



TO: Members, Calcasieu Parish School Board

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

DATE: August 28, 2018

SUBJECT: Administrative and Personnel Committee Meeting

Mr. Eric Tarver, Chairman, has called an Administrative and Personnel Committee Meeting for **Tuesday, August 28, 2018**, at 5:00 p.m. in the Board Room at 3310 Broad Street, Lake Charles, Louisiana.

#### AGENDA

1. **Legislative Policy Updates**
  - a. **Student Dress Code**
  - b. **Behavioral Health Services for Students – New Policy**
  - c. **School and Student Safety**
  - d. **Emergency Crisis Management**
2. **Warehouse Department Presentation**

SL/ab

*Building Foundations for the Future*

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Administrative and Personnel Committee:

Eric Tarver, Chair  
Chad Guidry, Vice Chair  
Annette Ballard  
John Duhon  
Damon Hardesty  
Fred Hardy

Dean Roberts  
Alvin Smith  
Wayne Williams

Other Board Members:

Billy Breaux  
Russell Castille  
Mack Dellafosse  
Glenda Gay  
Ron Hayes  
Aaron Natali

# **Legislative Updates**

**8-28-2018**

**A & P Committee Meeting**

## STUDENT DRESS CODE

Guidelines for acceptable, normal, good grooming should be taught and enforced in the home by the parents as part of their responsibility in training their children for responsible citizenship.

All students are expected to be responsible in their dress and grooming by avoiding extremes and manifesting self-discipline with regards to these regulations. Cooperation of parents is expected.

The policy of the Calcasieu Parish School Board shall be that no mode of attire shall be considered proper for school wear that distracts or disrupts classroom and school decorum. The School Board feels it is the responsibility of each student to use good judgment in one's total appearance so that the attention of others is not distracted from the purpose of school. Cleanliness shall be a basic consideration. For health and safety reasons, students must wear shoes to school.

In questions regarding student dress and grooming, the principal or his/her designee of each school shall make the final decision as to what is considered proper or improper dress according to the guidelines provided.

### NOTIFICATION

The School Board shall notify the parent or guardian of each student of the dress code specifications and their effective date. The dress code shall be distributed in written form or posted on the school's website annually.

If the School Board modifies the existing uniform policy, it shall notify, in writing the parent or guardian of each student of the policy adoption or uniform policy modification at least sixty (60) days prior to the effective date of the new or revised policy. Each school shall display any uniform selected for a reasonable period prior to the proposed effective date for wearing of the uniform.

However, nothing shall prohibit the School Board from requiring a new or revised dress code or uniform policy without the required notice in the event of an emergency. For the purposes of this policy, *emergency* shall mean an actual or imminent threat to health or safety which may result in loss of life, injury, or property damage.

### BODY ARMOR

It shall be unlawful and against School Board policy for any student or non-student to wear or possess on his/her person, at any time, body armor on any School Board property, school campus, at a school-sponsored function, on a school bus or other school transportation, or in a firearm-free zone, with limited exceptions as enumerated in La.

Rev. Stat. Ann. §14:95.9, which includes permitting a student to wear, carry, or possess a backpack on school property or a school bus that has bullet-resistant metal or other material intended to provide protection from weapons or bodily injury.

School-sponsored functions shall include, but not be limited to, athletic competitions, dances, parties, or any extracurricular activities. A firearm-free zone means any area inclusive of any school campus and within 1,000 feet of any such school campus, and within a school bus, wherein the possession of firearms is prohibited, except as specifically set forth in La. Rev. Stat. Ann. §§14:95.2(C) and 14:95.6(B).

*Body armor* shall mean bullet-resistant metal or other material intended to provide protection from weapons or bodily injury.

The School Board shall notify all students of the provisions of this policy.

