school, and with the increase in competition, only a few students can participate well in all sports.

M. All athletic programs should be conducted in the spirit of and in accordance with the rules and regulations of the Louisiana High School Athletic Association and the rules of the Caddo Parish School Board.

N. One enters competitions with the expectation of winning, but not at all costs. Coaches and players are expected to work hard and strive for perfection.

O. All coaches shall be employees of the Caddo Parish School Board and should accept the premise that their teaching function is primary.

P. In compliance with Title IX guidelines, girls will be permitted to compete on competitive sports teams.

Q. The athletic program is not designed to fill the needs of all the students of a school; rather, it is a program for the physically gifted. However, efforts should be made to provide opportunities for participation to as many students as possible. Multiple teams and schedules are encouraged. In situations which permit, the playing of substitutes is encouraged. Coaches should encourage students to participate in the many fine athletic activities sponsored by SPAR, churches and other organizations.

II. Assignment of Coaching Duties

The head coach will be employed and assigned in accordance with the policy of the Caddo Parish School Board.

The organization of athletic administration shall follow this structure:

Caddo Parish School Board	Policy making
Superintendent	Develop plans of implementation and advise the board
Supervisor of Athletics, Health & P.E.	Coordination between schools: schedules, facilities, equipment, advise superintendent
Principal	Develop plans of implementation within the school. Advise superintendent
Head Coach	Administer program for athletics for that school. For example: 1. Assignment of Coaches and assistant coaches 2. Determination of eligibility of players 3. Develop playing schedule 4. Approve all athletic purchases 5. Coordination of use of facilities within School 6. Advise principal in matters relating to School athletic program
Coaches	Develop and execute program in compliance with policy established by CPSB and LHSAA
Assistant Coaches	Assist coach to carry out program of activity in assigned sport in specific area assigned

III. Varsity Sports, Seasons

A.

Football	Fall Sport
Volleyball	Fall Sport
Cross Country	Fall Sport
Swimming	Fall Sport
Basketball	Winter Sport
Soccer	Winter Sport
Indoor Track	Winter Sport
Wrestling	Winter Sport
Track	Spring Sport
Baseball	Spring Sport
Softball	Spring Sport
Gymnastics	Spring Sport
Tennis	Spring Sport
Golf	Spring Sport

B. Each year at the time the principal makes staff assignments for the succeeding year, he will make coaching assignments on the advice of the head coach. It is desirable to have those who work as coaches to be involved throughout the year; however, it is possible for a person to be employed as coach of only one sport. No coach may head more than two sports and those sports may not overlap in season.

C. Minimum Participation – Based on LHSAA Rules

The season is generally prescribed by the league that teams play in. The minimum games for each sport to be recognized as a full season are:

	Varsity	Junior Varsity	9th
Football	9	5	5
Basketball	22	20	12
TOURNAMENTS	4		
Track (Meets)	7		
Baseball	12		
Golf (Matches)	8	(Minimum 6 players)	
Tennis (Matches)	8	(Minimum 10 players)	

D. The salaries of those who coach will begin with the school year and continue through August as other teachers' salaries, effective August, 1976.

The head coach will verify the performance of coaches to the principal who will report the additional work to the payroll department with a copy to the parish supervisor of health, physical education, safety and athletics.

In the event that a coach has not fulfilled a season as earlier indicated, appropriate adjustment will be made on his salary check.

IV. Safeguarding the Health of the High School Athlete

A. One of the objectives of athletic participation is improved fitness and health. At the same time, it is realized that there are inherent hazards to the participants. The school and coaching staff have the responsibility to give maximum protection against injury. Coaches will give careful consideration to the statement:

> "Participation in high school athletics is a privilege involving both rights and responsibilities. The athlete's responsibilities are to play fair, to give his best, to keep in training and to conduct himself with credit to is sport and his school. In turn, he has the right to optimal protection against injury as this may be assured through good conditioning and technical instruction, proper regulation and conditions of play and adequate health supervision." *

B. In order to insure safety and protect the health of athletes, coaches will give careful attention to the following factors:

1. Proper conditioning helps to prevent injuries by hardening the body and increasing resistance to fatigue.

    a. Prospective players should be given directions and activities for pre-season condition.
    b. There should be a minimum of two weeks of practice before the first official game.
    c. Players should be required to warm up thoroughly prior to participation.
    d. Injured players should be removed from the contest immediately.

2. Careful Coaching leads to skillful performance, which lowers incident of injuries.

    a. Emphasis should be placed on safety in teaching techniques and elements of play.

b. Injuries should be analyzed to determine causes and to suggest preventive programs.
c. Tactics that may increase the incidence of injuries should be discouraged.
d. Practice periods should be carefully planned and of reasonable duration.

3. Good officiating promotes enjoyment of the game as well as protection of players.

a. Players and coaches should be thoroughly schooled in the rules of the game.
b. Rules and regulations should be strictly enforced in the practice periods as well as in games.
c. The best qualified officials should be employed.

4. Right equipment and facilities serve a unique purpose in protecting the players.

a. Adequate protective equipment should be provided for all sports.
b. Careful attention should be given to proper fitting and adjustment of equipment.
c. Equipment should be properly maintained. Worn out items should be discarded.
d. Play areas should be checked for hazards.

5. Adequate medical care is a necessity in the prevention and control of athletic injuries.

a. A pre-season medical examination should be given to all prospective athletes.
b. A physician should be present at all football games and at other scheduled competitive activities when possible.
c. The physician should make the decision as to whether an injury during games or practice.
d. Care given by coaches and trainers to injured players should be limited to first aid and medically prescribed services.

V. Joint Use of Facilities

The supervisor of Health, Safety, Physical Education and Athletics shall assign facilities which are used jointly by several schools for use by a designated school on a particular

date. No principal or coach may make final agreements for the use of facilities without the consent of this supervisor.

VI. Scheduling Athletic Contests

In general, the scheduling of athletic contests should be between schools of equal classification and comparable size. Principals of individual schools shall be (primarily) responsible for scheduling contents. Out of state travel shall be limited to 250 miles from the City of Shreveport unless special permission is given by the Superintendent.

VII. Financing Athletics

A. Accurate accounts of all receipts and disbursements of the athletic program in each school shall be kept. All proceeds from athletic contents shall be deposited in the local school fund to the credit of the athletic account. One bank account is kept for all of the individual school accounts.

B. Each local school shall have an athletic fund which may be disbursed upon the signature of the principal.

C. All athletic accounts are subject to audit and the overall financial supervision of the Director of Finance of the Caddo Parish School Board. An annual audit of athletic accounts will be made in compliance with board policy.

VIII. Staff Relationships

Loyalty and cooperation of all coaching staff members is of prime importance. Differences of opinion and criticisms should be cleared in official channels and never aired to the public.

IX. Information Releases

A. Coaches heading various sports will give information regarding their respective teams and their opponents.

B. All information regarding school policy, athletic department policy, personnel, etc., is to be released through the superintendent's office.

C. No coach is to make any uncomplimentary statement regarding school policy, opposing teams, or officials. Protests or constructive criticism should be directed to the proper official group.

X. Eligibility

A. The principal and coach shall be equally responsible for the eligibility of players.

B. Five days prior to the first contest in each sport eligibility lists will be submitted to the Supervisor of Health, Safety, Physical Education and Athletics, who in turn, will submit the list to the Superintendent. Supplementary lists shall be filed when new players are added to the squad. Lists must be signed by both principal and the head coach.

XI. Residence Rule

A. Majority to minority transfers will not create immediate athletic eligibility unless the student has attended middle school in the attendance zone of the high school he/she wishes to attend for at least one calendar year.

B. A student who transfers to a magnet high school, a traditional high school with a magnet program, or the magnet curriculum of a dual curriculum high school with school board and or court approval shall be eligible to represent the magnet high school in athletic competition immediately if the transfer is at the beginning of the school year at the lowest level of entry offered by the school. If entry occurs a grade level above the lowest grade level offered in the school or after the beginning of the school year, the student shall be ineligible at the magnet school for one calendar year.

XII. Administrative Transfer

A. The School Board authorizes the override of the one year of ineligibility due to a transfer from within the Caddo Parish School District if the transfer meets the following requirements:

1. The transfer is between schools within the Caddo Parish School District.
2. The transfer shall only be acceptable for eligibility purposes at the beginning of the school year or at the beginning of the second semester.
3. The transfer shall be approved by the sending and receiving school principals and the system superintendent or his/her designee.
4. A student-athlete shall be allowed only one administrative transfer during his/her length of eligibility.
5. The transfer shall not be for athletic purposes.
6. Caddo Parish School System approved administrative transfers can include but is not limited to:

a. Majority to Minority Transfer as written into the federal court desegregation order.
b. Transfers from Academically Unacceptable Schools pursuant to the Louisiana School and District Accountability System.
c. Homeless Students as defined by the Federal McKinney-Vento Act.

XIII. Eligibility when District Attendance Lines Change

In the event of changes in district lines, or the creation of a new school, seniors who fall in a new district and who have participated in a sport in the original school may have the option of remaining in the former school or attending the new school.

XIV. Limit of Games

The Louisiana High School Athletic Association will apply with the following exceptions:

A. Schools will not participate in bowl or post-season games.

B. Regularly scheduled baseball games will be limited to 20 games. Each tournament shall be considered one game and included in the total number of 20.

C. Football games will not be scheduled prior to the opening of school.

D. One out-of-parish scrimmage or jamboree will be permitted prior to the regular football season.

XV. Teaching Load

A. Head coaches shall teach a minimum of three classes per day. The other three periods are for the purpose of planning and athletic administration.

B. Assistant coaches shall teach a minimum of five classes per day.

C. All coaches are subject to "duty" as assigned by the principal.

D. Sixth period athletics is permissible with that period only serving in lieu of physician education instruction. That period may count as one of the periods of teaching assignment – the number of students involved should be comparable to other class periods.

XVI. Equipment Purchasing

Purchases from the athletic fund must have prior approval of the head coach and the principal and should be in keeping with the Caddo Parish School Board policy relating to purchasing.

XVII. Dismissal Time of Team Members

Coaches will clear with the principal for dismissal of team members who will be making scheduled trips.

XVIII. Coaches Officiating

Coaches will not be excused from school or coaching duties to officiate. This is not intended to eliminate mutual assistance in conducting local track meets.

XIX. Equipment Not Returned

Any student who has school equipment charged against him will not be given an athletic award or receive his school records until his account is cleared.

XX. Team Trips

Season schedules shall be filed with the Supervisor of Health, Safety, Physical Education and Athletics prior to the opening of the season. All team trips must be approved by the head coach and principal.

XXI. Salesmen

A. No salesman is to go into any school to advertise, sell, demonstrate or show athletic, sports or related equipment without permission of the principal.

B. Salesmen shall be encouraged to visit coaches during administrative planning periods, and not during class period.

Approved: March 17, 1976
Amended: October 20, 1976
Revised: March 20, 1986
December 3, 1986
December 19, 1990
June 18, 2002
August 16, 2016

CADDO PARISH SCHOOL BOARD
POLICY MANUAL
File: IGD

IGD - COCURRICULAR AND INTERSCHOLASTIC PROGRAMS
(Eligibility Requirements for Participation in Extracurricular Activities Grade 6-8)

1. A student must have a 1.5 grade-point average and have passed five subjects per nine weeks to participate in extracurricular activities.

   A. Eligibility will be determined by grade-point average at the end of the nine week period.

   B. Grade-point averages shall be computed based on all subjects taken and for which letter grades are reported during any nine week period.

   C. A student falling below requirements during any nine week period shall be placed on probation for the next nine week period. If a student fails to meet the requirements during the probationary nine week period, he/she will be ineligible to participate in any extracurricular activities until such time as the required grade-point average is achieved, which shall be at the end of a nine week reporting period.

   D. These eligibility requirements shall apply to all extracurricular activities offered by a school and shall include grades 6-8.

   E. No school may require a higher grade-point average for participation unless such grade-point average is required for a national or state charter.

   F. Each school may seek waivers for 2% of their school's total enrollment for participation in extracurricular activities.

   G. Waivers must be approved by the school building level screening committee and the Director of Middle Schools. Schools must submit a plan of remediation before approval is granted.

Note: If any person connected with the school system asks a teacher to adjust any student's grade, in violation of these guidelines, that person will be brought before the School Board for disciplinary action. Refer to Act 556 of 1989 Legislative Session.

Adopted: August 1, 1984
Amended: March 20, 1986
December 3, 1986
December 19, 1990

CADDO PARISH SCHOOL BOARD
POLICY MANUAL
File: IGD

IGD - COCURRICULAR AND INTERSCHOLASTIC PROGRAMS
(Eligibility Requirements for Participation
in Extracurricular Activities for Grades 9-12)

1. All students will enter ninth grade eligible for participation in extracurricular activities. A student must have a 2.0 grade-point average and pass five subjects per semester to participate in extracurricular activities.

   A. Eligibility shall be determined by grade-point averages on a 4.0 scale for general courses and on a 5.0 scale for enriched courses. Semester grades shall include final exams which will be used to determine grade-point average.

   B. A student failing below the eligibility requirements shall be placed on probation for the next semester. If the student fails to meet the required standards, then he/she will be ineligible to participate in extracurricular activities until the end of the semester.

   C. Grade-point average shall be computed based on all subjects taken and for which letter grades are reported during any semester.

   D. These eligibility requirements shall apply to all extracurricular activities offered by a school and shall include grades 9-12.

   E. No school may require a higher grade-point average for participation unless such grade-point average is required for a national or state charter.

   F. Each school may seek waivers for 2% of their school's total enrollment for participation in extracurricular activities.

   G. Waivers to these requirements must be approved by the school building level screening committee and the director of high schools. Schools must submit a plan of remediation before approval is granted.

Note: If any person connected with the school system asks a teacher to adjust any student's grade, in violation of these guidelines, that person will be brought before the School Board for disciplinary action. Refer to Act 556 of 1989 Legislative Session.

Adopted: August 1, 1984
Amended: March 20, 1986
December 3, 1986
December 19, 1990

CADDO PARISH SCHOOL BOARD
POLICY MANUAL
File: IGDA

IGDA - STUDENT ORGANIZATIONS

(Policy Statement and Rules and Regulations Pertaining to Student Elections and Extracurricular Activities in Caddo Parish Schools)

1. The principal of each school shall be responsible for distributing annually, written policies and rules which govern:

   a. Elections and/or appointments of students to various student held offices

   a. Formation of clubs

   c. Extracurricular and other activities in which students participate

2. Under the direction of the principal each school will form an advisory group composed of students and faculty members. The composition of the advisory body will be representative of the ethnic makeup-of the student body and faculty.

   The function of the advisory committee will be to:

   a. Advise the school authorities on the coordination of existing extracurricular activities and the need for new activities

   b. Supervise elections

   c. Publicize the various organizations within a school so that all students will know the requirements for being a part of any organization or activity sponsored by the school

   d. Supervise the selection, election and/or judging of danceline and cheerleading teams. Schools opting for the selection and/or judging process must use an odd number of judges with minority representation.

3. Voting machines (provided they are available from the state custodian) will be used for the two major elections, to be designated by the principal, held in each school annually. The school board will bear the cost of furnishing the machines for the two major elections.

4. Ballots and a record of results of elections will be preserved for one calendar year following each election. The results of any election will be made a matter of record and the number of votes recorded for each person in the election shall be made public.

5. Each principal, with the assistance of the school advisory group and with the approval of the superintendent, or designee, shall establish procedures that will insure minority representation for the student governing body, cheerleader and danceline squads.

6. From selected, elected or judged squads, school may create competitive cheerleader and danceline teams as outlined in the Title IX Settlement Agreement.

Adopted: November, 1972
Revised: March 5, 1975
Revised: March 20, 2001

IGDC - STUDENT SOCIAL EVENTS

It shall be the policy of the Caddo Parish School Board to permit the faculty and principal of each school to set not more than two parties each year and that the expenses be handled in such a way as not to cause hardship or embarrassment. Moreover, individual birthday parties should be eliminated.

Adopted: September 7, 1960

IGDF - STUDENT FUND-RAISING ACTIVITIES
(Coin Operated Game Machines)

It shall be the policy of the Caddo Parish School Board that coin operated game machines be prohibited in any school of Caddo Parish.

Adopted: November 4, 1981

IGDF - STUDENT FUND-RAISING ACTIVITIES

The Caddo Parish School Board prohibits the sale of candy and cold drinks and similar confections to students in all elementary and junior high schools in the parish during the school day, it being understood that the school day begins when the building opens in the morning and ends after children leave the school in the afternoon following dismissal of classes.

Adopted: July 1, 1959

IGDF - STUDENT FUND-RAISING ACTIVITIES
(Band Uniforms)

It is the policy of the Caddo Parish School Board that it should pay the same price for all band uniforms throughout the system.

Low bids will be accepted with anything exceeding that amount being paid by the individual schools.

There shall be no public solicitation of funds to make up a difference between the bid price and the actual purchase price.

Adopted: December 20, 1967

IGDF - STUDENT FUND-RAISING ACTIVITIES

The Caddo Parish School Board grants permission to any school, at the discretion of the principal, to operate a school store in which items such as paper, pencils and other similar materials used by students in classrooms may be sold by the school.

Adopted: July 1, 1959

CADDO PARISH SCHOOL BOARD
POLICY MANUAL
File: IGDG

IGDG - STUDENT ACTIVITIES FUNDS MANAGEMENT
(Accountability for School Funds and School Support Organizations)

The "School Activity Funds Accounting, Auditing, and Financial Reporting" manual published by the legislative auditor for the State of Louisiana makes the following statement: "Monies or property derived directly or, indirectly through the use of school facilities or funds received by a public official (including individual school employees) become public property or funds. Monies thus derived should be handled and safeguarded as if the funds were tax proceeds."

Therefore, it is the policy of the Caddo Parish School Board that all fund raising activities conducted during the school day, on school board property, using school employees and/or students, for school or school related purposes shall be properly controlled and have reasonable accountability applied. This requires that all such funds shall be considered "public funds" and shall be deposited into the official checking account of the individual school and all state and local rules and regulations concerning financial management be applied.

In addition, any school support organization; i.e., parent club or booster club, which uses the name of a public school as the principal portion of their name and raises funds <u>independent</u> of the school, shall be required to meet all of the following conditions:

1. Maintain minutes of all meetings of the organization and have duly elected officers. Appoint the school principal or a representative school employee designated by the principal to serve on the executive board of the organization.

2. Provide the school principal with a copy of periodic (at least quarterly) financial reports showing all receipts and expenditures by source along with a summary of revenue, expenditures and investments. The financial reports must be signed by an officer of the organization.

3. All fund raising activities of the organization must be approved in advance by the school principal using CPSB Report On Fund Raising Project (Form IA-81). These forms shall also be completed and filed as required upon completion of the fund raising activity.

Failure of any organization to meet the above conditions shall void that organization's privilege to use the name of the school or to raise funds on the representation that the funds are in fact to be used for the betterment of the school or school related matters.

Adopted: October 20, 1993
Reviewed &
Re-enacted: May 22, 2002

IGDJ - INTERSCHOLASTIC ATHLETICS
(Athletic Equipment, Initial Issue)

It shall be the policy. of the Caddo Parish School Board that every new high school or middle school that is opened shall be provided an initial issue of athletic equipment sufficient in quality and quantity to insure the pupils of the school may safely and adequately participate in the competitive activities of the league to which it is assigned. After the initial issue of athletic equipment, it shall be the responsibility of the high school to provide for the repair and replacement of its athletic equipment. After the initial issue of athletic equipment, it shall be the responsibility of the middle school to provide for the repair and replacement of its athletic equipment with the middle school athletics allotment provided by Caddo Parish School Board for this purpose and/or with funds acquired through fund raising activities.

Adopted: November 7, 1984

IGEB - ADULT HIGH SCHOOL PROGRAMS
(AGE WAIVERS FOR GED TESTING)

It shall be the policy of the Caddo Parish School Board that age waivers for General Equivalency Development (GED) testing shall be authorized and granted by the Supervisor of Adult Education in keeping with State Board policies.

Legal Ref: Pursuant to State Board of Elementary and Secondary Education, February 25, 1982.

Adopted: April 7, 1982

GRADING SYSTEMS

Elementary and Middle Schools**:** If homework is considered as a portion of a student's grade, it shall not count for more than ten percent (10%) of the grade.

Kindergarten**:** At the kindergarten level, students are not assigned grades. Reporting to parents indicates "Satisfactory" or "Needs Improvement."

Grades 1-5: At the elementary level, each grading period will be reported as a discrete unit indicating only the work accomplished during that nine weeks (ten weeks for extended school year) with equitable distribution of total points among the grading periods. Points shall be converted to a percentage at the end of each grading period, and the appropriate letter grade assigned in accordance with the Caddo Parish grading scale. Quality point values will be assigned to each letter grade according to the *Caddo Parish Grading Scale* section below. The final grade will be determined by dividing the sum of quality points by the number of grading periods. Letter grades only will be assigned for elementary music, art, physical education, and conduct. A resulting grade-point average of not less than .75 is required to earn a "D" letter grade. In all other cases, fractions of .5 or higher are to be rounded up to the next highest letter grade equivalent, and fractions of less than .5 are rounded off to the lower letter grade equivalent. A final percentage of at least 66.5% will also convert to a "D."

Grades 6-8: At the middle school level, each grading period will be reported as a discrete unit indicating only the work accomplished during that nine weeks (ten weeks for extended school year) with equitable distribution of total points among the grading periods. Points shall be converted to a percentage at the end of each grading period, and the appropriate letter grade assigned in accordance with the Caddo Parish grading scale. Quality point values will be assigned to each letter grade according to the scale below. The final grade will be determined by dividing the sum of quality points by the number of grading periods. Letter grades only will be assigned for elementary music, art, physical education, and conduct. A resulting grade-point average of not less than .75 is required to earn a "D" letter grade. In all other cases, fractions of .5 or higher are to be rounded up to the next highest letter grade equivalent, and fractions of less than .5 are rounded off to the lower letter grade equivalent. A final percentage of at least 66.5% will also convert to a "D."

High Schools:

1. Mid-Term and Final Exams

   If approved courses are offered at the middle school campus that award high school credit to students, a semester exam is for every student. The semester exams count up to 15% of the semester grade.

2. High School LEAP 2025/End-of-Course (EOC) Tests

Students enrolled in a course for which there is an EOC test must take the EOC test.

A. The EOC test score shall count as a percentage of the student's final grade for the course.

B. The percentage shall be 15%. For students with disabilities who meet the ACT 833 participation criteria prior to taking the first EOC test, the EOC test score shall count for 5 percent of the students' final grade for the course.

C. The grades assigned for the EOC test achievement levels per the LDOE Conversion Scales (EOC and LEAP 2025)

EOC tests or final exams will count as 15% of the students' final grade. If a mid-term exam is given, it will count 15% of the semester grade.

At the high school level, points shall accumulate until the end of the semester. A report card reflecting the progress of each student will be sent to parents at mid-semester. Final grades on the report card reflect scores earned from the first day of the semester through the last day of the semester (or the course for full-year courses). If the percentage of scores reflects a passing grade according to the grading scale, the student shall receive the appropriate Carnegie credit.

If homework is considered as a portion of a student's grade, it shall not count for more than ten percent (10%) of the grade.

Criteria for Grading for Art, Physical Education and Music

Each student is to be given a letter grade according to the following criteria:

Participation ***75% of the Student's Grade***	
Effort	**Classroom Performance**
Skill Development ***25% of the Student's Grade***	
Evaluation	**Teacher Observation**
Total Grade ***100% of the Student's Grade=*** **Participation + Skill Development**	

CADDO PARISH GRADING SCALE

Grading Scale for Regular Courses	
Grade	Percentage
A	100-93
B	92-85
C	84-75
D	74-67
F	66-0

Grading Scale for Enriched/Advanced Courses (Enriched, Honors, Gifted, Advanced Placement, all Dual Enrollment, International Baccalaureate ~ if offered)	
Grade	Percentage
A	100-90
B	89-80
C	79-70
D	69-60
F	59-0

Grading Scale for Science & Social Studies Grades 1-2 Grading Scale for Health Grades 1-5	
Grade	Criteria
Satisfactory (S)	Students must achieve a minimum of 75% or above accuracy on assigned tasks during a nine week period and shall have an "S" recorded. A minimum of 4 check points should be conducted through-out each nine week period. The tasks may include, but are not limited to, the following: • Daily Assignments • Task Performance • Oral Presentations • Integrated Lessons from Reading/Math
Needs Improvement (N)	If students achieve below the minimum score of 75% on assigned tasks during a nine week period, an "N" shall be recorded. A minimum of 4 check points should be conducted through-out each nine week period.

Weighted Grading for Two Phases in High School

Enriched	General
A – 5	A – 4
B – 4	B – 3
C – 3	C – 2
D – 2	D – 1
F – 0	F - 0

Quality Point Values for Elementary and Middle Schools

A-4
B-3
C-2
D-1
F-0

PARTIAL CREDIT FOR MISSED WORK – (Suspension/Unexcused Absence)

Whenever a student is suspended, removed from a classroom due to disorderly conduct, or when the student's absence is unexcused, the teacher shall assign schoolwork missed and the student shall receive either full or partial credit as recommended by the teacher as follows:

1. Teacher shall assign school work missed and designate the time for completion of the assignment;

2. Once the assignment is completed, the teacher shall

   A. Determine if the assignment is completed and turned in on time.

   B. Determine if other students (those not suspended, removed from the class, or with an excused absence) received credit for the same or similar work;

   C. If other students received points for the work missed in paragraph B (2) above, then the teacher shall grade the assignment and provide the student with an appropriate raw score of not less than 50% of the total points earned for the assignment.

3. If the student believes the teacher improperly assigned the grade for the assignment missed, the student may appeal to the school principal. The principal or his/her designee may only review to determine

   A. If other students received credit for the same or similar assignment missed.

   B. If the student turned in the assignment timely in accordance with the teacher's directive;

   C. Whether the teacher assigned the total points in accordance with policy; and

D. Whether an obvious error was made in the calculation of grade or the assignment of points, to which the principal shall refer to teacher for correction and/or revision of grade.

Adopted: October 16, 1985
Revised: November 6, 1985
Revised: July 9, 1986
Revised: June 24, 1992
Revised: October 1, 2002
Revised: July 21, 2009
Revised: September 17, 2019

Ref: La. Rev. Stat. Ann. ''17:24.4, 17:81, 17:414.2; *Guidelines for Pupil Progression*, Bulletin 1566, Louisiana Department of Education; Board minutes, 10-16-85, 11-

6-85, 7-9-86, 6-24-92, 10-1-02, 7-21-09, 9-17-19.

CADDO PARISH SCHOOL BOARD
POLICY MANUAL
File: IHD

IHD - STUDENT SCHEDULES AND COURSE LOADS (Early Out)

It shall be the policy of the Caddo Parish School Board for students to attend a minimum of 360 instructional minutes a day each year for four years (8 semesters). In order to be eligible to receive Carnegie credit for a course, students must be present 94% of the required time. If a student is enrolled in Distributive Education Clubs of America (DECA), Cooperative Office Education (COE), attending college, or any other educational extension of the Caddo Parish School System that would allow them to leave the campus, then that student shall be allowed to return to the campus to participate in extra curricular activities as long as he/she meets the requirements/eligibility for that activity. A hardship request to attend less than the required instructional minutes referenced above may be petitioned to the principal by a senior with 20 or more Carnegie units, with written permission by the parent and approval of the principal and Area Director. A fifth year senior may attend only the classes needed for graduation.

Adopted: May 16, 1984
Amended: February 20, 2001
Revised: August 17, 2010

IIAA - TEXTBOOK SELECTION AND ADOPTION
Section I

SELECTION POLICY FOR LIBRARY MATERIALS

Many materials are used in the school's instructional. and enrichment program. They may be located in the library media center and other departments of the school.

The materials may include books, magazines, newspapers, pamphlets, pictures, charts, film, filmstrips, slides, tapes, records, transparencies, and other materials that may become available to develop and enrich the curriculum according to the basic course of study.

1. Statement of Philosophy
The primary objective of the library media center is to implement, enrich and Support the educational program of the school. Other objectives are concerned with

1. the development of reading skills, literary taste, lifetime reading habits, discrimination in choice of materials and

2. instruction in the use of materials and libraries.

We subscribe to the principles as stated in the LIBRARY BILL OF RIGHTS FOR SCHOOL LIBRARY MEDIA CENTER PROGRAMS.

Media personnel are concerned with generating understanding of American freedoms through the development of informed and responsible citizens. To this end the American Association of School Librarians asserts that the responsibility of the school library media center is

To provide a comprehensive collection of library materials selected in compliance with basic, written selection principles, and to provide maximum accessibility to these materials.

To provide materials that will support the curriculum, taking into consideration the individual's needs, and the varied interests, abilities, socioeconomic backgrounds and maturity levels of the students served.

To provide materials for teachers and students that will encourage growth in knowledge, and that will develop literary, cultural and aesthetic appreciation, and ethical standards.

To provide materials which reflect the ideas and beliefs of religious, social, political, historical and ethnic groups and their contribution to the American and world heritage and culture thereby enabling students to develop an intellectual integrity in forming judgments.

To provide a written statement approved by the local boards of education of the procedures for meeting the challenge of censorship of materials in school library centers.
To provide qualified professional personnel to serve teachers and students.

II. Responsibility for Selection of Library Materials

The Caddo Parish School Board is legally responsible for selection of materials used in the schools of the system.

The actual and final responsibility for selection and recommendation for purchase is delegated to the superintendent who in turn delegates to the professionally trained personnel within the school system.

III. Selection of Library Materials

A. Sources

1. Materials are purchased at the local school level from the annual state library allotment and federal funds when available.
2. Materials are also purchased from M & S funds, the parish library account and school monies.

B. Recommendations for selection of library materials

1. The selection of materials shall be a cooperative, continuing process by the librarian.
2. Librarians may examine books from various publishers before preparing book orders. Book examination is to be conducted at a designated site.

C. Criteria to be considered in the selection of library materials

1. Does the material meet the philosophy of the instructional program, K-12?
2. Is it among the best of its kind available?
3. Does it implement or enrich the course of study?
4. Are its contents, vocabulary and format suitable for the students?
5. Does it have literary merit and interest appeal?
6. Does it appear on one or more approved hats or in a reviewing media?
7. Has some member of the staff read and examined the material and recommended the title for purchase?
8. When appropriate, has the specialist been consulted?
9. Does it fulfill the responsibility of the school library as expressed in the LIBRARY BILL OF RIGHTS FOR LIBRARY MEDIA PROGRAMS?
10. Does it contribute to a balanced presentation of the subject matter in relation to current holdings?
11. Is the value commensurate with the cost?

D. Materials offered to the schools as gifts are accepted with the understanding that they will be evaluated on the basis of the criteria set forth above and only those meeting these standards are added to the collection. Disposal of the remaining materials is left to the discretion of the individual school librarian.

E. Sponsored materials should not only meet the same evaluation standards as any other items being considered for purchase but also the following criteria as well:

1. Is the primary purpose of the material to educate rather than to promote sales?
2. Does the sponsoring concern display more advertising than is acceptable to our selection standards?

F. Sets of materials and periodicals are purchased only to fill a definite need.

G. Out-of-date or no longer useful materials are withdrawn from the collection.

H. Worn or missing standard items are replaced periodically.

IV. Questioned or Challenged Library Materials

A. Procedure

1. The student and his/her parents should contact the student's teacher or the librarian. If a satisfactory conclusion cannot be reached, then the principal should be contacted.
2. Any other citizen should contact the principal of the school involved. Other school personnel should direct complaints to the principal if they receive them.
3. The principal should assure the citizen that his/her opinion will be considered and that his/her interest is welcome. The citizen's request should then be discussed.
4. If, after discussion, the complainant would like to continue the complaint, the principal would explain the procedure adopted by the Caddo Parish School System for handling such requests. The citizen should be given a copy of the 'Citizen's Request for Reconsideration of Library Material.'
5. The citizen will complete the form and return to the principal.
6. The principal will determine whether materials in question should be withdrawn immediately pending a decision of the School Review Committee.

Composition of the School Review Committee appointed by the principal.

a. Principal of the school, chairman
b. Librarian
c. PTA representative

7. The material will be reviewed by the School Review Committee in light of the objections raised. This reviewing shall be done at the earliest possible time after the material has been questioned. A definite routine will be followed to insure that the incident is given due importance and treated objectively and unemotionally.

8. The citizen has the right to appeal the school's decision to the superintendent's office.

9. Finally, the superintendent's decision may be appealed to the school board.

Sample Form
CITIZEN'S REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

Author _____ Hardcover _____ Paperback_____Other _____
Title_____
Publisher (if known)_____
Request initiated by _____
Telephone_____Address _____
City_____ Zip Code _____
Complainant Represents
_____ Self _____
_____ Organization (specify) _____
_____ Other Group (identify) _____

(If objection is to material other than a book, change wording of the following questions so that they apply.)

1. To what in the book do you object? (Please be specific; cite pages.)
_____
_____
_____

2. What do you feel might be the result of reading this book? _____
_____
_____

3. For what age group would you recommend this book? _____
_____
_____

4. Please provide specific examples of positive aspects of this book. Le. message, style, etc.?_____
_____
_____

5. Did YOU read the entire book?_____What parts? _____

6. Are you aware of the judgment of this book by literary critics? _____
_____
_____

7. What do you believe is the theme of this book?

_____

_____

_____

_____

8. What would you like your library/school to do about this book?

_____ Do not assign to my child
_____ Do not lend it to my child
_____ Withdraw it from all readers/students as well as my child
_____ Send it back to staff selection official for reevaluation

9. In its place, what book of equal literary quality would you recommend that would convey as valuable a picture and perspective of the subject treated?

_____

_____

_____

_____

_____
Signature of Complainant

V. Sources for Selection of Library Materials

A. Books

1. Books can be examined at

(a) Exhibit of books from various publishers at a designated site.
(b) Bookstores
(c) Publishers booths at conventions
(d) Other libraries (school and public)

2. Book Lists

(a) H. W. Wilson Company Standard Catalog for High School Libraries, Junior High School Library Catalog, Children's Catalog, The Elementary School Library Collection by Giver
(b) A.L.A. Basic Book Collection for High Schools, Basic Book Collection for Elementary Grades, Patterns in Reading, Book Bait, Doors to More Mature Reading
(c) National Council of Teachers of English, Books for You, Your Reading, Adventuring with Books, Books and the Teenage Reader, High-interest-Easy Reading for Junior and Senior High Students
(d) Bowker. Beat Books for Children, Growing Up with Books
(e) Lists of Specialized Material: National Council of Teachers of Mathematics, National Council of Teachers of Science, National Council of Teachers of Social Studies
(f) Bibliographies in textbooks and teacher manuals

3. List of Current Books

(a) Library periodicals: Book List, Bulletin of the Center for Children's Books, The Horn Book Magazine, Library Journal, School Library Journal, School Libraries, Top of the News, Wilson Library Bulletin
(b) Education periodicals, such as Elementary English, English Journal
(c) Professional materials: Phi Delta Kappa Educational Foundation, Today's Education, Reading Teacher

B. Other Library Material

1. Examination

(a) At publishers' exhibits
(b) At other libraries
(c) Material can be ordered for preview purposes

2. Reviews of new audiovisual materials appear periodically in various education and library periodicals, such as Media Review Digest, School Media Quarterly, Horn book, Book List, Previews (formerly in Library Journal), Learning Resources (formerly in Audiovisual Instructional)

Section II
SELECTION OF SUPPLEMENTARY INSTRUCTIONAL MATERIALS FOR CLASSROOM USE
The selection of supplementary instructional materials for classroom use will adhere to the same selection criteria for selection of library materials as set forth in this policy. (Section I, IIIC.)

Questioned or Challenged Supplementary Instructional Materials for Classroom Use
Regarding the policy statements about questioned or challenged library materials, the same procedures apply with the addition of the following criteria:

A. Procedure

1. The student and his parents should contact the student's teacher. The teacher will offer an alternate book selection in the same genre and the same approximate length which is age appropriate. The teacher, parents, and student will discuss an appropriate course of study for the book. The teacher approved alternate selection will be graded according to the same criteria as that of the assigned book. If a satisfactory conclusion cannot be reached, then the principal should be contacted.

2. Any other citizen should contact the principal of the school involved. Other school personnel should direct complaints to the principal if they receive them.

3. The principal should assure the citizen that his/her opinion will be considered and that his/her interest is welcomed. The citizens request should then be discussed.

4. If, after discussion, the complainant would like to continue the complaint, the principal would explain the procedure adopted by the Caddo Parish School System for handling such requests. The citizen should be given a copy of the "Citizen's Request for Reconsideration of Supplementary Instructional Material for Classroom Use."

5. The citizen will complete the form and return to the principal.

6. The principal will determine whether materials in question should be withdrawn immediately pending a decision of the School Review Committee.

   Composition of the School Review Committee appointed by the principal.

   1. Principal of the school, chairperson
   2. Teacher
   3. PTA representative

7. The material will be reviewed by the School Review Committee in light of the objections raised. This reviewing shall be done at the earliest possible time after the material has been questioned. A definite routine will be followed to insure that the incident is given due importance and treated objectively and unemotionally.

8. The citizen has the right to appeal the school's decision to the superintendent's office.

9. Finally, the superintendent's decision may be appealed to the school board.

Sample Form
CITIZEN'S REQUEST FOR RECONSIDERATION OF SUPPLEMENTARY INSTRUCTIONAL MATERIALS FOR CLASSROOM USE

Author:_____ Hardcover Paperback Other
Title:
_____
Publisher: (if known)_____
Request initiated by_____
Telephone:_____ Address:
_____
City_____ Zip Code
_____

Complainant Represents:

_____ Self
_____
_____ Organization (specify)
_____
_____ Other Group (identify)
_____
(If objection is to material other than a book, change wording of the following questions so that they apply.)

1. To what in the book do you object? (Please be specific; cite pages.)
_____

_____
2. What do you feel might be the result of reading this book?
_____

_____
3. For what age group would you recommend this book?
_____

_____
4. Did you read the entire book?_____ What parts?
_____
5. What did you find positive about the book?
_____
6. Are you aware of the judgment of this book by literary critics?
_____

_____
What do you believe is the theme of this book?
_____

_____

8. What would you like your school to do about this book?
   _____ Do not assign/lend it to my child
   _____ Withdraw it from all readers/students as well as my child
   _____ Send it back to staff selection official for reevaluation

9. In its place, what book of equal literary quality would you recommend that would convey as valuable a picture and perspective of the subject treated?

_____
_
_____
_

_____

Signature of Complainant

Section III.

CADDO PARISH SCHOOL BOARD TEXTBOOK SELECTION PROCEDURE

I. Philosophy Regarding Textbooks

Public education is one of the most important functions of government, and its purpose is to provide a continuous flow of competent citizens prepared for a productive and satisfying life. The public school should be the institution which provides an environment in which children from homes that vary widely in religious, political, social and economic beliefs can come together in a spirit of mutual respect, acceptance and understanding.

Textbooks are the resource most often used to bring the student into contact with-the desired curriculum. They contain the accumulated knowledge and technology of our past and our social heritage. It is essential that textbooks provide the most important knowledge in a well-organized form suitable to the learning ability of the pupils. Finally, textbooks are important because they tend to unify the knowledge of man providing a common language, a common arithmetic, a common technology, common traditions and common goals.

For all of the above reasons, it is important for this school system to devote a great deal of careful study to selection of textbooks.

II. Objectives

A. To select materials that will support the curriculum taking into consideration individual needs, and the varied interests, abilities, socioeconomic backgrounds and maturity levels of the students served

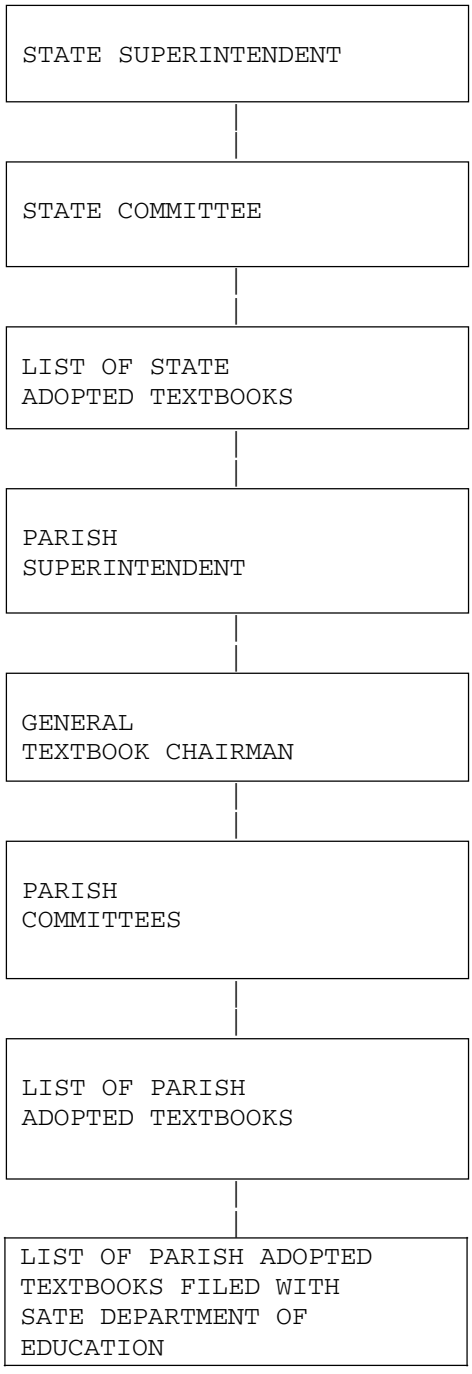
B. To select materials for teachers and students that will encourage growth in knowledge and skills and that will develop literary, cultural and aesthetic appreciation and ethical standards

III. Responsibility for Selection of Textbooks

The State Superintendent of Education has the responsibility for selection of textbooks with the approval of the State Board of Education.

A. State Textbook Adoption Procedures

Refer to Bulletin 1794, Textbook and Library Book Policy and Procedure Manual


STATE SUPERINTENDENT
STATE COMMITTEE
LIST OF STATE ADOPTED TEXTBOOKS
PARISH SUPERINTENDENT
GENERAL TEXTBOOK CHAIRMAN
PARISH COMMITTEES
LIST OF PARISH ADOPTED TEXTBOOKS
LIST OF PARISH ADOPTED TEXTBOOKS FILED WITH SATE DEPARTMENT OF EDUCATION

B. Local Textbook Adoption Procedures

1. The parish superintendent or his/her representative has the responsibility for selecting textbooks for the parish.

2. A general textbook chairman is appointed by the Superintendent or his/her representative.

3. Committees for each curriculum are appointed by the parish representative.

   a. Form letters (sample copy attached) stating the responsibility of the committee are sent to all teachers and administrators in each area. Teachers and administrators are given the opportunity to volunteer for service on committees, thus forming a "pool" for selection by parish supervisors.

   b. Composition of the Committee
   The local adoption committee will be composed of administrators, teachers (at least one of whom should be special education), parents and/or community representatives with equitable representation by ethnic origin, gender, etc. reflective of the student constituency.

   One supervisor from the Central Office is named chairperson of the committee. The committees are further divided according to elementary, middle, and secondary so that the supervisor for each area will chair the committees for that discipline, i.e., middle school math, secondary social studies, elementary language arts, etc.

   One principal (representing level for which the selection is being made elementary, middle, secondary)

   Parents and/or community representatives

   Several teachers including at least one special education teacher

   c. Committee members are to receive special training in textbook selection criteria, voting procedure and integrity of interaction with publishers.

4. The adoption process shall adhere to the following established timelines set forth by the state.

   a. Participation in state caravan must occur before February I in the school year of the adoption.

   b. Local school systems must hold textbook adoption between February I and April 15 in the school year of the state adoption.

   c. The State Office of Educational Support must be notified as to the locally adopted textbooks and the school system's plan for implementation by April 15 in the school year of the adoption.

5. State Textbook Caravan Participation

   a. The caravan affords all school systems an equal opportunity to preview all state adopted textbooks and ancillary materials with on site availability of publishers to answer questions.

   b. All school systems, public, private and parochial, are eligible to participate in the caravan.

6. Local Hearings

   a. Local school "systems may use the state caravan as the single opportunity for publishers' presentations.
   b. Local school system may use the state as a vehicle for identifying those publishers to be called back for local presentations.

7. Sampling

   a. Publishers are to furnish examination copies only at the written request of the local school system textbook adoption coordinator.

   b. Samples are to be limited to sufficient quantities to facilitate the designated local adoption committee members only.

   c. Other persons choosing to examine samples must use samples provided by State Department at predesignated sites for public review.

   d. No other examination copies will be permitted.

   e. Publishers must notify local school systems, in writing, of the need to have samples returned.

f. If notified by publishers, all samples received by local school systems must be picked up by the publisher within thirty days after the local adoption.

g. Publishers must make all necessary arrangements for sample returns at publisher's expense.

8. Each committee using the "Criteria for Evaluating Textbooks" evaluates the textbooks on the state approved list, chooses most appropriate textbooks, and reports to the general textbook chairman.

9. The general textbook chairman submits the list of suggested textbooks to the parish superintendent along with a tabulation sheet (Criteria for Evaluating Textbooks) from each committee and a list of the members of each committee. The official report of the evaluation results is to be kept on file for a minimum of three years.

10. The parish superintendent submits the list of suggested textbooks to the parish school board.

C. Notifying State of Local Textbook Selections

1. The State Department must be notified of all textbook titles selected by discipline/course.

2. Said notification must be accompanied by the school system's plan for implementation of texts.

3. The total plan for implementation must be submitted. This plan must address the number of books to be ordered by subject, course, and grade level. If lack of funds prevents total implementation during the school year following the adoption, the plan for remaining implementation in future years must also be indicated.

4. Said notifications must be made by April 15 in the school year of the state adoption.

D. Notifying School of Locally Selected Textbooks

1. Each school will receive a list of all components of the basal including those items purchasable with textbook funds and those items to be supplied by the publishers at no cost.

2. The principal is responsible for ordering textbooks for his/her school from the parish approved list and for keeping an accurate textbook inventory.

E. Criteria for Local Committee to Use in Evaluating Textbooks
Scoring goes 1 to 5 with one (1) representing the lowest score and five (5) representing the highest score. The same rating scales are to be used for supplementary materials.

EVALUATION

1. Philosophy

1	2	3	4	5

a. Consistent with the philosophy of instruction in Caddo Parish
b. Systematic and sequential development of skills

EVALUATION

1	2	3	4	5

2. Content
a. Variety of selections appropriate for all students
b. Material will meet the objectives of the instructional program
c. Range of material can meet curriculum needs, maturity levels and interests of pupils
d. Material is acceptable in content and style to the majority of the community
e. Diagnostic materials are available
f. Guidebooks provide teachers with appropriate help
g. Ancillary materials meet all adoption guidelines

8. Textbooks should meet guidelines for adoption approved by the State Board of Elementary and Secondary Education.

3. Format EVALUATION
a. Appealing to pupils
b. Durable

1	2	3	4	5

c. Appropriate print and page arrangement
d. Illustrations authentic and appropriate to the content

4. Cost EVALUATION
a. Reasonable
b. Comprehensive (Does not require purchase of many other materials, or if so, they are considered in total cost.)

1	2	3	4	5

IV. Policy for School and Student Use of Textbooks

A. School

1. The Principal

Within the textbook allotment assigned the school and according to the regulations set by the school system, the principal has the responsibility for determining what textbooks are needed in the school and for ordering and distributing those books.

2. The school shall have a system of accounting for each textbook.

a. A school inventory of textbooks shall be kept up-to-date.
b. Each textbook shall be issued to students in such a way that it can be identified with the student to whom it is issued.

B. Student

Each student is responsible for the textbooks issued to him/her.

If a student loses or damages a textbook he/she shall be expected to pay the proportionate cost of the textbook. The life expectancy of most textbooks is five years.

V. Discarding Policy

The principal is responsible for discarding textbooks in his/her school subject to R.S. 17:8:1

VI. Gifts Policy

A. The principal is responsible for acceptance, placement and use of any gift materials to the school.

B. Materials given to the school may not contain advertising. (In some cases the name of the publisher is a firm that is not in the publishing business and that may be construed as advertising. However, it is acceptable to receive and use such materials.)

C. Items on the "Criteria for Evaluating Textbooks" should be used in the evaluation of gift materials.

D. School personnel, other than the principal, considering gift materials will follow the procedure outlined above.

VII. Challenged Textbooks

Occasional objections to a selected textbook may be made by the public, Despite the efforts expended to select materials carefully.

1. When the complaint occurs and a reasonable explanation by the school employee does not satisfy the complainant, he/she should be referred to the principal. The principal may choose to withhold the book pending further investigation, or he/she may choose to continue using the books until after investigation.

2. The principal will confer with teacher(s) who use the challenged material.

3. If the complainant is not satisfied with the principal's report, he/she may file a written complaint which the principal submits to a school review committee. The superintendent is notified of the case.

4. The school review committee examines the questioned materials, meets to discuss materials, prepares a report, and files a copy of the report with the principal of the school and the superintendent.

   Composition of School Review Committee

   a. Principal of school
   b. Assistant Principal of Instruction or Coordinator
   c. A teacher from the subject area
   d. Parent-teacher organization representative
   e. A student, if at the middle or senior high level

5. The complainant is informed in writing by the principal of the decision of the school review committee. If the complainant is dissatisfied with the decision submitted by the school review committee, he/she may appeal to the superintendent.

6. If the complainant is not satisfied with the action taken by the superintendent, he/she may appeal to the Caddo Parish School Board.

VIII. Lost and Damaged Textbooks

A. Damaged but Usable

   1. Lack of cover(s), spine of book separated, graffiti, torn pages, water-damaged but readable, answers written on pages, writing or drawing on pages. These conditions are existing in or on the textbook, but the textbook is still usable. School personnel would determine fees to be assessed on usable damaged textbooks.

B. Lost or Damaged Textbooks

1. Student must pay a percentage of the original purchase price:
   New - 100%
   Good condition - 75%
   Fair condition - 50%
   Poor condition - 25%

2. A record will be kept of the book's condition at the time of issue.

C. Damaged-Nonusable Textbooks

These are textbooks inadequate for instructional purposes. The condition of the book should be checked and noted before issue and the condition established. Student should pay the same percentage as for lost textbooks.

(FORM LETTER)
TEXTBOOK ADOPTION COMMITTEE MEMBER

Name_____ Home Phone

_____
Home Address

_____
School_____ Present Grades
Taught_____
Areas of Certification

_____
Subjects You Now Teach

_____
Areas in which you feel you could critique educational materials:

_____
_
_____
_
_____
_
Would you be willing to work during school hours?

_____
Would you be willing to work after school?

_____
Have you ever served on a textbook adoption committee?

_____
If so, what kind?

_____
State or parish level?_____When

_____
Additional information you wish to furnish:

_____
_
_____
_
_____
_

Signature

_____
Date:

_____

Sample Form

CITIZEN'S REQUEST FOR RECONSIDERATION OF TEXTBOOKS

Author:_____ Hardcover Consumable

Title:
_____

Publisher:
_____

Request initiated by:
_____

Telephone:_____ Address:
_____

City_____ Zip Code
_____

Complainant Represents:

_____ Self
_____
_____Organization (specify)
_____
_____Other Group (identify)
_____

1. To what in the book do you object? (Please be specific; cite pages.)

_____
2. What do you feel might be the result of using this book? (Specify passage/unit/chapter.)

_____
3. What did you find positive about the passage/unit/chapter?

_____
4. What would you like your school to do about this book?

_____

- Do not assign/lend it to my child
- Withdraw it from all students as well as my child
- Send it back to staff selection official for reevaluation

_____
Amended: February 18, 1987 Signature of Complainant
November 15, 1995

CADDO PARISH SCHOOL BOARD
POLICY MANUAL
FILE: IICA

IICA – Participation in Special Events
(Mardi Gras parades, other parades, festivals, special events)

It shall be the policy of the Caddo Parish School Board that school sponsored groups be allowed to participate in special events (Mardi Gras parades, other parades, festivals, etc.) with the recommendation of the school's site based administrator and the approvals as indicated on the Special Events Request Form – IICA-SE.

