



TO: Members, Calcasieu Parish School Board

FROM: Shannon LaFargue, Chief Operations Officer
Human Resources/Auxiliary Services

DATE: January 19, 2017

SUBJECT: Administrative and Personnel Committee Meeting

Mr. Eric Tarver, Chairman, has called an Administrative and Personnel Committee Meeting for **Tuesday, January 24, 2017** to follow the Budget and Fiscal Management Committee Meeting at 5:00 p.m. in the Board Room at 3310 Broad Street, Lake Charles, Louisiana.

AGENDA

1. **CPSB Policy Revisions**
 - a. **Termination of Personnel not governed by RS 17:441 (Teachers) & RS 17:491 (Bus Drivers)** page 2
 - b. **Preservation of School Board Records Due to Litigation** page 4
2. **Update on Smoothie Program –SFS Director, Jacqueline Richard** page 6
3. **Adding School Food Services Field Manager Position** page 7
4. **Legislative Policy Updates**
 - a. **DJE, Purchasing** page 8
 - b. **EBBH, Use of Automated External Defibrillator (AED)** page 11
 - c. **GBA, Contracts and Compensation** page 12
 - d. **IDDF, Education of Students with Exceptionalities** page 16
 - e. **DJA, Authorized Signatures** page 20
 - f. **JBC, School Admission** page 23
 - g. **JBCC, Student Assignment** page 27
 - h. **JCDAB, Dangerous Weapons** page 31
 - i. **JGCD, Administration of Medication** page 33
 - j. **JQE, Expectant and Parenting Students** page 44

SL/ab

Administrative Staff
Legal Counsel

Internal Auditor
Publications

Administrative and Personnel Committee:

Eric Tarver, Chair
John Duhon
Fred Hardy
Wayne Williams

Chad Guidry, Vice Chair
Glenda Gay
Dean Roberts

Annette Ballard
Damon Hardesty
Alvin Smith

Building Foundations for the Future

CPSB Policy Revisions

Agenda Item # 1a



To: Board Members

From: Shannon LaFargue, COO

RE: Termination of personnel not governed by RS 17:441 (Teachers) and RS 17:491 (Bus Drivers)

Date: January 17, 2017

Currently the superintendent provides written notice of the charges to the employee and a written recommendation of termination to the school board. The employee is not entitled to a hearing, but is entitled to address the Board on the agenda item as a member of the public.

We are asking the Board to change the policy to reflect that the superintendent not provide a written recommendation of termination to the board. Under current policy, when we terminate a tenured teacher, the superintendent does not bring the termination before the board. Our current policy allows the opportunity for personnel not governed by 17:441 (teachers) and 17:491 (tenured bus drivers) to address the board as public citizens on the agenda items regarding the termination of their employment, yet a tenured teacher is not afforded that opportunity by law. As an example, under current board policy, a custodian's written recommendation of termination from the superintendent goes to the board. The board then acts upon the written recommendation and the custodian may respond in executive session or in open session. We are recommending that this step noted in the example – superintendent recommendation to the board – be removed. With the recommended policy change, we would be leveling the procedures for these employees.

Below is the recommended change to Policy GBN – Dismissal of Employees

The Superintendent may terminate the employment of any school employee whose dismissal is not governed by the provisions of La. Rev. Stat. Ann. §§17:441-446, or by the provisions of La. Rev. Stat. Ann. §§17:491-494, or other school board policy, after providing such employee with the written reasons therefor and providing the employee the opportunity to respond. The employee shall have ten (10) days from the date of the superintendent's written reasons for

termination to respond, and such response shall be included in the employee's personnel file. If the employee chooses to respond, the Superintendent shall make a final determination regarding dismissal and will send notice thereof to the employee. If no response is received by the superintendent within ten days from the date of the superintendent's written reasons for termination, the Superintendent's action shall be considered final with no further review or notice to the employee. If circumstances require immediate removal of an employee from employment the superintendent may terminate employment without following the above procedure, but the employee will as soon as practicable thereafter be informed of the reasons for termination and be given an opportunity to respond. Such employee may file a request for review of the termination by the superintendent within ten days from the date of termination. The request shall provide the employee's response to the reasons for termination given by the superintendent. The superintendent will respond to the request in writing, and if the employee is fully reinstated, the employee may in the discretion of the superintendent be paid for work time during which he or she was removed from the employment. No employee who is terminated pursuant to the provisions of this paragraph shall be entitled to a hearing before the school board.

Agenda Item # 1b

Preservation of School Board Records Due to Litigation

FILE: DIEA-AP

Cf: DIEA

CALCASIEU PARISH SCHOOLS
ADMINISTRATIVE PROCEDURES

DATE ISSUED:

SUBJECT: PRESERVATION OF SCHOOL BOARD RECORDS DUE TO LITIGATION

The Calcasieu Parish School Superintendent, Risk Manager, Chief Academic Officer, Chief Operating Officer, and Chief Financial Officer are each authorized to issue Litigation Records Preservation Orders which shall provide for the preservation of records related to litigation or which may reasonably be anticipated to be related to foreseeable legal action involving the School Board. The Superintendent shall develop a form of notice to be provided to School Board personnel which shall advise them of their responsibility to preserve records. The Superintendent shall determine and communicate to affected personnel when a Litigation Records Preservation Order has been terminated.

Calcasieu Parish School Board

LITIGATION RECORDS PRESERVATION ORDER

Date: _____

To: _____

From: _____

Claim/Possible
Claim

Claimant: _____

Date of Incident: _____

Names of Witnesses/Persons Involved: _____

Description of Claim/Possible Claim: _____

In accordance with CPSB Policies DIEA and DIEA-AP, you are directed to preserve all Records which may pertain to the Claim/Possible Claim noted above. "Records" is a term defined in Policy DIEA. By way of example, but without limitation, the types of Records which must be preserved include statements made by witnesses, by the person making the claim, by the individual against whom the claim is made, and correspondence, emails, phone call logs, grade books, contracts, incident reports, photographs, and audio and video recordings, which may pertain to the Claim/Possible Claim or defense against the claim listed above.

