

TO: Members, Calcasieu Parish School Board

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

DATE: November 28, 2017

SUBJECT: Administrative and Personnel Committee Meeting

Mr. Eric Tarver, Chairman, has called an Administrative and Personnel Committee Meeting for **Tuesday, November 28, 2017** at 5:00 p.m. in the Board Room at 3310 Broad Street, Lake Charles, Louisiana.

AGENDA

1. Transportation Presentation
 - a. Power Point Presentation
 - b. Staff Recommendations
2. Teacher Leave Data
 - a. Memorandum from Karl Bruchhaus
3. Policy Updates
 - a. Policy JS – Student Fees, Fines and Charges
 - i. Revisions which includes language from the Guidance on Student Fees published by the Louisiana Department of Education
 - b. Policy JDA – Corporal Punishment
 - i. Act 266 forbids the use of corporal punishment to any student with an exceptionality, excluding gifted and talented. It also further defines corporal punishment.
 - c. Policy JGCD – Administration of Medication – Sunscreen
 - i. Adds language which defines sunscreen and the use thereof.
 - d. Policy EB – Buildings and Grounds Management
 - i. Act 351 strengthens language regarding the prohibition of tobacco use.
 - e. Policy GAMA – Employee Tobacco Use
 - i. Act 351 strengthens language regarding the prohibition of tobacco use.
 - f. Policy JCDA – Student Smoking/Use of Tobacco
 - i. Act 351 strengthens language regarding the prohibition of tobacco use.
 - g. Policy JCDAD – School Bus Conduct
 - i. Updates outdated language and language which referenced smoking related to ACT 351

** Incentive Stipends for new certified teachers at hard-to-staff schools
Discussion at January A & P meeting – awaiting disposition in awarding of grant
and more research on similar incentive programs.

Administrative and Personnel Committee:

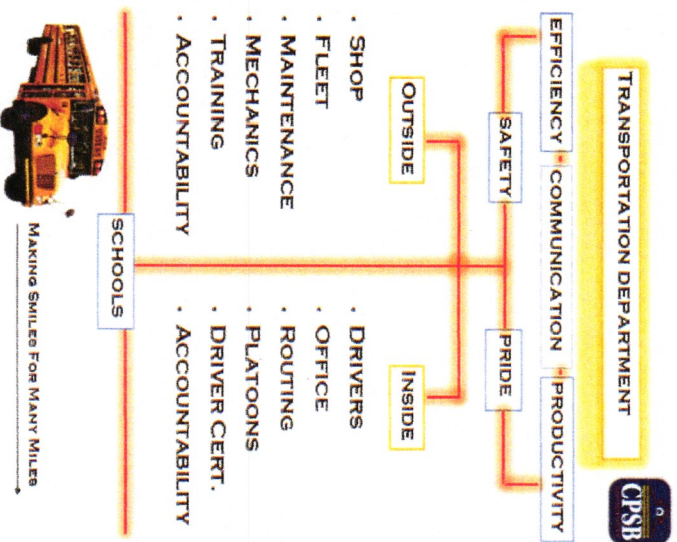
Eric Tarver, Chair
Chad Guidry, Vice Chair
Annette Ballard
John Duhon
Glenda Gay
Damon Hardesty
Fred Hardy
Dean Roberts
Alvin Smith
Wayne Williams

Other Board Members:

Billy Breaux
Russell Castille
Mack Dellafosse
Ron Hayes
Aaron Natali

TRANSPORTATION - DEPARTMENT PRESENTATION 2017

TRANSPORTATION DEPARTMENT FRAMEWORK



OUTSIDE

- ▶ SHOP
- ▶ FLEET
- ▶ MAINTENANCE
- ▶ MECHANICS
- ▶ ACCOUNTABILITY

SHOP

- ▶ Work Orders —————▶
- ▶ Tools
- ▶ Bays – 6 total
- ▶ Logistical Flow
- ▶ Framework of Garage
- ▶ One Hour Specialists
- ▶ Outside Vendors
- ▶ Personnel

▶ **Total Number of Work Orders:**

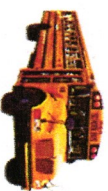
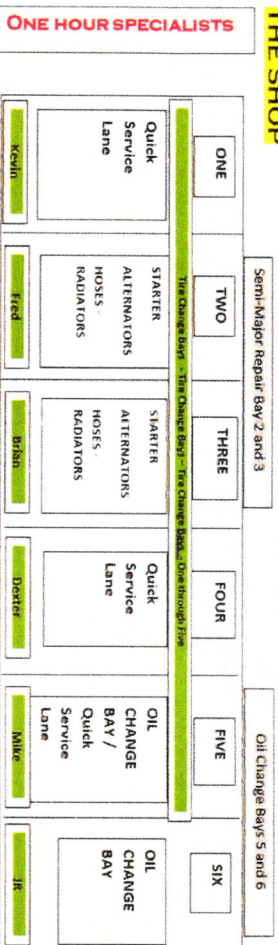
▶ **4,292**

▶ **Maintenance Costs:**

▶ \$791,572 (March 1, 2017 to present)

Garage Framework and Flow

THE SHOP



CPSB FLEET SERVICES

EFFICIENCY * SAFETY * COMMUNICATION * PRIDE * PRODUCTIVITY

LAWNTRAWLER SHOP

Rodney
Brian

TERMINOLOGY

PULL - bringing a job to CPSB Base - Bay 1,2,3,4,5,6
PUSH - assigning job to an outside vendor -

Lake Charles

West Side

Moss Bluff

Vinton/DQ -

STEPS

1. Job comes in
2. Shop Foreman determines whether we PUSH or PULL the job and to where we PUSH
3. If we PULL, the Shop Foreman assigns a BAY
4. If we PUSH, the Shop Foreman assigns a Vendor depending upon availability and the size of job

TRUCK SHOP

Mike
Russell

Emergency Van - This van will be utilized in emergency repair situations and emergency safety situations such as accidents

Inspection Lane
- Spare Bus

CHICKEN COOP

Tire Change -

Emergency West Side minor job -

Collision Repair -

Wrecker -

THE SHOP FOCUS AND MISSION. The objective is to deliver maintenance and repair services with the essential values of **SAFETY, EFFICIENCY, COMMUNICATION, PRODUCTIVITY, AND PRIDE** at the core of the process. Ultimately, our goal is to ensure that our students are transported safely, efficiently, and courteously to and from our schools!!

One Hour Specialists

ITEMS FROM TEAM 1 HOUR TO CHECK AND SERVICE

- 1 FLUID LEVELS
- 2 EXHAUST SYSTEM
- 3 DRIVE SHAFT POINT & REAR
- 4 DRIVE SHAFT
- 5 BATTERY (CHECK CRACKS, LEAKS & TIE DOWNS)
- 6 ALL FLUID LEVELS
- 7 SERVICE DOOR
- 8 EMERGENCY EXIT DOORS
- 9 SEATBELT
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- 100 SEATBELT

FLEET

- ▶ Number of buses – 373
 - ▶ Route buses – 319, Activity buses – 13, Spare buses - 41
- ▶ Issuing Spare Buses
- ▶ Fuelman
- ▶ Road Calls

MAINTENANCE

- ▶ Annual State Inspections
- ▶ Preventative Maintenance
- ▶ Bi-annual Bus Inspections

MECHANICS

- ▶ Bus Garage
 - ▶ 4 mechanics
 - ▶ 1 shop foreman
 - ▶ 1 assistant foreman
- ▶ Truck shop
 - ▶ 1 mechanics
 - ▶ # in the white fleet
- ▶ Small Engine Shop
 - ▶ 2 mechanics
 - ▶ Equipment Volume

ACCOUNTABILITY

- ▶ Safety Issues
- ▶ FMCSS (Federal Policy and Procedures)
- ▶ Bulletin 119 (State Policy and Procedures)
- ▶ Local Policies and Procedures
- ▶ Pre-trip/Post-trip

INSIDE

- ▶ OFFICE
- ▶ ROUTING
- ▶ PLATOONS
- ▶ DRIVERS
- ▶ ACCOUNTABILITY
- ▶ MISC.

OFFICE

- ▶ Staff
 - ▶ 1 director
 - ▶ 2 supervisors
 - ▶ 1 office manager
 - ▶ 5 clerical staff
 - ▶ 1 payroll clerk

ROUTING

- ▶ **Versatrans**

- ▶ **Trip Tracker** (field trips)

- ▶ 2014-15: 3340

- ▶ 2015-16: 3041

- ▶ 2016-17: 3556

- ▶ 2017-present: 1833

- ▶ **Bus Bids**

- ▶ **Splits – Payroll for Route Splits**

- ▶ 2015-16 \$154,923

- ▶ 2016-17 \$110,309

- ▶ 2017-Oct. \$35,792


PLATOONS

- ▶ High Volume
 - ▶ Current Year: 415 platoons
- ▶ ITP's (Individual Transportation Plans)

DRIVERS

- ▶ Total Number of Drivers: 407
 - ▶ Permanent: 288
 - ▶ Long Term Subs: 40
- ▶ Day to Day Subs: 79 – Do not want open routes

ACCOUNTABILITY

- ▶ ODR's/ 6 months (Official Driving Record)
- ▶ DOT Physical/annually
- ▶ New bus driver class
- ▶ Enforcing Policy and Procedures
- ▶ Number of Accidents: 
- ▶ Federal Policy and Procedures
- ▶ State Policy and Procedures
- ▶ Local Policy and Procedures

- ▶ Total Number of Accidents:
 - ▶ 2015-16: 99
 - ▶ 2016-17: 129
 - ▶ 2017-Present: 32

ACCOUNTABILITY

- ▶ Number of Accidents: 15-16, 16-17, 17-18
- ▶ Accidents/Incidents
 - ▶ Protocol
 - ▶ ARCM (Accident Review Committee Meeting – Monthly)
 - ▶ Relevant Remediation
 - ▶ Discipline
- ▶ Risk Management Follow-up (\$\$)

MISCELLANEOUS

- ▶ On Site Security

SCHOOL RESPONSIBILITIES

- ▶ Evaluation of bus personnel
- ▶ Discipline of students
- ▶ T-7 and T-8 – Student Bus Education
- ▶ Monitor Bus Radio

INITIATIVES

- ▶ COO monthly meeting with the bus association reps
- ▶ Monthly Driver Advisory Committee meeting
- ▶ Email
- ▶ Safe Pupil On-line Training Platform
- ▶ Monthly Technology for Drivers
- ▶ Enforcing the walk-zone
- ▶ Uniforms and vests
- ▶ Recruitment – bus referrals and hiring strategies

INITIATIVES

- ▶ Bus Sign Advertisement
- ▶ Monetary tool allotment for mechanics
- ▶ Standard Operating Procedure Manual
- ▶ Radio Etiquette
- ▶ LWIN Radio Channels
- ▶ CLAP stickers (Cautious, Lawful, Aware, Professional)
- ▶ Versatrans
- ▶ Lug Nut Indicators

INITIATIVES

- ▶ Hub Site Glass
- ▶ Small Engine Repair Improvements
- ▶ Enforcing Policy and Procedures
- ▶ Phone Message Roll-Over

ISSUES

- ▶ Bay Limitations
- ▶ Availability of Parts
- ▶ Hard to Staff Routes
- ▶ Numerous Policies and Procedures – Bids and Platoons
- ▶ LWOP – holding the bus routes
- ▶ Aging Buses
- ▶ # of Platoon Routes – Increase over the past 5 years, Seniority
- ▶ Curriculum/Transportation obstacles

ISSUES

- ▶ Shortage of Bus Drivers
- ▶ Driver Pay
- ▶ Pre-K Transportation
- ▶ Pay During Training – currently no pay
- ▶ Mechanic shortage
- ▶ Office hours – two shifts with limited staffing
- ▶ Wrecker – Old and too small; unsafe for 72 passenger bus
- ▶ Athletic Trips – affects normal routes
- ▶ SPLITS
- ▶ Parent expectations – walk zone