Adopted: October 19, 2004

F ile: IICA-SE

SPECIAL EVENTS REQUEST

Date:_____

ALL BLANKS MUST BE COMPLETED

School_____

Teacher/Employee Requesting Trip_____
(Signature)

Type of Trip_____

Destination_____

Date and Duration of Trip_____

Number of Students Involved_____

Mode of Transportation_____

Cost of Trip_____

*Mode of Funding_____

Travel or Booking Agent? Yes_____No_____If yes, provide name of agency and adequate proof of insurance and bonding capacity (Attach proof).

Responsible Person(s)_____

Purpose of Trip_____

I recommend approval of this trip_____
(Principal's Signature)

***Special Education Director must sign if IDEA funded.**

****

For Office Use

_____Approve_____Disapprove _____
Special Education Director
_____Approve_____Disapprove _____
School Director's Signature
_____ Approve_____Disapprove _____
Chief Academic Officer
_____ Approve_____Disapprove _____
Assi stant Superintendent
_____ Approve_____Disapprove _____
Superi ntendent

CADDO PARISH SCHOOL BOARD
POLICY MANUAL
FILE: IICA

File: IICA – Field Trips and Excursions
(Special Trips)

It shall be the policy of the Caddo Parish School Board to permit educational trips for students.

Any trip planned for any organized school group which deviates from the regular field trip policy must be submitted to the principal for approval, and the principal must then submit it to the appropriate director. Approval by the Superintendent or his/her designee must be given before planning for the trip is finalized.

A written request must be submitted to the appropriate instructional director thirty days in advance of the date the trip will begin.

The written request for the trip must include the purpose of the trip, the location, the number of students involved, the mode of transportation, the mode of funding, the estimated cost, and the inclusive dates.

If a travel agent or booking agent is utilized to provide or arrange for transportation or lodging, the travel agent or booking agent is required to provide adequate proof of insurance and be bonded. Such insurance coverage and bonding capacity shall be sufficient to insure recovery of all monetary advances as a result of nonperformance.

Adopted: August 3, 1983
Amended: June 20, 1984
Revised: February 15, 2005

La. R.S. 17:176.1

IK - ACADEMIC ACHIEVEMENT
(Awarding of One-Half Carnegie Units)

One-half unit of credit may be awarded by the school for one semester of work successfully completed in a one-unit course listed on the academic and vocational course offerings taken in proper sequence.

Adopted: May 20, 198/

IKAB - STUDENT PROGRESS REPORTS TO PARENTS
(Grade Reporting Period)

The Caddo Parish School Board adopts a nine-week grade reporting period with the stipulation that parents of pupils who are achieving at "D" and "F" levels be notified at the end of the fourth week. Notification of the parents shall be ultimately the responsibility of the principal.

Adopted: March 21, 1973

CADDO PARISH SCHOOL BOARD
POLICY MANUAL
File: IKAD

IKAD - PARENT CONFERENCES

(Tape Recording and Video Taping of Parent Conferences,IEP Conferences, Hearings with Parents and Other Conferences and Meetings Involving Parents and Caddo Parish School Board Personnel)

Audio taping, video taping and any other electronic means of recording shall not be permitted in any parent conferences, hearings with parents or any other conferences or meetings involving parents and Caddo Parish School Board personnel without the express written consent of all persons in attendance at such conference or meeting. Should any person in attendance at the conference or meeting object to the electronic recording of the conference or meeting, no electronic recording of the conference or meeting shall be permitted. No person, parent or Caddo Parish School Board employee, shall be required to participate in any conference or meeting which is being recorded electronically without their written consent.

If a meeting or conference is electronically recorded, the recording becomes an educational record subject to the confidentiality requirements of the Family Educational Rights and Privacy Act, the Individuals with Disabilities Educational Act (if the subject of the discussion relates to a child with disabilities) and their respective implementing regulations.

Given an IEP conference, a parent/guardian request to the Director of Special Education to tape record/video tape the IEP conference shall be permitted under the following circumstances:

- The parent/guardian presents with and/or documentation of a disability requiring such accommodation to ensure their meaningful participation in and full understanding of the IEP proceedings.
- The parent/guardian is identified as a Non-English speaking participant, and such accommodation is needed to ensure their meaningful participation in and full understanding of the IEP proceedings.
- The parent/guardian is illiterate and cannot read/write in English and such accommodation to ensure their meaningful participation in and full understanding of the IEP proceedings.
- In such circumstances, the school system may also audio/video tape the IEP conference.

If a request is made by any participant in the conference or meeting to electronically record the proceedings, permission to electronically record shall be obtained, in writing, from all participants prior to the commencement of the conference or meeting. The permission document shall provide the following information for all participants.

Date and time of the meeting or conference.
Purpose of the meeting or conference.
The names of all participants.
The name of the person who will be recording.
The name of the person who will be the custodian of the recording.
A statement permitting or denying permission to electronically record to be signed by each participant.
The type of recording permitted, i.e. audio, video or other.
Authorization by the custodian of the recording to permit all participants of the conference or meeting to have access to the recording and to make copies thereof, if desired.

Adopted: June 6, 1990
Amended: September 4, 1991;
June 24, 1992
April 20, 2004

CADDO PARISH SCHOOL BOARD
POLICY MANUAL
File: IKD

IKD - HONOR ROLLS

In order to achieve honor roll status at the elementary level, a student must have a
minimum 3.0 grade point average, out of a possible 4.0, with no grade lower than a "C" in any subject including conduct.

Adopted: February 15, 1995

CADDO PARISH SCHOOL BOARD
POLICY MANUAL
File: IKE

IKE - PROMOTION AND RETENTION OF STUDENTS
(Basic Skills Program - K-3)

A. Parents will be encouraged to enroll all pupils in the preschool program (kindergarten and the four-year old program when eligible.)

B. Classes for kindergarten pupils will be staffed on a 1:25 ratio. Kindergarten teachers will look carefully at the pupils at the end of the year to determine those who would profit from an additional year in kindergarten experiences (with parental consent).

C. Classes for first grade pupils will be staffed with carefully selected teachers with a 1:25 ratio. Pupils will be required to master the reading skills in the primer* and the mathematics skills in 1A. If a pupil has not completed these requirements by the end of first grade, one of the following plans will be followed:

(1) Assignment will be made to a transitional class, based on test results and other pertinent data gathered by the coordinator, teacher, counselor and principal.

(2) Additional time will be spent in the first grade in the Basic Skills Program (the immature, slow moving or low-achieving pupil who needs more time in a regular developmental program).

Transitional classes will be staffed by Basic Skills Therapists who will have specialized training in diagnostic and remedial techniques.

D. By the end of the second grade, a pupil must have mastered the basic reading and mathematics skills in 1B. If these requirements have not been met, one of the following plans will be followed:

(1) Assignment will be made to a transitional class.

(2) Additional time will be spent in the second grade in the Basic Skills Program.

E. By the end of the third grade, a pupil will have mastered the basic reading and mathematics skills for 2B or continue in a transitional class.

*Receiving instruction at primer level for the initial year of plan (1979-80).

Extended Time

One year of required extended time will be given in the Basic Skills Program according to the criteria for K-3.

A second year of extended time may be given if, in the judgment of the principal, teachers and instructional staff, it would be appropriate for the pupil's continued progress in grades 1-6.

Extended time may be given in grades 4-6 if, in the judgment of the principal, teachers and instructional staff, it would be appropriate for the pupil's continued progress.

A pupil will be given no more than two years extended time for instructional purposes in the K-6 program.

In the event that a pupil's mathematics placement is at or above grade level and reading is below, reading progress will be the determining factor in placement. If reading is at or above grade level, and mathematics is below, reading progress will still be the determining factor.

Proper placement of pupils will be made in May according to the Basic Skills Program criteria. If a child attends summer-school or receives tutoring during the summer, the school will test in September to determine proper placement.

Basic Skills Therapists

Basic Skills Therapists will be trained. Principals will use them to the best advantage of the pupils in that particular building.

Form BSP-3

Form BSP-3 will be sent at mid-term with the report card to parents of pupils who will be required to receive extended time in K-3.

Form BSP-3 will be sent at mid-term with the report card to parents of pupils in grades 4-6 who, in the judgment of the principal, teachers and instructional staff, would benefit from extended time.

Adopted: January 16, 1980

CADDO PARISH SCHOOL BOARD
POLICY MANUAL
File: IKE

IKE: GRADE CLASSIFICATION – HIGH SCHOOL

Grade classification in grades 9-12 is based on the number of years in High School and the number of Carnegie units earned.

9th Grade-	1 year in High School and	0 – 4½ Credits
10th Grade-	2 years in High School and	5 – 10½ Credits
11th Grade -	3 years in High School and	11 – 16½ Credits
12th Grade -	4 years in High School and	17 or more Credits

To participate in senior activities and the graduation ceremony, a student must receive a SEBESE exit document (high school diploma, GED, Certificate of Achievement, Skills Certificate, or Certificate of Coursework Activities Completion) or locally awarded Certificate of Merit. A student must be enrolled in a district-approved academic or work-study program for the full day during the fall and spring terms. A student may not schedule English IV before he/she has earned a minimum of 16 Carnegie units and is in his/her fourth year in high school.

Adopted: August 17, 2010

CADDO PARISH SCHOOL BOARD
POLICY MANUAL
File: IKF

IKF: GRADUATION REQUIREMENTS

1. To be eligible for graduation, students shall meet or exceed the policies and standards set forth by the State Board of Elementary and Secondary Education as listed in Bulletin 741 and the Caddo Parish School Board Pupil Progression Plan.

2. Students working toward a high school diploma must successfully meet all Carnegie unit and Graduate Exit Examination requirements and be enrolled in a full day of district approved academic or work study programs during the fall and spring terms to participate in graduation ceremonies.

3. Students with disabilities, identified as eligible to participate in Alternate Assessment, must successfully meet all state guidelines.

4. The Board may impose additional requirements permitted statutorily.

Adopted: August 17, 2010

CADDO PARISH SCHOOL BOARD
POLICY MANUAL
File: IKF

IKF - GRADUATION REQUIREMENTS

Minimum Requirements for High School Graduation
(Effective for Incoming Freshmen 1985-86 Through 1993-94 School Years)

ENGLISH — 4 Units
Shall be English 1, 11, and III, in consecutive order; and English IV or Business English

MATHEMATICS — 3 Units
Shall be Algebra I and one of the following options: (1) Algebra II and Geometry; or (2) Algebra II or Geometry and one of the following: Advanced Mathematics, Calculus, Consumer Mathematics, Business Mathematics, or Integrated Algebra/Geometry

SCIENCE — 3 Units
Shall be Biology and two of the following: General Science or Physical Science(but not both), Earth Science, Chemistry, Chemistry II, Physics, Physics II, Aerospace Science, Environmental Science, Principles of Technology, Biology II, or both Vocational Agriculture I and II for one unit of required science credit for incoming freshmen 1989-90 and thereafter.

SOCIAL STUDIES — 3 Units
Shall be American History; one-half unit of Civics, one-half unit of Free Enterprise, and one of the following: World History, World Geography, or Western Civilization.

HEALTH AND PHYSICAL EDUCATION — 2 Units
Shall be Health and Physical Education I and Health and Physical Education II, or Adapted Physical Education for eligible special education students.

NOTE: The substitution of ROTC is permissible. A maximum of four units may be used toward graduation

ELECTIVES — 8 Units

TOTAL — 23 Units

Adopted: August, 1976
Amended: September 19, 1979
September 7, 1983
January 18, 1995

CADDO PARISH SCHOOL BOARD
POLICY MANUAL
File: IKF

IKF - GRADUATION REQUIREMENTS

Minimum Requirements for High School Graduation
(Effective for incoming Freshmen 1994-95 and Thereafter)

The Caddo Parish School Board requires the following units for graduation:

ENGLISH 4 Units

Shall be English I, II, and III, in consecutive order; and English IV of Business English.

MATHEMATICS 3 Units

OPTION I

Shall be Algebra I and two of the following courses; Algebra II, either Geometry or Applied Geometry (effective 1996-97 school year), Advanced Mathematics, Calculus and either Consumer Mathematics or Business Mathematics; or

OPTION II

Shall be either Applied Algebra 1A or Integrated Algebra/Geometry, Algebra I, and one of the following courses: Algebra II, either Geometry or Applied Geometry (effective 1996-97 school year), Advanced Mathematics, Calculus, and either Consumer Mathematics or Business Mathematics; or

OPTION III

Shall be Applied Algebra 1A and Applied Algebra IB and one of the following courses: Algebra II, either Geometry or Applied Geometry, (effective 1996-97 school year), Advanced Mathematics, Calculus, or Business Mathematics.

SCIENCE 3 Units

Shall be Biology and two of the following courses: General Science or Physical Science(but not both), Earth Science, Chemistry, Chemistry II, Physics, Physics II, Aerospace Science, Environmental Science, Principles of Technology, Biology II, or both Vocational Agriculture I and II for one unit of required science credit.

SOCIAL STUDIES 3 Units

Shall be American History; one-half unit of Civics, one-half unit of Free Enterprise, and one of the following courses: World History, World Geography, or Western Civilization.

HEALTH EDUCATION 1/2 Unit

PHYSICAL EDUCATION	1 1/2 Units
Shall be Physical Education I and II, or Adapted Physical Education for eligible special education students.	
NOTE: The substitution of ROTC is permissible. A maximum of four units may be used toward graduation.	
ELECTIVES	8 Units
TOTAL	23 Units

Adopted: August, 1976
Amended: September 19, 1979
September 7, 1983
January 18, 1995

CADDO PARISH SCHOOL BOARD
POLICY MANUAL
File: IKF

IKF - GRADUATION REQUIREMENTS

THE STATE BOARD OF ELEMENTARY AND SECONDARY EDUCATION
HONORS CURRICULUM
(Effective for Incoming Freshmen 1994-95 and Thereafter)

ENGLISH English I, II, III, IV (No substitutions)	4 Units
MATHEMATICS Algebra I; Algebra II; Geometry; and one additional unit to be selected from Calculus, Trigonometry, or Advanced Mathematics	4 Units
NATURAL SCIENCE Biology; Chemistry; and Earth Science or Physics	3 Units
SOCIAL STUDIES United States History, World History; and World Geography or Western Civilization	3 Units
FREE ENTERPRISE	1/2 Unit
Civics	1/2 Unit
FINE ARTS SURVEY Any two units of credit in band, orchestra, choir, dance, art, or drama may be substituted for one unit of Fine Arts Survey	1 Unit
FOREIGN LANGUAGE (in same language)	2 Units
PHYSICAL EDUCATION	1 1/2 Units
HEALTH EDUCATION	1/2 Unit
COMPUTER SCIENCE	1/2 Unit
ELECTIVES	3 1/2 Units
TOTAL	24 Units

Adopted: January 18, 1995

CADDO PARISH SCHOOL BOARD
POLICY MANUAL
File: IKF

IKF - GRADUATION REQUIREMENTS

THE STATE BOARD OF ELEMENTARY AND SECONDARY EDUCATION
HONORS CURRICULUM
(Effective for incoming Freshmen Prior to the 1994-95 School Year)

ENGLISH English I, II, III, IV (No substitutions)	4 Units
MATHEMATICS Algebra I; Algebra II; Geometry; and one additional unit to be selected from Calculus, Trigonometry, or Advanced Mathematics	4 Units
NATURAL SCIENCE Biology; Chemistry; and Earth Science or Physics	3 Units
SOCIAL STUDIES United States History; World History; and World Geography or Western Civilization	3 Units
FREE ENTERPRISE	1/2 Unit
Civics	1/2 Unit
FINE ARTS SURVEY Any two units of credit in band, orchestra, choir'. dance, art, or drama may be substituted for one unit of Fine Arts Survey	1 Unit
FOREIGN LANGUAGE (in same language)	2 Units
HEALTH AND PHYSICAL EDUCATION	2 Units
COMPUTER SCIENCE/COMPUTER LITERACY	1/2 Unit
ELECTIVES	3 1/2 Units
TOTAL	24 Units

Adopted: January 18, 1995

IKF - GRADUATION REQUIREMENTS
(Diplomas and Equivalency Certificates)

Students who have attended schools in Caddo Parish but did not graduate shall henceforth be granted high school diplomas or equivalency certificates in accordance with rules and regulations of the State Department of Education as set out in Circular #4253, dated August 12, 1975, entitled "Issuance of Diplomas and Certificates of High School Equivalency to Non-Veterans, Veterans and Members of the United States Armed Forces." The superintendent cited examples of the operation of the plan and stated that in carrying out the policies established by the State Department of Education, Caddo Parish would make two exceptions, as follows:

1. The veteran or non-veteran applying for a regular diploma or an equivalency diploma shall be eligible to make his request through the high school serving the school population in which his residence is located, or the high school which he was attending at the time of dropout, or the high school which he would have attended because of his residence at the time of last school attendance in Caddo Parish.

2. Applications for the regular diploma or the equivalency diploma by the veteran or non-veteran will not be processed prior to the date the individual would have graduated with his regular graduating class.

Adopted: August 1, 1962

IKFB - GRADUATION EXERCISES

The Caddo Parish School Board recognizes the importance of the graduation ceremonies. Only Caddo Parish School System students who have fulfilled all necessary requirements and qualify for an appropriate state-approved diploma and/or a state approved certificate of achievement for special education shall be allowed to have active participation in the school graduation ceremony.

There shall be two high school graduation ceremonies. One will be held in May of each year for those students who meet all the requirements above, and there will be a summer graduation program in August of each year for students who did not meet the requirements of Policy IKFB before their class graduation date. When these students meet the requirements, the senior counselor will notify the student with confirmation of passing all requirements for graduation and the student shall be allowed to have active participation in the summer graduation.

Adopted: May 2, 1990
Revised: February 15, 1995
Revised: June 18, 2002
Revised: April 22, 2008
Revised: August 21, 2012

IKFB - GRADUATION EXERCISES
(Graduation)

The dress for the two formal graduation programs shall be caps and gowns unless it should prove impossible for the school to make arrangements for their rental at a nominal fee.

Adopted: December 7, 1955

CADDO PARISH SCHOOL BOARD
POLICY MANUAL
File: IL

The Caddo Parish School Board, in compliance with the State Board of Elementary and Secondary Education (BESE), holds proper test security and administration to be of utmost importance and deems any violation of test security to be serious.

Formal and informal assessments are used in Caddo Parish Schools to: meet local, state and federal requirements, provide diagnostic information, determine grade or program placement, determine student admission to magnet schools, validate and/or award credits, assess individual or group performance, assess instructional program effectiveness, provide information for counseling students and provide information for curriculum planning and decision making.

Assessment and testing programs consist of the following types:

- Louisiana statewide accountability testing programs prescribed by the Louisiana Legislature, BESE, and/or the Louisiana Department of Education.
- Parish wide criterion-referenced testing programs in reading, language arts and mathematics.
- Screening, readiness tests and/or checklists as well as nationally published tests.
- College admissions and armed services testing agencies.
- Individual pupil appraisal evaluations for suspected handicapped and gifted student performance.
- Informal testing, inventories and activities designated by teachers to assess student performance.
- All alternate assessments.

Caddo Parish School System shall take every precaution to assure that all state and local tests administered within the school system shall be conducted in such a manner so as not to compromise in any way testing results. Testing materials and procedures shall be properly supervised in strict compliance with the regulations outlined by BESE and the Caddo Parish School Board Policy. Any teachers or other school personnel or students who breach test security or allows breaches in test security shall be disciplined in accordance with the provisions of R. S. 17:416 et seq., R. S. 17:441 et seq., policy and regulation adopted by the BESE, and any and all applicable laws that may be enacted by the Louisiana Legislature.

Adopted: February 17, 1999
Revised: October 15, 2002
Revised: January 20, 2004

IL-R - TEST SECURITY

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

a. Administer test in a manner that is inconsistent with the administrative instructions provided by the Louisiana Department of Education (LDE) which would give examinees an unfair advantage or disadvantage;

b. Give examinees access to test questions prior to testing: NO ONE IS TO HAVE THE OPPORTUNITY TO EXAMINE ANY TEST ITEM AT ANY TIME EXCEPT THE STUDENT DURING THE TEST OR THE TEST ADMINISTRATORS PROVIDING THE ACCOMODATIONS "TESTS READ ALOUD" OR COMMUNICATION ASSISTANCE" FOR STUDENTS DETERMINED TO BE ELIGIBLE FOR THOSE ACCOMODATIONS;

c. Copy, reproduce, discuss, or use in any manner inconsistent with test regulations all or part of any secure test booklet or answer document, or any supplementary secure material (e.g., writing prompts, science tasks);

d. Coach examinees in any manner during testing or alter or interfere with examinees' responses in any manner;

e. Provide answers to students in any manner during the test, including provision of cues, clues, hints, and/or actual answers in any form-- written, printed, verbal or nonverbal;

f. Administer published parallel, previously administered, or current forms of the a test (e.g., Louisiana Educational Assessment Program for the 21st Century [LEAP 21], Graduate Exit Examination for the 21st Century [GEE 21], Graduation Examination ["old" GEE], LEAP Alternative Assessment [LAA], or Forms K, L, and M and all new forms of the Iowa Tests) as a practice test; such parallel forms of a test must be kept in a predetermined, locked, secure area at the district office;

g. Fail to follow security regulations for distribution and return of secure test materials (test booklets, answer documents, supplementary secure materials (e.g., writing prompts, science tasks), as well as overages as directed;

h. Fail to account for and secure test materials before, during, or after testing; all secure materials must be kept in predetermined, locked storage at both the district and school levels; secure materials MUST NEVER be left in open areas or unattended;

i. Conduct testing in environments that differ from the usual classroom environment without prior written permission from the Louisiana Department of Education, Division of Student Standards and Assessments (Appendix A);

j. Fail to report any testing irregularities to the District Test Coordinator (a "testing irregularity" is any incident in test handling or administration that leads to a question regarding the security of the test or the accuracy of the test data) who must report such incidents to the Division of Student Standards and Assessments;

k. Participate in, direct, aid, counsel, assist in, encourage, or fail to report any of the acts prohibited in this section.

The Caddo Parish School Board has developed and adopted a district test security policy that is in compliance with the state test security policy adopted by the State Board of Elementary and Secondary Education (BESE). A " Statement of Assurance" regarding the Caddo Parish School Board test security policy will be submitted annually to the Louisiana Department of Education, Division of Student Standards and Assessments (Appendix B). This statement will include the name of the individual designated by the Caddo Parish Superintendent to procure test materials. This policy provides:

a. For the security of the test materials during testing, test booklets, answer documents, supplemental secure materials (e.g., writing prompts, science tasks), observation sheets, video tapes, completed observation sheet, and keys to the predetermined, locked, secure storage area;

b. For the storage of all test materials, except test administrator's manuals, in a predetermined, secure, locked area before, during, and after testing;

c. For an agenda and a record of the district-wide training on test security and test administration, which has been developed and will be presented annually to all school personnel with access to test material (access to test materials by school personnel means *any contact with or handling* the materials, but does not include reviewing tests or analyzing test items, which are prohibited); A copy of the district test security policy will be distributed to all personnel and placed in personal files (Appendices C, D, and E).

d. A list of personnel authorized to have access to the predetermined, locked, secure storage area (Appendices F and G);

e. Procedures for investigating any testing irregularities, including violations in test security, such as plagiarism and excessive wrong-to right-erasures identified through erasure analysis.

f. Procedures the investigation of employees accused of irregularities or improprieties in the administration of standardized tests, as required by amended R.S. 1781.6;

g. Procedures for the investigation of any missing test booklets, answer documents, or supplementary secure materials (e.g. writing p[projects, science tasks);

h. Procedures for ensuring the security of individual student test data in electronic format.

Security Procedures

Test materials, including all test booklets, answer documents, and supplementary secure materials, containing secure test questions, shall be kept secure and accounted for in accordance with the procedure specified in the examination program

administration manuals and other communications provided by the Louisiana Department of Education. Secure test materials include test booklets, supplementary secure material and answer documents. The security procedures shall include, but are not limited to, the following:

a. All test booklets, answer documents, and supplementary secure materials (e.g. writing prompts, science tasks), shall be kept in a predetermined, secure, locked storage area to which only the principal and test coordinator have access prior to and after administration of any test; test administrators are to be given access to the tests and supplementary secure materials, only on the day the test is to be administered, and these items are to be retrieved immediately after testing is completed for the day and stored in the predetermined, locked, secure location each day of testing.

b. All test booklets, answer documents and supplementary secure materials shall be accounted for and written documentation kept by test administrators and proctors for each point at which test materials are distributed and returned.

b. Any discrepancies noted in the number of serial numbers of test booklets and answer documents and supplementary secure materials or the quantity received from contractors shall be reported to the District Test Coordinator by the School Principal prior to the administration of the test, who will immediately report such discrepancies to the Director, Division of Student Standards and Assessments (LDE) prior to the administration of the test.

c. In the event the test or answer documents, or supplementary secure materials, are determined to be missing while in the possession of the school, the school Principal shall immediately notify by telephone the District Test Coordinator, who will notify by telephone the Director of the Division of Student Standards and Assessments (LDE). The District Test Coordinator shall investigate the cause of the discrepancy and provide the LDE with a report of the investigation within thirty (30) calendar days of the initiation of the investigation. At a minimum, the report shall include the nature of the situation, the time and place of occurrence, and the names of the persons involved in or witnesses to the occurrence and a plan for corrective action. Officials from the Louisiana Department of Education are authorized to conduct additional investigations.

ONLY trained personnel shall be allowed to have access to or administer any standardized tests.

The Caddo Parish Superintendent shall annually designate one individual in the district who is authorized to procure test materials that are utilized in testing programs administered by or through BESE or the Louisiana Department of Education. The name of the individual designated will be provided in writing to the Director, Division of Student Services and Assessments (LDE) and included on the "Statement of Assurance."

Testing shall be conducted in class-sized groups. [Bulletin 741 (2.038.01 - .02) states that K-3 classroom enrollment should be no more than 26 students, and in grades 4 - 12 no more than 33 . . . Class size for exceptional students is generally smaller (Bulletin 741, 2.038.05)]. Permission for testing in environments that differ from the usual classroom environment must be obtained in writing from Louisiana Department of Education, Division of Student Standards and Assessments at least thirty (30) days prior to testing. If the Division of Student Standards and Assessments approves testing outside the usual classroom environment, Caddo Parish must provide at least one proctor for every 30 students.

The State Superintendent of Education may disallow test results, which may have been achieved in a manner, which is in violation of test security. Caddo Parish will follow the procedures established by the Louisiana Department of Education to identify:

a. Improbable achievement of test score gains in consecutive years;
b. Situations in which collaboration between or among individuals which may have occurred during the testing process;

c. A verification of the number of all tests distributed and the number of tests returned;

d. Excessive wrong-to-right erasures for multiple-choice tests;

e. Any violation to written composition or open-ended responses that involves plagiarism;

f. Any other situation that may result in invalidation of test results.

In cases where test results are not accepted because of breach of test security or action by the Louisiana Department of Education, any programmatic, evaluative, or graduation criteria dependent upon the data shall be deemed not to have been met. Individuals shall adhere to all procedures specified in all operational manuals that govern mandated testing programs.

Any individual (s) who knowingly engage(s) in any activity during testing which results in invalidation of scores derived from the Louisiana Educational Assessment Program for the 21st Century (LEAP 21), Graduation Exit Examination for the 21st Century (GEE 21), or Graduate Exit Examination ("old" GEE) shall forfeit the test results and will be allowed to retake the test at the next test administration.

Anyone known to be involved in the presentation of forged, counterfeit, or altered identification for the purposes of obtaining admission to a test administration site in Caddo Parish for any test administered by or through BESE or the Louisiana Department of Education shall have breached test security. Any individual(s) who knowingly cause(s) or allow(s) the presentation of forged, counterfeit, or altered identification for the purpose of obtaining admission to any test administration site in Caddo Parish shall forfeit all test scores but will be allowed to retake the test at the next test administration.

Caddo Parish must ensure that individual student test data are protected from unauthorized access and disclosure. The District Test Coordinator and other authorized users of the LEAP Web Reporting System will maintain the security of passwords, any disks or CD's with downloaded individual student test data, and

student-level test data open on a computer screen. The District Test Coordinator will be responsible for providing training regarding the security and confidentiality of individual student data (including paper and electronic formats) and of aggregated data of fewer than ten students.

Caddo Parish supervisory staff will conduct site visits during testing to observe test administration procedures and to ensure that appropriate test security procedures are being followed.

Duties and Responsibilities

The responsibilities of the District Test Coordinator (DTC):

a. Attend regional test coordinators' meeting conducted by the State Department of Education;

b. Coordinate/conduct district training sessions in district test security policy for all test coordinators;

c. Receive and secure all test materials (test booklets, answer documents, supplemental secure material and test administrator's manuals)

d. Coordinate the distribution of testing materials to schools;

e. Report discrepancies and irregularities to the Superintendent/Designee of Caddo Parish Schools;

f. Maintain written documentation of testing materials;

g. Coordinate with the Chief Academic Officer/School Directors site visits during testing to observe test administration procedures and to ensure appropriate test security procedures are being followed;

h. Coordinate the return of test materials as directed by the Louisiana Department of Education;

i. Adhere to all policies and procedures as mandated by the Louisiana Legislature and adopted by BESE, and the Louisiana Department of Education.

Responsibilities of the School Principal

The Principals are the chief administrators of the testing programs in their schools. They set the tone - before, during, and after testing. The principal shall:

a. Oversee and be responsible for school adherence to test security policies, regulations, administration procedures, schedules and time lines; for ensuring that the system wide school test schedule will take precedence over all other testing;

b. Attend parish inservice for testing, complete all necessary paper requirements related to school test administration and related information according to specified time lines;

c. Appoint school test coordinator(s) and supervise faculty testing inservice. This inservice MUST include informing the faculty of test security policies and procedures;

d. Provide for a predetermined, locked, secure area for all test materials to which only the Principal and the School Test Coordinator(s) have access;

e. Guarantee the school environment is conducive to testing;

f. Assign trained and certified personnel to administer test(s); any deviation from this rule must be approved by the Chief Academic Officer. Requests must be made in writing 2 weeks prior to the test administration;

g. Supervise administration of tests and secure distribution, collection and storage of all testing materials following the completion of each day's testing;

h. Keep written documentation of all discrepancies and record how each discrepancy was handled;

i. Report any testing discrepancies immediately to the District Test Coordinator. If testing materials are missing, an investigation shall be conducted according to the procedures outlined in this policy;

j. Investigate any known or alleged breach of test security with the full support and cooperation of the School Test Coordinator, the District Test Coordinator, the Caddo Parish School Board and the Louisiana Department of Education;

k. Verify totals of secure materials packed for return to the District Test Coordinator.

Responsibilities of the School Test Coordinator

a. Attend parish inservice for testing/test security;

b. Attend or present faculty inservice on test administration with emphasis on test security;

c. Keep testing materials in a predetermined, locked, secure area until the time of testing;

d. Keep written documentation of distribution and collection of testing materials each day of testing (Appendices H and I);

e. Report any testing discrepancies immediately to the School Principal;

f. Supervise administration of tests;

g. Verify totals and number range of all secure materials packed for return to the District Test Coordinator;

h. Pack all testing materials according to guidelines;
i. Return all testing materials with signed secure materials verification forms to the District Test Coordinator according to instructions. (Appendix J)

Responsibilities of Test Administrators (to include regular education teachers, special education teachers, teachers of homebound students, and teachers of 504 students);

a. Attend the school testing inservice;

b. Adhere to all test administrators' procedures as directed in the test administrator's manual and instructions provided at the testing inservice;

c. Report discrepancies to School Test Coordinator immediately;

d. Adhere to all test security measures as outlined in the administrator's manual, this policy and state policy. (Appendix K)

Caddo Parish School Board in compliance with BESE has established the following procedures for addressing violations of test security.

Procedures for Addressing Violations of Test Security:

(Note: Change order of procedures)

Violations of Test Security by School System Personnel

1. Suspected Violations

   a. The district test coordinator shall initiate an investigation upon the district's determination of an irregularity or breach of security or upon notification of an irregularity by the State Department of Education.
   b. If it is determined that school personnel have been involved in a breach of test security, a letter will be written to inform such person(s) that an investigation of the situation will be conducted. If tenure law covers the person(s), the Human Resources (Personnel) Department of the Caddo Parish School System will follow the state law and school board policy for investigating tenured personnel.

2. Any teacher(s), administrator or other school personnel who breach test security or allow breaches in test security shall be disciplined in accordance with the provisions of R. S. 17:416 et seq., R. S. 17:441 et seq., by the amended R.S. 17:81.6; the policy and regulations adopted by BESE, and any and all applicable laws that may be enacted by the Louisiana Legislature.

3. Upon Notification of violations, the following procedures will be employed:

   a. The Superintendent/Designee will meet with the District Test Coordinator and the Principal of the cited school immediately;
   b. The Superintendent/Designee shall convene an investigative team whose membership is appropriate to the alleged violation such as but not limited to, the following: Director of Security, District Test Coordinator, Area/Cluster Director, Principal, Personnel Director;

a. The District Test Coordinator will examine the predetermined, locked, secure storage area and review all testing procedures and related forms of the cited school and report the finding to the investigative team;

b. Immediately following the review of the testing procedures and related forms, data will be gathered from school level personnel who may have information pertaining to the alleged infraction;

c. Interviews regarding testing administration and security procedures shall be conducted with the principal, school test coordinator (s), test administrator(s), and proctor(s) at the identified schools. All individuals who had access to the test materials at any time must be interviewed.

d. Interviews shall be conducted with students in the identified classes regarding testing procedures, layout of the classroom, access to test materials before the test, and access to unauthorized materials during testing.

e. The findings of the investigation and meetings held shall be reported verbally and in writing to the District Superintendent who will then report said findings to the Director of Student Standards and Assessments of the Louisiana Department of Education within thirty (30) calendar days of the initiation of the investigation;

f. Schools identified by the LDE as having "suspected violations" shall be required to submit a plan for implementing and maintaining test security at the school. The Principal shall initiate the development of this plan, which must be submitted to the District Test Coordinator.

4. Confirmed violations

(a) Confirmed violations shall precipitate a meeting with the investigative team whose membership is appropriate to the alleged violation such as, but not limited to, the following: Director of Security, District Test Coordinator, Area/Cluster Director, Personnel Director, Principal (if applicable);

(b) A meeting shall be conducted to include any and all persons in violation of test security policy;

(c) The Superintendent will notify the board of the findings;

(d) Violation(s) shall be handled according to district personnel policies and state laws regarding tenure;

(e) Schools identified as by the LDE as in violation of test security due to "plagiarism, teacher interference, or use of unauthorized materials" shall be required to submit a plan for implementation and maintenance of test security at the school; and submit said plan to the District Test Coordinator; and shall be placed on probation with the system for the next testing cycle, beginning June 1;

(f) The Louisiana Department of Education staff will conduct site visits to schools with prior violations of test security or other testing irregularities. Other schools will be randomly selected.

Violations of Test Security by Students:

(a) Students who are in breach of test security will adhere to all procedures stated in the Test Security Policy approved by BESE.

(b) A committee consisting at a minimum of the principal, School Test Coordinator and the test administrator shall convene to review the testing situation and determine whether to void the test score of the student;

(c) Should the school committee decide to void the test score, a written report of the incident must be filed with the District Test Coordinator;

(d) The District Test Coordinator sends a letter to the Louisiana Department of Education (LDE), Division of Student Standards and Assessments, to document the committee decision to void the response(s);

(e) The LDE notifies the test-scoring contractor of confirmed voids;

(f) The District Test Coordinator will notify the parents of students found in violation of test security in writing of the incident and the consequences accompanying the student's violation (i.e. the voiding of the test, resulting in a score of zero).

Anonymous Complaints:

Persons registering anonymous complaints, either at the school, district, or the state level, shall be required to complete an Anonymous Complaint Recording Form (ACRF) with the District Test Coordinator who, upon receipt of this statement, will conduct a full investigation into the allegations. (Appendix L)

For persons who refuse to complete the ACRF, the following procedures will be invoked:

(a) District Level - the District Test Coordinator will complete the ACRF; conduct an investigation and report findings to the Superintendent.

(b) School Level- the Principal will complete the ACRF; notify the district Test Coordinator immediately; the District Test Coordinator will conduct an investigation and report findings to the Superintendent.

Special Circumstances

Homebound Students:

(a) **504 /special programs officials** will notify the District Test Coordinator of all homebound students who are eligible to be tested at least two weeks prior to each test administration.

(b) After review of the IEP/IAP by pupil appraisal/504 personnel and the School Principal, homebound students will be categorized in one of the following testing categories and a written list of students in each category will be kept on file and the original list sent to the District Test Coordinator.

1) School-site testing: These students will be tested at a school site during the state designated testing time and/or retesting time by a specified test administrator who has been trained in test security. The parent is responsible for student transportation to the testing site.

2) Home-testing: Those students who have written authoritative documentation of inability to get to the testing site will be tested at home, under appropriate supervision, by the designated test administrator.

3) Those unable to test: Those students will be required to have documentation by a doctor of such inability to be tested.

4) Homebound instructors shall inform homebound students of the appeals process.

(c) Homebound teachers shall attend a test security training session at the student's home school. (Appendix M).

Nonpublic and Home Schooling Students:

(a) Shall be tested at a site determined by District Test Coordinator prior to each testing cycle.

(b) Shall be notified of state testing cycles through the local newspaper.

(c) No fee will be charged for testing, although state policy allows districts to charge a testing fee, which shall be refunded upon the student's enrollment in the system.

(d) Students may take LEAP 21 at either the spring or summer administration prior to enrollment. It is the responsibility of the parent to contact the District Test Coordinator to register for the test.

(e) The nonpublic school and parent (or home schooling parent) is responsible for providing the District Test Coordinator, at least 10 working days prior to the testing date, with any documentation required for requested standard testing accommodations.

a. Students with disabilities who have a current 1508 evaluation will participate in on-level LEAP 21 testing. Promotion decisions for these students will adhere to those policies as outlined in the High-Stakes Testing Policy for students with disabilities participating in on-level testing.

b. Students who participate in the spring administration and score at the "Unsatisfactory" achievement level are eligible to retake the LEAP 21 at the summer administration.

c. Students who score at the "Unsatisfactory" achievement level are not required to attend summer school offered by Caddo Parish to be eligible to take the summer retest.

d. Only those students who score at the "Unsatisfactory" achievement level after participation in both the spring and summer administration of the LEAP 21 and who attend the summer school offered by the local school system are eligible for the appeals process or the policy override, provided all criteria are met.

e. Students who participate in the spring administration only or summer administration only and score at the "Unsatisfactory" achievement level are not eligible for the appeals process or the policy override. These students are not eligible to take The Iowa Tests for placement purposes.

f. Students transferring into Caddo Parish after the LEAP 21 summer retest but prior to February 15th are required to take the Form M of The Iowa Tests for grade placement.

g. Students taking The Iowa Tests are not eligible for either a retest or the appeals process. These students may be eligible for the policy override based upon a decision by the School Building Level Committee (SBLC).

Note: Items d-l SBESE APPROVED: May 25, 2000
Approved: October 1, 2002
Revised: January 20, 2004

Appendix A

PERMISSION FORM
FOR
TESTING IN ENVIRONMENTS DIFFERENT FROM THE USUAL CLASSROOM SETTING

As required by the State Board of Elementary and Secondary Education's Test Security Policy, permission for testing in environments that differ from the usual classroom setting must be requested **in writing at least 30 days *prior* to testing.** This form must be completed and returned to the Louisiana Department of Education, Division of Student Standards and Assessments, P. O. Box 94064, Baton Rouge, LA 70804-9064 *OR* fax (225) 342-1136.

District: _____

School: _____ **Date of Request:** _____

Test(s): _____ **Testing Dates:** _____

Description of requested changes in environment for testing:

_____

_____

_____

Rationale for request:

_____

_____

_____

Number of students to be tested in environment described: _____

Number of proctors to be used: _____
(There must be at least one proctor for every 30 students. All proctors must be trained.)

_____	_____
District Test Coordinator's Name (printed or typed)	School Test Coordinator's Name (printed or typed)
_____	_____
District Test Coordinator's Signature	School Test Coordinator's Signature

Louisiana Department of Education use only.

_____	_____
Division of Student Standards and Assessments	Date Approved

Appendix C

PROFESSIONAL DEVELOPMENT TRAINING ON TEST SECURITY AND TEST ADMINISTRATION

AGENDA

Accountability and Testing

4th and 8th Grade High Stakes Testing

Test Security Policy

Erasure Analysis Procedures Policy

Frequently Asked Questions

Special Populations/Accommodations

Home Study Students

Answer Document Coding

Test Administration

Packing Test Materials for Return

AppendixE

' STATEMENT OP;ASStJRANCE
... TEST SEdtJRrtrJ?OLlCY

CadJo. l;?arish Schoof·System

2002..2003

I hereby certify that, as required by the Test Security Policies of the Caddo Parish School System and the State Board ofElementary and Secondary Education, I have atte11ded the prescribed parish wide **professional development training Oll tes.t security and test** administration. I understand a:nd' wiH adhere to all prqvisions of the Parish and State Test Security Policy. ·

_____
Date of Training

_____
Person with access to testing material (Sigri tute)

_____
School Test Coordinator

_____
Principal

_____
Date

This fonn must Le maintained by the **sch.09}**administta,tor at each schoolsite.

Appendix F

CADDO PARISH SCHOOL SYSTEM

Test SecurityanclAdministration

_____

SCHOOL NAME

I hereby certify that the location.described below adheres to the provisions of State and Parish Test Security Policies. This area must be a.predetermined, locked, secure area with access limited to principal and testing coordinator listed on this form. It must be locked and/or under the Sl.).pervision of the principal and the testing coordinator listed on this form. ·All sorting, distribution, and receipt oftesfm.aterials must.be done .in th.is room.

Detailed Description of Predetennined, Locked, ..Secure Area:

_____

_____

_____

_____

List of Person(s) with Access to Area:

NAME	IlILE
_____	_____
_____	_____

_____ _____

Signature of School Princip-al Date

_____ _____

Signature of School Test. Coordinator Date

** **Please·return this pompleted form to Rosemary Woodard,· District Test Coordinator by Octobtl'. 6. 2002.**

Appendix I

Caddo Parish Test Security and Administration
Record of Distribution and Receipt of Secure Test Items
GEE 21 – ENGLISH LANGUAGE ARTS

_____ **SCHOOL**

_____ **TEST ADMINISTRATOR**

Date/time Received	Security Range	Number Received	Secure Material Initial upon receipt	Number Returned	Date/Time Returned	Signatures required upon return of secure documents
	_____	_____	FORM 1			_____
	_____	_____	_____ GEE 21 ELA Booklet	_____		Test Administrator
	_____	_____	_____ GEE 21 ELA Ans. Folder	_____		_____
			FORM 2			School Test Coordinator
	_____	_____	_____ GEE 21 ELA Booklet	_____		
	_____	_____	_____ GEE 21 ELA Ans. Folder	_____		
	_____	_____	_____ Supplemental Material	_____		
	_____	_____	FORM 1			_____
	_____	_____	_____ GEE 21 ELA Booklet	_____		Test Administrator
			_____ GEE 21 ELA Ans. Folder	_____		_____
			FORM 2			School Test Coordinator
	_____	_____	_____ GEE 21 ELA Booklet	_____		
	_____	_____	_____ GEE 21 ELA Ans. Folder	_____		
	_____	_____	_____ Supplemental Material	_____		
	_____	_____	FORM 1			_____
	_____	_____	_____ GEE 21 ELA Booklet	_____		Test Administrator
			_____ GEE 21 ELA Ans. Folder	_____		_____
			FORM 2			School Test Coordinator
	_____	_____	_____ GEE 21 ELA Booklet	_____		
	_____	_____	_____ GEE 21 ELA Ans. Folder	_____		
	_____	_____	_____ Supplemental Material	_____		
	_____	_____	FORM 1			_____
	_____	_____	_____ GEE 21 ELA Booklet	_____		Test Administrator
			_____ GEE 21 ELA Ans. Folder	_____		_____
			FORM 2			School Test Coordinator
	_____	_____	_____ GEE 21 ELA Booklet	_____		
	_____	_____	_____ GEE 21 ELA Ans. Folder	_____		
	_____	_____	_____ Supplemental Material	_____		

I verify this is a true and correct distribution and receipt record of secure materials during the current test administration.

_____
School Test Coordinator Signature **Date**

A copy of this form must be maintained by the school administrator at each school site.

Appendix J

Caddo Parish Test Security and Administration
Record of Transmittal of Secure Testing Materials

The signatures below indicate that all secure materials listed on the attached packing sheet have been accounted for and packaged for shipment to testing vendors.

School Test Coordinator's Signature **Date**

Principal's Signature **Date**

Signature of Person Receiving Testing Material **Date**

Caddo Parish School System

Anonymous Complaint Recording Form

School:_____

Date of Call/Complaint:_____ Time of Call/Complaint:_____

Nature of Complaint:

_____

_____

_____

_____

_____

_____

_____

Date of Alleged Infraction:_____

Signature of person receiving complaint:_____
(Optional)

If someone other than the individual receiving the complaint submits complaint, sign below:

Submitted by:_____ Date:_____
(Optional)

Complaints received at the school level **SHALL** be reported to the District Test Coordinator by phone **IMMEDIATELY.**

This form shall be used at the district and school levels to document anonymous complaints. Original of this form must be submitted to the District Test Coordinator within 24 hours of the receipt of the complaint.

ILC - USE AND DISSEMINATION OF TEST RESULTS
(Release of Test Scores by School)

It is the intent of Caddo Parish School Board to make the average test scores achieved by its respective schools available to the public. In compliance with LSA-R.S. 17:391.7.B. Caddo Parish School Board authorizes the release of the average test scores on individual schools to the public following the annual presentation of the report to the Board by its staff. The report is to be made available for review to the public following acceptance of the report by Caddo Parish School Board.

Adopted: June 7, 1989

CADDO PARISH SCHOOL BOARD
POLICY MANUAL
File: INA

INA - TEACHING METHODS
(Lesson Plans)

It shall be the policy of the Caddo Parish School Board that every teacher be required to have written teaching plans every day.

Adopted: March 1, 1978
Reviewed &
Re-enacted: May 22, 2002

IND – SCHOOL CEREMONIES AND OBSERVANCES
(Prayer in Schools)

The Caddo Parish School Board recognizes the personal importance of religion and prayer and the rights of all individuals protected under the Constitution of the United States. Therefore, the board adopts the following guidelines set forth in LSA-R.S. 17:2115.1 – 2115.10.

Official Prayer
No school shall adopt or use any official or standard prayer. When a voluntary, student-initiated, student-led prayer is offered, it shall be done in accordance with the religious views of the student offering the prayer.

Student Participation
No student shall be required to participate in any prayer or other religious activity at school.

Student-Initiated Prayer
No rule or policy shall deny any student the right to participate in voluntary, student-initiated, student-led prayer.

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

Selection of Student Volunteers
When students are called upon to offer an inspirational quotation or statement, offer a prayer, or lead in silent meditation, such students shall be selected at random by a student from among student volunteers without respect to their individual religious beliefs or lack thereof. No student shall be called upon to offer an inspirational quotation or statement, voluntary prayer, or lead in silent meditation unless the student chosen has volunteered to do so.

Classroom Time
Classroom instructional time shall not be used for student expression protected by the provisions of LSA-R.S. 17:2115.1 through 2115.10. The teacher is responsible for implementing the curriculum which he or she is employed to teach and shall require that group student expression take place before class or after class or at other times unencumbered by designated instructional activities. Such expression by an individual student, performed privately, without interruption of or distraction from classroom activities shall not be inhibited.

School Grounds
No rule or policy shall prevent a student from participating in a voluntary, student-initiated, student-led prayer on school property before or after school or during free time.

Student Organizations
No student organization shall be denied recognition or any privilege or benefit solely because it is religious in nature, has religious affiliation, or has no religious affiliation.

Commencement Address
When a high school student is invited to speak at a commencement ceremony for his or her school, school officials shall not censor the speech for religious content.

Athletic Teams
No rule or policy shall prohibit members of athletic teams from engaging in voluntary, student-initiated, student-led prayer.

Adopted: August 16, 1995

IND - SCHOOL CEREMONIES AND OBSERVANCES
(Veterans' Day)

The Caddo Parish School Board shall continue its policy of planned programs in recognition of that date each year through flag raising ceremonies, programs at student assemblies and social studies assignments in order to show recognition of and appreciation for the contributions and sacrifices made by American veterans in defense of our country.

Adopted: June 4, 1969
Reviewed &
Re-enacted: May 22, 2002

IND - SCHOOL CEREMONIES AND OBSERVANCES
(Silent Meditation)

It shall be the policy of the Caddo Parish School Board to authorize the principal of each school to establish a brief time for silent meditation at the start of each school day for those students and teachers desiring to participate. The brief time of silent meditation shall not be intended or identified as a religious exercise.