### SCHOOL UNIFORMS

Students attending Pre-K-12 schools in Calcasieu Parish shall be required to wear official school uniforms. Uniforms shall be the same for all schools, as follows:

- Uniform shirts will be white, hunter green or navy blue polo/golf style shirts (short or long sleeves with a collar) or shirts that button down the front with a collar. No emblem, logo, decoration, or decorative trim is allowed. High school and middle school administrators have the option to choose a uniform shirt in one of the school's colors.
- White, hunter green or navy blue, turtlenecks with no emblem, logo, decoration, or decorative trim are acceptable. Turtlenecks can be worn separately or under uniform shirt.
- T-shirts (solid white, hunter green, or navy blue) will be allowed under the uniform shirt.
- Spirit shirt/club shirt may be worn on day/s determined by the school administrator.
- Administrators may option to have students wear the official school logo on the school's designated shirt.
- Shirts must be tucked in at all times.
- Khaki (shades may vary) or navy blue pants, skirts, shorts, skorts, or jumpers must be uniform style and color (no blue jeans, no corduroy or wind-suit materials, no sweat pants, no stretch pants or leggings, no spandex, no baggy pants, no bell-bottoms, no carpenter or cargo styles, no

hip-huggers, no side-knee pockets). Emblems, logos, or decorations are not allowed.

- Shorts and skorts must measure (front and back) no shorter than three inches above the knee and no longer than mid-knee. Skirts and jumpers must measure no shorter than three inches above the knee.
- Belts should be black, brown, navy blue, hunter green, or khaki with no emblem, logo or decoration and must be worn with slacks and shorts that are designed to have belt loops. Belts must be visible and worn around the waist. Belts are optional for pre-k, kindergarten, and first grade students.
- Socks (or stockings for girls) are required and should be hunter green, navy blue, khaki, black, or white with no emblem, logo or decoration and must cover ankle and be visible. Middle and high school students are not required to wear socks or stockings with sandals.
- Appropriate shoes must be worn and not include thongs. Sandals are not allowed in elementary grades.
- Acceptable outerwear for classroom is limited to include sweater, sweater vest, sweatshirt, and light jacket. During class time, jackets are to remain open, not zipped or buttoned. Colors for classroom outerwear include khaki, navy blue, hunter green and white. No emblem, logo, or decoration is allowed on classroom outerwear. The uniform shirt must be worn under outerwear.
- Heavy coats and jackets worn to and from school and/or outdoors are not restricted, but recommended to colors of navy blue, white, khaki and hunter green.
- No headwear shall be worn on campus with the exception of knit caps in extremely cold weather.

Other Dress Code Regulations:

- Prohibited items include bandannas, hair rollers, extremes in hair styles, psychedelic hair colors, lines, letters, or designs shaved in the head.
- Sunglasses, nose rings, visible body piercing, and excessive or inappropriate jewelry are prohibited.
- Prohibited items include excessive and inappropriate makeup, painted faces, inappropriate tattoos, and stick-on tattoos.

- Clothing worn is not to be suggestive or indecent.
- Clothing, jewelry, and general appearance are not to be of the type that would cause a disturbance or distract or interfere with the instructional programs.
- Clothing, jewelry, and general appearance are to be such as not to constitute a health or safety hazard.

Principals may declare spirit or club days and allow students to wear school spirit shirts, or dress up days (i.e., when school pictures are scheduled) or allow students to wear other uniforms such as Boy Scouts, Girl Scouts, cheerleaders, band, chorus, etc. Other questions about uniforms should be referred first to the school authorities, then to the central office staff.

### DRESS CODE VIOLATIONS

All Pre-K B 12 schools in Calcasieu Parish shall strive to achieve full compliance of the *Dress Code Policy* and should resort to disciplinary measures only when positive measures fail. Students who violate the dress code shall be disciplined in accordance with the *Student Code of Conduct*.

A student enrolled in grades prekindergarten through five shall not be suspended or expelled from school or suspended from riding on any school bus for a uniform violation that is not tied to willful disregard of school policies.

### EXEMPTIONS

Parent(s) or guardian(s) may request an exemption from the *School Uniform Policy* by submitting a written request to the school principal. Exemptions may be granted for religious reasons, medical reasons, or other justifiable reasons.

Revised: June, 1999  
 Revised: May, 2000  
 Revised: September, 2000  
 Revised: September, 2001  
 Revised: July, 2002  
 Revised: December, 2008

Revised: August, 2010  
 Revised: December 8, 2015  
 Revised: June 14, 2016  
 Revised: July, 2018

Ref: Scott v. Board of Education, 304 N.Y.S. 2d 601 (1969); Karr v Schmidt, 460 F 2d 609 (1972); La. Rev. Stat. Ann. ' §14:95.9, 17:81, 17:416.7; Board Minutes, 5-4-99, 6-1-99, 2-1-00, 5-7-02, 6-4-02, 4-21-09, 10-5-10, 12-8-15, 6-14-16.