Please contact me immediately if you have any Records which may pertain to the Claim/Possible Claim or individuals noted above. You must also notify me if you are aware of the identity of anyone who may have knowledge or information pertaining to the Claim/Possible Claim or Records which must be preserved, whose name is not listed above.

Agenda Item # 2

**Update on Smoothie Program –SFS
Director, Jacqueline Richard**

Agenda Item # 3



MEMORANDUM

TO: School Board Members
FROM: Shannon LaFargue, COO
RE: Adding SFS Field Manager Position
DATE: 1-17-17

Staff is requesting the addition of a Field Manager Position for School Food Services. Staff would like to convert a current clerk vacancy position to a field manager position. According to the School Food Nutrition Service Management for the 21st Century, which is based on industry standards, districts with 21+ schools should be staffed with one director, one assistant director, and one supervisory staff member for every 20 schools. We currently fall short on the recommended administrative staff as we have one director and two field managers. By adding the field manager/supervisory position, our SFS department would then have the recommended three supervisors for a school system of our size.

The starting salary for a Field Manager is \$32,581 plus benefits of approximately \$18,000 for a total package of approximately \$51,000. The salary for the current vacant position of clerk is an average salary of \$23,000 plus benefits of approximately \$14,000 for a total of approximately \$38,000. If approved, the field manager position would cost approximately \$13,000 more than the current salary allocation for SFS. In addition, the SFS budget is in good fiscal standing.

Legislative Policy Updates

Agenda Item # 4a

Changes have been made to the statutory language which replaces the term school district purchasing cooperative with the term qualified group purchasing organization. The purchasing policy has been revised to reflect the new language.

FILE: DJE
Cf: DI, DJE-AP, DJED

PURCHASING

Purchases of supplies, equipment, services and major repairs, including construction/renovation public works contracts, shall adhere to rules and regulations set forth in applicable Louisiana Revised Statutes.

It shall be the policy of the School Board that all purchasing for the school system to be paid from 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. All purchase orders shall be properly signed by the Superintendent or his/her designee.

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 regulations and procedures developed by the Superintendent and staff, and as further detailed in the School Board's handbook, *School Activity Funds, Principles and Procedures*.

No employee, officer or agent of the Calcasieu Parish School Board shall participate in the selection, award, or administration of a contract if a conflict of interest, real or apparent would be involved. Such a conflict would arise when:

1. The employee, officer or agent;
2. Any member of their immediate family;
3. His or her partner or business associate;
4. An organization which employs, or is about to employ any of the above, has a financial or other interest in the firm selected for award.

The Calcasieu Parish School Board's employees shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subagreements.

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.

~~SCHOOL DISTRICT PURCHASING COOPERATIVE~~ 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 services, materials, equipment, or supplies of the type and nature as may be purchased by a public school district or public school.

The School Board, ~~as a member,~~ may ~~participate in a school district purchasing cooperative~~ 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 services, 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 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.

~~In accordance with solicitations, bids, or proposals put forth by the school district purchasing cooperative,~~ The School Board may purchase ~~services, equipment, materials, and supplies at the prices selected by the cooperative~~ from a qualified group purchasing organization if the price for such equipment is less than that for the same or substantially similar equipment on the state 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.

Revised: June, 2010

Revised: November, 2011

Revised: February 10, 2015

Revised: September, 2016

Ref: La. Rev. Stat. Ann. §§33:4712.7, 38:2211, 38:2212, 38:2212.1, 38:2214, 38:2218, 38:2219, 38:2271, 39:1551, 39:1552, 39:1553, 39:1554, 39:1554.1, 39:1556, 39:1557, 39:1558, 39:1597, 39:1710; School Activity Funds Principles and Procedures; Board minutes, 5-11-10, 2-7-12, 2-10-15.

Agenda Item # 4b

The 2016 legislative session now requires when funding is available that each high school have an AED on its premises. Also, gives the high school authority to accept donations of AEDs.

FILE: EBBH
Cf: JGFG

USE OF AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

The Calcasieu Parish School Board directs that if funding is available, each high school ~~that participates in interscholastic athletics~~ 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 ~~the Department of Health and Hospitals and~~ 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.

New policy: November, 2012

Revised: September, 2016

Agenda Item # 4c

The update requires that the annual salary of an employee shall not be reduced below the amount of the annual salary paid to the employee during the previous school year or during the academic year.

FILE: GBA
Cf: GBD, GBN
Cf: GBO, GBQ

CONTRACTS AND COMPENSATION

CONTRACTS

Contracts of employment between eligible employees and the Calcasieu 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 determined by the School Board. The failure of a non-tenured teacher to sign a contract for the ensuing school session within the specified time, when required, shall be considered as voluntary termination of employment on the part of the teacher, unless under extenuating circumstances, an extension is granted by the Superintendent. Any subsequent resignation or termination of said contract for reasons other than extreme emergencies, as determined by the School Board, shall constitute a breach of contract against which legal action may be taken by the School Board and the employee dealt with accordingly. The Superintendent shall receive, finalize and accept all resignations of all employees. However, the Superintendent at the next available meeting shall report said resignations to the School Board.

The Superintendent shall sign each teacher contract.

Performance Contracts

Administrative and supervisory personnel in positions that require certification shall be hired under the terms of a performance contract of not less than two (2) nor more than four (4) years, except when such employment is for a temporary position. The School Board shall make the final decision regarding the length of any such performance contract. Prior to the School Board's approval of any initial or subsequent contract which involves an employee being or having been promoted to a position with a higher salary, the Superintendent shall disclose all terms of the contract to the School Board.