Adopted: November 3, 1976
Legal Ref: Louisiana R.S. 17:2115

J - STUDENTS

Policy

JA Goals and Objectives
JAA Equal Education Opportunities
JAAA Title IX Sexual Harassment

JB Attendance
JB-R Student Attendance Checkout Procedures
JBA Compulsory School Attendance Ages
JBB Entrance Age
JBC School Admission
JBCA Resident Students
JBCB Nonresident Students
JBCBA Children in Foster Care
JBCBB Homeless Children and Youth
JBCBC Foreign Exchange Students
JBCC Student Assignment
JBCCA Assignment of Students to Schools
JBCCB Assignment of Students to Magnet Programs
JBCD Transfer and Withdrawal
JBCE Public School Choice
JBCF Unsafe School Choice
JBD Absences and Excuses
JBE Truancy
JBF Released Time for Students
JBG Readmission to School
JBH Attendance Reports for Student Drivers

JC Rights and Responsibilities
JCA Civil Rights of Minors
JCAA Due Process
JCAB School Searches
JCABA Search of Student's Person
JCABB Use of Metal Detectors
JCABC Interrogations
JCB Student Involvement In Decision-making
JCD Student Conduct
JCDA Student Behavior
JCDA-1 Elementary Progressive Disciplinary Dispositions
JCDA-2 Middle and High School Progressive Disciplinary Dispositions
JCDAA Student Smoking/Use of Tobacco
JCDAB Alcohol and Drug Use
JCDAC Dangerous Weapons
JCDAD School Bus Conduct
JCDAE Student Use of Electronic Telecommunication Devices

J - STUDENTS (continued)

Policy

JCDAF Bullying and Hazing
JCDB Student Dress Code
JCE Complaints and Grievances
JCEA Sexually Related Student Misconduct
JCEB Hearing Procedures
JCEC Demonstrations of Students

JD Discipline
JDA Corporal Punishment
JDB Detention
JDC Probation
JDD Suspension
JDE Expulsion
JDF Virtual Discipline Instruction
JDF-R Virtual Discipline Guidelines
JE Guidance and Counseling

JF Academic Achievement

JG Student Welfare
JGA Student Insurance Program
JGB School Wellness
JGC Student Health Services
JGCA Physical Examinations
JGCB Immunizations
JGCC Communicable Disease
JGCD Administration of Medication
JGCE Child Abuse
JGCF Behavioral Health Services for Students
JGD Crisis Intervention
JGE Student Social Services
JGEA Home Visits
JGF Student Safety
JGFA Emergency Drills
JGFB Supervision of Students
JGFC Student Dismissal
JGFD Safety Patrols
JGFE Bicycle Use
JGFF Student Use of Personal Vehicles
JGFG Illness and Accidents
JGFH Student Identification
JGFHA Student Biometric Information

J - STUDENTS (continued)

Policy

JH	**Student Activities**
JHA	**Activities Fees**
JHB	**Student Activities Funds Management**
JHC	**Student Organizations**
JHD	**Social Events**
JHE	**Student Publications**
JHF	**Contests for Students**
JHG	**Student Travel**
JI	**Student Volunteers**
JJ	**Employment of Students**
JK	**Solicitations**
JL	**Gifts**
JM	**Student-Local Government Relations**
JN	**Student-State Government Relations**
JO	**Student-Community Relations**
JP	**Student-Staff Relations**
JQ	**Students with Special Needs**
JQA	**Pregnant**
JQB	**Married**
JQC	**Students with Children**
JQD	**Missing Students**
JQE	**Post-Secondary**
JQF	**Adult**
JQG	**Veterans**
JQH	**Language Minority Students**
JR	**Student Educational Records**
JRA	**Disclosure of Protected Health Information**
JS	**Student Fees, Fines, and Charges**

EQUAL EDUCATION OPPORTUNITIES

It shall be the policy of the Caddo Parish School Board that the school district shall place an equal emphasis upon the nondiscriminatory provision of educational opportunities for children and no person shall be excluded from participation in or denied the benefits of any education service, program or activity on the basis of economic status, marital status, race, color, disability, religion, creed, national origin, age, or sex. All programs offered by schools within the school district shall be open to all students in compliance with statutory and judicial requirements.

The Superintendent or designee shall investigate any and all complaints which may be brought against the district in regard to any alleged discriminatory action. Grievance procedures to provide for prompt and equitable resolution of student complaints shall be the same as those used for employees.

Approved: August 18, 2020

Ref: 20 USC 1400, (*Individuals with Disabilities Education Act*); 20 USC 1681, (*Education Amendments of 1972,* Title IX, (P.L. 92-318)); 20 USC 1703, (*Equal Educational Opportunities Act*); 29 USC 794, (*Rehabilitation Act of* 1973, Section 504); 42 USC 2000, (*Civil Rights Act of 1964*, as amended in 1972, Title VI, Title VII); 42 USC 11301, (*McKinney-Vento Homeless Assistance Act of 2001*); La. Rev. Stat. Ann. ' 17:111; Board minutes, 8-18-20.

TITLE IX SEXUAL HARASSMENT

The Caddo Parish School Board desires to provide a safe school environment that allows all students equal access and opportunities in the School District's academic, extracurricular, and other educational support programs, services, and activities. The School Board does not discriminate on the basis of sex in the education program or activity that it operates. The School Board is required by Title IX of the Education Amendments of 1972 (Title IX) and Part 106 of Title 34 of the United States Code of Federal Regulations not to discriminate on the basis of sex in the education program or activity that it operates, including admission and employment. The School Board recognizes that sexual harassment is a form of discrimination on the basis of sex and the School Board prohibits sexual harassment as defined by Title IX and Part 106 of Title 34 of the United States Code of Federal Regulations.

Any person may report discrimination based on sex, including sexual harassment, in person, by mail, by telephone, or by electronic mail to the School Board's Title IX Coordinator at any time, including during non-business hours. Any School Board employee who has actual knowledge of sexual harassment must report the conduct to the Title IX Coordinator. The Caddo Parish School Board's Title IX Coordinator's name and contact information is provided to applicants for admission and employment, students, parents or legal guardians, school students, employees, and published in the *Student Code of Conduct*, and on the School Board's website. Reports of and inquiries regarding unlawful sex discrimination may also be made to the Assistant Secretary for Civil Rights of the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20202-1100, Email: ocr@ed.gov, 1-800-421-3481. The School Board's Title IX Coordinator shall be authorized to coordinate the School Board's Title IX obligations.

DEFINITIONS

As used in this policy:

Actual knowledge means notice of sexual harassment or allegations of sexual harassment to the any employee of the School Board. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the School Board with actual knowledge is the respondent.

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Formal complaint means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the School Board investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the Caddo Parish School Board with which the

formal complaint is filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under and by any additional method designated by the School Board. As used in this paragraph, the phrase *document filed by a complainant* means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the School Board) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator shall not be a complainant or otherwise a party to any grievance procedure, and shall at all times comply with Title IX and Part 106 of Title 34 of the United States Code of Federal Regulations.

Notice means whenever any employee: witnesses sexual harassment; hears about sexual harassment or sexual harassment allegations from a complainant (i.e., a person alleged to be the victim) or a third party (e.g., the complainant's parent, friend, or peer); receives a written or verbal complaint about sexual harassment or sexual harassment allegations; or by any other means.

Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the Caddo Parish School Board conditioning the provision of an aid, benefit, or service of the Caddo Parish School Board on an individual's participation in unwelcome sexual conduct;

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Caddo Parish School Board's education program or activity; or

3. *Sexual assault* as defined in 20 USC 1092, *dating violence* as defined in 34 USC 12291, *domestic violence* as defined in 34 USC 12291, or "stalking" as defined in 34 USC 12291.

Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the School Board's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the School Board's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services,

mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The School Board shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the School Board to provide the supportive measures. The Title IX Coordinator shall be responsible for coordinating the effective implementation of supportive measures.

COVERAGE

This policy applies to all students, employees and non-employee volunteers, to the elected members of the School Board, and to all students of the Caddo Parish School District. It applies at school, and locations, events, or circumstances over which the School Board has exercised substantial control over both the respondent and the context in which sexual harassment occurs.

TITLE IX COORDINATOR

The Superintendent shall designate and authorize a "Title IX Coordinator" to coordinate the Caddo Parish School Board's efforts to comply with Title IX and Part 106 of Title 34 of the United States Code of Federal Regulations. The Title IX Coordinator shall undergo and receive all training required by Part 106 of Title 34 of the United States Code of Federal Regulations. The name, office address, electronic mail address, and telephone number of the Title IX Coordinator shall be published as required by Part 106 of Title 34 of the United States Code of Federal Regulations.

RESPONSE TO SEXUAL HARASSMENT

If the Caddo Parish School Board has actual knowledge of sexual harassment in an education program or activity, then the Title IX Coordinator shall be informed and the Title IX Coordinator shall offer supportive measures and follow the grievance procedures adopted pursuant to this policy.

The Superintendent and/or the Title IX Coordinator shall develop and maintain a Title IX Grievance Procedure that complies with 34 CFR §106.45, including investigation of any incident of which it has actual knowledge. The Title IX Grievance Procedure shall include the procedures to appeal any determination regarding sexual harassment under Title IX.

Nothing shall preclude the School Board from removing a respondent from the School Board's education program or activity on an emergency basis, provided that an individualized safety and risk analysis determines an immediate threat to the physical health or safety of a complainant, student, or other individual arising from the allegations of sexual harassment justifies immediate removal. Neither shall the School Board be precluded from placing a non-student employee respondent on administrative leave during the pendency of the grievance process developed according to this policy. In

both such instances the respondent shall be provided with notice and an opportunity to challenge the decision contemporaneously with or immediately following the removal. This provision shall not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act or regulations promulgated thereunder.

TITLE IX RECORDKEEPING

The Caddo Parish School Board shall retain for a period of seven (7) years records of each sexual harassment investigation including any determination regarding responsibility, any appeal and the result therefrom, any informal resolution and the result therefrom, and all materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process.

For any response to actual knowledge of sexual harassment, the Title IX Coordinator shall create and maintain for a period of seven (7) years, records of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance the Title IX Coordinator shall document the basis for a conclusion that its response was not deliberately indifferent and document the measures designed to restore or preserve equal access to the School Board's education program or activity. If no supportive measures were provided to a complainant, then the Title IX Coordinator shall document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

NONRETALIATION

Neither the Caddo Parish School Board nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or Part 106 of Title 34 of the United States Code of Federal Regulations, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this part. Intimidation, threats, coercion, or discrimination, including charges against an individual for other policy violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or Part 106 of Title 34 of the United States Code of Federal Regulations, constitutes retaliation.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited by this policy. Charging an individual with a policy violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

CONFIDENTIALITY

The Caddo Parish School Board shall keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 USC 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to the grievance procedures for sex discrimination as set forth in this policy.

SUSPECTED CHILD ABUSE

If the victim of the alleged sexual harassment is a minor student and if the alleged harassment falls within the definition of *abuse* as found in School Board policy *JGCE, Child Abuse*, then all school employees with knowledge shall be considered *mandatory reporters* and the allegations must be reported to child protection or law enforcement as provided by state law and School Board policy. Such reporting shall be made in addition to any procedures for handling sexual harassment complaints.

New policy: July 28, 2020

Ref: 42 USC 2000e *(Civil Rights-Definitions)*; 29 CFR 1604.11 *(Guidelines on Discrimination Because of Sex-Sexual Harassment)*; La. Rev. Stat. Ann.

§§14:41, 14:42, 14:42.1, 17:81; Board minutes, 7-28-20.

STUDENT ATTENDANCE - CHECK OUT PROCEDURES

It shall be the policy of the Caddo Parish School Board that each school will have a written procedure dealing with student check outs. All staff responsible for checking students out will receive training on the procedure and training will be documented. The procedure shall contain a minimum of the following:

1. Person checking student out shall show a picture I.D.
2. Person checking student out shall be listed on student information sheet that has been completed and signed by parent/guardian.
3. If official paperwork is received that changes custody or does not allow a parent access to the child, that information shall be listed on student information card and JPAM. Official court papers will be signed by a judge.
4. If school receives a phone call to allow student to be checked out, a verification call must be made to parent/guardian from phone numbers listed on student information form.
5. If there is any doubt as to whether the person checking the student out has the appropriate authorization please contact the security office for assistance.

Adopted: February 21, 2012

Ref: La. Rev. Stat. Ann. §§17:221, 17:226, 17:227, 17:233; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; Board minutes, 2-7-79, 6-17-08, 2-21-12.

ATTENDANCE

In accordance with state law, it is the responsibility of every parent, tutor, or legal guardian of a child between the ages of seven (7) and eighteen (18) to enforce the attendance of his or her child at the school to which the student is assigned. Once a pupil arrives at school, he/she is expected to remain and attend each class throughout the day.

A student is considered to be in attendance when he or she is physically present at a school site or is participating in an authorized school activity and is under the supervision of authorized personnel. This definition for attendance would extend to students who are homebound, assigned to and participating in drug rehabilitation programs that contain a state-approved education component, participating in school-authorized field trips or other school-approved activities, or taking a state-approved virtual course.

- *Half-day attendance* - A student is considered to be in attendance for one-half day when he or she (1) is physically present at a school site or is participating in an authorized school activity and (2) is under the supervision of authorized personnel for more than 25% but not more than half (26%-50%) of the student's instructional day.

- *Whole-day attendance* - A student is considered to be in attendance for a whole day when he or she (1) is physically present at a school site or is participating in an authorized school activity and (2) is under the supervision of authorized personnel for more than 50% (51%-100%) of the student's instructional day.

Compulsory attendance laws and Louisiana Board of Elementary and Secondary Education (BESE) regulations require high school students to be in attendance a minimum of 30,060 minutes (equivalent to 83.5 six hour school days) per semester or 60,120 minutes (equivalent to 167 six-hour school days) a school year for schools not operating on a semester basis in order to be eligible to receive credit for courses taken.

Elementary students shall be in attendance a minimum of 60,120 minutes (equivalent to 167 six-hour days) a school year in order to be eligible to receive credit for courses taken.

Students in danger of failing due to excessive absences may be allowed to make up missed time in class sessions held outside the regular class time. The make up sessions must be completed before the end of the current semester and all other applicable policies must be met.

<u>JURISDICTION</u>

All students shall be under the jurisdiction of the school during normal school hours, from the time the student arrives at school each day until he or she leaves the school campus in the afternoon. In case a student rides a bus, he or she shall be under the jurisdiction of the school from the time he or she boards the bus until the student exits the bus in the afternoon. Students shall be under the jurisdiction of the school while attending any school sponsored activity either at school or away from school. This shall apply to all students, including athletic teams, pep clubs, band and other student organizations. In disciplinary matters, the School Board's authority may extend beyond the limits set forth above, in accordance with state law.

Adopted: April 20, 2021

Ref: La. Rev. Stat. Ann. §§17:221, 17:226, 17:227, 17:233; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; Board minutes, 2-7-79, 6-17-08, 4-20-21.

COMPULSORY SCHOOL ATTENDANCE AGES

Except as provided by law, every child in the state is required by state law to attend public or private school from the child's seventh (7th) birthday until his/her eighteenth (18th) birthday, unless the child graduates prior to his/her eighteenth (18th) birthday. Any child below the age of seven (7) who legally enrolls in school shall also be required to attend school. If a child in these age brackets was a resident of this parish when school opened and enters school late without having attended another public or private school or approved home study program during the current school session within or without the parish, a statement should be secured from the parents or guardian giving the reasons why the child has not been in school. If these reasons are not satisfactory, the matter should be referred to the Supervisor of Child Welfare and Attendance, who may find it necessary to refer it to the proper court.

EXCEPTIONS

Certain exceptions to the compulsory attendance laws are allowed as provided by state law and included in policy *JBD, Absences and Excuses.* In addition, statutes provide for the following:

1. The parent, tutor, or other person responsible for the school attendance of a child between the ages of sixteen (16) and eighteen (18) who is enrolled in school may request that the student be allowed to attend an effective adult education program or a career and technical education program.

2. A child who is at least seventeen (17) years of age and who, after successfully completing a program established by the Louisiana Board of Elementary and Secondary Education, has been issued a Louisiana high school equivalency diploma in accordance with criteria established by the Louisiana Board of Supervisors of Community and Technical Colleges shall be considered exited from high school and shall not be subject to compulsory attendance laws.

3. Compulsory attendance does not apply to any child who is under the age of seventeen (17) and is attending or seeking admission to a National Guard Youth Challenge Program in Louisiana.

4. Any minor employed to perform or render artistic or creative services shall be exempt from the compulsory school attendance statues for those days during which the minor is engaged in rendering such services.

FAILURE TO COMPLY

Failure to abide by the compulsory school attendance laws of the state may result in a referral to *Families in Need of Services* (FINS) which is a state mandated program or to

the District Court with jurisdiction.

Adopted: April 20, 2021

Ref: La. Rev. Stat. Ann. §§17:221, 17:226, 17:226.1, 17:233; La. Children's Code, Art. 730; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; Board minutes, 4-20-21.

FILE: JBB
Cf: JBC

ENTRANCE AGE

The Caddo Parish School Board shall require children entering kindergarten at the beginning of the school session for the first time to be at least five (5) years of age on or before September 30 of the calendar year in which the school year begins. For students entering first grade for the first time at the beginning of the school session, they shall be six (6) years on or before September 30 of the calendar year in which the school year begins.

A child younger than the above may be permitted to enter school provided the child has been evaluated and identified in accordance with the regulations of the Louisiana Department of Education for such evaluation and/or regulations found in the Board's *Pupil Progression Plan*. A child admitted to kindergarten shall be eligible to enter first grade upon successful completion of kindergarten, provided all other applicable entrance requirements have been fulfilled.

Other children younger than five (5) years of age may enroll in pre-school and other approved programs when offered by the school system.

Adopted: April 20, 2021

Ref: La. Rev. Stat. Ann. ''17:151.3, 17:222; Board minutes, 4-20-21.

SCHOOL ADMISSION

The Caddo Parish School Board shall admit students to the schools of the school district once the student has been registered for school by the parent or legal guardian, under such rules and regulations as the School Board may prescribe.

The School Board shall grant admission or readmission to school to any person who meets all of the following criteria:

1. Resides within the geographic boundaries of the school system.
2. Meets the eligibility requirements for school entrance pursuant to statutory provisions
3. Is nineteen (19) years of age or younger on September 30th of the calendar year in which the school year begins or is twenty (20) years of age on September 30th of the calendar year in which the school year begins and has sufficient course credits that he/she will be able to graduate within one (1) school year of admission or readmission.
4. Has not received a high school diploma or its equivalent.
5. Is otherwise eligible for enrollment in a public school pursuant to state law and the policies of the School Board and the Louisiana Board of Elementary and Secondary Education.

If a person meets all of the criteria stated above, the School Board shall not deny admission or readmission based on any of the following characteristics:

1. The person voluntarily withdrew from school.
2. The person is pregnant.
3. The person is a parent.
4. The person is married.

The admission or readmission of a person who will be twenty (20) years of age on September 30th of the calendar year in which the school year begins shall be limited to grade twelve (12).

The admission or readmission of a person with an exceptionality shall be subject to federal and state law governing the age of eligibility for services for students with exceptionalities.

ADMISSION OF EXPELLED STUDENTS

No student who has been expelled in accordance with state law from any school in the state shall be admitted to any school in the school system except upon the review and

approval of the School Board.

No student who has been expelled from any school outside the state of Louisiana or any nonpublic school within Louisiana for committing any of the offenses enumerated in state law shall be admitted to any school in the school system except upon the review and approval of the governing body of the admitting school.

ADMISSION OF STUDENTS WHO COMMIT A FELONY

The conviction of any student of a felony or the incarceration of any student in a juvenile institution for an act, whether committed in Louisiana or any other state or country, which had it been committed by an adult would have constituted a felony in Louisiana, may be sufficient cause for the Superintendent to refuse admission of the student to any school in the school district, except upon review and approval of a *majority of the elected members of the School Board* when a request for admission has been made to the School Board.

ADMISSION OF HOMELESS STUDENTS

Except as provided above with regard to students who have been expelled, no provision in this or any other Caddo Parish School Board policy shall be interpreted to impede the immediate or continued enrollment of homeless youth, as addressed in policy *JBCBB, Homeless Children and Youth*.

ADMISSION OF STUDENTS WITH SPECIAL NEEDS

Neither the School Board nor any public school shall require the parent or legal guardian of any student to disclose the student's medical information or special education needs prior to enrolling the student in a public school, unless otherwise specifically required by law.

Nothing herein shall prohibit a public school from providing an enrollment preference to a student with special needs when the student's parent or legal guardian has voluntarily provided the school with information regarding such needs.

Adopted: April 20, 2021

Ref: 42 USC 11431 et seq. (*Stewart B. McKinney Homeless Assistance Act*); La. Rev. Stat. Ann. §§17:151.3, 17:167, 17:221, 17:221.2, 17:222, 17:235.1, 17:238, 17:416, 17:3914; Singleton v. Jackson Municipal Separate School District, 419 F. 2d 1211 (5th Cir., 1970); *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; Board minutes, 4-20-21.

CHILDREN IN FOSTER CARE

The School Board shall ensure that a student who is in foster care pursuant to placement through the Louisiana Department of Children and Family Services shall be allowed to remain enrolled in the public school in which the child was enrolled at the time he/she entered foster care for the duration of the child's stay in the custody of the state or until he/she completes the highest grade offered at the school if the Department of Children and Family Services determines that remaining in that school is in the best interest of the child.

If foster care placement is outside the jurisdictional boundaries of the public school in which the student is enrolled, the School Board shall be responsible for providing free transportation for the student to and from a designated location which is within that school district and is located nearest to the child's residence and is determined to be appropriate by the Foster Care Liaison and the Department of Children and Family Services.

Adopted: April 20, 2021

Ref: 42 USC 11431 et seq. *(Stewart B. McKinney Homeless Assistance Act)*; 34 CFR Part 200 (Title I - *Improving the Academic Achievement of the Disadvantaged)*; Plyler v. Doe 457 U.S. 202 (1982); La. Rev. Stat. Ann. §§17:81, 17:151.3, 17:221, 17:221.2, 17:222, 17:235.1, 17:238, 17:416; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; Board

minutes, 4-20-21.

HOMELESS CHILDREN AND YOUTH

The Caddo Parish School Board recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the School Board, in accordance with state and federal law, shall give special attention to ensure that homeless children in the school district have access to a free and appropriate public education and ensure that there are no barriers to the enrollment, transportation, attendance and success in school of homeless children and youth.

DEFINITION

Homeless *children and youths* means individuals who lack a fixed, regular and adequate nighttime residence and include the following:

- Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals.

- Children and youth who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.

- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.

- Migratory children who meet one of the above-described circumstances are also recognized under this definition.

ENROLLMENT/PLACEMENT

The best interest of the child, with parental involvement, shall be considered in determining whether the child should be enrolled in the school of origin or the school that non-homeless students who live in the attendance area in which the homeless child or youth is actually living are eligible to attend. To the extent feasible, and in accordance with the child or youth's best interest, the child or youth should continue his or her education in the school of origin. If the youth is unaccompanied by a parent or guardian, the homeless coordinator shall consider the views of the youth in deciding where the youth shall be educated. The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere.

The school selected shall immediately enroll the homeless child or youth, even if the

child or youth is unable to produce records normally required for enrollment, such as previous academic records, immunization records, proof of residency or other documentation. However, the district may require a parent or guardian of a homeless child or youth to submit contact information, such as medical emergency information, contact information regarding the parent, guardian, or caregiver.

The district shall provide a written explanation, including a statement regarding the right of appeal, to the homeless child or youth's parent or guardian, or to the homeless youth if unaccompanied, if the district sends the child or youth to a school other than the school of origin or other than a school requested by the parent or guardian.

If a dispute arises over school selection or enrollment in a school, the child, youth, parent or guardian shall be referred to the district homeless coordinator, who will carry out the dispute resolution process as expeditiously as possible.

For the purposes of this policy, *school of origin* is defined as the school that the student attended when permanently housed or the school in which the student was last enrolled. When a child or youth completes the final grade level served by the school of origin, the school of origin includes the designated receiving school at the next grade level for all feeder schools.

SERVICES

Each homeless child or youth shall be provided services comparable to services offered to other students in the district including, but not limited to, transportation services; educational services for which the child meets the eligibility criteria, such as educational programs for disadvantaged students, students with disabilities and gifted and talented students; vocational programs and technical education; school nutrition programs; preschool programs; before- and after-school care programs; and programs for students with limited English proficiency. Homeless students shall not be segregated in a separate school or in a separate program within a school based on the students' status as homeless.

TRANSPORTATION

In the event that it is in the best interest of the homeless child or youth to attend the school of origin, transportation to and from that school shall be provided at the request of the parent, guardian or McKinney Vento Department in the case of an unaccompanied youth, the homeless coordinator/liaison. If the student begins living in an area served by another School Board, both School Boards shall agree on a method to apportion the responsibility and costs for transporting the child to and from the school of origin. If an agreement cannot be reached, the costs will be shared equally.

RECORDS

Any records ordinarily kept by the school, including immunization records, academic records, birth certificates, guardianship records and evaluations for special services or programs of each homeless child or youth shall be maintained so that appropriate services may be given the student, so that necessary referrals can be made, and so that records may be transferred in a timely fashion when a homeless child or youth enters a new school district. Copies of records shall be made available upon request to students or parents in accordance with the *Family Educational Rights and Privacy Act* and School Board policy.

ENROLLMENT DISPUTES

If a dispute arises over school selection or enrollment in a school:

1. Unless otherwise provided for in any desegregation order, the child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute;
2. The parent or guardian of the child or youth shall be provided with a written explanation of the school's decision regarding school selection or enrollment, including the rights of the parent, guardian, or youth to appeal the decision;
3. The child, youth, parent, or guardian shall be referred to the Board's homeless coordinator/liaison, who shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute; and
4. In the case of an unaccompanied youth, the homeless coordinator/liaison shall ensure that the youth is immediately enrolled in school pending resolution of the dispute.

LIAISON

One individual shall be appointed by the Board to act as the district's homeless liaison. The School Board shall inform school personnel, service providers and advocates working with homeless families of the duties of the district homeless liaison.

DISCIPLINE – NOT REQUIRED TO ENROLL

Nothing in this policy shall require the enrollment of any child not permitted by another school system to attend school, either permanently or temporarily, as a result of disciplinary actions.

Adopted: April 20, 2021

Ref: 42 USC 11431 et seq. *(Stewart B. McKinney Homeless Assistance Act)*; 34 CFR Part 200 (Title I - *Improving the Academic Achievement of the Disadvantaged)*; Plyler v. Doe 457 U.S. 202 (1982); La. Rev. Stat. Ann. §§17:81, 17:151.3, 17:221, 17:221.2, 17:222, 17:235.1, 17:238, 17:416; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; Board minutes, 4-20-21.

FOREIGN EXCHANGE STUDENTS

The Caddo Parish School Board welcomes the participation in international student exchange programs. Prior to approval of an exchange program by the Board, the Superintendent or his/her designee shall review the program's qualifications to assure compliance with all state, federal, and School Board requirements. Participation in any foreign exchange program shall be subject to the following:

AGENCY REQUIREMENTS

1. Foreign exchange agencies must be registered with the Superintendent or his/her designee, must be listed by the *Council for Standards on International Education Travel*, and must be approved by the U.S. Department of State to qualify for J-1 visas.

2. The contract used by the sponsoring agency between sponsor and student must be on file and approved by the Superintendent or his/her designee.

3. The sponsoring agency must have a local representative who resides within 50 miles of Caddo Parish, and who is available to meet with school personnel, the student, and the host family.

STUDENT REQUIREMENTS

1. The exchange student must reside with a legal resident of Caddo Parish.

2. The student must possess a J-1 visa.

3. As of September 1 of the program year, the student must meet junior or senior placement status.

4. The student must not have received a high school diploma or its equivalent from his/her home school.

5. The student must have a cumulative grade point average of 2.0 or above for the previous two (2) years of study.

6. The student must exhibit sufficient knowledge of the English language to produce effective oral and written communication, to use instructional materials and textbooks printed in English, and to function in the regular education program without special services such as Special Education or English as a Second Language. A letter of recommendation from an English/language teacher endorsing the student's proficiency in English must be included in the application materials.

7. An official transcript from the student's home school must be sent to and received by the assigned Caddo Parish high school by August 1 of the student's attendance year in order to determine placement.

   - Students will be placed in grades according to Carnegie unit totals as indicated in the *Pupil Progression Plan for Caddo Parish.*

   - No student shall be classified as a 12th grader for the purpose of receiving a diploma unless all Carnegie unit requirements for Louisiana high school graduation can be met by the spring graduation date.

   - Students must meet all state and local requirement for graduation.

8. By August 1 of the attending year, the student shall present the following documents to the attending school with a request to attend school in Caddo Parish:

   - J-1 visa

   - Health and immunization records

   - Evidence of health and accident insurance for duration of stay

   - The name, address, and phone numbers of the student's own parents/ guardians, the host family, and the local exchange program representative.

   - Two (2) character references from the home school

   - A notarized temporary custody agreement between the exchange student's parents/guardian and the host family

SUSPENSION, REVOCATION, OR DISMISSAL

Exchange organizations, host families, and/or exchange students found in non-compliance with policies of the Caddo Parish School Board are subject to having their relationship with the district terminated. Exchange students are subject to the same discipline policies to which regular students must adhere.

Adopted: April 20, 2021

Ref: La. Rev. Stat. Ann. ' 17:81; *Standards for International Educational Travel*

Programs, Council on Standards for International Educational Travel; Board minutes, 4-20-21.

STUDENT ASSIGNMENT

The Caddo Parish School Board shall have authority and responsibility for the assignment, placement, transfer, and continued education of all students attending schools within its jurisdiction. The School Board shall generally require a student to attend the appropriate school as determined by the domicile of the parent or legal guardian, unless the School Board assigns the student, or the student is properly admitted, to another school.

DOMICILE

Each student shall have only one residence (domicile) which is determined to be the place where he/she predominantly sleeps, takes meals, and maintains personal belongings. To establish domicile in the Caddo Parish School District, a parent or legal custodian must present sufficient information which supports both that the parent, legal custodian, or caregiver is actually domiciled within the Caddo Parish School Board jurisdictional school boundaries, and confirm that the child under his or her care, custody and/or control is actually domiciled with that parent or legal custodian.

When legal custody has been awarded by a court of law, the domicile shall be the principal residence of the parent/guardian awarded primary or domiciliary custody, or if the student is eighteen (18) years old or has been emancipated by a court order, by the student's own domicile, if not specifically contrary to the provisions of an order of a court of competent jurisdiction providing for the assignment of students.

Proof of Domicile

The principal of each school shall be responsible for monitoring and enforcing the attendance zone assignments for his/her school. When examining the domicile of a student, the School Board through the principal shall attempt to verify the domicile (primary place of residence) of the legal parent or guardian.

Documents presented as proof of residence must bear the name and current legal address of the student’s parent/legal guardian. A minimum of two (2) of the following acceptable documents must be included:

1. Valid domiciliary rental lease agreement;

2. Current utility bill or deposit;

3. Voter registration data;

4. Any other documentation as may be stipulated by School Board.

If none of these documents can be provided, the school principal shall give the

parent/legal guardian or student(s) fifteen (15) school days to produce an acceptable document to prove domicile.

LEGAL CUSTODY

Legal custody is defined as the legal status created by a court order which establishes in a custodian the right to have physical custody of the child or minor. Proof of legal or domiciliary custody, or guardianship, or judicially ordered tutorship, shall be a certified copy of the decree of the court which issued the custody order, whether the order grants temporary or permanent custody.

SCHOOL ASSIGNMENTS

The School Board shall require a student to attend the appropriate school located in the attendance zone in which the student's domicile is located. Students found out-of-district shall be returned to their district school immediately.

The School Board however, reserves the authority to assign a student living in one school district to attend school in another district, if circumstances warrant. The parent or legal guardian of a pupil may file in writing to the School Board an objection to the assignment of the pupil, in which case the School Board shall review the assignment and investigate the circumstances in order to render a decision. However, no decision of the School Board in response to an objection to the assignment of the pupil shall conflict with the student assignment provisions of any court-ordered judgment.

Any child temporarily residing within the district who has no permanent address, or who has been abandoned by his/her parent, or who is in foster care, shall be enrolled and allowed to attend school in the zone appropriate to the special circumstance of the child. Surrogate parents may be appointed when appropriate for special needs students.

Parental Request

Notwithstanding any law, rule or regulation to the contrary and if not specifically contrary to the provisions of an order of a court of competent jurisdiction providing for the assignment of pupils within the school system, the School Board shall assign a student to attend any public high school requested by a parent or other person responsible for the student's school attendance when the requested school has space available and is of a suitable grade level, and the child resides not more than two (2) miles from such school measured by the distance to be traveled on public streets or highways, or by the boundary of a subdivision. The School Board shall not be required to provide transportation to any such student enrolled in high school.

CHILDREN OF EMPLOYEES OF CADDO PARISH SCHOOL BOARD

The child of an employee of the Caddo Parish School Board who resides in the School Board's jurisdictional boundaries may be granted permission to enroll in the school

where the parent is employed. Permission shall be granted in accordance with the procedure outlined for granting transfers.

ATTENDANCE OUT OF ZONE

Attendance out of zone may be allowed whenever a mental or physical impairment, medical condition, or other exceptional condition requires services which are unavailable at the school in the child's regular attendance zone (see policy *JBCD, Student Transfer and Withdrawal)*, provided that a student requesting transfer for medical reasons and taking elective courses not offered at his/her regular school satisfies the following criteria:

1. Transfers requested for medical reasons must be verified by a physician's statement.

2. The parent or legal guardian must provide transportation.

3. The transfer may occur only when space is available at the school to which the transfer is requested.

ASSIGNMENT OF STUDENTS WITH EXCEPTIONALITIES

Unless the *Individualized Education Program* (IEP) of a student with an exceptionality, except a gifted and talented student, requires some other arrangement, the School Board shall require the student with such an exceptionality to be educated in the school that the student would attend if he/she did not have an exceptionality. However, if the educational needs of the student cannot be achieved satisfactorily in a regular class setting, the student may be placed in an educational environment designed to meet the appropriate needs of the student, as determined by the IEP committee.

However, a student with an exceptionality, except a gifted and talented student, shall be assigned to a school as requested by the parent, in accordance with La. Rev. Stat. Ann. §17:1944, if all the following conditions are met:

1. The parent submits a written request to the School Board responsible for the student and the respective School Board having jurisdiction over the school being requested, by not later than April first of the school year preceding the school year for which the parent is requesting the school assignment. The request shall include a recommendation from at least two (2) licensed physicians who have treated the student during the year prior to the submission of the request.

2. The School Board responsible for the student and the respective School Board having jurisdiction over the school being requested by the parent enter into an agreement for the assignment of the student to the requested school.

3. The requested school is located at least ten (10) miles from the school to which the student is assigned, in accordance with applicable school attendance zone requirements.

4. The requested school is located at least fifteen (15) miles from the student's home.

5. The requested school is not located in a public school district in which fifty percent (50%) or more of the public schools in the district are charter schools and fifty percent (50%) or more of the public schools in the district participate in a single application and enrollment process for public school enrollment.

GRADE ASSIGNMENT

Student assignments in K through 8 will be made by the principal of the school with teacher input. The placement of a student shall be based on grades, achievement test scores, and participation in special programs and be made in accordance with the *Pupil Progression Plan for Caddo Parish.*

CLASSROOM ASSIGNMENT

High School

Selection of courses of study in grades 9 through 12 shall be made by individual students. Assistance in planning for a student's course of study and selection of classes shall be provided by teachers, counselors, parents, and administrators. Each student shall be furnished a schedule of classes offered and requirements for graduation. Some classes may have prerequisites for enrollment.

Parental Request

In grades kindergarten through second grade, the parent of twins, triplets, etc. (more than one child at a single birth event) may request that their children be placed initially in the same, or separate, classrooms, if the children are in the same grade at the same school. Such a request shall be presented to the Superintendent or his/her designee no later than fourteen (14) days either after the first day of the school year or after the first day of attendance if the child enrolls after the fourteenth day of the school year. Notwithstanding any law, rule, regulation, or School Board policy to the contrary, the request of the parent for initial placement shall be granted subject to further review.

As soon as possible after the end of the student's first grading period, the Superintendent or his/her designee shall review the initial placement of the child. If the Superintendent or his/her designee, in consultation with the school principal, the child's(ren's) teacher(s), and the parent, determines that the initial placement of the

children is disruptive to the school or is not in the best educational interests of the child(ren), the initial placement of the child shall be modified, and the child(ren) shall be placed in accordance with School Board policy otherwise applicable to the child(ren).

Teachers with Felony Convictions

At the request of a student's parent or legal guardian, a student shall be removed from the class of any teacher who has a felony conviction and placed in another class.

Revised: March 19, 2019

Ref: La. Rev. Stat. Ann. ''9:951, 9:952, 9:953, 9:954, 17:15, 17:81, 17:104.1, 17:221.2, 17:221.4, 17:221.5, 17:238, 17:1944; *Louisiana Handbook for School Administrators,* Bulletin 741, Louisiana Department of Education; Board minutes,

3-19-19.

ASSIGNMENT OF STUDENTS TO SCHOOLS

The following paragraph appears in the July, 1981 Consent Decree under which the Caddo Parish School Board is currently (September, 1981) operating:

> Except for the reasons outlined in this paragraph (1), the Board shall not permit a student to transfer out of a mandatory assignment district. Transfers from a mandatory assignment district may be made under the following circumstances: (i) majority to minority transfers as provided in Part 11, Section F of this Decree, (ii) attendance at a magnet or laboratory school within the guidelines set forth in Part 11 of this Decree, (iii) certified medical need, (iv) hardship and (v) curriculum necessity. Hardship and curriculum transfers shall be granted in a manner consistent with the goals of equal educational opportunity and quality education.

The principal of each school shall be responsible for monitoring and enforcing the attendance zone assignments for his or her school, and the central office staff shall develop administrative procedures.

Students found out-of-district shall be returned to their district school immediately. No consideration will be given to an application of transfer for the remainder of the school year. Transfers must be renewed annually. M-M transfers shall remain in effect for a least one school year.

When considering hardship type requests, a true distinction between mere inconvenience and hardship will be made on a case-by-case basis.

In granting medical transfers, the central office staff shall have the authority to make placement assignments.

The majority-to-minority transfer (M-M) provision is employed as a device to further provide desegregated school experiences for both black and white students by voluntary means. The Caddo Parish School Board is entitled to establish reasonable rules and regulations consistent with that purpose, but also, consistent with the goals of equal educational opportunity, quality education and efficient administration.

The Caddo Parish School Board deems appropriate to the continuity of the efficient education of children that M-M transfers be placed into effect only at the beginning of each school year in the absence of exceptional circumstances.

Student transfer applications must be submitted by April 15. The only exceptions are listed as follows:

1. Parent(s) or person with legal custody made a bona fide move either inside the

parish or from another city to Caddo Parish April 15 or after.

2. Child was enrolled in a private or parochial school on April 15.

3. A medical emergency substantiated by a physician's statement.

4. Must be directly the cause of application's lateness.

5. Parent(s) was/were notified that child could not return to a magnet program April 15 or later.

M-M transfers should not be used as a device to circumvent disciplinary policies and procedures of the Caddo Parish School Board. The initiation of the transfer request procedure shall not terminate or interfere with any disciplinary procedures which may be in progress at the time of the request.

The Caddo Parish School Board will provide transportation for majority to minority transfer students to the school nearest their attendance zone to which the majority to minority transfer would apply.

Students transferred majority to minority may remain through graduation or the highest grade if they desire even when the racial composition of the school changes and their race becomes the majority race, provided there is no change in that district in which the student resides.

Transfers are not processed to schools on an M-M basis when the ratio of races is separated by less than one percent (1%).

Students whose attendance zone assignments change after nine weeks of school shall be allowed to remain at the original school if they choose. Parents will be responsible for providing transportation.

Any student who is going to be a senior shall be allowed to remain at the high school presently enrolled and graduate with his/her class.

The Executive Committee is authorized to act on behalf of the School Board on transfer appeals. The decision of the Executive Committee may be appealed to the School Board within ten days.

RETURN TO NEIGHBORHOOD SCHOOL FOR CONDUCT VIOLATIONS

Any student attending a school by reason of an M-M transfer, curriculum transfer or hardship transfer who receives two out of school suspensions within one single school year shall be returned to the neighborhood school in the student's original attendance zone at the beginning of the next school year.

Notwithstanding the contract signed by the student and/or the parent governing a student's attendance at a magnet school or a school with a magnet component, any student attending a magnet school or a school with a magnet component who receives two out of school suspensions within one single school year shall be returned to the neighborhood school in the student's attendance zone at the beginning of the next school year.

Unless otherwise required by State or Federal law, any student expelled for violating state law and/or the student code of conduct shall be returned to the neighborhood school in the student's attendance zone after serving the expulsion term or upon approval of the School Board.

Students who have been removed from a school based on this policy shall not be eligible for a M-M transfer, hardship transfer, curriculum transfer, magnet school or magnet component placement unless and until student has completed two full semesters at his neighborhood school.

Adopted: April 20, 2021

Ref: La. Rev. Stat. Ann. ''9:951, 9:952, 9:953, 9:954, 17:81, 17:104.1, 17:221.2, 17:221.4, 17:221.5, 17:1944, 17:238; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; Board minutes, 6-1-73, 8-5-73, 9-5-73, 8-20-75, 12-2-81, 4-7-82, 11-16-83, 1-16-85, 4-4-90, 8-21-91, 12-18-01, 6-16-09, 4-20-21.

STUDENT ASSIGNMENT TO MAGNET SCHOOLS/PROGRAMS

ELEMENTARY MAGNET SCHOOLS ENTRANCE (K-5)

The admissions policy for the elementary magnet schools is based upon the following criteria: sibling preference, admissions test scores, and diversity.

1. First preference will be given to siblings of enrolled students. Applicants who meet the qualifications for admission to the magnet school, and who have siblings presently enrolled in the school who will be enrolled at that school for the school year in which the applicant is applying will be admitted first. This admission will be made without regard to race and without consideration of race.

2. Admissions to the remaining seats available at a magnet school after siblings are placed will be made as follows:

   A. First, sixty percent (60%) of the seats will be filled based upon ranked admissions test scores, without regard to race and without consideration of race.

   B. Then, in order to achieve diversity, 40% of the seats will be filled from a pool of applicants who meet the criteria for admission to the magnet school and who meet any of the following socio-economic designations:

      (1) Applicant is qualified for free and reduced lunch;
      (2) Applicant is qualified for Medicaid;
      (3) Applicant is qualified for La. CHIPS;
      (4) Applicant's parents' income level and family size are at a level considered by federal guidelines to be economically disadvantaged;
      (5) Applicant is homeless;
      (6) Applicant lives in subsidized (section 8) housing;
      (7) Applicant is enrolled in ECE at a Title I school;
      (8) Applicant's parents receive Aid to Families with Dependent Children (Food Stamps);
      (9) Applicant is enrolled in Head Start;
      (10) Applicant is assigned to a Title I school.

   This admission will be made without regard to race and without consideration of race.

3. Thereafter, if seats are still available, applicants will be placed according to their ranked admissions test scores, without regard to race and without consideration of race.

   When admissions are made based upon ranked admissions test scores, only one

ranking list of all applicants will be used. Applicants will be ranked according to their admissions test score, without regard to race and without consideration of race.

MIDDLE MAGNET SCHOOLS ENTRANCE (GRADES 6-8)

It is the policy of the Caddo Parish School Board that assignment of applicants who meet the qualifications for admissions for entrance to the Middle Magnet Schools follow the procedures as listed.

1. First preference will be given to siblings of enrolled students. Applicants who meet the qualifications for admission to the middle magnet school, and who have siblings presently enrolled in the school who will be enrolled at that school for the school year in which the applicant is applying, will be admitted first. This admission will be made without regard to race and without consideration of race.

2. Any student currently enrolled in grade 5 at Herndon Magnet School may remain at Herndon Magnet School for grade 6, if the student continues to meet the requirements to be enrolled in Herndon Magnet School, and no admissions test will be required. This admission will be made without regard to race and without consideration of race.

3. All remaining seats after placement of siblings will be assigned to applicants who meet or exceed the required admissions test score, without regard to race and without consideration of race.

4. When admissions are made based upon ranked admissions test scores, only one ranking list of all applicants will be used. Applicants will be ranked according to their admissions test score, without regard to race and without consideration of race.

5. Middle Magnet School Principals are required to engage in aggressive recruitment of students who might not otherwise apply to the magnet schools, to work to improve admissions test scores for potential student applicants, and to work to improve admissions test scores for potential student applicants, and to administer the admissions test at multiple times and at multiple locations. Also, the Middle Magnet School Principals are required to make a written report to the Superintendent each year documenting the specific measures taken to accomplish these directives.

K-8 MAGNET SCHOOLS ENTRANCE

The admissions policy for applicants to Kindergarten through grade 5 at the K-8 magnet schools is based upon the following criteria: sibling preference, admissions test scores, and diversity.

1. First preference for seats in Kindergarten through grade 5 will be given to siblings of enrolled students. Applicants who meet the qualifications for admission to the K-8 Magnet School, and who have siblings presently enrolled in the school who will be enrolled at that school for the school year in which the applicant is applying, will be admitted first. This admission will be made without regard to race and without consideration of race.

2. Admissions to the remaining seats available in Kindergarten through grade 5 at a K-8 Magnet School after siblings are placed will be made as follows:

   A. First, sixty percent (60%) of the seats will be filled based upon ranked admissions test scores, without regard to race and without consideration of race.

   B. Then, in order to achieve diversity, forty percent (40%) of the seats will be filled from a pool of applicants who meet the criteria for admission to the magnet school and who meet any of the following socio-economic designations:

      (1) Applicant is qualified for free and reduced lunch;
      (2) Applicant is qualified for Medicaid;
      (3) Applicant is qualified for La. CHIPS;
      (4) Applicant's parents' income level and family size are at a level considered by federal guidelines to economically disadvantaged;
      (5) Applicant is homeless;
      (6) Applicant lives in subsidized (Section 8) housing;
      (7) Applicant is enrolled in ECE at a Title I school;
      (8) Applicant's parents receive Aid to Families with Dependent Children (Food Stamps);
      (9) Applicant is enrolled in Head Start;
      (10) Applicant is assigned to a Title I school.

      This admission will be made without regard to race and without consideration of race.

3. Thereafter, if seats are still available in Kindergarten through grade 5, applicants will be placed according to their ranked admissions test scores, without regard to race and without consideration of race.

   When admissions are made based upon ranked admissions test scores, only one ranking list of all applicants will be used. Applicants will be ranked according to their admissions test score, without regard to race and without consideration of race.

Any student currently enrolled in grade 5 in a K-8 Magnet School may remain at that K-8 Magnet School for grade 6, if the student continues to meet the requirements to be

enrolled in that K-8 Magnet School, and no admissions test will be required. This admission will be without regard to race and without consideration of race.

The admissions policy at the K-8 Magnet Schools for applicants to grades 6 through 8 who are not currently enrolled in the K-8 Magnet Schools, and who meet the qualifications for admissions for entrance to the K-8 Magnet Schools, is as follows:

1. First Preference will be given to siblings of enrolled students. Applicants who meet the qualifications for admission to the middle magnet school, and who have siblings presently enrolled in the school who will be enrolled at that school for the school year in which the applicant is applying, will be admitted first. This admission will be made without regard to race and without consideration of race.

2. All remaining seats after placement of siblings will be assigned to applicants who meet or exceed the required admissions test score, without regard to race and without consideration of race.

3. When admissions are made based upon ranked admissions test scores, only one ranking list of all applicants will be used. Applicants will be ranked according to their admissions test score, without regard to race and without consideration of race.

4. K-8 Magnet School Principals are required to engage in aggressive recruitment of students who might not otherwise apply to the magnet schools, to work to improve admissions test scores for potential student applicants, and to work to improve admissions test scores for potential student applicants, and to administer the admissions test at multiple times and at multiple locations. Also, the K-8 Magnet School Principals are required to make a written report to the Superintendent each year documenting the specific measures taken to accomplish these directives.

ADMISSION TO HIGH SCHOOL MAGNET PROGRAMS

In order to be admitted into a magnet program in Caddo Parish the parents/student must:

1. Meet all requirements for GPA, standardized test scores, and attendance for the magnet program as established by the Caddo Parish School Board,

2. Have parental/guardian consent and support,

3. Make application and have application approved by the principal of the magnet school, and

4. Execute a magnet contract for at least one school year.

A student who moves into Caddo Parish from another school district and has been

enrolled in a comparable magnet program in the district from which the student moved may be considered for admission in a magnet program if all admission requirements are met and there is room available in the magnet program.

Retention In the Magnet Program

In order to remain in a magnet program in Caddo Parish Schools, a student must maintain the proper cumulative GPA and conform to behavior standards for the magnet program. Unless there are unusual circumstances or infractions of the rules of the magnet program, students will be placed on probation or under advisement before they are removed from the magnet program. The magnet school will maintain documentation that the student and the parents/guardians were notified, in writing, of this probation/advisement period and the terms and conditions associated with it. It is strongly recommended that ninth grade students be placed on probation or under advisement for the next year rather than removed from the magnet program.

Removal from the Magnet Program

Except in unusual circumstances, students will be removed from a magnet program only after they have been placed on probation or under advisement and the terms of the probation/advisement explained, in writing, to both the student and the parents/guardians.

The decision to remove a student from the magnet program is made by the magnet principal only after receiving input from assistant principals, counselors and teachers. Each of the student's teachers will prepare a *Student Evaluation Sheet*.

It is strongly recommended that seniors in a magnet program be allowed to finish their last year in that magnet program. Every effort should be made to identify problem students and reassign them if necessary before their senior year.

Students returning to the neighborhood school shall do so with the approval of the neighborhood principal. If the student is under administrative probation for discipline, that student may be assigned to the *alternative school* if the administrative probation contract is violated during the school year.

The appeal process for removal of a student from a magnet program is outlined in the following steps:

1. Parents/student may request a conference with the magnet school principal.

2. If still not satisfied with the decision, the parents/student may request a conference with the appropriate director in the central office. The director may uphold the decision of the magnet school principal or, if circumstances warrant, return the student to the magnet program under administrative probation.

3. If the parents/student are not satisfied with the decision of the director, they may appeal the director's decision to the Superintendent. The decision of the Superintendent is final.

Return to a Neighborhood School

Parents/students desiring to leave a magnet program may return to a neighborhood school or apply for admission to another magnet program at the end of a school year.

Except in extenuating circumstances, no transfers between magnet schools or from a magnet school to a neighborhood school will be authorized after the school year begins.
If extenuating circumstances exist, the contract with the magnet school may be terminated during the school year with the agreement of both the magnet principal and the neighborhood principal. Documentation such as a physician's statement may be required. The parents/student may use the appeal process described above if they are not satisfied about the decision of the magnet/neighborhood principals.

POLICY REVIEW

The School Board will review this policy with input from staff two years after its adoption, and every two years thereafter, to determine if revisions are needed.

Adopted: April 20, 2021

Ref: La. Rev. Stat. Ann. ''9:951, 9:952, 9:953, 9:954, 17:81, 17:104.1, 17:221.2, 17:221.4, 17:221.5; Board minutes 8-16, 959-20-06, 11-16-06, 4-20-21.

STUDENT TRANSFER AND WITHDRAWAL

TRANSFER

Students shall be required to attend the school in the attendance area in which their residence is located. Students who wish to attend a school other than the one designated for their resident attendance zone may apply for transfer when circumstances warrant. All requests for transfer shall be in writing and shall include reasons for the transfer as well as other pertinent information that the Caddo Parish School Board may require.

The Superintendent shall consider for approval all requests for student transfer if such transfer is determined to be in the best interests of the student and the school system. All transfers shall be in accordance with regulations of the court-ordered desegregation plan for Caddo Parish School Board. No school shall accept a student not residing in that school's attendance zone unless the student has an approved transfer request on file. Approved transfer requests shall be for one (1) school year only and must be renewed for subsequent years. Any decision made by the Superintendent regarding the transfer of a student may be appealed to the School Board for a final determination in accordance with state law.

Transfers of students from a mandatory assignment district may be made under the following circumstances:

1. Majority to minority
2. Attendance at a magnet or laboratory school
3. Certified medical need
4. Hardship
5. Curriculum necessity

Student transfer requests shall be submitted by April 15th of each year. The only exceptions shall be as follows:

1. Parent(s) or person with legal custody has made a bona fide move either inside the parish or from another city to Caddo Parish by April 15th or after.

2. Child was enrolled in a private or parochial school on April 15th.

3. A medical emergency substantiated by a physician’s statement.

4. Parent(s) was/were notified that child could not return to a magnet program by April 15th or later.

The Executive Committee of the School Board shall be authorized to act on behalf of the Board on transfer appeals. The decision of the Executive Committee may be appealed to the Board within ten (10) days.