## BEHAVIORAL HEALTH SERVICES FOR STUDENTS

In addition to services provided to students by or on behalf of the Calcasieu Parish School Board ("School Board"), the School Board permits parentally-selected licensed and qualified behavioral health services providers ("Provider") to furnish behavioral health services to students during school hours, at school, in accordance with the requirements and under the conditions listed hereafter.

### PARENTAL PERMISSION

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

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

The Parent must submit to the School Board, with the completed Request, a behavioral health evaluation performed within twelve (12) months of submission by an Evaluator (as defined in La. R.S. 17:173) chosen by the Parent. The evaluation must include the following:

1. A description of the Services needed by the student at school during school hours;
2. Verification that the Services are necessary to assist the student with behavioral health impairments;



3. Explanation of the reason(s) it is necessary that the Services be provided at school during school hours;
4. That the Evaluator has determined that the student's behavioral health impairments which require Services during school hours at school are interfering with the student's ability to thrive in the educational setting;
5. Diagnosis regarding the student;
6. Type of intervention needed;
7. Length and duration of intervention needed;
8. Identification of the student's goals; and
9. Identification of the student's behavior which requires Services at school during school hours, and the impact of the student's behavior on the student's educational program.

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

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

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

#### PROVIDER SELECTION AND COST OF BEHAVIORAL HEALTH SERVICES

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

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

### BEHAVIORAL HEALTH SERVICES PROVIDER REQUIREMENTS

The School Board may deny a Request for Services which does not comply with this Policy, other School board Policies and procedures, or state regulations or laws.

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

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

The Provider must submit to the School Board satisfactory verification of his/her license, certificate of good standing, the results of a complete criminal background check performed within the immediately preceding twelve (12) months, evidence of general and professional liability insurance coverage in an amount of not less than \$1,000,000.00 per occurrence, and \$1,000,000.00 per aggregate; evidence of worker's compensation insurance with statutory coverage; and evidence that the School Board and its employees have been named as additional insureds under the Provider's general liability policy.

Students must be seen on an individual basis. Services may not be provided to multiple students at the same time, in group sessions, or in the students' classroom settings when instruction by School Board personnel is taking place.

Services are not to be provided during instructional time in English, Reading, Mathematics, or Science, unless the School Board Superintendent or his designee and the Provider agree to do so because of the existence of exceptional circumstances.

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

Behavioral health services Providers must, during the time they are on School Board premises, publically display a current Calcasieu Parish School Board issued picture

identification tag which contains the year, permit number, agency name, and staff member name.

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

It is the School Board's responsibility to provide for the education of students subject to its jurisdiction. In order to minimize the educational impact of removing students from their regularly scheduled educational day, the principal of each school has responsibility for determining the schedule and location of Services of the Provider on school premises.

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

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

The authority of a student's Individualized Education Program Team or Section 504 Committee to determine appropriate services for a student pursuant to applicable federal and state law shall not be superseded by any provisions of this policy.

## DEFINITIONS

*Behavioral health provider* shall mean a provider who is licensed by the Louisiana Department of Health or a health profession licensing board and is in good standing to provide behavioral health services in Louisiana including but not limited to a psychiatrist, psychologist, medical psychologist, licensed specialist in school psychology, marriage and family therapist, professional counselor, clinical social worker, or a behavioral health provider organization licensed to provide behavioral health services in Louisiana.

*Behavioral health services* shall include but not be limited to individual psychotherapy, family psychotherapy, psychotropic medication management, community psychiatric support and treatment, and crisis intervention.

*Evaluator* shall mean a licensed psychiatrist, psychologist, medical psychologist, licensed specialist in school psychology, professional counselor, marriage and family therapist, or clinical social worker who is certified by the respective board of examiners

in Louisiana to provide necessary evaluations and who is not an employee of the School Board or the Louisiana Department of Education.

New policy: August, 2018

Ref: 20 USC Section 1232 (g-i) (*Family Educational Rights and Privacy Act*); La. Rev. Stat. Ann. §§ 17:7, 17:73.

**SCHOOL AND STUDENT SAFETY**

The Calcasieu Parish School Board is committed to providing a safe environment for the students and employees of its schools. The School Board shall take immediate action to address any potential threats of violence or terrorism to students and employees as required by the *Louisiana School and Student Safety Act* (La. Rev. Stat. Ann. §§17:409-17:409.5).

