

TO: Members, Calcasieu Parish School Board

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

DATE: August 22, 2017

SUBJECT: Administrative and Personnel Committee Meeting

Mr. Eric Tarver, Chairman, has called an Administrative and Personnel Committee Meeting for **Tuesday, August 22, 2017** at 5:00 p.m. in the Board Room at 3310 Broad Street, Lake Charles, Louisiana.

AGENDA

- 1. Social Media Policy**
 - a. Background – April A&P meeting** Page 1
 - b. Formation of committee** Page 1
 - c. Development of a questionnaire and the results** Page 2
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 - e. Draft and Trending Responses** Page 2
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- 2. Media Relations**
 - a. Policy** Page 2
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 - a. JGB - School Wellness** Page 3
 - b. EE – Child (School) Nutrition Program Management & EEA – New School Lunch Unpaid Meal Charge Policy** Page 14
 - c. JGCE - Child Abuse** Page 24
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 - f. GAMB – Employee Dress Code Update** Page 44
- 4. Master Service Agreement** Page 50
- 5. Signing Bonuses/Incentive Supplement for New Certified Teachers to our System** Page 58

SL/ab

Building Foundations for the Future

Administrative and Personnel Committee:

Eric Tarver, Chair
Chad Guidry, Vice Chair
Annette Ballard
John Duhon
Glenda Gay
Damon Hardesty
Fred Hardy
Dean Roberts
Alvin Smith
Wayne Williams

Other Board Members:

Billy Breaux
Russell Castille
Mack Dellafosse
Ron Hayes
Aaron Natali

Social Media Policy



SOCIAL MEDIA POLICY



SOCIAL MEDIA POLICY

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A&P Meeting

8-22-17

Agenda Items

1. Social Media Policy

a. Background – April A&P meeting

- i. At the April 25th A&P Committee meeting, staff requested to research and develop a social media policy. The following position was cited at that meeting:

Considering the technological era we live in, districts and organizations are developing social media policies for employees. Staff has started researching policies in educational districts and government bodies such as the Calcasieu Parish Sheriff's Department. Most districts are doing the same throughout the state. Like students, employees benefit from the tremendous advantages of social media, but also like students, employees must be cognizant of the many pitfalls that social media may produce, thus harming the district-employee relationship. Staff feels it is the responsibility of CPSB to develop and educate our workforce by establishing standards and expectations to be adopted into policy.

- ii. That request was granted and staff then moved forward with the formation of a committee.

b. Formation of committee

- i. Staff used qualitative sampling strategies to form the committee. These types of strategies allow for focused feedback regarding a topic as these individuals provide experience and insight. Participants were selected using the following criteria: employee representation from a variety of departments, knowledge of social media, users of social media, and willingness to participate and provide substantive feedback. Holly Holland (PIO) contacted participants who met this criteria, secured their participation, and then those individuals provided names to Holly that met the criteria mentioned above seeking their participation (snowball sampling strategy). The goal was to reach a participation number of approximately 50-60 committee members.

c. Development of a questionnaire and the results

- i. Staff took advantage of the opportunity to get immediate survey feedback from teachers at a meeting of approximately 90 teachers in early June. A survey instrument was constructed focusing on social media use by teachers and their perspectives of social media use in the school setting. This instrument was also sent to committee members and their responses were combined with the teachers. Please see *attachment A* for the results.

d. Presentation in July

- i. Staff contacted Dr. Nathan Roberts and Dr. Vicki Younger to present social media research to the committee. Dr. Nathan Roberts is the Dean of Education at ULL and has extensive background in court cases related to this topic. Dr. Vicki Younger's expertise centered on her research and dissertation titled "The Free Speech Rights of Teachers and Social Media Policies for School Districts." On July 12th, committee members participated in a 2 hour presentation in the board room. Members were able to ask questions and make comments. Staff informed the members that a policy draft would be sent to them so that they may comment on specific language in the draft. With the assistance of Dr. Younger, a policy template from another school district in Louisiana was utilized (Bogalouosa City School System).
- e. Draft and Trending Responses
 - i. The draft was sent out soliciting comments related to the language of the proposed policy. Trending responses were addressed by staff and modifications to the proposed policy were made (see Feedback).
- f. Based on extensive research and committee feedback, best practices and FAQs were developed in addition to the policy (see Best Practices and FAQs).
- g. Proposed Final Draft (see Policy Draft).

EMPLOYEE USE OF SOCIAL MEDIA

The Calcasieu Parish School Board recognizes the importance of incorporating current technology tools, including new methods of electronic communication, into the classroom to enhance student learning. It further recognizes the importance of employees, students and parents engaging, learning, collaborating and sharing in digital environments as part of 21st Century learning. The Calcasieu Parish School Board strives to ensure that electronic communication tools incorporated into the school curriculum are used responsibly and safely. As practicable, the Calcasieu Parish School Board shall provide access to secure social media tools and Calcasieu Parish School Board approved technologies for use during instructional time and for school-sponsored activities in accordance with policies EFA, Computer and Internet Use for Employees and IFBGA, Student Computer Access and Use.

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, web logs (blogs), wikis, social network sites, online forums, virtual worlds, video-sharing websites, on-line gaming, and any other social media generally available to the public or consumers that does not fall within the Calcasieu Parish School Board's technologies network (e.g., Web 2.0 tools, MySpace, Facebook, Twitter, LinkedIn, Flickr, YouTube,).

SOCIAL MEDIA COMMUNICATIONS INVOLVING STUDENTS

Employees shall maintain professional relationships with students at all times in accordance with policies GAMIA, Electronic Communications Between Employees and Students, and GBRA, Employee Conduct. School personnel using School Board-controlled technological resources and social media tools to communicate directly with students or to comment on student matters through use of the Internet shall abide by all policies governing such activities.

The use of electronic media for communicating with students, if permitted by CPSB policy, and parents is considered an extension of the employee's workplace responsibilities. Accordingly, the Calcasieu Parish School Board shall expect employees to use professional judgment when using social media or other electronic communications.

Employees are prohibited from knowingly communicating with current students through a personal social network page. Employees who wish to utilize social media for professional purposes are strongly encouraged to maintain separate personal and professional accounts. Employees who identify themselves as district employees on their personal accounts are also advised to include a statement on their personal accounts that their opinions are personal and not intended to be reflective of the district. Any electronic communication made by an employee to any student enrolled in a public school in this school district or that is received by an employee from any student enrolled in a public school in this school district using a means other than one provided by or made available by the school system shall be reported by the employee in a manner deemed appropriate by the School Board. Records of any such reported communication shall be maintained by the School Board for a period of at least one (1) year. Employees shall be reminded of this policy on an annual basis with emphasis on the extension of their status as mandatory reporters in the social media setting.

EMPLOYEE PERSONAL USE OF SOCIAL MEDIA

The Calcasieu Parish School Board respects the right of employees to use social media as a medium of self-expression outside of the school day. As role models for the school system's students, however, employees shall be responsible for their public conduct even when they are not performing their job duties as employees of the School Board. Employees shall be held to the same professional standards in their public use of social media and other electronic communications as they are for any other public conduct. Furthermore, employees remain subject to applicable state and federal laws, Calcasieu 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 has the potential to or does substantially or materially interfere with the educational mission of the school or school system, the employee shall be subject to disciplinary action, up to and including termination of employment.

Employees are responsible for the content posted from their social media sites, including content added by the employee, the employee's friends or members of the public who are using the employee's credentials to login, and for Web links on the employee's site. Employees shall take reasonable precautions, such as using available security settings, to restrict students from viewing their personal information on social media websites and to prevent students from accessing materials that are not age-appropriate.

Employees shall be prohibited from accessing social networking websites for personal use during the school day or with School Board technological resources.

POSTING TO SOCIAL MEDIA SITES

Employees who use social media for personal purposes shall be aware that the content they post, despite their best efforts, may be viewed by anyone, including students, parents and community members. Employees shall observe the following principles when communicating through social media:

1. Employees shall not post confidential information about students (policy *JR Student Records, JR-AP Access to and Disclosure of Educational Records and Personally Identifiable Information*), employees or school system business.
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 may not grant students access to any portions of their personal social media sites, unless the employee and student have a family relationship.
4. Employees shall be professional in all Internet postings related to or referencing the school system, students and other employees.
5. Employees shall not use profane, pornographic, obscene, indecent, lewd, vulgar or sexually offensive language, pictures or graphics or other communication that could reasonably be anticipated to cause a substantial disruption to the school environment.
6. Employees shall not use the school system’s logo or other copyrighted material of the system without express, written consent from the Calcasieu Parish School Board.
7. Employees shall not post identifiable images of a student or student’s family.
8. Employees shall not use Internet postings to libel or defame the Calcasieu Parish School Board, students or other school employees.
9. Employees shall not use Internet postings to harass, bully or intimidate other employees or students in violation of CPSB policy [JCDAF, Bullying or Hazing](#), or state and federal laws.
10. Employees shall not post inappropriate content that negatively impacts their ability, or that of other employees, to perform their jobs.
11. Employees shall not use Internet postings to engage in any other conduct that violates Calcasieu Parish School Board policy and administrative procedures or state and federal laws.

CONSEQUENCES

Any employee who has been found to have violated this policy may be subject to disciplinary action, up to and including dismissal.

The Superintendent or designee shall establish and communicate to employees guidelines and best practices that are consistent with this policy.

New Policy:

Ref: [US Constitution, Amend. I](#)
[17 USC 101 et seq.](#), (*Copyrights*)
[18 USC 2510-2522](#), (*Electronic Communications Privacy Act*)
[20 USC 1232 \(g\)](#), (*Family Educational Rights and Privacy Act*)
[20 USC 6777](#), (*Internet Safety*)
[47 USC 254\(h\)\(5\)](#), (*Children's Internet Protection Act*)

Calcasieu Parish School Board

SURVEY RESULTS

123 responses



SUMMARY

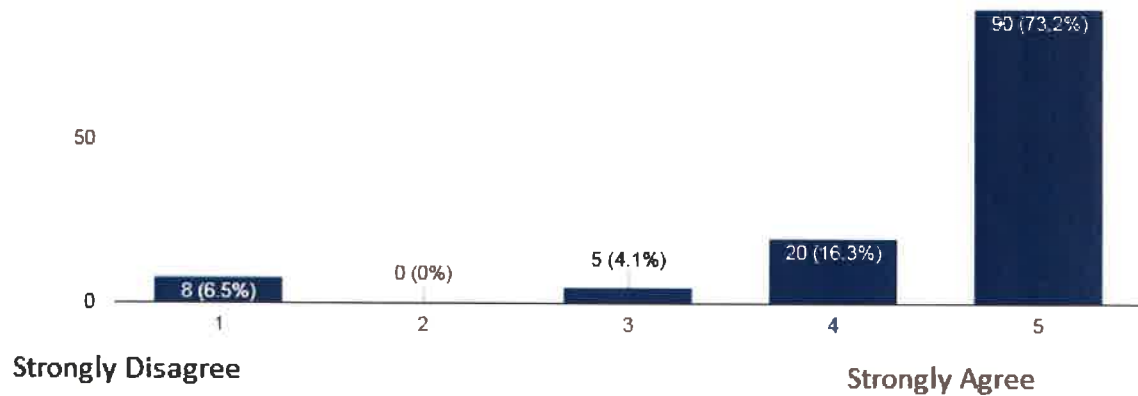
INDIVIDUAL

Accepting responses



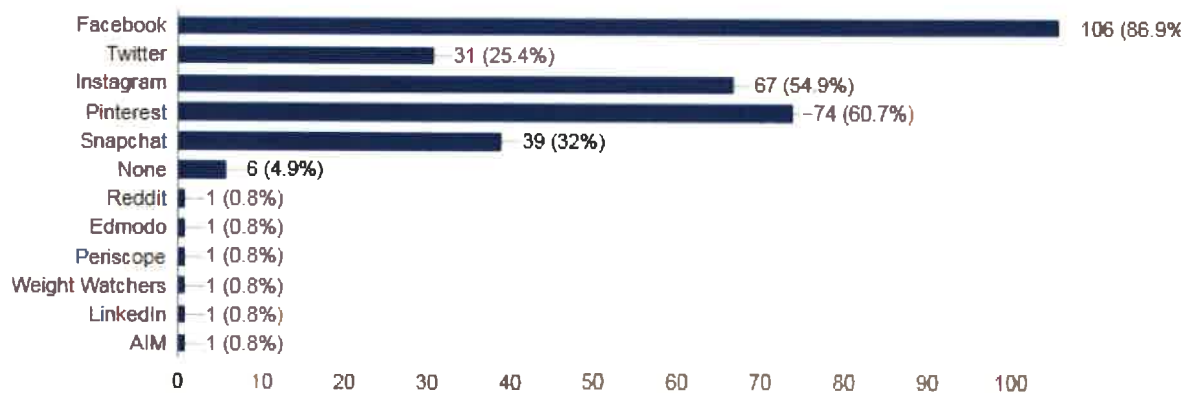
I am familiar with social media.

123 responses



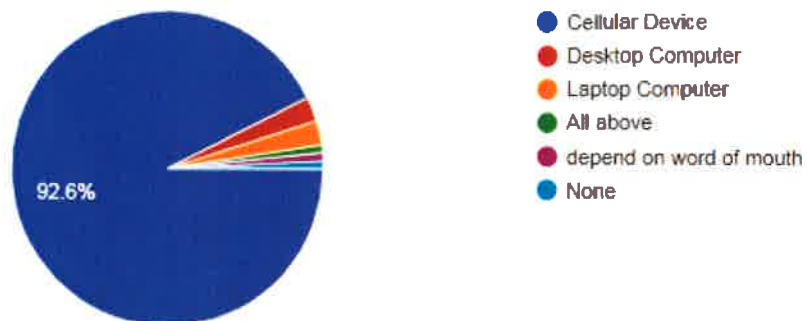
Please indicate which social media sites you utilize on a regular basis. Select all that apply.

122 responses



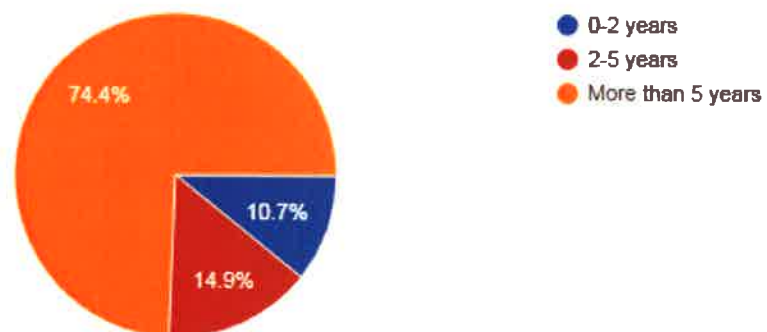
How do you usually access your social networking sites?