Termination or nonrenewal of any performance contract shall be governed by the terms

of the contract and applicable law.

COMPENSATION

Salary Schedules

The salaries of all personnel shall be established by the School Board upon a recommendation of the Superintendent. The salaries of all personnel are generally based upon an established salary schedule; 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. ~~Any salary~~ The reduction ~~shall not apply to~~ 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. ~~The limitation on the reduction of salary shall also not apply to~~ An employee who has been promoted and subsequently demoted to a lower position. In this case, the employee's salary shall return to the salary previously received in the lower position from which promoted; or
4. The elimination, discontinuance, or reorganization of the position to which the employee is assigned that results in the employee working fewer hours, days, or months. In such case, the employee's salary for that academic year shall not be reduced. After that year, the employee's salary shall be determined in accordance with the applicable salary schedule for the employee's position.

Ordinarily, no teacher shall be placed on the payroll of the school district unless the

teacher holds a valid certificate as required by law, and a copy of the teacher's contract has been filed with the Superintendent. Exceptions may be made only when qualified teachers with valid certification are not available for employment.

Experience Credit

A *year of teaching experience* is defined as each scholastic year of employment as a certified teacher in public schools within any of the fifty states of the United States of America, or within any of its territorial possessions; or as a teacher in a private or parochial school, as an employee in a state department of education, or as an instructor in an institution of higher learning. All such experience must have been as a teacher in an institution or school accredited by one of the recognized regional accrediting agencies in the United States of America (e.g., SACS). Experience outside the United States of America, its territories or possessions must be in an institution or school accredited by an accrediting agency recognized by the United States of America.

A year of teaching experience shall be granted if the person was employed for at least ninety-one (91) instructional days during one scholastic year, excluding holidays, as verified by the Superintendent. However, not more than one (1) year of experience will be granted for a period inclusive of twelve (12) consecutive calendar months. **All** experience must have been on a full-time basis.

Any teacher holding a valid Louisiana teaching certificate in the public school system of Louisiana who has transferred to Louisiana from a public school system of another state and who, at the time of such transfer, held a valid teacher's certificate from that state, shall be given full credit under the salary schedule for the years of satisfactory teaching service previously rendered in the public school system of that state. Credit for previous teaching experience shall also be granted to anyone employed who holds a valid Louisiana teaching certificate and is employed or has been employed by another public school system in the state.

Advanced Degree

When a teacher earns additional college credit, is awarded an advanced degree, or receives additional training that would result in an increase in salary, said teacher shall be paid for the advanced degree or training beginning with the next school payroll period following 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 designee in the form of a certified copy of his/her transcript verifying the successful completion of the degree or proof of advanced certification from the Louisiana Department of Education.

The change in pay status of an individual attaining a higher degree will not be permanent until a copy of his/her teacher's certificate is received from the Louisiana Department of Education reflecting the higher degree. Should it be determined at a later date that the hours completed do not qualify for the degree reported, all pay received on the basis of the higher degree will be refunded to the Calcasieu Parish School Board.

Retirees

The salary of any retiree who is reemployed as a full-time teacher shall be based on the salary schedule which accounts for all prior years of teaching service and pertinent experience. The status of any retiree who is reemployed shall be the same as a full-time active employee, subject to all applicable rules, procedures, policies, and statutes that apply to all such full-time active employees.

The retirement of an employee prior to his/her re-employment as a retiree shall constitute a break in his/her service with the School Board for purposes of tenure and sabbatical leave. The retiree shall not be allowed to carry forward annual leave days accumulated by him/her as of the date of his/her retirement, but he/she may carry forward accumulated sick leave days provided that he/she has returned to employment within five (5) years of his/her last employment as a teacher within the school system. A retiree shall have the right to earn additional sick leave and annual leave, if applicable, on the same basis as other similarly situated newly hired employees while a retiree.

School Employees

Compensation for all non-certified employees shall be based on applicable salary schedules or hourly rates established by the Calcasieu Parish School Board, with the exception that no employee shall receive less than the minimum established by state or federal law.

For the purpose of this subsection, *school employee* shall mean any employee of the School Board that is not required to hold a teacher's certificate as a condition of employment, including but not limited to, bus operator, food service worker, paraeducator, custodian, and maintenance personnel.

Principals shall not be permitted to supplement employees' salaries from any school or school related funds.

Revised: June, 1991

Revised: June, 2012

Revised: December, 1992

Revised: February 5, 2013

Revised: October, 2001

Revised: September 9, 2014

Revised: July 11, 2006

Revised: September, 2016

f: 29 USC Section 207, 29 USC Section 213, 29 USC Section 778; La. Rev. Stat. Ann. §§11:710, 17:81; 17:83, 17:84, 17:84.1, 17:411, 17:413, 17:419.1, 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, 10-16-90, 2-5-91, 4-9-91, 4-20-93, 9-5-95, 5-7-02, 7-11-06, 8-7-12, 2-5-13, 9-9-14.

Ref: La. Rev. Stat. Ann. §§9:2793, 17:81, [40:1137.3](#), 40:1236.12, 40:1236.13; Board minutes, 2-5-13.

Agenda Item # 4d

The policy “Education of Students with Exceptionalities” was amended to reflect provisions such as definition and terminology changes. It also requires that written guidelines and procedures shall be posted at each school. Also, requirements have been revised adding a review of a student’s Behavior Intervention Plan.

FILE: IDDF

EDUCATION OF STUDENTS WITH EXCEPTIONALITIES

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

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

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) ~~Holding of a student by a school employee for less than five minutes in any given hour or class period for the protection of the student or others~~ [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

he parent or other legal guardian of a student who has been placed in seclusion or physically restrained shall be notified as soon as possible. The student's parent or other legal guardian shall also be notified in

writing, within twenty-four (24) hours, of each incident of seclusion or physical restraint. Such notice shall include the reason for such seclusion or physical restraint, the procedures used, the length of time of the student's seclusion or physical restraint, and the names and titles of any school employee involved.