IDEAS

- ▶ Safety Coordinator: Accidents, Training, Video Mgmt., GPS monitoring
- ▶ Permanent monitors assigned to routes
- ▶ Economical Transport Vehicles
- ▶ Ward Captains
- ▶ Year Round Bids
- ▶ Stand-by Drivers: goal of 10

STAFF RECOMMENDATIONS

- ▶ ADOPT UPDATED PROCEDURES FOR THE HANDBOOK
- ▶ ADD SAFETY SPECIALIST POSITION
- ▶ BUS ROUTES SERVICING AT-RISK ROUTES – ADD PERMANENT BUS MONITORS
- ▶ EXAMINE DRIVER PAY INCREASE – STUDY
- ▶ EXPLORE OPPORTUNITIES FOR OUTSOURCING BUS REPAIRS



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

Memorandum

To: Board Members
From: Karl Bruchhaus, Superintendent
Date: 11-28-17
Subject: Transportation Safety Specialist Position

From January of 2016 to present, Staff has evaluated all areas of transportation. Dr. LaFargue and Transportation Director Mary Fontenot visited East Baton Rouge Parish Transportation Department. This district is comparable in size and services with over 35,000 students. We studied their operations and procedures to identify areas that we could improve upon. Several areas of emphasis were targeted and evaluated to ascertain whether or not the areas of operation were adaptable to our department. In addition to studying other transportation departments, we examined our own operations in order to ensure that the CPSB Transportation Department continues to improve to meet the needs of our students. The following were the target areas:

- i. Recruit bus drivers
- ii. Continue the implementation of the new routing software
- iii. Develop/refine the Standard Operating Procedures Manual
- iv. Get input from the Bus Driver's association representatives
- v. Purchase uniform t-shirts for the drivers
- vi. Evaluate the shop's efficiency and alignment with the essentials framework
- vii. Collaborate with Gallager – our stop/loss specialist firm
- viii. Improve Accident Review Committee process and disciplinary consequences
- ix. Create a Transportation Safety Coordinator Position

The East Baton Rouge Parish Transportation Department developed a Safety Coordinator to address the significant need for safety oversight in its department. Our own evaluation and needs assessment of our department revealed a need in this area. In alignment with our Essential

Elements of Focus for the department, we identified several areas related to safety. Those areas are as follows:

Safety

- Gallegher & Company – Stop/Loss Consultants
- Accident protocol
- ARC – Accident Review committee
- Maintenance Records of buses and safety records
- ODR – DOT
- Training Remediation
- Alignment with all safety measures
- Risk Management Costs – two year pay-outs

After consultation with Gallager, our Risk Management Department, and East Baton Rouge Parish transportation personnel, we defined and refined a job description to meet the significant safety needs of the Transportation Department

Staff Recommendation: Create the Transportation Safety Specialist Position for the Transportation Department with pay schedule of Auxiliary Services G

Title: Transportation Safety Specialist

Reports to: Director of Transportation

Supervises: Oversees all training, remediation training, and investigations and bus driver certifications

Job Function:

Coordinate, plan, and implement bus drivers and bus monitors training; assists with Bus Garage safety operations, and any other responsibilities as deemed by Director of Transportation. Under the supervision of the Director of Transportation, this person supervises the on-going education and certification for the school bus drivers and school bus monitors for the Calcasieu Parish School Board.

Summary:

Primary Purpose: Coordinate safety practices for the Transportation department, conduct and participate in employee training activities to ensure that school bus drivers and school bus monitors are optimally trained to standards to operate the Calcasieu Parish School Board school buses, and adequately serve the transportation needs of our students. Serve on the Accident Review Team; responsible for maintaining information necessary for school bus drivers to stay in compliance with parish, state, and federal laws and policies/procedures; ensuring school bus safety practices at the school building level; monitors technology related to safety issues; handling public concerns dealing with safety issues.




Calcasieu Parish School Board

BUILDING FOUNDATIONS FOR THE FUTURE

Karl Bruchhaus, Superintendent

Memorandum

To: Board Members
From:  Karl Bruchhaus, Superintendent
Date: November 15, 2017
Subject: Teacher Leave Data

Attached you will see three years of teacher absence data for each school. The absences are displayed by type with totaled columns for the school system and each school. The data shows the following:

- 2016-2017 – 42,840.5 days out of classroom – 9.14%
- 2015-2016 – 41,933.5 days out of classroom – 9.13%
- 2014-2015 – 39,884.0 days out of classroom – 8.85%

Also attached are definitions of the various leave types which are published in the CPSB Payroll Operations Manual.

Building Foundations for the Future

2016-2017 Teacher Absence Data

	Total		Regular		Extended		Professional		School		% of	
	Teachers	Total	Work	Sick	Sick	Leave	Vacation	Development	Other	Business	Absences	Total
Alfred M. Barbe High School	114	20566	1096.5	82.5	0	349	26.5	325	1879.5	9.14%		
Barbe Elementary School	26	4757	223	67.5	0	137	6	2	435.5	9.15%		
Bell City High School	54	9928	526	149.5	5	120	48	112.5	961	9.68%		
Brenda Hunter Headstart	14	2448	102.5	5.5	0	37	7	0	152	6.21%		
Brentwood Elementary School	26	4349	305	178	0	222	13.5	3	721.5	16.59%		
College Oaks Elementary School	37	6789	312.5	66	0	267.5	13	18	677	9.97%		
CPAS	25	3958	245.5	34.5	0	42	22	1	345	8.72%		
CPAS West	9	1426	59	0	0	7	1	0	67	4.70%		
Cypress Cove Elementary School	37	6500	286.5	114.5	0	137.5	10	21.5	570	8.77%		
Combre-Fondel Elementary School	15	2552	201	170.5	0	122.5	2	2	498	19.51%		
DeQuincy Elementary School	18	3233	134.5	102	0	72	1	3	312.5	9.67%		
DeQuincy High School	34	6493	410.5	0	7	95	15	75.5	603	9.29%		
DeQuincy Middle School	24	4247	221.5	3.5	0	56	6	17	304	7.16%		
DeQuincy Primary School	30	5359	255.5	74.5	0	125	12.5	30	497.5	9.28%		
Dolby Elementary School	38	6921	326	69.5	0	109	18	44	566.5	8.19%		
Drost	15	2875	142.5	0	0	48.5	0	0	191	6.64%		
E. K. Key Elementary School	37	6716	359	170.5	0	317	7.5	12	866	12.89%		
F. K. White Middle School	57	10448	545	81	0	312	21	89.5	1048.5	10.04%		
Fairview Elementary School	38	6479	343	125.5	0	191.5	13.5	2	675.5	10.43%		
Frasch Elementary School	47	8559	344	87.5	0	120	32.5	7.5	591.5	6.91%		
Gillis Elementary School	63	11494	675.5	197.5	0	134.5	26	71.5	1105	9.61%		
W. T. Henning Elementary School	30	5368	277	67	0	91	4	10.5	449.5	8.37%		
Henry Heights Elementary School	40	7067.5	324	131.5	0	179	10	16.5	661	9.35%		
Iowa High School	39	7081	250	6	5	146	40.5	86.5	534	7.54%		
Iowa Middle School	31	5640	261.5	74.5	0	141	24	16	431.5	7.65%		
J. I. Watson Elementary School	47	8350	486.5	135	0	207	47	0	829	9.93%		
Jessie D. Clifton Elementary School	35	6258	322.5	43.5	0	132	11	2	351.5	8.53%		
John J. Johnson II Elementary School	23	4119	192.5	14	0	188	7	10	742	11.94%		
M. J. Kaufman Elementary School	34	6213	382	155	0	111	13	0	410	11.77%		
John F. Kennedy Elementary School	19	3483	196.5	89.5	0	571	100.5	51.5	1604	9.77%		
LaGrange High School	94	16414	794.5	86.5	0	57	1	22	253	4.70%		
Lake Charles Boston Academy	28	5383	173	0	0	219.5	6	40	683	11.95%		
LeBlanc Middle School	33	5717	329	183	0	100.5	15.5	25.5	653.5	10.87%		
LeBlau Settlement Elementary School	33	6011	329	183	0	156	13	51	871	9.70%		
Maplewood Elementary	50	8984	519.5	131.5	0							

2016-2017 Teacher Absence Data

	Total Teachers	Total		Regular		Extended		Vacation	Professional Development	School			% of Total
		Work Days	Sick Leave	Sick Leave		Total Other	Related Business			Total Absences	Work Days		
Maplewood Middle School	32	5816	315	6	0	128.5	17.5	30	497	8.55%			
Ray D. Molo Middle Magnet School	36	6102	316.5	40	0	122.5	24.5	22.5	526	8.62%			
Moss Bluff Elementary School	64	11383	486	2	0	157.5	16.5	34	696	6.11%			
Moss Bluff Middle School	65	11621	504.5	160.5	0	198.5	27.5	22.5	913.5	7.86%			
A. A. Nelson Elementary School	52	9299.5	434	236	0	182.5	15	35	902.5	9.70%			
Oak Park Elementary School	41	6997	355.5	17	0	273.5	4	4	654	9.35%			
Oak Park Middle School	51	9189	460	196.5	0	308	17	62	1043.5	11.36%			
Pearl Watson Elementary School	31	5639	323.5	102.5	0	218.5	56	0	700.5	12.42%			
Positive Connections	14	2273	88	24.5	0	39	4	0.5	156	6.86%			
Prien Lake Elementary School	52	9271	514.5	180	0	161.5	4.5	19	879.5	9.49%			
Richard W. Vincent Elementary School	36	6423	344	44.5	0	74	24.5	25.5	512.5	7.98%			
Ralph F. Wilson Elementary School	20	2971	151	67	0	89.5	4	1	312.5	10.52%			
RISE	9	1658	96	0	0	9.5	2	1	108.5	6.54%			
S. J. Welsh Middle School	98	17530	849	329.5	0	255	38	57	1528.5	8.72%			
S. P. Arnett Middle School	28	5134	246.5	0	0	68	8	13.5	336	6.54%			
Sam Houston High School	80	14831	773	81.5	6	167	29	154	1210.5	8.16%			
St. John Elementary School	57	9807	564.5	187	0	107	14	24	896.5	9.14%			
Starks High School	38	6886	413.5	98	0	92.5	8	85.5	697.5	10.13%			
Sulphur High 9th Grade	37	6899	336.5	151	10	78.5	14	126	716	10.38%			
Sulphur High School	99	18242	716	135.5	1	270	80	216.5	1419	7.78%			
T. S. Cooley Elementary Magnet School	18	3281	131.5	13	0	63	6	31	244.5	7.45%			
Vincent Settlement Elementary School	29	5153	257.5	104	0	128	2	8.5	500	9.70%			
Vinton Elementary School	39	6981	327.5	120	0	157.5	11	0.5	616.5	8.83%			
Vinton High School	26	4826	253	75.5	4	54.5	28.5	56.5	472	9.78%			
Vinton Middle School	22	4039	147	5.5	0	64.5	7	18.5	242.5	6.00%			
Washington/Marion Magnet High School	59	9887	614.5	105	0	226.5	8	44.5	998.5	10.10%			
T. H. Watkins Elementary School	27	4245	230.5	27.5	0	117	37	4	416	9.80%			
Western Heights Elementary School	28	5072	264.5	111	0	40	20	3.5	439	8.66%			
Westlake High School	43	7884	355	36	0	158	16.5	43	608.5	7.72%			
Westwood Elementary School	33	6011	273	53.5	0	136	11.5	58	532	8.85%			
W. W. Lewis Middle School	61	11155	555	56.5	0	212	7	74	904.5	8.11%			
Totals	2619	468691	23671	5729.5	38	9734.5	1167	2500.5	42840.5	9.14%			

Other includes Work Comp, Death in Family, Jury Duty, Military Leave, etc.