Majority to Minority Transfers

The Caddo Parish School Board shall permit *majority-to-minority transfers* of students. Such transfers involve the transfer of a student who is legally zoned at a school where his/her race is in the majority to another school where he/she would be in the minority race. Requests for majority-to-minority transfer shall only be accepted during the application period, which shall be designated and publicized parish-wide. Only requests submitted during the application period shall be considered. Approved transfers shall be effective with the following school year, and once registered at the requested school, that child shall remain there for the entire year.

Students who are granted a majority-to-minority transfer may remain at the school to which transferred through graduation or the highest grade available, even when the racial composition of the school changes, provided there is no change in that district in which the student resides.

Transportation for students approved for majority-to-minority transfer shall be provided to the school nearest their residence to which the majority-to-minority transfer would apply. Transportation shall be provided from the closest designated pickup point to the student's residence. Pupils granted permission for a majority-to-minority transfer to a school other than the school nearest their residence to which the majority-to-minority transfer would apply shall not be provided transportation.

Magnet School Transfer

The Caddo Parish School Board may grant magnet transfers for students who have applied and met the acceptance requirements and student selection procedures set forth by the School Board. The process shall ensure diversity by selecting students from different socio-economic backgrounds and career/academic interests.

Students attending a magnet school outside their attendance zone shall be granted priority to continue attending that magnet school as long as they meet the published requirements for remaining in the program.

Once a student reaches the highest grade level of the magnet program, he/she must apply for the next grade level magnet program or return to his/her attendance zone school.

Hardship Transfers

Each hardship transfer request shall be considered on a case-by-case basis.

Medical Transfers

In granting medical transfers, the Superintendent and/or appropriate staff personnel shall have the authority to make placement decisions.

RETURN TO NEIGHBORHOOD SCHOOL FOR CONDUCT VIOLATIONS

Any student attending a school by reason of a majority-to-minority transfer, medical transfer, curriculum transfer or hardship transfer who receives four (4) out of school suspensions within one single school year shall, pending a hearing, either be expelled to an alternative setting in accordance with state law or returned to the neighborhood school in the student's original attendance zone at the beginning of the next school year or immediately after serving the expulsion term. Nothing in this paragraph shall prohibit a principal from denying the renewal of a hardship, medical, or curriculum necessity transfer when there has been a decline in student attendance and behavior.

Notwithstanding the contract signed by the student and/or the parent governing a student's attendance at a magnet school or a school with a magnet component, any student attending a magnet school or a school with a magnet component who receives four (4) out of school suspensions within one single school year shall, pending a hearing, be either expelled to an alternative setting or returned to the neighborhood school in the student's attendance zone at the beginning of the next school year or immediately after serving the expulsion term. Nothing in this paragraph shall prohibit a principal from not renewing the student contract for attendance at the magnet school or participating in a magnet program at a school when the student fails to abide by the contract provisions.

Unless otherwise required by state or federal law, any student expelled for violating state law and/or the *Student Code of Conduct* shall be returned to the neighborhood school in the student's attendance zone after serving the expulsion term or upon approval of the School Board.

Students who have been removed from a school based on this policy shall not be eligible for a majority to minority transfer, medical transfer, hardship transfer, curriculum transfer, magnet school or magnet component placement unless and until student has completed two (2) full semesters at his/her neighborhood school with a *satisfactory disciplinary record*.

WITHDRAWAL

Students shall be required to attend school in accordance with statutory provisions. Students may be permitted to withdraw from school however, if approved by the Superintendent and Board. Such withdrawal must be in accordance with such rules and regulations as may be prescribed by the Board.

Adopted: April 20, 2021

Ref: La. Rev. Stat. Ann. ''17:81, 17:104.1, 17:105, 17:106, 17:108, 17:109, 17:111, 17:221, 17:226, 17:227; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; Board minutes, 6-1-73, 8-5-73, 9-5-73, 8-20-75, 5-20-81, 12-2-81, 4-7-82, 11-16-83, 1-16-85, 4-4-90, 8-21-91, 12-18-01, 4-16-02, 6-16-09, 4-20-21.

PUBLIC SCHOOL CHOICE

The Caddo Parish School Board is required by both federal law and the Louisiana School Accountability Program to develop and maintain a *Public School Choice* policy for any school with a School Performance Score (SPS) below levels set by the Board of Elementary and Secondary Education (BESE). School Choice allows eligible students to transfer to an academically acceptable school.

Once schools eligible to receive students have been identified, a school-site utilization study shall be conducted as needed in all schools to determine the extent to which capacity exists to possibly accommodate students from schools offering choice, including students with special needs and/or students with disabilities. Only those schools that are labeled academically acceptable shall be considered eligible to receive students.

The Superintendent and staff shall be responsible for developing and managing a School Choice Plan, which shall determine the schools to which students may transfer, which students shall have priority in transferring, and all other regulations and procedures for supervising school choice within the school district.

Notification

Notification of parents of their school choice options shall be sent as early as possible, but no later than the first day of the school year for the schools that are required to offer choice. If there are no choice options available, this information shall be included in the notification sent to parents.

Eligibility of Students

All students in a school required to offer choice shall be eligible to transfer. However, the School Board shall give priority to students from the lowest performing schools.

LOUISIANA PUBLIC SCHOOL CHOICE

Unless a violation of a court order, the parent or legal guardian of any student may seek to enroll his/her child in the public school of his/her choice, without regard to residence, school system geographic boundaries, or attendance zones provided that: 1. The public school in which the student was most recently enrolled, or would otherwise attend, received a school performance letter grade of D or F for the most recent school year, and 2. The school to which the student seeks to enroll received a school performance letter grade of A, B, or C, for the most recent school year, and has sufficient capacity at the appropriate grade level.

Transportation shall not be provided to a student who enrolls in a public school that is

located outside the geographic boundaries of the School Board in which the student resides, if providing such transportation will result in additional cost to the School Board.

The Superintendent shall be authorized to develop pertinent administrative regulations and procedures governing students seeking enrollment under the Louisiana Public School Choice section of this policy. Such regulations and procedures shall include entering into interdistrict agreements with other city, parish, or local School Boards to provide for the admission of students, and the transfer of school funds or other payments by one School Board to another for, or on account of, such attendance.

This policy shall be posted on the School Board's website.

Revised: August, 2014
Revised: September, 2018
Revised: March 23, 2021

Ref: 20 USC 6316 (*No Child Left Behind*, Section 1116); *Louisiana School, District, and State Accountability System*, Bulletin 111, Louisiana Department of

Education; Board minutes, 3-23-21.

UNSAFE SCHOOL CHOICE

The Caddo Parish School Board, as required by federal law, shall permit students attending a persistently dangerous public school, or students who become victims of a violent criminal offense while in or on the grounds of a public school that they attend, to attend a safe public school. The State of Louisiana shall notify the Board each year if any of the schools are identified as *unsafe*. Transfer of any student from a school classified as unsafe shall be in accordance with the following guidelines.

STUDENTS WHO ARE VICTIMS OF CRIMES OF VIOLENCE

A student at a public elementary school, middle school or high school who becomes a victim of a crime of violence, as defined by La. Rev. Stat. Ann. §14:2, while on school property, on a school bus or at a school-sponsored event, must be given the option to transfer to another public school within Caddo Parish which offers instruction at the student's grade level and which is not persistently dangerous, if there is such a school within the school district.

A student who is enrolled in an alternative school or a special school and who becomes a victim of a crime of violence, as defined by La. Rev. Stat. Ann. §14:2, while on school property, on a school bus or at a school-sponsored event, must be given the option to transfer to another such public school within Caddo Parish which offers instruction at the student's grade-level, for which the student meets the admission requirements and which is not persistently dangerous, if there is such a school within the school district.

However, a student who has been assigned to a particular school, such as an alternative school or a special school, by court order shall not have the option to transfer.

A student who has been the victim of a crime of violence and who must be given the option to transfer should generally be given the option to transfer within ten (10) calendar days from the date on which the crime of violence occurred.

PERSISTENTLY DANGEROUS SCHOOLS

Students attending a persistently dangerous public elementary school, middle school or high school shall be given the option to transfer to another public school within Caddo Parish, which offers instruction at the students' grade level and which is not persistently dangerous, if there is such a school within the school district.

A student who is enrolled in an alternative school or a special school which is persistently dangerous must be given the option to transfer to another such public school within the school district, which offers instruction at the student's grade-level, for which the student meets the admission requirements and which is not persistently dangerous, if there is such a school within the school district. However, a student who has been assigned to a

particular school, such as an alternative school or a special school, by court order shall not have the option to transfer.

The Caddo Parish School Board, in a timely manner, shall notify parents of each student attending the school that the school has been identified as *persistently dangerous*, offer the students the opportunity to transfer and complete the transfer. Although timely implementation of these steps depends on the specific circumstances within the school district, students should generally be offered the option to transfer within twenty (20) school days from the time the school district is notified that the school has been identified as *persistently dangerous.* Although the transfer may be temporary or permanent, the transfer must remain in effect for at least as long as the school is identified as *persistently dangerous*.

The School Board, once one or more schools have been identified as persistently dangerous schools, must submit a corrective action plan to the Louisiana Department of Education for approval and implement the corrective action. The School Board shall generally develop a corrective action plan within twenty (20) calendar days from the date the School Board is notified of the need for the corrective action plan.

A school shall not be considered as persistently dangerous if the school no longer meets the identifying criteria.

INTERDISTRICT AGREEMENTS

Nothing herein shall prohibit school districts from entering into agreements with one another allowing students who become the victims of crimes of violence while on school property, on a school bus, or at a school-sponsored event or who are attending persistently dangerous schools in one school district the option to transfer to a school, which is not persistently dangerous, in another school district.

However, a student who has been assigned to a particular school, such as an alternative school or a special school, by court order shall not have the option to transfer.

Adopted: April 20, 2021

Ref: 20 USC 7912 (*Unsafe School Choice Option*); *Louisiana Handbook for School*

Administrators, Bulletin 741, Louisiana Department of Education; Board minutes, 4-20-21.

STUDENT ABSENCES AND EXCUSES

The Caddo Parish School Board recognizes that the fundamental right to attend the public schools places upon students the accompanying responsibility to be faithful in attendance. Regular attendance can be assumed to be essential for a student's successful progress in the instructional program.

The parent or legal guardian shall enforce the attendance of the student at the school to which the student is assigned.

The principal of a school or his/her designee shall notify the parent/guardian in writing on or before a student's *third* (3rd) unexcused absence or *third* (3rd) unexcused occurrence of being tardy, and shall hold a conference with such student's parent or legal guardian. This notification shall include information relative to the parent or legal guardian's legal responsibility to enforce the student's attendance at school and the civil penalties that may be incurred if the student is determined to be habitually absent or habitually tardy. The student's parent or legal guardian shall sign a receipt for such notification.

Each school shall attempt to provide verbal notification to a child's parent, tutor, or legal guardian, and, if such verbal notification cannot be provided, then the school shall provide written notification to a child's parent, tutor, or legal guardian when that child has been absent from school for five (5) school days in schools operating on a semester basis, and for ten (10) days in schools not operating on a semester basis. The accumulation of days absent need not be consecutive.

No public elementary or secondary school pupil shall be permitted for any reason to absent himself/herself from school attendance during the school day upon his/her own authority, unless legally emancipated. The principal or designee shall make all reasonable efforts to verbally notify the parent or other person responsible for the pupil's school attendance of any such prohibited absence by a pupil.

TYPES OF ABSENCES

The days absent for elementary and secondary school students shall include non-exempted *excused absences*, exempted *excused absences*, *unexcused absences*, and *suspensions*.

1. *Non-exempted excused absences* are absences incurred due to personal illness or serious illness in the family (documented by acceptable excuses, including a parental note) which are not considered for purposes of truancy, but which are considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed.

2. *Exempted excused absences* are absences which are not considered for purposes of truancy and which are not considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed.

3. *Unexcused absences* are any absences not meeting the requirements set forth in the excused absences and extenuating circumstances definitions, including but not limited to absences due to any job (including agriculture and domestic services, even in the student's own home or for their own parents or tutors) unless it is a part of an approved instructional program. Students shall be given failing grades for those days missed and shall not be given an opportunity to make up work.

4. *Suspensions* are non-exempted absences for which a student is allowed to make up his/her work and is eligible for consideration for credit provided it is completed satisfactorily and in a timely manner. The absence shall be considered when determining whether or not a student may or may not be promoted, but shall not be considered for purposes of truancy. Students absent from school as a result of any suspension shall be counted as absent.

   A student under suspension or expulsion is not allowed on any school campus without permission of the principal nor can he/she attend or participate in any school sponsored activity/function, including graduation, or extracurricular activity on or off the school campus.

EXTENUATING CIRCUMSTANCES

Exceptions to the attendance regulation shall be the enumerated extenuating circumstances below that are verified by the Supervisor of Child Welfare and Attendance or the school principal/designee where indicated. These exempted absences do not apply in determining whether a student meets the minimum minutes of instruction required to receive credit.

1. Extended personal physical or emotional illness as verified by a physician or nurse practitioner licensed in the state.

2. Extended hospital stay in which a student is absent as verified by a physician or dentist.

3. Extended recuperation from an accident in which a student is absent as verified by a physician, dentist, or nurse practitioner licensed in the state.

4. Extended contagious disease within a family in which a student is absent as verified by a physician or dentist licensed in the state.

5. Quarantine due to prolonged exposure to or direct contact with a person diagnosed with a contagious, deadly, disease, as ordered by state or local health officials.

6. Observance of special and recognized holidays of the student's own faith.

7. Visitation with a parent who is a member of the United States Armed Forces or the National Guard of a state and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting. Excused absences in this situation shall not exceed five (5) school days per school year.

8. Absences as verified by the principal or his/her designee as stated below:

    A. Prior school system-approved travel for education;
    B. Death in the immediate family (not to exceed one week); or,
    C. Natural catastrophe and/or disaster.

For any other extenuating circumstances, the student's parents or legal guardian must make a formal appeal in accordance with the due process procedures established by the school system.

Students who are verified as meeting extenuating circumstances, and therefore eligible to receive grades shall not receive those grades if they are unable to complete makeup work or pass the course.

SCHOOL-APPROVED ACTIVITIES

Students participating in school-approved field trips or other instructional activities that necessitate their being away from school and are under the supervision of authorized personnel shall be considered to be present and shall be given the opportunity to make up work.

CHILD PERFORMERS

Minors employed to perform or render artistic or creative services under a contract or employment arrangement for two (2) or more days within a 30-day period must receive instruction pursuant to statutory provisions.

WRITTEN EXCUSES

Parent notes shall be evaluated and timely recorded in the JCAMPUS system which signifies that the day is excused and will not count toward truancy. Parent notes will be accepted by school administration for no more than three (3) consecutive days at a time. If a student is absent for more than three (3) consecutive days at a time a

physician's excuse must be presented or the parent note must be presented to the Director of Attendance or his/her designee for a determination as to whether the parent note is valid or not. The decision of the Director of Attendance and/or his designee shall be final and not subject to appeal.

School administration shall contact the Director of Attendance and/or his/her designee for a determination as to whether the absence will be excused if school administration believes that (1) a parent note is forged; (2) the note is not being provided by a parent due to personal illness of the student or serious illness in the family; or (3) if the student has a pattern of habitual absences. The decision of the Director of Attendance and/or his/her designee shall be final and not subject to appeal.

In addition, failure to provide a parent note within three (3) days of a student's return to school will result in the day(s) being counted as unexcused and counted toward truancy. Otherwise, the parent may appeal the school's decision to the Director of Attendance within five (5) school days of the school's decision. The decision of the Director of Attendance and/or his designee shall be final and not subject to appeal.

All make-up work should be completed and handed in within a reasonable time as recommended by the pupil's teacher.

REPORTING ABSENCES

The attendance of all school pupils shall be checked each school day and at the beginning of each class period and shall be verified by the teacher keeping such record, which shall be open to inspection by the Supervisor of Child Welfare and Attendance or duly authorized representative at all reasonable times. All schools shall immediately report to the Supervisor of Child Welfare and Attendance any unexplained, unexcused, or illegal absence, or habitual tardiness.

The Supervisor of Child Welfare and Attendance shall, after written notice to the parent or legal guardian of a child, or a personal visit of notification, report any such child who is habitually absent or who is habitually tardy to the family or juvenile court of the parish as a truant child, there to be dealt with in such manner as the court may determine.

APPEAL OF ABSENCES

When a student exceeds the maximum number of absences allowed the parents or student may make a formal appeal to the principal by presenting required written documentation for any of the absences he/she feels are because of extenuating circumstances. If the principal denies the appeal, they may appeal further to the Supervisor of Child Welfare and Attendance. The appeal decision of the Supervisor of Child Welfare and Attendance is final and no further appeals shall be allowed.

No appeals and/or documentation shall be accepted for any absences in excess of the minimum attendance requirements after ten (10) school days at the end of the first

semester for a semester course or after ten (10) working days at the end of the school year for a two-semester course.

High school students in danger of failing due to excessive absences may be allowed to make up missed time in class sessions held outside the regular class time in an attendance recovery program. The make-up sessions must be completed before the end of the current semester and all other applicable policies must also be met.

TARDINESS

A student shall be considered tardy to school if the student is not in his/her homeroom/first period class when the bell to begin homeroom/class ceases. Tardy shall also mean leaving or checking out of school unexcused prior to the regularly scheduled dismissal time at the end of the school day.

A student shall be considered *habitually absent or habitually tardy (truant)* when either condition continues to exist after all efforts of any school personnel, truancy officer or other law enforcement personnel have failed to correct the condition after the *fifth (5^{th}) unexcused absence or fifth (5^{th})* unexcused occurrence of being tardy within any school semester. The principal or his/her designee shall notify the parent/guardian in writing before or upon a student's third (3^{rd}) unexcused absence or third (3^{rd}) unexcused occurrence of being tardy, and shall hold a conference with such student's parent/guardian. The student's parent/guardian shall sign the letter as receipt of notification and shall return it to the school within five (5) school days of receipt.

In addition, the parent/legal guardian may be subject to court fines or community service, and attendance in parenting classes and family counseling and/or other consequences, such as the loss of recreational licenses, for violating the Louisiana Compulsory Attendance Law.

A student shall be considered tardy to class if the student is not in the classroom when the bell to begin class ceases. Students shall not be considered violating the attendance law when reporting late to class when transferring from one class to another during the school day. Students who exhibit excessive tardiness shall be subject to disciplinary action according to the district's *Student Code of Conduct*.

A student shall have his/her driver's license or driver's permit denied or suspended by the Louisiana Motor Vehicle Department until his/her eighteenth birthday, who fails or refuses to present appropriate documentation that he/she has complied with mandatory school attendance or if the Motor Vehicle Department receives written notification from his/her school that he/she is a dropout or is habitually absent or habitually tardy (truant).

Revised: September, 2015
Revised: April, 2016

Ref: La. Rev. Stat. Ann. §§17:221, 17:226, 17:226.1, 17:230, 17:232, 17:233, 51:2134; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; Board minutes, 7-15-70, 4-87, 7-19-95, 4-19-16.

STUDENT ABSENCES DUE TO PERSONAL ILLNESS AND/OR SERIOUS ILLNESS IN THE FAMILY

The days absent for elementary and secondary school students shall include non-exempted, excused; exempted, excused, unexcused absences and suspensions.

1. Non-exempted, excused absences are absences incurred due to personal illness or serious illness in the family (documented by acceptable excuses, including a parental note) which are not considered for purposes of truancy, but which are considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed.

   Parent notes shall be evaluated and timely recorded in the JCAMPUS system which signifies that the day is excused and will not count toward truancy. Parent notes will be accepted by school administration for no more than three (3) consecutive days at a time. If a student is absent for more than three (3) consecutive days at a time a physician's excuse must be presented or the parent note must be presented to the Director of Attendance or his/her designee for a determination as to whether the parent note is valid or not. The decision of the Director of Attendance and/or his designee shall be final and not subject to appeal.

   School administration shall contact the Director of Attendance and/or his designee for a determination as to whether the absence will be excused if school administration believes that (1) a parent note is forged; (2) the note is not being provided by a parent due to personal illness of the student or serious illness in the family; or (3) if the student has a pattern of habitual absences. The decision of the Director of Attendance and/or his designee shall be final and not subject to appeal.
   In addition, failure to provide a parent note within three (3) days of a student's return to school will result in the day(s) being counted as unexcused and counted toward truancy. Otherwise, the parent must appeal the school's decision to the Director of Attendance within five (5) school days of the school's decision. The decision of the Director of Attendance and/or his designee shall be final and not subject to appeal.

2. Exempted, Excused Absences—absences which are not considered for purposes of truancy and which are not considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed.

3, Unexcused Absence—any absence not meeting the requirements set forth in the excused absence and extenuating circumstances definitions, including but not

limited to absences due to any job (including agriculture and domestic services, even in their own homes or for their own parents or tutors) unless it is part of an approved instructional program. Students shall be given failing grades in those days missed and shall not be given an opportunity to make up work.

4. Suspension—a non-exempted absence in which a student is allowed to make up his work and is eligible for consideration for credit provided it is completed satisfactorily and in a timely manner. The absence is considered when determining whether or not a student may or may not be promoted, but is not considered for purposes of truancy. Students absent from school as a result of any suspension shall be counted as absent.

Teachers shall not be evaluated based upon the grades (scores) of students with excessive absences regardless to the classification of the absence unless the teacher and the evaluator agree that the student's grades or scores shall be utilized.

New policy: April 19, 2016

Ref: La. Rev. Stat. Ann. §§17:226, 17:235.2, 17:416; *Louisiana Handbook for School*

Administrators, Bulletin 741, Louisiana Department of Education; Board minutes, 4-19-16.

TRUANCY

The Caddo Parish School Board recognizes truancy as absence from class or school for any portion of a period or day without permission from home or school. Students shall not be allowed to leave the campus without proper permission at any time during the school day, including before school begins, after school while waiting for their bus, or any disciplinary session which the student has been directed to attend. Students shall remain on the campus at all times unless granted permission to be off-campus, or be subject to disciplinary action. Violations of attendance laws and regulations may lead to suspension and/or expulsion from school.

School personnel shall be expected to make every reasonable effort to assist a child who is habitually absent or tardy. A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by any school personnel, truant officer, or other law enforcement personnel have failed to correct the condition after the fifth (5^{th}) unexcused absence or fifth (5^{th}) unexcused occurrence of being tardy within any school semester. Any student who is a juvenile and who is considered habitually absent from school or habitually tardy shall be reported by visiting teachers and Supervisors of Child Welfare and Attendance to the family or juvenile court of the parish or city as a truant child.

Tardy, for the purpose of notification, shall include, but not be limited to being late to school, or leaving or checking out of school unexcused prior to the regularly scheduled dismissal time at the end of the school day. However, it shall not include reporting late to class when transferring from one class to another during the school day.

GUARDIAN RESPONSIBLE

With regard to any student in grades kindergarten (K) through eighth (8^{th}) grade who is considered habitually absent or tardy, in any case where the student is the subject of a court ordered custody or visitation plan, the parent or legal guardian who is lawfully exercising actual physical custody or visitation of the student shall be responsible for the student's attendance at school on those days and shall be solely responsible for any absence or tardiness of the child on such days.

Adopted: April 20, 2021

Ref: La. Rev. Stat. Ann. ''17:221, 17:221.1, 17:223, 17:228, 17:233; Louisiana Children's Code, Art. 728, 730; Board minutes, 4-20-21.

ATTENDANCE REPORTS FOR STUDENT DRIVERS

In accordance with state law, students are obligated to attend school regularly, and be in attendance a minimum number of days during the school year. In order for a minor to obtain or renew a driver's license or learner's permit for the operation of a motor vehicle, the minor shall present evidence to the *Office of Motor Vehicles* that the minor is enrolled and is attending school or a recognized program or has completed the required minimum units of credit for graduation. Such documentation shall be verified by the principal on forms provided by the Louisiana Department of Education.

A student who does not meet the required minimum school attendance provisions may be subject to denial or suspension of his/her driver's license or learner's permit. It is the policy of the Caddo Parish School Board to provide written notification of a minor student who has been determined by the principal to be a dropout or habitually absent or tardy to the Louisiana *Office of Motor Vehicles* for denial or suspension of driving privileges.

In addition, a minor student's driver's license or permit may also be suspended when written notification is received by the *Office of Motor Vehicles* from the principal that the minor student has been expelled or suspended from school or assigned to an alternative educational setting for ten (10) or more consecutive school days. Such disciplinary action shall be limited to expulsions, suspensions, or alternative educational assignments for infractions involving the sale or possession of drugs, alcohol, or any other illegal substance, the possession of a firearm, or an infraction involving assault or battery of a member of the school faculty or staff.

The School Board, through the principal, shall provide written notification to any minor whom the principal has determined to be a dropout or habitually absent or tardy and his/her parent or guardian that the principal intends to subject the minor to driver's license denial or suspension. The written notification shall advise the minor of his/her right to seek a hearing of the School Board of such determination or to make a request of the School Board to obtain a hardship waiver within fifteen (15) days of the mailing of the notification. The principal shall send a copy of the notification to the School Board.

If the School Board is notified of a request for a hearing or a request for a hardship license within fifteen (15) days after the date of mailing the written notification, the Board shall hold a hearing to make a determination upon such request. If no such request is received by the Board, or if the Board determines after a hearing that such student is a dropout or is habitually absent or tardy and is not entitled to a hardship waiver, then the School Board shall provide written notification to the *Office of Motor Vehicles* that the minor's license should be suspended or denied.

<u>HARDSHIP WAIVER</u>

The School Board may waive the attendance requirements for any minor for whom a personal, family, or economic hardship requires the minor to have a driver's license for his/her own, or his/her family's employment or medical care as provided in La. Rev. Stat. Ann. §17:226. The minor or his/her parent or legal guardian may present other evidence that indicates compliance with attendance requirements outlined in state law at the waiver hearing.

The School Board shall notify the *Office of Motor Vehicles* of the outcome of the minor's hardship waiver hearing within twenty-four (24) hours after conducting the hearing.

DEFINITIONS

Dropout means a person fifteen (15) years of age or older but less than eighteen (18) years old, who was enrolled in a school and withdrew or who was enrolled at the end of the previous school year and is not enrolled on October first of the following school year or who has more than ten (10) consecutive days of unexcused absences from school or fifteen (15) days total unexcused absences during a single semester.

Dropout does not mean a person who:

1. is temporarily absent due to illness, suspension, or expulsion;

2. is attending or has graduated or completed another educational program approved by the Louisiana Board of Elementary and Secondary Education;

3. transferred to a nonpublic school, a correctional institution, or an approved home school program or moved out of state.

Habitually absent or tardy is when either condition continues to exist after all reasonable efforts by a principal or other appropriate authority have failed to correct the condition after the fifth (5^{th}) unexcused absence or fifth (5^{th}) unexcused occurrence of being tardy within any month or if a pattern of five (5) absences a month is established or as otherwise provided in La. Rev. Stat. Ann. §17:233.

Minor means an unemancipated child who is at least fifteen (15) years of age but less than eighteen (18) years of age.

Adopted: April 20, 2021

Ref: La. Rev. Stat. Ann. §§17:81, 17:221, 17:226, 17:233, 17:416, 32:414, 32:431,

32:431.1; Board minutes, 4-20-21.

DUE PROCESS

The Caddo Parish School Board mandates that all students shall be treated fairly and honestly in resolving grievances, complaints, or in the consideration of any suspension or expulsion. Due process shall be defined as fair and reasonable approaches to all areas of student grievance and discipline on the part of all school officials in order not to arbitrarily deny a student the benefits of the instructional process.

Due process requires, at a minimum, the school administration to impose fundamentally fair procedures to determine whether misconduct or other improper action has occurred before any disciplinary action may be taken by the school administration, except in the case of imminent danger or disruption of the academic process. In these instances, proper procedures shall be put into effect as soon as removal of the student has occurred.

Under due process, each student shall be guaranteed a fair hearing, a fair judgment, a written record of the decision, and notice of the right to appeal the decision. The degree of procedural due process afforded in any disciplinary situation shall be dependant upon two factors: (1) the gravity of the offense a student is alleged to have committed; and (2) the severity of the contemplated penalty.

Due process procedures for disabled/exceptional students shall be those found in state or federal law.

Adopted: April 20, 2021

Ref: US Constitution, Amend. XIII; US Constitution, Amend. XIV, '1; La. Rev. Stat. Ann. '17:416; Ingraham v. Wright, 97 S.Ct. 1401 (1977); Goss v. Lopez, 95 S.Ct. 729 (1975); Carey v. Piphus, 98 S.Ct. 1042 (1978); Board minutes, 4-20-21.

SCHOOL SEARCHES

The Caddo Parish School Board is the exclusive owner of any public school building and any desk or locker utilized by any student contained therein or any other area that may be set aside for the personal use of the students. Any teacher, principal, administrator, or school security guard employed by the School Board, having a reasonable belief that any public school building, desk, locker, area or grounds of any public school contains any weapons, illegal drugs, alcoholic beverages, nitrate based inhalants, stolen goods, or other items the possession of which is prohibited by any law, School Board policy, or school rule, may search either physically or with the use of metal detectors such building, desk, locker, area or grounds of said public school. The acceptance and use of locker facilities or the parking of privately owned vehicles on school campuses by students shall constitute consent by the student to the search of such locker facilities or vehicles by authorized school personnel. In addition, the School Board reserves the right to inspect or search at any time lockers, desks, or any facilities, objects, or vehicles on the school campus, or other areas used by students, for the purpose of enforcing compliance with any health, safety, or security policies, rules, or regulations. Any student not present during the search shall be informed of the search immediately thereafter.

Students and parents shall be notified in writing at the beginning of each school year of the School Board's authority to conduct unannounced searches of students, lockers, automobiles, school employees, and any other person or object on School Board property and at school sponsored events. Signs of high visibility informing the general public of the School Board’s authority to search shall be posted at entrances to all School Board buildings and facilities.

Upon finding any prohibited items, the student shall be automatically suspended and/or recommended for expulsion by school authorities, according to School Board and school discipline policies and regulations. Investigative facts and/or seized items shall be immediately turned over to the proper law enforcement officials when criminal violations are indicated.

Whenever any search is conducted pursuant to this policy, as soon as is reasonably practical a written record shall be made thereof by the school administrator/designee conducting the search and such record shall include the name of the student and/or person(s) involved, the circumstances leading to the search and the results of the search. This written, dated and signed record shall be filed and maintained in the school administrator's office, and a copy of it shall be sent to the Superintendent within five (5) days. The student(s) and parent(s)/guardian(s) shall be given a written receipt for any item(s) seized and/or impounded by the school administrator/ designee.

No actions taken pursuant to this policy by any teacher, principal, administrator, or school security guard employed by the School Board shall be taken maliciously or with

willful and deliberate intent to harass, embarrass or intimidate any student.

SEARCH OF VEHICLES

The School Board shall require students who bring vehicles on campus to register those vehicles and to provide the school authorities with a *consent to search* of such vehicle signed by the student, parents and/or owner of the vehicle. Any vehicle parked on School Board property may be searched without consent at any time by a school administrator/designee when such school administrator/designee has articulable facts which lead the school administrator/designee to a reasonable belief that weapons, dangerous substances or elements, illegal drugs, alcohol, stolen goods, or other materials or objects the possession of which is a violation of law, School Board policy or school regulations will be found. Searches may also be conducted to assure compliance with health, safety, and/or security laws, rules, or regulations. Such searches shall be conducted in the presence of the student whenever possible.

If the automobile is locked, the student shall unlock the automobile. If the student refuses to unlock the automobile, proper law enforcement officials shall be summoned and the student shall be subject to disciplinary action and may be banned from parking any vehicle on school property. Any student not present during the search shall be informed of the search immediately thereafter.

USE OF CANINES

The school administration is authorized to utilize canines, whose reliability and accuracy for indicating the presence of controlled substances, drugs, alcohol, guns, knives, weapons, or other materials or objects which are a violation of School Board policy have been established, to aid in the search for contraband in school-owned property and vehicles parked on school property. Canines shall not be used to search students unless school officials have established independently that there is reasonable belief that the student possesses such items on his/her person. The canines must be accompanied by a qualified and authorized law enforcement handler who shall be responsible for the dog's actions. An indication by the dog that drugs, alcohol, weapons, or any other item of violation is present on school property or in a vehicle shall be reasonable cause for further search by school officials.

CONFISCATION

Upon school personnel confiscating any firearm, bomb, knife, or other implement which could be used as a weapon, or any statutorily prohibited controlled dangerous substance, the principal or designee shall report the confiscation to the proper law enforcement officials. Any implement or material confiscated shall be retained, cataloged, and secured by the principal so as to prevent the destruction, alteration, or disappearance until such time as the implement or material is given to law enforcement personnel for disposal. Parents shall be notified of any item impounded. Any principal

or designee failing to report any prohibited weapon or confiscated material or implement to the proper law enforcement officials or failing to properly secure any weapon or confiscated material or implement shall be subject to appropriate disciplinary action as may be determined by the Superintendent and/or School Board.

Adopted: April 20, 2021

Ref: US Constitution, Amend. IV; US Constitution, Amend. XIV, Sec. 1; La. Rev. Stat. Ann. ''17:416, 17:416.3; Moore v. Student Affairs Committee of Troy State University, 284 F.Supp. 725 (M.D. Ala. 1970); State v. Stein, 203 Kan. 638 456 P.2d (1969); New Jersey v. T.L.O., 469 U.S. 325, 105 S.Ct. 733; *Louisiana Handbook for School Administrators,* Bulletin 741, Louisiana Department of Education; Board minutes, 4-20-21.

SEARCHES OF STUDENT'S PERSON

The Caddo Parish School Board authorizes any teacher, principal, school security guard, or administrator under the employ of the School Board to search a student's person or his or her personal effects when, based on the attendant circumstances at the time of the search, there are reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, a school rule, or a School Board policy. Searches may also be conducted to assure compliance with health, safety, and/or security laws, rules, or regulations. Such a search shall be conducted in a manner that is reasonably related to the purpose of the search and not excessively intrusive in light of the age or sex of the student and the nature of the suspected offense. Strip searches are specifically prohibited.

If a school administrator suspects the presence of firearms, weapons (defined as *dangerous instrumentalities*), illegal drugs, stolen goods, or other materials or objects the possession of which is a violation of School Board policy, random searches with a metal detector of students or their personal effects may be conducted at any time, provided they are conducted without deliberate touching of the student.

Any search of student's person, pat-down or otherwise, shall be done privately by one of the persons above authorized and of the same sex as the student to be searched. At least one (1) witness who is a school administrator or teacher, also of the same sex as the student, shall be present during the search. Detailed documentation shall be made of all searches. Items which are specifically prohibited by law, School Board policy or school regulations shall be immediately seized. The school administrator/designee shall immediately contact the student's parent/guardian, appropriate law enforcement agency (when appropriate) and the Superintendent. The Superintendent, upon further investigation, shall notify the School Board.

Upon any such violations, the student(s) shall be automatically suspended and/or recommended for expulsion by school authorities, as appropriate. Investigative facts and/or seized items shall be immediately turned over to the proper law enforcement officials.

Whenever any search is conducted pursuant to this policy, as soon as is reasonably practical, a written record shall be made thereof by the school administrator/designee conducting the search, and such record shall include the name of the student and/or person(s) involved, the circumstances leading to the search and the results of the search. This written, dated and signed record shall be filed and maintained in the school administrator's office, and a copy of it shall be immediately sent to the Superintendent. The student and parent(s)/guardian(s) shall be given a written receipt for any items seized and/or impounded by the school administrator/designee.

CONFISCATION

Upon proper school personnel confiscating any firearm, bomb, knife, or other implement which could be used as a weapon, or any controlled dangerous substance, the principal or designee shall report the confiscation to the proper law enforcement officials. Any implement or material confiscated shall be retained, cataloged, and secured by the principal so as to prevent the destruction, alteration, or disappearance until such time as the implement or material is given to law enforcement personnel for disposal. Parents shall be notified of any item impounded. Any principal or designee failing to report any prohibited weapon or confiscated material or implement to the proper law enforcement officials or failing to properly secure any weapon or confiscated material or implement shall be subject to appropriate disciplinary action as may be determined by the Superintendent and/or School Board.

Adopted: April 20, 2021

Ref: US Constitution, Amend. IV; US Constitution, Amend. XIV; La. Rev. Stat. Ann. ''17:416, 17:416.3; Moore v. Student Affairs Committee of Troy State University, 284 F.Supp. 725 (M.D. Ala. 1970); Board minutes, 4-20-21.

USE OF METAL DETECTORS

The Caddo Parish School Board recognizes that it has an obligation to adopt all steps necessary to provide a safer environment for the students, staff and public under its jurisdiction. Therefore, the School Board authorizes the use of metal detectors to minimize the presence of implements that may be used as weapons on Board-owned property and/or campuses or at school sponsored events. Searches with metal detectors may be performed by law enforcement agencies or school personnel or a combination of both parties. All guidelines in the School Board's *Policy Manual* concerning searches of a student, employee, and/or other person, shall apply when metal detectors indicate the presence of an item(s) on a student's, employee's and/or any other subject's person or in his/her personal effects. The use of metal detectors shall be approved by administrative personnel prior to implementation of a search.

GUIDELINES

The use of metal detectors, whether stationary or hand-held, for the search of students, employees and/or other persons shall be in accordance with the following guidelines:

1. When metal detectors are used, the individuals to be searched shall be requested to remove all metal objects from their pockets along with any bags, parcels, or other containers being carried. If the detector activates on a person, the individual conducting the search shall request that any remaining metal objects be removed. If the detector activates again, the individual shall be personally searched by an administrator of the same sex. At least one witness, also of the same sex as the individual, shall be present throughout the search. The personal search shall be conducted only in the area of the body which activated the metal detector. The object causing the metal detector to activate shall be removed and the individual searched with the metal detector again. The search shall continue until the metal detector ceases to activate on the subject's person.

2. At the start of each school year, parents and students shall receive written notification of the school district's policy to conduct unannounced searches of students, school employees and any other person on School Board property and at school sponsored events. Once said notices have been disseminated, these unannounced search procedures shall be implemented on a district-wide basis.

3. Students shall be given notice that they are subject to a search with a metal detector or by other means authorized, as a condition of entry in school, bus, or school activity, and that by the fact of their entry, they shall be deemed to have freely and voluntarily consented to such search of their persons and/or possessions.

Adopted: April 20, 2021

Ref: La. Rev. Stat. Ann. ''17:416, 17:416.3; State v. Stein. 203 Kan. 638 456 P.2d

(1969); Board minutes 4-20-21.

INTERROGATIONS

The Caddo Parish School Board fully recognizes the responsibility police or child protection agencies have to protect all citizens by enforcing the laws of the community. The School Board, in turn, has the responsibility to protect the students attending the schools of the district. Therefore, public agency officials may visit the school to obtain information or on other official business. Any public agency official entering school premises, however, shall be required to report first to the office of the principal, state his purpose, and produce proper identification.

A student may be interviewed during the school day after the principal or other administrator has been notified. Police officers or other officials may request an interview with a student or students for investigative purposes, such as child abuse investigations. However, once the student or students are considered suspects in a criminal matter, the parent(s) or legal guardian(s) should be contacted and possibly be present during the interview. When the student is seventeen (17) years of age, an interview by a police officer may be conducted without a parent or legal guardian present.

If the topic of the interview is child abuse and the investigator determines that the child should be interviewed independently of his or her parent(s) and the school is the most appropriate setting for the interview, school officials may permit the investigation without contacting the parents. It will be the responsibility of the investigator in abuse cases to determine who will be present during the interview.

No student may be taken from school without the consent of the building principal and without proper warrant, attachment, or subpoena. Reasonable efforts shall be made to notify the parent/guardian. In all cases, the welfare of the child and the protection of his or her constitutional rights shall be the principal's first consideration.

Adopted: April 20, 2021

Ref: La. Rev. Stat. Ann. §17:81; Board minutes, 4-20-21.

STUDENT CONDUCT

The Caddo Parish School Board expects students to be well behaved while attending school or any school activity and conduct themselves in an appropriate manner at all times. Every teacher and every other school employee shall be authorized to hold every student to a strict accountability for any disorderly conduct, and discipline policies shall be applicable, in school or on the playgrounds of the school, on the street or road while going to or returning from school, on any school bus, during intermission or recess, or at any school-sponsored activity or function.

Students have the responsibility to know and respect the rules of the school system. Students shall comply with all Board policies and school regulations, student codes of conduct, and directions of principals, teachers, and other authorized school personnel during any period of time when the student is under the authority of school personnel.

The School Board shall demand reasonable student behavior and administer discipline with fundamental fairness without regard to gender, race, ethnic origin, religion or political belief. All students shall be afforded the basic rights of citizenship recognized and protected for persons of their age and maturity. Students shall exercise their rights and responsibilities in accordance with rules established for orderly conduct of the school's mission. Students who violate the rules of conduct shall be subject to disciplinary measures designed to correct the misconduct so that an environment conducive to learning can be maintained.

Moreover, the School Board reserves the authority to discipline students for behavior that may constitute a material disruption of the educational process such as audio, video, or other materials/information that may appear on the Internet or be transferred over electronic devices.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS

Caddo Parish Public School System has implemented the *Positive Behavioral Interventions and Supports (*PBIS*)* throughout the district. PBIS is a proven research and evidence-based discipline program that emphasizes school-wide systems of support that include strategies for defining, teaching, modeling and supporting appropriate student behaviors to create positive school environments. The PBIS framework shall require that each school and teacher define and teach core behavioral expectations, acknowledge appropriate student behavior, and establish a consistent continuum of consequences of problem behavior. The *Student Code of Conduct* shall complement and support the district-wide implementation of PBIS to foster student academic and behavioral success.

In addition to the district-wide *Student Code of Conduct,* each school must develop its own PBIS plan. This plan shall include activities for teaching and encouraging expected

behaviors. Each school shall communicate its PBIS plan to its parents/caregivers and students, including strategies for teaching and reinforcing behavior and strategies for providing consequences for both positive and negative behavior.

Since academic success is directly correlated to instructional time received by students and in the effort to fully implement PBIS and reduce the loss of instructional time due to out-of-school suspensions and expulsions, the School Board expects that each school, when appropriate, shall utilize a wide variety of corrective strategies that do not remove children from valuable instructional time.

Corrective strategies may include but are not limited to:

- Contact and/or conference with parent/guardian
- Behavioral contracts and/or Behavior Support Plans
- Enrollment in a *Check-in/Check-out (CICO)*
- Home/school communication system
- Reflective activity
- Loss of privilege
- Schedule adjustment
- Referral to the school counselor
- Refer the student to the School Building Level Committee (SBLC)
- After-school detention
- In School Isolation with academic assignments
- In School Detention
- Supervised work assignment

STUDENT CODE OF CONDUCT

While the School Board cannot reasonably be expected to develop a *Student Code of Conduct* in such detail as to anticipate every type of misconduct that could possibly occur, the Board shall develop and maintain a *Student Code of Conduct*, which shall enumerate the necessary discipline action to be taken against any student who violates the *Code of Conduct*. It shall be in compliance with all existing policies, rules, and regulations of the Louisiana Board of Elementary and Secondary Education and all state laws relative to student discipline.

Prior to the beginning of each school year, all schools of the Caddo Parish School District shall provide each student, and his/her parent, tutor, or legal guardian with a *Student Handbook* or similar document that identifies and explains discipline policies, rules or regulations, and procedures that are parish-wide and/or specific to that school, as well as outline the consequences for students who violate the *Student Code of Conduct* or any school policy, regulation, or procedure. Such consequences may include, but may not be limited to, oral or written reprimands, parental contact, removal of the student from the classroom, detention, corporal punishment, in-school suspension, suspension from school, assignment to an alternative school,

recommending expulsion from school, or any other disciplinary measure authorized by the principal in conjunction with state law and/or School Board policy.

ORIENTATION/NOTICE

Students shall be informed by school authorities that violations of Board policy and school rules or regulations may result in a range of disciplinary actions including suspension or expulsion. Each school shall plan and conduct an orientation and other meetings within the first five (5) days of school each year to fully inform all employees and students of all discipline policies, provisions of the *Student Code of Conduct* applicable to such students, and rules and regulations necessary for the safe and orderly operation of the public schools. The orientation shall also include information on the consequences of failure to comply with disciplinary rules and requirements of the *Student Code of Conduct*, particularly bullying and similar prohibited conduct, including suspension, expulsion, the possibility of suspension of student's driver's license, and the possible criminal consequences of violent acts committed on school property, at a school-sponsored function, or in a firearm-free zone, as well as the contents of the *Teacher Bill of Rights*. Meetings shall also be held throughout the school year as may be necessary to inform new employees and new students of such discipline policies, and regulations, contents of the *Student Code of Conduct*, and pertinent school rules.

The orientation instruction shall be age appropriate and grade appropriate and take into consideration whether the student is in a regular or special education program.

Any student who does not receive the orientation during the first five (5) days of the school year shall be provided an orientation during the first five (5) days of the student's attendance.

STATEMENT OF COMPLIANCE

Each student in grades 4-12 and each parent or guardian of a student in grades 4-12, shall annually sign a *Statement of Compliance*. For students, the *Statement of Compliance* shall state that the student agrees to attend school regularly, arrive at school on time, demonstrate significant effort toward completion of homework assignments, and follow school and classroom rules. For parents, the *Statement of Compliance* shall state that the parent or legal guardian agrees to ensure his/her child's daily attendance at school, ensure his/her child's arrival at school on time each day, ensure his/her child completes all assigned homework, and attend all required parent/teacher/principal conferences. Failure by a student and/or parent or guardian to sign the respective *Statement of Compliance* may result in disciplinary action.

Adopted: April 20, 2021

Ref: La. Rev. Stat. Ann. ''17:223, 17:235.2, 17:416, 17:416.1, 17:416.8, 17:416.12,

17:416.13, 17:416.20; Board minutes, 4-20-21.

ELEMENTARY PROGRESSIVE DISCIPLINARY DISPOSITIONS

INFR#	STATE CODE	INFRACTIONS	1ST	2ND	3RD	4TH
1	14	Possessing Weapons	The principal renders due process due to the student and the student is suspended at least a minimum of (3) days and up to a maximum of (9) days during which time an expulsion hearing will be held. The principal shall file charges immediately if evidence is present. In the case of a student in grades Kindergarten through Grade Five who is found carrying or possessing a knife the blade of which equals or exceeds two inches in length, the principal may, but is not required to recommend the student's expulsion.			
2	21	Battery of a teacher or other school personnel	Same as above			
3	07(D) 09(A)	Possessing or using any controlled substance or alcohol	Same as above			
4	05	Initiating any false alarms and/or bomb threats	Same as above			
5	02	Threatening a teacher or other school personnel	Same as above			
6	11 20(S)	Defacing, stealing, or destroying school property.	The student is suspended for (1) to (3) days or it may be extended to (9) days with a parent return. The parent is required to pay for damages.	The student is suspended up to (5) days or it may be extended to (9) days with a parent return. The parent is required to pay for damages.	The student is suspended for (9) days pending an expulsion hearing. The parent is required to pay for damages.	
7	10	Initiating/instigating a confrontation	The student is assigned ISS for 3 days with a parent conference.	The student is suspended for (3) days with a parent return and referred for counseling.	The student is suspended for (5) days with a parent return and a student discipline contract.	The student is suspended up to (9) days pending an expulsion hearing.
8	16	Participating in a fight	The student is suspended for (1) to (3) days with a required parent conference.	The student is suspended for (3) days with a parent return and referred for counseling.	The student is suspended for (9) days pending an expulsion hearing.	
9	05 06(H)	Bullying or hazing students	Same language as infraction #1			
INFR#	**STATE CODE**	**Infractions**	**1ST**	**2ND**	**3RD**	**4TH**

ELEMENTARY PROGRESSIVE DISCIPLINARY DISPOSITIONS

10	05	Threatening a student with serious bodily harm	The student will receive counseling and will be placed in ISS for the remainder of the day or will be suspended up to (3) days and parental contact is made.	The student is suspended for (3) days with a parent return and referred for counseling.	The student is suspended up to (5) days with a parent return and a student discipline contract.	The student is suspended for (5) days pending an expulsion hearing.
11	15/17	Possessing or using fireworks	Same language as infraction #1			
12	08	Possessing tobacco, lighters, or matches	The student is assigned ISS for 3 days pending a parent conference.	The student is assigned ISS for (5) days with parental contact and referred for counseling.	The student is suspended for (3) days with a parent return and a student discipline contract.	The student is suspended up to (9) days pending an expulsion hearing.
13	08	Using tobacco	The student is assigned ISS for 3 days with a parent conference.	The student is suspended for (3) days with a parent return and referred for counseling.	The student is suspended for (5) days with a parent return and a student discipline contract.	The student is suspended up to (9) days pending an expulsion hearing.
14	01	Possession, use, operation of electronic devices	The item is willingly relinquished to teacher or administration/ security is called. The item is returned to parent/guardian after (5) days.	The item is willingly relinquished to teacher or administration/ security is called. The student is assigned (2) days ISS and parent contact is made. The item is returned to parent/guardian after (5) days.	The item is willingly relinquished to teacher or administration/security is called. The student is barred from attending (2) extra-curricular activities at the discretion of the principal. The item is returned to parent/ guardian after (5) days.	The item is willingly relinquished to teacher or administration/ security is called. The student is suspended for (3) days and referred for counseling. The item is returned to parent/guardian after (5) days.
15	01	Loitering on any school campus, bus or school sponsored-events while suspended	The principal contacts the parent and the student is released to the parent.	The principal contacts the Truancy Center and parents. The student is released to the Truancy Center or parents.	The principal contacts the SRO at the nearest high school and a citation is issued for trespassing.	The student's suspension is extended up to (9) days pending an expulsion hearing.
16	05	Participating in gambling	The student is assigned 2 day (ISS), counseling and parental contact is made.	The student is suspended (2) days pending a parent return.	The student is suspended for (3) days with a parent return and referred for counseling.	The student is suspended up to (9) days pending an expulsion hearing.

ELEMENTARY PROGRESSIVE DISCIPLINARY DISPOSITIONS

INFR #	STATE CODE	Infractions	1ST	2ND	3RD	4TH
17	01	Disobeying or refusing to comply with any reasonable request	The student will receive counseling and will be placed in ISS for the remainder of the day and parental contact is made. The student will complete a reflective activity while in ISS.	The student is suspended up to (3) days with a parent return and counseling and/or interventions are initiated.	The student is suspended up to (4) days with a parent return and a student discipline contract.	The student is suspended for (5) days with a parent return pending an expulsion hearing.
18	05	Possession of an imitation weapon	The student is suspended for (3) days with a parent return.	The student is suspended up to (5) days with a parent return and referred for counseling.	The student is suspended for (9) days pending an expulsion hearing.	
19	03	Using forged notes or forged official forms	The student is assigned ASD or its equivalent for (1) day and parental contact is made.	The student is suspended for (3) days with a parent return.	The student is suspended for (5) days with a parent return and referred for counseling.	The student is suspended for (9) days pending an expulsion hearing.
20	18	Leaving class/school without permission	The student will receive counseling and/or intervention is initiated and parental contact is made.	The student is assigned ISS for two (2) days and parental contact is made. A behavior/contract plan is developed.	The student is suspended for two (2) days with a parent return.	The student is suspended for five (5) days pending an expulsion hearing.
21	01	Violating the parish/school dress code	Student returns to class after reviewing the policy and parent/ guardian is called. Student is given an opportunity to change or school personnel may determine if the student needs assistance in obtaining proper attire.	Student is assigned (1) day of ASD or its equivalent with a mandatory parent conference and the opportunity to change clothing.	Student is assigned up to (3) days ISS and parental contact is made.	Student is suspended up to (3) days.
22	04	Using profanity toward school personnel	The student is assigned two (2) days ISS or ASD; the student will complete a reflective activity, and parental contact is made.	The student is suspended for three (3) days with a parent return; a behavior contract/plan is developed.	The student is suspended for (5) days with a parent return and student discipline contract.	The student is suspended up to (9) days pending an expulsion hearing.
23	04	Using profanity toward other students	The student will complete a reflective activity and parental contact is made.	The student is assigned to ISS or ASD.	The student is suspended for (5) days with a parent return and referred to the school psychologist/counselor/ social worker/behavior intervention specialist.	The student is suspended up to (9) days pending an expulsion hearing.