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

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

~~This policy and~~ The guidelines and procedures regarding seclusion and restraint maintained by the Superintendent and staff shall be provided to [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 ~~Louisiana Department of Education (LDE)~~.

Guidelines and Procedures

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

~~Documentation compiled for a student who has been placed in seclusion or has been physically restrained and whose challenging behavior continues or escalates shall be reviewed at least once every three (3) weeks.~~

Employee Training Requirements

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

Charter Schools

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

Revised: December, 2008

Revised: December, 2011

Revised: February, 2012

Revised: October 8, 2013

Revised: September, 2016

Ref: 20 USCA ' 1400 et seq. (*Individuals with Disabilities Education Act*); 34 CFR ' 300.308 (*Assistance to States for the Education of Children with Disabilities*); La. Rev. Stat. Ann. ' ' 17:7, 17:416.21, 17:1941, 17:1942, 17:1943, 17:1944, 17:1945, 17:1946, 17:1947; *Pupil Appraisal Handbook*, Bulletin 1508, Louisiana Department of Education; *Regulations for the Implementation of the Exceptional Children's Act*, Bulletin 1706, Louisiana Department of Education; Board minutes, 4-21-09, 10-8-13.

Agenda Item # 4e

Anyone who enters into a contract on behalf of the School Board shall be in compliance with the policies and procedures of the School Board in effect at the time the contract is executed.

FILE: DJAA
Cf: BBBD, DH, DJAA-AP

AUTHORIZED SIGNATURES

CHECKS

The Calcasieu Parish School Board shall require, in accordance with state law, the President and Superintendent, as secretary-treasurer, or any two (2) officers or persons designated by the School Board, to review all expenditures and sign any and all checks issued in payment of said 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 for 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 treasurer, and/or appropriate personnel. Any person purporting to enter into any contract on behalf of the School Board, school district, or any school under the School Board's jurisdiction, including but not limited to contracts with vendors or contracts of membership in any private or quasi-public entity, shall do so in compliance with policies adopted by the School Board and administrative procedures in effect at the time the contract is executed.

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 use of checking accounts at schools shall be in accordance with appropriate accounting regulations and procedures maintained by the Superintendent or his/her designee.

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

Revised and recoded from DJAA: December, 2016

Ref: La. Rev. Stat. Ann. §§17:81, 17:83, 17:97.

File: DJAA-AP
Cf: DJAA

CALCASIEU PARISH

ADMINISTRATIVE PROCEDURES

DATE ISSUED: 9-1-94

Recoded: December, 2016

SUBJECT: AUTHORIZED SIGNATURES

1. The following signature requirements will apply to disbursement of all funds within the scope of these procedures (for scope see procedure for File DJ - Expenditure of Funds):

AMOUNT

REQUIRED SIGNATURE(S)

0 - 9,999.99

Facsimile signature and the initials of one of the following:

Superintendent

Associate Superintendent/ Administrator

Director of Accounting & Budgeting

Supervisor of Accounts Payable

10,000.00 - 19,999.99

Facsimile signature and the initials of one of the following:

Superintendent

Associate Superintendent/Administrator

Director of Accounting & Budgeting

20,000.00 and over

Facsimile signature and the initials of one of the following:

Superintendent

Associate Superintendent/Administrator

(The use of a facsimile signature was approved by the School Board on July 26, 1967.)

Each individual responsible for administratively reviewing a check will compare the supporting documents to the check before initialing the voucher copy.

2. The Accounts Payable Supervisor will ensure that all checks are processed as herein prescribed. All checks will be presented to the Accounts Payable Supervisor for signature as required by these procedures. The Director of Accounting and Budgeting will function in the absence of the Accounts Payable Supervisor for this requirement.

Agenda Item # 4f

Schools may not require parents or legal guardians to disclose a student's medical information or special education needs prior to enrolling the student in a public school.

FILE: JBC
Cf: IDCH, JBCBB
Cf: JDE, JGCB

SCHOOL ADMISSION

The Calcasieu Parish School Board shall admit students to the schools of the school district once the student has been registered for school by the parent or legal guardian, under such rules and regulations as the School Board may prescribe.

The School Board shall grant admission or readmission to school to any person who meets all of the following criteria:

1. Resides within the geographic boundaries of the school system.
2. Meets the eligibility requirements for school entrance pursuant to statutory provisions
3. Is nineteen (19) years of age or younger on September 30th of the calendar year in which the school year begins or is twenty (20) years of age on September 30th of the calendar year in which the school year begins and has sufficient course credits that he/she will be able to graduate within one (1) school year of admission or readmission.
4. Has not received a high school diploma or its equivalent.
5. Is otherwise eligible for enrollment in a public school pursuant to state law and the policies of the School Board and the Louisiana Board of Elementary and Secondary Education.

If a person meets all of the criteria stated above, the School Board shall not deny admission or readmission based on any of the following characteristics:

1. The person voluntarily withdrew from school.

2. The person is pregnant.
3. The person is a parent.
4. The person is married.

The admission or readmission of a person who will be twenty (20) years of age on September 30th of the calendar year in which the school year begins shall be limited to grade twelve (12).

The admission or readmission of a person with an exceptionality shall be subject to federal and state law governing the age of eligibility for services for students with exceptionalities.