2015-2016 Teacher Absence Data

	Total Teachers	Total		Regular		Extended		Vacation	Professional Development	Total		School		Total	% of Total
		Work Days	Sick Leave	Sick Leave	Sick Leave	Sick Leave	Sick Leave			Other	Business	Related Absences	Work Days		
Alfred M. Barbe High School	119	21126	942	236	4	403	26	318	1929	9.13%					
Barbe Elementary School	27	4935	263.5	206.5	0	68.5	19.5	0	558	11.31%					
Bell City High School	50	9320	462	66.5	5	134.5	14	101.5	783.5	8.41%					
Brenda Hunter Headstart	16	2826	209.5	164	0	27.5	1	0	402	14.23%					
Brentwood Elementary School	29	5156	289.5	58	0	202	7.5	1	558	10.82%					
College Oaks Elementary School	38	6859	302.5	18	0	220.5	13	24	578	8.43%					
CPAS	23	4074	220.5	183	0	16	79.5	0	499	12.25%					
CPAS West	0	0	0	0	0	0	0	0	0	0.00%					
Cypress Cove Elementary School	37	6759	322	96	0	71	5	39	533	7.89%					
Combre-Fondel Elementary School	16	2402	169	88	0	99.5	38	1	395.5	16.47%					
DeQuincy Elementary School	17	2956	119.5	36.5	0	40	39	3	238	8.05%					
DeQuincy High School	36	6724	321.5	93	10	89	10.5	91	615	9.15%					
DeQuincy Middle School	27	4884	250	14.5	0	60.5	8	15	348	7.13%					
DeQuincy Primary School	30	5001	207	128.5	0	62	159	61	617.5	12.35%					
Dolby Elementary School	39	6990	345	41.5	0	61.5	52.5	51.5	552	7.90%					
Drost	4	748	32.5	0	0	0	0	0	32.5	4.34%					
E. K. Key Elementary School	35	6330	387	42.5	0	147	16	14.5	607	9.59%					
F. K. White Middle School	61	10504	478.5	101.5	0	262.5	17	75	934.5	8.90%					
Fairview Elementary School	35	5954	281.5	240	0	137	10.5	12	681	11.44%					
Fraser Elementary School	47	8450	442.5	87	0	86.5	7.5	16	639.5	7.57%					
Gillis Elementary School	62	11314	559.5	58	0	98	194.5	109.5	1019.5	9.01%					
W. T. Henning Elementary School	31	5647	240	76.5	0	90.5	8	16	431	7.63%					
Henry Heights Elementary School	41	6909	297	88	0	166.5	17	23	591.5	8.56%					
Iowa High School	37	7029	300.5	26.5	5	124	33	56	545	7.75%					
Iowa Middle School	32	5812	284	44	0	43	9	16	396	6.81%					
J. I. Watson Elementary School	46	8167	384.5	162.5	0	129	32	101.5	809.5	9.91%					
Jessie D. Clifton Elementary School	34	5953.5	323.5	93	0	156.5	14	0	587	9.86%					
John J. Johnson II Elementary School	25	4374	202.5	99.5	0	86	8	12.5	408.5	9.34%					
M. J. Kaufman Elementary School	35	6246	292.5	121	0	129.5	61	21	625	10.01%					
John F. Kennedy Elementary School	19	3483	170	38	0	81	20	0	309	8.87%					
LaGrange High School	88	15998	916	93	0	390	222	21.5	1642.5	10.27%					
Lake Charles Boston Academy	30	5916	246.5	0	10	67.5	6	4.5	334.5	5.65%					
LeBlanc Middle School	29	5343	239.5	12	0	273	11	25.5	561	10.50%					
LeBlau Settlement Elementary School	34	6109	303	297	0	69.5	23.5	21	714	11.69%					
Maplewood Elementary	50	8963	527.5	340	0	134.5	5.5	83.5	1091	12.17%					

2015-2016 Teacher Absence Data

	Total		Regular		Extended		Vacation	Professional Development	Total		School		% of	
	Teachers	Work Days	Sick Leave	Sick Leave	Sick Leave	Sick Leave			Other	Business	Related Absences	Total	Work Days	Total
Maplewood Middle School	30	5310	268.5	48.5	0	0	118	6	33.5	474.5	8.94%			
Ray D. Molo Middle Magnet School	33	6081	315	143.5	0	0	130.5	9	13	611	10.05%			
Moss Bluff Elementary School	63	11024	504.5	231.5	0	0	102.5	16	55.5	910	8.25%			
Moss Bluff Middle School	60	10980	592	151	0	0	158.5	12	33	946.5	8.62%			
A. A. Nelson Elementary School	53	9653	593	118.5	0	0	129.5	8	68.5	917.5	9.50%			
Oak Park Elementary School	38	6661	356.5	58.5	0	0	150.5	5	3	573.5	8.61%			
Oak Park Middle School	46	8205	476	189.5	0	0	146.5	42.5	58	912.5	11.12%			
Pearl Watson Elementary School	35	5963	298.5	115	0	0	131.5	21	0	566	9.49%			
Positive Connections	10	1581	71	45.5	0	0	13	13.5	0.5	143.5	9.08%			
Prien Lake Elementary School	49	8858	346.5	92	0	0	113.5	17	0	569	6.42%			
Richard W. Vincent Elementary School	38	6861	387	101	0	0	41	23.5	45.5	598	8.72%			
Ralph F. Wilson Elementary School	16	2772	212	4	0	0	99.5	13	0	328.5	11.85%			
RISE	14	2568	101	71	0	0	16	3	1	192	7.48%			
S. J. Welsh Middle School	88	16040	838	180	0	0	205.5	23	49.5	1296	8.08%			
S. P. Arnett Middle School	30	5477	456	40	0	0	47	13	22	578	10.55%			
Sam Houston High School	79	14423	780.5	126	12	12	157.5	52	116.5	1244.5	8.63%			
St. John Elementary School	53	9363	445	267	0	0	81	13	32.5	838.5	8.96%			
Starks High School	38	6942	285.5	33.5	11	11	97	20	107	554	7.98%			
Sulphur High 9th Grade	36	6540	327	142	5	5	101	15	93	683	10.44%			
Sulphur High School	91	16898	747	205	0	0	188.5	42.5	237.5	1420.5	8.41%			
T. S. Cooley Elementary Magnet School	19	3463	157.5	0	0	0	90.5	2	22	272	7.85%			
Vincent Settlement Elementary School	28	4934	243.5	82	0	0	107	2	14	448.5	9.09%			
Vinton Elementary School	41	6452.5	361	148.5	0	0	132	8	0	649.5	10.07%			
Vinton High School	29	5354	163.5	77	1	1	60.5	33	53	388	7.25%			
Vinton Middle School	20	3675	167.5	8.5	0	0	70	10	24.5	280.5	7.63%			
Washington/Marion Magnet High School	59	10385	567	206	0	0	194	195	40	1202	11.57%			
T. H. Watkins Elementary School	25	4374	276.5	163	0	0	106.5	84.5	5	635.5	14.53%			
Western Heights Elementary School	29	5303	224.5	17.5	0	0	42	10	1	295	5.56%			
Westlake High School	38	7000	270	11	0	0	197.5	8	14.5	501	7.16%			
Westwood Elementary School	33	6011	250.5	0	0	0	68	5	69	392.5	6.53%			
W. W. Lewis Middle School	61	10804	580.5	160	0	0	105	11.5	89	946	8.76%			
Totals	2561	459217	22994.5	6686.5	63	63	7628	1925	2636.5	41933.5	9.13%			

Other includes Work Comp, Death in Family, Jury Duty, Military Leave, etc.

2014-2015 Teacher Absence Data

	Total Teachers	Total		Regular		Extended		Professional Development	Total Other	School Related		Total Absences	% of Total Work Days
		Work Days	Sick Leave	Sick Leave	Vacation	Business	Absences						
Alfred M. Barbe High School	109	19814	980	222.5	0	236.5	62	255	1756	8.86%			
Barbe Elementary School	30	5475	248.5	155.5	0	88	6.5	0	498.5	9.11%			
Bell City High School	50	9370	395	0	5	148.5	28.5	116	693	7.40%			
Brenda Hunter Headstart	18	3281	162	135.5	0	42.5	8	0	348	10.61%			
Brentwood Elementary School	29	5127	278.5	39	0	83	74	18	492.5	9.51%			
CPAS	24	4205	227.5	104	0	17.5	15	0	364	8.66%			
College Oaks Elementary School	41	6512	287.5	16	0	138.5	10.5	41	493.5	7.58%			
CPAS West	0	0	0	0	0	0	0	0	0	0.00%			
Cypress Cove Elementary School	39	6829	331.5	74	0	64.5	5	50	525	7.69%			
Combre-Fondel Elementary School	27	4265	353	400.5	0	69.5	69	17	909	21.31%			
DeQuincy Elementary School	19	3463	413	86.5	0	41	79	4.5	624	18.02%			
DeQuincy High School	34	6493	329	30	5	99.5	10.5	62	536	8.26%			
DeQuincy Middle School	26	4704	270.5	1.5	0	67	5	19.5	363.5	7.73%			
DeQuincy Primary School	30	5132	297	56.5	0	49	13.5	58	474	9.24%			
Dolby Elementary School	36	6375	366.5	52	0	76.5	15	55	565	8.86%			
Drost	4	748	33	1	0	11	2	0	47	6.28%			
E. K. Key Elementary School	36	6607	324	29.5	0	149.5	18	2	523	7.92%			
F. K. White Middle School	54	9578	500	148.5	0	216	7	31.5	903	9.43%			
Fairview Elementary School	32	5525	222.5	15	0	73	11	21.5	343	6.21%			
Frasch Elementary School	47	8489	383.5	51.5	0	72	12	1	520	6.13%			
Gillis Elementary School	61	11105	551	26	0	94.5	32	105.5	809	7.29%			
W. T. Henning Elementary School	33	5805	243	78.5	0	99.5	22	25	468	8.06%			
Henry Heights Elementary School	37	6698	372.5	66	0	97.5	1.5	27	564.5	8.43%			
Iowa High School	34	6324	249.5	100	5	90	21	63.5	529	8.36%			
Iowa Middle School	0	0	0	0	0	0	0	0	0	0.00%			
J. I. Watson Elementary School	80	14010	689.5	132	0	218	16	160	1215.5	24.16%			
Jessie D. Clifton Elementary School	28	5031	229.5	166.5	0	120	1.5	0	517.5	11.71%			
John J. Johnson II Elementary School	27	4419	213	13	0	46.5	13	29	314.5	5.58%			
M. J. Kaufman Elementary School	34	5637	297.5	84	0	129	8	28	546.5	17.55%			
John F. Kennedy Elementary School	17	3114	128	5.5	0	49.5	8.5	0	191.5	1.24%			
LaGrange High School	85	15503	855	359.5	0	274.5	193	9.5	1691.5	26.15%			
Lake Charles Boston Academy	35	6468.5	288.5	118	14	70	84	18	592.5	10.61%			
LeBlanc Middle School	31	5585	286.5	75.5	0	246.5	32	13.5	654	10.92%			
LeBlieu Settlement Elementary School	34	5991	292.5	121.5	0	112	5	31	562	6.89%			
Maplewood Elementary	45	8160.5	475	175	0	256	14	13.5	933.5	16.28%			