The School Board shall develop, in consultation with local law enforcement agencies, age appropriate information regarding internet and cell phone safety and online content that is a potential threat to school safety. The information shall include how to recognize and report potential threats to school safety posted on the internet, including but not limited to social media posts. This information shall be distributed or explained to school personnel and students at the beginning of each school year, and posted on an easily accessible page of each school's website, as well as the website of the School Board. Such information shall include instruction on how to detect potential threats to school safety, visual examples of possible threats, and the process for reporting such threats.

**DEFINITIONS**

The term *school* is as defined by La. Rev. Stat. Ann. §17:236 as an institution for the teaching of children, consisting of an adequate physical plant, whether owned or leased, instructional staff members, and students, and which operates a minimum session of not less than one hundred eighty (180) days.

The term *threat of violence* means communication, whether oral, visual, or written, including but not limited to electronic mail, letters, notes, social media posts, text messages, blogs, or posts on any social networking website, of any intent to kill, maim, or cause great bodily harm to a student, teacher, principal, or school employee on school property or at any school function.

The term *threat of terrorism* means communication, whether oral, visual, or written, including but not limited to electronic mail, letters, notes, social media posts, text messages, blogs, or posts on any social networking website, of any crime of violence that would reasonably cause any student, teacher, principal, or school employee to be in sustained fear for his safety, cause the evacuation of a building, or cause other serious disruption to the operation of a school.

**MANDATORY REPORTING**

Any administrator, teacher, counselor, bus operator, or other school employee, whether full-time or part-time, who learns of a threat of violence or threat of terrorism, whether through oral communication, written communication, or electronic communication, shall:

1. Immediately report the threat to a local law enforcement agency if there is a reasonable belief that the threat is credible and imminent.
2. Immediately report the threat to school administrators for further investigation, in compliance with this policy, if the threat does not meet the standard of reasonable belief provided for above.

No person shall have a cause of action against any person for any action taken or statement made in adherence with the requirement for reporting as provided herein. However, the immunity from liability provided in this policy shall not apply to any action or statement if the action or statement was maliciously, willfully, and deliberately intended to cause harm to, harass, or otherwise deceive law enforcement or school officials.

### Reporting Procedures

The Superintendent shall be authorized to develop and maintain administrative procedures for reporting potential threats to school safety. The reporting procedures, at a minimum, shall include:

1. A standardized form to be used by students and school personnel to report potential threats which requests, at a minimum, the following information:
  - A. Name of school, person, or group being threatened.
  - B. Name of student, individual, or group threatening violence.
  - C. Date and time the threat was made.
  - D. Method by which the threat was made, including the social media outlet or website where the threat was posted, a screenshot or recording of the threat, if available, and any printed evidence of the threat.
2. A process for allowing school personnel to assist students in completing the standardized form.
3. A process for allowing reporting by an automated voice system.
4. A process for allowing anonymous reporting and for safeguarding the identity of a person who reports a threat.
5. For every threat reported, a school administrator shall record, on the form provided, the action taken by the school.

If information reported to a school is deemed a potential threat to school safety, the school shall present the form and evidence to local law enforcement agencies. If the information

poses an immediate threat, school administrators shall follow procedures provided in the school's *Crisis Management and Response Plan*.

**THREAT ASSESSMENT**

When any potential threat of violence or terrorism has been reported to a school administrator, an investigation shall be made according to administrative procedures which shall include, at a minimum:

1. Conducting an interview with the person reporting a threat, the person allegedly making a threat, and all witnesses, and;
2. Securing any evidence, including but not limited to statements, writings, recordings, electronic messages, and photographs.

If the investigation results in evidence or information that raises a concern that a threat is credible and imminent, the threat shall be immediately reported to a local law enforcement agency for further investigation.

**MANDATORY EVALUATION**

If the person who is reported to a local law enforcement agency is a student, the student shall not be permitted to return to school until undergoing a formal mental health evaluation.

If the person who is reported to a local law enforcement agency is not a student, he or she shall not be permitted to be within five hundred feet (500') of any school until he or she has undergone a formal medical or mental health evaluation and has been deemed by a health care professional not to be dangerous to himself/herself or others.

New policy: August, 2018

Ref: La. Rev. Stat. Ann. §§17:236, 17:409, 17:409.1, 17:409.2, 17:409.3, 17:409.4, 17:409.5.