No child shall be admitted to school for the first time until his/her parents do the following:

1. Obtain a *Permit to Register* form from the Office of Child Welfare and Attendance.
2. Present to school officials an official birth certificate. A short-form birth certification card shall be acceptable. Only records from the local or state registrar of vital statistics shall be accepted for children born in Louisiana, except as otherwise provided herein. Children born in Louisiana shall be given a fifteen (15) day grace period to secure a copy of their birth record. Children born out of Louisiana shall be given thirty (30) days grace in which to produce a copy of their birth record. In cases where birth certificates and/or birth verification forms cannot be obtained, the school principal may accept whatever positive proof of age, race and parentage is available. It shall be left to the discretion of the Superintendent or designee as to whether or not a child shall continue in school upon failure to comply herewith.
3. Present to school officials satisfactory evidence of immunity to or immunization against vaccine-preventable diseases according to the age appropriate schedule approved by the Office of Public Health, Department of Health and Hospitals.
4. Present to school officials all official school records of school previously attended or information needed to access such records when transferring from another school to one inside the School District, including necessary authorization to obtain and/or access any and all records of the enrolling student.
5. Present to school officials as a prerequisite to enrolling in the first grade, evidence of having attended at least a full-day public or private kindergarten for a full school year; or satisfactorily passed academic readiness screening administered by the school system prior to the time of enrollment in first grade.
6. Present to school officials evidence of being bona fide residents of the school district, with limited exception. However, children temporarily residing within the jurisdiction of the School Board who have no permanent address, who have been abandoned by their

parents, or who are in foster care shall be admitted to school, except as may be allowed by statute.

ADMISSION OF 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 FROM UNAPPROVED SCHOOLS AND HOME STUDY

Students requesting admission from an unapproved school or home study program shall meet all admission requirements specified by state and local statutes and policies.

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 Calcasieu Parish School Board policy shall be interpreted to impede the immediate or continued enrollment of homeless youth, as addressed in policy *JBCBB, Homeless Students*.

ADMISSION OF STUDENTS WITH SPECIAL NEEDS

[Neither the School Board nor any public school shall require the parent or legal guardian of any student to disclose the student's medical information or special education needs prior to enrolling the student in a public school, unless otherwise specifically required by law.](#)

[Nothing herein shall prohibit a public school from providing an enrollment preference to a student with special needs when the student's parent or legal guardian has voluntarily provided the school with information regarding such needs.](#)

Revised: November, 1993

Revised: June 3, 2003

Revised: December, 1995

Revised: August 5, 2008

Revised: December, 1995

Revised: October 5, 2010

Revised: March, 1999

Revised: February 10, 2015

Revised: August, 2000

Revised: December, 2016

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, 4-3-01, 6-3-03, 8-5-08, 10-5-10, 2-10-15.

Agenda Item # 4g

The conditions that must be met for a student with an exceptionality, not including a gifted and talented student, to be assigned to a school requested by the parent.

FILE: JBCC
Cf: JBCC-AP, JBCCD

STUDENT ASSIGNMENT

ATTENDANCE ZONE REQUIREMENTS

The Calcasieu 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 require a student to attend the appropriate school as determined by the residence (domicile) of the student or the parent, legal guardian, or if he/she is eighteen years old or has been emancipated by a court order, by the student's own domicile. However, the School Board reserves the authority and responsibility to assign and/or transfer a student to any of the public schools within its jurisdiction, 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.

The School Board, by statute, shall be required to assign a student to attend any public school requested by a parent or other legally responsible person when the requested school has space available and is of suitable grade level, and the child resides not more than one (1) mile from such school. Such assignment shall be made if not specifically contrary to the provisions of law, rule, regulation, or an order of a court of competent jurisdiction. Assignment shall also be made without regard to parish boundaries.

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. The school principal or designee shall be responsible for monitoring the school enrollment list and shall immediately terminate and/or transfer an unauthorized student.

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.

Elementary Child Care Hardship

A parent or guardian of a child enrolled in elementary grades may request permission for the child to attend school out-of-zone due to child care needs. (An example of a child care hardship case would

include the case of a single working parent with limited income who is dependent on a relative for assistance in caring for a child while the parent works.) Requests based on child care needs may be made as the need arises and will be approved based on the merits of the individual case. Transportation to an out-of-zone school for child care purposes shall be the responsibility of the parent or legal guardian.

Requests Due to Changes in Residence

A student whose parents or legal guardian move to another school zone during the course of a semester may request permission to remain at the initial school until the end of the semester. If the student is a graduating senior, he/she may request permission to remain at the initial school until the end of the school term. However, no out-of-zone permit shall be issued to a student whose legal domicile changed prior to the beginning of a school term. Transportation for students requesting to remain at their initial school after a change in residence shall be the responsibility of the parent or legal guardian.

VERIFICATION OF RESIDENCE

The School Board shall require verification of residence of those students whose residence is suspected to be outside the attendance zone of the school the student is attending. When investigating the residence of a student, the School Board shall attempt to verify the primary place of residence of the legal parent or legal guardian. Such verification of residence shall be based on such items as the following:

1. Voter registration card of parent or custodian, or
2. Property tax statement of parent or custodian showing homestead exemption, or
3. Certified copy of any judicially ordered tutorship, custody or guardianship of any minor child student not domiciled or in the custody of their natural and/or legal parents. Verification of the physical residency of the legal custodian, tutor/tutrix or nonparent shall also be required, or
4. Any other documentation as may be stipulated by the School Board.

~~SPECIAL EDUCATION~~ ASSIGNMENTS OF STUDENTS WITH EXCEPTIONALITIES

~~The School Board shall require that disabled students be assigned to programs within attendance zones, if possible. However, if an appropriate program is unavailable within a student's attendance zone, the student may be placed in a school specifically designed to provide for the appropriate needs of the student as stipulated by the IEP committee.~~

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.

CLASSROOM ASSIGNMENT

Generally, student assignments in K through 8 will be made by the principal of the school. However, in some cases schools may be structured so that students in higher grades may select classes and courses of study. The placement of a student shall be based on grades, achievement test scores, and participation in special programs.