121 responses



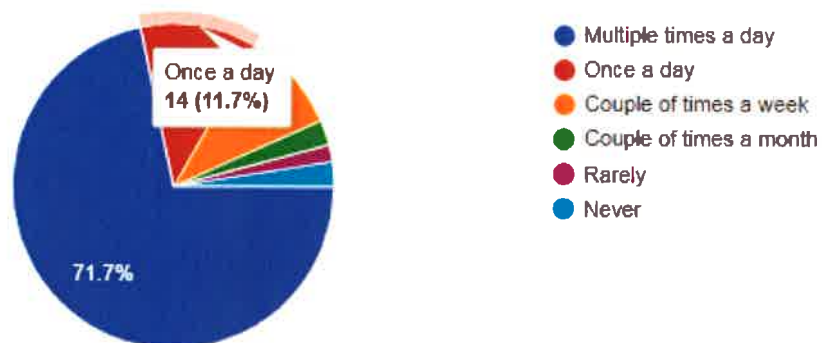
How long have you been using social networking sites?

121 responses



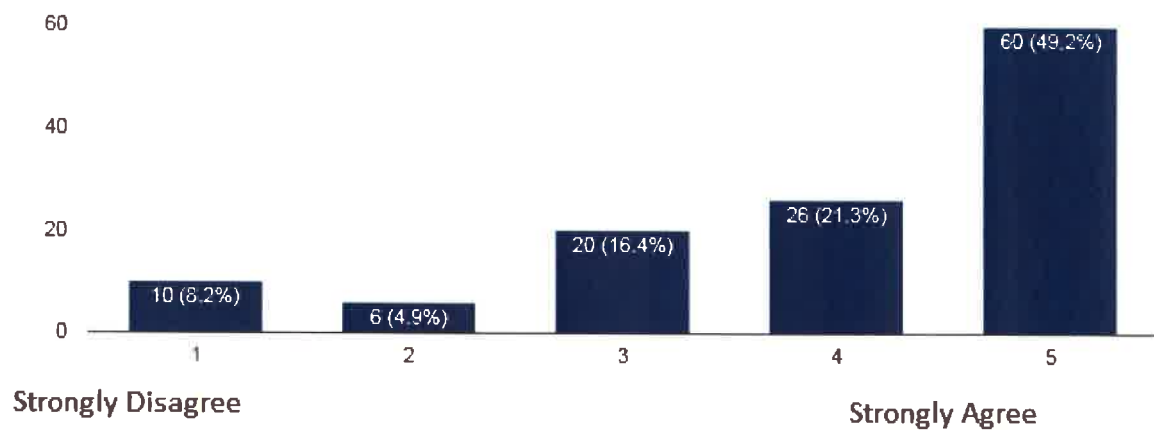
How often do you visit your social networking sites?

120 responses



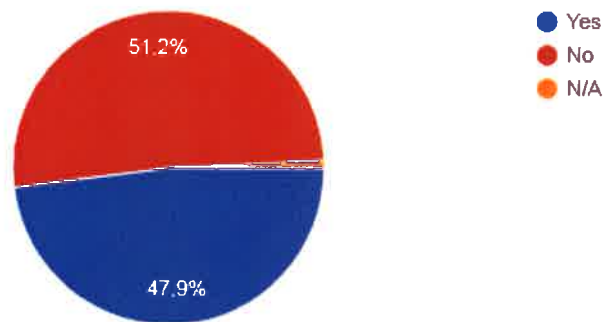
When utilizing social media, I am concerned about my personal privacy.

122 responses



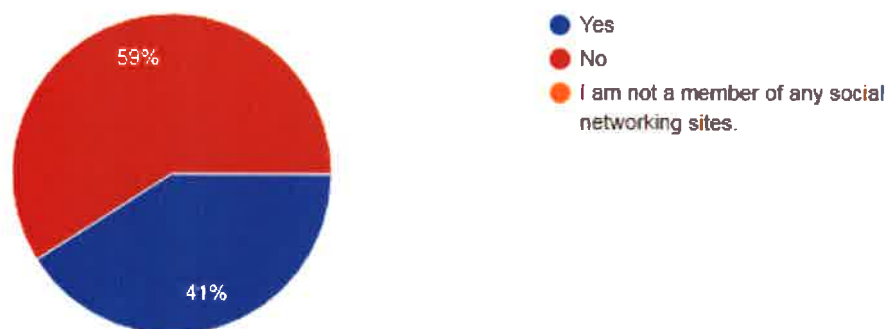
Do you list yourself as an employee of CPSB on your social networking sites?

121 responses



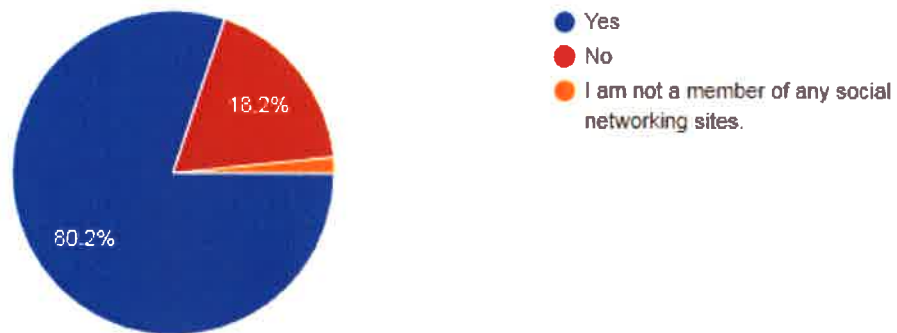
Do you form opinions based on social media postings by others?

122 responses



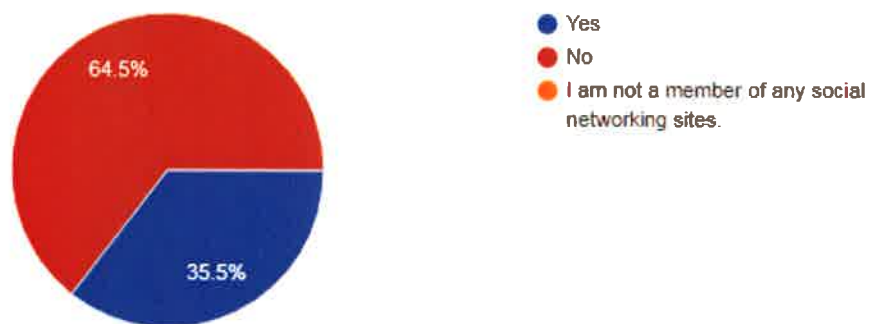
Are you connected with other CPSB employees on your social networking sites?

121 responses



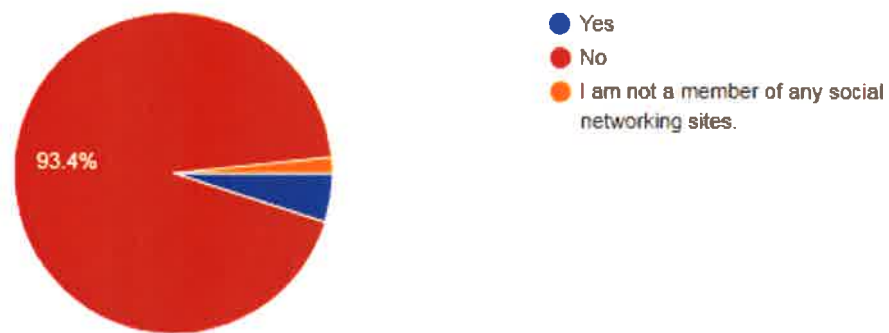
Do you ever recall reading a social media post from a coworker about your employer or a colleague?

121 responses



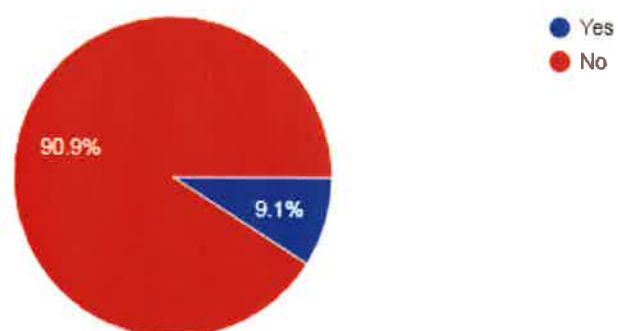
Do you utilize social media to discuss issues pertaining to your employment?

122 responses



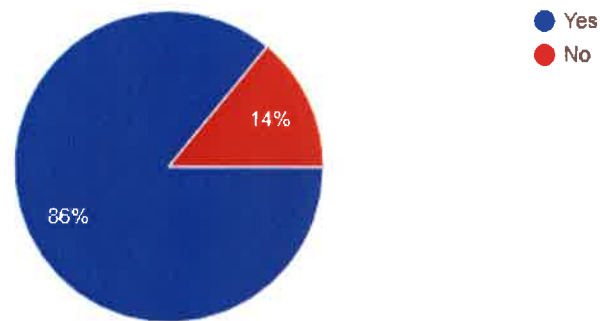
Do you feel it is appropriate and/or professional to utilize personal social media platforms to discuss work related matters?

121 responses



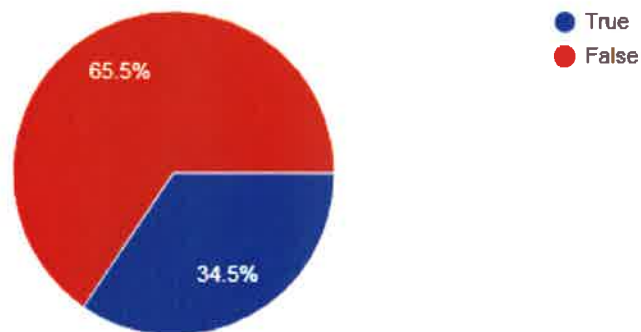
Do you feel it is the responsibility of the school district to educate employees about ethical, legal, and security issues associated with using online services and social media which may affect students, colleagues, staff, and the overall workplace?

121 responses



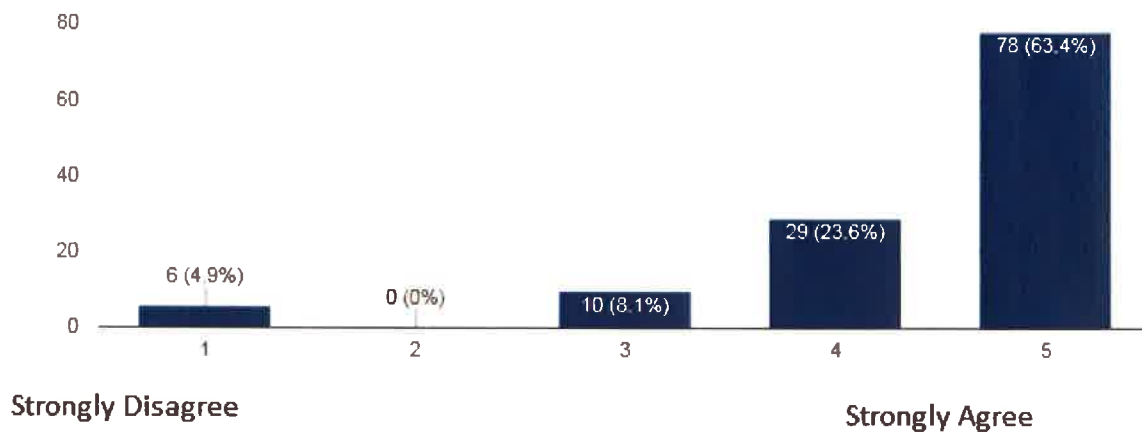
My school district allows me to access social networking sites for educational use.

116 responses



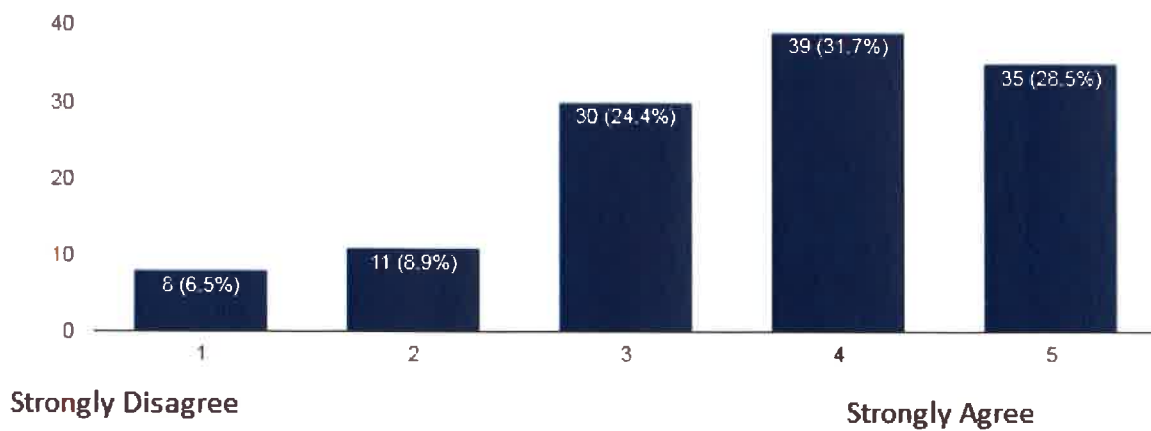
I feel an inappropriate and/or unprofessional social media posting could be disruptive to the learning environment of students and the overall workplace.

123 responses



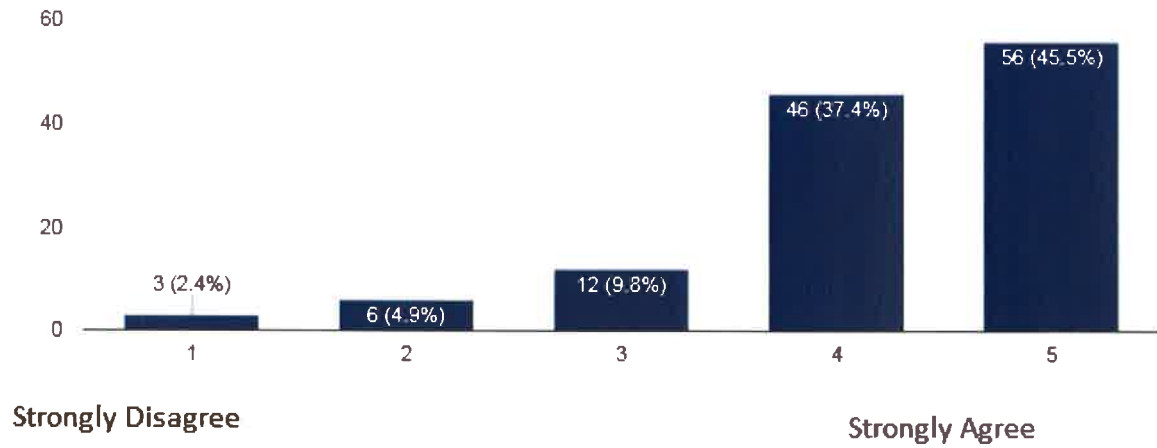
My freedom of speech should be considered when developing a social media policy.

123 responses



I am knowledgeable enough about my technological devices to prevent private information and/or documents from being shared unknowingly.

123 responses



Social Media Policy Feedback

Looks solid to me from the "employer" perspective.

I wouldn't mind seeing more specifics if possible. I think it's important (even if it's not included in the actual policy) to get plenty of examples out of what is not okay.