2014-2015 Teacher Absence Data

	Total Teachers	Total		Regular		Extended		Vacation	Professional Development	School		% of Total Work Days
		Work Days	Sick Leave	Sick Leave		Total Other	Related Business			Total Absences		
Maplewood Middle School	32	5735	288	67.5	0	140.5	6	39	541	9.46%		
Ray D. Molo Middle Magnet School	33	5721	370	101	0	133	17	11.5	632.5	6.10%		
Moss Bluff Elementary School	58	10374	506	22	0	145.5	12	58	743.5	6.55%		
Moss Bluff Middle School	62	11344	585	31	0	216	19	20.5	871.5	7.68%		
A. A. Nelson Elementary School	54	9653	555.5	70	0	112	19.5	64.5	821.5	8.51%		
Oak Park Elementary School	33	6031	298	0.5	0	134	8	4	444.5	7.37%		
Oak Park Middle School	42	7530	334	0	0	115.5	11	48.5	509	6.76%		
Pearl Watson Elementary School	33	5832	366.5	42.5	0	127	11	0	547	9.38%		
Positive Connections	5	892	24.5	23	0	2.5	0	0	50	5.61%		
Prien Lake Elementary School	45	7779	393	56.5	0	85	4	0	538.5	6.92%		
Richard W. Vincent Elementary School	40	7034	362.5	116.5	0	74	16	48.5	617.5	8.78%		
Ralph F. Wilson Elementary School	19	3316	180	134.5	0	63.5	3	15	396	11.94%		
RISE	14	2568	140	96	0	36	70	1.5	343.5	13.38%		
S. J. Welsh Middle School	86	15286	887	96.5	0	203	24	50	1260.5	8.25%		
S. P. Arnett Middle School	31	5484	266.5	14	0	70	11	9	370.5	6.76%		
Sam Houston High School	79	14341	641.5	125	11	193.5	164	105	1240	8.65%		
St. John Elementary School	56	9706	460	269.5	0	57.5	32.5	39	858.5	8.85%		
Starks High School	39	6899	351	150	3	71.5	6	106	687.5	9.97%		
Sulphur High 9th Grade	35	6428	257.5	63	1	90	6.5	93.5	511.5	7.96%		
Sulphur High School	85	15657	650	129	5	137.5	24	226.5	1172	7.49%		
T. S. Cooley Elementary Magnet School	19	3427	155	10	0	42	0.5	36	243.5	7.11%		
Vincent Settlement Elementary School	26	4651	264	35	0	99.5	13	40	451.5	9.71%		
Vinton Elementary School	43	7552	384.5	237.5	0	134.5	16.5	2	775	10.26%		
Vinton High School	28	5142	152	13.5	0	50.5	3	42	261	5.08%		
Vinton Middle School	19	3374	183	90	0	38	8	20	339	10.05%		
Washington/Marion Magnet High School	55	10156	603.5	238	0	107.5	264	15.5	1228.5	12.10%		
T. H. Watkins Elementary School	23	4008	168.5	49	0	82	2	20	321.5	8.02%		
Western Heights Elementary School	25	4555	250.5	159.5	0	48	9	40.5	507.5	11.14%		
Westlake High School	37	6800	313	82.5	0	163	4	10	572.5	8.42%		
Westwood Elementary School	38	6772	408.5	134	0	76.5	6	27	652	9.63%		
W. W. Lewis Middle School	58	10591	540.5	47	0	94.5	21	105	808	7.63%		
Totals	2518	450481	22913	5844	49	6790	1714.5	2573.5	39884	8.85%		

Other includes Work Comp, Death in Family, Jury Duty, Military Leave, etc.

Aesop-Absence Reason Codes

Sick Leave-Family Illness

**No approval required*

- ◆ Requires a doctor's excuse on the 6th consecutive working day forward if there were no half days or personal business days during that time. Doctors' excuse is required to be updated every 6 weeks while using sick leave. If the employee is out of sick leave and personal business days NO doctors' excuse is required as that employee will be docked 100% per day, assuming extended sick leave does not apply.

Sick Leave-Personal Illness

**No approval required*

- ◆ Requires a doctor's excuse on the 6th consecutive working day forward if there were no half days or personal business days during that time. Doctors' excuse is required to be updated every 6 weeks while using sick leave. If the employee is out of sick leave and personal business days NO doctors' excuse is required as that employee will be docked 100% per day, assuming extended sick leave does not apply.

Personal Business

**No approval required*

- ◆ No doctors' excuse is required
- ◆ 2 days Only
- ◆ Docked 100% of daily rate of pay for every day over personal business days

Extended Sick Leave

**Principal approval required*

- ◆ **ONLY school clerks & principals are allowed to enter extended sick leave absences**
- ◆ Employees must exhaust **ALL** sick leave, personal business, and vacation days (if applicable) before using extended sick leave.
- ◆ Must have a CPSB Physician Statement (even if it is just a half day absence)
- ◆ An updated CPSB Physician statement is required every 6 weeks
- ◆ We use the date the physician has filled it out, if the form doesn't state an end date or return to work date
- ◆ Docked @ 35 % of your daily rate of pay
- ◆ The 90 extended sick leave days are only replenished every 6 years
- ◆ Every employee except TEACHER'S must take a minimum of 10 consecutive days off to use extended sick leave days available

Death in Family- Notes to Administration Required

**No approval required*

Be sure to state in the Notes to Admin the relationship of the employee only (Ex. Mother or Father)

- ◆ Employees can take the calendar day before, the calendar day of, and the calendar day after the funeral. (**Example:** *If the funeral is on a Wednesday, the employee gets Tuesday, Wednesday, and Thursday off. If the funeral is on a Saturday, only Friday can use for a bereavement day*).
- ◆ The relationship to employee must meet one of the approved death in the family listed below.

Approved Death-In-Family Absences

- ◆ Spouse and Children
- ◆ Mother and Father
- ◆ Mother and Father of Spouse (In-Laws)
- ◆ Brother and Sister
- ◆ Brother and Sister of Spouse (In-Laws)
- ◆ Grandparents
- ◆ Grandparents of Spouse (In-Laws)
- ◆ Grandchildren
- ◆ Daughter-In-Law
- ◆ Son-In-Law

Other-Notes to Administration Required

**Principal approval required*

Type (Jury Duty, Court, or Military)

- ◆ **Jury Duty**– when an employee attends jury duty they have to submit either the work excuse that they will give them or the summons ordering them to appear on that day.
- ◆ **Court**– when an employee is required to appear in court due to a CPSB job related subpoena, you would need a copy of the subpoena.
- ◆ **Military Orders**–can take 15 days off per calendar year. A copy of the Military Orders are required.

Vacation Days

**Principal approval required*

Employees that work 260 days or more, are the only ones that qualify for vacation. Vacation is rolled up each year on the employee's vacation anniversary date. Employees have to work a full year before they can start using vacation. Vacation days cannot be taken in advance.

- ◆ From 1 to 4 years–employee get 10 days of vacation or 80 hours of vacation for janitor.
- ◆ On the 5th anniversary date–employees get 15 days of vacation or 120 hours of vacation for janitors.
- ◆ On the 10th anniversary date–employee get 20 days of vacation or 160 hours of vacation for janitors.

Employees must use their vacation days from their anniversary date of this year to one day prior to their anniversary date of the next year. For example, if an employee's anniversary date is May 10th, then the employee must use their vacation days from May 10th of this year to May 9th of next year.

STUDENT FEES, FINES AND CHARGES

The Calcasieu Parish School Board may impose certain student fees or charges to help offset special costs incurred in the operation of specific classrooms or subjects. ~~No student shall be deprived of proper instruction should the student not be able to pay any student fees, however.~~ Generally, students should not be denied or delayed admission nor denied access to any instructional activity due to failure or inability of their parent or guardian to pay a fee. Report cards and other academic records cannot be withheld for failure to pay a fee, pursuant to La. Rev. Stat. Ann. §17:112(C).

The School Board shall ensure that the following information regarding student fees be published on the School Board's website and on the website of each school, as well as in each school's student handbook:

- descriptions of each student fee being charged,
- the dollar amount of each student fee,
- how each student fee will be collected and used,
- the deadline by which each student fee is due and the desired method of payment,
- the process for collection of unpaid fees,
- the process whereby students and families may request an economic hardship waiver,
- the criteria by which economic hardship waivers may be approved, and
- the process whereby any denial of request for waiver may be appealed.

Such information shall be reviewed and updated by the Superintendent and staff annually prior to the start of the school year.

Economic Hardship Waivers

The School Board may reduce or waive certain fees for economically disadvantaged students and students whose families are experiencing economic hardships and are financially unable to pay them. Examples of families facing economic hardship include, but are not necessarily limited to, families receiving unemployment benefits or public assistance, including Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI) or Medicaid; foster families caring for children in foster care; and families that are homeless.

All requests for economic hardship waivers of student fees and any and all supporting documentation used in considering the validity of any request for a waiver shall be confidential.

DAMAGE TO TEXTBOOKS/INSTRUCTIONAL MATERIALS

The School Board may require parents and/or legal guardians to compensate the school district for lost, destroyed, or unnecessarily damaged books and materials, and for any books which are not returned to the proper schools at the end of each school year or upon withdrawal of their dependent child. Under no circumstances may a student of school age be held financially responsible for fees associated with textbook replacement.

Compensation by parents or guardians may be in the form of monetary fees or community/school service activities, as determined by the School Board. In the case of monetary fees, fines shall be limited to no more than the replacement cost of the textbook or material, but may, at the discretion of the School Board, be adjusted according to the physical condition of the lost or destroyed textbook. A school system may waive or reduce the payment required if the student is from a family of low income and may provide for a method of payment other than lump-sum payment.

In lieu of monetary payments, both school systems and parents/guardians may elect to have students perform school/community service activities, provided that such are arranged so as not to conflict with school instructional time, are properly supervised by school staff, and are suitable to the age of the child.

Under no circumstances may a school or school district refuse the parent/guardian the right to inspect relevant grades or records pertaining to the child nor may the school or school district refuse to promptly transfer the records of any child withdrawing or transferring from the school, per requirements of the *Federal Family Educational Rights and Privacy Act*.

Under no circumstances may a school or school district deny a student promotional opportunities, as a result of failure to compensate the school district for lost or damaged textbooks. Students shall not be denied continual enrollment each grading period nor re-entry in succeeding school years as a result of lost or damaged books.

Students shall not be denied the use of a textbook during school hours each day. The school system shall annually inform parents and/or legal guardians of the locally adopted procedures pursuant to state law and regulation, regarding reasonable and proper control of textbooks.

Revised: October, 2001

Revised: August, 2017

Ref: 20 USC Section 1232 (g-i); La. Rev. Stat. Ann. §§ 17:8, 17:81, 17:112; Board minutes, 5-7-02.

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- the process for collection of unpaid fees,
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- the criteria by which economic hardship waivers may be approved, and
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Under no circumstances may a school or school district deny a student promotional opportunities, as a result of failure to compensate the school district for lost or damaged textbooks. Students shall not be denied continual enrollment each grading period nor re-entry in succeeding school years as a result of lost or damaged books.

Students shall not be denied the use of a textbook during school hours each day. The school system shall annually inform parents and/or legal guardians of the locally adopted procedures pursuant to state law and regulation, regarding reasonable and proper control of textbooks.

Revised: October, 2001

Revised: August, 2017

Ref: 20 USC Section 1232 (g-i); La. Rev. Stat. Ann. ' ' 17:8, 17:81, 17:112; Board minutes, 5-7-02.

OUT OF STATE TRAVEL –The Superintendent's signature is needed on the approved absence. Employees needing to get reimbursed for their travel, will need to print out the **APPROVED** Aesop absence screen from your browser and attach it to the "Employee Expense and Travel Voucher" and submit both to **Accounts Payable for Processing**.

School Related Business

**Principal & 2nd level approval required*

- ◆ Bus drivers must turn in a copy of their "Calcasieu Parish School Board Driver Trip Sheet Report." for every date of absence that it applies to.
- ◆ One copy is given to the secretary at the school that requested the extra trip.
- ◆ The bus driver for the extra trip is paid on a supplemental pay form.
- ◆ If volunteering your time to a school for field trips you are still required to turn in the log sheet with all bus information, and the amount will need to read-\$0.00-volunteered.