Selection of classes and courses of study in grades 9 through 12 shall be uniformly made by individual students. Assistance in planning course of study and selection of classes shall be provided by teachers, counselors, and administrators. Each student shall be furnished a schedule of classes offered and requirements for graduation. Some classes may have prerequisites for enrollment.

In grades kindergarten through second grade, the parent of twins, triplets, etc. (more than one child at a single birth event) may request that their children be placed initially in the same, or separate, classrooms, if the children are in the same grade at the same school. Such a request shall be presented to the Superintendent or his/her designee no later than fourteen (14) days either after the first day of the school year or after the first day of attendance if the child enrolls after the fourteenth day of the school year. Notwithstanding any law, rule, regulation, or School Board policy to the contrary, the request of the parent for initial placement shall be granted subject to further review.

As soon as possible after the end of the student's first grading period, the Superintendent or his/her designee shall review the initial placement of the child. If the Superintendent or his/her designee, in consultation with the school principal, the child's(ren's) teacher(s), and the parent, determines that the initial placement of the children is disruptive to the school or is not in the best educational interests of the child(ren), the initial placement of the child shall be modified, and the child(ren) shall be placed in accordance with School Board policy otherwise applicable to the child(ren).

Revised: September, 1992

Revised: December, 1992

Revised: November, 1993

Revised: January, 2004

Revised: September, 2008

Revised: December, 2009

Revised: December, 2016

Agenda Item # 4h

The possession of firearms in a firearm-free zone is allowed in certain circumstances. Signs or other markings that “Law Enforcement Weapons Permitted” or similar language be posted.

FILE: JCDAB
Cf: JCAB, JDD, JDE

DANGEROUS WEAPONS

The Calcasieu 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.

Failure to report the detention of the student or seizure of a firearm or concealed weapon by a principal or school official to a law enforcement agency within seventy-two (72) hours may result in a misdemeanor offense with a fine of up to \$500 or a sentence of up to forty (40) hours of community service, or both.

If a student is detained for carrying a concealed weapon on campus, the principal shall immediately notify the student's parents.

[FIREARM-FREE ZONES](#)

It is unlawful for a student or nonstudent to intentionally possess a firearm or dangerous weapon on school property at a school sponsored function or within 1000 feet of school property or while on a school bus at any time. The area surrounding the school campus or within 1000 feet of any such school campus, or within a school bus shall be designated *firearm-free zones*, [wherein the possession of firearms is prohibited, except as specifically set forth in La. Rev. Stat. Ann. §§14:95.2 and 14:95.6](#). The School

Board, in cooperation with local governmental agencies, and the Louisiana Department of Education, shall designate and mark *firearm-free zones* which surround all schools and school property.

Revised: November, 1989

Revised: December, 2016

Revised: December, 1992

Revised: November, 1993

Revised: October, 1994

Ref: [20 USC 7961 \(Gun-Free Requirements\)](#); La. Rev. Stat. Ann. ' ' 14:2, 14:95, 14:95.2, 14:95.6, 17:416, 17:416.3, [32:292.1](#); Board minutes, 10-14-03

Agenda Item # 4i

New language has been added to the Administration of Medication Policy.

FILE: JGCD
Cf: JGCD-AP

ADMINISTRATION OF MEDICATION

It is the policy of the Calcasieu 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) ~~student's~~ relevant diagnosis
- 5) name, amount of each school dose, time of school administration, route of medication, and reason for use of medication
- 6) a written statement of the desired effects and the child specific potential adverse effects

B. Medication shall be provided to the school by the parent/legal guardian in the container that meets acceptable pharmaceutical standards and shall include the following information:

- 1) name of pharmacy

- 2) address and telephone number of pharmacy
- 3) prescription number
- 4) date dispensed
- 5) name of student
- 6) clear directions for use, including the route, frequency, and other as indicated
- 7) drug name and strength
- 8) last name and initial of pharmacist
- 9) cautionary auxiliary labels, if applicable
- 10) physician's/dentist's/other authorized prescriber's name

Labels of prepackaged medications, when dispensed, shall contain the following information in addition to the regular pharmacy label:

- 1) drug name
- 2) dosage form
- 3) strength
- 4) quantity
- 5) name of manufacturer and/or distributor
- 6) manufacturer's lot or batch number

2. ADMINISTRATION OF MEDICATION: GENERAL PROVISIONS

- A. Once trained, the school employee who administers medication may not decline to perform such service at the time indicated, unless exempted in writing by the MD or RN.
- B. During the period when the medication is administered the person administering medication must be relieved of all other duties. This requirement does not include the observation period required in 2.-F below.
- C. Except in the case of a trained unlicensed diabetes care assistant administering diabetes medications (if applicable) or in life-threatening situations, trained unlicensed school personnel may not administer injectable medications.
- D. All medications must be stored in a secured locked area or locked drawer with limited access except by authorized trained school personnel.
- E. Only oral, inhalant, topical ointment for diaper rash, and emergency medications may be administered at school by unlicensed, but trained, school personnel. Under special

circumstances, other medications not mentioned above may be administered as necessary, as approved by the school nurse.

- F. Each student must be observed by a school employee for a period of 45 minutes following the administration of medication. This observation may occur during instruction time.
- G. School medication orders shall be limited to medication which cannot be administered before or after school hours.

3. PRINCIPAL

The principal shall designate at least two (2) employees to receive training and administer medications in each school.

4. TEACHER

The classroom teacher who is not otherwise previously contractually required shall not be assigned to administer medications to students. A teacher may request in writing to volunteer to administer medications to his/her own students. The administration of medications shall not be a condition of employment of teachers employed subsequent to July 1, 1994. A regular education teacher who is assigned an exceptional child shall not be required to administer medications.