One thing I would add Holly, is "online games" where you reference all the different types of sties and things intended to be covered under the policy. It's very normal for anybody my age and young (mid 30s) to play the same games online as 12-15 year olds, (could easily be students), and it's very common to have lots of social interaction in the games.

The most important one is "employees will be prohibited from accessing social networking websites for personal use during instructional time". The amount of time wasted on Facebook by on-the-clock employees is absolutely staggering. I literally cannot possibly over-exaggerate the cost. We ban Facebook on our secure network at work and at least they don't waste our bandwidth but they still get on on their phones. Its very difficult to police though, requires much diligence from the leadership. The best thing to do honestly is not accept any use of a cellphone when a customer (student) is present.

I dont think the policy (item 9) needs to specifically protect school board members from an employee attacking them on social. Im an elected official and they are a citizen (assuming they're on their own time). They can say whatever they want about me within the law as it would apply to any ordinary citizen with any day job. Im much more interested in it protecting them from each other.

On item 10 the mention of policy JCDAF is a clickable link in the PDF that leads to a Bogalusa school policy manual. (www.bogalusaschools.org). I doubt many people will look that closely but i figured you didn't intend for it to do that.

We need to produce a set of security and privacy settings for all the major social media sites that employees would be required to use for their work-related pages and a "recommended" set for their personal pages.

I've looked over the drafted policy. I have a few questions about it. I want to make sure I'm clear when I discuss it with our faculty.

Under Employee Use of SM

-Which social media tools with CPSB provide access to during instructional time?

-Employees may engage in use of social media during personal time. Does that mean during breaks (planning periods at school)?

Under SM Communications

- Employee seeking non~controlled social media website for instruction/other school related purposes need written permission. Would that apply to my Instagram page & Facebook page "Sweet Teaching" that I share teaching ideas on? I collaborate with teachers all over the world on their teacher pages.

-Communication on an electronic device such as texting is ok with family relationship or relationship originated outside of school.

Would texting our school age babysitter be ok?

Under Posting to SM sites

-Employees may not post profane, obscene..... What about memes or post that have cuss words in them?

- So even though you secure your privacy and don't list cpsb as an employer on your personal fb page the "Posting to SM site policy" still applies?

I know these are some of the questions our faculty will ask so thanks for your help.

I think the policy is very clear and well-written and definitely covers so much of what was discussed at the meeting.

This one sentence worries me a little, "Employees shall be responsible for the content on their social media sites, including content added by the employee, the employee's friends or members of the public who can access the employee's site, and for Web links on the employee's site." I am a facebook user and familiar with how to prevent people from posting or tagging to my facebook page. I don't use other social media (twitter, instagram, snapchat, etc.) My concern is, are there ways to easily prevent others from posting to your page/site on all of these types of social media. I know that on a blog or something like that, a "friend or member of the public" could add something without your consent and I surely don't feel that I (or all employees) should be held responsible for what others post. Also of concern in this same sentence, is the part about web links on the employee's site. Many sites offer advertisements that change periodically. I have posted websites before that may have great content or articles or even a good recipe, and the advertisements might have been about something that was of okay content, but then when accessing that site at a later time, the advertisement changed to something of more inappropriate content. I think that this is something that is hard to predict and can change, after the employee posts a website at one time and it changes at any given moment.

Other than that, I completely agree with all aspects of the plan and support it fully.

I think the policy overall is a good one. I do have a couple of concerns about this:

"Employees shall be responsible for the content on their social media sites, including content added by the employee, the employee's friends or members of the public who can access the employee's site, and for Web links on the employee's site."

The policy needs to hold employees responsible for what they post, but I have an issue with employees being responsible for what someone else posts to their "page/site/blog" etc.

What does being responsible for others' posts mean exactly? Does it simply mean employees would be asked to remove the post, or does it mean employees would face disciplinary action?

Maybe the policy could state that employees are responsible for what they post and should be vigilant (deleting as needed) about what others post to their social media sites.

My other concern is for links on sites. Links change often (advertisements).

Also, I have a question about editorials to newspapers. Would this policy cover employees writing editorials?

I like it.

I find that policy adequately covers all the issues that were presented in the meeting that was held. I would say the only suggestion that I would have is when this is implemented provide the schools with a document explaining privacy settings for various social media sites and how to engage them. I feel providing the tools and knowledge on how to protect yourself is very important to prevent those accidental incidents. I also know that as iPads become more prevalent in the school setting we need to inform teachers on how to disable features where it links the iPads to cell phones and activates photo sharing, emails, and messages from triggering accidentally on the devices.

Many teachers are handed iPads and told to use them. The only way to download apps is to put a credit card or gift card on file. This links our work tools to our personal accounts. I had to create two separate apple ids but both still use my credit card.

Provide teachers with guidance and many potential incidents will fall away.

I think this is understandable to me because I sat through the meeting. As others have mentioned, I think when employees are given this at start of school, the presentation needs to be very specific with examples of what to do and what not to do. We all want to do the right thing, but need clear expectations. Number 11 is probably vague to someone who didn't hear the speakers. Also, I agree that we need more training on how to safely and effectively manage iPads in the classroom. If we are expected to keep our personal lives separate from our place of employment, then it is hard for me to understand why we have to use our own credit card accounts to pay for apps we use in the classroom.

Thanks for allowing our input.

I agree that it would be prudent to give the teachers a handout that shows the suggested settings to keep them out of trouble.

On Page 3, line 2 "or with School Board technological resources". We need to make sure that folks know that if they access their facebook account from their school laptop or ipad, even if it is on their own time at home, they are violating the policy as written.

Also, for those of us with school facebook accounts, will we be affected in any way by this policy? For example, since it is a school account, I would still be able to post during the day, right? I would not be limited in terms of showing kids' faces or names either, right? I know I can set everything to post after school hours, but not everyone may do that.

Really enjoyed the meeting a few weeks ago. I have looked over the policy and I'm sure you're getting a ton of feedback. I think it looks really good.

The main thing I would like to add is: if teachers are looking for ways to connect with their students we already have means possible to do this that can be monitored. Some teachers may not know but BLACKBOARD is an incredible tool that needs to be emphasized as that means. Anything that I want to share can be put on my BLACKBOARD site and all students can have access to it. Also our school based email is another means to stay in contact and it can be monitored. I know these means may not be as "cool" as social media but they are the best way to have interaction with students.

Number 12 needs more clarification. There are a lot of policies, procedures, state laws, and federal laws that this would apply to. All CPSB policies and procedures are not online and links/statutes would need to be provided for state and federal laws so that employees would be aware.

12. Employees shall not use Internet postings to engage in any other conduct that violates Calcasieu Parish School Board policy and administrative procedures or state and federal laws.

Looks good to me. Thank you for sharing.

I think it is very comprehensive! Provides enough concrete examples of what not to do but is still broad enough to cover those not mentioned.

I have read the policy and I think it covers all necessary areas.

I think the policy looks great. It covers a lot of areas. I do not see a need to add anything else. I just think we need to be prepared to define certain words like professional, etc. because the teachers that want to use social media to express how they are feeling about their job, etc. will need a definition or specific examples.

I think the policy looks good. I can't think of anything that I would change.

I think it looks great!

I think we have a very good document.

I think it looks really good and well rounded. The first paragraph implies that CPSB will allow access to social media sites. Are they planning on allowing access to FB and other sites?

I am replying to all because I had hoped that there would be more discussion on the policy, but I have only received one. I understand that others may have only replied to Holly. I would just prefer the final policy have actual input, rather than a rubber stamp of what was presented in the presentation, which would defeat the purpose of a committee.

The first is contact with students. I believe it was brought up that the current policy could be relaxed because, obviously, there are legitimate reasons to have relationships with students outside of school such as relatives, neighbors, or even lifelong family friends. I have a small number of students whom I have served as a musical mentor since they were in grade school. We interact on social media, and occasionally are seen performing together on social media. I believe all would agree that this is perfectly acceptable; however, I believe the wording of the policy leaves opportunity for anyone with malicious intent to report any relationship they see, and in turn, cause someone to have to "look into" every reported relationship. Social media is a little different than texting on a phone. Inappropriate relationships on social media, quickly become known.

The other area of concern is the use of social media on personal time. The draft policy states, "Employees shall be prohibited from accessing social networking websites for personal use during instructional time or with school board technological resources."

I read this as duty-free lunch breaks and planning periods as acceptable times to access social media; however, at no time can you use the school computer, or WiFi. What about people who have assigned iPads or laptops that go home with them? Under that language, you can't use it at home, either. Whatever the meaning, I believe the language leaves room for a wide range of interpretations from school to school and principal to principal.

I have another concern with this part of the policy, that may only affect me, but maybe not. I am an active blogger. Nine times out of ten, I blog late at night then schedule it to post using a third party service that will post it at a time that optimized views. It publishes to the blog, then in turn, to my personal FaceBook, the blog FB page, Twitter, Google+ and LinkedIn. Across all platforms, that is usually mid-morning, lunchtime, or mid-afternoon. It varies from day to day. Without clarification of the language in the policy, this leaves room for an overzealous person with malicious intent to cause someone to track down posts and post times.

Last, but not least, social media has become the modern day town square, or town hall meeting. You have the ability to engage in conversation on all sorts of topics. I agree that school board employees should not post in an unprofessional or unacceptable manner, but I do not believe that the policy should leave open the ability for a person to complain about someone simply because their religious, or political, belief offends them. As adults, we should be expected to exercise a little tolerance and understand that we don't all feel the same way about things. The beauty of social media is that you can control what you see. If you don't like that a coworker is supporting a particular candidate, or doesn't share your view on X (enter your own social topic), every social media site has a block feature. Use it.

Thanks for listening. I look forward to more comments.

I would like to reply to a few points made in the previous email.

I applaud any teachers connecting with their students outside of the "four walls" of our classrooms. However, I am not quite sure social media is the venue for this relationship. Yes, social media is a little different than texting; however, most of these medias also have a "messaging" feature as a part of the application. How do we monitor that? Does a teacher stand in front of his or her students can set a no direct messages rule? And how is that enforced? I am by far a truly boring person to follow on social media because my feeds are about my sons or something exciting in education. But what about the educators who lead a more exciting social life and post all of it on their feeds? It just seems like a slippery slope that I personally and professionally would not want to attempt to conquer. We must think about the bigger picture and how the majority of the population uses their social media.

During my time in the classroom, I made a professional decision to "unfriend" anyone that I may been in direct contact with their child as my student. Even as a band booster president and an active parent, I chose to not accept friend request from the band kids or my sons' friends until they graduated high school. After respectfully discussing my decision with each person, every single person completely understood (even long time family friends). After his or her child moved on, we happily reconnected on social media.

With the blog posting, I see no issue your timing. If your boss or boss's boss understands how your blog pushes to your subscribers, there should be no cause to those who wish malicious intent by reporting such an issue. If it were me, I would ensure anyone who needs to know information about my blog would be met and a conversation with specifics would be held.

Lastly, I agree that social media has become a platform for many people (teachers included) to voice their beliefs, views, and ideas. Social media has allowed our society to push the limits on voicing those beliefs, views, and ideas. It seems we know EVERYTHING about a person these days. Whether the agenda for his or her platform to be one I agree with or not, I can choose to follow or block. No doubt about that! However, what I can not stand behind is someone who purposely using his or her social media as a platform to complain about the "company" he or she is employed. In any other arena, such a person would be served his or her walking papers.

Being in education is a profession that is a breed of its own. I feel I am held to a higher standard because I affect the lives of children. I walk a different line than most. I knew that going into my profession. And I certainly knew that when I decided to engage in social media. So I choose to continue walking that line because it is what is best for me, for my profession, and for the children who I am blessed to encounter.

CPSB SOCIAL MEDIA POLICY

Best Practices



GENERAL PRACTICES

- Do not give other people access to your social media sites by sharing your password or other means.
- Do not list yourself as an employee of the Calcasieu Parish School Board.
- Utilize gift cards to purchase apps for instructional use instead of a personal credit card.
- Be aware. Social media sites allow information to be communicated instantly to a large audience. Privacy settings may not always provide the intended level of privacy, and an anonymous post may not truly remain anonymous.
- Carefully consider any content and how it may be perceived before posting. Once published, content can be accessible indefinitely despite being deleted at a later time.
- Conduct or language that would be unacceptable in another forum should also be considered unacceptable on social media sites. This includes sharing confidential information and/or using inappropriate language.
- When contemplating tagging someone in a social media post, do unto others as you would have them do unto you. Be respectful and considerate when tagging friends or others in your posts.
- Reactions, comments, and posts follow you. Social media often feels casual and informal, but your content can become public at any time. Think before posting.
- Treat social media sites with the same respect as a public place or business. Professionalism is imperative.
- Remember that tone and personality traits may be lost in digital translation in the social media realm.

FACEBOOK

- Do not set your posts to *public*. Allow only your friends to see what you post on your timeline.
- Turn on *tagging review* so you are able to review all posts/pictures before they appear on your timeline.
- Turn on security alerts so Facebook can notify you when a login occurs on your account in an unrecognized location.
- Do not allow outside search engines to link to your Facebook profile.

CPSB SOCIAL MEDIA POLICY

Frequently Asked Questions



- **What social media tools are CPSB approved for instructional purposes?**

Many social media sites can be used for instructional purposes with the exception of Facebook.

- **The policy references that I'm responsible for the content on my social media sites, including content added by my friends or the public. What does that mean?**

You are responsible for the content posted from **your** social media sites, including content added by someone logged-in to your personal accounts. You are not responsible for what friends or the public may tag you in or post about you. However, if you appear as the author of an inappropriate post, you are responsible.

- **Are there guidelines for official CPSB pages?**

Yes. Usage guidelines exist for the creation of both a [CPSB Facebook page](#) and [CPSB Twitter Page](#).

- **Am I responsible for advertisements that appear on my social media site and can be viewed by others?**

You are not responsible for advertisements generated by social media sites that may appear on your page.

- **Does the social media policy address writing editorials to local media outlets?**

No. The policy does not encompass employees writing editorials.

- **Can CPSB resources be used during personal time for things unrelated to my employment?**

No. Please see CPSB's [Acceptable Use Policy](#).

- **How will those who manage official CPSB pages be affected by this policy?**

Managing official pages for your school/department is considered part of your job as a CPSB employee. You are allowed to access those official pages during working hours to share with and engage the community.

- **What state and federal laws are being referenced by the policy?**

All laws and other policies referenced in the Social Media Policy are included in its content.

- **Does the policy affect an employee's professional social media page?**

Employees may utilize a professional social media profile referencing their employment. Written permission to create and/or manage these profiles is not required as long as there is no communication with students.

- **The policy references employees must use School Board-controlled technological resources to communicate with students. Does that mean texting and/or messaging my school-aged babysitter violates policy?**

Yes. Please see CPSB's [Electronic Communications Policy](#).

- **Are memes (a humorous image, video, text, etc.) included in the language regarding profane or obscene material?**

Yes. Memes are considered a form of communication on social media sites and are not to contain profane, pornographic, obscene, indecent, lewd, vulgar or sexually offensive language.