Professional Development

**Principal & 2nd level approval required*

When a professional development day or school related business day is chosen as an absence, the following information should be written in the Notes to Administrator:

- 1) Name of Event
- 2) Destination—hotel, city, state
- 3) Date(s) of Trip—Abbreviate months, example—Mar, Nov, Dec
- 4) Indicate Fund number that is paying for trip—See attached file for a list of codes.
- 5) Sub Needed—Yes or No
- 6) If sub is needed—who is paying for the sub, example—School or CPSB or Grant
(*See reimbursement instructions listed below*)
- 7) Benefit to School System

There are only 255 characters in the Notes to Administrator box, so you will need to be brief and concise. Number the notes, like in the example below.

Notes to Administrator

(Viewable only by Administrator and Employee)

1) 51st Annual LASBO Convention 2) Baton Rouge Hilton, Baton Rouge, LA 3) Oct 13th, 14th, and 15th 4) 1110 5) Yes 6) CPSB 7) Obtain continuing certification requirements

Note: Bus Drivers that are driving extra trips which require them to miss a part or the whole day of their regular route will only need to submit the Calcasieu Parish School System Driver Log Sheet for Extracurricular Trip form in lieu of the above.

Reimbursement Instructions for Substitutes

- 1) Print the **APPROVED** absence screen details from Aesop
- 2) Attach the reimbursement check
 - ◆ *Reference the reimbursement rate email sent from payroll each year as this may change.*
 - ◆ *If reimbursing for only a half day payment then only half of the reimbursement rate is required.*
- 3) Send the printed approved absence screen and the attached check to the Accounting Department.

CORPORAL PUNISHMENT

Every teacher is authorized to hold every pupil to a strict accountability for any disorderly conduct in school or on the playground of the school, or on any school bus going to or returning from school, or during intermission or recess.

Teachers and principals are authorized to use reasonable corporal punishment against any pupil for good cause in order to maintain discipline and order within the schools, with the exception of the Calcasieu Parish Schools Headstart centers, and students with exceptionalities, as defined below. Headstart guidelines prohibit teachers and administrators from engaging in corporal punishment, emotional or physical abuse or humiliation. At no time shall corporal punishment be administered in the presence of another student. All school personnel and parents shall be fully informed of these provisions at the beginning of each school year.

Corporal punishment means using physical force to discipline a student, with or without an object. Corporal punishment includes hitting, paddling, striking, spanking, slapping, or any other physical force that causes pain or physical discomfort.

Corporal punishment does not include:

1. The use of reasonable and necessary physical restraint of a student to protect the student, or others, from bodily harm or to obtain possession of a weapon or other dangerous object from a student.
2. The use of seclusion and restraint as provided in La. Rev. Stat. Ann. §17:416.21.

No form of corporal punishment shall be administered to a student with an exceptionality, excluding gifted and talented, as defined in La. Rev. Stat. Ann. §17:1942 or to a student who has been determined to be eligible for services under Section 504 of the Rehabilitation Act of 1973 and has an Individual Accommodation Plan.

Therefore, the Calcasieu Parish School Board hereby authorizes its teachers and principals to employ, when necessary, corporal punishment in a reasonable manner to maintain discipline and order in the schools or at all school-sponsored activities, subject to the following regulations:

1. Corporal punishment shall be administered in a reasonable, fair, and impartial manner. Abuse or misuse of corporal punishment by the teacher or principal, especially the act of being malicious, with willful and deliberate intent to cause bodily harm, shall not be tolerated.
2. Corporal punishment shall not be used unless the student was forewarned that a

- specific behavior could cause its use.
3. Prior to the administering of corporal punishment, the student shall be given an opportunity to explain his or her version of the facts.
 4. Corporal punishment can only be administered in the company of a professional staff member who has been informed beforehand and in the student's presence of the reason for the punishment.
 5. The use of corporal punishment shall at all times be reasonable and proper. Considerations in this regard shall include but not be limited to the following:
 - A. Age of child;
 - B. Size of child;
 - C. Sex of child;
 - D. Ability to bear the punishment; and
 - E. Overall physical condition of the child.
 6. Corporal punishment shall not be administered in anger or with malice at any time.
 7. Corporal punishment shall be administered to the posterior anatomy (buttocks) in the area below the waist and above the thighs for a maximum of three (3) times.
 8. Corporal punishment shall be used only after other means of solving discipline problems have been explored and failed.
 9. The procedures specified in regulations above do not apply in those cases where the student's behavior is so blatant, disruptive, antisocial, or flagrant in nature as to shock the conscience.
 10. ~~Teachers and principals shall keep written records of misconduct wherein corporal punishment is administered.~~

~~This record shall be placed on file in the principal's office the day such punishment occurs.~~

School principals, assistant principals or appropriate designees who have administered corporal punishment shall provide the child's parents or legal guardians, upon request, a written explanation of the reasons and the name of the school employee who was present as a witness. For each incident of corporal punishment, a *Corporal Punishment Incidence Checklist* shall be completed and maintained in the administrative offices of the school.

- ~~11. If the parents so request, the principal of the school where the punishment was administered must furnish a copy of the written report of corporal punishment.~~

11. The principal of each school shall have the authority and the responsibility of holding every member of his/her staff accountable for understanding and administering corporal punishment as set forth by these regulations.

For purposes of clarity, corporal punishment, as described herein, shall be defined as, and limited to, the administering of physical punishment by means of paddling or spanking the buttocks. ~~Consideration must be given to the age, size, emotional condition, and health of the students.~~ When physical punishment is administered, there is always the possibility of physical injury and subsequent legal ramifications. Therefore, extreme caution should be employed when administering corporal punishment.

~~However,~~ Nothing contained herein shall be interpreted as prohibiting an employee from using physical force, reasonable and appropriate under the circumstances, in defending himself against a physical attack by a student or to restrain a student from attacking another student or employee.

IMPERMISSIBLE CORPORAL PUNISHMENT

In instances where allegations of abuse of a student are reported against an employee, principal or other school official, through the administering of impermissible corporal punishment or any other moral offense, the Superintendent shall promptly investigate the action, in accordance with policy GAMC, Investigations.

Revised: January, 2010

Revised: August, 2017

Ref: US Constitution, Amend. XIII; US Constitution, Amend. XIV §1; Ingraham v. Wright, 97 S. Ct. 1401, (1977); ~~Jones v. Palmer, 421 F. Supp. 738 (S.D. Ala. 1976);~~ Baker v. Owen, 96 S. Ct. 210 affirming 395 F. Supp. 294 (M.D.N.C.,

1975); La. Rev. Stat. Ann. [17:223](#), 17:416, [17:416.1](#); Board minutes, 1-12-10.

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Corporal punishment means using physical force to discipline a student, with or without an object. Corporal punishment includes hitting, paddling, striking, spanking, slapping, or any other physical force that causes pain or physical discomfort.

Corporal punishment does not include:

1. The use of reasonable and necessary physical restraint of a student to protect the student, or others, from bodily harm or to obtain possession of a weapon or other dangerous object from a student.
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 9. The procedures specified in regulations above do not apply in those cases where the student's behavior is so blatant, disruptive, antisocial, or flagrant in nature as to shock the conscience.
 10. School principals, assistant principals or appropriate designees who have administered corporal punishment shall provide the child's parents or legal guardians, upon request, a written explanation of the reasons and the name of the school employee who was present as a witness. For each incident of corporal punishment, a *Corporal Punishment Incidence Checklist* shall be completed and maintained in the administrative offices of the school.
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Supp. 294 (M.D.N.C., 1975); La. Rev. Stat. Ann. 17:223, 17:416, 17:416.1; Board minutes, 1-12-10.

ADMINISTRATION OF MEDICATION

It is the policy of the Calcasieu Parish School Board that the administration of medication to students at school shall meet the following conditions and limitations. As used in this policy, the term *medication* shall include all prescription and non-prescription drugs.

1. WRITTEN ORDERS, APPROPRIATE CONTAINERS, LABELS, AND INFORMATION

A. Medication shall not be administered to any student without a completed *Medication Order* from a physician or dentist licensed to practice medicine in Louisiana or an adjacent state, or any other authorized prescriber authorized in the state of Louisiana to prescribe medication or devices, **and** a letter of request and authorization from the student's parent or guardian. The following information shall be included:

- 1) the student's name
- 2) the name and signature of the physician/dentist/other authorized prescriber
- 3) physician's/dentist's/other authorized prescriber's business address, office phone number, and emergency phone numbers
- 4) relevant diagnosis
- 5) name, amount of each school dose, frequency and time of school administration, route of medication, and reason for use of medication
- 6) a written statement of the desired effects and the child specific potential adverse effects

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

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

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

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

2. ADMINISTRATION OF MEDICATION: GENERAL PROVISIONS

- A. Once trained, the school employee who administers medication may not decline to perform such service at the time indicated, unless exempted in writing by the MD or RN.
- B. During the period when the medication is administered the person administering medication must be relieved of all other duties. This requirement does not include the observation period required in 2.-F below.
- C. Except in the case of a trained unlicensed diabetes care assistant administering diabetes medications (if applicable) or in life-threatening situations, trained unlicensed school personnel may not administer injectable medications.
- D. All medications must be stored in a secured locked area or locked drawer with limited access except by authorized trained school personnel.
- E. Only oral, inhalant, topical ointment for diaper rash, and emergency medications may be administered at school by unlicensed, but trained, school personnel. Under special circumstances, other medications not mentioned above may be administered as necessary, as approved by the school nurse.
- F. Each student must be observed by a school employee for a period of 45 minutes following the administration of medication. This observation may occur during instruction time.
- G. School medication orders shall be limited to medication which cannot be administered before or after school hours.
- H. Any employee shall have the right to request that another school board employee be present while he is administering the medication to a student to serve as a witness.

3. PRINCIPAL

The principal shall designate at least two (2) employees to receive training and administer medications in each school. In addition, two (2) employees are recommended per grade for field trip purposes.

4. TEACHER

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

5. SCHOOL NURSE

A. The school nurse, in collaboration with the principal, shall supervise the implementation of the school policies for the administration of medications in schools to ensure the safety, health and welfare of the students.

B. The school nurse shall be responsible for the training of non-medical personnel who have been designated by each principal to administer medications in each school. The training must be at least six (6) hours and include but not be limited to the following provisions:

- 1) Proper procedures for administration of medications including controlled substances
- 2) Storage and disposal of medications
- 3) Appropriate and correct record keeping including documentation of the color, shape and imprint of a tablet/pill on the medication log.
- 4) Appropriate actions when unusual circumstances or medication reactions occur
- 5) Appropriate use of resources

6. PARENT/LEGAL GUARDIAN

A. The parent/legal guardian who wishes medication administered to his/her child shall provide the following:

- 1) A letter of request and authorization that contains the following information:
 - a. the student's name;
 - b. clear instructions for school administration;
 - c. prescription number, if any;
 - d. current date;

- e. relevant diagnosis;
 - f. name, amount of each school dose, frequency and time of school administration, route of medication, and reason for use of medication;
 - g. physician's/dentist's/other authorized prescriber's name;
 - h. the parent's/legal guardian's printed name and signature;
 - i. parent's/legal guardian's emergency phone number;
 - j. statement granting or withholding release of medical information;
- 2) A written order for each medication to be given at school, including annual renewals at the beginning of the school year. The new orders dated before July of that school year shall not be accepted. No corrections shall be accepted on the physician's *Medication Order* form. Alteration of this form in any way or falsification of the signature is grounds for prosecution. Orders for multiple medications on the same form, an incomplete form, or a form with a physician's/dentist's/ other authorized prescriber's stamp shall not be accepted. Electronic signatures are accepted. Faxed orders may be accepted; original orders must be received within five (5) business days.
- 3) A prescription for all medications to be administered at school, including medications that might ordinarily be available over-the-counter. **Only** the physician/dentist/other authorized prescriber or his/her staff may write on the *Medication Order* form. This form must be signed by the physician/dentist/other authorized prescriber.
- 4) A list of all medications that the student is currently receiving at home and school, if that listing is not a violation of confidentiality or contrary to the request of the parent/legal guardian or student.
- 5) A list of names and telephone numbers of persons to be notified in case of medication emergency in addition to the parent/legal guardian and licensed physician/dentist/other authorized prescriber.
- 6) Arrangements for the safe delivery of the medication to and from school in the properly labeled container as dispensed by the pharmacist; the medication must be delivered by a responsible adult. The parent/ legal guardian will need to get two (2) containers for each prescription from the pharmacist in order that the parent/legal guardian, as well as the school, will have a properly labeled container. If the medication is not properly labeled and does not match the physician's order exactly, it will not be given.