5. SCHOOL NURSE

- A. The school nurse, in collaboration with the principal, shall supervise the implementation of the school policies for the administration of medications in schools to ensure the safety, health and welfare of the students.
- B. The school nurse shall be responsible for the training of non-medical personnel who have been designated by each principal to administer medications in each school. The training must be at least six (6) hours and include but not be limited to the following provisions:
 - 1) Proper procedures for administration of medications including controlled substances
 - 2) Storage and disposal of medications
 - 3) Appropriate and correct record keeping
 - 4) Appropriate actions when unusual circumstances or medication reactions occur
 - 5) Appropriate use of 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. student's relevant diagnosis;
 - f. name, amount of each school dose, time of school administration, route of medication, and reason for use of medication;
 - g. physician's/dentist's/other authorized prescriber's name;
 - h. the parent's/legal guardian's printed name and signature;
 - i. parent's/legal guardian's emergency phone number;
 - j. statement granting or withholding release of medical information;
- 2) A written order for each medication to be given at school, including annual renewals at the beginning of the school year. The new orders dated before July of that school year shall not be accepted. No corrections shall be accepted on the physician's *Medication Order* form. Alteration of this form in any way or falsification of the signature is grounds for prosecution. Orders for multiple medications on the same form, an incomplete form, or a form with a physician's/dentist's/ other authorized prescriber's stamp shall not be accepted. Faxed orders may be accepted; original orders must be received within five (5) business days.
- 3) A prescription for all medications to be administered at school, including medications that might ordinarily be available over-the-counter. **Only** the physician/dentist/other authorized prescriber or his/her staff may write on the *Medication Order* form. This form must be signed by the physician/dentist/other authorized prescriber.
- 4) A list of all medications that the student is currently receiving at home and school, if that listing is not a violation of confidentiality or contrary to the request of the parent/legal guardian or student.
- 5) A list of names and telephone numbers of persons to be notified in case of medication emergency in addition to the parent/legal guardian and licensed physician/dentist/other authorized prescriber.
- 6) Arrangements for the safe delivery of the medication to and from school in the properly labeled container as dispensed by the pharmacist; the medication must

be delivered by a responsible adult. The parent/ legal guardian will need to get two (2) containers for each prescription from the pharmacist in order that the parent/legal guardian, as well as the school, will have a properly labeled container. If the medication is not properly labeled and does not match the physician's order exactly, it will not be given.

- B. All aerosol medications shall be delivered to the school in pre-measured dosage.
- C. Provide no more than a thirty-five (35) school day supply of medication in a properly labeled container to be kept at school.
- D. The initial dose of a medication shall be administered by the student's parent/legal guardian outside the school jurisdiction with sufficient time for observation for adverse reactions.
- E. The parent/legal guardian shall work with those personnel designated to administer medication as follows:
 - 1) Cooperate in counting the medication with the designated school personnel who receives it and sign the *Drug Receipt* form.
 - 2) Cooperate with school staff to provide for safe, appropriate administration of medications to students, such as positioning, and suggestions for liquids or foods to be given with the medication.
 - 3) Assist in the development of the emergency plan for each student.
 - 4) Comply with written and verbal communication regarding school policies.
 - 5) Grant permission for school nurse/physician/ dentist/other authorized prescriber consultation.
 - 6) Remove or give permission to destroy unused, contaminated, discontinued, or out-of-date medications according to the school guidelines.

7. STUDENT SELF-MEDICATION

Only those medical conditions which require immediate access to medications to prevent a life threatening or potentially debilitating situation shall be considered for self administration of medication. Compliance with the school policy for a drug-free zone shall also be met if possible.

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

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, ~~or~~ auto-injectable epinephrine, or ~~both~~ [insulin](#), at all times.

Permission for the self-administration of asthma [or diabetes](#) medications or use of auto-injectable epinephrine by a student shall be effective only for the school year in which permission is granted. Permission for self-administration of asthma [or diabetes](#) medications or the use of auto-injectable epinephrine by a student shall be granted by the School Board each subsequent school year, provided all of the requirements of this part of the policy are fulfilled.

Upon obtaining permission to self-administer asthma [or diabetes](#) medication or to use auto-injectable epinephrine, a student shall be permitted to possess and self-administer such prescribed medication at any time while on school property or while attending a school sponsored activity. A student who uses any medication permitted by this policy in a manner other than as prescribed shall be subject to disciplinary action; however, such disciplinary action shall not limit or restrict such student's immediate access to such prescribed medication.

Auto-injectable epinephrine means a medical device for the immediate self-administration of epinephrine by a person at risk for anaphylaxis.

[Glucagon means a hormone that raises the level of glucose in the blood. Glucagon, given by injection is used to treat severe hypoglycemia.](#)

Inhaler means a medical device that delivers a metered dose of medication to alleviate the symptoms of asthma.

[Insulin Pen means a pen-like device used to put insulin into the body.](#)

[Insulin Pump means a computerized device that is programmed to deliver small, steady, doses of insulin.](#)

Other Permitted Medications

Self administration of other medications by a student may be permitted by the School Board, provided that:

- A. *Medication Order* from the physician or authorized prescriber and from the student's parent or guardian shall be on file and communication with the prescriber has been established.
- B. The school nurse has evaluated the situation and deemed it to be safe and appropriate, and has developed a medical administration plan for general supervision. The administration plan may include observation of the procedure, student health counseling and health instruction regarding the principles of self-care.
- C. The principal and appropriate staff are informed that the student is self-administering the prescribed medication.
- D. The medication is handled in a safe, appropriate manner.
- E. The school principal and the school employed registered nurse determine a safe place for storing the medication.

The medication must be accessible if the student's health needs require it; this information is included in the medication administration plan.