ELEMENTARY PROGRESSIVE DISCIPLINARY DISPOSITIONS

Infr#	State Code	Infractions	1st	2nd	3rd	4th
24	05	Engaging in mutual displays of affection (kissing, etc.)	The student is assigned (2) days ASD or its equivalent and parental contact is made.	The student is assigned (2) days ISS pending a parent conference.	The student is suspended for (3) days with a parent return and referred for counseling.	The student is suspended for (5) days with a parent return and referred to the school psychologist/ counselor.
25	05	Committing immoral practices or acts	The principal renders due process to the student and the student is suspended at least a minimum of (3) days and up to a maximum of (9) days pending an investigation. The student and parent/legal guardian are informed if the suspension is extended to include pending an expulsion hearing or rescinded.			
26	03	Making unfounded charges against school personnel	The principal renders due process to the student and the student is suspended at least a minimum of (3) days and up to a maximum of (9) days pending an investigation. The student and parent/legal guardian are informed if the suspension is extended to include pending an expulsion hearing or rescinded.			

Note: As prescribed in state law, "a pupil who is suspended or expelled shall receive no credit for school work missed while suspended or expelled." La. Rev. Stat. §17:416(3e)

MIDDLE AND HIGH SCHOOL PROGRESSIVE DISCIPLINARY DISPOSITIONS

INFR#	State Code	INFRACTIONS	1ST	2ND	3RD	4TH
1	14	Possessing Weapons or using any tool or instrument to do bodily harm.	The principal renders due process due to the student and the student is suspended at least a minimum of (3) days and up to a maximum of (9) days during which time an expulsion hearing will be held. The principal shall file charges immediately if evidence is present.			
2	21	Battery of a teacher or other school personnel	Same as above			
3	16	Group and/or Gang Fighting	Same as above			
4	07(D) 09(A)	Possessing or using any controlled substance or alcohol	Same as above			
5	05	Initiating any false alarms and/or bomb threats	Same as above			
6	02	Threatening a teacher or other school personnel	Same as above			
7	11 20(S)	Defacing, stealing, or destroying school property	Same as above The parent is required to pay for damages			
8	09	Under the influence of alcohol.[1]	The student will receive a (3) day suspension with mandatory counseling*	Same as Infraction #1, 1st offense		
9	10	Initiating/instigating a confrontation	Student is subject to discretionary suspension up to (3) days and counseling with a parent conference.	The student is suspended for (5) days, refer for counseling and a parent conference is held on the student's return.	The student is suspended for (9) days pending an expulsion hearing.	

[1] In order to discipline student, teacher or administrator observing student must receive one (1) hour of training on alcohol misuse and must utilize the *Reasonable Suspicion Checklist* to describe observations indicating that student was under the influence of alcohol.

***** Program developed by Drug Education and offered at no cost to student/parent.

MIDDLE AND HIGH SCHOOL PROGRESSIVE DISCIPLINARY DISPOSITIONS

INFR#	State Code	INFRACTIONS	1ST	2ND	3RD	4TH
10	16	Participating in a fight	The student will receive a (3) day suspension with a parent conference and counseling. Administrative discretion will determine if charges are filed.[2]	The student is suspended for (5) days with charges filed, referred for counseling and a parent conference is held on the student's return.	The student is suspended for (9) days with charges filed pending an expulsion hearing.	
11	05 06(H)	Bullying, threatening or hazing students	Same language as infraction #1.			
12	01	Loitering on any school campus, bus or school sponsored events while suspended.	The principal contacts the SRO/SLO, a citation is issued for trespassing and the parent is notified.	On the second infraction, the SRO/SLO is contacted and charges are filed for trespassing. The parent is notified.	The principal contacts the SRO, charges are filed and the suspension is extended up to (9) days pending an expulsion hearing. The parent is notified.	
13	15/17	Possessing or using fireworks	Same language as infraction #1.			
14	08	Possessing tobacco, lighters and matches.	The student is assigned (3) days ASD and parental contact is made	The student is suspended for (2) days with a parent return.	The student is suspended for (3) days with a parent return and a student discipline contact.	The student is suspended up to (9) days pending an expulsion hearing.
15	08	Using tobacco	The student is suspended for (2) days and parental contact is made.	The student is suspended for (3) days with a parent return and referred for counseling.	The student is suspended for (5) days with a parent return and a student discipline contract.	The student is suspended up to (9) days pending an expulsion hearing.

MIDDLE AND HIGH SCHOOL PROGRESSIVE DISCIPLINARY DISPOSITIONS

INFR#	State Code	INFRACTIONS	1ST	2ND	3RD	4TH
16	01	Possession, use, operation of electronic devices	The item is willingly relinquished to teacher or administration/ security is called. The item is returned to parent/guardian after (5) days.	The item is willingly relinquished to teacher or administration/ security is called. The student is assigned (2) days ISS and parent contact is made. The item is returned to parent/guardian after (5) days.	The item is willingly relinquished to teacher or administration/security is called. The student is barred from attending (2) extra-curricular activities at the discretion of the principal. The item is returned to parent/ guardian after (5) days.	The item is willingly relinquished to teacher or administration/ security is called. The student is suspended for (3) days and referred for counseling. The item is returned to parent/guardian after (5) days.
17	01	Disobeying or refusing to comply with any reasonable request	The student is assigned ASD or its equivalent for (1) day and parental contact is made. The student will complete a reflective activity on current infraction. The student will come back to classroom with a parent return.	The student is assigned to ISS and a behavior contract/plan is developed.	The student is suspended for (3) days with a parent return and referred for counseling.	The student is suspend- ed for five (5) days pending an expulsion hearing.
18	03	Using forged notes or forged official forms	The student is assigned to ASD or its equivalent for (2) days and parental contact is made.	The student is suspended for (3) days with a parent return.	The student is suspended for (5) days with a parent return and referred for counseling.	The student is suspended for (9) days pending an expulsion hearing.

MIDDLE AND HIGH SCHOOL PROGRESSIVE DISCIPLINARY DISPOSITIONS

INFR#	State Code	INFRACTIONS	1ST	2ND	3RD	4TH
19	18	Leaving class/school without permission/skipping.	The student is assigned ISS/ASD for two (2) days and parental contact is made; a behavior contract/plan is developed. The student will come back to the classroom with a parent return.	The student is suspended for two (2) days with a parent return.	The student is suspended for three (3) days with a parent return.	The student is suspended up to five (5) days pending an expulsion hearing.
20	01	Violating the district/school's dress code	Student returns to class after re- viewing the policy and parent/ guardian is called. Student is given an opportunity to change or school personnel may determine if the student needs assistance in obtaining proper attire.	Student is assigned (1) day of ASD or its equivalent with a mandatory parent conference and the opportunity to change clothing.	Student is assigned up to (3) days ISS and parental contact is made.	Student is suspended up to (3) days.
21	17	Violating traffic and safety regulations	The principal holds a conference with the student and SRO concerning traffic safety. The parent is notified of revocation on the next infraction.	The principal revokes parking privileges for (5) school days and parental contact is made.	The principal revokes parking privileges for (15) school days with a parent conference.	The principal uses ad-ministrative discretion to revoke parking privileges up to the remainder of the school year.
22	04	Using profanity toward school personnel	Same language as infraction #1			
23	04	Using profanity toward other students	The student is assigned ISS/ASD for two (2) days and parental contact is made.	The student is suspended for two (2) days with a parent return; behavior contract/plan is developed.	The student is suspended for three (3) days with a parent return and referred to the counselor.	The student is suspended up to five (5) days pending an expulsion hearing.

MIDDLE AND HIGH SCHOOL PROGRESSIVE DISCIPLINARY DISPOSITIONS

INFR#	State Code	INFRACTIONS	1ST	2ND	3RD	4TH
24	05	Possession of dice	The student is assigned (2) days ISS and parental contact is made. The dice is confiscated.	The student is suspended for (2) days with a parent return.	The student is suspended for (3) days with a parent return and referred for counseling.	The student is suspended for (5) days with a parent return and referred to the school psychologist/-counselor/social worker/behavior intervention specialist.
25	05	Participating in gambling.	The student is suspended (2) days pending a parent return.	The student is suspended for (3) days with a parent return and referred for counseling.	The student is suspended up to (9) days pending an expulsion hearing.	
26	05	Engaging in mutual displays of affection (kissing, etc.)	The student is assigned (2) days ASD or its equivalent and parental contact is made.	The student is assigned (2) days ISS pending a parent conference.	The student is suspended for (3) days with a parent return and referred for counseling.	The student is suspended for (5) days with a parent return and referred to the school psychologist/ Counselor/social worker/behavior intervention specialist.
27	05	Committing immoral practices or acts	The principal renders due process to the student and the student is suspended at least a minimum of (3) days and up to a maximum of (9) days pending an investigation. The student and parent/legal guardian are informed if the suspension is extended to include pending an expulsion hearing or rescinded.			

MIDDLE AND HIGH SCHOOL PROGRESSIVE DISCIPLINARY DISPOSITIONS

INFR#	State Code	INFRACTIONS	1ST	2ND	3RD	4TH
28	03	Making unfounded charges against school personnel.	The principal renders due process to the student and the student is suspended at least a minimum of (3) days and up to a maximum of (9) days pending an investigation. The student and parent/legal guardian are informed if the suspension is extended to include pending an expulsion hearing or rescinded.			

Note: As prescribed in state law, "a pupil who is suspended or expelled shall receive no credit for school work missed while suspended or expelled." La. Rev. Stat. §17:416(3e)

STUDENT BEHAVIOR

Caddo Parish Public School System is implementing the PBIS framework across the entire district. *Positive Behavioral Interventions and Supports (PBIS)* is a proven, research and evidence-based discipline program that emphasizes school-wide systems of support that include strategies for defining, teaching, modeling and supporting appropriate student behaviors to create positive school environments. The *PBIS* framework requires that each school and teacher define and teaches core behavioral expectations, acknowledges appropriate student behavior and establishes a consistent continuum of consequences of problem behavior. The *Student Code of Conduct* compliments and supports the district-wide implementation of *PBIS* to foster student academic and behavioral success.

In addition to their district-wide Code, each school must develop its own PBIS plan. This plan must include activities for teaching and encouraging expected behaviors. Each school must communicate its PBIS plan to its parents/caregivers and students – including strategies for teaching and reinforcing behavior and strategies for providing consequences for both positive and negative behavior.

Academic success is directly correlated with instructional time received by the student.

In the effort to fully implement *Positive Behavioral Interventions and Supports* and reduce the loss of instructional time due to out-of-school suspensions and expulsions, the Caddo Parish Public School System expects that each school, when appropriate, will utilize a wide variety of *corrective strategies* that do not remove children from valuable instructional time.

Corrective Strategies may include but are not limited to:

- Contact and/or conference with parent/guardian
- Behavioral contracts and/or Behavior Support Plans
- Enrollment in a *Check-in/Check-out (CICO)*
- Home/school communication system
- Reflective activity
- Loss of privilege
- Schedule adjustment
- Referral to the school counselor
- Refer the student to the SBLC
- After-school detention
- In School Isolation with academic assignments
- In School Detention
- Supervised work assignment

PHILOSOPHY OF DISCIPLINE

Every student is entitled to an education which shall be offered in an orderly, healthy atmosphere, both physical and emotional, and to firm, fair treatment in all matters pertaining to school life.

Every child shall comply with all rules and regulations of both the state and the Caddo Parish School Board having to do with student behavior. In a democracy there exist many privileges and freedoms, all of which are dependent on observance of certain rules and regulations. It should be made very clear that any student, by his own failure to comply with school regulations, may lose his right to a public education.

Each teacher in Caddo Parish is responsible for providing an environment that will bring about effective learning, thus enabling each student to achieve his maximum potential.

The home shares responsibility in the education of youth, and the attitude of the home toward school is reflected by the student.

DEFINITION OF DISCIPLINE

Discipline is a standard of behavior, which is demonstrated by appropriate conduct in all situations. Any student whose behavior is not conducive to a viable learning environment shall be subjected to disciplinary action in accordance with the policies, methods, and procedures hereinafter set forth.

DEFINITION OF DISCIPLINARY ACTION

Disciplinary action is the method and process whereby appropriate and acceptable standards of conduct and order are maintained. It involves the acts of correcting, restricting, withholding of privileges and the administration of other penalties and punishments commensurate to the particular infraction of rules and/or regulations.

DISCIPLINE AND THE LAW

Responsibilities of the Principal

In order to exercise the proper disciplinary control of the school in which one is assigned through the authority granted by the Caddo Parish School Board and the Louisiana State Law La. Rev. Stat. Ann. §17:416 each school principal shall:

1. Implement the Caddo Parish School Board Policy in a consistent manner.
2. Inform all teachers, students and other employees of the discipline policies and procedures adopted by the Caddo Parish School Board each year and documentation must be on file.
3. Support teachers, bus drivers and parents whenever possible in fulfilling the commitment made by school board policy.

4. Plan effective in-services to help teachers and other employees understand Louisiana school laws and how the laws relate to their position.
5. Use professional skills and understanding to prevent small incidents from becoming major problems.
6. Develop means of communication with parents and the community concerning discipline problems, school board policies and state discipline laws.
7. Receive, review and act upon reports from teachers regarding violations of Revised Statute 17:416 (A). Failure to act upon such a report requires that the principal notify the Superintendent and the employee making the referral in writing of the reasons for inaction.
8. Maintain school records with accurate personal data of students, including current address and phone numbers, both home and emergency.
9. Maintain a standardized format for denoting parental contact as dictated by policy.

Responsibilities of the Teacher

In fulfilling one's obligations to the student, the public and the profession, the teacher shall:

1. Start and end classes on time.
2. Supervise all students and correct misbehavior of students wherever it occurs.
3. Organize work in a manner that will encourage student interest and involvement for the full period of instruction.
4. Use professional skill and understanding to prevent small classroom incidents from becoming major problems.
5. Deal justly and impartially with all students under supervision.
6. Support the Caddo Parish School Board's policies and the school in which one is assigned.
7. Maintain school records with accurate personal data of students, including addresses and phone numbers, both home and emergency.
8. Be responsible for solving routine problems and holding conferences with parents concerning problems encountered by their children.
9. Address routine problems and make parental contacts along with maintaining documentation.
10. Call for assistance from administrative staff or other teachers if the situation requires it.

11. Enforce rules and regulations concerning conduct and make reports to the principal or designee of violations.

Responsibilities of the Student

In fulfilling one's obligations, each student should:

1. Comply with all regulations of the Caddo Parish School Board discipline policy.
2. Provide classroom teachers with accurate personal data, including address and phone numbers, both home and emergency.
3. Respect the authority of all teachers and other school personnel as well as the rights of other students.
4. Attend school on a regular basis reporting to all classes on time.
5. Follow the school's dress code.
6. Abide by regulations set by the school and the Transportation Department concerning travel to and from school, at bus stops, on school buses, and travel to and from school-sponsored events.
7. Comply with the regulations pertaining to use and operation of private vehicles on the school grounds as follows:
   a. Private vehicles must be registered with the school and parked in the student lot.
   b. Automobiles are to be vacated immediately on arrival and should be reentered only at the time of authorized departure.
   c. The parking of privately-owned vehicles on school campuses by students constitutes consent by the students to the search of such vehicles by the school principal or designee(s).
8. Cooperate with searches using metal detectors by the principal or designee(s).
9. Complete all assignments.

Responsibilities of the Parent or Guardian in the School and Community

Parental visits to the schools are encouraged. Visitors must receive authorization from the principal or designee. A parent should:

1. Recognize and understand that the teacher must enforce school rules and regulations.
2. Teach the child to have respect for the law, authority, the rights of others, for private and public property.
3. Communicate with teachers regarding their child's academic and behavioral progress.
4. Ensure prompt and regular school attendance and compliance with attendance policies and procedures.
5. Provide current address and phone numbers to school personnel for parental contact.
6. Maintain the child's physical and mental health by providing periodic health examinations.
7. Attend conferences with teachers and other school personnel as required by Louisiana Law. A parent who willfully refuses to attend a conference, meeting or hearing shall be referred to a court exercising juvenile jurisdiction pursuant to Children's Code Article 730(8) and 731.

8. Show an interest in school by attending school functions and participating in the Parent-Teacher Association and other school-related organizations.
9. Arrange time for study at home and work with the school by implementing recommendations made in the best interest of the child.
10. Encourage the child to respect the diversity of others.
11. Emphasize the importance of being prepared for school by providing materials and supplies.
12. Respect and support school rules.

Unauthorized Visitors on Campus

Only those persons who have presented themselves to the school office and who have received approval of the principal or his designee to visit may be considered authorized. A search by use of a metal detector or by the principal or designee(s) may be conducted on reasonable suspicion.

School Bus Conduct

Students must conduct themselves in a manner that promotes safety and follow rules of the Transportation Department whether riding the bus to and from their home or school sponsored activities. The principal may suspend from school or suspend from riding the bus any student who commits any infraction set forth in R.S.17:416 utilizing the same procedures applicable to suspension and expulsion from school. School personnel must review the rules for riding school buses with all students at the beginning of each semester (Bulletin 1191).

Safety Instructions and Behavior Rules for School Bus Riders

School bus transportation is a ***privilege***. The safety and welfare of student riders depends on proper behavior and observance of the following rules and regulations. Any pupil who violates any of these rules will be reported to the proper authority and his/her privilege of transportation may be denied. These rules apply to Student Activity Trips as well as regular bus routes to and from school.

1. The driver is in full charge of the bus and its passengers and has authority to enforce all the rules. Respect the authority of the driver by obeying promptly and courteously. Students are to refrain from unnecessary conversation with the driver.
   Students must be on time at the bus stop or loading stations. The bus will not wait for those who are tardy. do not run after the bus if rider is late. Drivers will not stop for anyone running after a bus.
2. Wait for the bus to come to a complete stop before trying to get on or off the bus. If student must cross the road, wait for the driver to signal student across with his/her hand when he/she has determined all traffic has stopped. always cross at least ten (10) feet in front of the bus, whether boarding or departing.

3. After boarding the bus, sit down and remain seated until the bus reaches student's stop. The driver will assign seats and students shall sit in the seats assigned to them.
4. No fighting, pushing, tripping, kicking, bullying or sexual harassment, etc. Will be tolerated on the bus.
5. No student will be allowed to use or possess tobacco, vaping devices, drugs, alcohol, or light matches or lighters on the bus.
6. No loud or boisterous speech, swearing or shouting on the bus or out the windows will be allowed. Rude and abusive language will not be tolerated.
7. Do not sit with more than the proper number in one seat.
8. Do not extend any part of student's body out of the bus windows.
9. Do not throw anything in or out of the bus window. Any damages or costs incurred by a student throwing an object out of the bus will be the responsibility of the student's parents or guardians and not the Caddo Parish School Board.
10. Do not eat or drink on the bus; eating or drinking may be allowed during special activity trips with trip sponsor preapproval.
11. Do not bring live animals, reptiles, insects, etc. On the bus.
12. Do not bring firearms, knives, explosive devices, firecrackers, glass objects other than eyeglasses, or other dangerous materials aboard the bus. Such items will be confiscated, and appropriate discipline will follow.
13. Treat the bus with respect. The student or his/her parents will pay for any damages to the bus.
14. Keep the aisle clear. Store personal items on your lap or under the seat.
15. Keep the bus clean.
16. Use handrails when boarding or departing the bus.
17. In the morning, students will be discharged only at their regularly designated school stop. No student will be allowed to get off at any other place.
18. In the afternoon, students will be discharged only at their regularly designated stops. If other arrangements must be made, a note of parental permission must be presented to the principal prior to such needed change. The principal will then notify the bus driver in writing. Space must be available on the bus.
19. Students transported to an athletic, academic, or co-curricular activity will return to the point of departure on the bus. Exceptions can be made by school administration.
20. The primary focus of the bus driver is to operate the bus safely.
21. Occasionally, the bus driver may not be aware of all situations occurring on the bus. Therefore, the board encourages all students and parents to report inappropriate behavior such as bullying or sexual harassment to the bus driver or an administrator at the school immediately.
22. No cell phones or electronic communication devices are to be used on the bus except as authorized by School Board policy.
23. In summary, no distracting or dangerous activity will be allowed on the bus.

<u>Responsibilities of Bus Operator</u>

1. Comply with Caddo Parish School Board policy and *Handbook for Bus Drivers and Bus Attendants*.
2. Assign seats to student riders.
3. Supervise students and correct behavior as necessary.
4. Deal justly and impartially with all students.
5. Maintain records on student riders including addresses and phone numbers, both home and emergency.
6. Follow proper procedures in handling discipline problems.
7. Work closely with school administrator and make parental contact as necessary for behavior issues.
8. Prepare appropriate documentation.

INFRACTION OF SCHOOL RULES IN ELEMENTARY SCHOOLS

Students committing infractions may be punished by suspensions, expulsions or other disciplinary action; and/or they may be provided with alternative educational setting.

The following infractions constitute offenses for which students shall be held strictly accountable in all elementary schools and on school buses or at school sponsored events. Students suspended for ten (10) days or more or expelled shall remain under the supervision of the Caddo Parish School Board using alternative educational programs. Students suspended for less than ten (10) days may be allowed to attend an approved alternative education program.

1. Possessing weapons or using any tool or instrument to do bodily harm.
2. Battery of a teacher or any other school personnel (a student shall be removed permanently from a classroom or school bus for battery of a teacher, bus driver or other school personnel).
3. Threatening a teacher or any other school personnel.
4. Initiating or instigating a confrontation.
5. Participating in a fight. (If it can be clearly determined that a participant engaged only in self-defense, that participant shall be eligible to have the suspension rescinded.)
6. Possessing or using narcotics or alcohol on any school campus or school bus or at school-sponsored events.
7. Defacing, stealing or destroying school or personal property.
8. Initiating any false alarms or bomb threats.
9. Possessing an imitation weapon.
10. Bullying or hazing students.
11. Threatening a student with serious bodily injury.
12. Possessing or using fireworks on any school campus, school bus or at school sponsored events.
13. Possessing or using tobacco, imitation, copycat drugs or materials that are being used or distributed as possible illegal drugs, vaping devices, lighters or matches or using tobacco on any school campus, school bus or school-sponsored events.

14. Using and/or operating any electronic communication device unless otherwise authorized.
15. Loitering on any school campus or school bus while under suspension or during truancy.
16. Refusing to comply with any reasonable request of a teacher, bus personnel or other
    school personnel while they are performing their official responsibilities.
17. Committing an act of defiance, either in language or action, on any school campus, school bus, or at school-sponsored events.
18. Using forged notes or forged official forms.
19. Leaving any class and/or school campus without permission.
20. Violating the parish/school dress code on any school campus or school bus.
21. Using profanity toward school personnel.
22. Using profanity toward other students.
23. Engaging in mutual displays of affection.
24. Participating in gambling.
25. Participating in sexual acts or committing immoral practices or acts.
26. Making unfounded charges against school personnel.
27. Violating any publicized rule, approved by the Superintendent, that is unique to the individual school, provided the school rule is not in conflict with the policies of the local school board and the laws of the State of Louisiana.

NOTE: Upon the second suspension, the principal shall require that a counseling session be held with the student and parent by the school counselor or designee. A third referral from the same class requires that a principal and teacher confer before disciplinary action is imposed as provided by La. Rev. Stat. Ann. §17:416.

INFRACTION OF SCHOOL RULES IN MIDDLE AND HIGH SCHOOLS

Students committing infractions may be punished by suspensions, expulsions or other disciplinary actions; or they may be provided with an alternative educational setting. Students shall be held strictly accountable for their behavior while at school, on a school bus, or attending school-sponsored events. Students suspended for ten (10) days or more or expelled shall remain under the supervision of the Caddo Parish School Board using alternative educational programs. Students suspended for less than ten (10) days may be allowed to attend an approved alternative educational setting.

Infractions:

1. Possessing weapons or using any tool or instrument to do bodily harm.
2. Battery of a teacher or any other school personnel (a student shall be removed permanently from a classroom or school bus for battery of a teacher, bus driver or other school personnel.)
3. Threatening a teacher or any other school personnel.
4. Initiating or instigating a confrontation.

5. Participating in a fight. (If it can be clearly determined that a participant engaged only in self-defense, that participant shall be eligible to have the suspension rescinded.)
6. Possessing or using any controlled substance or alcohol on any school campus, school bus or at school-sponsored events.
7. Defacing, stealing or destroying school or personal property.
8. Initiating any false alarms and/or bomb threats.
9. Bullying, threatening, or hazing students.
10. Loitering on any school campus or school bus while under suspension or during truancy.
11. Possessing or using tobacco, imitation, copycat drugs or materials that are being used or distributed as possible illegal drugs, vaping devices, lighters or matches or using tobacco on any school campus, school bus or school-sponsored events.
12. Possessing or using fireworks on any school campus, school bus or at school-sponsored events.
13. Possessing, using and/or operating any electronic communication device, unless authorized by the principal.
14. Refusing to comply with any reasonable request of a teacher, bus personnel or any other school personnel while they are performing their official responsibilities.
15. Committing an act of defiance, either in language or action, on any school campus or school-sponsored event.
16. Using forged notes or forged official forms.
17. Leaving any class and/or school campus without permission.
18. Violating the parish/school dress code on any school campus or school bus.
19. Violating traffic and safety regulations.
20. Using profanity toward school personnel.
21. Using profanity toward other students.
22. Failure to attend all assigned classes/skipping.
23. Possessing dice.
24. Participating in gambling.
25. Engaging in mutual displays of affection.
26. Participating in sexual acts or committing immoral practices or acts.
27. Making unfounded charges against school personnel.
28. Violating any publicized rule, approved by the Superintendent that is unique to the individual school provided the school rule is not in conflict with the policies of the local school board and the laws of the State of Louisiana.

Note: Upon a second suspension, the principal shall require that a counseling session be held with the student and parent by the school counselor or designee. A third referral from the same class requires that a principal and teacher confer before disciplinary action is imposed as provided by La. Rev. Stat. Ann. §17:416.

Alternatives to Suspension or Expulsion Programs

Since academic achievement is associated with the amount of instructional time received by the student, the utilization of alternatives to suspension or expulsion is

encouraged. Alternatives which may be used include the following: communication with parents, referral for counseling services, behavioral contracts, detention centers, using a team approach, corporal punishment (elementary and middle school), in-school suspensions, the time-out room, supervised work assignments and placement in approved alternative educational programs.

PROCEDURAL POLICIES FOR DISCIPLINE CASES

Hearing by Principal

1. An informal hearing shall be conducted by the principal or designee prior to the suspension of any student unless the student's presence in the school endangers persons or property or threatens disruption of the academic process. The principal shall be authorized to have the student immediately removed from the school. When necessary to determine responsibility for alleged misconduct, the principal or designee may suspend a student from school for a period of three (3) days pending an investigation. If the investigation determines that the student is not responsible for the misconduct, the suspension is rescinded.

2. The informal hearing between the principal or designee and the student shall take place immediately.

3. The school principal or designee shall advise the student in question of the particular misconduct of which the student is accused, as well as the basis for such accusation. The student shall be given the opportunity to explain his/her version of the facts. The principal or designee will call witnesses requested by the student. Witnesses are not required to be sworn in, and the proceedings shall be conducted informally, but subject to the control and direction of the principal or designee. The principal or designee should make every reasonable effort to reach a fair determination of the issue. In the event the particular misconduct involves assault or battery upon a teacher or other school personnel, then the teacher or other personnel shall be allowed the opportunity to give information to the principal either orally or in writing.

4. If the principal imposes a suspension of nine days or less, or a disciplinary action other than a recommendation for expulsion, no further hearing shall be required. A student must have a hearing with the Superintendent or designee if recommendation is for ten (10) days or more.

5. In each case of suspension or expulsion the school principal, or his/her designee, shall contact by telephone at the telephone number shown on the pupil's registration card or send a certified letter at the address shown on the pupil's registration card to the parent, tutor, or legal guardian of the pupil in question giving notice of the suspension or expulsion, the reasons therefore and establishing a date and time for

a conference with the principal or his designee as a requirement for readmitting the pupil provided that in the case of expulsion, the contact with the parent or guardian shall include a certified letter. If the parent, tutor, or guardian fails to attend the required conference within five school days of mailing the certified letter or other contact with the parent, tutor or guardian, the truancy laws shall become effective. On not more than one occasion each school year when the parent, tutor, or legal guardian refuses to respond, the principal may determine whether readmitting the pupil is in the best interest of the student. On any subsequent occasions in the same year, the student shall not be readmitted unless the parent, tutor, legal guardian, court, or other appointed representative responds. A parent or guardian who willfully refuses to attend a conference, meeting or hearing regarding a student's behavior shall be referred to a court exercising juvenile jurisdiction pursuant to the Children's Code. A pupil whose presence in or about a school poses a continued danger to any person or property or an ongoing threat of disruption to the academic process shall be immediately removed from the school premises without the benefit of the procedure described hereinabove; however, the necessary procedure shall follow as soon as is practicable.

6. In the event the suspension is for damages to property owned by the school system or property contracted by the school system, the notice shall advise the parent or guardian that the student will not be readmitted until payment in full has been made for such damage or until directed by the Superintendent.

7. In the event the suspension is for assault or battery upon a teacher or other school personnel, then the principal shall provide written notice to the Superintendent.

8. Student with disabilities. The Individuals with *Disabilities Education Act of 2004* (IDEA '04) clarifies the authority of school officials to take disciplinary action, including ordering a change in a student's placement to an appropriate interim alternative educational setting, another setting, or suspension. This section contains requirements regarding the discipline of students with disabilities. All behavior incidents involving students with disabilities must be addressed using only the requirements of IDEA '04. (See also Discipline Continuum Checklist contained in Caddo Parish *Discipline Resource Manual for Teachers and Administrators*).

   A. Change in Placement. A change in placement occurs if a student with a disability is removed (suspended/expelled) from the student's current placement for more than ten (10) consecutive school days and/or if a student is subjected to a series of removals that constitute a pattern, which cumulate to more than ten (10) school days in a school year. In school suspensions (ISS) shall not be counted in this ten (10) days if Free Appropriate Public Education (FAPE) is provided.

   B. Authority of School Personnel. To the extent removal (suspension/expulsion) would be applied to children without disabilities, a school official may:

      i. Remove a student with disabilities to an appropriate interim alternative

educational setting, another setting or suspension for not more than ten (10) consecutive school days for any violation of school rules.

ii. Special Circumstances. Order a change in placement of a student with disabilities to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than forty-five (45) days if the student carries a weapon to school or to a school function; knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function; or has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of a State or local educational agency.

a) The terms "weapon," "illegal drugs," and "controlled substance" are defined in Louisiana Bulletin 1706, Section 519; serious bodily injury is defined as bodily injury which involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.
b) If the removal is for more than ten (10) consecutive days or if the student is subjected to a series of removals that constitutes a pattern, which cumulates to more than ten (10) school days in a school year, only the IEP team has the authority to determine the interim alternative educational setting which must be selected so as to enable the student to continue to progress in the general curriculum and to continue to receive the services and modifications, including those described in the student's current IEP, that will enable the student to meet the goals set out in the IEP.
c) The interim alternative educational setting must also include services and modifications designed to address the behavior and prevent the behavior from recurring. Before sending a student to an education placement, which would be considered a more restrictive setting, the IEP team must complete a re-evaluation.
d) Free Appropriate Public Education (FAPE) must be provided which includes: access to the general education curriculum; implementation of the student's current IEP; and access to IOWA/LEAP 2025 / GEE preparation and remediation.

NOTE: The designee shall inform the principal of each instance of removal of a student from the school.

C. <u>IEP Team Involvement.</u> If a suspension exceeds ten (10) consecutive or cumulative school days, it will be considered to be a change of placement and the LEA must schedule an IEP team meeting immediately. The following procedural safeguards must be met:

i. A Manifestation Determination Review (MDR) must be conducted to determine if the behavior subject or disciplinary action is a manifestation of the student's disability.
ii. A Functional Behavioral Assessment must be conducted to determine why the behavior occurred.
iii. A decision regarding the provision of FAPE must be made and the student must be provided services set up by the IEP team so that IEP goals can be reached.
iv. A Behavioral Intervention Plan must be developed. If a behavior plan currently exists, the IEP team must review and revise the behavior plan to address the behavior violation so that it does not recur. Those revisions must include strategies, supports, and other instructional programming to address the behavior.

D. Manifestation Determination Review (MDR)**.** The manifestation review process is required whenever an action involving a removal of a student with disabilities from his or her current placement is being contemplated due to a violation of the code of student conduct.

The local educational agency, the parent, and relevant members of the IEP Team (as determined by the parent and the local educational agency) shall immediately review all relevant information in the student's file, including the child's IEP, any teacher observations, and any relevant information provided by the parents to determine if the Manifestation Determination is related or not related – The Manifestation Determination Review will be considered ***related*** if the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or if the conduct in question was the direct result of the local educational agency's failure to implement the IEP.

If the local educational agency, the parent, and relevant members of the IEP Team determine that either subclause (I) or (II) above is applicable for the child, the conduct shall be determined to be a manifestation of the child's disability.

The Manifestation Determination Review will be considered not related, if the conduct in question was not caused by or had a direct and substantial relationship to the child's disability; or if the conduct in question was not the direct result of the local educational agency's failure to implement the IEP. If the Local educational agency, the parent, and relevant members of the IEP team reviews all relevant information and the conduct is determined not to be a manifestation of the child's disability, the student with a disability shall be treated as a regular education student and shall be disciplined in alignment to Louisiana Revised Statute 17:416.

With the exception of the special circumstances described in paragraph Bii above, if it is determined that the conduct was a manifestation of the child's disability, the child shall be returned to the placement from which he was

removed, unless the parent and the local educational agency agree to a change of placement as part of the modification of the behavioral intervention plan.

E. Notifications. Not later than the date on which the decision to take disciplinary action is made, the LEA shall notify the parents of that decision, and of all procedural safeguards.

F. Appeal Process.

i. The parent of a child with a disability who disagrees with any decision regarding placement, or the manifestation determination under this subsection, or a local educational agency that believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others, may request a hearing.

ii. A state hearing officer shall hear, and make a determination regarding, an appeal requested under subparagraph 7 F(1) above. The hearing officer may order a change in placement of a child with a disability. In such situations, the hearing officer may:

(a) return a child with a disability to the placement from which the child was removed; or
(b) order a change in placement of a child with a disability to an appropriate interim alternative educational setting for not more than 45 days if the hearing officer determines that maintaining the current placement of such child is substantially likely to result in injury to the child or to others.

iii. When an appeal has been requested by either the parent or the local educational agency:

(a) the child shall remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the time period imposed as discipline, whichever occurs first, unless the parent and the State or local educational agency agree otherwise; and
(b) the State or local educational agency shall arrange for an expedited hearing, which shall occur within 20 school days of the date the hearing is requested and shall result in a determination within 10 school days after the hearing.

G. Protections for Children who have not been determined to be eligible for special education and related services. A child who has not been determined to be eligible for special education and related services and who has engaged in behavior that violated any rule or code of conduct of the local educational agency may assert any of the protections provided for in IDEA if the LEA had knowledge (as determined in accordance with Paragraph (a) of this section) that the child

was a child with a disability before the behavior that precipitated the disciplinary action occurred.

i. Basis of knowledge. An LEA shall be deemed to have knowledge that a child is a child with a disability if before the behavior that ~~the~~ precipitated the disciplinary action occurred:

(a) the parent of the child has expressed concern in writing to supervisory or administrative personnel of the appropriate educational agency, or a teacher of the child, that the child is in need of special education and related services;
(b) the parent of the child has requested an evaluation of the child; or
(c) the teacher of the child, or other personnel of the local educational agency, has expressed specific concerns about a pattern of behavior demonstrated by the child, directly to the director of special education of such agency or to other supervisory personnel of the agency

ii. Exception**.** A local educational agency shall not be deemed to have knowledge that the child is a child with a disability if the parent of the child has not allowed an evaluation of the child or has refused services under IDEA or the child has been evaluated and it was determined that the child was not a child with a disability who engaged in comparable behavior.

iii. Conditions that apply if no basis of knowledge**.** If a local educational agency does not have knowledge that a child is a child with a disability prior to taking disciplinary measures against the child, the child may be subjected to disciplinary measures applied to children without disabilities who engaged in comparable behaviors.

iv. Limitations. If a request is made for an evaluation of a child during the time period in which the child is subjected to disciplinary measures under this subsection, the evaluation shall be conducted in an expedited manner. If the child is determined to be a child with a disability, taking into consideration information from the evaluation conducted by the agency and information provided by the parents, the agency shall provide special education and related services except that, pending the results of the evaluation, the child shall remain in the educational placement determined by school authorities.

H. Reporting Criminal Activity. Nothing in this policy shall prohibit school officials from reporting a crime committed by a student with a disability to appropriate law enforcement authority. School officials shall ensure that copies of the special education and disciplinary records of the child are transmitted for consideration by the appropriate authorities to whom the agency reports the crime.

Appeal from Order of Disciplinary Action

Individuals who feel that their rights may have been violated are provided the following appeal procedure.

1. The student, parents or other person responsible for the student shall first attempt to resolve the matter with the teacher or other school personnel responsible for imposing the disciplinary action. If not resolved with that person, an appeal to the principal shall be made.

2. In the event the matter is not resolved at the individual school level, the student, the parents or the party responsible for the student shall have the right to appeal the disciplinary action to the Superintendent's designee.
3. The Superintendent's designee shall conduct a hearing on the merits of the case under appeal. Upon the conclusion of the preliminary hearing, the Superintendent's designee shall determine whether the suspension or disciplinary action should be remitted or amended in any manner or if another corrective or disciplinary action shall be taken.

4. If the decision of the Superintendent's designee results in disciplinary action other than a suspension of nine days or less, then the student, the parents, or tutor may, within five days after the decision is rendered, request the Caddo Parish School Board to review the findings of the Superintendent or designee at a time to be set by the school board; otherwise, the decision of the Superintendent or designee shall be final.

Expulsion

1. Any student after being suspended for committing any of the offenses cited in La. Rev. Stat. Ann.§17:416 may be expelled, upon recommendation by the principal of the public school in which said student is enrolled. The principal shall immediately suspend a student who is found carrying or possessing a firearm, a knife the blade of which equals or exceeds two inches in length, or another dangerous instrumentality, or who possesses, distributes, sells, gives, or loans any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law, in any form, who threatens or commits battery upon a teacher or other school personnel, or initiates false alarms or bomb threats. The principal shall immediately recommend the student for expulsion.

2. Any student who is suspended three times for an infraction shall be recommended for expulsion if a fourth suspension occurs during the same school year.

Hearing by Superintendent or Designee

1. A hearing shall be conducted by the Superintendent or designee within five school days from the date the student is given notice of the recommendation of expulsion (or suspension of ten (10) days or more made by the principal).
2. The hearing shall be recorded and maintained by the Superintendent's designee.
3. The student shall be afforded the opportunity to know the charges, be given the opportunity to defend his/her actions and be permitted to question and present evidence. The student must be accompanied by parent or guardian and may be represented by an attorney or any other persons of the student's choice.
4. The principal and/or teacher may be represented by a person appointed by the Superintendent.
5. Until the hearing takes place, the student shall remain suspended from school and all Caddo Parish School Board related school activities.
6. The concerned teacher shall be given reasonable notice of the hearing and permitted to attend such hearing and shall be permitted to present information the teacher believes relevant. In the case of an infraction involving assault and/or battery upon other school personnel, said personnel shall be given reasonable notice of and permitted to attend and present information the person believes relevant.
7. A hearing shall be held for special needs students when misconduct is not a manifestation of the student's disability. The relevant disciplinary procedures applicable to students without disabilities may be applied in the same manner, except that a Free Appropriate Public Education (FAPE) must be provided.
8. Upon conclusion of the hearing, the Superintendent or designee shall determine whether such student shall be expelled or if other corrective or disciplinary action shall be taken.
9. Records shall be maintained and made available upon request.

<u>Appeal after a Recommendation or Order of Expulsion</u>

1. The parent or tutor of the pupil who has been recommended for expulsion may, within five days after the decision is rendered, request the city or parish school board to review the findings of the Superintendent or his designee at a tie set by the school board; otherwise, the decision of the Superintendent shall be final. If requested, as herein provided, and after reviewing the findings of the Superintendent or his designee, the school board may affirm, modify, or reverse the action previously taken. The parent or tutor of the pupil shall have such right of review even if the recommendation for expulsion is reduced to a suspension.

2. The parent or tutor of the pupil who has been recommended for expulsion pursuant to this Section may, within ten 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 designee. The court may reverse or revise the ruling of the school board upon a finding that the ruling of the board was based on an absence of any relevant evidence in support thereof. The parent or tutor of the pupil shall have such right to appeal to the district court even if the recommendation for expulsion is reduced to a suspension.

3. If a judgment is rendered in favor of a student who sought judicial review of a decision of a school board pursuant to this Paragraph, the judgment may include an award for reasonable attorney fees if the court finds any school official acted in a grossly negligent manner; with deliberate disregard for the consequences of his actions to the student; with willful or malicious indifference; with intent to deprive the student, his parent, guardian, or tutor of due process; or initiated a charge that is knowingly false. The court may award any damages appropriate under the circumstances and render any other appropriate relief including but not limited to requiring the school board to issue an official apology letter, which shall be provided to the student, his parent, guardian, or tutor, and retained in the student's educational records.

Direct Expulsion by the School Board

Any student convicted of a felony or who is incarcerated in a juvenile institution for an act which if committed by an adult would have constituted a felony may be expelled by the Caddo Parish School Board for a period of time as it may determine, provided any such expulsion shall require the vote of two-thirds of the elected members of the school board. A student committing such an act inside this state or outside may be sufficient cause for the Superintendent to refuse admission to any school except upon review and approval of the majority of the elected members of the school board when a request for admission is made to the board.

Other Actions-Suspension of Student's Drivers License

The principal shall notify the Department of Public Safety and Corrections, Office of Motor Vehicles, of any student between the ages of fourteen and eighteen who has been disciplined by suspension or expulsion from school or assigned to an alternative educational setting for ten or more consecutive days for any of the following infractions:

1. Sale or possession of drugs, alcohol, or any other illegal substance;
2. The possession of a firearm; or
3. An infraction involving assault or battery on a member of the school faculty or staff.

The principal shall complete and send Form JCDA-F no later than 30 days after the disciplinary action has become final and all delays for appeals have passed.

SCHOOL ATTENDANCE AND THE LAW

The Compulsory School Attendance Law (La. Rev. Stat. Ann. §17:221) is designed to protect and guarantee the rights of children to take advantage of educational opportunities provided by the State of Louisiana. The basic responsibility for regular attendance is assigned by law to the parents of the child. The school board is keenly aware that it shares with parents or guardians this responsibility. The school board

recognizes that each day's absence interrupts the learning process and results in delays and deficiencies in the child's attainment of skills and knowledge. (La. Rev. Stat. Ann. §17:221 requires that children attend school each day scheduled by the school system.)

Exemptions

The following exemptions from school attendance, in accordance with La. Rev. Stat. Ann. §17:226, State of Louisiana are:

1. Children mentally, physically or emotionally incapacitated to perform school duties.
2. Children temporarily excused for personal illness, serious illness in the family substantiated by a parish supervisor of child welfare and attendance or a certificate from a practicing physician, death in the immediate family, and certain recognized religious holidays.
3. Children exempt by statute

Attendance Policy in Elementary and Middle Schools

1. Students must meet the instructional minutes of Bulletin 741, *Louisiana Handbook for School Administrators*, to be eligible for promotion. Exceptions can be made when substantiated by a practicing physician in the event of temporary or extended personal illness and serious illness in the family. Other exceptions are death in the immediate family, with appropriate verification, children whose religious faith requires absence for the observance of recognized holidays of the child's own faith, natural catastrophe and/or disaster, attending school selected or approved activities or other extenuating circumstances approved by the parish supervisor of child welfare and attendance in consultation with the principal. The student shall present an excuse in writing within two school days after returning. Days suspended shall be considered unexcused. For any other extenuating circumstances, parents shall have the right to appeal the denial of promotion to the Attendance Appeal Committee.

2. The principal or his designee shall contact parents to ascertain reasons for absences and confer with them on the importance of school attendance. When a student returns to school after an excused absence, he has three days or a number of days equal to the number of days of consecutive absences, whichever is greater, following return to class to make up work. Make-up work shall be permitted only when written excuses from parent(s)or guardian(s) have been received in accordance with this policy.

Attendance Policy in High School

1. Secondary students must meet the instructional minutes of Bulletin 741 per semester to be eligible to receive credit for the courses taken. Exceptions can be made when substantiated by a practicing physician in the event of temporary or

extended personal illness and serious illness in the family. Other exceptions are death in the immediate family, with appropriate verification, children whose religious faith requires absence for the observance of recognized holidays of the child's own faith, natural catastrophe and/or disaster, attending school selected or approved activities or other extenuating circumstances approved by the parish supervisor of child welfare and attendance in consultation with the principal. The student shall present his excuse in writing within two days after returning. Days suspended shall be considered unexcused. For any other extenuating circumstances, parents shall have the right to appeal to the Attendance Appeal Committee.

2. Based on state and local policies, the student shall accept responsibility for absences. When a student returns to school after an excused absence, the student has three days or a number of days equal to the number of days of consecutive absences, whichever is greater, following the return to class to make up work. Make-up work shall be permitted only when written excuses from parent(s) or guardian(s) have been received in accordance with this policy.

TARDINESS TO SCHOOL

Students are expected to be in their seats when the tardy bell rings. This practice preserves instructional time and is necessary for maintaining an orderly environment conducive to learning and educational accountability. School shall follow the stated guidelines concerning unexcused tardiness to school developed by the Caddo Parish School Board.

Elementary Schools

First Tardy:	Parent check-in with student and a verbal warning is issued.
Second Tardy:	Parent check-in with student and a verbal warning is issued.
Third Tardy:	Parent check-in with student receiving a standard tardy letter.
Fourth Tardy:	Parent check-in with student along with a conference with the Counselor or coordinator.
Fifth Tardy:	Parent check-in with student with an administrative conference.
Sixth Tardy:	Parent check-in with student and issued one-day recess detention
Seventh Tardy:	Parent check-in with student and issued two days recess detention.
Eighth Tardy:	Parent check-in with student and issued one day ISS or its equivalent.
Ninth Tardy:	Parent check-in with student and issued two days ISS or its equivalent.
Tenth Tardy:	Student is placed in ISS pending a CPSB administrative conference from the Attendance Department.

Accumulated tardies will terminate at the end of each semester. Penalties for repeated

tardiness to assigned classes shall be developed by each school administration and school improvement committee. This shall be provided to the Superintendent or designee for review and approval prior to implementation and publication. *Parental contact must be made and documented prior to an out of school suspension for tardies.*

Middle and High Schools

First Tardy:	Warning from the classroom teacher and recorded.
Second Tardy:	Parental contact with documentation from the classroom teacher.
Third Tardy:	Refer to the administration or designee for a warning and parental contact.
Fourth Tardy:	One day After School Detention or its equivalent with parental contact.
Fifth Tardy:	Two days After School detention or its equivalent with parental contact.
Sixth Tardy:	Suspension with a parent return.
Seventh, Eighth and Ninth Tardy:	One day suspension.
Tenth Tardy:	Suspended pending a hearing.

Accumulated tardies will terminate at the end of each semester. Penalties for repeated tardiness to assigned classes shall be developed by each school administration and school improvement committee. This shall be provided to the Superintendent or designee for review and approval prior to implementation and publication. *Parental contact must be made and documented prior to an out of school suspension for tardies.*

DISCIPLINE OF STUDENTS ENGAGED IN VIRTUAL INSTRUCTION

The School Board shall adopt disciplinary measures that define the rules of conduct and expectations of students engaged in virtual instruction, including clearly defined consequences of conduct, and shall take into consideration the students' and their parents' rights to privacy and other constitutional rights while at home or in a location that is not school property. Any such disciplinary measures adopted by the School Board shall be included in policy *JDF, Virtual Instruction Discipline and JDF-R, Virtual Discipline Guidelines.*

Adopted: April 20, 2021

Ref: La. Rev. Stat. Ann. ''17:223, 17:235.2, 17:416, 17:416.1, 17:416.8, 17:416.12, 17:416.13, 17:416.20; Board minutes 1-21-76, 7-6-83, 8-17-83,10-3-84, 6-21-95, 10-21-98, 6-19-01, 4-16-02, 9-16-03, 8-17-04, 12-7-04, 5-17-05, 10-18-05, 2-21-06, 6-19-07, 6-17-08, 8-18-09, 6-15-10, 4-17-12, 11-19-19, 12-15-20, 4-20-21.

STUDENT SMOKING/USE OF TOBACCO

Student possession or use of any tobacco product, smokeless tobacco, or any smoking object/device, including but not limited to electronic cigarettes, advanced personal vaporizers, vape pens, vape mods and similar devices, shall be prohibited on and in all Caddo School Board property and vehicles, and at all school-sponsored or school-approved functions.

School Board property shall include any elementary or secondary school grounds or buildings, any portable buildings, field houses, stadiums, equipment storage areas, vacant land, or any other property owned, operated, or leased by the School Board.

Parental permission to possess, smoke, or otherwise consume any tobacco or tobacco product does not exempt a student from this policy. Violations shall subject the student to appropriate disciplinary action, in accordance with provisions of the *Student Code of Conduct.*

Revised: December 19, 2017

Ref: 20 USC 6083 (*Nonsmoking Policy for Children's Services*); La. Rev. Stat. Ann. ''17:240, 17:416, 40:1291.1, 40:1291.2, 40:1291.3, 40:1291.11, 40:1291.21; Board minutes, 7-20-11, 12-19-17.

STUDENT ALCOHOL AND DRUG USE

Every student is entitled to an education which is offered in an orderly, healthy atmosphere. The Caddo Parish School Board directs that each student shall be specifically prohibited from using, distributing, attempting to distribute, being under the influence of, bringing on, consuming, or having in his/her possession on a school bus, on any School Board property, at any school sponsored event, or at a school function away from school, any alcoholic beverages, intoxicating liquors, narcotic drugs, prescription medications, marijuana, inhalants, imitation or counterfeit controlled substances, or other controlled substance as defined by state statutes, unless dispensed by a licensed physician as allowed by law. The Superintendent shall be responsible for maintaining appropriate procedures for the detection of alcohol, drugs, or any imitation or other controlled substances. Any student found in violation of the above shall be suspended and recommended for expulsion by the principal.

Any violations of criminal laws, state or federal, committed on school property shall be prosecuted as provided by law. School officials, teachers and/or Board employees shall report all violators to the principal, who in turn, shall notify the proper law enforcement agency and shall cooperate with the prosecuting attorney's office in the prosecution of charges. Any student who possesses, distributes, sells or dispenses in any manner or form whatsoever a controlled dangerous substance as defined by state law to another student or anyone else while on the school premises shall be expelled pursuant to the provisions and guidelines as set forth in state law.