B. All aerosol medications shall be delivered to the school in pre-measured

dosage.

- C. Provide no more than a twenty (20) school day supply of medication in a properly labeled container to be kept at school.
- D. The initial dose of a medication shall be administered by the student's parent/legal guardian outside the school jurisdiction with sufficient time for observation for adverse reactions.
- E. The parent/legal guardian shall work with those personnel designated to administer medication as follows:
 - 1) Cooperate in counting the medication with the designated school personnel who receives it and sign the *Drug Receipt* form.
 - 2) Cooperate with school staff to provide for safe, appropriate administration of medications to students, such as positioning, and suggestions for liquids or foods to be given with the medication.
 - 3) Assist in the development of the emergency plan for each student.
 - 4) Comply with written and verbal communication regarding school policies.
 - 5) Grant permission for school nurse/physician/ dentist/other authorized prescriber consultation.
 - 6) Remove or give permission to destroy unused, contaminated, discontinued, or out-of-date medications according to the school guidelines.

7. STUDENT SELF-MEDICATION

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

If a child has a known problem that is potentially serious and there is a method of helping the child and the school is denied an opportunity to help the child because the necessary materials are not made available, then the school cannot be held responsible to assist the child. Therefore, if the presence of the child at school without necessary materials presents a risk to the safety or health of the child, the child may be temporarily excluded from the school.

Asthma, Diabetes, or the Use of Auto-Injectable Epinephrine

Self-administration of medications by a student with asthma or diabetes or the use of auto-injectable epinephrine by a student at risk of anaphylaxis shall be permitted by the School Board, provided the student's parent or other legal guardian provides the school in which the student is enrolled with the following documentation:

- A. Written authorization for the student to carry and self-administer such prescribed medications.
- B. Written certification from a licensed medical physician or other authorized prescriber that the student:
 - 1) has asthma, diabetes, or is at risk of having anaphylaxis
 - 2) has received instruction in the proper method of self-administration of the student's prescribed medications to treat asthma, diabetes, or anaphylaxis
- C. A written treatment plan from the student's licensed physician or authorized prescriber for managing asthma, diabetes, or anaphylactic episodes. The treatment plan shall be signed by the student, the student's parent or other legal guardian, and the student's physician or other authorized prescriber. The treatment plan shall contain the following information:
 - 1) The name, purpose, and prescribed dosage of the medications to be self-administered.
 - 2) The time or times the medications are to be regularly administered and under what additional special circumstances the medications are to be administered.
 - 3) The length of time for which the medications are prescribed.
- D. Any other documentation required by the School Board.

The required documentation shall be maintained in the office of the school nurse or other designated school official.

The School Board shall inform the parent or other legal guardian of the student in writing that the school and its employees shall incur no liability as a result of any injury sustained by the student from the self-administration of medications used to treat asthma, diabetes, or anaphylaxis. The parent or other legal guardian of the student shall sign a statement acknowledging that the school shall incur no liability and that the parent or other legal guardian shall indemnify and hold harmless the school and its employees against any claims that may arise relating to the self-administration of medications used to treat asthma, diabetes, or

anaphylaxis.

A student who has been granted permission to self-administer medication by the School Board shall be allowed to carry and store with the school nurse or other designated school official an inhaler, auto-injectable epinephrine, or insulin, at all times.

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

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

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

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

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

Insulin Pen means a pen-like device used to put insulin into the body.

Insulin Pump means a computerized device that is programmed to deliver small, steady, doses of insulin.

Other Permitted Medications

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

- A. *Medication Order* from the physician or authorized prescriber and from the student's parent or guardian shall be on file and communication with the prescriber has been established.
- B. The school nurse has evaluated the situation and deemed it to be safe

and appropriate, and has developed a medical administration plan for general supervision. The administration plan may include observation of the procedure, student health counseling and health instruction regarding the principles of self-care.

- C. The principal and appropriate staff are informed that the student is self-administering the prescribed medication.
- D. The medication is handled in a safe, appropriate manner.
- E. The school principal and the school employed registered nurse determine a safe place for storing the medication.

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

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

8. ACCEPTABLE SCHOOL MEDICATIONS

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

Medications which may be considered as acceptable under this policy:

- A. Medication to modify behavior (e.g., Ritalin, when the sustained action form of this medication is not effective.)
- B. Severe allergic reactions - must have specific written instructions from a physician.
- C. Anticonvulsive medication.
- D. Medication for asthma or diabetes.
- E. Medication given in extenuating circumstances.

- F. Non-prescription (over-the-counter) drugs will only be given if medical certification of extenuating circumstances and prescription is obtained.
- G. Antibiotics and other short-term medications will not be given at school, unless so ordered by a physician, dentist, or authorized prescriber.
- H. The school nurse or trained school employee shall have the authority to administer auto-injectable epinephrine, as defined elsewhere in this policy, to a student who the school nurse or trained school employee believes is having an anaphylactic reaction, whether or not the student has a prescription for epinephrine. At least one employee at each school shall receive training from a registered nurse or licensed medical physician in the administration of epinephrine.
- I. Other specific illnesses that require medication.

9. DIABETES

Each student with diabetes who seeks care for his/her diabetes while at school or while participating in a school-related activity shall submit a diabetes management and treatment plan on an annual basis. Such plan shall be developed by a physician licensed in Louisiana or adjacent state, or other authorized health care prescriber licensed in Louisiana who is selected by the parent or legal guardian to be responsible for such student's diabetes treatment. *School-related activities* include, but are not limited to, extracurricular activities and sports.

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

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

The parent or legal guardian of a student with diabetes shall annually submit a copy of the student's diabetes management and treatment plan to the principal or

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

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

The parent or legal guardian shall be responsible for all care related to the student's diabetes management and treatment plan until the IHP is developed, the parents or legal guardian have agreed to and signed the IHP, and the diabetes management and treatment plan is put into place by the school nurse.

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

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

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

10. ADMINISTRATION OF MEDICATION ON FIELD TRIPS AND OTHER EXTRA-CURRICULAR ACTIVITIES

If a student with an identified medical need is to attend a field trip or other school-sponsored activity, the parents shall be notified to ascertain if any medication must be administered on the field trip or school-sponsored activity away from school. If so, the parent/legal guardian shall accompany the student to the activity to administer any medication.

If the parent/legal guardian cannot attend the field trip/activity with his/her child, the parent/legal guardian shall request in writing that the medication be administered on a pending field trip/activity by a non-School Board employee designated by the parent, or another trained person designated by the School Board. Such request shall include supporting documentation as outlined in this policy. The request shall state that the parent/legal guardian gives permission for the designee or another trained person to administer the medication. If the parent does not designate a non-School Board employee to attend the field trip/activity, once the proper documentation has been submitted, the School Board shall assign a trained School Board employee to accompany the student on the field trip or other school-sponsored activity.

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

11. EXTENDED DAY CARE

In the event that a student attends extended day care and requires medication outside school hours (before or after school), medication orders that include the dosage(s), time(s), and medication(s), shall be obtained from the physician/dentist/ other authorized prescriber before any administration of medication may be administered by properly trained personnel.

12. SUNSCREEN

In accordance with statutory provisions, *sunscreen* means a compound topically applied to prevent sunburn, and for the purpose of this policy shall not be considered medication. A student may possess and self-apply sunscreen at school, on a school bus, or at a school-sponsored function or activity without parental consent or the authorization of a physician.

If a student is unable to self-apply sunscreen, a school employee may volunteer to apply the sunscreen to the student. However, a school employee may apply sunscreen to a student *only* if his/her parent or legal guardian has provided *written consent* for this application. Neither the School Board nor the school employee shall be held liable for any adverse reaction relating to the employee's application of the sunscreen or his/her cessation of such application.

13. STUDENT CONFIDENTIALITY

All student information shall be kept confidential. The parent/legal guardian shall be required to sign the *Authorization for Release of Confidential Information* form, so that health information can be shared between the School Board and health care providers, such as hospitals, physician, service agency, school nurse, and/or other health provider.

Revised: December, 1995

Revised: February, 1996

Revised: August, 1997

Revised: September, 2001

Revised: June, 2008

Revised: September, 2009

Revised: December, 2012

Revised: May, 2013

Revised: November 1, 2016

Revised: February 14, 2017

Revised: August, 2017

Ref: La. Rev. Stat. Ann. §§17:81, 17:436.1, 17:436.3; *Health and Safety*, Bulletin 135, Louisiana Department of Education; Board minutes 10-17-95, 6-17-97, 6-5-01, 8-5-08, 1-12-10, 11-1-16, 2-14-17.

ADMINISTRATION OF MEDICATION

It is the policy of the Calcasieu Parish School Board that the administration of medication to students at school shall meet the following conditions and limitations. As used in this policy, the term *medication* shall include all prescription and non-prescription drugs.

1. WRITTEN ORDERS, APPROPRIATE CONTAINERS, LABELS, AND INFORMATION

A. Medication shall not be administered to any student without a completed *Medication Order* from a physician or dentist licensed to practice medicine in Louisiana or an adjacent state, or any other authorized prescriber authorized in the state of Louisiana to prescribe medication or devices, **and** a letter of request and authorization from the student's parent or guardian. The following information shall be included:

- 1) the student's name
- 2) the name and signature of the physician/dentist/other authorized prescriber
- 3) physician's/dentist's/other authorized prescriber's business address, office phone number, and emergency phone numbers
- 4) relevant diagnosis
- 5) name, amount of each school dose, frequency and time of school administration, route of medication, and reason for use of medication
- 6) a written statement of the desired effects and the child specific potential adverse effects

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

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

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

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

2. ADMINISTRATION OF MEDICATION: GENERAL PROVISIONS

- A. Once trained, the school employee who administers medication may not decline to perform such service at the time indicated, unless exempted in writing by the MD or RN.
- B. During the period when the medication is administered the person administering medication must be relieved of all other duties. This requirement does not include the observation period required in 2.-F below.
- C. Except in the case of a trained unlicensed diabetes care assistant administering diabetes medications (if applicable) or in life-threatening situations, trained unlicensed school personnel may not administer injectable medications.
- D. All medications must be stored in a secured locked area or locked drawer with limited access except by authorized trained school personnel.
- E. Only oral, inhalant, topical ointment for diaper rash, and emergency medications may be administered at school by unlicensed, but trained, school personnel. Under special circumstances, other medications not mentioned above may be administered as necessary, as approved by the school nurse.
- F. Each student must be observed by a school employee for a period of 45 minutes following the administration of medication. This observation may occur during instruction time.
- G. School medication orders shall be limited to medication which cannot be administered before or after school hours.
- H. Any employee shall have the right to request that another school board employee be present while he is administering the medication to a student to serve as a witness.

3. PRINCIPAL

The principal shall designate at least two (2) employees to receive training and administer medications in each school. In addition, two (2) employees are recommended per grade for field trip purposes.