- F. Some medication should have a backup supply readily available.
- G. The student records the medication administration and reports unusual circumstances (as a general rule the student must record all dates and times he/she is self-medicating during school hours. The medication log shall be kept in the main office where the student shall record this information unless otherwise noted on the student's *Individual Administration Plan*).
- H. The school employed registered nurse, and/or the designated employee monitors the student.

8. ACCEPTABLE SCHOOL MEDICATIONS

School medication orders shall be limited to medication which cannot be administered before or after school hours. Parents may come to school and administer medication to their children at any time during the school day.

Medications which may be considered as acceptable under this policy:

- A. Medication to modify behavior (e.g., Ritalin, when the sustained action form of this medication is not effective.)
- B. Severe allergic reactions - must have specific written instructions from a physician.
- C. Anticonvulsive medication.
- D. Medication for asthma [or diabetes](#).
- E. Medication given in extenuating circumstances.
- F. Non-prescription (over-the-counter) drugs will only be given if medical certification of extenuating circumstances and prescription is obtained.
- G. Antibiotics and other short-term medications will not be given at school, unless so ordered by a physician, dentist, or authorized prescriber.
- H. The school nurse or trained school employee shall have the authority to administer auto-injectable epinephrine, as defined elsewhere in this policy, to a student who the school nurse or trained school employee believes is having an anaphylactic reaction, whether or not the student has a prescription for epinephrine. At least one employee at each school shall receive training from a registered nurse or licensed medical physician in the administration of epinephrine.
- I. Other specific illnesses that require medication.

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 adjacent state, or other authorized health care prescriber licensed in Louisiana who is selected by the parent or legal guardian to be responsible for such student's diabetes treatment. *School-related activities* include, but are not limited to, extracurricular activities and sports.

A student's diabetes management and treatment plan shall be kept on file in the school in which the student is enrolled and shall contain:

- A. A [detailed](#) evaluation of the student's level of understanding of his/her condition and his/her ability to manage his/her diabetes.
- B. The diabetes-related healthcare services the student may receive or self-administer at school or during a school-related activity.
- C. A timetable, including dosage instructions, of any diabetes medications to be administered to the student or self-administered by the student.
- D. The signature of the student (if age appropriate), the student's parent or legal guardian, and the physician or other authorized health care prescriber responsible for the student's diabetes treatment.

The parent or legal guardian of a student with diabetes shall annually submit a copy of the student's diabetes management and treatment plan to the principal or appropriately designated school personnel of the school where the student is enrolled. The plan shall be reviewed by appropriate school personnel either prior to or within five (5) days after the beginning of each school year, or upon enrollment if the student enrolls after the beginning of the school year or as soon as practicable following the student being diagnosed with diabetes, or as warranted by changes in the student's medical condition.

Upon receipt of the student's diabetes management and treatment plan, the school nurse shall conduct a nursing assessment of the student's condition and develop an *Individualized Healthcare Plan* (IHP). The school nurse shall be given not less than five (5) school days to develop the IHP and shall implement the IHP within ten (10) school days of receipt of the diabetes treatment plan. The school nurse must assess the stability of the student's diabetes both at home and in the school setting prior to the development of the IHP for care in the school setting.

The parent or legal guardian shall be responsible for all care related to the student's diabetes management and treatment plan until the IHP is developed, the parents or legal guardian have

agreed to and signed the IHP, and the diabetes management and treatment plan is put into place by the school nurse.

The School Board may utilize an unlicensed diabetes care assistant to provide appropriate care to a diabetic student, or assist a student with self-care of his/her diabetes, in accordance with the student's diabetes management and treatment plan, the student's IHP, and regulations contained in *Health and Safety*, Bulletin 135. An *unlicensed diabetes care assistant* is defined as a school employee who is not a healthcare professional, who is willing to complete training requirements established by BESE, and is determined competent by the school nurse to provide care and treatment to students with diabetes. [An unlicensed diabetes care assistant also means an employee of an entity that contracts with the school or school system to provide school nurses who are responsible for providing health care services required by law or the Department of Education.](#)

In accordance with the student's diabetes management and treatment plan, the student shall be permitted to self-manage his/her diabetes care as outlined in the student's management and treatment plan.

With written permission of a student's parent or legal guardian, a school may provide a school employee with responsibility for providing transportation for a student with diabetes, or supervising a student with diabetes with an off-campus activity. An information sheet with pertinent information about the student's condition and contact information in cases of emergency shall be provided the employee.

10. 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.

The *Protocol on Field Trips for Students with Diabetes* shall be followed for students with diabetes.

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. 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, 1995

Revised: June, 2008

Revised: February, 1996

Revised: September, 2009

Revised: August, 1997

Revised: December, 2012

Revised: September, 2001

Revised: May, 2013

Revised: December, 2016

Ref: La. Rev. Stat. Ann. ' ' 17:81, 17:436.1, 17:436.3; *Health and Safety*, Bulletin 135, Louisiana Department of Education; Board minutes 10-17-95, 6-17-97, 6-5-01, 8-5-08, 1-12-10.

Agenda Item # 4j

The School Board is required to adopt a policy regarding expectant and parenting students' rights and to provide an environment that promotes high school graduation.

FILE: JQE
Cf: IDDC

EXPECTANT AND PARENTING PREGNANT STUDENTS

The Calcasieu 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 in writing immediately upon knowledge of the condition. Pregnant pupils will be permitted to continue in school in all instances when continued attendance has the sanction of the expectant mother's physician. A physician's statement shall be ~~required to be put on file~~ 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 Calcasieu Parish School Board shall:

1. Maintain confidentiality in regard to the student;
2. Ensure a safe and supportive learning environment for the student;
3. Promote academic success for the student;
4. Utilize sensible attendance policies, taking into account all necessary factors; and,

5. Provide a supportive school environment that promotes high school graduation.

Revised: December, 2016

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).