- **Does this policy apply to me even if I don't list myself as a CPSB employee?**

Yes. This policy applies to all employees regardless of being listed as a CPSB employee or not.

- **Can I create a Facebook page for my classroom to utilize as a parental communication tool?**

Yes, once receiving approval from your administrator. You will need to utilize the CPSB Facebook Usage Guidelines to operate your page.

FACEBOOK GUIDELINES FOR OFFICIAL CPSB PAGES



Our CPSB Facebook is created as a “**business**” page. This is recommended for any school page. It does have to be linked to a personal page of some sort. A page cannot exist without an admin. As you can see below, the Public Information Officer is the only admin on CPSB’s page, and it is linked to a personal page. There is no sharing of material between the two. Some school administrators are hesitant to make this connection, and that is understandable. However, CPSB’s page has been linked to the PIO’s personal page for several years now without any sort of issue.

Existing Page Roles

Admin

Can manage all aspects of the Page. They can: send messages and publish as the Page, respond to and delete comments on the Page, create ads, see which admin created a post or comment, view insights, respond to and delete Instagram comments from the Page, edit Instagram account details from the Page and assign Page roles.



Holly Carter Holland
Admin

Edit

Some schools have created a friend page instead of a business page. This is not recommended, because logistically it is not as user friendly. If you would like to create a friend page to simply serve as the admin of your school page, that works, too. It is an extra step, but if you are uncomfortable linking your current personal page with a school page, it is an option.

FACEBOOK GUIDELINES FOR OFFICIAL CPSB PAGES



SETTINGS: GENERAL

Below you will find CPSB's **general page settings**. These have worked well for the CPSB page, and they are recommended for the creation of any school page.

Shortcuts	Page is not pinned to shortcuts	Edit
Page Visibility	Page published	Edit
Page Verification	Page is verified	Edit
Visitor Posts	Choose who can publish to your Page timeline	Edit
Messages	People can contact my Page privately	Edit
Tagging Ability	Other people can tag photos posted on my Page	Edit
Others Tagging this Page	People and other Pages can tag my Page	Edit
Page Location for Frames	Other people can use your Page's location for photo and video frames	Edit
Country Restrictions	Page is visible to everyone	Edit
Age Restrictions	Page is shown to everyone	Edit
Page Moderation	No words are being blocked from the Page	Edit
Profanity Filter	Set to strong	Edit
Similar Page Suggestions	Choose whether your Page is recommended to others	Edit
Page Updates	Page posts are automatically published when you update the Page buttons, description or contact info	Edit
Post in Multiple Languages	Ability to write posts in multiple languages is turned off	Edit
Translate Automatically	Your posts may show translations automatically for people who read other languages	Edit
Comment Ranking	Most recent comments are shown for my Page by default	Edit
Content Distribution	Downloading to Facebook is allowed	Edit

Below you will find the expanded **Visitor Posts** setting. We do allow people to comment on CPSB posts, however we do not allow the public to make wall posts.

Visitor Posts

Allow visitors to the Page to publish posts

- Disable posts by other people on the Page

Save Changes

Cancel

The CPSB **profanity filter** is set to strong to reduce the need of constant page monitoring for inappropriate comments.

FACEBOOK GUIDELINES FOR OFFICIAL CPSB PAGES



SETTINGS: MESSAGING

The next section deals with **direct messaging** to the page. Below are CPSB's current settings. There is an instant response set up, and the content is included below as an example.

General Settings

Use the Return key to send messages

When you have written a message, you can tap the Return/Enter key to send it.

Yes

Response Assistant

Response Time

Currently set to "Typically replies within an hour"

Change

Stay responsive when you can't get to your computer or phone

Let customers know that you will respond soon and keep your responsiveness rating, any time you're away.

No

Send Instant Replies to anyone who messages your Page

Instant Replies are a good way to let people know that you'll respond soon.

Yes

Change

"Thank you for contacting the Calcasieu Parish School Board. We will review your message and provide a response shortly. If you've reached out to us after hours, we will get back with you as soon as possible."

Show a Messenger Greeting

Create a greeting that people will see the first time they open a conversation with you on Messenger.

No

FACEBOOK GUIDELINES FOR OFFICIAL CPSB PAGES



SETTINGS: EDIT PAGE

These are other CPSB **edit page** settings that deal with overall appearance.

Templates

Choose a template with default buttons and tabs designed to help your Page



Current Template
Standard

Edit

Tabs

Click and drag a tab name to rearrange the order. The tab order also determines the order of the sections people see at the top of your Page.

Use default tabs

Turn on default tabs to use the tabs we think will be most successful for your type of Page.

OFF

Home

Settings



About

Settings



Services

Settings



Events

Settings



Photos

Settings



Social media guidelines

Settings



Notes

Settings



Likes

Settings



Videos

Settings



Posts

Settings



Shop

Settings

FACEBOOK GUIDELINES FOR OFFICIAL CPSB PAGES



SETTINGS: POST ATTRIBUTION

The **post attribution** setting is important. The default selection is usually “posting as the page,” but it’s a good idea to double check before posting. There is no need to visit the settings each time. A prompt will appear as you’re posting letting you know who will be the author of the post.

Post Attribution

- **Post as Calcasieu Parish School Board**

Your posts, likes and comments on this Page’s timeline will be attributed to the Page by default. When you’re creating or replying to a post, you will still have the option to post as yourself or another Page you manage.

- **Post as Holly Carter Holland**

Your posts, likes and comments on this Page’s timeline will be attributed to you by default. When you’re creating or replying to a post, you will still have the option to post as this Page or another Page you manage.

FACEBOOK GUIDELINES FOR OFFICIAL CPSB PAGES



SETTINGS: NOTIFICATIONS

Below are CPSB's **notification settings**. Notifications remained turned on for everything so that we can better monitor page activity. We do suggest utilizing the same for any school page. The email setting is a little misleading, as you will not receive an abundance of emails if you select this option. CPSB receives one email a week with page analytics.

On Facebook

- ☒ Get a notification each time there is activity on your Page or an important Page update.
- ☐ Get one notification every 12 - 24 hours on all activity and updates on your Page during that time.
- ☐ Off

Edit your notification settings for:

New Checkin from users	Turn Off
New Mention of Page	Turn Off
New Comments on Page post	Turn Off
Edits to Comments you have written	Turn Off
New Subscribers to events	Turn Off
New Followers of Page	Turn Off
New Likes on Page post	Turn Off
New Likes	Turn Off
Edits to Posts you have written	Turn Off
New Shares on Page posts	Turn Off

Messages

- ☒ Get a notification each time your Page receives a message.
- ☐ Off

Email

- ☒ Get an email each time there is activity on your Page or an important Page update.
- ☐ Off

Text Messages

- ☐ On
- ☒ Off

CPSB does not have a **preferred page audience** set. We don't recommend setting one, because you may be limiting your audience.

If you have any additional questions about setting up a school Facebook page, please contact Public Information Officer Holly Holland.

TWITTER GUIDELINES FOR OFFICIAL CPSB PAGES



Our official CPSB Twitter account is a stand-alone account, not having to be linked to other accounts – personal or professional. One of the first things you’ll be prompted to do is enter a name and email address. As you can see below, the CPSB Twitter account is linked to the Public Information Officer’s email account. It is recommended to utilize the email address of the page’s main administrator at your location.

Account

Username CPSB_org

https://twitter.com/CPSB_org

Email holly.holland@cpsb.org

Email will not be publicly displayed. [Learn more](#)

Language English ▼

Interested in helping translate Twitter? Check out the [Translation Center](#)

Time zone (GMT-05:00) Central Time (l ▼

After completing the first few steps, you will be prompted to add a phone number to secure your account. Feel free to skip this step if you’d like.

The next step is where you will actually choose your username or “**Twitter handle**.” It is recommended that you choose your school name, or a close variation, when selecting your handle. The official handle for the district is [@CPSBSchools](#).

TWITTER GUIDELINES FOR OFFICIAL CPSB PAGES



PROFILE AND HEADER PHOTOS

Once your handle is selected, your Twitter account is officially live. You are now able to make additions and changes to the account. We recommend choosing a profile photo and header photo first. You will see an example of CPSB's below. These changes are simply made by clicking the **"home"** button on the top left. Once there, click the **"edit profile"** button under the right corner of your header photo.



The screenshot shows the CPSB Twitter profile page. A red box labeled '1' highlights the 'Home' button in the top navigation bar. Another red box labeled '2' highlights the 'Edit profile' button in the top right corner of the header photo area. The header photo features a group of diverse students and the text 'CPSB BUILDING FOUNDATIONS FOR THE FUTURE'. The profile picture is the CPSB logo. The bio reads 'CPSB @CPSB_org'. The statistics show 1,445 tweets, 262 following, 945 followers, 120 likes, 1 list, and 1 moment. The 'Tweets' tab is selected, showing a tweet from CPSB @CPSB_org about a top ten site. The 'Your Tweet activity' section shows that tweets earned 2,604 impressions over the last week.

TWEETS	FOLLOWING	FOLLOWERS	LIKES	LISTS	MOMENTS
1,445	262	945	120	1	1

TWITTER GUIDELINES FOR OFFICIAL CPSB PAGES



BIO AND ADDITIONAL PAGE DETAILS

While under the “**edit profile**” feature, you will be able to change the page details in the left hand column. Those details include a **bio**, **location**, and **website**. You can also select a theme color for your account. Feel free to utilize a school color for that feature. Below you will see the details of the CPSB page.



Please begin your **bio** with “Official Twitter of...” so it is known that the page represents your school. Also include the disclaimer you see pictured above: Retweets ≠ endorsements. You may add a school slogan if you would like as well.

For the **location** field, you may either put Calcasieu Parish or the city/town in which your school is located.

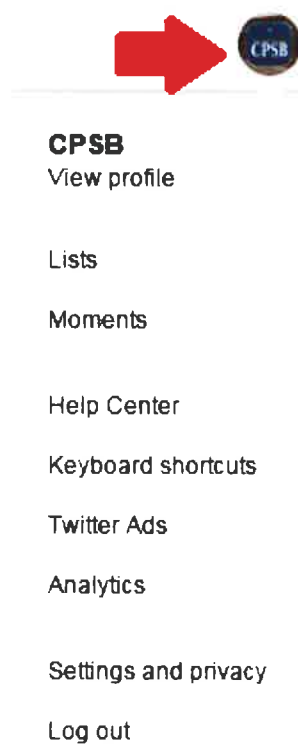
For the **website** field, please use the link to your official school website.

TWITTER GUIDELINES FOR OFFICIAL CPSB PAGES



SETTINGS AND PRIVACY

The next step will be making sure your settings and privacy setup are correct. As you will see below, click on the small icon located on the top right of your page. The small icon will be your profile photo. Pictured below is the drop down menu you will see after clicking. Select **Settings and Privacy**.



TWITTER GUIDELINES FOR OFFICIAL CPSB PAGES



ACCOUNT

The first section you will see is **Account**. The section is included here again for reference, but it is also the first screenshot of this document. You will see your handle, email address, language, and time zone. Make sure to click **save changes** at the bottom of the page of each page before continuing.

Account

Username	CPSBSchools
	https://twitter.com/CPSBSchools
Email	holly.holland@cpsb.org
	Email will not be publicly displayed. Learn more.
Language	English ▼
	Interested in helping translate Twitter? Check out the Translation Center.
Time zone	(GMT-05:00) Central Time (U ▼

TWITTER GUIDELINES FOR OFFICIAL CPSB PAGES



SECURITY

The next section you will see is **Security**. Below are CPSB's page settings. Requiring personal information to reset a password is recommended and has worked well for our official page. You may also select to verify login requests if you would like. This would strengthen the security on your page; however, the CPSB page has not encountered any issues without this setting selected.

Security

Login verification ☐ Verify login requests

After you log in, Twitter will send a SMS message with a code that you'll need to access your account.

Password reset ☒ Require personal information to reset my password

When you check this box, you will be required to verify additional information before you can request a password reset with just your @username. If you have a phone number on your account, you will be asked to verify that phone number before you can request a password reset with just your email address.

TWITTER GUIDELINES FOR OFFICIAL CPSB PAGES



CONTENT

The next section is **Content**. These selections are more of personal preferences for your feed than they are a security issue. Included are CPSB's selections.

Content

Country United States ▼

Select your country. This setting is saved to this browser.

Video Tweets ☒ Video autoplay

Videos will automatically play in timelines across the Twitter website. Regardless of your video autoplay setting, video, GIFs and Vines will always autoplay in Moments. [Learn more](#).

Timeline ☒ Show me the best Tweets first

Tweets you are likely to care about most will show up first in your timeline. [Learn more](#).

Your Twitter
archive

Request your archive

You can request a file containing your information, starting with your first Tweet. A link will be emailed to you when the file is ready to be downloaded.

Save changes

TWITTER GUIDELINES FOR OFFICIAL CPSB PAGES



PRIVACY AND SAFETY

In the left hand column, move down to **Privacy and Safety**. These **privacy** settings work well for CPSB's page.

Privacy and safety

Privacy

Tweet privacy ☐ **Protect my Tweets**

If selected, only those you approve will receive your Tweets. Your future Tweets will not be available publicly. Tweets posted previously may still be publicly visible in some places. [Learn more](#)

Tweet location ☐ **Add a location to my Tweets**

When you tweet with a location, Twitter stores that location. You can switch location on/off before each Tweet. [Learn more](#)

[Delete location information](#)

This will delete location labels you have added to your Tweets. This may take up to 30 minutes.

Photo tagging ☐ **Allow anyone to tag me in photos**
☒ **Only allow people I follow to tag me in photos**
☐ **Do not allow anyone to tag me in photos**

Discoverability ☐ **Let others find me by my email address**
☐ **Let others find me by my phone number**

This setting will take effect once you add a phone number. [Add now](#)

[Learn more about how this data is used to connect you with people](#)

Address book [Manage your contacts](#)

Contacts you've uploaded to Twitter from your address book.

Personalization and Data **Allow some** [Edit](#)

Control how Twitter personalizes content and collects and shares certain data.

Twitter for teams ☒ **Allow anyone to add me to their team**
☐ **Only allow people I follow to add me to their team**
☐ **Do not allow anyone to add me to their team**

Organizations can invite anyone to Tweet from their account using the teams feature in TweetDeck. [Learn more](#)

Direct Messages ☒ **Receive Direct Messages from anyone**

If selected, you will be able to receive messages from any Twitter user even if you do not follow them.

☐ **Send/Receive read receipts**

When someone sends you a message, people in the conversation will know when you have seen it. If you turn off this setting, you will not be able to see receipts from other people. [Learn more](#)

TWITTER GUIDELINES FOR OFFICIAL CPSB PAGES



These **safety** settings work well for CPSB's page.

Safety

Search ☒ Hide sensitive content

This prevents Tweets with potentially sensitive content from displaying in your search results. [Learn more](#)

☒ Remove blocked and muted accounts

Use this to eliminate search results from accounts you've blocked or muted. [Learn more](#)

Tweet media ☐ Display media that may contain sensitive content

☐ Mark media you Tweet as containing material that may be sensitive

Save changes

TWITTER GUIDELINES FOR OFFICIAL CPSB PAGES



PASSWORD

The next section in the left hand column is **password**. This feature is if you ever want/need to change your password for security reasons.