The principal shall immediately notify the parents or guardian, by telephone, of any student found in violation of this policy. If the parents or guardian cannot be reached by phone, the principal shall then notify them of the action by sending a letter within twenty-four (24) hours. Care shall be given to afford due process to all students.

Use and/or *under the influence* shall mean a student has smoked, ingested, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student's actions, breath, speech, and/or physical evidence.

REPORTS OF SUBSTANCE ABUSE

State law mandates that teachers and other school employees report suspected substance abuse in school. These cases shall be reported to the principal and the *Substance Abuse Prevention Team* in the school. The principal must report each case of possession, distributing, sales or manufacturing to the proper law enforcement authority. Reports shall also be made to the appropriate person at each school, who shall investigate, research, and report on instances or reports of possession of prohibited substances or beverages. Designated personnel shall report its findings along with the recommendation for treatment, counseling or other appropriate action to the principal.

Referral of Student Required

Any student arrested for possession of, or intentional distribution of, or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property shall be referred by the school principal or his/her designee, within five (5) days after such arrest, for testing or screening by a qualified medical professional for evidence of abuse of alcohol, illegal narcotics, drugs, or other controlled dangerous substances.

If evidence of abuse is found, the student shall be referred to an alcohol and drug abuse treatment professional chosen by the student's parent or tutor. If it is determined by the professional that the student needs treatment, and if the student agrees to cooperate in the recommended treatment as certified in writing by the medical professional, such documentation may be used to initiate reopening the student's disciplinary case. The School Board shall take into consideration the student's agreement to receive treatment as a positive factor in the final decision relative to any final disciplinary action.

DRUG FREE ZONES

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

Adopted: April 20, 2021

Ref: La. Rev. Stat. Ann. §§14:403.1, 17:405, 17:416, 40:617.1, 40:961, 40:962,

40:963, 40:964, 40:967, 40:968, 40:969, 40:970, 40:971, 40:971.1; Board minutes, 6-2-82, 2-19-91, 9-23-92, 7-19-95, 1-22-97, 9-16-03, 6-17-08, 4-20-21.

DANGEROUS WEAPONS

The Caddo Parish School Board shall authorize the principal of each school to automatically suspend, and recommend expulsion for, any student found in possession of a dangerous weapon on the school grounds, on school buses and/or at any school-sponsored event, at any time, during or after regular school hours, with limited exception as permitted by state law. A *dangerous weapon* means any gas, liquid, or other substance or instrumentality, which in the manner used, is likely to produce death or great bodily harm. When the student is found in possession of a weapon, the Superintendent shall be immediately notified and the principal shall take appropriate disciplinary action.

If a student is detained for carrying, or the principal or designee confiscates or seizes a firearm or concealed dangerous weapon from a student while on school property, on a school bus, or at a school function, the principal or school official shall immediately report the detention of the student or seizure of the firearm or weapon to the police department or sheriff's office where the school is located and shall deliver any firearm or weapon seized to that agency.

The failure of any principal or designated administrator to report the confiscation of such implement or material or the failure to retain and secure such implement or material may result in a misdemeanor. When a principal or designated administrator violates any provisions of this policy, a report on such violations shall be made by the complainant to the Superintendent. The Superintendent or his/her designee shall conduct a hearing on the alleged offense.

If a student is detained for carrying a concealed weapon on campus, the principal shall immediately notify the student's parents or legal guardian.

IMITATION OR TOY WEAPONS

Any object in the form of a weapon, whether it be imitation, facsimile, or a toy, shall be banned from school campuses, buses, and all school activities. The uninvited presence of an imitation, facsimile, or toy weapon on school campuses may cause confusion, fear, and disruption to the academic goals and educational process. Any student violating this policy may be suspended for a duration as determined by the principal and/or recommended for expulsion.

FIREARM-FREE ZONES

It is unlawful for a student or nonstudent to intentionally possess a firearm or dangerous weapon on school property at a school sponsored function or within 1000 feet of school property or while on a school bus at any time. The area surrounding the school campus or within 1000 feet of any such school campus, or within a school bus shall be

designated *firearm-free zones*. The School Board, in cooperation with local governmental agencies, and the Louisiana Department of Education, shall designate and mark *firearm-free zones* which surround all schools and school property.

Adopted: April 20, 2021

Ref: 20 USC 7151 (*Gun Possession*); La. Rev. Stat. Ann. §§14:2, 14:95, 14:95.2,

14:95.6, 17:416, 17:416.3; Board minutes, 4-20-21.

SCHOOL BUS CONDUCT

The Caddo Parish School Board recognizes the driver of a school bus to be in authority with regard to pupil behavior in or about the vehicle which he/she operates. School Board regulations regarding proper conduct on school buses shall be provided in writing to students and parents/legal guardians at the start of school each year. The driver shall report disorderly or unmanageable pupil conduct to the principal of the school in which the pupil is enrolled. Such conduct by a pupil shall be good cause for the principal to suspend the privilege of riding any school bus; however, drivers may not administer disciplinary action and shall continue, except in extreme emergencies, to transport a pupil until disciplinary action is administered by the school. It shall be the responsibility of the parents of pupils, in such cases, to provide transportation to and from school during the period of any suspension/expulsion of bus riding privileges.

In all cases of suspension of bus riding privileges, the parent, bus operator, Special Education Department, and the Supervisor of Transportation shall be notified by the principal in writing, within forty-eight (48) hours of such decision, of the facts concerning each suspension, including reasons and term of suspension.

If the principal recommends the expulsion of bus riding privileges for a student, a hearing shall be conducted by the Superintendent or his/her designee and thereby informing the student and parent as to why bus riding privileges are being recommended for expulsion. The student, at that time, shall be given an opportunity to explain his/her version of the incident(s) to the Superintendent or his/her designee. The decision of the Superintendent/designee shall be final.

A pupil who causes damage to a school bus shall be subject to suspension from school and shall not be readmitted until acceptable provisions for restitution have been made for such damage or until readmittance is directed by the Superintendent.

PROCEDURES FOR REPORTING BUS CONDUCT

1. All schools shall be provided with the *School Bus Behavior Report Form*, which shall be completed on any occasion when a pupil's conduct on a bus is unsatisfactory.

2. One copy of the *School Bus Behavior Report Form* shall be signed by the parent and returned to the school principal. In all such cases a pupil shall be permitted to continue to ride the bus until transportation privileges have been denied by action taken by the appropriate school administrator.

3. In cases of severe misconduct, the principal or designee may temporarily suspend the pupil's bus privilege until appropriate disciplinary action is taken. The pupil's parents should be immediately notified of the temporary suspension.

4. Immediately after taking disciplinary action, the principal, or designee, shall sign and shall indicate the disciplinary action taken on the *School Bus Behavior Report Form*. Copies of the report shall be distributed to the pupil's file; to the parent; and to the driver. A copy of the report may also be sent to the Superintendent or designee.

5. In the event of an appeal of the principal's decision by parents, a hearing may be scheduled by the Superintendent or designee.

Adopted: April 20, 2021

Ref: La. Rev. Stat. Ann. §§17:81, 17:223, 17:416, 17:416.1; *Louisiana School Transportation Specifications and Procedures*, Bulletin 119, Louisiana Department of Education; Board minutes, 4-20-21.

STUDENT USE OF ELECTRONIC DEVICES

No student shall use or operate any electronic telecommunication device including any facsimile system, radio paging service, mobile telephone service, cellular phone**,** intercom, or electro-mechanical paging system in any public elementary or secondary school building during the academic school day unless authorized to use by the teacher or principal for academic purposes under policy *IFBGAA, Bring Your Own Device (BYOD) Responsible Use***.**

No student shall use or operate any electronic telecommunication device including any facsimile system, radio paging service, mobile telephone service, cellular phone, intercom, or electro-mechanical paging system on any school bus unless the device is maintained in the silent mode; if a student's use of a cellphone is disruptive, the bus operator may require that the student(s) refrain from using the cellphone.

Nothing in this policy shall prohibit the use or operation of any electronic telecommunication device by any person, including students, in the event of an emergency. An emergency means an actual or imminent threat to public health or safety which may result in loss of life, injury, or property damage.

A student who violates this policy may be disciplined in accordance with policy *JD, Student Discipline*, and the *Student Code of Conduct* or any other applicable policy. School administrators shall, however, be allowed to hold a device for up to three (3) days with a parent return when the administrator deems it appropriate for violations of policy(ies).

Revised: June 16, 2015

Ref: La. Rev. Stat. Ann. ''17:239, 17:416, 17:416.1; Board minutes, 9-16-03, 8-17-04, 12-18-07, 8-18-09, 6-16-15.

BULLYING AND HAZING

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

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

Bullying shall mean:

1. A pattern of any one or more of the following:

    A. Gestures, including but not limited to obscene gestures and making faces.

    B. Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors. *Electronic communication* includes but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device.

    C. Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.

    D. Repeatedly and purposefully shunning or excluding from activities.

2. Where the pattern of behavior as enumerated above is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school-sponsored activity or event.

3. The pattern of behavior as provided above must have the effect of physically harming a student, placing the student in reasonable fear of physical harm,

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

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

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

NOTICE TO STUDENTS AND PARENTS

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

In addition, each principal, or other person in charge of a building or site owned or operated by the Caddo Parish School Board, shall conspicuously post in each school building, or site the names of the persons designated to receive complaints, including a mailing address and telephone number, together with a copy of this policy.

REPORTING

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

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

Students and Parents

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

School Personnel

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

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

False Reports

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

INVESTIGATION PROCEDURE

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

1. Timing

   The school shall begin an investigation of any complaint that is properly reported and that alleges the prohibited conduct the next business or school day after the

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

2. Scope of Investigation

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

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

3. Parental Notification

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

Before any student under the age of eighteen (18) is interviewed, his/her parent or legal guardian shall be notified by the principal or his/her designee of the allegations made and shall have the opportunity to attend any interviews with their child conducted as part of the investigation. If, after three (3) attempts in a forty-eight hour period, the parents or legal guardians of a student cannot be reached or do not respond, the student may be interviewed.

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

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

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

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

4. Documentation

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

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

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

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

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

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

F. Report all documented incidences of bullying to the state Department of Education as prescribed by rules adopted by BESE.

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

APPEAL

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

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

DISCIPLINARY ACTION

Once a report has been received at a school, and a school principal or his/her designee has determined that an act of bullying, hazing, or similar behavior has occurred, and after having met with the parent or legal guardian of the student involved, the principal or his/her designee, or applicable school official shall take (1) prompt and appropriate disciplinary action against the student, and (2) report criminal conduct to law enforcement. Counseling and/or other interventions may also be recommended.

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

PARENTAL RELIEF

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

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

1. Inform the student and his/her parent or legal guardian and facilitate the student's enrollment in a statewide virtual school.

2. Offer the student a placement in a full-time virtual program or virtual school under the School Board's jurisdiction.

3. Enter into a memorandum of understanding with the Superintendent or director of another governing authority to secure a placement and provide for the transfer of the student to a school serving the grade level of the student, in accordance with statutory provisions.

If no seat or other placement is made available within thirty (30) calendar days of the receipt of the request by the Superintendent, the parent or legal guardian may request a hearing with the School Board, which shall be public or private at the option of the parent or legal guardian. The Board shall grant the hearing at the next scheduled meeting or within sixty (60) calendar days, whichever is sooner.
At the end of any school year, the parent or legal guardian may make a request to the School Board to transfer the student back to the original school. The School Board shall make a seat available at the original school that the student attended. No other schools shall qualify for transfer under this provision.

TRAINING

The School Board shall create a program to provide a minimum of four (4) hours of training for new employees who have contact with students and two (2) hours of training each year for all school employees who have contact with students, including bus operators, with respect to bullying. The training shall specifically include the following:

1. How to recognize the behaviors defined as bullying;

2. How to identify students at each grade level in the employee's school who are most likely to become victims of bullying, while not excluding any student from protection from bullying;

3. How to use appropriate intervention and remediation techniques and procedures;

4. The procedures by which incidents of bullying are to be reported to school officials;

5. Information on suicide prevention, including the relationship between suicide risk factors and bullying. This content shall be based on information supported by peer-reviewed research conducted in compliance with accepted scientific methods and recognized as accurate by leading professional organizations and agencies with relevant experience.

RETALIATION

Retaliation against any person who reports bullying, hazing, or similar behavior in good faith, who is thought to have reported such behavior, who files a complaint, or who

otherwise participates in an investigation or inquiry concerning allegations of bullying, hazing, or similar behavior is prohibited conduct and subject to disciplinary action.

CHILD ABUSE

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

Revised: July 16, 2013

Ref: 20 USC 1232(g-i) (*Family Educational Rights and Privacy Act*); La. Rev. Stat. Ann. ''14:40.3, 14:40.7, 14:403, 17:105, 17:105.1, 17:183, 17:416, 17:416.1, 17:416.13; La. Children's Code, Art. 609, 730, 731; Davis v. Monroe County

Board of Education, 119 S.Ct. 1661 (1991); Board minutes, 7-24-91, 8-17-04, 9-21-10, 7-16-13.

STUDENT DRESS CODE

The policy of the Caddo Parish School Board shall be that no mode of attire shall be considered proper for school wear that disrupts the classroom and/or the school's positive learning environment. In questions regarding student dress and grooming, the principal or his/her designee of each school shall make the final decision as to what is considered proper or improper dress according to the guidelines provided.

NOTIFICATION

The School Board shall notify the parent or guardian of each student of the dress code specifications and their effective date. The dress code shall be distributed in written form or posted on the school's website annually.

If the School Board adopts a uniform policy or modifies the existing uniform policy, it shall notify, in writing the parent or guardian of each student of the policy adoption or uniform policy modification at least sixty (60) days prior to the effective date of the new or revised policy. Each school shall display any uniform selected for a reasonable period prior to the proposed effective date for wearing of the uniform.

However, nothing shall prohibit the School Board from requiring a new or revised dress code or uniform policy without the required notice in the event of an emergency. For the purposes of this policy, *emergency* shall mean an actual or imminent threat to health or safety which may result in loss of life, injury, or property damage.

SCHOOL UNIFORMS

The Caddo Parish School Board may make school uniforms mandatory on a school-by-school basis either by School Board action, or school community action where survey results indicate agreement to make uniforms mandatory by a majority of parents (based on a 50% or greater return), faculty, and staff.

1. The decision of the School Board or a school community to move to a mandatory uniform policy shall be done on a school-by-school basis.

2. A standard survey shall be used parishwide for school community action.

3. A timeline, approved by the Superintendent, shall be developed in the spring preceding the year of implementation.

4. Once school uniforms are mandated on a school-by-school basis, uniforms shall be required for all students at that school. Exemptions may be granted only for the following:

    A. An established religious tenet requiring the wearing of specific garb/dress,

B. Physical disability or certified medical condition that prevents the wearing of all or part of the school uniform, or

C. Constitutionally protected rights.

Parents may apply for an exemption by making a written request to the school principal no later than the month of May prior to the year of implementation. For new students moving into the school community during the school year, the exemption request must be completed within two (2) weeks following enrollment.

5. School uniforms, as defined in this policy, refer to conformity in student dress. Specific uniform attire shall be recommended by the school and approved by the Superintendent.

6. Each school shall establish a committee, or use an existing school committee, to monitor the implementation of the policy.

7. Each school principal shall be responsible to seek financial assistance, where necessary, from external sources when a determination is made that a student cannot be outfitted in the mandatory uniform due to extreme family financial hardship. The Superintendent shall be informed of any problems arising in meeting this standard.

8. The Superintendent shall maintain administrative regulations for the enforcement of this policy, which shall contain an appeal procedure for parents whose exemption request has been denied.

DRESS AND PERSONAL GROOMING

Student dress and grooming are not to adversely affect the students' participation in classes, school programs, other school-related activities or detract from the learning environment of the school. Extremes in style and fit in student dress and extremes in style of grooming will not be permitted. Administrators are authorized to use their discretion in determining extremes in styles of dress and grooming and what is appropriate and suitable for school wear. No student shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, blade, symbols, sign or other things which are evidence of affiliation with drugs, alcohol, violence or gang related activities or exhibits profane or obscene language/gestures. Beards and goatees shall be prohibited. Policies regarding dress and grooming stress the importance of reducing distractions that inhibit learning and are addressed as an attempt to enhance the learning environment.

BODY ARMOR

It shall be unlawful and against School Board policy for any student or non-student to wear or possess on his/her person, at any time, body armor on any School Board

property, school campus, at a school-sponsored function, on a school bus or other school transportation, or in a firearm-free zone, with limited exceptions as enumerated in La. Rev. Stat. Ann. §14:95.9, which includes permitting a student to wear, carry, or possess a backpack on school property or a school bus that has bullet-resistant metal or other material intended to provide protection from weapons or bodily injury.

School-sponsored functions shall include, but not be limited to, athletic competitions, dances, parties, or any extracurricular activities. A firearm-free zone means any area inclusive of any school campus and within 1,000 feet of any such school campus, and within a school bus, wherein the possession of firearms is prohibited, except as specifically set forth in La. Rev. Stat. Ann. §§14:95.2(C) and 14:95.6(B).

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

DRESS CODE REGULATIONS

The basic responsibility for the appearance of the students of Caddo Parish schools rests with the parents and the students themselves.

Parents have the obligation, and within certain prescribed bounds, the right to determine their student's dress. Students shall dress in apparel that is modest, tasteful, and that does not interfere with or distract from the educational process or rights of others.

Students and their clothing should be neat, clean and well groomed and must meet the following requirements:

1. Attire shall not be destructive to school property.

2. For health reasons, shoes shall be worn. Hosiery shall be required with closed shoes.

3. Only tops designed to be worn outside of pants, shorts, or skirts shall be worn in that manner.

4. Pants, shorts, and skirts shall be worn at the waist. No "sagging" shall be permitted.

5. Headwear or hair rollers shall be prohibited in any building. Unnatural hair color (green, blue, etc.) shall be prohibited.

6. Body piercing jewelry shall not be worn except in the ears.

7. Shirts, sweaters, jackets, and other tops worn over leggings shall be no shorter than four (4) inches above the knee. Skirt length should be no more than four (4) inches above the knee.

8. Sunglasses shall be prohibited in any building unless they are prescribed.

9. Bare midriffs, see-through garments, white undergarment type tee shirts, bare backs, halter tops, tank tops, tube tops and cutoffs shall not be worn. There shall be no holes or tears in clothing on school campus.

10. Loose-fitting shorts may be worn by students that are no more than four (4) inches above the knee when standing. All shorts shall be hemmed. Cutoff shorts, rolled-up jeans, sweats, athletic or spandex shorts shall not be worn. No other article of clothing shall be worn beneath the shorts for viewing.

11. Obscene, profane language or provocative pictures on clothing or jewelry shall be prohibited.

12. Satanic, cult or gang related symbolism in any form shall be prohibited on school campuses.

13. Drug related symbols in any form including advertisements or promotion of alcohol or tobacco, shall be prohibited on school campuses.

14. Principals, after consultation with their School Improvement Committee, have the discretion to adjust the dress code to fit unique situations as long as the decision does not interfere with the requirements of Title IX.

A teacher shall also be allowed to restrict manner of dress or length of hair when it pertains to the health and/or safety of a student in that teacher's specific area.

DRESS CODE VIOLATIONS

Students who violate the dress code shall be disciplined in accordance with the *Student Code of Conduct.*

A student enrolled in grades prekindergarten through five shall not be suspended or expelled from school or suspended from riding on any school bus for a uniform violation that is not tied to willful disregard of school policies.

Revised: August, 2015
Revised: July 24, 2018

Ref: La. Rev. Stat. Ann. §§14:95.9, 17:81, 17:416.7; Scott v. Board of Education, 304 N.Y.S.S. 2d 601 (1969); Karr v. Schmidt; 460 F. 2d 609 (5th Cir. 1972); Board minutes, 6-15-77, 7-6-83, 8-20-86, 12-6-89, 5-15-91, 7-19-95, 2-16-00, 6-19-01, 4-16-02, 7-17-07, 7-24-18.

SEXUALLY RELATED MISCONDUCT

The Caddo Parish School Board disapproves of and does not tolerate sexual misconduct by employees to students, by students to employees, or by one student to another student. No employee or student, either male or female, should be subject to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. Sexual misconduct does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, and therefore interferes with the purposes of the employee and/or student in the academic, extracurricular, and co-curricular atmosphere, but that does not rise to the level of sexual misconduct as defined by Title IX and Part 106 of Title 34 of the United States Code of Federal Regulations. Sexual misconduct includes any type of sexually coercive conduct, including, but not limited to, threats, comments, jokes or overtures of a sexual nature.

COVERAGE

This policy applies to all employees and volunteers, to the elected members of the School Board, and to all students of the Caddo Parish School District. It applies at school, school sponsored events, on or off school grounds, and in situations which are related to operations of the school.

COMPLAINT PROCEDURE

Complaints of sexual misconduct which take place at school or at a school related function or arising out of the school setting should be made to the principal of the school or other designated administrative personnel. Should the claim of sexual misconduct be brought against the principal of the school, the complaint should be brought directly to the Supervisor of Child Welfare and Attendance or his/her designee or the Title IX Coordinator. The complaint need not be in writing, but students are encouraged to do so. Such reports should include the nature of the complaint, recording the specific act or acts which constitute the misconduct complained of, the person or persons who the complainant alleges committed the misconduct, witnesses to the acts complained of, and the date and time of the alleged act or acts.

After notification of the complaint, a confidential investigation shall immediately be initiated to gather all facts about the complaint. The investigation may use some or all of the investigation procedures outlined policy *JCDAF, Bullying and Hazing*.

After the investigation has been completed, a determination shall be made regarding the resolution of the complaint. If warranted, disciplinary action shall be taken up to and including involuntary termination of an employee and/or expulsion of a student. Any disciplinary action regarding an employee shall be placed in the employee's personnel file which shall reflect the action taken and the grounds therefor. Any disciplinary action taken in regard to a student shall be maintained as any other student disciplinary

violation.

NONRETALIATION

Retaliation against any employee or student who brings sexual misconduct charges or who assists in investigating such charges shall be prohibited. Any employee or student bringing a sexual misconduct complaint or assisting in the investigation of such a complaint shall not be adversely affected, discriminated against or punished because of the complaint.

SUSPECTED CHILD ABUSE

If the victim of the alleged sexual misconduct is a minor student and if the alleged misconduct falls within the definition of *abuse* as found in School Board policy *JGCE, Child Abuse*, then all school employees with knowledge shall be considered *mandatory reporters* and the allegations shall be reported to child protection or law enforcement as provided by state law and School Board policy. Such reporting shall be made in addition to any procedures for handling sexual misconduct complaints.

Revised: November 17, 2020

Ref: 42 USC 2000e *(Civil Rights-Definitions)*; 29 CFR 1604.11*)*; La. Rev. Stat. Ann. §§14:41, 14:42, 14:42.1, 17:81; Board minutes, 11-17-20.

DEMONSTRATIONS OF STUDENTS

It is recognized by the Caddo Parish School Board that individual students or groups of students may, from time to time, feel the need to assert their collective sentiments in matters of public opinion. Students have a right to express their opinions, in a proper manner, and to exercise the opportunity to discuss any problem with their teachers and principal. It is the duty of the principal to always keep lines of communication open with his/her students, and to listen to the complaints in a fair and sincere manner.

In the expression of opinion, students shall be expected to conduct themselves in an orderly and controlled manner. Boisterous, unrestrained behavior by students shall not be tolerated. Disorderly demonstrations, sit-ins, lock-ins; or damages to school grounds, school plants, or school records shall not be permitted. Any type of demonstration that prevents the orderly progress of a school day, that prevents normal class functions, or that prevents nonparticipating students from their usual class activity, shall be considered unacceptable behavior and shall result in appropriate disciplinary action being taken by the principal. Students participating in such demonstrations shall be immediately suspended and removed from the campus; by force if necessary. Students suspended shall not be allowed to return to the campus until the suspension is terminated by the Superintendent.

Adopted: April 20, 2021

Ref: La. Rev. Stat. Ann. ''17:81, 17:416, 17:416.1; Jenkins v. Louisiana State Board of Education, 506 F 2d 992 (CA. 5th 1975); Board minutes, 4-20-21.

CORPORAL PUNISHMENT PROHIBITED

Every teacher is authorized to hold every pupil to a strict accountability for any disorderly conduct in school or on the playground of the school, or on any school bus going to or returning from school, or during intermission or recess.

Corporal punishment in any form is prohibited in the Caddo Parish School System. The School Board does not authorize or condone the use of corporal punishment by any administrator, teacher or other employee as a means of maintaining order, discipline, or for any reason on the students in the school. Corporal punishment refers to the intentional application of physical pain as a method of changing behavior. It includes a wide variety of methods such as hitting, slapping, punching, kicking, pinching, shaking, choking, use of various objects (wooden paddles, belts, sticks, pins, or others), painful body postures, use of electric shock, use of excessive exercise drills, withholding meals, or preventing restroom use.

Corporal punishment does not include:

1. The use of reasonable and necessary physical restraint of a student to protect the student, or others, from bodily harm or to obtain possession of a weapon or other dangerous object from a student.

2. The use of seclusion and restraint as provided in La. Rev. Stat. Ann. §17:416.21.

IMPERMISSIBLE CORPORAL PUNISHMENT

Corporal punishment as outlined hereinabove shall be deemed and defined to be *impermissible corporal punishment.* Any accusations involving employees using impermissible corporal punishment shall be promptly investigated, in accordance with provisions of policy *GAMC, Investigations,* as applicable. Additional steps besides those outlined in policy GAMC may be undertaken on a case-by-case basis in order to complete a thorough and timely examination of the incident in question.

Revised: October 24, 2017
Revised: February 23, 2021

Ref: U.S. Constitution, Amend. XIII; U.S. Constitution, Amend. XIV Sec. 1; La. Rev. Stat. Ann. §§17:81.6, 17:223, 17:416, 17:416.1; Baker v. Owen, 96 S. Ct. 210 affirming 395 F. Supp. 294 (M.D.N.C., 1975); Ingraham v. Wright, 97 S. Ct. 1401, (1977); Louisiana Department of Education; Board minutes, 4-15-03, 10-24-17,

2-23-21.

VIRTUAL INSTRUCTION DISCIPLINE

The Caddo Parish School Board recognizes that students may be at home or in another location that is not on school property as they participate in virtual instruction. The Caddo Parish School Board specifically recognizes and takes into consideration the students' and families' right to privacy and other constitutional rights. However, the Caddo Parish School Board is required to provide educational services to all students. Students who attend school through virtual instruction shall participate without causing substantial interference with the educational process of other students.

Therefore, the Caddo Parish School Board declares that when a student is participating in school utilizing virtual instruction, the student is hereby expected to follow the rules of the Caddo Parish School Board so as to not interfere with the instruction of other students. This policy provides clearly defined conduct which the Caddo Parish School Board believes will cause substantial interference with the educational process and has created narrowly tailored disciplinary guidance in order to address the compelling governmental interest of providing quality education to all students while receiving virtual instruction. The discipline guidelines are intended to be progressive in nature depending upon the particular action(s) of the student.

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 camera is free of any object, writing, picture, or other display which, if possessed on school buses, in the classroom, or on school property, would subject the student to disciplinary action.

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 are not expected to be performing non-classroom related activities while participating in virtual classroom instruction. Non-classroom related activities include but are not limited to operating a motor vehicle. Students who engage in conduct in the virtual classroom that violates the *Student Code of Conduct* and this *Virtual Instruction 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:

1. Bullying and/or cyberbullying

2. The use of harassing or discriminatory language

3. Use of obscene language, profanity, inappropriate language, writing or drawings Displaying obscene gestures, drawings, images, audios, videos, etc.

4. Displaying pornography or nudity whether in a printed or digital context

5. Committing lewd or sexual acts or simulations*

6. Repeated disruptions of the classroom

7. Display of nudity, indecent dress, disrobing, etc.

8. Exhibiting disrespect for the teacher or other school personnel

9. Interference with the instructional audio or video

10. The handling or display of weapons or facsimile weapons

11. Use or display of drugs, alcohol, tobacco, or vaping devices

12. Cheating on assignments, i.e. sharing work, answers, etc.

13. Divulging confidential information

14. Violation of computer/password security

15. Violations of the Board's/School's Acceptable Use Policy or Device Contract

16. Operating a motor vehicle during virtual instruction.

* 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.

Although the Caddo Parish School Board has listed certain offenses which clearly substantially interfere with the educational process, it recognizes that all offenses cannot be described in one document. If a student commits a serious offense that is not written in these guidelines that substantially causes disruption in the virtual instruction setting, that student may be removed from the school setting and may be subject to discipline up to and including expulsion.

This policy and discipline guidelines are to be provided to the students and their parents in accordance with Caddo Parish School Board policy.

New policy: December 15, 2020

Ref: La. Rev. Stat. Ann. §17:416; Board minutes, 12-15-20

VIRTUAL DISCIPLINE GUIDELINES

INF#	JCAMPUS CODE	STATE CODE	INFRACTION(S)	1st	2nd	3rd	4th
1	45, 77	35	Bullying Cyberbullying	The Principal renders due process due to the student and the student is suspended for a minimum of three (3) days up to a maximum of nine (9) days during which time an expulsion hearing will be held. The Principal shall file charges immediately if evidence is present in accordance with disciplinary actions as outlined in Policy JG.			
2			Use of harassing or discriminatory language	The Principal renders due process (Same as infraction 1) as outlined in Policy JG.			
3	04, 36, 68	04	Use of obscene language, profanity, inappropriate language, writing or drawings. Displaying obscene gestures, drawings, images, audios, videos, etc.	The student will complete a written reflective activity, and parental contact is made.	The student is suspended for up to three (3) days with a virtual parent return. Student may be referred for counseling.	The student is suspended for up to five (5) days with a virtual parent return and a student discipline contract is developed.	The student is suspended up to nine (9) days pending an expulsion hearing.
4	05, 46	05	Display pornography or nudity whether printed or digital context.	The Principal renders due process to the student and the student is suspended for a minimum of three (3) days and up to a maximum of nine (9) days pending an investigation. The student and parent/legal guardian are informed if the suspension is extended to include pending an expulsion hearing or rescinded.			

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5	05, 46	05	Committing lewd or sexual acts or simulations[1] [1] School and/or district officials shall be required, as mandatory reporters, to alert local law enforcement and/or the Department of Children and Family Services if they observe conduct, messages, or objects that raise legitimate	The Principal renders due process (Same as infraction 1) as outlined in Policy JG.			
6	01, 97	01	Repeated disruptions of the classroom	The student will complete a written reflective activity and a behavior contract/plan is developed. The student will return to the virtual classroom	The student is suspended for up to three (3) days with a virtual parent return. The student will be referred for counseling	The student is suspended for up to five (5) days.	The student is suspended for up to nine (9) days pending an expulsion hearing.
7	05, 46	05	Display of nudity, indecent dress, disrobing, etc.	The Principal renders due process (Same as infraction 1) as outlined in Policy JG.			
8	01, 97	01	Exhibiting disrespect for the teacher or other school personnel.	The student will receive counseling and parental contact is made. The student will complete a reflective activity.	The student is suspended for up to three (3) days with a virtual parent return and counseling and/or interventions are initiated.	The student is suspended for up to four (4) days with a virtual parent return and a student discipline contract.	The student is suspended for up to five (5) days pending an expulsion hearing.
9			Interference with the instructional audio or video.	The Principal renders due process (Same as infraction 1 as outlined in Policy JG).			
10	13, 14		The handling or display of weapons or facsimile weapons.	The Principal renders due process due to the student and the student is suspended at a minimum of three (3) days up to a maximum of nine (9) days			

				during which time an expulsion hearing will be held. The Principal shall file charges immediately if evidence is present. In the case of a student in grades Kindergarten through Grade Five who is found carrying or possessing a knife, the blade of which equals or exceeds two inches in length, the Principal may (1), but is not required to recommend the student for expulsion.			
11	07 (D) 09 (A) 08 (vaping devices)	07 (D) 09 (A)	Use or display of drugs, alcohol, tobacco, vaping devices or imitation devices.	The student is required to complete a reflective activity. A referral is made to the Counselor. The student is required to return via a virtual parent	The student is required to return via a virtual parent return. A possible referral to Child Protective Services (CPS) can be made.	The Principal renders due process (Same as infraction 1) as outlined in Policy JG.	
12	41, 100	38	Cheating on assignments, i.e. sharing work, answers, etc.	The student is suspended for one (1) day with a virtual parent return. Student must write a reflective activity.	The student is suspended for up to three (3) days with a virtual parent return. A referral is made to the Counselor.	The student is suspended for up to five (5) days with a virtual parent return.	The student is suspended up to nine (9) days pending a hearing.
13	41, 100	38	Divulging confidential information. Violation of computer/password security Violations of theBoard's/School's Acceptable Use Policy or Device Contract	The student must write a reflective activity.	The Principal renders due process with a one (1) day suspension (Same as infraction 1) as outlined in Policy JGR/GBN.	The Principal renders due process with up to two (2) days suspension (Same as infraction 1) as outlined in Policy JGR/GBN.	The Principal renders due process with up to five (5) days suspension (Same as infraction 1) as outlined in Policy JGR/GBN.
14			Operating a vehicle while participating in virtual instruction.	The Principal (or designee) holds a virtual conference with the Parent/student and SRO concerning operating a vehicle while in virtual instruction.	The student will complete a reflective activity and a behavior contract is developed.	The student returns via a virtual parent return.	

1. 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, or objects that raise legitimate concern for the safety and well-being of students in virtual classroom.

2. If infraction is not listed on the virtual discipline policy grid and a student commits any other serious offense, the regular Discipline Grid is used.

New regulation: February 23, 2021.

Ref: La. Rev. Stat. Ann. §17:416; Board minutes, 2-23-21.

FILE: JG
Cf: GBRA, JDA
Cf: JGCE, JGFB

STUDENT WELFARE

While the Caddo Parish School Board recognizes the potential for inappropriate behavior by students and/or adults toward the children enrolled in Caddo Parish schools, it shall, to the best of its ability, take precautions and institute regulations and procedures to provide a safe and secure environment for its students in all public schools of the Caddo Parish.

In its efforts to protect its students, the Board shall require, at a minimum, the following:

1. No employee or volunteer shall be alone with a student in any classroom, office, meeting room, or other similarly enclosed area on school property unless during the full time of such interaction between the student and employee, another school employee, the student's parent, or other authorized adult is present, or the student and employee are clearly visible by persons outside such area through either an open door or entrance, or through a window or other means that provides an unobstructed view of the student and employee.

   Interactions may be permitted between:

   A. A student and guidance counselor

   B. A student and a school employee during the administration of a test when the student's *Individualized Education Program* (IEP) precludes the presence of other individuals

   C. A student and a school nurse or between a student and a school employee engaged in the performance of noncomplex health procedures

   D. Any other interaction permitted as determined by the Louisiana Board of Elementary and Secondary Education (BESE)

2. Roles of employees, and especially of volunteers, in working with students shall be clearly documented. Volunteers shall sign an agreement stating they understand the regulations and procedures governing contact with students and agree to any criminal background checks the Board may require. Thorough training shall be given all employees and volunteers regarding the child abuse prevention program.

Adopted: April 20, 2021

Ref: La. Rev. Stat. Ann. §§14:403, 17:7, 17:81.6, 23:161, 23:162, 23:163; La. Children's Code, Art. 603, Art. 609; Board minutes, 4-20-21.

STUDENT INSURANCE PROGRAM

The Caddo Parish School Board shall make available student accident insurance for purchase for students attending schools of the School District. An application form provided by the insurance carrier shall be sent home with students during the first week of school. The schools shall not be liable for any premium payment. Claim forms shall be furnished by the insurance carrier and copies shall be available in the school office.

EXTRACURRICULAR ACTIVITIES INSURANCE COVERAGE

The parents/legal guardians of all students or the student if eighteen (18) years of age or older, participating on any interscholastic athletic team, including varsity football, junior varsity football, junior high football, all basketball, baseball, track, swimming, any other competitive sport for boys or girls, cheerleading squads, dance team, band, and any sponsored work-based program, shall be required to purchase student accident insurance or shall be required to submit a signed form declining student insurance and acknowledging full personal responsibility for any expenses associated with any injury suffered by the student as a result of participating in any extracurricular activity. The insurance form must be presented to the school before the student shall be permitted to participate in any athletic or other activity for which insurance coverage is needed.

Adopted: April 20, 2021

Ref: La. Rev. Stat. Ann. §17:81; Board minutes, 2-18-81, 8-19-81, 4-20-21.

SCHOOL WELLNESS

The Caddo Parish School Board is committed to the optimal development of every student. The School Board believes that for students to have the opportunity to achieve personal, academic, developmental and social success, the School Board shall strive to ensure positive, safe and health-promoting learning environments at every level, in every setting, throughout the school year.

It is the School Board's desire to ensure environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Specifically, the School Board shall establish goals and procedures to ensure that:

- Students in the Caddo Parish public schools have access to healthy foods throughout the school day – both through reimbursable school meals and other foods available throughout the school campus – in accordance with Federal and state nutrition standards;
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;
- Students have opportunities to be physically active before, during and after school;
- Schools engage in nutrition and physical activity promotion and other activities that promote student wellness;
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school;
- The community is engaged in supporting the work of the School Board in creating continuity between school and other settings for students and staff to practice lifelong healthy habits; and
- The School Board establishes and maintains an infrastructure for management, oversight, implementation, communication about and monitoring of the policy and its established goals and objectives.

SCHOOL HEALTH ADVISORY COUNCIL (SHAC)

The School Board shall establish a *School Health Advisory Council* (SHAC) to advise the School Board on physical activity for students, physical and health education, nutrition, and overall student health. The council members shall be appointed by the School Board and shall include parents of students and individuals representing the community, as well as school health and food service professionals. The *School Health Advisory Council* shall assist in implementation, periodic review, and updating of the *School Wellness* policy.

The Superintendent or his/her designee shall be responsible for assuring compliance with established district-wide nutrition and physical activity wellness policies. In each school, the principal or designee shall oversee compliance with those policies in his/her school and shall report on the school's compliance to the Superintendent or his/her

designee.

School food service staff, at the school or district level, shall assess compliance with nutrition policies within school food service areas and report on this matter to the Superintendent (or if done at the school level, to the school principal).

IMPLEMENTATION

The School Board shall develop and maintain a plan for implementation to manage and coordinate the execution of the *School Wellness* policy. The plan shall delineate roles, responsibilities, actions and timelines specific to each school; and include information about persons responsible for making changes; as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness.

This *School Wellness* policy and any progress reports shall be maintained on the School Board's website.

TRIENNIAL PROGRESS ASSESSMENTS

At least once every three (3) years, the School Board shall evaluate compliance with the *School Wellness* policy to assess the implementation of the policy and document the assessment for each school under its jurisdiction. The *School Wellness* policy shall be assessed and updated as indicated at least every three (3) years, following the triennial assessment**.**

RECORDKEEPING

The School Board shall retain records to document compliance with the requirements of the *School Wellness* policy at the Caddo Parish School Board central office. Documentation maintained in this location shall include, but not be limited to:

- The written *School Wellness* policy;
- Documentation demonstrating that the policy has been made available to the public;
- Documentation of efforts to review and update the *School Wellness* policy; including an indication of who is involved in the update and methods the School Board uses to make stakeholders aware of their ability to participate on the *School Health Advisory Council*;
- Documentation to demonstrate compliance with the annual public notification requirements;
- The most recent assessment on the implementation of the *School Wellness* policy;
- Documentation demonstrating the most recent assessment on the implementation of the *School Wellness* policy has been made available to the public.

COMMUNITY INVOLVEMENT, OUTREACH AND COMMUNICATIONS

The School Board is committed to being responsive to community input, which begins with awareness of the *School Wellness* policy. The School Board shall inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and application procedures, and a description of and compliance with nutrition standards. The School Board shall use electronic mechanisms, such as e-mail or displaying notices on the School Board's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the *School Wellness* policy, as well as how to get involved and support the *School Wellness* policy and activities/initiatives. The School Board shall ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the School Board and individual schools are communicating important school information with parents.

Annual Notification of Policy

The School Board shall actively inform families and the public each year of basic information about the *School Wellness* policy, including its content, any updates to the policy and implementation status. The School Board shall make this information available via the School Board's website and/or district-wide communications.

NUTRITION

School Meals

The Caddo Parish School Board is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams *trans*-fat per serving (nutrition label or manufacturer's specification); and to meeting the nutrition needs of school children within their calorie requirements.

All public schools within Caddo Parish participate in the *United States Department of Agriculture* (USDA) child nutrition programs, including the *National School Lunch Program* (NSLP), the *School Breakfast Program* (SBP). All public schools within Caddo Parish shall be committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations.

Water

To promote hydration, free, safe, unflavored drinking water shall be available to all students throughout the school day and throughout every school campus. The School Board shall make drinking water available where school meals are served during mealtimes.

Competitive Foods and Beverages

The School Board is committed to ensuring that all foods and beverages available to students on the school campus during the school day support healthy eating. The foods and beverages sold and served outside of the school meal programs (e.g., "competitive" foods and beverages) shall meet the nutrition standards as outlined in 7 CFR 210.11. These standards aim to improve student health and well-being, increase consumption of healthful foods during the school day and create an environment that reinforces the development of healthy eating habits.

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day shall meet or exceed the USDA nutrition standards. These standards shall apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores and snack or food carts.

Food and Beverage Marketing in Schools

It is the intent of the School Board to protect and promote student health by restricting advertising and marketing in the schools to only those foods and beverages that are permitted to be sold on campus, consistent with this *School Wellness* policy and its implementation plan.

Other Food and Beverages Provided, but not Sold, on School Campuses

The School Board has developed the following guidelines for foods and beverages which are provided, but not sold, during the school day:

1. Celebrations and parties. The School Board will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.

2. Classroom snacks brought by parents. The School Board will provide to parents a list of foods and beverages that meet Smart Snacks nutrition standards.

3. Rewards and incentives. The School Board will provide teachers and other relevant school staff a list of alternative ways to reward children. Foods and

beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff shall receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion shall also include marketing and advertising nutritious foods and beverages to students as well as encouraging participation in school meal programs.

Nutrition Education

The School Board shall teach, model, encourage and support healthy eating by all students. Schools shall provide nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences and elective subjects;
- Includes enjoyable, developmentally-appropriate, culturally-relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Links with school meal programs, cafeteria nutrition promotion activities, school gardens, and other school foods and nutrition-related community services;

PHYSICAL ACTIVITIES

Physical Education

The School Board shall provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum shall promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits.

All School Board elementary (K-8) students shall receive physical education for at least 30 minutes per day throughout the school year. High school students are required to

have a minimum of 1.5 Carnegie units in physical education to graduate.

The School Board physical education program shall promote student physical fitness through individualized fitness and activity assessments and shall use criterion-based reporting for each student.

Physical Activity

Students in grades K-8 are required by state law to receive at least thirty (30) minutes of physical activity per day. High school students shall be encouraged to incorporate physical activity into their day. A substantial percentage of students' physical activity can be provided through a comprehensive school physical activity program. Such programs reflect strong coordination and synergy across all of the components: quality physical education as the foundation; physical activity before, during and after school; staff involvement and family and community engagement. Schools shall ensure that varied physical activity opportunities are in addition to, and not as a substitute for, physical education.

To the extent practicable, the School Board shall ensure that its grounds and facilities are safe and that equipment is available to students to be active.

Classroom Physical Activity Breaks (Elementary and Secondary)

The School Board recognizes that students are more attentive and ready to learn if provided with periodic breaks when they can be physically active or stretch. Thus, students shall be offered periodic opportunities to be active or to stretch throughout the day on all or most days during a typical school week. Teachers shall be encouraged to provide short (3-5-minute) physical activity breaks to students during and between classroom time at least three (3) days per week. Such physical activity breaks shall complement, not substitute, for physical education class, recess, and class transition periods.

The School Board shall provide resources and links to resources, tools, and technology with ideas for classroom physical activity breaks. Resources and ideas are also available through USDA and other organizations which promote health and wellness.

Active Academics

Teachers shall be encouraged to incorporate movement and kinesthetic learning approaches into "core" subject instruction when possible (e.g., science, math, language arts, social studies and others) and do their part to limit sedentary behavior during the school day.

The School Board shall support classroom teachers incorporating physical activity and employing kinesthetic learning approaches into core subjects by providing annual

professional development opportunities and resources, including information on leading activities, activity options, as well as making available background material on the connections between learning and movement. Teachers shall serve as role models by being physically active alongside the students whenever feasible.

OTHER ACTIVITIES THAT PROMOTE STUDENT WELLNESS

The School Board shall integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues and physical activity facilities. The School Board shall coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development and strong educational outcomes.

Public schools in Caddo Parish shall be encouraged to coordinate content across curricular areas that promote student health, such as teaching nutrition concepts in mathematics, with consultation provided by either the school or the School Board's curriculum experts.

All efforts related to obtaining federal, state or other organizational recognition for efforts, or grants/funding opportunities for healthy school environments shall be coordinated with and complementary of the *School Wellness* policy, including but not limited to ensuring the involvement of the *School Health Advisory Council*.

All school-sponsored events shall adhere to the *School Wellness* policy guidelines. All school-sponsored wellness events shall include physical activity and healthy eating opportunities when appropriate.

DEFINITIONS

In accordance with 7 CFR 210.11, for purposes of this policy:

School day shall be defined as beginning at midnight until thirty (30) minutes after the official school day ends.

School campus shall be defined as all areas of the property under the jurisdiction of the school that are accessible to students during the school day.

Adopted: April 20, 2021

Ref: PL 108-265 (*Section 204, Child Nutrition and Women, Infants, and Children*

(WIC) Reauthorization Act of 2004); 42 USC 1751 et seq. *(Richard B. Russell National School Lunch Act);* 42 USC 1771 et seq. *(Child Nutrition Act of 1966)*; 7 CFR 210 *(National School Lunch Program)*; 7 CFR 220 *(School Breakfast Program)*; La. Rev. Stat. Ann. §17:17.1, 17:197.1; Board minutes, 6-27-06, 6-20-17, 4-20-21.

STUDENT HEALTH SERVICES

HEALTH CARE CENTERS

In order to provide adequate health care and services to students, the Caddo Parish School Board may authorize the establishment of student health care centers in the schools of the parish. Any health clinic established shall be supervised by a school nurse, who shall be licensed in accordance with state law. Health care centers shall provide services which include, but are not limited to the following: treatment of minor illness and injury, routine physical examinations, immunizations, referrals to alcohol and drug abuse prevention program counselors, and mental health services. No student shall receive any type of service unless the required standardized school health forms as outlined in *Health and Safety*, Bulletin 135 have been signed, returned to school, and have been filed in the clinic.

HEARING AND VISION SCREENING

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

A record of such examination shall be kept by the School Board, with a follow-up performed on the deficiencies within sixty (60) days, and the parent or tutor of every pupil found to have any defect of sight or hearing shall be notified in writing. A written report of all such examinations shall be made to the State Superintendent of Education but shall not be made available to the public.

TESTING FOR DYSLEXIA

Upon the request of a parent, student, school nurse, classroom teacher, or other school personnel who has reason to believe that a student has a need to be tested for dyslexia, that student shall be referred to the school building level committee for additional testing. The School Board may provide for additional training for school nurses to aid in identifying dyslexic students.

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

OTHER HEALTH CONSIDERATIONS

The School Board acknowledges that only properly trained personnel shall make

recommendations regarding certain health issues of students.

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

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

1. An employee of the School Board who is a registered nurse, nurse practitioner, physician, or an appropriately credentialed mental health professional or teacher from recommending that a student be evaluated by an appropriate medical practitioner.

2. A teacher or other certified employee of the School Board from suggesting a student be assessed or evaluated by qualified employees of the School Board who perform such function.

3. A teacher assessing or evaluating any element of a student's academic readiness, performance, or achievement.

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

Definitions

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

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

ADMINISTERING CATHETERS

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

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

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

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

4. Individuals who are required to perform catheterizations and have been trained according to statutory provisions, may not decline to perform such service except as exempted by a licensed medical physician or a registered nurse. The reasons for such exemption shall be documented and certified by the licensed medical physician or a registered nurse within seventy-two (72) hours.

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

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

PERFORMING NONCOMPLEX HEALTH PROCEDURES

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

1. Modified activities of daily living which require special instruction such as toileting/diapering, bowel/bladder training, toilet training, oral/dental hygiene,

lifting/positioning, and oral feeding.

2. Health maintenance procedures such as postural drainage, percussion, tracheostomy suctioning, gastrostomy feeding and monitoring of these procedures.

3. Screenings such as growth, vital signs, hearing, vision, and scoliosis.

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

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

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

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

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

4. Individuals who are required to perform noncomplex health procedures and have been trained according to the provisions of state law and this policy may not

decline to perform such service at the time indicated except as exempted for reasons as noted by the licensed medical physician or registered nurse. The reasons for such exemption shall be documented and certified by the licensed medical physician or a registered nurse within seventy-two (72) hours.

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

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

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

For the purposes of this section of the policy, *employee* means any appropriate member of the education staff, and *appropriate licensed health professional* shall include a licensed practical nurse.

Adopted: April 20, 2021

Ref: La. Rev. Stat. Ann. §§14:403, 17:170, 17:435, 17:436, 17:436.2, 17:2112,

40:31.3; Irving Independent School District v. Tatro, 104 S. Ct. 33371 (1984); *Health and Safety*, Bulletin 135, Louisiana Department of Education; Board minutes, 4-20-21.

IMMUNIZATIONS

The Caddo Parish School Board shall require all children entering any school for the first time and upon entering the sixth grade to present satisfactory evidence of immunization against vaccine-preventable diseases according to state law and a schedule approved by the state office of public health or shall present evidence of an immunization program in progress. In addition, a student who is eleven (11) years old and entering a grade other than the sixth grade shall provide satisfactory evidence of current immunization against meningococcal disease. The School Board may require immunizations or proof of immunity more extensive than required by the office of public health. Any student failing to meet the immunization standards shall be prohibited from attending school until such time as the immunization standards are met.

A child transferring from another school system in or out of the state, shall submit either a certificate of immunization or a letter from his/her personal physician indicating immunization against the diseases mentioned above and/or any others which may be required, and certificate or statement indicating that the tests required have been performed, or a statement that such immunizations and tests are in progress. *In progress* shall mean that the child has an immunization due after the date school has begun, because the child began his/her immunization late, or because the child's pediatrician has provided written orders for the child to receive an immunization after a certain date.

If booster injections for the diseases enumerated on the state schedule are advised, such booster injections shall be administered before the child enters a school system within the state.

Principals, or their designated representatives, of all schools shall be responsible for checking students' records to see that the provisions of this policy are enforced.

No child seeking to enter any school in the school district shall be required to comply with the provisions of this written policy if the child or his/her parent or guardian submits either a statement from a physician stating that this procedure is contraindicated for medical reasons, or a written dissent from the parents. Exception in compliance may also apply to any person who is unable to comply due to a shortage in the supply of available vaccinations against meningococcal disease.

If an outbreak of a vaccine-preventable disease occurs, upon the recommendation of the State Office of Public Health, school administrators may exclude from attendance unimmunized students until the appropriate disease incubation period has expired, or the unimmunized person presents evidence of immunization.