4. TEACHER

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

5. SCHOOL NURSE

- A. The school nurse, in collaboration with the principal, shall supervise the implementation of the school policies for the administration of medications in schools to ensure the safety, health and welfare of the students.
- B. The school nurse shall be responsible for the training of non-medical personnel who have been designated by each principal to administer medications in each school. The training must be at least six (6) hours and include but not be limited to the following provisions:
 - 1) Proper procedures for administration of medications including controlled substances
 - 2) Storage and disposal of medications
 - 3) Appropriate and correct record keeping including documentation of the color, shape and imprint of a tablet/pill on the medication log.
 - 4) Appropriate actions when unusual circumstances or medication reactions occur
 - 5) Appropriate use or resources

6. PARENT/LEGAL GUARDIAN

- A. The parent/legal guardian who wishes medication administered to his/her child shall provide the following:
 - 1) A letter of request and authorization that contains the following information:
 - a. the student's name;
 - b. clear instructions for school administration;
 - c. prescription number, if any;

- d. current date;
 - e. relevant diagnosis;
 - f. name, amount of each school dose, frequency and time of school administration, route of medication, and reason for use of medication;
 - g. physician's/dentist's/other authorized prescriber's name;
 - h. the parent's/legal guardian's printed name and signature;
 - i. parent's/legal guardian's emergency phone number;
 - j. statement granting or withholding release of medical information;
- 2) A written order for each medication to be given at school, including annual renewals at the beginning of the school year. The new orders dated before July of that school year shall not be accepted. No corrections shall be accepted on the physician's *Medication Order* form. Alteration of this form in any way or falsification of the signature is grounds for prosecution. Orders for multiple medications on the same form, an incomplete form, or a form with a physician's/dentist's/ other authorized prescriber's stamp shall not be accepted. Electronic signatures are accepted. Faxed orders may be accepted; original orders must be received within five (5) business days.
- 3) A prescription for all medications to be administered at school, including medications that might ordinarily be available over-the-counter. **Only** the physician/dentist/other authorized prescriber or his/her staff may write on the *Medication Order* form. This form must be signed by the physician/dentist/other authorized prescriber.
- 4) A list of all medications that the student is currently receiving at home and school, if that listing is not a violation of confidentiality or contrary to the request of the parent/legal guardian or student.
- 5) A list of names and telephone numbers of persons to be notified in case of medication emergency in addition to the parent/legal guardian and licensed physician/dentist/other authorized prescriber.
- 6) Arrangements for the safe delivery of the medication to and from school in the properly labeled container as dispensed by the pharmacist; the medication must be delivered by a responsible adult. The parent/ legal guardian will need to get two (2) containers for each prescription from the pharmacist in order that the parent/legal guardian, as well as the school, will have a properly labeled container. If the medication is not properly labeled and does not match the physician's order exactly, it will not be given.

- B. All aerosol medications shall be delivered to the school in pre-measured dosage.
- C. Provide no more than a twenty (20) school day supply of medication in a properly labeled container to be kept at school.
- D. The initial dose of a medication shall be administered by the student's parent/legal guardian outside the school jurisdiction with sufficient time for observation for adverse reactions.
- E. The parent/legal guardian shall work with those personnel designated to administer medication as follows:
 - 1) Cooperate in counting the medication with the designated school personnel who receives it and sign the *Drug Receipt* form.
 - 2) Cooperate with school staff to provide for safe, appropriate administration of medications to students, such as positioning, and suggestions for liquids or foods to be given with the medication.
 - 3) Assist in the development of the emergency plan for each student.
 - 4) Comply with written and verbal communication regarding school policies.
 - 5) Grant permission for school nurse/physician/ dentist/other authorized prescriber consultation.
 - 6) Remove or give permission to destroy unused, contaminated, discontinued, or out-of-date medications according to the school guidelines.

7. STUDENT SELF-MEDICATION

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

If a child has a known problem that is potentially serious and there is a method of helping the child and the school is denied an opportunity to help the child because the necessary materials are not made available, then the school cannot be held responsible to assist the child. Therefore, if the presence of the child at school without necessary materials presents a risk to the safety or health of the child, the child may be temporarily excluded from the school.

Asthma, Diabetes, or the Use of Auto-Injectable Epinephrine

Self-administration of medications by a student with asthma or diabetes or the use of auto-injectable epinephrine by a student at risk of anaphylaxis shall be permitted by the School Board, provided the student's parent or other legal guardian provides the school in which the student is enrolled with the following documentation:

- A. Written authorization for the student to carry and self-administer such prescribed medications.
- B. Written certification from a licensed medical physician or other authorized prescriber that the student:
 - 1) has asthma, diabetes, or is at risk of having anaphylaxis
 - 2) has received instruction in the proper method of self-administration of the student's prescribed medications to treat asthma, diabetes, or anaphylaxis
- C. A written treatment plan from the student's licensed physician or authorized prescriber for managing asthma, diabetes, or anaphylactic episodes. The treatment plan shall be signed by the student, the student's parent or other legal guardian, and the student's physician or other authorized prescriber. The treatment plan shall contain the following information:
 - 1) The name, purpose, and prescribed dosage of the medications to be self-administered.
 - 2) The time or times the medications are to be regularly administered and under what additional special circumstances the medications are to be administered.
 - 3) The length of time for which the medications are prescribed.
- D. Any other documentation required by the School Board.

The required documentation shall be maintained in the office of the school nurse or other designated school official.

The School Board shall inform the parent or other legal guardian of the student in writing that the school and its employees shall incur no liability as a result of any injury sustained by the student from the self-administration of medications used to treat asthma, diabetes, or anaphylaxis. The parent or other legal guardian of the student shall sign a statement acknowledging that the school shall incur no

liability and that the parent or other legal guardian shall indemnify and hold harmless the school and its employees against any claims that may arise relating to the self-administration of medications used to treat asthma, diabetes, or anaphylaxis.

A student who has been granted permission to self-administer medication by the School Board shall be allowed to carry and store with the school nurse or other designated school official an inhaler, auto-injectable epinephrine, or insulin, at all times.

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

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

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

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

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

Insulin Pen means a pen-like device used to put insulin into the body.

Insulin Pump means a computerized device that is programmed to deliver small, steady, doses of insulin.

Other Permitted Medications

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

- A. *Medication Order* from the physician or authorized prescriber and from the student's parent or guardian shall be on file and communication with the

prescriber has been established.

- B. The school nurse has evaluated the situation and deemed it to be safe and appropriate, and has developed a medical administration plan for general supervision. The administration plan may include observation of the procedure, student health counseling and health instruction regarding the principles of self-care.
- C. The principal and appropriate staff are informed that the student is self-administering the prescribed medication.
- D. The medication is handled in a safe, appropriate manner.
- E. The school principal and the school employed registered nurse determine a safe place for storing the medication.
The medication must be accessible if the student's health needs require it; this information is included in the medication administration plan.
- F. Some medication should have a backup supply readily available.
- G. The student records the medication administration and reports unusual circumstances (as a general rule the student must record all dates and times he/she is self-medicating during school hours. The medication log shall be kept in the main office where the student shall record this information unless otherwise noted on the student's *Individual Administration Plan*).
- H. The school employed registered nurse, and/or the designated employee monitors the student.

8. ACCEPTABLE SCHOOL MEDICATIONS

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

Medications which may be considered as acceptable under this policy:

- A. Medication to modify behavior (e.g., Ritalin, when the sustained action form of this medication is not effective.)
- B. Severe allergic reactions - must have specific written instructions from a physician.
- C. Anticonvulsive medication.
- D. Medication for asthma or diabetes.

- E. Medication given in extenuating circumstances.
- F. Non-prescription (over-the-counter) drugs will only be given if medical certification of extenuating circumstances and prescription is obtained.
- G. Antibiotics and other short-term medications will not be given at school, unless so ordered by a physician, dentist, or authorized prescriber.
- H. The school nurse or trained school employee shall have the authority to administer auto-injectable epinephrine, as defined elsewhere in this policy, to a student who the school nurse or trained school employee believes is having an anaphylactic reaction, whether or not the student has a prescription for epinephrine. At least one employee at each school shall receive training from a registered nurse or licensed medical physician in the administration of epinephrine.
- I. Other specific illnesses that require medication.

9. DIABETES

Each student with diabetes who seeks care for his/her diabetes while at school or while participating in a school-related activity shall submit a diabetes management and treatment plan on an annual basis. Such plan shall be developed by a physician licensed in Louisiana or adjacent state, or other authorized health care prescriber licensed in Louisiana who is selected by the parent or legal guardian to be responsible for such student's diabetes treatment. *School-related activities* include, but are not limited to, extracurricular activities and sports.

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

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

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

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

The parent or legal guardian shall be responsible for all care related to the student's diabetes management and treatment plan until the IHP is developed, the parents or legal guardian have agreed to and signed the IHP, and the diabetes management and treatment plan is put into place by the school nurse.

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

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

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

10. ADMINISTRATION OF MEDICATION ON FIELD TRIPS AND OTHER EXTRA-

CURRICULAR ACTIVITIES

If a student with an identified medical need is to attend a field trip or other school-sponsored activity, the parents shall be notified to ascertain if any medication must be administered on the field trip or school-sponsored activity away from school. If so, the parent/legal guardian shall accompany the student to the activity to administer any medication.

If the parent/legal guardian cannot attend the field trip/activity with his/her child, the parent/legal guardian shall request in writing that the medication be administered on a pending field trip/activity by a non-School Board employee designated by the parent, or another trained person designated by the School Board. Such request shall include supporting documentation as outlined in this policy. The request shall state that the parent/legal guardian gives permission for the designee or another trained person to administer the medication. If the parent does not designate a non-School Board employee to attend the field trip/activity, once the proper documentation has been submitted, the School Board shall assign a trained School Board employee to accompany the student on the field trip or other school-sponsored activity.

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

11. EXTENDED DAY CARE

In the event that a student attends extended day care and requires medication outside school hours (before or after school), medication orders that include the dosage(s), time(s), and medication(s), shall be obtained from the physician/dentist/ other authorized prescriber before any administration of medication may be administered by properly trained personnel.

12. SUNSCREEN

In accordance with statutory provisions, *sunscreen* means a compound topically applied to prevent sunburn, and for the purpose of this policy shall not be considered medication. A student may possess and self-apply sunscreen at school, on a school bus, or at a school-sponsored function or activity without parental consent or the authorization of a physician.

If a student is unable to self-apply sunscreen, a school employee may volunteer to apply the sunscreen to the student. However, a school employee may apply sunscreen to a student *only* if his/her parent or legal guardian has provided *written consent* for this application. Neither the School Board nor the school employee shall be held liable for any adverse reaction relating to the employee's application of the sunscreen or his/her cessation of such application.

13. STUDENT CONFIDENTIALITY

All student information shall be kept confidential. The parent/legal guardian shall be required to sign the *Authorization for Release of Confidential Information* form, so that health information can be shared between the School Board and health care providers, such as hospitals, physician, service agency, school nurse, and/or other health provider.

Revised: December, 1995

Revised: February, 1996

Revised: August, 1997

Revised: September, 2001

Revised: June, 2008

Revised: September, 2009

Revised: December, 2012

Revised: May, 2013

Revised: November 1, 2016

Revised: February 14, 2017

Revised: August, 2017

Ref: La. Rev. Stat. Ann. §§17:81, 17:436.1, 17:436.3; *Health and Safety*, Bulletin 135, Louisiana Department of Education; Board minutes 10-17-95, 6-17-97, 6-5-01, 8-5-08, 1-12-10, 11-1-16, 2-14-17.

BUILDINGS AND GROUNDS MANAGEMENT

It shall be the policy of the Calcasieu Parish School Board to require that school properties be maintained in good physical condition. The School Board, therefore, shall instruct the Superintendent to assure that all normal building and grounds maintenance, repairs and improvement functions are an integral part of the administration of the school system, including the regular evaluation for any safety hazards.