Password

Change your password or recover your current one

Current password

[Forgot your password?](#)

New password

Verify password

Save changes

TWITTER GUIDELINES FOR OFFICIAL CPSB PAGES



MOBILE

The next section in the left hand column is **Mobile**. This feature is if you prefer to receive Twitter notifications via text. CPSB does not opt to do this, as you can see below. Again, this is personal preference. If you would rather this option over utilizing the Twitter app or other notification methods, you can select choose to do so.

Mobile

Customize Twitter for your mobile phone

My phone

- Text notifications
- ☐ Tweets from people you've enabled for mobile notifications
 - ☐ Direct Messages
 - ☐ Someone new follows me
 - ☐ Mentions and replies
 - Only by people I follow
 - By anyone
 - ☐ Your Tweet is Retweeted
 - Only by people I follow
 - By anyone
 - ☐ Your Tweet is liked
 - Only by people I follow
 - By anyone
 - ☐ Tweet Alerts
 - ☐ Announcements from Twitter
 - ☐ Follow recommendations

- Sleep settings
- ☐ Turn off updates during these hours
 - 12:00 AM ▼ to 12:00 AM ▼

Want to know about all the things you can do with Twitter text messaging? [Learn more](#)

Save changes

TWITTER GUIDELINES FOR OFFICIAL CPSB PAGES



EMAIL NOTIFICATIONS

The next section in the left hand column is **Email Notifications**. Make sure email is enabled. You'll see below that CPSB receives email notifications only when someone replies or mentions CPSB_org and when someone sends us a direct message. This allows for the best page monitoring without flooding your inbox.

Email notifications

Control when and how often Twitter sends emails to you [Learn more](#)

Email is enabled

Turn off

Activity related to you and your Tweets

- Email me when
- ☐ I have new notifications [Learn more](#)
 - ☐ Someone likes my Tweets
Tailored for you ▼
 - ☐ My Tweets are Retweeted
Tailored for you ▼
 - ☒ I get a reply or I'm mentioned in a Tweet
Tailored for you ▼
 - ☐ I'm followed by someone new
 - ☒ I'm sent a direct message
 - ☐ Someone emails a Tweet to me
 - ☐ Someone from my address book joins Twitter

Activity from your network

- Email me with
- ☐ Top Tweets and Stories
Sent periodically ▼
 - ☐ Updates about the performance of my Tweets

Updates from Twitter

- Email me with
- ☐ News about Twitter product and feature updates
 - ☐ Tips on getting more out of Twitter
 - ☐ Things I missed since I last logged into Twitter
 - ☐ News about Twitter on partner products and other third party services
 - ☐ Participation in Twitter research surveys
 - ☐ Suggestions for recommended accounts
 - ☐ Suggestions based on my recent follows
 - ☐ Tips on Twitter business products

Save changes

TWITTER GUIDELINES FOR OFFICIAL CPSB PAGES



NOTIFICATIONS

The next section is **Notifications**. This is, again, personal preference. CPSB's settings are below.

Notifications

Mute notifications
from people:

- ☐ You don't follow
- ☐ Who have a default profile photo
- ☐ Who haven't confirmed their email
- ☐ Who haven't confirmed their phone number

These filters will not affect notifications from people you follow. [Learn more](#)

Advanced:

☒ Quality filter

Improves the quality of Tweets you'll see. [Learn more](#)

See who you've muted or blocked.

Mute specific words from your notifications and timeline.

Save changes

TWITTER GUIDELINES FOR OFFICIAL CPSB PAGES



WEB NOTIFICATIONS

The next section is **Web Notifications**. These are turned off on the CPSB page.

Web notifications

These settings do not change your notifications timeline. [Learn more](#).

Turn on browser notifications

To receive notifications as they happen, turn on browser notifications. You'll also receive them when you're not on Twitter. Turn them off anytime.

Turn on

Web notifications settings are currently disabled.



CPSB has no **muted accounts** or **muted words**. We have had no issues with either of those things.

Twitter is a much different platform than Facebook. CPSB has encountered several occasions where other users tweet something **derogatory** or something **containing expletives** while including our handle. This is not a reflection of your account, nor does it appear on your profile page. Our stance is to simply not respond or acknowledge the inappropriate content.

If you have any additional questions about setting up a school Twitter page, please contact Public Information Officer Holly Holland.



Calcasieu Parish School Board

B U I L D I N G F O U N D A T I O N S F O R T H E F U T U R E

Karl Bruchhaus, Superintendent

A&P Meeting

8-22-17

Agenda Items

1. Social Media Policy

a. Background – April A&P meeting

- i. At the April 25th A&P Committee meeting, staff requested to research and develop a social media policy. The following position was cited at that meeting:

Considering the technological era we live in, districts and organizations are developing social media policies for employees. Staff has started researching policies in educational districts and government bodies such as the Calcasieu Parish Sheriff's Department. Most districts are doing the same throughout the state. Like students, employees benefit from the tremendous advantages of social media, but also like students, employees must be cognizant of the many pitfalls that social media may produce, thus harming the district-employee relationship. Staff feels it is the responsibility of CPSB to develop and educate our workforce by establishing standards and expectations to be adopted into policy.

- ii. That request was granted and staff then moved forward with the formation of a committee.

b. Formation of committee

- i. Staff used qualitative sampling strategies to form the committee. These types of strategies allow for focused feedback regarding a topic as these individuals provide experience and insight. Participants were selected using the following criteria: employee representation from a variety of departments, knowledge of social media, users of social media, and

willingness to participate and provide substantive feedback. Holly Holland (PIO) contacted participants who met this criteria, secured their participation, and then those individuals reached out to staff members that met the criteria mentioned above seeking their participation (snowball sampling strategy). The goal was to reach a participation number of approximately 50-60 committee members.

- c. Development of a questionnaire and the results
 - i. Staff took advantage of the opportunity to get immediate survey feedback from teachers at a meeting of approximately 90 teachers in early June. A survey instrument was constructed focusing on social media use by teachers and their perspectives of social media use in the school setting. This instrument was also sent to committee members and their responses were combined with the teachers.
- d. Presentation in July
 - i. Staff contacted Dr. Nathan Roberts and Dr. Vicki Younger to present social media research to the committee. Dr. Nathan Roberts is the Dean of Education at ULL and has extensive background in court cases related to this topic. Dr. Vicki Younger's expertise centered on her research and dissertation titled "The Free Speech Rights of Teachers and Social Media Policies for School Districts." On July 12th, committee members participated in a 2 hour presentation in the board room. Members were able to ask questions and make comments. Staff informed the members that a policy draft would be sent to them so that they may comment on specific language in the draft. With the assistance of Dr. Younger, a policy template from another school district in Louisiana was utilized (Bogaloussa City School System).
- e. Draft and Trending Responses
 - i. The draft was sent out soliciting comments related to the language of the proposed policy. Trending responses were addressed by staff and modifications to the proposed policy were made.
- f. Proposed Final Draft

2. Media Relations – New Policy

NEWS MEDIA RELATIONS

The Public Information Office of the Calcasieu Parish School Board shall coordinate news coverage of the school district. The Public Information Office shall be responsible for overseeing official communications between the school system and the news media by initiating story ideas as well as facilitating requests for news coverage from media representatives and district personnel.

The Public Information Office shall provide assistance to school administrators regarding effective relationships with the news media.

The Superintendent or his/her designee shall serve as the primary spokesperson for the district on all matters of district wide interest.

The principal shall be the primary spokesperson regarding issues related to his or her individual school.

If a designated district or school spokesperson is contacted by the news media for comment on a specific issue, the spokesperson may directly respond, provided that he/she has the necessary information to address the issue. If the spokesperson needs more information or guidance to provide a response, he/she should contact the Public Information Office before responding to the news media.

District personnel shall adhere to the following general guidelines when working with the news media:

- The privacy of a student or employee is the foremost concern when working with the news media and must be considered prior to the release of any information.
- If there is no prior clearance from the Public Information Office, names of students should never be released under any circumstance without prior parental consent or the consent of the student if he or she is 18 years of age or older.
- Names of students involved in accidents or emergency situations shall not be released; news media should be referred to the receiving hospital or the Sheriff's Office for such information.
- Home addresses and telephone numbers of students, private citizens, and those CPSB employees who have restricted home addresses and telephone numbers shall not be released to the media.

3. Policy Updates:

a. School Wellness – JGB

Each School Board is to develop revised *School Wellness* policies with the help of the School Wellness committee, which in Louisiana School Boards is referred to as *School Health Advisory Council* (SHAC), as required by La. Rev. Stat. Ann. §17:17.1. In light of these changes and the required input from the SHAC, instead of a revision to each system's *School Wellness* policy, we have created a draft policy upon which each School Board can build its policy. This draft is based on

an approved template found on the USDA website, but we have tried to include only those things required to be included in *policy*. Other specifics will need to be addressed in the Board's implementation plan.

SCHOOL WELLNESS – Revised Policy

The Calcasieu Parish School Board (CPSB) 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 CPSB'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 Calcasieu 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 CPSB 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 SHAC 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 Calcasieu 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 Calcasieu 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 Calcasieu 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 Calcasieu 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.

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 Calcasieu 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.

New Policy: July 11, 2006

Revised: December, 2009

Revised: September 14, 2010

Revised: August, 2017

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, 7-11-06, 9-14-10.

FILE: JGB

Cf: EE

SCHOOL WELLNESS – Current Policy (old policy)

The Calcasieu Parish School Board recognizes that schools should play a vital role in promoting student health, preventing childhood obesity, and combating problems associated with poor nutrition and physical inactivity. The School Board shall promote a healthy school environment by supporting and emphasizing student wellness, good nutrition, and regular physical activity and making these an integral part of the total learning environment.

Schools have a responsibility to help students learn, establish, and maintain patterns of nutrition and physical activity that facilitate a healthy environment. Well-planned and effectively implemented school nutrition and fitness programs serve to enhance a student's overall health, as well as their behavior and academic achievement. The School Board shall require that all foods made available on school campuses should offer children nutritious choices, and physical activity should be incorporated into the school day as often as possible.

The Calcasieu Parish School Board shall develop, implement, and maintain a comprehensive plan to encourage healthy eating and physical activity in all public schools of Calcasieu Parish. The plan shall make effective use of school and community resources and equitably serve the needs and interests of all schools and staff.

SPECIFIC WELLNESS GOALS

Nutrition Education

The school district will:

1. Promote and implement nutrition education that promotes lifelong healthful eating practices.
2. Use lessons that are age-appropriate, with behaviorally focused content that is developmentally appropriate and culturally relevant.
3. Use lessons that are sequential and are correlated with standards, benchmarks, and grade level expectations.
4. Provide hands-on activities that are fun.
5. Provide repeated opportunities for students to taste foods that are low in fat, sodium and added sugars and high in vitamins, minerals and fiber.

6. Focus on positive aspects of healthful eating behaviors.
7. Promote social learning techniques such as role modeling, providing incentives, developing social resistance skills, overcoming barriers to behavioral changes and goal setting.

Physical Activity

The school district will:

1. Promote and implement quality physical education programs that emphasize and promote participation in lifelong physical activities and reaching a health enhancing level of physical fitness among all students.
2. Provide students in grades K-8 with a minimum of 150 minutes per week of health and physical education.
3. Ensure that students in grades K-8 participate in planned, organized, moderate to vigorous physical activity for a minimum of 30 minutes each school day.
4. Strive toward having qualified, certified physical education teachers guide physical activity instruction in all elementary grades as well as in middle and high school physical education classes.
5. Provide staff development on standards implementation for physical education instructors.

Other School-Based Activities

The school district will:

1. Offer classroom health education that complements physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities
2. Recognize that daily physical activity is essential to student welfare and academic performance.
3. Encourage physical activity during recess for elementary students, intramural programs, integration in the academic curriculum, and clubs, as well as in physical education programs.
4. Encourage parents and guardians to support students' participation in physical activities, to be physically active role-models, and to include physical activities in

family

plans.

5. Provide parents a list of foods that meet the Board's snack standards and ideas for health celebrations/parties, rewards and fund raising activities.
6. Encourage school staff to participate in physical activities to serve as role models.
7. Support community-based physical activity programs.

Nutrition Guidelines

Student's lifelong eating habits are greatly influenced by the types of foods and beverages available in their daily environment. In addition to ensuring that reimbursable school meals meet all requirements of the *Nutritional SchoolLunch Program* outlined in federal and state regulations, the School Board shall develop and maintain specific nutritional guidelines to address all food and beverages sold or served to students, including those items made available to students outside of the school meal programs.

MONITORING AND POLICY REVIEW

Monitoring

The Superintendent or his/her designee shall be responsible for assuring compliance with established district-wide nutrition and physical activity wellness policies. In each school, the principal or designee will ensure compliance with those policies in his/her school and shall report on the school's compliance to the Superintendent or his/her designee.

School food service staff, at the school or district level, shall assess compliance with nutrition policies within schoolfood service areas and report on this matter to the Superintendent (or if done at the school level, to the school principal).

The Superintendent or his/her designee shall develop a summary report at least annually on compliance with the district's established nutrition and physical activity wellness policies, based on input from schools within the district. The report shall be provided to the School Board, the district's *School Health Advisory Council* (SHAC), and also distributed to the schools, parent/teacher organizations, school principals, and school health services personnel throughout the parish.

Policy Review

Assessments shall be taken annually to help review policy compliance, assess progress, and determine areas in need of improvement. As part of that review, the School Board and staff shall review all nutrition and physical activity policies; provision of an environment that supports healthy eating and physical activity; and nutrition and physical education policies and program elements using the Louisiana Department of Education *Wellness Policy Evaluation* tool and share these results with the School Health Advisory Council (SHAC). The School Board and individual schools within the district shall, as necessary, revise the wellness policies and develop work plans to facilitate their implementation.

New Policy: April, 2006

Approved: July 11, 2006

Revised: December, 2009

Revised: June, 2010

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, [7-11-06](#), [3-16-10](#), [9-14-10](#)

Calcasieu Parish School Board

b. Child (School) Nutrition Program Management (EE) and New School Lunch Unpaid Meal Charge Policy (EEA)

This Policy has been revised to align with the procedures for the new policy Lunch *Unpaid Meal Charge EEA*. The following chart shows debt owed by students and adults in our system. We have already begun addressing this debt with procedures suggested in the Lunch *Unpaid Meal Charge Policy* and have

seen positive results as you can see. With the full implementation of the procedures suggested, we hope to significantly cut into the amount owed.

	End of Year 16-17	Beginning of Year 17-18	Amount Collected
Students	\$202,863.95	\$169,594.35	\$33,269.60
Adults	\$5,179.04	\$5,149.35	\$29.69

CHILD SCHOOL NUTRITION PROGRAM MANAGEMENT (EE)

The Calcasieu Parish School Board believes the school district should have a sound child nutrition program and that the child nutrition program should be an integral part of the total educational program. The School Board also believes that the highest possible sanitation standards should be maintained and that every effort should be made to make it possible for every child to participate in the child nutrition program without regard to race, color, disability, national origin, sex, or age.