Adopted: April 20, 2021

Ref: La. Rev. Stat. Ann. ''17:170, 17:170.1, 17:170.2, 17:170.3; Board minutes, 4-

20-21.

COMMUNICABLE DISEASE

The Caddo Parish School Board recognizes the importance of protecting the health and welfare of the educational system from the spread of communicable diseases, including AIDS. A *communicable disease* shall be defined as a persistent or recurring infection which may be potentially transmitted to a susceptible person by contact with an infected individual.

When reliable evidence or information from a public health officer or physician confirms a student or employee of the School Board has a communicable disease or infection that is known to be spread by any form of casual contact and is considered a health threat to the school population, the Superintendent may exclude such person from school or employment for not more than five (5) days. Such student or staff member shall be excluded unless the public health officer approves school attendance or employment or the condition is no longer contagious.

When reliable evidence or information from a public health officer or physician confirms a student or staff member has a communicable disease or infection that is known not to be spread by casual contact, the decision as to whether or not the affected person will remain in school or the employment workplace shall be addressed on a case-by-case basis by a *Review Panel* to ensure due process.

If the infected individual is a student and his/her physician and/or a physician of the Board's choice indicates that the health of the student does not allow his/her continued attendance in the regular education program, education services shall be provided in the setting appropriate to the health status of the child.

Students whose parent/guardian knowingly conceal their child's having a communicable disease shall, upon identification, be suspended from school on an excused absence status, with the opportunity to make-up assignments and graded activities, for a maximum of ten (10) school days, during which time the Superintendent shall determine the student's school attendance status.

Irrespective of the disease presence, routine procedures shall be used and adequate sanitation facilities will be available for handling blood or body fluids within the school setting or school buses. School personnel will be trained in the proper procedures for handling blood and body fluids and these procedures shall be strictly adhered to by all school personnel (see policy *GAMFB, Guidelines for Handling Body Fluids in Schools*).

REVIEW PANEL

Communicable diseases that are known not to be spread by casual contact shall be addressed on a case-by-case basis by a *Review Panel*. Membership of the *Review Pane*l, procedures for convening the *Review Panel*, and the process used to review the case shall be as outlined in Bulletin 741, *Louisiana Handbook for School Administrators*.

The Superintendent shall provide a written decision to the affected party within three (3) operational days (i.e., a day when the School Board Central Office is open for business) after the Panel convenes. The written decision shall convey information brought out during the review process and include the rationale for the decision concerning school attendance by the student or employee.

APPEALS

Appeals may be made by the parent, guardian, or affected employee in writing to the Superintendent and subsequently to the Board as outlined in Bulletin 741, *Louisiana Handbook for School Administrators*. If the written decision of the Superintendent is contrary to the majority opinion of the *Review Panel*, a majority of the *Review Panel* has the right to appeal the decision in the same manner as outlined in Bulletin 741.

CONFIDENTIALITY

All persons involved in procedures to assess school attendance of a student or employee with a communicable disease that is not spread by casual contact shall be required to treat all medical information about the student/employee, proceedings, deliberations, and documents as *confidential information*. Records of the proceedings and the decisions shall be kept by the Superintendent in a sealed envelope with access limited to only those persons receiving the consent of the parent/guardian or infected person, in accordance with state or federal law.

Before any medical information is shared with anyone in the school setting, a *Need to Know* review shall be made which includes the parent/legal guardian, student if age 18 or over, employee or his/her representative, unless the information is required to meet the mandates of federal or state law or regulation, or Louisiana Board of Elementary and Secondary Education (BESE) policy.

IDENTIFICATION AND CONTROL OF HEAD LICE

It is the policy of the School Board to exclude from school any student suspected of having symptoms of head lice until satisfactory treatment has been given. The student shall be readmitted to school after the parent or guardian provides proof of treatment has been administered. Lice and/or eggs can no longer be present as determined by the school nurse. If days absent are excessive, the Supervisor of Child Welfare and Attendance shall determine if excessive absenteeism is excused or unexcused.

Adopted: April 20, 2021

Ref: La. Rev. Stat. Ann. §§17:81, 17:170; *Louisiana Handbook for School Administrators,* Bulletin 741, Louisiana Department of Education; Board minutes, 1-8-86, 6-4-86, 2-18-87, 4-20-21.

ADMINISTRATION OF MEDICATION

It is the policy of the Caddo Parish School Board that the administration of medication to students at school shall meet the following conditions and limitations. As used in this policy, the term *medication* shall include all prescription and non-prescription drugs.

1. WRITTEN ORDERS, APPROPRIATE CONTAINERS, LABELS, AND INFORMATION

   A. Medication shall not be administered to any student without a completed *Medication Order* from a physician or dentist licensed to practice medicine in Louisiana or an adjacent state, or any other authorized prescriber authorized in the state of Louisiana to prescribe medication or devices, ***and*** a letter of request and authorization from the student's parent or guardian. The following information shall be included:

      (1) the student's name
      (2) the name and signature of the physician/dentist/other authorized prescriber
      (3) physician's/dentist's/other authorized prescriber's business address, office phone number, and emergency phone numbers
      (4) relevant diagnosis
      (5) name, amount of each school dose, time of school administration, route of medication, and reason for use of medication
      (6) a written statement of the desired effects and the child specific potential adverse effects

   B. Medication shall be provided to the school by the parent/legal guardian in the container that meets acceptable pharmaceutical standards and shall include the following information:

      (1) name of pharmacy
      (2) address and telephone number of pharmacy
      (3) prescription number
      (4) date dispensed
      (5) name of student
      (6) clear directions for use, including the route, frequency, and other as indicated
      (7) drug name and strength
      (8) last name and initial of pharmacist
      (9) cautionary auxiliary labels, if applicable
      (10) physician's/dentist's/other authorized prescriber's name

      Labels of prepackaged medications, when dispensed, shall contain the following information in addition to the regular pharmacy label:

(1) drug name
(2) dosage form
(3) strength
(4) quantity
(5) name of manufacturer and/or distributor
(6) manufacturer's lot or batch number

2. ADMINISTRATION OF MEDICATION: GENERAL PROVISIONS

A. Once trained, the school employee who administers medication may not decline to perform such service at the time indicated, unless exempted in writing by the MD or RN.

B. During the period when the medication is administered the person administering medication must be relieved of all other duties. This requirement does not include the observation period required in 2.-F below.

C. Except in the case of a trained unlicensed diabetes care assistant administering diabetes medications (if applicable) or in life-threatening situations, trained unlicensed school personnel may not administer injectable medications.

D. All medications must be stored in a secured locked area or locked drawer with limited access except by authorized trained school personnel.

E. Only oral, inhalant, topical ointment for diaper rash, and emergency medications may be administered at school by unlicensed, but trained, school personnel. Under special circumstances, other medications may be administered as warranted with prior approval of the school nurse.

F. Each student must be observed by a school employee for a period of 45 minutes following the administration of medication. This observation may occur during instruction time.

G. School medication orders shall be limited to medication which cannot be administered before or after school hours.

3. PRINCIPAL

The principal shall designate at least two (2) employees to receive training and administer medications in each school.

4. TEACHER

The classroom teacher who is not otherwise previously contractually required

shall not be assigned to administer medications to students. A teacher may request in writing to volunteer to administer medications to his/her own students.

The administration of medications shall not be a condition of employment of teachers employed subsequent to July 1, 1994. A regular education teacher who is assigned an exceptional child shall not be required to administer medications.

5. SCHOOL NURSE

A. The school nurse, in collaboration with the principal, shall supervise the implementation of the school policies for the administration of medications in schools to ensure the safety, health and welfare of the students.

B. The school nurse shall be responsible for the training of non-medical personnel who have been designated by each principal to administer medications in each school. The training must be at least six (6) hours and include but not be limited to the following provisions:

(1) Proper procedures for administration of medications including controlled substances
(2) Storage and disposal of medications
(3) Appropriate and correct record keeping
(4) Appropriate actions when unusual circumstances or medication reactions occur
(5) Appropriate use or resources

6. PARENT/LEGAL GUARDIAN

A. The parent/legal guardian who wishes medication administered to his/her child shall provide the following:

(1) A letter of request and authorization that contains the following information:

a. the student's name;
b. clear instructions for school administration;
c. prescription number, if any;
d. current date;
e. relevant diagnosis;
f. name, amount of each school dose, time of school administration, route of medication, and reason for use of medication;
g. physician's/dentist's/other authorized prescriber's name;
h. the parent's/legal guardian's printed name and signature;
i. parent's/legal guardian's emergency phone number;
j. statement granting or withholding release of medical

information;

(2) A written order for each medication to be given at school, including annual renewals at the beginning of the school year. The new orders dated before July of that school year shall not be accepted. No corrections shall be accepted on the physician's *Medication Order* form. Alteration of this form in any way or falsification of the signature is grounds for prosecution. Orders for multiple medications on the same form, an incomplete form, or a form with a physician's/dentist's/ other authorized prescriber's stamp shall not be accepted. Faxed orders may be accepted; original orders must be received within five (5) business days.

(3) A prescription for all medications to be administered at school, including medications that might ordinarily be available over-the-counter. **Only** the physician/dentist/other authorized prescriber or his/her staff may write on the *Medication Order* form. This form must be signed by the physician/dentist/other authorized prescriber.

(4) A list of all medications that the student is currently receiving at home and school, if that listing is not a violation of confidentiality or contrary to the request of the parent/legal guardian or student.

(5) A list of names and telephone numbers of persons to be notified in case of medication emergency in addition to the parent/legal guardian and licensed physician/dentist/other authorized prescriber.

(6) Arrangements for the safe delivery of the medication to and from school in the properly labeled container as dispensed by the pharmacist; the medication must be delivered by a responsible adult. The parent/ legal guardian will need to get two (2) containers for each prescription from the pharmacist in order that the parent/legal guardian, as well as the school, will have a properly labeled container. If the medication is not properly labeled and does not match the physician's order exactly, it will not be given.

B. All aerosol medications shall be delivered to the school in pre-measured dosage.

C. Provide no more than a thirty-five (35) school day supply of medication in a properly labeled container to be kept at school.

D. The initial dose of a medication shall be administered by the student's parent/legal guardian outside the school jurisdiction with sufficient time for observation for adverse reactions.

E. The parent/legal guardian shall work with those personnel designated to

administer medication as follows:

(1) Cooperate in counting the medication with the designated school personnel who receives it and sign the *Drug Receipt* form.

(2) Cooperate with school staff to provide for safe, appropriate administration of medications to students, such as positioning, and suggestions for liquids or foods to be given with the medication.

(3) Assist in the development of the emergency plan for each student.

(4) Comply with written and verbal communication regarding school policies.

(5) Grant permission for school nurse/physician/dentist/other authorized prescriber consultation.

(6) Remove or give permission to destroy unused, contaminated, discontinued, or out-of-date medications according to the school guidelines.

Severe Allergies

The parent(s) shall provide a doctor's statement outlining the extent of the child's allergy. The principal shall coordinate a meeting with the parents and the parties involved to discuss accommodations needed to protect the child. The student's class and all faculty, including school nurse, bus drivers and enrichment teachers shall be informed of the child's allergy. Parent groups shall be informed of the student's allergy and encouraged to provide food that does not contain nuts or allergen during scheduled events.

A copy of the doctor's statement shall be sent to the Child Nutrition Programs department. A registered dietitian shall consult with the physician if necessary and plan a daily meal pattern to be followed by the cafeteria staff.

The school shall designate the classroom and an allergy-free zone of the cafeteria for students with severe allergies to use. The cafeteria shall maintain an allergy-free table throughout the day, including breakfast and lunchtime. Food preparation at school shall contain no peanut or peanut products/allergen. The student shall be responsible for ensuring that he/she sits at this table. Any sandwich/sack lunch brought from home should be considered as having peanut/nut products/allergen. Those children shall eat in another area of the cafeteria. Under no circumstances shall lunches be taken from students.

Students shall be trained regarding the student's allergy, prevention and response (i.e., washing hands after eating nut products, recognizing the student's allergy symptoms and telling an adult).

The principal shall inform substitute teachers and all staff that accompanies the student on field trips/scheduled events of the student's allergy. Teachers/ individuals assigned to accompany the student on field trips, etc. shall be knowledgeable about his/her allergy, his/her health management plan and trained to administer any needed medication.

7. STUDENT SELF-MEDICATION

Only those medical conditions which require immediate access to medications to prevent a life threatening or potentially debilitating situation shall be considered for self-administration of medication. Compliance with the school policy for a drug- free zone shall also be met if possible.

Asthma, Diabetes, or the Use of Auto-Injectable Epinephrine

Self-administration of medications by a student with asthma or diabetes or the use of auto-injectable epinephrine by a student at risk of anaphylaxis shall be permitted by the School Board, provided the student's parent or other legal guardian provides the school in which the student is enrolled with the following documentation:

A. Written authorization for the student to carry and self-administer such prescribed medications.

B. Written certification from a licensed medical physician or other authorized prescriber that the student:

1) has asthma, diabetes, or is at risk of having anaphylaxis

2) has received instruction in the proper method of self-administration of the student's prescribed medications to treat asthma, diabetes, or anaphylaxis

C. A written treatment plan from the student's licensed physician or authorized prescriber for managing asthma, diabetes, or anaphylactic episodes. The treatment plan shall be signed by the student, the student's parent or other legal guardian, and the student's physician or other authorized prescriber. The treatment plan shall contain the following information:

1) The name, purpose, and prescribed dosage of the medications to be self-administered.

2) The time or times the medications are to be regularly administered and under what additional special circumstances the medications

are to be administered.

3) The length of time for which the medications are prescribed.

D. Any other documentation required by the School Board.

The required documentation shall be maintained in the office of the school nurse or other designated school official.

The School Board shall inform the parent or other legal guardian of the student in writing that the school and its employees shall incur no liability as a result of any injury sustained by the student from the self-administration of medications used to treat asthma, diabetes, or anaphylaxis. The parent or other legal guardian of the student shall sign a statement acknowledging that the school shall incur no liability and that the parent or other legal guardian shall indemnify and hold harmless the school and its employees against any claims that may arise relating to the self-administration of medications used to treat asthma, diabetes, or anaphylaxis.

A student who has been granted permission to self-administer medication by the School Board shall be allowed to carry and store with the school nurse or other designated school official an inhaler, auto-injectable epinephrine, or insulin, at all times.

Permission for the self-administration of asthma or diabetes medications or use of auto-injectable epinephrine by a student shall be effective only for the school year in which permission is granted. Permission for self-administration of asthma or diabetes medications or the use of auto-injectable epinephrine by a student shall be granted by the School Board each subsequent school year, provided all of the requirements of this part of the policy are fulfilled.

Upon obtaining permission to self-administer asthma or diabetes medication or to use auto-injectable epinephrine, a student shall be permitted to possess and self-administer such prescribed medication at any time while on school property or while attending a school sponsored activity. A student who uses any medication permitted by this policy in a manner other than as prescribed shall be subject to disciplinary action; however, such disciplinary action shall not limit or restrict such student's immediate access to such prescribed medication.

Auto-injectable epinephrine means a medical device for the immediate self-administration of epinephrine by a person at risk for anaphylaxis.

Glucagon means a hormone that raises the level of glucose in the blood. Glucagon, given by injection is used to treat severe hypoglycemia.

Inhaler means a medical device that delivers a metered dose of medication to alleviate the symptoms of asthma.

Insulin Pen means a pen-like device used to put insulin into the body.

Insulin Pump means a computerized device that is programmed to deliver small, steady, doses of insulin.

Other Permitted Medications

Self administration of other medications by a student may be permitted by the School Board, provided that:

A. *Medication Order* from the physician or authorized prescriber and from the student's parent or guardian shall be on file and communication with the prescriber has been established.

B. The school nurse has evaluated the situation and deemed it to be safe and appropriate, and has developed a medical administration plan for general supervision. The administration plan may include observation of the procedure, student health counseling and health instruction regarding the principles of self-care.

C. The principal and appropriate staff are informed that the student is self-administering the prescribed medication.

D. The medication is handled in a safe, appropriate manner.

E. The school principal and the school employed registered nurse determine a safe place for storing the medication.

The medication must be accessible if the student's health needs require it; this information is included in the medication administration plan.

F. Some medication should have a backup supply readily available.

G. The student records the medication administration and reports unusual circumstances (as a general rule the student must record all dates and times he/she is self-medicating during school hours. The medication log shall be kept in the main office where the student shall record this information unless otherwise noted on the student's *Individual Administration Plan*).

H. The school employed registered nurse, and/or the designated employee monitors the student.

8. ACCEPTABLE SCHOOL MEDICATIONS

School medication orders shall be limited to medications which cannot be administered before or after school hours. Parents may come to school and administer medication to their children at any time during the school day.

Medications which may be considered as acceptable under this policy:

A. Medication to modify behavior (e.g., Ritalin, when the sustained action form of this medication is not effective.)

B. Severe allergic reactions - must have specific written instructions from a physician.

C. Anticonvulsive medication.

D. Medication for asthma or diabetes.

E. Medication given in extenuating circumstances.

F. Non-prescription (over-the-counter) drugs will only be given if medical certification of extenuating circumstances and prescription is obtained.

G. Antibiotics and other short-term medications will not be given at school, unless so ordered by a physician, dentist, or authorized prescriber.

H. The Caddo Parish School Board hereby authorizes the school nurse or a trained school employee at each school to administer auto-injectable epinephrine to a student who the school nurse or trained school employee, in good faith, professionally believes is having an anaphylactic reaction, whether or not such student has a prescription for epinephrine.

At least one employee at each school shall receive training from a registered nurse or a licensed medical physician in the administration of auto-injectable epinephrine. The school nurse or trained employee may administer the auto-injectable epinephrine to respond to a student's anaphylactic reaction, under a standing protocol from a physician licensed to practice medicine in the state.

Each school may maintain a supply of auto-injectable epinephrine at the school in a locked, secure, and easily accessible location. A licensed physician may prescribe epinephrine auto-injectors in the name of the school system or the individual school to be maintained for use when deemed necessary.

Each school shall include this policy in its student handbook and post such policy on the school's website. Such policy shall also be disclosed to any parent or other legal guardian who notifies the school in which the student

is enrolled, in writing, that the student has an allergy or other condition which puts him at risk of anaphylaxis.

I. Other specific illnesses that require medication.

9. DIABETES

Each student with diabetes who seeks care for his/her diabetes while at school or while participating in a school-related activity shall submit a diabetes management and treatment plan on an annual basis. Such plan shall be developed by a physician licensed in Louisiana or an adjacent state, or by other authorized health care prescriber licensed in Louisiana who is selected by the parent or guardian to be responsible for such student's diabetes treatment. *School-related activities* include, but are not limited to, extracurricular activities and sports.

A student's diabetes management and treatment plan shall be kept on file in the school the student is enrolled and shall contain:

A. A detailed evaluation of the student's level of understanding of his/her condition and his/her ability to manage his/her diabetes.

B. The diabetes-related healthcare services the student may receive or self-administer at school or during a school-related activity.

C. A timetable, including dosage instructions, of any diabetes medications to be administered to the student or self-administered by the student.

D. The signature of the student (if age appropriate), the student's parent or legal guardian, and the physician or other authorized health care prescriber responsible for the student's diabetes treatment.

The parent or legal guardian of a student with diabetes shall annually submit a copy of the student's diabetes management and treatment plan to the principal or other appropriately designated personnel. The plan shall be reviewed by appropriate school personnel either prior to or within five (5) days after the beginning of each school year, or upon enrollment if the student enrolls after the beginning of the school year, or as soon as practicable following the student being diagnosed with diabetes, or as warranted by changes in the student's medical condition.

Upon receipt of the student's diabetes management and treatment plan, the school nurse shall conduct a nursing assessment of the student's condition and develop an *Individualized Healthcare Plan* (IHP). The school nurse shall be given not less than five (5) school days to develop an IHP and implement the provisions of the IHP within ten (10) school days of receipt of the diabetes management plan. The school nurse must assess the stability of the student's

diabetes both at home and in the school setting prior to the development of the IHP for care in the school setting.

The parent or legal guardian shall be responsible for all care related to the student's management plan until the IHP is developed, the parents or legal guardian have agreed and signed the plan, and it is implemented by the school nurse.

The School Board may utilize an unlicensed diabetes care assistant to provide appropriate care to a diabetic student, or assist a student with self-care of his/her diabetes, in accordance with the student's diabetes management and treatment plan, the student's IHP, and regulations contained in *Health and Safety*, Bulletin 135. An *unlicensed diabetes care assistant* is defined as a school employee who is not a healthcare professional, who is willing to complete training requirements established by BESE, and is determined competent by the school nurse to provide care and treatment to students with diabetes. An *unlicensed diabetes care assistant* also means an employee of an entity that contracts with the school or school system to provide school nurses who are responsible for providing health care services required by law or the Department of Education.

In accordance with a student's diabetes management and treatment plan, a student shall be permitted to self-manage his/her diabetes care as outlined in the student's management and treatment plan.

With written permission of a student's parent or legal guardian, a school may provide a school employee with responsibility for providing transportation for a student with diabetes, or supervising a student with diabetes with an off-campus activity. An information sheet with pertinent information about the student's condition and contact information in cases of emergency shall be provided the employee.

10. ADMINISTRATION OF MEDICATION ON FIELD TRIPS AND OTHER EXTRA-CURRICULAR ACTIVITIES

If a student with an identified medical need is to attend a field trip or other school-sponsored activity, the parents shall be notified to ascertain if any medication must be administered on the field trip or school-sponsored activity away from school. If so, the parent/legal guardian shall accompany the student to the activity to administer any medication.

If the parent/legal guardian cannot attend the field trip/activity with his/her child, the parent/legal guardian shall request in writing that the medication be administered on a pending field trip/activity by a non-School Board employee designated by the parent, or another trained person designated by the School Board. Such request shall include supporting documentation as outlined in this policy. The request shall state that the parent/legal guardian gives permission for

the designee or another trained person to administer the medication. If the parent does not designate a non-School Board employee to attend the field trip/activity, once the proper documentation has been submitted, the School Board shall assign a trained School Board employee to accompany the student on the field trip or other school-sponsored activity.

11. EXTENDED DAY CARE

In the event that a student attends extended day care and requires medication outside school hours (before or after school), medication orders that include the dosage(s), time(s), and medication(s), shall be obtained from the physician/dentist/other authorized prescriber before any administration of medication may be administered by properly trained personnel.

12. SUNSCREEN

In accordance with statutory provisions, *sunscreen* means a compound topically applied to prevent sunburn, and for the purpose of this policy shall not be considered medication. A student may possess and self-apply sunscreen at school, on a school bus, or at a school-sponsored function or activity without parental consent or the authorization of a physician.

If a student is unable to self-apply sunscreen, a school employee may volunteer to apply the sunscreen to the student. However, a school employee may apply sunscreen to a student *only* if his/her parent or legal guardian has provided *written consent* for this application. Neither the School Board nor the school employee shall be held liable for any adverse reaction relating to the employee's application of the sunscreen or his/her cessation of such application.

13. STUDENT CONFIDENTIALITY

All student information shall be kept confidential. The parent/legal guardian shall be required to sign the *Authorization for Release of Confidential Information* form, so that health information can be shared between the School Board and health care providers, such as hospitals, physician, service agency, school nurse, and/or other health provider.

Revised: December, 2012
Revised: May, 2013
Revised: October, 2013
Revised: December, 2016
Revised: October 24, 2017

Ref: La. Rev. Stat. Ann. ''17:81, 17:436.1, 17:436.3; *Health and Safety*, Bulletin 135, Louisiana Department of Education; Board minutes, 10-2-74, 11-15-95, 8-21-01, 5-13-09, 6-18-13, 10-24-17.

CHILD ABUSE

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

DEFINITIONS

Abuse means any one of the following acts which seriously endanger the physical, mental, or emotional health and safety of the child:

1. The infliction, attempted infliction, or, as a result of inadequate supervision, the allowance of the infliction or attempted infliction of physical or mental injury upon the child by a parent or any other person.

2. The exploitation or overwork of a child by a parent or any other person, including but not limited to commercial sexual exploitation of the child.

3. The involvement of the child in any sexual act with a parent or any other person, or the aiding or toleration by the parent, caretaker or any other person of the child's involvement in (i) any sexual act with any other person; (ii) pornographic displays; (iii) any sexual activity constituting a crime under Louisiana law; or (iv) a coerced abortion conducted upon a child.

Caretaker means any person legally obligated to provide or secure adequate care for a child, including a parent, tutor, guardian, legal custodian, foster home parent, an employee of a public or private day care center, an operator or employee of a registered family child day care home, or other person providing a residence for the child.

Child, for purposes of this policy, means a person under eighteen (18) years of age, who prior to juvenile proceedings, has not been judicially emancipated or emancipated by marriage.

A *mandatory reporter* means any 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 such services to a child in a voluntary or professional capacity.

A *permitted reporter* means any other person having cause to believe that a child's physical or mental health or welfare is endangered as a result of abuse or neglect.

Neglect means the refusal or unreasonable failure of a parent or caretaker to supply the child with necessary food, clothing, shelter, care, treatment, or counseling for any injury, illness, or condition of the child, as a result of which the child's physical, mental, or emotional health and safety is substantially threatened or impaired. Neglect includes prenatal neglect. In accordance with statutory provisions, the inability of a parent or caretaker to provide for a child due to inadequate financial resources shall not, for that reason alone, be considered neglect. Whenever, in lieu of medical care, a child is being provided treatment in accordance with the tenets of a well-recognized religious method of healing which has a reasonable, proven record of success, the child shall not, for that reason alone, be considered to be neglected or maltreated. However, nothing herein shall prohibit the court from ordering medical services for the child when there is substantial risk of harm to the child's health or welfare.

PROCEDURE FOR REPORTING CHILD ABUSE OR NEGLECT

A *permitted reporter* shall make a report through the designated state child protection reporting hotline phone number or in person at any child welfare office of the state.

A *mandatory reporter*, notwithstanding any claim of privileged communication, who has cause to believe that a child's physical or mental health or welfare is endangered as a result of abuse or neglect or that abuse or neglect was a contributing factor in a child's death, in accordance with statutory provisions, shall immediately report suspected abuse/neglect in accordance with the following 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 through the designated state child protection reporting hotline telephone number, via the Department of Children and Family Services *Mandated Reporter Portal* online, or in person at any child welfare office.

2. Reports in which the abuse or neglect is believed to be perpetrated by someone other than a 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, and the caretaker is not believed to have any responsibility for the abuse or neglect shall be made immediately to a local or state law enforcement agency.

3. Dual reporting to both the Louisiana Department of Child and Family Services

and the local or state law enforcement agency is permitted.

4. A report made to the Louisiana Department of Children and Family Services by facsimile does not relieve the reporter of his/her duty to report in accordance with the applicable requirements.

Reporting Procedure

1. If the initial report was in oral form, it shall be followed by a written report made within five (5) days via the online *Mandated Reporter Portal* of the Department of Children and Family Services, or by mail to the centralized intake unit of the Department at the address provided on the website of the Department, or, if necessary, to the local law enforcement agency to whom the initial report was made.

2. The report shall contain the following information if known by the reporter:

   A. The name, address, age, sex, and race of the child.

   B. The nature, extent, and cause of the child's injuries or endangered condition, including any previous known or suspected abuse to this child or the child's siblings.

   C. The name and address of the child's parent(s) or other caretaker.

   D. The names and all the ages of all other members of the child's household.

   E. The name and address of the reporter.

   F. An account of how this child came to the reporter's attention.

   G. Any explanation of the cause of the child's injury or condition offered by the child, the caretaker, or any other person.

   H. The number of times the reporter has filed a report on the child or the child’s siblings.

   I. Any other information which the reporter believes might be important or relevant.

3. The report shall also name the person or persons who are thought to have caused or contributed to the child's condition, if known, and the report shall contain the name of such person if he/she is named by the child.

4. The reporter shall also immediately notify the principal or his/her designee of the school attended by the child of the fact that a report had been filed and the

agency(ies) to which it was reported.

INVESTIGATION OF REPORTS

Admission of the investigator on school premises or access to the child in school shall not be denied by school officials.

ALLEGATION AGAINST SCHOOL EMPLOYEES OR VOLUNTEERS

When an employee is accused of the use of impermissible corporal punishment or moral offenses involving students, the principal shall initiate an investigation (see procedures under policy *GAMC, Employee Investigations*). If the offender is a central office employee, or principal, the immediate supervisor will initiate an investigation.

Upon any school employee receiving a report of, or information about, child abuse, against another school employee or volunteer, and the employee receiving said information has cause to believe the truthfulness thereof, the reporting procedure as outlined in this policy shall be followed, depending upon whether the employee or volunteer is considered a caretaker or someone other than a caretaker.

The school employee shall also, as soon as reasonably possible, notify the appropriate immediate supervisor of the accused individual, and that supervisor in turn will as soon as reasonably possible, notify the Superintendent or his/her designee. The Superintendent and the School Board's attorney will determine what appropriate action the school system may take over and above the investigation being conducted by the appropriate state agency. In any incident involving an employee or volunteer which is reported to the Superintendent or designee, the person shall be removed from all activities involving direct contact with students until the matter is resolved.

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 and inform the Superintendent or his/her designee.

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

At the beginning of each school year, each principal shall provide mandated in-service training for mandatory reporters and other school personnel and volunteers on how to recognize and report suspected child abuse or child neglect. Each employee and volunteer shall sign a form indicating he/she has received and understands the guidelines for reporting child abuse/neglect.

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 Caddo 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.

Adopted: April 20, 2021

Ref: La. Rev. Stat. Ann. ''14:403, 15:539, 15:541, 17:81.6; La. Children's Code, Title VI, Art. 601, 603, 609, 610; Board minutes, 8-6-86, 2-7-90, 7-23-02, 2-18-03, 4-

20-21.

BEHAVIORAL HEALTH SERVICES FOR STUDENTS

The Caddo Parish School Board recognizes the connection between a student's social, emotional, and mental well-being and the student's academic success. The School Board desires to assist students in developing the social and emotional skills needed for participation in the educational environment and society at large. In addition to any support services provided by the School Board, the School Board shall allow behavioral health providers to provide behavioral health services to a student at school during school hours if the student's parent or legal guardian provides a written request for such behavioral health provider and services to the Superintendent or Superintendent's designee, and all other requirements of La. Rev. Stat. Ann. §§17:173 and 17:3996, this policy, and any administrative procedures are met.

A behavioral health provider who provides services according to this policy shall:

1. Maintain general liability insurance coverage in an amount not less than $1,000,000.00 per occurrence and $1,000,000.00 per aggregate and provide a certificate of insurance naming the public school as the certificate holder.

2. Complete a criminal background check conducted by the Louisiana State Police and shall pay all related costs.

Behavioral health services shall be permitted during school hours if the student's parent or legal guardian presents a behavioral health evaluation performed by an evaluator chosen by the parent or legal guardian and the evaluation indicates that the services are necessary during school hours to assist the student with behavioral health impairments that the evaluator determines are interfering with the student's ability to thrive in the educational setting. A behavioral health evaluation presented by the parent or legal guardian of a student shall not be construed as an independent educational evaluation for purposes of determining if a student meets the criteria established for eligibility for special education and related services.

In addition, the parent or legal guardian of a student receiving services from a behavioral service provider shall be required to execute a *consent to release information* form between the provider and the School Board.

Behavioral health services may be provided during instructional time in English, reading, mathematics, and science if the School Board and the behavioral health provider mutually agree that it is in the best interest of the student.

The School Board shall not enter into a contract or an exclusive agreement with a behavioral health provider that prohibits the parent or legal guardian from choosing the behavioral health provider for the student. However the provisions of this paragraph shall not impair any existing contract on the effective date of this policy, or the renewal

thereof.
The cost of all behavioral health services provided to a student shall be the sole responsibility of the parent or legal guardian, individually or through an applicable health insurance policy, Medicaid, or other third-party payor, other than the School Board, that has made funds available for the payment for the services provided.

While on a school campus, a behavioral service provider shall comply with, and abide by, the terms of any *Individualized Education Plan, Individualized Accommodation Plan, Section 504 Plan, Behavior Management Plan*, or *Individualized Health Plan* applicable to a student who is a patient of the provider. The services furnished by a provider shall be incorporated into a written treatment plan applicable to a student.

The School Board shall establish reporting requirements for a behavioral health provider related to the student's progress and student and school safety concerns as related to the student's educational program.

The Superintendent shall approve administrative procedures to provide for student safety and effective implementation of this policy.

The School Board may establish sanctions, including termination of a provider's authorization to provide services on any school campus, against a behavioral health provider for failure to comply with the provisions of this policy and associated procedures and/or any other School Board policy and procedures.

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 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 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.

No provisions of this policy shall be construed to supersede any of the following:

1. The authority of a student's Individualized Education Program Team or Section 504 Committee to determine appropriate services for a student pursuant to applicable federal and state law.

2. The provisions of the Behavioral Health Services Provider Licensing Law or any regulation promulgated by the Louisiana Department of Health pursuant to that law.

3. The provisions of the *Behavior Analysis Practice Act*.

New policy: August, 2018
Revised: November 19, 2019

Ref: 20 USC 1232(g-i) (*Family Educational Rights and Privacy Act*); La. Rev. Stat. Ann. §§17:7, 17:173; Board minutes, 9-18-18, 11-19-19.

FILE: JGD
Cf: EBBC

CRISIS INTERVENTION

The Caddo Parish School Board, in an attempt to provide a safe and healthy learning environment, recognizes that the accident/death of a student or staff member, or a threatened, attempted or completed suicide, or other crises, can have a traumatic effect on the school community and can occur at any time. The Superintendent shall be responsible for establishing and maintaining pertinent activities to be conducted when a crisis occurs, and pertinent procedures to be followed whenever a crisis may occur.

To provide leadership to the school in the event of a crisis situation, each school shall form a *Crisis Intervention Team* consisting of school counselors, school administrators, school substance abuse coordinator, School Building Level Committee chairman, and a staff member trained in CPR and First Aid. Other professional personnel permanently assigned to the school may be added to a *Crisis Intervention Team* as may be designated by the principal.

The principal or building administrator shall be responsible for periodically convening the *Crisis Intervention Team* and coordinating its discussions and in-service training to prepare the *Team* for dealing with crisis situations. The principal shall also monitor, along with all *Team* members, the *Team's* preparedness to address emergency situations and identify specific team roles and responsibilities for when a crisis occurs.

Adopted: April 20, 2021

Ref: La. Rev. Stat. Ann. §17:416.16; Board minutes, 4-20-21.

SUPERVISION OF STUDENTS

All personnel of the Caddo Parish School Board should be responsible for the supervision of pupils during the school day and for a reasonable period of time before and after school. Every staff member must share the responsibility of supervising pupils during regular class periods, while pupils are moving to and from the restrooms, cafeterias, other classrooms (gymnasiums) and assemblies, and before and after the school day.

Supervision outside the classroom is necessary to protect the physical safety of the students. Each principal shall be responsible for drawing up a list of supervisory duties and assigning staff members within the building to cover them. The duties specifically must include: lunch, recess, hall monitoring, bus duties as well as other duties peculiar to particular building or educational level. The number of staff members required for a particular duty or set of duties shall be determined by the principal. The principal shall assign duties equitably among all staff members.

The School Board expects all students to be under assigned adult supervision at all times when they are in school, on school grounds, traveling under school auspices, or engaging in school-sponsored activities. No teacher or other staff member shall leave his or her assigned group unsupervised except when arrangements have been made to take care of an emergency.

During school hours, or while engaging in school-sponsored activities, students shall be released only into the custody of parents or other authorized persons. The school administrator shall ensure that anyone who wishes to contact a student during the school day is doing so for proper reasons.

Adopted: April 20, 2021

Ref: La. Rev. Stat. Ann. ' 17:81; Board minutes, 4-20-21.

STUDENT DISMISSAL

The Caddo Parish School Board shall not permit a school or grade to be dismissed before the regular hour for dismissal except with the approval of the office of the Superintendent. No teacher or school staff member may permit any individual student to leave school prior to the regular hour of dismissal except by permission of the principal.

No student may be permitted to leave school prior to the dismissal hour at the request of or in the company of anyone other than a school employee, police officer, court official, parent, tutor, or legal guardian of the child, unless the permission of the parent or legal guardian has been first secured and only then upon proof of identity. If any police or court official requests the dismissal of a student during school hours, parents or legal guardian should be notified as soon as possible.

A child shall **only** be released to the parent awarded legal custody of the child if the parents are divorced or legally separated. The school shall be notified by the parent(s) should any changes in custody occur during the school year. A child shall be released to a non-custodial parent only if there is written permission for doing so signed by the custodial parent on file with the school office.

No student shall be released from school early on the basis of a phone call which has not been validated. No student shall be permitted to check himself/herself out of school, unless legally emancipated.

STUDENTS LEAVING SCHOOL

Students are required to check out through the principal's office before leaving the school campus during the hours school is in session.

Students shall not be sent off campus to perform an errand or act as messengers.

Students are required to remain at school during the lunch hour except when special diet problems have been verified in writing by the parent or guardian.

Students who seek special permission to leave school on a repeated basis must have parents come to school and make application and arrangement for a special permit as may be granted by the principal.

Adopted: April 20, 2021

Ref: La. Rev. Stat. Ann. ''17:81, 17:221, 17:226, 17:232; Board minutes, 4-20-21.

FILE: JGFF
Cf: JCAB

STUDENT USE OF PERSONAL VEHICLES

The Caddo Parish School Board shall require any student operating any motor vehicle on a school campus to have a valid personal driver's license, vehicle license, and proof of liability insurance for the vehicle driven.

At the time of student registration, or at the beginning of each school year, each student shall register his/her vehicle and vehicle license number with the principal or his/her designee. The school shall provide a school parking permit to be placed in the window of each student-driven vehicle that has been registered. A copy of the student's driver's license and proof of insurance shall be submitted at the time of vehicle registration.

Registration of the vehicle with school officials shall constitute permission by the owner to consent to a search of the vehicle by school officials or other properly authorized individuals when circumstances warrant, in accordance with Board policy or for health, safety, or security reasons. A student failing to register his/her vehicle shall surrender his/her right to operate vehicles on the school campus.

If a school staff member or faculty member observes a student operating a vehicle in an unsafe manner on the school campus or at school related activities, the student may lose his/her privilege to operate a vehicle on campus. The staff or faculty member observing such actions shall report them to the principal or to his/her designee. No more than one warning shall be given a student concerning unsafe vehicle operation. A second instance of unsafe operation shall result in loss of parking privileges.

Safety rules shall include the following:

1. All cars, trucks, motorcycles, motorbikes, motorscooters, and bicycles shall be parked in the prescribed place designated by the principal and may not be moved during the school day without permission of the principal or his/her designee.

2. Students may not sit in cars parked on the campus or the streets surrounding the schools any time during school hours.

3. No student may leave school during the school day or at noon hour unless he/she is checked out by his/her parents or legal guardian. If an automobile is used by the student checking out, no one may ride in the automobile except with approval of parents or legal guardians of all passengers, as well as the driver.

4. Violation of traffic or school parking rules, unsafe driving on campus or possession of illegal materials in vehicle (firearms, alcohol, drugs, etc.) shall be cause for revocation of the student's parking permit.

Adopted: April 20, 2021

Ref: La. Rev. Stat. Ann. ' 17:81; Board minutes, 4-20-21.

Caddo Parish School Board

ILLNESS AND ACCIDENTS

It is the intent of the Caddo Parish School Board to maintain a safe and healthy educational environment in school buildings, on school campuses, and at school-sponsored functions and activities. School administrators, teachers, volunteers, and other school personnel, however, cannot guarantee that the school environment will be free of illness or accidents.

The School Board shall attempt to provide appropriate and reasonable care of students when they become ill or injured. Any treatment rendered should be in accordance with the severity of the illness or injury. When a child becomes seriously sick at school or is seriously injured in an accident, the principal or his/her designee shall be responsible for immediately contacting the parents. If the principal or designee is unable to contact the parents, he/she shall attempt to contact the family's primary care provider as noted on the *Health Information* form submitted by the parents at the beginning of the school year. The principal or designee shall also attempt to contact the person listed as the *emergency contact* on the *Health Information* form.

If treatment is deemed urgent and the primary care provider is not immediately available for consultation, the principal shall call 911 or its equivalent. School personnel shall remain with the child until emergency medical personnel arrive to treat the ill or injured student. If emergency medical personnel deem it necessary to transport the student to a medical facility, school personnel may accompany the student.

Neither the School Board nor the school shall assume any liability for the treatment of a student.

Principals shall notify the Superintendent of all serious accidents to pupils whether they occur on the school grounds, on the school bus, on field trips or during any other student activity.

To facilitate the rendering of health services, the School Board shall require the parent/legal guardian to submit properly completed standardized school health forms as enumerated in *Louisiana Handbook for School Administrators*, Bulletin 741.

No medication shall be administered to any student unless written permission from parents has been granted, and only in accordance with Board policy *JGCD, Administration of Medication.*

FIRST AID

Generally, treatment of injuries should be limited to the rendering of first aid. *First aid* is that immediate help given by a qualified person at hand in case of accidents or sudden illness. Each school employee who participates in any required in-service shall be

required to receive first aid orientation and training. A master first aid kit shall be kept and properly maintained in each school. For more serious injuries, trained medical personnel should be summoned to assist with such injuries as needed.

Adopted: April 20, 2021

Ref: La. Rev. Stat. Ann. §§17:81, 17:440.1, *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; Board minutes, 6-18-02, 4-20-21.

STUDENT IDENTIFICATION

A state identification number shall be assigned each student upon enrollment, in accordance with Louisiana Board of Elementary and Secondary Education requirements.

EMERGENCY INFORMATION

At the beginning of each school year, students shall be required to complete the standardized *Health Information* form, which shall provide pertinent health and emergency information for their children, such as:

1. Parent/guardian's work phone numbers
2. Home phone numbers
3. Phone numbers where parents/guardians can be reached in case of emergencies
4. The name, address, and phone number of the student's physician
5. The names of authorized persons to check-out and/or pick up students in the absence of the parent/guardian.
6. Other information as may be requested on the form

These health/medical forms provide pertinent health, medical and emergency contact information in times of need.

IDENTIFICATION BADGES

Students shall be issued identification badges which shall be worn by the student and shall be visible at all times when the student is on school campus.

Adopted: April 20, 2021

Ref: La. Rev. Stat. Ann. §§17:81, 17:3914; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; Board minutes,

4-20-21.

STUDENT BIOMETRIC INFORMATION

The Caddo Parish School Board shall authorize the utilization of biometric information in the identification of students, as well as to enhance student safety and security and protect against instances of fraud throughout the school district. *Biometric information* shall mean the noninvasive electronic measurement of any physical characteristics that are attributable to a single person, including fingerprint characteristics, eye characteristics, hand characteristics, vocal characteristics, facial characteristics, and any other physical characteristics used for the purpose of electronically identifying that person with a high degree of certainty.

Prior to the collection of any student biometric information, expressed written permission from the student's parent or legal guardian, or the student if eighteen (18) or older, shall be obtained and kept on file in the principal's office at the school the student attends.

A student's biometric information shall be treated as any other student record in terms of access and confidentiality, and shall not be disclosed to a third party without the written consent of the student's parent or legal guardian, or the student if eighteen (18) or older, unless the disclosure is required by court order.

In addition, the School Board shall delegate to the Superintendent the development, implementation, and maintenance of adequate regulations and procedural standards to protect student biometric information held and/or used in accordance with the policy. Such regulations and procedures shall include, but not be limited to, the following:

1. The secure storage, transmission, and protection of all biometric information from unauthorized alteration, disclosure, or destruction.

2. Restriction of access to student biometric information and processing to appropriate and authorized personnel.

3. Proper encryption of student biometric information.

4. Compliance of any collection of student biometric information with all applicable state and federal law and requirements, including the *Federal Family Educational Rights and Privacy Act.*

The use of student biometric information shall be discontinued after (1) the student graduates or withdraws from school, or (2) the School Board receives a written request to discontinue the use of biometric information from the from the student's parents or legal guardian or the student if eighteen (18) or older. All biometric information collected from a student shall be destroyed within thirty (30) days after use of such information is discontinued.

The failure to provide written consent for the collection of biometric information of students shall not be the basis for refusal or denial of any services otherwise available to the student.

Adopted: April 20, 2021

Ref: 20 USC 1232(g-i) (*Family Educational Rights and Privacy Act*); 42 USC 1301 et seq. (*Health Insurance Portability and Accountability Act of 1996*); 42 USC 12101 et seq. (*Americans with Disabilities Act of 1990*); La. Rev. Stat. Ann. §17:100.8; Board

minutes, 4-20-21.

STUDENT ACTIVITIES

The Caddo Parish School Board believes that student activities at school are a vital part of the total educational program and should be used as a means for developing wholesome attitudes and good human relations, as well as knowledge and skills. The School Board believes that school citizenship, as reflected in student activities, is a measure of the achievement of important school goals. The Board recognizes that the greatest values to be derived from both curricular and extracurricular student school activities occur when such activities are developed and encouraged through participation among, or the knowledge of, the student body, interested members in the community, and school staff.

The School Board further believes that any program of student activities should:

1. Require all student participation to be on a voluntary basis;

2. Require that student activity funds be used for purposes which benefit the student body of the school; and

3. Require that the management of student funds be the responsibility of the students with assistance from the organizational sponsor and the school administration.

The Caddo Parish School Board shall not regulate off-campus activities of students unless the off-campus activity adversely affects the educational process of the school system. This provision does not apply to school sponsored events that are located off-campus.

SCHOOL PARTIES

There shall be a limit of not more than two (2) parties a year and the expenses involved for such parties shall be handled in a way that will not cause hardship or embarrassment to children. Birthday parties or similar parties shall not be permitted in classrooms.

Adopted: April 20, 2021

Ref: La. Rev. Stat. Ann. §§17:81, 17:2091, 17:2092, 17:2093; Board minutes, 11-3-

65, 2-12-09, 4-20-21.

STUDENT ACTIVITIES FUNDS

The Caddo Parish School Board recognizes that from time to time schools must attempt to generate funds to supply needed instructional materials and supplies, as well as provide other benefits to the school and student body. All fees, fundraising activities, and other sources of student activity funds managed directly by the school shall require approval of the Superintendent and/or his/her designee.

General cash controls, receipt and disbursement of all monies, reports, and other accounting practices to be followed shall be in accordance with procedures outlined by the Superintendent and staff. All teachers, principals, and any other school personnel who handle cash, receipts, or disbursements of school funds shall be required to abide by the stated guidelines.

Accounting guidelines shall ensure:

1. The proper identification of money belonging to various groups and organizations or money raised and designated for various purposes.

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

3. Safeguarding of cash and prompt deposit of all money received.

4. Proper authorization for purchase.

5. Proper authorization before payment of invoices.

6. Payment of bills by check, signed by group sponsors as authorized by the principal.

7. Prompt payment of bills.

8. Deposit tickets and invoices filed in orderly manner.

The Board shall receive monthly reports from principals of all income, expenditures, and balances of the schools' various accounts.

FUNDRAISING ACTIVITIES

The Caddo Parish School Board recognizes that citizens, students, Board personnel, other persons and organizations may wish to express support for a particular school or the school system by participating in school-sanctioned fundraising activities. The Board shall require that such fundraising projects be conducted so that they do not interfere with educational objectives or community standards.

Any school club or organization shall request permission from the principal and approval of the Superintendent or his/her designee prior to engaging in a fundraising activity. The principal shall submit to the Superintendent or his/her designee a *Report on Fund Raising Project* disclosing a need for the fundraising project. Plans for such activities should be made well in advance of the event, and the total fundraising efforts in a school shall be limited based on needs. The manner in which funds are to be spent shall be clearly defined prior to any fundraising activity that is sponsored by a school or group.

The School Board shall not permit door-to-door soliciting or sales involving students at any grade level. However, this prohibition does not preclude organized off-campus fundraising activities done under the direct supervision of faculty, booster groups, or other adults, if such activities are approved by the principal. Other special sales or solicitations for advertisements may be conducted by phone or mail. If personal visits by students become necessary, they shall be restricted to businesses *only*, and the students must be in groups of at least two (2).

Fundraising by popularity contests in which the sale and explicit purpose is to elect a student to a position based on the total amount of money collected by that person shall be prohibited.

CHARITY DRIVES

A school has permission to participate in charity fundraising drives during each school session. Fundraising drives for approved charitable organizations must have the approval of the Superintendent or his/her designee.

No drives for money, clothing or food may be conducted in the separate classrooms of a school. All such drives seeking to raise money must be conducted by placing a suitable container or containers at proper places in the halls where children may be allowed to contribute voluntarily. Announcements about such drives shall be made during the school year.

All donations made as a result of charity fund drives by a school or the Board shall be made without any recompense, expectation of benefit, or receipt of anything of economic value. Schools shall not be allowed to accept raffle tickets, prizes, or any other benefit in return for donations to an outside charity.

Adopted: April 20, 2021

Ref: La. Rev. Stat. Ann. ''17:81, 17:196, 17:414.3, 17:2091, 17:2092, 17:2093, 24:515, 39:1301 et seq., 42:1101, 42:1102, 42:1116, 42:1121, 51:224; *Louisiana*

Handbook for School Administrators, Bulletin 741, Louisiana Department of Education; Board minutes, 9-7-60, 10-20-93, 5-22-02, 4-20-21.

STUDENT ORGANIZATIONS

The Caddo Parish School Board, recognizing the importance of worthwhile organizations in the school, encourages all students to participate in student organizations and club activities. Students shall have the right to form organizations within the school for cultural, social, athletic, and other authorized purposes which will enrich and extend their education. Such groups shall follow administrative regulations and procedures developed and maintained by the Superintendent and staff governing the creation and operation of student organizations and clubs in accordance with School Board policy.

Student organizations or clubs shall not deny membership to any student because of race, color, creed, sex, national origin, or disability. Any form of secret society or club shall not be permitted.

Principals shall be responsible for approving or authorizing any student activity and/or organization and shall also be responsible for the operation and oversight of all student activities or organizations to assure compliance with administrative regulations. The following guidelines shall be observed in approving or authorizing student organizations or clubs:

1. All student clubs must have the approval of the principal and must have at least one faculty member as sponsor.

2. There shall be no restrictions on membership except as appropriate for students engaging in particular studies. No initiation activities shall be conducted before membership is confirmed. Any plans for initiation activities shall be presented, in writing, by the president of the club or organization to the sponsor and principal for written approval no later than ten (10) school days before the date of initiation. The plan shall include a detailed description of the activity, the date, time, and location, and any other information requested by the sponsor or principal. *Initiation* shall mean the rites, ceremonies, methods, or instructions with which one is made a member of some experience or sphere of activity.

3. Participation in clubs may be curtailed by the administration to assure that students do not become overloaded with extracurricular activities to the detriment of their academic progress.

EQUAL ACCESS

As provided by the Federal *Equal Access Act*, any school which allows non-curriculum related groups access to school facilities during non-instructional time must adhere to the following criteria:

1. Equal access will not be denied on the basis of religious, political, philosophical or other content of such meetings or organizations;

2. The meetings are voluntary and student-initiated;

3. There is no sponsorship of the meetings by the school, the government, or its agents or employees;

4. Employees or agents of the school or government are present at religious meetings only in a non-participatory capacity;

5. The meetings do not materially and substantially interfere with the orderly conduct of educational activities within the school;

6. Non-school persons may not direct, conduct, control, or regularly attend activities of student groups; and

7. If access is given to school media such as bulletin boards, newspapers, or public address systems, it must be given to all non-curriculum related clubs on an equal basis.