The Superintendent shall be vested with a broad range of administrative and supervisory authority relative to the school system's buildings and grounds program. Annual reports shall be made available to the School Board relative to maintenance needs, safety, utility and attractiveness of school plants and grounds within the school system.

The School Board shall not be held responsible for any personal items stolen or damaged on school premises. The School Board shall require principals and/or persons in charge of public school property to prohibit the use, sale, or possession of alcoholic beverages on public school property.

VACANT AND/OR UNOCCUPIED BUILDINGS

Vacant and/or unoccupied premises owned by the School Board shall be properly secured and maintained to prevent unauthorized trespass or injury to the general public. It shall be the responsibility of the Superintendent or his/her designee to assure that any vacant and/or unoccupied property of the School Board has limited access for authorized personnel only and the grounds are maintained regularly.

SMOKING/TOBACCO USE ON SCHOOL BOARD PROPERTY

Because tobacco is the leading cause of preventable death, disease, and disability, the Calcasieu Parish School Board shall provide a tobacco-free school environment.

~~Smoking, carrying a lighted cigar or cigarette, pipe or any other form of smoking object or device, including electronic cigarettes and similar devices, or possessing any lighted tobacco product or any other lighted combustible plant material shall be prohibited in any elementary or secondary school building, on the campus of any elementary or secondary school, any building on the campus, and on all school buses. Smoking, carrying a lighted cigar or cigarette, pipe or any other form of smoking object or device, including electronic cigarettes and similar devices, shall be prohibited in buildings and on the grounds of any other School Board property.~~

~~Chewing or otherwise consuming any tobacco or tobacco product on the property of the Calcasieu Parish School Board, or on any school bus transporting students shall be strictly prohibited.~~

The use of any tobacco product, smokeless tobacco, or any smoking object/device, including but not limited to electronic cigarettes, advanced personal vaporizers, vape pens, vape mods and similar devices, shall be prohibited on and in all School Board property and vehicles, and at all school-sponsored or school-approved functions. However, this prohibition shall not be applicable to any tobacco product approved by the United States Food and Drug Administration for sale as a tobacco cessation product and which is marketed and sold solely for such purpose.

School Board property shall include any elementary or secondary school grounds or buildings, any portable buildings, field houses, stadiums, equipment storage areas, vacant land, or any other property owned, operated, or leased by the School Board.

Violators may be subject to appropriate disciplinary action by the School Board.

Revised: June, 2002
Revised: September, 2006
Revised: February, 2007
Revised: April 8, 2014
Revised: November, 2017

Ref: ~~20 USC 7183 (No Child Left Behind Act of 2001)~~ 20 USC 6083 (Non-Smoking Policy for Children's Services); La. Rev. Stat. Ann. ' ' 14:91.7, 17:87.6, 17:151, 17:100.6, 17:240, 17:416, ~~40:1300.251, 40:1300.252, 40:1300.253, 40:1300.255,~~

FILE: EB
Cf: EB-AP, EBCA
Cf: EBG, ECF, GAMA

~~40:1300.261~~, ~~40:4~~, 40:1291.2, 40:1291.3, 40:1291.11, 40:1291.21, 40:1563,
40:1578.6, 40:1583; Board minutes, 9-17-02, 2-6-07, 4-8-14.

BUILDINGS AND GROUNDS MANAGEMENT

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14:91.7, 17:87.6, 17:151, 17:100.6, 17:240, 17:416, 40:4, 40:1291.2,

FILE: EB
Cf: EB-AP, EBCA
Cf: EBG, ECF, GAMA

40:1291.3, 40:1291.11, 40:1291.21, 40:1563, 40:1578.6, 40:1583; Board minutes, 9-17-02, 2-6-07, 4-8-14.

EMPLOYEE TOBACCO USE

~~Smoking, carrying a lighted cigar or cigarette, pipe or any other form of smoking object or device, or possessing any lighted tobacco product or any other lighted combustible plant material shall be prohibited in any elementary or secondary school building, on the campus of any elementary or secondary school, any building on the campus, and on all school buses. Smoking, carrying a lighted cigar or cigarette, pipe or any other form of smoking object or device shall also be prohibited in buildings and on the grounds of any other School Board property.~~

~~Chewing or otherwise consuming any tobacco or tobacco product in any elementary or secondary school building, or any building located on the property of any elementary or secondary school, or on any school bus transporting students shall be strictly prohibited.~~

The use of any tobacco product, smokeless tobacco, or any smoking object/device, including but not limited to electronic cigarettes, advanced personal vaporizers, vape pens, vape mods and similar devices, shall be prohibited on and in all Calcasieu Parish School Board property and vehicles, and at all school-sponsored or school-approved functions. However, this prohibition shall not be applicable to any tobacco product approved by the United States Food and Drug Administration for sale as a tobacco cessation product and which is marketed and sold solely for such purpose.

School Board property shall include any elementary or secondary school grounds or buildings, any portable buildings, field houses, stadiums, equipment storage areas, vacant land, or any other property owned, operated, or leased by the School Board.

Violators may be subject to appropriate disciplinary action by the School Board.

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Ref: ~~20 USC 7183 (No Child Left Behind Act of 2001)~~ 20 USC 6083 (Non-Smoking Policy for Children's Services); La. Rev. Stat. Ann. §§17:240, ~~40:1300.251, 40:1300.252, 40:1300.253, 40:1300.256, 40:1300.261, 40:1291.1, 40:1291.2, 40:1291.3, 40:1291.11, 40:1291.21~~; Board minutes, 6-1-93, 9-17-02, 2-6-07.

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School Board property shall include any elementary or secondary school grounds or buildings, any portable buildings, field houses, stadiums, equipment storage areas, vacant land, or any other property owned, operated, or leased by the School Board.

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Ref: 20 USC 6083 (Non-Smoking Policy for Children's Services); La. Rev. Stat. Ann. §§17:240, 40:1291.1, 40:1291.2, 40:1291.3, 40:1291.11, 40:1291.21; Board minutes, 6-1-93, 9-17-02, 2-6-07.

STUDENT SMOKING/ USE OF TOBACCO

~~Students shall not be permitted to have tobacco, including electronic cigarettes and similar devices, in their possession or to smoke on the school grounds, or in school facilities during the school day, or at school activities held in school facilities after school hours, or when riding school buses to and from school or a school function away from school.~~

Student possession or use of any tobacco product, smokeless tobacco, or any smoking object/device, including but not limited to electronic cigarettes, advanced personal vaporizers, vape pens, vape mods and similar devices, shall be prohibited on and in all Calcasieu School Board property and vehicles, and at all school-sponsored or school-approved functions.

School Board property shall include any elementary or secondary school grounds or buildings, any portable buildings, field houses, stadiums, equipment storage areas, vacant land, or any other property owned, operated, or leased by the School Board.

Parental permission to smoke or use other tobacco products does not exempt a student from this policy. Violations shall subject the student to appropriate disciplinary action.

Revised: January, 2010
Revised: April 8, 2014
Revised: November, 2017

Ref: La. Rev. Stat. Ann. ' ' [17:240](#), 17:416, [40:1291.1](#), [40:1291.2](#), [40:1291.3](#),
[40:1291.11](#), [40:1291.21](#); Board minutes, 1-12-10, 4-8-14.

STUDENT SMOKING/USE OF TOBACCO

Student possession or use of any tobacco product, smokeless tobacco, or any smoking object/device, including but not limited to electronic cigarettes, advanced personal vaporizers, vape pens, vape mods and similar devices, shall be prohibited on and in all Calcasieu School Board property and vehicles, and at all school-sponsored or school-approved functions.

School Board property shall include any elementary or secondary school grounds or buildings, any portable buildings, field houses, stadiums, equipment storage areas, vacant land, or any other property owned, operated, or leased by the School Board.

Parental permission to smoke or use other tobacco products does not exempt a student from this policy. Violations shall subject the student to appropriate disciplinary action.

Revised: January, 2010

Revised: April 8, 2014

Revised: November, 2017

Ref: La. Rev. Stat. Ann. ' '17:240, 17:416, 40:1291.1, 40:1291.2, 40:1291.3, 40:1291.11, 40:1291.21; Board minutes, 1-12-10, 4-8-14.

SCHOOL BUS CONDUCT

~~The Calcasieu Parish School Board directs that the bus driver, together with the principal, shall assume full responsibility for discipline of pupils riding buses. It is the duty of the driver, in case of any infraction of rules by any student, to notify the principal of the school the student attends. If possible, this must be done in person. It is the responsibility of the principal to determine necessary punishment to students violating regulations.~~

~~If found necessary, the principal may suspend bus privileges. Any parent of a pupil suspended from riding a school bus shall have the right to appeal to the Superintendent, who shall conduct a hearing on the merits of the bus suspension.~~

~~A pupil damaging a school bus shall be subject to suspension from school. Any pupil suspended for damages to any school bus shall not be readmitted until payment in full has been made for such damage or until his/her readmittance is directed by the Superintendent.~~

~~At no time shall the bus operator assume authority for suspending bus privileges or taking disciplinary action. Smoking on school buses by students or operators shall not be permitted. Students shall be notified of all bus regulations.~~

The Calcasieu Parish School Board recognizes the driver of a school bus to be in authority with regard to pupil behavior in or about the vehicle which he/she operates. School Board regulations regarding proper conduct on school buses shall be provided in writing to students and parents/legal guardians at the start of school each year. The bus operator shall report disorderly or unmanageable pupil conduct to the principal of the school in which the pupil is enrolled. Such conduct by a pupil shall be good cause for the principal to suspend the privilege of riding any school bus; however, bus operators may not administer disciplinary action and shall continue, except in extreme emergencies, to transport a pupil until disciplinary action is administered by the school. It shall be the responsibility of the parents of pupils, in such cases, to provide transportation to and from school during the period of any suspension/expulsion of bus riding privileges.

In all cases of suspension of bus riding privileges, the parent, bus operator, Special Education Department, and the Supervisor of Transportation shall be notified by the principal in writing, within forty-eight (48) hours of such decision, of the facts concerning each suspension, including reasons and term of suspension.

If the principal recommends the expulsion of bus riding privileges for a student, a hearing shall be conducted by the Superintendent or his/her designee and thereby informing the student and parent as to why bus riding privileges are being recommended for expulsion. The student, at that time, shall be given an opportunity to

explain his/her version of the incident(s) to the Superintendent or his/her designee. The decision of the Superintendent/designee shall be final.

A pupil who causes damage to a school bus shall be subject to suspension from school and shall not be readmitted until acceptable provisions for restitution have been made for such damage or until readmittance is directed by the Superintendent.

PROCEDURES FOR REPORTING BUS CONDUCT

1. All schools shall be provided with the *School Bus Behavior Report Form*, which shall be completed on any occasion when a pupil's conduct on a bus is unsatisfactory.
2. One copy of the *School Bus Behavior Report Form* shall be signed by the parent and returned to the school principal. In all such cases a pupil shall be permitted to continue to ride the bus until transportation privileges have been denied by action taken by the appropriate school administrator.
3. In cases of severe misconduct, the principal or designee may temporarily suspend the pupil's bus privilege until appropriate disciplinary action is taken. The pupil's parents should be immediately notified of the temporary suspension.
4. Immediately after taking disciplinary action, the principal, or designee, shall sign and shall indicate the disciplinary action taken on the *School Bus Behavior Report Form*. Copies of the report shall be distributed to the pupil's file; to the parent; and to the driver. A copy of the report may also be sent to the Superintendent or designee.
5. In the event of an appeal of the principal's decision by parents, a hearing may be scheduled by the Superintendent or designee.

Revised: November, 2017

Ref: La. Rev. Stat. Ann. §§17:81, 17:223, 17:416, 17:416.1; Bulletin 1191, School

~~Transportation Handbook,~~ Louisiana School Transportation Specifications and Procedures, Bulletin 119, Louisiana Department of Education.

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