GUIDELINES

The School Board shall administer a *Food and Nutrition Program* in accordance with federal and state standards and requirements. The School Board, as the recognized child nutrition program authority for the school district, shall annually approve the national school lunch program, school breakfast program, U.S.D.A school commodity programs and any other related programs. The approved agreement shall meet all specifications mandated by the Louisiana Department of Education's *Division of Nutrition Support*.

Guidelines of the *Louisiana Sanitary Code* shall be strictly followed in the preparation, serving, and cleaning of all child nutrition programs and facilities.

Each school shall abide by state and federal guideline restrictions on the operation of concessions, canteens, snack bars, vending machines or other food and beverage sales.

No supplies or foods, including leftovers, shall be removed from the child nutrition department by any employee of the school system unless he/she has been authorized to transfer the items to another school location. Disciplinary action may result for unauthorized food removal.

SPECIAL EVENTS

Special events should not interfere with the preparation and service of school lunch, breakfasts, or snacks. School functions involving the use of the cafeteria shall be arranged through the principal and approved by the child nutrition supervisor. Whenever the cafeteria is used by the school, one or more of the child nutrition employees shall be in charge to ensure control over child nutrition foods and to ensure proper use and care of equipment and facilities. A *Special Event* form must be completed and sent to the supervisor of child nutrition at least two (2) weeks in advance of the event. Events that occur at scheduled times during the school year can be handled by sending in one notice listing all of the dates.

PAYMENT FOR MEALS

Meals may be paid for daily, weekly, monthly, or annually. Those students not eligible for free meals must pay for their meals at the prices established for full price and reduced price students. [Meals may be charged in accordance with policy EEA, Unpaid Meal Charges.](#) ~~Those students not eligible for free meals who have not paid for a scheduled meal may have that meal withheld.~~

~~In elementary schools, prior to withholding a meal, the school shall:~~

- ~~1. Provide actual notification to the child's parent or legal guardian as to the date and time after which meals may be denied, the reason for such denial, any action that may be taken by the parent or legal guardian to prevent further denial of meals, and the consequences of the failure to take appropriate actions to prevent such denial, including that the school governing authority shall contact the office of community services within the Department of Social Services upon the *third* instance of such denial during a single school year.~~
- ~~2. Verify with appropriate school staff that the child does not have an *Individual Education Plan* that requires the child to receive meals provided by the school to ensure that neither the child's health nor learning ability will be negatively affected by denying the child meals during school hours.~~

~~If the school denies a scheduled meal to a child, the school shall provide a sandwich or a substantial and nutritious snack item to the child as a substitute for the meal denied.~~

~~Upon the third (3rd) instance during a single school year of the same elementary school child being denied a meal during school hours, the School Board shall contact the office of community services within the Department of Social Services to report the failure of the parent or guardian to pay for meals which has resulted in repeated denials of meals during school hours.~~

~~The School Board shall document each instance that a child is denied a meal in an elementary school.~~

~~Charitable funds donated by school employees or other charitable funds may be used to pay for a child's meal in the event that he/she is subject to the denial of a meal during school~~

~~hours.~~

~~No discrimination against any individual shall occur because of his/her inability to pay, nor shall the School Board or any nutrition service provider publish or permit to be published the names of any individual unable to pay for the food.~~

~~Any public school employee who discloses the name of any individual unable to pay for such food, either orally or in written form, except as reasonably necessary in the conduct of his/her official duties, shall be subject to the penalties provided in state law. No employee shall disclose such information to any student for any reason.~~

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 to apply for school meal benefits shall be sent to the parents or guardians of each student within the first week of school. Parents shall be requested to complete an application listing all students enrolled in Calcasieu 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 ~~No Child Left Behind Act (NCLB)~~, [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 ~~administer and enforce the Title I requirements under the NCLB~~ [carry out an activity specifically authorized by the NSLA](#). ~~The statute, however, does not allow the disclosure of any other information obtained from the free lunch application form or obtained through the direct certification information received from the Supplemental Nutrition Assistance Program.~~

Revised: October, 1997

Revised: August, 2005

Revised: August, 2010

Revised: October 8, 2013

Revised: September 9, 2014

Revised: August, 2017

Ref: ~~No Child Left Behind Act of 2001 (NCLB)~~; 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, 17:195, 17:196, 17:197.1, 17:198, 17:199, 39:2101, 40:4; Louisiana Sanitary Code, La. Dept. of Health and Hospitals; Board minutes, 5-9-06, 10-5-10, 10-8-13, 9-9-14.

CHILD NUTRITION PROGRAM MANAGEMENT – OLD Policy

The Calcasieu Parish School Board believes the school district should have a sound child nutrition program and that the child nutrition program should be an integral part of the total educational program. The School Board also believes that the highest possible sanitation standards should be maintained and that every effort should be made to make it possible for every child to participate in the child nutrition program without regard to race, color, disability, national origin, sex, or age.

GUIDELINES

The School Board shall administer a *Food and Nutrition Program* in accordance with federal and state standards and requirements. The School Board, as the recognized child nutrition program authority for the school district, shall annually approve the national school lunch program, school breakfast program, U.S.D.A school commodity programs and any other related programs. The approved agreement shall meet all specifications mandated by the Louisiana Department of Education's *Division of Nutrition Support*.

Guidelines of the *Louisiana Sanitary Code* shall be strictly followed in the preparation, serving, and cleaning of all child nutrition programs and facilities.

Each school shall abide by state and federal guideline restrictions on the operation of concessions, canteens, snack bars, vending machines or other food and beverage sales.

No supplies or foods, including leftovers, shall be removed from the child nutrition department by any employee of the school system unless he/she has been authorized to transfer the items to another school location. Disciplinary action may result for unauthorized food removal.

SPECIAL EVENTS

Special events should not interfere with the preparation and service of school lunch, breakfasts, or snacks. School functions involving the use of the cafeteria shall be arranged through the principal and approved by the child nutrition supervisor. Whenever the cafeteria is used by the school, one or more of the child nutrition employees shall be in charge to ensure control over child nutrition foods and to ensure proper use and care of equipment and facilities. A *Special Event* form must be completed and sent to the supervisor of child nutrition at least two (2) weeks in advance of the event. Events that occur at scheduled times during the school year can be handled by sending in one notice listing all of the dates.

PAYMENT FOR MEALS

Meals may be paid for daily, weekly, monthly, or annually. Those students not eligible for free meals must pay for their meals at the prices established for full price and reduced price students. Those students not eligible for free meals who have not paid for a scheduled meal may have that meal withheld.

In elementary schools, prior to withholding a meal, the school shall:

1. Provide actual notification to the child's parent or legal guardian as to the date and time after which meals may be denied, the reason for such denial, any action that may be taken by the parent or legal guardian to prevent further denial of meals, and the consequences of the failure to take appropriate actions to prevent such denial, including that the school governing authority shall contact the office of community services within the Department of Social Services upon the *third* instance of such denial during a single school year.

2. Verify with appropriate school staff that the child does not have an *Individual Education Plan* that requires the child to receive meals provided by the school to ensure that neither the child's health nor learning ability will be negatively affected by denying the child meals during school hours.

If the school denies a scheduled meal to a child, the school shall provide a sandwich or a substantial and nutritious snack item to the child as a substitute for the meal denied.

Upon the third (3rd) instance during a single school year of the same elementary school child being denied a meal during school hours, the School Board shall contact the office of community services within the Department of Social Services to report the failure of the parent or guardian to pay for meals which has resulted in repeated denials of meals during school hours.

The School Board shall document each instance that a child is denied a meal in an elementary school.

Charitable funds donated by school employees or other charitable funds may be used to pay for a child's meal in the event that he/she is subject to the denial of a meal during school hours.

No discrimination against any individual shall occur because of his/her inability to pay, nor shall the School Board or any nutrition service provider publish or permit to be published the names of any individual unable to pay for the food.

Any public school employee who discloses the name of any individual unable to pay for such food, either orally or in written form, except as reasonably necessary in the conduct of his/her official duties, shall be subject to the penalties provided in state law. No employee shall disclose such information to any student for any reason.

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 to apply for school meal benefits shall be sent to the parents or guardians of each student within the first week of school. Parents shall be requested to complete an application listing all students enrolled in Calcasieu 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 *No Child Left Behind Act* (NCLB), 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 administer and enforce the Title I requirements under the NCLB. The statute, however, does not allow the disclosure of any other information obtained from the free lunch application form or obtained through the direct certification information received from the food stamp office.

Revised: October, 1997

Revised: October 8, 2013

Revised: August, 2005

Revised: September 9, 2014

Revised: August, 2010

Ref: [No Child Left Behind Act of 2001 \(NCLB\)](#)

[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 , 17:195 , 17:196 , 17:197.1 , 17:198 , 17:199 , 39:2101 , 40:4			

[Louisiana Sanitary Code](#), Louisiana Department of Health and Hospitals
Board minutes, [5-9-06](#), [10-5-10](#), [10-8-13](#), [9-9-14](#)

UNPAID MEAL CHARGES – New Policy (EEA)

[The National School Lunch and School Breakfast Programs are integral in ensuring that](#)

students have access to nutritious meals to support their academic success. It is also imperative to protect the financial stability of the school nutrition program.

The intent of this policy is to establish a process and procedure to handle situations when children eligible for reduced-price or full-price meal benefits have insufficient funds to pay for school meals; as well as for the collection of unpaid meal charges and delinquent account debt.

PROCEDURE

1. Students who qualify for free meals shall not be denied a reimbursable meal even if they have accrued a negative balance on their account.
2. Students who have money to pay for a reduced-price or full price meal at the time of service must be provided a meal. If the student intended to use the money for that day's meal, the school food authority (SFA) shall not use the money to repay a negative balance or other unpaid meal charge debt.
3. Students without funds to pay for a reduced-price or full price meal may be allowed to charge their account for breakfast and/or lunch.
4. Students who charge a meal shall receive a reimbursable meal.
5. There shall not be a maximum amount or number of meals allowed to charge.
6. Adults shall only be allowed to charge meals up to \$25 and any additional meal or food item shall be refused.

COMMUNICATING THE POLICY

1. Policy *EEA, Unpaid Meal Charges*, shall be communicated to the household by posting on the Calcasieu Parish School Board (CPSB) website.
2. The policy shall be communicated to all School Nutrition Program (SNP) staff and the staff shall receive training as part of their professional development.
3. Documentation of the communication and training plan shall be maintained for the Federal Program Administrative Review.

NOTIFYING THE HOUSEHOLD OF LOW OR NEGATIVE BALANCES

1. The SFA shall notify households of low or negative balances by a variety of different methods:

A. The cafeteria manager shall provide students with printed

documentation of negative balances.

- B. A letter from the central office detailing the amount owed and procedure for payment shall be mailed to the parent's address at \$50 negative balance.
- C. A certified letter shall be mailed from the central office detailing the amount owed and procedure for payment to the parent's address at \$150 negative balance.
- D. The consequences of non-payment shall be determined on a case-by-case basis.
- E. Students may be denied participation in extracurricular activities such as prom, homecoming dances, and field trips. The denial of participation shall be at the discretion of the principal.
- F. The persons responsible for managing unpaid meal charges are:
 - i. SNP school-based staff shall collect payment for meals at the POS
 - ii. SNP central office shall contact households
 - iii. SNP central office may collect payment

Delinquent debt is allowable in the School Nutrition Program and may be carried over to the next successive school year.

ASSISTANCE TO HOUSEHOLDS

Households with questions or needing assistance may contact the school office where their student attends or the School Nutrition Program office at 337-217-4360.

New policy:

Ref: 2 CFR Part 200 Section 143 of the Health, Hunger-Free Kids Act of 2010; Board minutes,

OLD PROCEDURES For Collecting Money

Agenda Item # 3

Next, Mr. Anderson presented staff's recommendation for procedures to collect school **lunch charges**. He stated that meetings were held with several different people throughout the state for consultation with regards to improve the system.

The ending balance for lunch charges was a total of \$88,261.73 (66% - Paying students, 20% - Free and 14% - Reduced). Other parishes do not provide an alternate meal due to cost and additional staff needed to make the meal or sandwiches.

A motion was made by Mr. Burleigh, seconded by Mr. Webb and carried to accept staff's recommendations to follow procedures for collecting school lunch charges.

On behalf of the committee, Mr. Dellafosse made a motion to accept the committee recommendation. A second was not needed and on a vote, the motion carried. Mr. Guidry voted against the motion.

Staff Recommendations Procedures for Collecting Lunch Charges

1. Send every household a free/reduced form at the end of July with deadlines
2. Follow up with a call from our School Messenger program
3. Provide principals a pre-cert list at the beginning of August
4. Principals given a list every Friday of charges to begin collection
5. All extracurricular activities/trips be denied to students who have an outstanding balance
6. Principals be given their balance amount each month
7. Procedures addressed at Principals In-service prior to beginning of school

A request was made to use radio, TV and the newspaper to relay the information to the parents, students and legal guardians.

Bryan LaRocque called a question to cease discussion, with a second by Mr. Pitre; the motion passed with one NAY vote by Mr. Guidry.

c. Child Abuse – JGCE

- i. The Child Abuse Policy has been revised to reflect the language of Article 609 of the Children's code, in which the mandatory reporter makes the report directly to the appropriate authorities.

CHILD ABUSE

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

DEFINITIONS

Abuse means any one of the following acts which seriously endanger the physical, mental, or emotional health of the child:

1. The infliction, attempted infliction, or, as a result of inadequate supervision, the allowance of the infliction or attempted infliction of physical or mental injury upon the child by a parent or any other person.
2. The exploitation or overwork of a child by a parent or any other person.
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 or the caretaker of the child's sexual involvement with any other person or of the child's involvement in pornographic displays, or any other involvement of a child in sexual activity constituting a crime under the laws of this state.

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 child abuse, is defined as 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 is any considered to be a teaching or child care provider performing their occupational duties, such as any person who provides or assists in the teaching, training, or supervision of a child, including any public or private teacher, teacher's aide, instructional aide, school principal, school staff member, bus driver, coach, social worker, or any individual who provides such services to a child in a voluntary or professional capacity.

Neglect means the refusal or willful failure of a parent or caretaker to supply the child with necessary food, clothing, shelter, care, treatment, or counseling for any injury, illness, or condition of the child, as a result of which the child's physical, mental, or emotional health is substantially threatened or impaired. In accordance with statutory provisions, the inability of a parent or caretaker to provide for a child due to inadequate financial resources shall not, for that reason alone, be considered neglect. Whenever, in lieu of medical care, a child is being provided treatment in accordance with the tenets of a well-recognized religious method of healing which has a reasonable, proven record of success, the child shall not, for that reason alone, be considered to be neglected or maltreated. However, nothing herein shall prohibit the court from ordering medical services for the child when there is substantial risk of harm to the child's health or welfare.