Adopted: April 20, 2021

Ref: 20 USC 4071-4074 (*Equal Access*); 20 USC 7905 (*Equal Access to Public*

School Facilities); La. Rev. Stat. Ann. ''17:81, 17:2091; Board minutes, 4-20-21.

STUDENT PUBLICATIONS

Student publications are important elements of the instructional program and contribute directly to the accomplishment of the school's goals. The Caddo Parish School Board supports the development of student-produced school newspapers, yearbooks, and other publications.

The School Board recognizes the students' desire for freedom of expression. Freedom of expression in our schools shall be interpreted as including, and not being contrary to:

- development of student responsibility in distinguishing between freedom and license.
- consideration by the faculty of the maturity levels of students and of appropriate standards of journalistic taste.
- care for the development of skills of written expression among students.

Therefore, the School Board encourages the use of school sponsored publications to express students' points of view. Such publications shall be free from all policy restrictions outside the normal rules for responsible journalism (the avoidance of libel, obscenity, defamation, false statements, or material advocating racial or religious prejudice). Student publications shall provide as much opportunity as possible for the sincere expression of student opinion. All student publications must have the prior approval of the principal before initiation and shall be supervised by the designated faculty advisor.

Adopted: April 20, 2021

Ref: La. Rev. Stat. Ann. '17:81; Quarterman V. Byrd, 453 S 2d 54 (CA. 5th 1971); Board minutes, 4-20-21.

EMPLOYMENT OF STUDENTS

The Caddo Parish School Board realizes that some students may need to have part-time employment positions. Senior high school students over the age of 16 may be allowed to complete their senior classes in the morning, if their class schedules can be so arranged, in order for the student to be released for part-time employment in the afternoons. Before release of the student, proof of employment shall be submitted by the student. The school reserves the right to monitor a student's continued employment.

EMPLOYMENT CERTIFICATES

Employment certificates are issued for youth to work only during vacation time and after school hours. No employment certificate can be issued for a high school student to work during the hours that school is in session. Employment certificates for the youth of Caddo Parish shall be issued by the Superintendent or his/her designee and submitted to the Louisiana Department of Labor. The original employment certificate shall be signed by the minor and the Superintendent/designee as issuing authority. A copy of each employment certificate shall be retained by the School Board together with documents required to be submitted with the application for employment certificate. Any additional information needed by students or teachers may be obtained by inquiring at the School Board office.

Youth between the ages of 18 and 21 are not required to have employment certificates but may be issued certificates of age upon request of the employer.

Adopted: April 20, 2021

Ref: La. Rev. Stat. Ann. ''23:161, 23:162, 23:163, 23:183, 23:184, 51:2134; Board

minutes, 4-20-21.

FILE: JK
Cf: JHB, KIA

SOLICITATIONS OF STUDENTS

It is the policy of the Caddo Parish School Board that students should not be the target of any person engaged in the act of selling goods or services, except in the senior high levels for graduation related items and for the annual school pictures in all grade levels. Therefore, no person or organization, whether profit or non-profit, shall conduct sales of food stuffs or any type merchandise on the school premises, except upon approval of the Superintendent and/or his/her designee.

No agents, solicitors, collectors, or other persons of like employment shall be allowed to take the time or attention of any student or teacher during school hours or on school premises to advertise, exhibit, promote, collect for, or sell any article whatsoever without the specific approval of the Superintendent or designee.

Formal fundraising drives of a school or a parents' club may be conducted in accordance with School Board policy.

The collection of money by school employees from students for personal gifts to teachers, principals, and other school employees shall be prohibited.

Yearbook staffs at schools shall be permitted to sell advertising to local businesses under the direction of the school principal.

Adopted: April 20, 2021

Ref: La. Rev. Stat Ann. ' 17:81; Board minutes, 4-20-21.

STUDENT-COMMUNITY RELATIONS

PUBLIC PERFORMANCES BY STUDENTS

Participation in community celebrations, patriotic observances, or other special events, by bands, choral groups, athletic teams, or other student groups is encouraged by the Caddo Parish School Board as a means for maintaining better relations between the school district and the community. The use of school groups to promote partisan politics, sectarian religious views, non-school money-raising activities, or selfish propaganda of any description, however, shall not be permitted.

School principals are urged to cooperate with any group or groups having promotion of the welfare of the youth of the community as their purpose, provided that youth of every race, religion, nationality, and social strata benefit equally.

Authority to approve participation in events of the nature described in this paragraph is delegated by the Board to the Superintendent and/or his/her designee.

Adopted: April 20, 2021

Ref: Board minutes, 4-20-21.

EXPECTANT AND PARENTING STUDENTS

The Caddo Parish School Board is cognizant of the problems of marriage, pregnancy and parenthood among students prior to their graduation from high school. The School Board authorizes the Superintendent to assure that such students have the opportunity to earn the education which they deserve.

It is recommended that a pupil who becomes pregnant notify the principal or guidance counselor in writing immediately upon knowledge of the condition. Pregnant pupils shall be permitted to continue in school in all instances when continued attendance has the sanction of the expectant mother's physician. A physician's statement shall be submitted stating the pupil's medical condition, approval for continued attendance, and activities in which the pupil may not participate. The student shall keep the school administration continually apprised of her progress. The school shall not be held responsible for any medical problems that may arise with a pregnant pupil while she is in school.

Should the student need to be absent from school for a prolonged period of time, the student may enroll in the School Board's homebound instruction program until released by her physician to return to regular classes. Any student who is not able to return to regular classes shall be encouraged to enroll in an appropriate alternative education program.

Marital, maternal, or paternal status shall not affect the rights and privileges of pupils to receive a public education nor to take part in any extracurricular activity offered by the schools.

After delivery, the student shall be permitted to return to school as soon as she is physically able, upon certification by her physician.

In regard to each expectant and parenting student, each school and the Caddo Parish School Board shall:

1. Maintain confidentiality in regard to the student;
2. Ensure a safe and supportive learning environment for the student;
3. Promote academic success for the student;
4. Utilize sensible attendance policies, taking into account all necessary factors; and,
5. Provide a supportive school environment that promotes high school graduation.

Adopted: April 20, 2021

Ref: US Constitution, Amend. XIV, '1, 20 USC '1681 et seq. (*Discrimination Based on Sex or Blindness*); La. Rev. Stat. Ann. §17:221.7; Cleveland Board of Education v. LaFleur, 94 S.Ct. 791 (1974); Davis v. Meeks, 344 F.Supp. 298

(N.D. Ohio 1972); Holt v. Shelton, 371 F.Supp. 821 (M.D. Tenn. 1972); Board minutes, 4-20-21.

MARRIED STUDENTS

Married students shall be allowed to continue their education in the schools of Caddo Parish provided they adhere to the same rules and regulations as other students. Married students shall be eligible to participate in the Adult Education Program. Since married students are emancipated from their parents, a married student shall be permitted to check themselves in or out of school as required by the school administration.

Adopted: April 20, 2021

Ref: Board minutes, 4-20-21.

LANGUAGE MINORITY STUDENTS

All schools with language minority students shall be obligated to provide written or verbal communications with these students and parents or guardians in a language they can best understand, as referenced through the *Limited English Proficiency* (LEP) guidelines.

Adopted: April 20, 2021

Ref: 29 USC 6801 et seq. *(Language Instruction for Limited English Proficient and*

Immigrant Students.; Board minutes, 4-20-21.

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 sole 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. Nothing in this policy is intended to prohibit students whether under the age of 18 years or not from taking tests, performing tasks as required by teachers or administration or performing assignments that necessarily provides them access to their student records.

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 to permit access to or the release, transfer, or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.

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 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 full name, social security number, date and place of birth, mother's maiden name, or biometric records.

   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.

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

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. Notice of what items of student information collected and that disclosure shall be restricted to Louisiana postsecondary education institutions or to the Louisiana Office of Student Financial Assistance and of a parent's right to withdraw their previously provided consent shall be provided annually. 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, to be used only by Board of Regents staff for the purposes of providing reports to each public school governing authority on the postsecondary remediation needs, retention rates, and graduation rates for each high school under its jurisdiction and to evaluate comparative postsecondary performance outcomes based upon student transcript in order to develop policies designed to improve student academic achievement. Notice of what items of student information collected and that disclosure shall be restricted to the Board of Regents solely for the purposes of providing reports to the school governing authority and developing policies designed to improve student academic achievement and of a parent's right to withdraw their previously provided consent shall be provided annually.

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. 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.

With limited exception as allowed by state or federal law or regulation, 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. 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.

5. 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, such data shall be disclosed solely for purposes of processing a student's application for postsecondary education or receipt of financial aid.

6. 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.

7. 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.

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. 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 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.

INTERAGENCY INFORMATION SHARING AGREEMENTS

Caddo Parish School administration is authorized to enter into interagency sharing agreements as authorized by La. Children's Code Art. 541 et. seq. provided the agreement includes the specific data to be shared among agencies, the person or persons allowed by each party to have access to the other party's data, and the security arrangements between parties to ensure the protection of the data from unauthorized access that may threaten the privacy of persons and the confidentiality of the data. The agreement shall be in writing and shall be provided to the court exercising juvenile jurisdiction, and to each agency involved in the treatment, care, and rehabilitation of the child.

DESTRUCTION OF STUDENT RECORDS

All student records shall be destroyed by shredding under the supervision of the Caddo

Internal Auditor on or after the nineteenth (19th) birthday of regular education students and the twenty-second (22nd) birthday of special education students. All closed distribution, copyrighted test protocols of special education students shall be destroyed every three (3) years upon completion of the state-mandated reevaluation. Parents may request and receive these records (except for copyrighted test protocols) before they are destroyed.

The following Education and Health Records shall not be destroyed:

1. Records on which there is an outstanding request to inspect and review;

2. Explanations resulting from hearings on challenged content or education records are being maintained in the record.

INFORMATION ALLOWED TO BE SHARED PURSUANT TO LA. REV. STAT. ANN. §17:3914(H)

The School Board recognizes that there is certain student information that is inherently a part of the educational process that will necessarily result in third parties being privy to information while students are being educated such as classroom participation which necessarily allows other students to hear the responses of other students. Also, students may be otherwise used during the educational process. The School Board therefore declares that the superintendent may allow the disclosure of student information within and around its facilities in order to facilitate the educational process.

The School Board also finds that the sharing of the following student information furthers a legitimate education purpose as provided for in La. Ag. Opinion No. 15-0103 dated July 29, 2015 and a parent or student who has reached the age of eighteen (18) years may authorize the disclosure:

-- student participation in various school sanctioned extracurricular activities, sports, organizations or clubs;

-- student participation in programs and activities related to school sanctioned performances or productions, events, award programs and graduations;

-- student authorization and utilization of online resources and educational tools;

-- for student participation in yearbook, school photography, or other publications containing school directory information; and

-- student receipt of various awards and honors.

The superintendent shall require parental authorization for disclosure as necessary.

Parental or student participation in the various programs as offered shall be deemed authorization for disclosure.

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 Caddo Parish School Board.

DIRECTORY INFORMATION

The district may not disclose information simply because it is the type information that could be put in a directory. The information may be disclosed only if it is in a directory or publication such as a yearbook or school directory in accordance with FERPA requirements.

Information classified as *directory information* may be disclosed from a student's record without the written consent of the parent or eligible student. *Directory information* has been designated by the School Board to include the student's name, address, telephone number, date and place of birth, grade level, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph or video. A parent or eligible student may refuse to allow the Board to designate any or all of the types of information about the student as directory information thus prohibiting its release to the public. After proper notice, a parent or eligible student shall have thirty (30) days in which to notify the School Board as to which types of information about the student shall not be designated as directory information. A parent or student over the age of 18 years may, however, refuse to have their information placed in a directory or other publication if the directory/publication has not been printed.

Adopted: April 20, 2021

Ref: 20 USC 1232(g-i) (*Family Educational Rights and Privacy Act*); 20 USC 7908 (*Armed Forces Recruiter Access to Student* 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, 134, 250; Board minutes, 7-23-02, 10-19-04, 11-16-06, 8-18-15, 3-20-18, 4-20-21.

DISCLOSURE OF PROTECTED HEALTH INFORMATION

Caddo Parish School Board recognizes that the *Federal Equal Rights Protection Act* (FERPA) and State law provides for the protection of personally identifiable student information and provides a mechanism for disclosure of student information to third parties. The Caddo Parish School Board further recognizes that the *Health Insurance Portability Accountability Act* (HIPAA) provides the methods by which health care records may be disclosed in order to provide health care to students as well as information regarding their treatment to family members. The Caddo Parish School Board hereby follows the guidance of the HIPAA regulations in order to bill for and provide health care services to the students in Caddo Parish.

1. Protected health Information is defined as individually identifiable information that relates to a student's health, health care, or payment for health care.

2. Written consent of a parent of a student or an eligible student prior to the disclosure of protected health information from the health records of a student will be required except under conditions stated in the following paragraphs. The written consent must be signed and dated by the parent of the student or the eligible student and must include a specification of the health records to be disclosed, purpose or purposes of disclosure, and the party or class of parties to whom disclosure is to be made.

3. A student's Protected Health Information (PHI) may be used and disclosed to carry out treatment, payment and health care operations. A student's PHI may also be disclosed to contact a parent regarding appointments, to inform a parent of potential treatment options or alternatives, or health related benefits or services which may be of interest to a parent. Further, a student's PHI may be disclosed to a family member, relative, close friend or other person identified by a parent to be involved in the student's health care. Finally, a student's PHI will be used and disclosed when required by federal, state or local law.

4. A student's PHI may be disclosed under the following special circumstances:

   A. A student's PHI may be disclosed to public health authorities that are authorized by law to collect information for the purpose of:

      (1) maintaining vital records, such as births and deaths;
      (2) preventing or controlling disease, injury or disability;
      (3) notifying a person regarding potential exposure to a communicable disease;
      (4) notifying a person regarding a potential risk for spreading or contracting a disease or condition;
      (5) reporting reactions to drugs or problems with products or devices;
      (6) notifying individuals if a product or device they may be using has

been recalled; or
(7) reporting child abuse, neglect or domestic violence.

B. A student's PHI may be disclosed to a health oversight agency for activities authorized by law. Oversight activities can include, for example, investigations, inspections, audits, survey, licensure and disciplinary actions; civil, administrative, and criminal procedures or actions; or other activities necessary for the government to monitor government programs, compliance with civil rights laws and the health care system in general.

C. A student's PHI may be disclosed in response to a court or administrative order, if the student is involved in a lawsuit or similar proceeding. A student's PHI may be disclosed in response to a discovery request, subpoena, or other lawful process by another party involved in the dispute.

D. A student's PHI may be disclosed so long as applicable legal requirements are met, for law enforcement purposes. The Caddo Parish School Board may release the minimum necessary information if asked to do so by a law enforcement official:

(1) In response to a proper court order or similar process;
(2) In response to a subpoena for a student's PHI;
(3) About criminal conduct involving the Caddo Parish School Board;
(4) Suspicion that death has occurred as a result of criminal conduct;
(5) In the event that a crime occurs on the premises of any Caddo Parish School Board property; or
(6) Medical emergency (not on the premises of a Caddo Parish School Board property) and it is likely that a crime has occurred.

E. If a student becomes an inmate of a correctional institution or falls under the custody of a law enforcement official, the Caddo Parish School system may release medical information about the student to the correctional institution or law enforcement official. This release would be necessary for the institution to provide the student with health care; to protect the student's health and safety or the health and safety of others; or for the safety and security of the correctional institution.

F. If the student is an organ donor, the Caddo Parish School System may release medical information to organizations that handle organ procurement or organ, eye or tissue transplantation or to an organ donation bank, as necessary to facilitate organ or tissue donation and transplantation.

G. A student's PHI may be disclosed when necessary to reduce or prevent a serious threat to a student's health and safety or the health and safety of another individual or the public. Under these circumstances, the Caddo Parish School System will only make disclosures to a person or organization

able to help prevent the threat.

H. A student's PHI may be disclosed to federal officials for intelligence, counterintelligence, or other national security activities authorized by law.

I. Medical information about a student may be disclosed to authorized federal officials so they may provide protection to the President, other authorized persons or foreign heads of state or conduct special investigations.

RIGHT TO REQUEST RESTRICTIONS ON DISCLOSURE OF PROTECTED HEALTH INFORMATION

A parent has the right to request a restriction or limitation on the medical information used or disclosed about his child for treatment, payment or health care operations. However, the Caddo Parish School Board is not required to agree to such request. A parent has the right to request a limit on the medical information disclosed about a student to someone who is involved in the student's care or the payment for the student's care, like a family member or friend. However, the Caddo Parish School Board is not required to agree to the request. A student's parent may not prohibit the student's other parent from receiving this information unless he is prohibited by court order or other law. If the Caddo Parish School Board does agree, the request will be complied with unless the information is needed to provide the student emergency treatment. To request restrictions, the request must be in writing to the Caddo Parish School Board at the address listed above. The request must state (1) what information is to be limited; (2) whether the request is to limit the use, disclosure or both; and (3) to whom the limits apply. The form to request for a restriction/limitation on medical information disclosed is available at the Caddo Parish School Board.

RIGHT TO AN ACCOUNTING OF DISCLOSURES OF PROTECTED HEALTH INFORMATION

A parent has the right to receive an accounting of disclosures of his/her child's protected health information made to individuals or entities other than to him/her, except for disclosures to carry out treatment, payment and health care operations as provided above; to persons involved in his/her child's care or for other notification purposes as provided by law; for national security or intelligence purposes as provided by law; to correctional institutions or law enforcement officials as provided by law; or that occurred prior to April 13, 2003. This right applies to disclosures made during the time period of up to six (6) years from the date of the request to request an accounting of disclosures, a parent must submit a written request to Superintendent/designee, at the Caddo Parish School Board, 1961 Midway, Shreveport, LA 71108. The request must state a time period, which may not exceed six (6) years. There is no charge for the first request for accounting within a twelve-month period; however, a fee may be charged for the administrative costs of retrieving, copying, mailing, and any other activities associated with any additional requests for accounting. The parent will be notified of the costs involved and will have the option to withdraw the request at that time, before any costs are incurred.

REQUEST FOR CONFIDENTIAL COMMUNICATIONS CONCERNING MEDICAL MATTERS

A parent has a right to request that the school system's employees communicate with him about his/her child's medical matters in a certain way or at a certain location. The School Board will accommodate all reasonable requests to the best of our ability. The parent will not be asked the reason for the request. The request must specify how or where the parent wishes to be contacted.

RIGHT TO FILE A COMPLAINT

If a parent believes his/her child's privacy rights have been violated, he/she may file a complaint with the Caddo Parish School Board or with the Secretary of the Department of Health and Human Services. To file a complaint with the Caddo Parish School Board, the parent shall contact Superintendent/designee at the address listed above. All complaints must be submitted in writing.

RIGHT TO PROVIDE AN AUTHORIZATION FOR OTHER USES AND DISCLOSURES OF PROTECTED HEALTH INFORMATION

A written authorization will be obtained for uses and disclosures that are not identified by his/her notice or permitted by applicable law. Any authorization to the Caddo Parish School Board regarding the use and disclosure of a student's PHI may be revoked at any time in writing. After revocation of an authorization, the Caddo Parish School Board will no longer use or disclose a student's PHI for the reasons described in the authorization. Please note, we are required to retain records of the student's care.

New policy: September 15, 2015

Ref: 20 USC 1232(g-i) (*Family Educational Rights and Privacy Act*); 29 USC 1181 et

seq.; 42 USC 300gg; 42 USC 1320d et seq.; 45 CFR 144; 45 CFR 164; Board minutes, 9-15-15.

STUDENT FEES, FINES AND CHARGES

The Caddo Parish School Board may impose certain student fees or charges to help offset special costs incurred in the operation of specific classrooms or subjects. Generally, students should not be denied or delayed admission nor denied access to any instructional activity due to failure or inability of their parent or guardian to pay a fee. Report cards and other academic records cannot be withheld for failure to pay a fee, pursuant to La. Rev. Stat. Ann. §17:112(C).

The School Board shall publish the *Student Fees, Fines and Charges* policy and procedures on its website. Each school shall publish the policy on its website and include it in the school's student handbook which shall be provided to each student and his/her parent or legal guardian at the beginning of each school year in the manner determined by the School Board.

The *Student Fees, Fines and Charges* policy shall be reviewed annually and revised as necessary.

DEFINITIONS

Fees shall mean any monetary payment or supplies required as a condition of a student being enrolled in school or participating in any curricular or co-curricular activity. Fees shall not include supplies or monetary payment for extracurricular activities. Fees shall not mean the cost of school meals.

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

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

REGULATIONS

1. A school shall not charge or assess a fee unless the fee has been set and included in the School Board’s approved *Schedule of Fees*.

2. Fees charged for the same item or service shall be consistent among all schools under the jurisdiction of the School Board.

3. Failure by a student, or parent on behalf of their child, to pay any required fee shall not result in the withholding of a student’s educational record.

SCHEDULE OF FEES

A list of authorized fees, including their purpose, use, amount or authorized range, and how each fee is collected, shall be as listed on the *Schedule of Fees* (Appendix A) attached to this policy.

Economic Hardship Waivers

A student or his/her parent or legal guardian may request and receive a waiver of payment of a fee due to economic hardship. Waivers of fees shall be granted based on objective criteria relative to the student or his/her family, as listed below:

1. Is receiving unemployment benefits or public assistance including Temporary Assistance for Needy Families, Supplemental Nutrition Assistance Program, supplemental security income, or Medicaid.

2. Is in foster care or is caring for children in foster care.

3. Is homeless.

4. Is eligible for free or reduced priced meals in schools not participating in the Community Eligibility Provision Program.

5. Is an emancipated minor.

A written request for a waiver of fees shall be submitted to the principal of the school or his/her designee for consideration. Proof of eligibility shall be included with the fee waiver request. A written decision on the waiver request shall be rendered within five (5) school days of the date of receipt of the request. Should the initial request to the principal of the school for a waiver be denied, a written appeal may be made to the Superintendent or his/her designee, who shall respond to the appeal in writing within five (5) school days of the receipt of the appeal.

All requests for economic hardship waivers of student fees and any and all supporting documentation used in considering the validity of any request for a waiver shall be *confidential*.

All records associated with a fee waiver request due to economic hardship shall not constitute a *public record,* but may be audited to ensure compliance with the School Board's policy. A student's *personally identifiable information* associated with such a waiver request shall **not** be made public.

SCHOOL SUPPLIES

School supplies requested by classroom teachers of a student's parent or legal guardian shall not exceed a published amount per student per school year as determined by the School Board. Each school principal shall approve all school supplies requested by classroom teachers. Prior to assessing a fee for school supplies or developing a school supply list, consideration shall be given to the existing school supply inventory. A student shall not be denied the opportunity to participate in a classroom activity due to his or her inability to provide requested supplies.

DAMAGE TO TEXTBOOKS/INSTRUCTIONAL MATERIALS

The School Board may require parents and/or legal guardians to compensate the school district for lost, destroyed, or unnecessarily damaged books and materials, and for any books which are not returned to the proper schools at the end of each school year or upon withdrawal of their dependent child. Under no circumstances may a student of school age be held financially responsible for fees associated with textbook replacement.

Compensation by parents or guardians may be in the form of monetary fees or community/school service activities, as determined by the School Board. In the case of monetary fees, fines shall be limited to no more than the replacement cost of the textbook or material, but may, at the discretion of the School Board, be adjusted according to the physical condition of the lost or destroyed textbook. A school system may waive or reduce the payment required if the student is from a family of low income and may provide for a method of payment other than lump-sum payment.

In lieu of monetary payments, both school systems and parents/guardians may elect to have students perform school/community service activities, provided that such are arranged so as not to conflict with school instructional time, are properly supervised by school staff, and are suitable to the age of the child.

Under no circumstances may a school or school district refuse the parent/guardian the right to inspect relevant grades or records pertaining to the child nor may the school or school district refuse to promptly transfer the records of any child withdrawing or transferring from the school, per requirements of the *Federal Family Educational Rights and Privacy Act*.

Under no circumstances may a school or school district deny a student promotional opportunities, as a result of failure to compensate the school district for lost or damaged textbooks or other unpaid fees or charges. Students shall not be denied continual enrollment each grading period nor re-entry in succeeding school years as a result of lost or damaged books or other unpaid fees or charges.

Students shall not be denied the use of a textbook during school hours each day. The school system shall annually inform parents and/or legal guardians of the locally adopted procedures pursuant to state law and regulation, regarding reasonable and

proper control of textbooks.

UNPAID FEES OR DEBTS

Every student shall be accountable for unpaid fees or debts owed to the school for such things as, but not limited to: lost textbooks, library books, unpaid lunch money, school pictures, locker fees, student I.D. fees, fundraiser money/products not returned, etc. by denying participation in non-academic activities, including graduation ceremonies.

Principals shall be encouraged to contact parents for cooperation in clearing debts. Should attempts to clear any debt through parental contact not be successful, the school shall notify the School Board attorney, who shall be authorized to take any further appropriate steps to secure payment, including legal action against an adult student or the parent/legal guardian of a minor student.

Revised: November 19, 2019

Ref: 20 USC 1232(g-i) (*Family Educational Rights and Privacy Act*); La. Rev. Stat.

Ann. ''17:8, 17:81, 17:112, 17:177, 17:178; Board minutes, 11-19-19.

APPENDIX A
CADDO PARISH SCHOOL BOARD SCHEDULE OF FEES

PURPOSE OF FEE	MAXIMUM AMOUNT	USE OF FEE	COLLECTION METHOD
Student Fee (PreK-12)	$50	Instructional materials Student incentives	Cash, Check, Money Order or Online payments accepted.
Snack Fee (PreK-K)	$40	Daily snack for the year	Cash, Check, Money Order or Online payments accepted.
Discovery/Gateway Fee (K-5)	$30	Instructional materials Classroom supplies Student incentives	Cash, Check, Money Order or Online payments accepted.
Student Supply Fee (K-12)	$50	Classroom supplies	Cash, Check, Money Order or Online payments accepted.
Business/Computer, English, History, Foreign Languages, Math, Science (6-8)	$30	Instructional materials Classroom supplies	Cash, Check, Money Order or Online payments accepted.
Business/Computer, English, History, Foreign Languages, Math, Science (9-12)	$52	Instructional materials Classroom supplies	Cash, Check, Money Order or Online payments accepted.
Robotics (9-12)	$150	Instructional materials Classroom supplies	Cash, Check, Money Order or Online payments accepted.
Career & Technology Electives (9-12)	$40	Instructional materials Classroom supplies	Cash, Check, Money Order or Online payments accepted.
Barbering/Cosmetology (9-12)	$125	Instructional materials Classroom supplies Licenses	Cash, Check, Money Order or Online payments accepted.
PE-uniform/lockers (6-12)	$30	Instructional materials Classroom supplies Uniforms/Lockers	Cash, Check, Money Order or Online payments accepted.
Choir, Orchestra, Piano, Guitar (6-8)	$65	Instructional materials Classroom supplies	Cash, Check, Money Order or Online payments accepted.
Choir, Orchestra, Piano, Guitar (9-12)	$155	Instructional materials Classroom supplies	Cash, Check, Money Order or Online payments accepted.
Band (6-12)	$350	Instructional materials Classroom supplies	Cash, Check, Money Order or Online payments accepted.
Art, Drama, Theater (6-12)	$60	Instructional materials Classroom supplies	Cash, Check, Money Order or Online payments accepted.
Junior Fee (11)	$100	Junior events	Cash, Check, Money Order or Online payments accepted.
Senior Fee (12)	$300	Senior events	Cash, Check, Money Order or Online payments accepted.

INDEX

CADDO PARISH SCHOOL BOARD POLICY MANUAL

Section K – School-Community Relations

KA	School-Community Relations Goals
KB	Public Information Program
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KG	Visitors to the Schools
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SCHOOL-COMMUNITY RELATIONS GOALS

The Caddo Parish School Board, in an effort to ensure and enhance the possibilities for excellence in the education of children in a free society, presents and endorses this statement of policy on school and community relations because of its conviction that (a) the public schools belong in every sense to the people who created them by consent, and support them by taxation; (b) the schools are only as strong as the intelligent and informed support of the people of the community, and never any stronger; and (c) the support of the people must be based upon their knowledge of their understanding about, and their participation in the aims and efforts of the public schools.

The School Board therefore reaffirms and declares its design and intent:

- to keep the citizens of the system regularly and thoroughly informed through all the channels of communication on all the policies, programs, problems, and planning of the school system, and to carry out this policy through its own efforts and the office of the Superintendent of Schools.

- to invite the advice and counsel of the people of the school system at all times and especially at all monthly meetings of the School Board, except at executive sessions.

- and to solicit the sound thinking and studied counsels of the people through advisory committees selected from the community and appointed by this School Board to consider those problems which vitally affect the future of the children in the parish.

Adopted: September 16, 2014

Ref: Board minutes, 9-16-14.

PUBLIC INFORMATION PROGRAM

The Superintendent of the Caddo Parish School Board and the administrative staff shall be responsible for the maintenance of all documents, letters or other printed materials collected, assembled and maintained by the school district. All written requests by citizens or outside agencies for information shall be directed to the Superintendent or his/her designee. The Superintendent or his/her designee shall review the request to determine if the information requested is public in nature.

If the information is determined to be public in nature, the Superintendent or his/her designee shall direct that it be released for duplication on the premises during normal business hours. The party requesting the information shall be charged the cost of reproduction and any other expenses entailed in locating and retrieving the information. If the information is in active use or otherwise unavailable, the party requesting the information shall be so notified and shall be notified again when the information becomes available.

Members of the general public should call the School Board office for assistance when requesting information or to make a complaint.

NOTIFICATION

The School Board shall require each school, at the beginning of each school year, to provide the parent or legal guardian of each student with written information outlining the process and procedures to be followed in order to make a complaint, or request information from the school or School Board. Such information shall include at least, the name, address, phone number and e-mail address of the appropriate person to contact at each step of the process, and shall be updated annually.

Adopted: September 16, 2014

Ref: La. Rev. Stat. Ann. §§17:172, 17:415, 44:1; Board minutes, 9-16-14.

NEWS MEDIA RELATIONS

The Caddo Parish School Board shall direct all regular news releases to originate in the central office to deliver information to the public about the school system. The School Board President or the Superintendent shall be the official spokesperson for the School Board to inquiries of the news media. The School Board President may designate another person as official spokesperson. Only the School Board President, Superintendent, or designated official spokesperson shall be authorized to issue official statements on behalf of the School Board. All representatives of the media, newspapers, and radio stations shall be notified that official statements from the Caddo Parish School Board shall come from the President of the School Board, the Superintendent or the official spokesperson. Individual members who choose to make statements to the press do not necessarily represent views of the entire School Board.

Information concerning any present or foreseeable emergencies shall be transmitted to all School Board members as necessary. The School Board shall recognize the Superintendent as the sole spokesperson of the School Board and School District during any emergency. Questions for information shall be directed to the Superintendent or his/her designee.

Adopted: September 16, 2014

Ref: Board minutes, 9-16-14.

FILE: KE
Cf: GAAA, GAE
Cf: JAA, JCE, KB

PUBLIC CONCERNS AND COMPLAINTS

It shall be the policy of the Caddo Parish School Board that written allegations concerning local school policy, or concerns about school matters be submitted to the principal of the school. If the matter cannot be settled at this level the matter should then be presented to the Superintendent in writing with all allegations documented and signed.

It shall further be the responsibility of the principal of the school and Superintendent to document any and all meetings of this nature.

These documents shall be made available to the School Board members in the event these matters reach the School Board.

PUBLIC COMPLAINTS

Constructive criticism of the schools is welcomed by the Caddo Parish School Board whenever it is motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively. The Board has, however, confidence in its professional staff and desires to support their actions in order that they be free from unnecessary, spiteful, or negative criticism and complaint. Therefore, whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will be referred to the Superintendent for study and possible solution.

The School Board shall require the Superintendent and staff to maintain and disseminate information to parents, legal guardians, and the general public on the proper process and contact information to be used when making complaints.

The School Board will consider hearing citizen complaints when they cannot be resolved by the administration (teacher, principal and Superintendent). Matters referred to the School Board shall be submitted through the Superintendent and must be in writing and should be specific in terms of the action desired. The School Board shall not consider or act on complaints that have not been explored at the appropriate administrative level.

Adopted: September 16, 2014

Ref: La. Rev. Stat. Ann. ''17:81, 17:172; Board minutes, 9-16-14.

USE OF SCHOOL FACILITIES

The Caddo Parish School Board recognizes the functions of school buildings and grounds shall be to accommodate approved school programs for students and to assist in meeting the educational, cultural, civic, social and recreational need of communities. Use of school buildings by the community shall be considered a secondary function so as not to interfere with regular school-day programs of the students.

The sale and/or consumption of alcoholic beverages in school facilities and on Caddo Parish School Board property shall be prohibited at **all** times.

The use of any tobacco product, smokeless tobacco, or any smoking object/device, including but not limited to electronic cigarettes, advanced personal vaporizers, vape pens, vape mods and similar devices, shall be prohibited on and in all School Board property and vehicles, and at all school-sponsored or school-approved functions. However, this prohibition shall not be applicable to any tobacco product approved by the United States Food and Drug Administration for sale as a tobacco cessation product and which is marketed and sold solely for such purpose.

School Board property shall include any elementary or secondary school grounds or buildings, any portable buildings, field houses, stadiums, equipment storage areas, vacant land, or any property owned, operated or leased by the School Board.

REQUIREMENTS

When the use of school facilities by the community is desired, the person, organization or group must receive the approval from the Superintendent or his/her designee. Before approval can be given, the person, organization or group shall:

1. Sign and submit to the Superintendent or his/her designee at least fifteen (15) days prior to anticipated date of usage an *Application and Agreement for Use of School Facilities* form, which shall contain, but not be limited to, the following:

    A. Waiver of any and all rights of recovery from the School Board, its members, and the school district for any injuries or damages resulting from the use of school building facilities or grounds. The person, organization, or group shall provide a certificate of insurance showing liability coverage for personal and property damages for the event being held, with a minimum of $1,000,000 general liability per occurrence. The Caddo Parish School Board, its members, the Caddo Parish School District, and employees, shall be listed on the policy as *additional named insured*. A certificate verifying the purchase of such insurance shall be presented to the school principal or building level administrator and the Superintendent, at least twenty-four (24) hours prior to use of the facilities,

otherwise, the event may be cancelled. The School Board reserves the right to require additional insurance coverage than that stipulated above if the use of the property is determined to have an increased liability exposure.

B. A statement that the person, organization, or group lessee shall assume **ALL** responsibility for damages and/or maintenance expenses invested in the building, directly or indirectly resulting from lessee's use, including utilities and upkeep of the buildings and grounds.

C. A statement that no school facility shall be used for hazardous activities.

2. In no way violate any law or ordinance in the use of the property.

3. Provide security as determined by the Superintendent or his/her designee.

4. Pay a damage deposit as set by the School Board.

GENERAL PROVISIONS

The School Board shall direct the Superintendent to maintain appropriate administrative regulations and procedures governing the use of school facilities. These regulations shall assure the following:

1. The school principal or building level administrator shall be responsible for assuring that access to and use of school facilities by any person, organization, or group is within School Board guidelines. Use of facilities for other than school activities during school hours or when in conflict with school activities shall be prohibited except by special permission of the School Board. Areas of any facility not intended for use shall be locked and properly safeguarded.

   The school principal or building level administrator shall designate a custodian to be scheduled to be on the premises from the beginning through clean-up time. This custodian shall be responsible for disarming/arming of any security system and the locking of exterior doors. The custodian shall assist with cleaning. However, as stated in the agreement, the group using the building shall be responsible for assuring that everything is clean and in order for classes.

2. The use of any School Board-owned or operated facility shall be prohibited during the school day for the purpose of political activities, campaigning or debates. Use of facilities shall not be permitted for activities prohibited by state law and/or Board policies or considered in any way contrary to the best interests of the school system.

3. All persons attending the function or use of the school facility requested shall also be required to obey all rules and regulations of the School Board relating to school facilities, and the person, group, or organization shall be responsible for the conduct of all such persons.

4. The use of food service facilities by any person, organization, or groups outside of the food service department and/or food service organization shall be in accordance with the regulations outlined by the Superintendent and staff.

5. No person, group, club, or organization granted permission to use school facilities shall bring, or permit to be brought, into or onto or about such school facility any alcoholic beverage, drug, or weapon as defined by the laws of the State of Louisiana and/or policies and regulations of the School Board.

6. No person shall be excluded from any meeting, program, or use because of that person's race, color, creed, national origin, sex, religious or political preference.

7. The falsification of any information required or the failure to comply with all policies, regulations, and/or procedures shall result in the group or organization being prohibited from using any school facility in the future.

8. The School Board reserves the right, through the Superintendent, principal, or other designated person to cancel the use of any School Board-owned or operated facility at any time when deemed in the best interest of the school system.

9. If the services of law enforcement, security personnel, and/or fire personnel are required, the person, group or organization shall be responsible for making the necessary arrangements for such services and shall fully apprise the principal or building level administrator prior to usage.

10. No person, group, or organization granted approval to use facilities shall be permitted to move equipment into a facility during the school day. Programs or activities shall not begin before the end of the school day. All equipment, props or related materials shall be removed from School Board property prior to the beginning of the next school day. Equipment used on School Board property not involving a specific school site shall be removed as soon as possible, but no later than twenty-four (24) hours from termination of lease.

    School Board facilities and/or property shall be vacated not later than 11:00 pm.

11. All exterior doors shall be kept closed when air conditioning or heating unit(s) is (are) in use.

12. No hoofed animals shall be permitted on the athletic fields and/or any other area specified by the principal.

FEES

Rental fees charged for use of School Board facilities shall be in accordance with the schedule of fees approved by the School Board. It should be noted that the School Board cannot waive any fees or absorb any cost for use of its facilities by groups or organizations not considered part of the school, as this would be a donation of public funds which is prohibited by the state constitution. All fees, once calculated, shall be paid directly to the School Board.

SPECIAL PROVISIONS

Voting Precincts

Use of school buildings for voting or polling places shall be authorized by the Board on the condition that election officials in charge on Election Day shall permit no loitering on the school premises. The principal or building level administrator shall determine where voting shall be held on school campuses in accordance with state statutes.

Arrangements for opening and closing the facilities shall be made with the principal of the school involved.

Civil Defense

The Civil Defense director is authorized to use any and all necessary school facilities for emergency shelters or accommodations to help provide services to the public in the event of any declared emergency, in coordination with the Superintendent and/or his/her designee.

Film Industry

Due to the various requests by film companies to utilize school facilities and vehicles for filming and the deadlines uniquely associated with the film industry, the School Board authorizes the Superintendent to enter into agreements with film companies for the use of facilities and vehicles for filming family movies or pictures intended to be rated no higher than PG13, when such use, in the Superintendent's opinion, does not substantially interfere with the use of the facility and/or vehicle(s) for educational purposes. All agreements shall be reviewed and approved by the Caddo Parish School Board general counsel prior to execution.

Long Term Use

Long term use of school facilities (a use greater than that required for a single event or a use exceeding one (1) week) by any outside person, organization or group for any activity not involving tutoring or enrichment activities for Caddo Parish students shall be initially approved by the School Board and shall not exceed a three (3) month lease term. In deciding whether to approve the long term use of a facility as described in this paragraph, the School Board shall determine that the proposed use does not interfere with the use of the facility for educationally intended purposes. Thirty (30) days prior to the expiration of the initial term, or any additional term, the lessee shall notify the Superintendent or his/her designee of its intent to renew with preference over others who apply for the use of the facility. If the lessee fails to timely notify the Superintendent or his/her designee of its intent to renew its contract for use of the facility, the School Board may lease the facility to any other person or entity, or decide to use the facility for other purposes.

Nothing in this policy shall obligate the Caddo Parish School Board to provide a facility for the lessee's use if the facility under contract becomes unavailable due to mechanical failure, fire, flood, or any other condition making the facility unfit for use.

PURPOSES

Gymnasiums and Auditoriums

School gymnasiums may be used for social activities and dances for the student body of the school, provided that such entertainment is adequately chaperoned by parents of participating students and teachers; and that participation in such functions is limited to the student body of the local school. Students from other schools in the parish may attend when specifically invited, and when such invitations are approved by the principal of the local school. When schools choose to sponsor a prom, members of the junior and senior classes may invite their "dates" even though such guests are not members of the junior or the senior class.

The school shall have precedence in the use of its auditorium. School auditoriums and gymnasiums cannot be used by a non-school related individual or agency for the sole purpose of making a profit for themselves or their organization. Special interest groups whose purpose is to incite tension among local people and to advocate disobedience of local laws shall be denied the use of school buildings.

Use of auditoriums for political campaigns or rallies shall be prohibited.

Cafeterias/Lunchroom Facilities

The same general policies governing the use of gymnasiums and auditoriums apply to the use of school cafeterias, with the exception that in the case of preparation of food, use of the kitchen equipment must be supervised by the lunchroom manager or cafeteria worker regularly employed by the School Board.

The facilities of the lunchroom may be used by organized community groups of non-personal benefit upon request to the Superintendent, provided the use does not interfere with the operation of the school lunch program. The group using the facilities shall be responsible for the loss of equipment and utensils. A lunchroom worker must be present. Facilities must be left clean and in order.

USE OF SCHOOL GROUNDS

The public shall be allowed to use school grounds (excluding buildings) for recreational or sport purposes only during daylight hours and only during the time when classes or other school or school-sponsored or approved activities are not being held. No motor vehicles of any type, firearms or explosives or other dangerous weapons or alcoholic beverages shall be allowed on any school grounds. All activities of a non-recreational or non-sports nature, such as political rallies, gatherings, or meetings shall be prohibited.

No supervisory personnel shall be provided during this time, and any person who uses the school grounds for the limited purposes set forth herein does so at his/her own risk. The School Board shall assume no liability for any accident, injury, or loss suffered by any person using the school grounds under the permission herein granted.

The person, group, or organization using school grounds shall be required to provide the required certificate of insurance prior to the use of school grounds.

Adopted: September 16, 2014
Revised: December 19, 2017

Ref: Constitution of Louisiana, Art. VII, Sec. 14(A); La. Rev. Stat. Ann. ''17:81, 17:240 40:1291.2, 40:1291.3, 40:1291.11, 40:1291.21; Board minutes, 7-3-74, 8-20-80, 9-7-83, 5-16-90, 9-18-91, 3-18-98, 5-21-02, 6-21-05, 3-21-06, 9-16-14, 12-19-17.

VISITORS TO THE SCHOOLS

The Caddo Parish School Board welcomes and encourages parents and other school patrons to visit the schools at appropriate times. Programs may be planned throughout each school year to provide opportunity for visits to the schools.

Principals shall be responsible for establishing procedures that ensure the proper protection of instructional time and the welfare of the students and employees. In accordance with state law, no person is allowed on school grounds or in school buildings or facilities without authorization from the appropriate school official. Therefore, all visitors shall report to the principal's office immediately upon coming onto school grounds for their visit. Office personnel, principal, counselor, etc., shall be made aware of the purpose of the visit. If at all possible, all visits should be pre-arranged.

Appropriate signs announcing that visitors must report to the school or office building upon entering the school campus or property shall be posted at all entrances.

The School Board, in accordance with state law, shall authorize principals, school administrators, or school security guards to search the person, and any item in the possession of a person who is not a student enrolled in school, or any school employee, while in or on any school property. The search may be conducted at random with a metal detector, or physically when there is reasonable suspicion that such person has any weapons, illegal drugs, alcohol, stolen goods, or other materials which violate School Board policy.

Principals are authorized to take the necessary steps in dealing with unauthorized visitors, including requesting the assistance of law enforcement officers to escort unauthorized visitors off school property, if necessary.

Adopted: September 16, 2014

Ref: La. Rev. Stat. Ann. ''17:416.6, 17:416.10; Board minutes, 9-16-14.

PUBLIC CONDUCT ON SCHOOL PROPERTY

The Caddo Parish School Board shall require any person attending any school event or school-related function on or off campus to conduct themselves with politeness, decorum, and proper sportsmanship. Any person entering any school campus or School Board property shall be required to conduct himself/herself in accordance with acceptable standards of conduct and show respect for the law and rights of others. Any person who disrupts the orderly educational process while on a school campus or School Board property may be restricted or banned from such property by the School Board.

In addition, any person, including an adult, who behaves in an unsportsmanlike manner during an athletic or co-curricular event, may be ejected from the event the person is attending and/or be denied admission to other school events for up to a year. Should a person's conduct while on school property become so disruptive that it threatens the safety of any employee or student, school personnel shall be authorized to notify law enforcement personnel for assistance. The Superintendent shall have the authority to review the circumstances and make the final decision regarding attendance of the individual at any school or school function. Examples of unacceptable conduct include, but are not limited to:

1. Using vulgar or obscene language or gestures

2. Possessing or being under the influence of any alcoholic beverage or illegal substance

3. Possessing a weapon

4. Fighting or otherwise striking or threatening another person

5. Failing to obey the instructions of a security officer or school district employee

6. Interfering in any way with an athletic or co-curricular event

7. Engaging in any activity which is disruptive or illegal

Students demonstrating any of the above conduct shall be subject to disciplinary action in accordance with School Board policy. Employees exhibiting any of the above conduct may be subject to suspension or termination.

Adopted: September 16, 2014

Ref: La. Rev. Stat. Ann. §17:81; Board minutes, 9-16-14.

PUBLIC SOLICITATIONS IN THE SCHOOLS

Solicitation of students to promote the merit of any product by brand name or trademark, or the interests of any commercial or other non-school agency shall not be permitted by the Caddo Parish School Board.

The schools may, upon approval of the Superintendent, cooperate in furthering the work of any non-profit, non-discriminatory community-wide social service agency, provided that such cooperation does not restrict or impair the educational program of the schools.

Adopted: September 16, 2014

Ref: La. Rev. Stat. Ann. §17:81; Board minutes, 6-2-76, 1-3-90, 9-16-14.

ADVERTISING IN THE SCHOOLS

The Caddo Parish School Board shall not permit commercial advertising in any buildings of the school district or on school grounds or properties unless specifically approved by the School Board.

Neither the facilities, the staff, nor the children of the schools shall be employed in any manner for advertising or otherwise promoting the interests of any commercial, political, or other non-school agency, individual or organization, except that:

1. the schools may cooperate in furthering the work of any administration approved non-profit community-wide social service agency; provided that such cooperation does not restrict or impair the educational program of the schools.

2. the schools may use films or other educational materials bearing only simple mention of the producing firm and providing such materials can be justified on the basis of their actual educational values.

3. the Superintendent may, at his/her discretion, announce or authorize to be announced, any lecture, community activity, or film of particular educational merit.

4. the schools may receive, via educational telecommunications networks, educational and current event programs specifically designed for middle and high school students even though there may be some commercial advertisements associated therewith, provided that any such advertisements must be appropriate for and not inconsistent with the educational environment in which the programs are viewed, and provided further that such advertisements be previewed and approved by the principal of the school or his/her designee prior to being viewed by students.

5. the schools may, upon approval of the School Board, cooperate with any agency in promoting activities in the general public interest, and which promote the education or other best interests of the pupil.

Nothing herein shall be construed to prevent advertising in student publications which are published by student organizations and/or advertising in programs or publications sponsored by PTA, booster clubs or other parent groups, or on athletic fields of the schools or at athletic events. Prior to authorizing any advertisements on school property, the principal shall present the proposal advertisement to the Superintendent for review and presentation to the School Board for approval.

Solicitation of advertising or use of the school district to promote the merit of or sale of any product by brand name or trademark shall not be permitted by the School Board.

Adopted: September 16, 2014

Ref: La. Rev. Stat. Ann. ' 17:81; Board minutes, 6-2-76, 10-21-87, 1-3-90, 9-16-14.

RELATIONS WITH LAW ENFORCEMENT AUTHORITIES

It is the policy of the Caddo Parish School Board to cooperate with law enforcement agencies for the best interest and welfare of all citizens. Schools have the responsibility to parents for the welfare of the students while they are in the care of the school. Cooperation with law enforcement agencies is essential for the protection of students, for maintaining a safe environment in the schools, and for safeguarding all school property.

All contact with representatives of law enforcement agencies by school personnel shall be governed by applicable School Board policies.

COOPERATION WITH LAW ENFORCEMENT

The Caddo Parish School Board, along with the School Board's security personnel, shall meet with public and law enforcement agencies in Caddo Parish, in a cooperative endeavor, to formulate and maintain a plan of action by all agencies for when law enforcement or other police agencies are needed to respond to criminal elements or behavior on school campuses, resolve disputes, or perform policing functions.

The School Board's security staff shall work in close cooperation with all law enforcement agencies throughout Caddo Parish.

Arrest of a Student at School

Students shall be released to law enforcement officers who present a bench warrant or subpoena for a student. Every reasonable effort shall be made to notify the parent/legal guardian or designee.

Investigations by Law Enforcement

If a law enforcement officer requests to question a student who witnessed an incident on or off campus, the principal/designee shall allow him/her to question the student. However, the principal/designee must be present and every reasonable effort shall be made to notify the parent/legal guardian or designee.

Adopted: September 16, 2014

Ref: US Constitution, Amend. IV; US Constitution, Amend. XIV, Sec. 1; La. Rev. Stat. Ann. ''17:416, 17:416.3; New Jersey v. T.L.O., 469 U.S. 325, 105 S. Ct. 733; Board minutes, 9-16-14.

RELATIONS WITH ARMED FORCES/MILITARY AGENCIES

The Caddo Parish School Board shall allow military recruiters the same access to secondary students as offered to postsecondary institutions and prospective employers. Military recruiters shall also have access to names, addresses and phone numbers of secondary students except in the case of a student whose parent has requested the information not be released.

Adopted: September 16, 2014

Ref: 20 USC 7908 (*Armed Forces Recruiters Access to Students and Student Recruiting Information*); Board minutes, 9-16-14.

SECTION L: EDUCATION AGENCY RELATIONS

	LA	Education Agency Relations Goals/Priority Objectives
	LB	Relations with other Schools and School Systems
	LBA	Shared Services and Staff
	LBB	Cooperative Educational Programming
	LBC	Relations with Nonpublic Schools
	LC	Relations with Education Research Agencies
	LO	Relations with Colleges and Universities
t/	LOA	Student Teaching and Internships
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	LF	Relations with State Education Agencies
	LG	Relations with Federal Education Agencies
	LH	Relations with Education Accreditation Agencies
	LI	Professional Visitors and Observers from Education Agencies

STUDENT TEACHING AND INTERNSHIPS

The Caddo Parish School Board, recognizing its responsibility to improve the quality of teacher training and the contributions student teachers can make to the Caddo Parish schools, encourages and authorizes the Superintendent to arrange for the supervision and training of a reasonable number of such teachers in the school system each year.

1. All student teaching assignments shall be coordinated with the Superintendent or his/her designee by the college.

2. Student teachers shall be assigned only to teachers agreeing to serve as a supervising teacher.

3. All student teachers, while attached to the school district, shall adhere to the Board policies and administrative rules and regulations of the school.

4. Institutions placing student teachers/interns in the Caddo Parish public school system shall be required to execute the appropriate student teacher agreement prior to assignment of student teachers.

Adopted: September 16, 2014

Ref: La. Rev. Stat. Ann. §17:81; Board minutes, 3-16-66, 9-16-14.