PROCEDURE FOR REPORTING CHILD ABUSE/NEGLECT

Any *mandatory reporter*, notwithstanding any claim of privileged communication, who has

cause to believe that a child's physical or mental health or welfare is endangered as a result of abuse or neglect, as defined by this policy, or that abuse or neglect was a contributing factor in a child's death, in accordance with statutory provisions, shall report immediately suspected abuse/neglect in accordance with the following:

1. When the *mandatory reporter* ~~having the information shall contact the principal or designee immediately. The principal or other supervising employee~~ suspects that a child has been abused/neglected, he/she shall immediately:
 - A. When the suspected abuser is believed to be a parent or caretaker, make the report to the Department of Children and Family Services through the designated state child protection reporting hotline telephone number.
 - B. When the abuse or neglect is believed to be perpetrated by someone other than a parent or caretaker, and a parent or caretaker is not believed to have any responsibility for the abuse or neglect, make the report to a local or state law enforcement agency.

Dual reporting to both agencies is permitted.

2. If the initial report was in oral form, it shall be followed by a written report on the approved form, which written report shall be delivered within five (5) days to the local child protection agency or the local law enforcement agency to whom the initial report was made.
- ~~3. The principal, assistant principal, or other supervisory employee to whom the initial reporter gave the report shall have the primary responsibility of reporting the information to the appropriate agency as herein provided. The teacher or other Board employee who was the initial reporter is not relieved of responsibility, however, and to ensure that the report is delivered to the appropriate agency as required by law, the principal/designee/supervisory employee shall confer with the initial reporting employee and confirm that the report was made to the appropriate agency. If the principal/designee/ supervisory employee fails or refuses to make a required report, the initial reporting employee shall make the required report to the appropriate agency and shall, within five (5) days of filing the required written report file a confidential report of the entire matter in writing with the Superintendent.~~

The report shall contain the following information, if known:

1. The name, address, age, sex, and race of the child.
2. 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.
3. The name and address of the child's parent(s) or other caretaker.

4. The names and all the ages of all other members of the child's household.
5. The name and address of the reporter.
6. An account of how this child came to the reporter's attention.
7. Any explanation of the cause of the child's injury or condition offered by the child, the caretaker, or any other person.
8. The number of times the reporter has filed a report on the child or the child's siblings.
9. Any other information which the reporter believes might be important or relevant.

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.

~~If the initial report was in oral form by a mandatory reporter, it shall be followed by a written report made within five (5) days to the local child protection unit, or if necessary, to the local law enforcement agency.~~

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

Revised: September, 2004

Revised: November, 2007

Revised: February 5, 2013

Revised: May, 2017

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, 4-2-93, 5-11-04, 12-7-04, 4-8-08, 2-5-13.

d. Purchasing – DJE

- i. When Federal dollars are received by a school board, the U.S. Government imposes regulations on such monies before they are received, after they are received, and while the monies are held and expended. This update revises the language in *Policy DJE – Purchasing* to reflect the regulations.

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. 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 Calcasieu Parish School Board without action by the School Board, except those items which are provided for in the regular budget. 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 administrative 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*, and the laws pertinent to state and federal agencies.

No employee, officer or agent of the Calcasieu Parish 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. 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. 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. 39:1551-1736	Action required
Micro Purchases (new method)	Purchases less than \$3,500 per Federal Acquisition Regulations at 48 CFR 2.101** 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 federal requirement.
Small Purchases (informal)	\$3,500 - \$150,000 Price or rate quotation from adequate number of qualified sources.	\$1,000 - \$10,000 3 or more quotes suggested but not required.	Purchases less than \$5,000 No competitive process required.	Title 38 - Follow more restrictive state requirement. Title 39 - Follow more restrictive federal 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	Title 39 - Follow more restrictive state requirement.

			Solicit 5 or more quotes.	
Sealed Bids (formal advertising)	Exceeding \$150,000 Publicly bid and award to lowest responsible bidder.	Materials and Supplies Exceeding \$30,000 Public Works Exceeding \$152,400 Publicly bid and award to lowest responsible bidder.	Exceeding \$25,000 Refer to LA Procurement Code (R.S. 39:1551-1736)	Title 38 - Follow more restrictive state requirements for materials and supplies; use more restrictive federal requirements for public works. Title 39 - Follow more restrictive state requirements.
Competitive Proposals	Exceeding \$150,000 Request for Proposal from adequate number of sources; must have written method for selecting recipients.	Materials and Supplies Exceeding \$30,000 Public Works Exceeding \$152,400 Publicly bid and award to lowest responsible bidder.	Exceeding \$25,000 Refer to LA Procurement Code (R.S. 39:1551-1736)	Follow more restrictive state requirements.
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 from the School Board; or 4. After soliciting a number of sources competition is deemed inadequate. Process must be adequately documented.			
Note:	** Refer to 48 CFR Subpart 2.101 to identify the current micro-purchase threshold designated by the Federal Acquisition Regulations (FAR) which is subject to adjustment due to inflation.			

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 Calcasieu 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 Calcasieu Parish School Board may adopt, by resolution or otherwise, pertinent provisions of the *Louisiana Procurement Code*, accompanying administrative regulations as promulgated in the *Louisiana Procurement Code*, as well as guidelines and policies issued by the state's Office of State Purchasing relevant to the procurement of materials, supplies, merchandise, and other types of property.

Sole Source Provider

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

Qualified Group Purchasing Organizations

A qualified group purchasing organization means an organization, whether for profit or not for profit, of which two (2) or more public school districts are members and which solicits proposals or bids from vendors of 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 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.

The School Board may purchase equipment 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.

VENDORS

The 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 School Board shall be an agent for, or have any pecuniary or beneficial interest in or receive any compensation or reward from any vendor for the sale of supplies, materials, equipment, services or public works contracts.

No employee of the 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.

Revised: June, 2010

Revised: November, 2011

Revised: February 10, 2015

Revised: February 14, 2017

Revised: May, 2017

Ref: 2 CFR 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards), 48 CFR 2.101 (Definitions); La. Rev. Stat. Ann. ' ' 33:4712.7, 38:2211, 38:2212, 38:2212.1, 38:2214, 38:2218, 38:2219, 38:2271, 39:1551, 39:1552, 39:1553, 39:1554, 39:1554.1, 39:1556, 39:1557, 39:1558, 39:1597, 39:1710; School Activity Funds Principles and Procedures; Board minutes, 5-11-10, 2-7-12, 2-10-15, 2-14-17.

e. Bids and Quotations – DJED

- i. When Federal dollars are received by a school board, the U.S. Government imposes regulations on such monies before they are received, after they are received, and while the monies are held and

expended. This update revises the language in *Policy DJED – Bids and Quotations* to reflect the regulations.

BIDS AND QUOTATIONS

1. Public Works

The Calcasieu Parish School Board shall advertise and let by contract, except in cases of emergencies, as provided below, all public work exceeding \$150,000 per project. The contract shall be awarded to the lowest responsible bidder who has bid according to the contract, plan, and specifications advertised, unless stipulated otherwise by the School Board.

As an evidence of good faith, each bidder for public works project shall attach to its bid, a bid bond, certified check, or cashier's check in an amount equal to five percent (5%) of the bid amount.

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.

All advertisements for bids 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, or designee. The advertisement, when published, shall appear once a week for three (3) different weeks, the first advertisement to appear at least twenty-five (25) days prior to the opening of bids. In addition to newspaper advertisements, the School Board may also publish advertisements and accept bids by electronic media available to the general public 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.

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. The Superintendent and/or other appropriate administrators shall review, summarize and report bids to the School Board with recommendations for final action.

Contracts for public works aggregating \$150,000 or less shall be subject to the following:

A. \$10,000 - \$150,000

Contracts for public works aggregating \$10,000.00 or more, but less than \$150,000.00 shall be made by obtaining no fewer than three (3) documented written, facsimile, or electronic quotations. A written confirmation of the accepted offers shall be obtained and made part of the purchase file. If quotations lower than the accepted quotation are received, the reasons for their rejection shall be recorded in the purchase file.

B. \$0.00 - \$9,999.99

Competitive quotations may be received at the discretion of the purchasing department head (quotes recommended).

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

2. Supplies, Materials and Equipment

The School Board shall advertise and let by contract all purchases of supplies, materials and equipment aggregating \$30,000 or more. All advertisements for bids shall appear in the newspaper selected as the official journal for the School Board. The advertisement, when published, shall appear at least fifteen (15) days prior to the date set forth therein for the opening of bids. In addition, the School Board shall also publish an advertisement by electronic media available to the general public. Notice shall also be given in writing to persons in a position to furnish the supplies, materials and equipment as shown by the purchasing department's records.

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.

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. ~~The Superintendent and/or other appropriate administrators shall review, summarize and report bids to the Board with recommendations for final action.~~

The School Board may require, as evidence of good faith that each bidder for the purchase of supplies, materials or equipment, attach to its bid a bid bond, certified check or cashier's check in an amount equal to five percent (5%) of the bid amount.

Purchases of supplies, material and equipment aggregating less than \$30,000.00 shall be subject to the following:

A. Purchases of \$10,000.00 or more, but less than \$30,000 shall be made by obtaining no fewer than three (3) documented ~~written, facsimile, or electronic~~

quotations. A written confirmation of the accepted offers shall be obtained and made part of the purchase file. If quotations lower than the accepted quotation are received, the reasons for their rejection shall be recorded in the purchase file.

- B. \$0.00 - \$9,999.99 Competitive quotations may be received at the discretion of the purchasing department head (quotes recommended).

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*.

3. 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.

4. 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:

- A. Give written notice of the proposed disqualification to such bidder, and include in the written notice all reasons for the proposed disqualification;
- B. 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
- C. 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.

5. 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.

~~D. State Contract (Now included in DJE, Purchasing)~~

~~The School Board may make use of valid contracts put in place by the State of Louisiana Office of State Purchasing. The Board may also piggyback, or purchase materials and supplies on valid contracts of other political subdivisions or legally permitted cooperative purchasing organizations.~~

~~E. Sole Source Procurements (La. Rev. Stat. Ann. §39:1597 et seq.) (Now included in DJE, Purchasing)~~

~~A contract may be awarded for a required supply, service, or major repair without competition when, under regulations, the chief procurement officer or his/her designee above the level of procurement officer determines in writing that there is only one source for the required supply, service, or major repair item. Such written documentation shall include specific details on why only one vendor is available to provide a product or service.~~

6. 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 ~~the administration~~ School Board personnel to secure competitive quotations ~~through negotiations~~. 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."

Revised: November, 1987
Revised: November, 1989
Revised: December, 1991
Revised: December, 1992
Revised: June, 1995
Revised: December, 1995
Revised: November, 1997
Revised: August, 1999
Revised: October, 1999

Revised: December, 1999
Revised: November, 2001
Revised: June, 2002
Revised: November, 2003
Revised: November, 2006
Revised: June, 2010
Revised: November, 2010
Revised: November, 2011
Revised: May, 2017

Ref: 2 CFR 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards), 48 CFR 2.101 (Definitions); La. Rev. Stat. Ann. §§9:2716, 9:2717, 38:2181, 38:2182, 38:2211, 38:2212, 38:2212.1, 38:2212.9, 38:2214, 38:2218, 38:2227, 38:2241, 38:2251, 38:2271, 39:1551, 39:1552, 39:1553,

39:1554, 39:1554.1, 39:1556, 39:1557, 39:1558, 39:1597, 39:1710; Board minutes, 10-17-89, 3-17-92, 3-7-95, 1-16-96, 5-7-02, 9-17-02, 5-11-04, 2-6-07, 5-11-10, 2-8-10, 2-7-12.

f. Employee Dress Code Update – Policy GAMB

This policy has been updated to align with the current uniform requirements for support personnel and language was added to address hair style and color.

EMPLOYEE DRESS CODE – Update to Policy

The Calcasieu 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 Calcasieu 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 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. Policies regarding dress and grooming stress the importance of reducing distractions that inhibit learning and are addressed in an attempt to enhance the learning environment.

GUIDELINES FOR EMPLOYEES, INCLUDING SUBSTITUTES

Women

Acceptable

Sleeveless dresses or tops

Undergarments must be worn
and not showing

Pants (belts if loops), pantsuits

Skirts/dresses/jumpers/culottes/
split skirts (no shorter than 2"
above knee)

Cropped pants/capris

Blazer or jacket, optional
School-related tee-shirts

Shirts (blouses must be tucked in
or at an appropriate length so as
not to expose the midriff at any time

Pierced ears

Unacceptable

Bare midriff tops, spaghetti straps or tank tops

See-through or tight-fitting tops/pants/skirts **

Blue denim jeans (except on designated "spirit"
or "casual" days

Stonewashed/faded/frayed/holes in jeans

Wind suits/sweat suits/jogging suits/overalls/
shorts/skorts

Leggings/tights/spandex (as pants)
Low necklines/suggestive clothing

Tee-shirts

Visible body piercing/facial piercing other than
ears

Distracting tattoos **

Thongs/flip-flops/crocs/shower shoes/slippers

Caps (indoors)

Hairstyles (cuts, designs, names, and colors, i.e. blue, green, or unnatural colors) which adversely affect the educational atmosphere of the school will not be permitted. **

Men

Acceptable

Slacks/trousers/dress pants (belt, if loops, or suspenders worn at waist)

Shirts: polo, oxford, sweater

Blazer, jacket or ties optional

School-related tee-shirts

Pierced ears

Unacceptable

Blue denim jeans (except designated “spirit” or “casual” days)

Sleeveless shirts/tank tops/tee-shirts

Stonewashed/faded/frayed/holes in jeans

Wind suits/sweat suits/jogging suits/overalls/ shorts

Tight-fitting tops/pants **

Visible body piercing/facial piercing other than ears

Distracting tattoos **

Caps (indoors)

Hairstyles (cuts, designs, names, and colors, i.e. blue, green, or unnatural colors) which adversely affect the educational atmosphere of the school will not be permitted. **

** Discretion of Supervisor

Exceptions

1. "Spirit or "casual days are as announced or designated by the principal.
2. T&I teachers or agriculture and industrial arts teachers may wear denim jeans
3. Scrubs may be worn only by those working with medically impaired students and Pre-K elementary teachers and aides through grade 5.

4. Physical Education Teachers

Physical education teachers may wear wind suits and walking shorts/coaching shorts (no shorter than 2" above the knee.) Stretch shorts/short shorts and tee shirts are unacceptable. Physical education instructors' attire is only acceptable in gym and during physical education classes. If a physical education instructor teaches any other class during the day, he/she will change clothes or cover clothing.

5. Support Personnel

Support personnel will dress according to their job description requirements with approval of the principal/immediate supervisor.

Cafeteria, Custodial, Maintenance, Mechanic, Transportation, and Warehouse employees will wear CPSB issued uniforms.

Clerical workers/secretaries/aides, and others who work with children and/or inside the school plant, central office or other central locations will comply with the certified dress code.

~~Cafeteria workers will follow the policy designed by Food Service.~~

Bus drivers/bus aides may wear jeans or knee-length shorts with ~~tee-shirts due to the heat.~~ CPSB issued shirts or CPSB issued safety vests. They must wear shoes secured to their feet by either ties or straps.

~~Custodial employees may wear jeans and tee-shirts during the school year.~~

Tee-shirts may not have profane/suggestive/obscene/language or pictures or advertising of alcohol, drug paraphernalia, or illegal substances or be political in nature.

Warehouse, custodial, and maintenance employees must wear close-toed shoes, and knee-length shorts are optional during summer months.

CONSEQUENCES FOR DRESS CODE VIOLATIONS

1st violation	Documented conference with employee and immediate supervisor, an evaluation form be placed in employee school folder
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2nd violation Documented conference with employee, Immediate supervisor and appropriate administrative Director. An evaluation form be placed in school folder and Personnel folder in Personnel department

3rd violation Administrative hearing held with employee, immediate supervisor, appropriate Personnel Supervisor and Assistant Superintendent – make recommendation to the Superintendent which could lead to termination

New policy: October, 2010

Ref: La. Rev. Stat. Ann. ' 17:81; Board minutes, 7-13-10.

4. Master Service Agreement



TO: Board Members

From: Karl Bruchhaus, Superintendent

Subject: Master Services Agreement

Several months ago CPSB went through an extensive process to solicit and review potential firms that could offer contracted facilities masters planning services. After narrowing the firms to two of those responding, the Board determined that the project was cost prohibitive. With pending bond issues and continued growth in the area we will likely still have opportunities that require individual services that the companies were offering.

C.S.R.S., one of the two final companies, which has a local office here in Calcasieu Parish has continued to stay involved in our local discussions and issues. They have pointed out that while we won't pursue a Parishwide plan, there are individual services the Board may need in certain areas and circumstances. We have asked C.S.R.S. to submit a Master Services Agreement for Professional Services, whereby we could task them to handle specific projects as they arise on an hourly basis. Examples we might ask them to do include:

- A 5-year forecast of student enrollment
- A general assessment of the existing conditions of existing schools to identify facility needs based on deferred maintenance, capacity and educational adequacy
- Documentation of identified facility and infrastructure deficiencies
- Recommendations for solutions to address the identified deficiencies
- Recommendations for new school facilities (if needed)
- Packaging and phasing recommendations of agreed upon facility improvements to match available and anticipated funding
- Establishing a master budget and schedule for agreed upon facility improvements
- Strategic planning and guidance for identifying and pursuing funding for agreed upon facility improvements
- Contractor shall have no responsibility for the discovery, presence, notification, handling

MASTER SERVICES AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement made effective on the date of the last signatory party shown below.

By and between:

Owner: **Calcasieu Parish School Board** ("Owner")
Address: 3310 Broad Street
 Lake Charles, LA 70615

and

Contractor: **CSRS, Inc.** (hereinafter, "Contractor")
Address: 1811 Ryan Street
 Lake Charles, LA 70615
Tax Id: 72-0837459

The Owner and the Contractor (collectively referred to as "Parties") hereby agree as set forth herein below.

1. SCOPE OF SERVICES

Contractor, from time to time and upon execution by Owner and Contractor of a Task Order specifying the services to be performed and/or materials and equipment to be supplied ("Task Order"), shall furnish the equipment and personnel required to perform the work and/or services set forth in the Task Order ("Work").

It is agreed between the Parties that no performance is required hereunder except upon mutual agreement of the terms and conditions of an executed Task Order. This Agreement serves only to establish the terms and conditions of performance pursuant to any such Task Order. Each Task Order shall be deemed a separate contract and transaction with each such Task Order being governed by the terms and conditions contained herein and those terms and conditions specified in the Task Order.

2. SERVICES TO BE PERFORMED BY THE OWNER

The Owner will furnish the Contractor without charge all information it has in its files which may be useful to the Contractor in carrying out this work as well as assistance in securing data from others to the extent available.

3. AGREEMENT TERM

The term of this Agreement shall commence upon the date of this Agreement first written above and shall terminate after thirty six (36) months unless extended by a mutually agreed upon written amendment.

Notwithstanding a termination in accordance with Article 6 of this agreement, unless otherwise directed in writing by the Owner, any uncompleted Task Orders in effect prior to the termination date of this Agreement shall be completed in accordance with the terms of this Agreement and those of the applicable Task Orders.

4. COMPENSATION

In consideration of the services described in Section 1.0, the Owner hereby agrees to pay the Contractor in accordance with the terms of the applicable Task Order.

Unless otherwise specified in a Task Order, Owner shall pay Contractor on a monthly basis for Work rendered in the previous month. Owner shall pay the invoiced amount within thirty (30) calendar days from the date of receipt of a valid invoice.

5. OWNERSHIP OF DOCUMENTS

Any publicly issued records, reports, or documents, created or developed under this Agreement shall be the property of the Owner and shall, upon request, be returned by the Contractor to the Owner.

6. TERMINATION AND SUSPENSION

The Owner may terminate this Agreement for cause based upon the failure of the Contractor to comply with the terms and/or conditions of the Agreement, provided that the Owner shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) days after receipt of such notice the Contractor shall not have both corrected such failure and thereafter proceeded diligently to complete such correction, then the Owner may, at its option, place the Contractor in default and the Agreement shall terminate on a second notice.

The Contractor may exercise any rights available under Louisiana law to terminate for cause upon the failure of the Owner to comply with the terms and conditions of this contract, provided that the Contractor shall give the Owner written notice specifying the Owner's failure and thirty (30) days to cure the defect.

The Owner may terminate the Agreement at any time by giving thirty (30) days written notice to the Contractor. The Contractor shall be entitled to payment for deliverables in progress through the date of termination, to the extent work has been performed satisfactorily as well as reasonable termination and demobilization costs.

Should the Owner find it necessary to suspend the work for lack of funding or other circumstances beyond its control, this may be done by thirty (30) days written notice given by the Owner to that effect. If the Agreement is suspended for more than thirty (30) consecutive calendar days, the Contractor shall be compensated for services performed prior to the notice of suspension. When the Agreement is resumes, the Contractor's compensation shall be equitably adjusted to provide for expenses incurred in the interruption and resumption of the Contractor's services.

7. COMPLIANCE WITH LAWS AND ORDINANCES

Contractor shall comply with all Federal, State, and Local laws and ordinances applicable to the services under this Agreement.

8. ASSIGNMENT OF AGREEMENT

Contractor shall not assign any interest in this Agreement by assignment, transfer, or novation, without prior written consent of the Owner. This provision shall not be construed to prohibit the Contractor from assigning his bank, trust company, or other financial institution any money due or to become due from approved contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the Owner. This provision shall not be construed to prohibit the Contractor from sub-contracting portions of the work where specialized expertise or increased capacity is needed.

9. INSURANCE

Contractor shall secure and maintain the following insurance:

9.1. Workers compensation and employer's liability insurance with limits no less than \$1,000,000/\$1,000,000/\$1,000,000 for each accident/disease – each employee/disease – policy limit

9.2. Commercial general liability insurance with limits

9.2.1. no less than \$2,000,000 in general aggregate if aggregate applies per policy or

9.2.2. no less than \$2,000,000 in general aggregate if aggregate applies per project:

9.2.2.1. \$1,000,000 CSL each occurrence

9.2.2.2. no less than \$1,000,000 products/completed operations aggregate

9.2.2.3. no less than \$1,000,000 personal injury

9.2.2.4. no less than \$100,000 fire damage legal

9.3. Automobile insurance no less than \$1,000,000 CSL for any owned, non-owned or hired automobiles

9.4. All certificates of insurance shall be furnished to the Owner and shall provide that insurance shall not be canceled without thirty (30) days prior written notice to the OWNER.

10. INDEMNIFICATION AND LIMITATION OF LIABILITY

Contractor agrees to defend, indemnify and hold the Owner, and their respective employees, officers, directors, affiliates and agents (collectively, the “Indemnified Parties”) harmless from and against all claims, damages, losses and expenses to the extent caused by the Contractor's negligent acts, errors or omissions arising out of this Agreement. In addition, the Contractor, his/her descendants and heirs, successors and assigns, administrators, conservators, and

personal representatives, agree to indemnify, defend and hold the Indemnified Parties harmless from any and all liability, losses, costs, expenses and fees arising out of claims or law suits brought by Contractor or its employees, officers, managers, agents or sub-consultants for bodily injuries or death, except to the extent (for that portion) attributable to the gross negligence or willful misconduct of Owner. This provision shall survive the completion or termination of this Agreement, no matter how caused.

The Owner agrees to defend, indemnify and hold Contractor and its employees, officers, directors, affiliates and agents (collectively, the “Contractor’s Indemnified Parties”) harmless from and against all claims, damages, losses and expenses to the extent caused by the Owner’s negligent acts, errors or omissions arising out of this Agreement. In addition, the Owner, its agents and assigns administrators, conservators, and personal representatives, agree to indemnify, defend and hold the Contractor’s Indemnified Parties harmless from any and all liability, losses, costs, expenses and fees arising out of claims or law suits brought by the Owner’s, its employees, agents or sub-consultants for bodily injuries or death, except to the extent (for that portion) attributable to the gross negligence or willful misconduct of the Contractor.

Notwithstanding any other provision in this Agreement, and regardless of the basis on which the claim is made, Contractor’s aggregate liability for direct damages, shall not exceed the value of fee paid to the Contractor under any executed task orders. Neither party shall be liable to the other for special, indirect or consequential damages, including without limitation lost data or records, regardless of whether a claim is alleged based on the fault, breach of contract, tort (including the sole or concurrent negligence), strict liability, otherwise of either party, and even if the party has been advised of the possibility of such damages. Neither party shall be liable for lost profits, lost revenue or lost institutional operating savings.

Neither party shall be liable for any delay or failure in performance beyond its control resulting from acts of God or force majeure. The parties shall use reasonable efforts to eliminate or minimize the effect of such events upon performance of their respective duties under the Agreement.

11. NO AGENCY CREATED

While in the performance of services or carrying out other obligations under this Agreement, the Contractor shall be acting in the capacity of the independent contractors and not as employees of the Owner. The Owner shall not be obligated to any person, firm or corporation for any obligations of the Contractor arising from the performance of their services under this Agreement. Contractor shall be authorized to represent the Owner with respect to services being performed, dealing with others in order to perform the services under this Agreement.

12. DISPUTE RESOLUTION

In the unlikely event of a dispute under this Agreement and between the parties hereto, the parties agree to try to resolve their differences through negotiation. If the parties are unable to resolve their differences through negotiation, they agree to use mediation before resorting to litigation. The mediator will be one mutually agreed upon by the parties and the mediation costs, including fees of the mediator, will be shared equally. If any dispute between the parties results in litigation, the prevailing party in the litigation will be entitled to reimbursement of

reasonable attorneys' fees and all costs of the litigation. Any dispute arising out of or related to this Agreement that is litigated shall be heard by a court of competent jurisdiction in the State of Louisiana.

13. GOVERNING LAW; SEVERABILITY

This Agreement shall be governed by the laws of the state of Louisiana. If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

14. ENTIRE AGREEMENT

This Agreement together with executed Task Orders contain the entire Agreement between the parties with respect to the subject matter hereof, superseding all prior agreements, and no representations, warranties or promises unless contained herein, shall be binding upon the parties hereto. This Agreement may be amended at any time upon the agreement of both parties. Any such amendment shall not become effective until such amendment is written and signed by both parties.

IN WITNESS WHEREOF, the parties acknowledge by their signatures below that they have fully read and completely understand the terms and conditions of this Agreement, and by their voluntary act, do hereby agree to be bound by and enter into this Agreement.

WITNESSES:

By: _____

CALCASIEU PARISH SCHOOL BOARD

By: _____

Title: _____

Date: _____

CSRS, Inc.

By: _____

By: _____

Title: _____

Date: _____

TASK ORDER 001

**to the
MASTER SERVICES AGREEMENT FOR
PROFESSIONAL SERVICES between
CALCASIEU PARISH SCHOOL BOARD
and
CSRS, INC.**

August 15, 2017

FACILITY MASTER PLANNING SERVICES

This Task Order (TO) is issued pursuant to the Master Services Agreement (MSA) between the Owner and the Contractor (collectively referred to as “Parties”) dated August 15, 2017.

Owner has requested Contractor to perform the Work as described in the Scope of Services below:

1. SCOPE OF SERVICES

Contractor shall assist the Owner with planning for future facility improvements necessary to improve the learning environment at school facilities located in Districts **A** and **B**. The planning shall include:

- 1.1. A 5-year forecast of student enrollment
- 1.2. A general assessment of the existing conditions of existing schools to identify facility needs based on deferred maintenance, capacity and educational adequacy
- 1.3. Documentation of identified facility and infrastructure deficiencies
- 1.4. Recommendations for solutions to address the identified deficiencies
- 1.5. Recommendations for new school facilities (if needed)
- 1.6. Packaging and phasing recommendations of agreed upon facility improvements to match available and anticipated funding
- 1.7. Establishing a master budget and schedule for agreed upon facility improvements
- 1.8. Strategic planning and guidance for identifying and pursuing funding for agreed upon facility improvements

Contractor shall have no responsibility for the discovery, presence, notification, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the individual sites, including but not limited to asbestos, asbestos products, polychlorinated biphenyl or other toxic substances

2. INFORMATION/SERVICES TO BE PROVIDED/PERFORMED BY THE OWNER

The Owner will furnish the Contractor without charge all information it has in its files which may be useful to the Contractor in carrying out this work as well as assistance in securing data from others to the extent available.

Owner shall provide CADD files and existing drawings of all school facilities in the study areas (if available).

Owner shall schedule and host board meetings, workshops and other meetings when necessary for the purpose of making timely decisions that affect the progress of the work.

3. AGREEMENT TERM

The term of this TO shall commence upon the date written above and shall terminate after six (6) months unless extended by a mutually agreed upon written amendment.

Notwithstanding a termination in accordance with Article 6 of the MSA, unless otherwise directed in writing by the Owner, if this TO remains uncompleted past the duration of the MSA, this TO shall be completed in accordance with the terms of this TO.

4. COMPENSATION

In consideration of the services described in Section 1 above, the Owner hereby agrees to pay the Contractor on an hourly basis for services rendered. The hourly rates for the services identified in this TO are as follows:

Principal	\$265.00
Demographer	\$230.00
Sr. Project Manager	\$210.00
Project Manager	\$200.00
Architect	\$180.00
Engineer	\$180.00
Assistant Project Manager	\$150.00
Project Coordinator	\$100.00

IN WITNESS WHEREOF, the parties acknowledge by their signatures below that they have fully read and completely understand the terms and conditions of this Task Order, and by their voluntary act, do hereby agree to be bound by and enter into this Agreement.

CSRS, INC:

CALCASIEU PARISH SCHOOL BOARD

By: _____

By: _____

Title: _____

Title: _____

5. Signing Bonuses/Incentive Supplement for New Certified Teachers to our System –

- a. Seeking permission to research signing bonuses offered new certified teachers to our parish who sign contracts to teach at low-performing schools.**
- b. In aligning with the concept of a Turn-around Principal, staff is asking permission to research criteria and possible implementation of incentive pay for certified teachers new to our system who commit to teaching at low performing schools. Staff feels this would give us an incentive to assist in recruiting efforts throughout the area and the state.