## EMERGENCY/CRISIS MANAGEMENT

### CRISIS MANAGEMENT AND RESPONSE

Unanticipated tragic events can quickly escalate into a school-wide catastrophe if not dealt with immediately and effectively. School personnel shall plan in advance for the welfare, safety, and care of students and staff members. Every school shall be required to have a *Crisis Management and Response Plan*. A *Crisis Management and Response Plan* means a plan to address school safety and the incidence of a shooting or other violence at schools, on school buses, and at school-related activities; to respond effectively to such incidents; and to ensure that every student, teacher, and school employee has access to a safe, secure, and orderly school that is conducive to learning. Such plans shall also address the management of any other emergency situation.

The *Crisis Management and Response Plan* shall be prepared by each public school principal jointly with local law enforcement, fire, public safety, and emergency preparedness officials. In preparing the plan, the principal and such officials shall consider and include, if appropriate, input from students enrolled in the school and their parents, teachers at the school, other school employees, and community leaders. The plan, which shall focus on preventing the loss of life and the injury of students and teachers and other school employees, shall detail the roles and responsibilities of each school employee and the relevant coordination agreements, services, and security measures of a school [and provide for parental notification](#) in the event of a shooting or other violent incident or emergency situation. The plan may also provide for the counseling of students by mental health professionals, encouraging peer helper programs, and identifying students who may have experienced rejection or other traumatic life events.

Each principal, jointly with local law enforcement, fire, public safety, school resource officers, and emergency preparedness officials, shall review the plan at least once annually and shall revise the plan as necessary. In reviewing and revising the plan, the principal and such officials shall consider and include input, if appropriate, from students enrolled in the school and their parents, teachers at the school, other school employees, and community leaders. Each principal shall submit such plan in writing to the Superintendent for approval at least once annually, including upon each revision, [and shall notify all teachers and other school employees of the contents of the plan and any revisions made to it.](#)

~~The Superintendent shall make an annual report to the School Board on the status of the plan of each school under the School Board's jurisdiction. (moved below)~~

Within the first thirty (30) days of each school year, each principal shall conduct a safety drill to rehearse the components of the *Crisis Management and Response Plan*. Not later than seven (7) days after the drill, the principal shall submit a written report summarizing



the details of the drill to the Superintendent.

~~Each principal shall notify all teachers and other school employees regarding any revisions made to the plan.~~

The Superintendent shall make an annual report to the School Board on the status of the plan of each school under the School Board's jurisdiction. (moved from above)

### OTHER EMERGENCY DRILLS

The Calcasieu Parish School Board shall require ~~special drill activities~~ procedures be planned by the principal and faculty of each school to assure orderly movement and evacuation of students to the safest area in the event of fire, weather, or other disasters. Practice drills shall be used to ensure the effectiveness of the procedures.

~~Practice emergency drills, such as fire and disaster drills, shall be conducted monthly in each school, with at least two (2) practice emergency drills conducted the first two (2) weeks of school, and eight (8) additional emergency drills during the year, for a total of ten (10) emergency drills during the school year. Each school of the school district shall hold one (1) disaster drill, and one (1) bus emergency evacuation drill during the first six (6) weeks of each school semester.~~

Every separate administration building shall conduct ~~at least two (2) emergency~~ practice drills as well ~~each fiscal year.~~

Revised: September, 1997

Revised: October 8, 2013

Revised: August, 2018

Ref: La. Rev. Stat. Ann. ' §17:416.16, 40:1578.6; *Louisiana Handbook for School Administrators*, Bulletin 741, *Louisiana School Transportation Specifications and Procedures*, Bulletin 119, Louisiana Department of Education; *Life Safety Code*, National Fire Protection Association; Board minutes, 9-8-97, 10-8-13.

## EMERGENCY/CRISIS MANAGEMENT

### CRISIS MANAGEMENT AND RESPONSE

Unanticipated tragic events can quickly escalate into a school-wide catastrophe if not dealt with immediately and effectively. School personnel shall plan in advance for the welfare, safety, and care of students and staff members. Every school shall be required to have a *Crisis Management and Response Plan*. A *Crisis Management and Response Plan* means a plan to address school safety and the incidence of a shooting or other violence at schools, on school buses, and at school-related activities; to respond effectively to such incidents; and to ensure that every student, teacher, and school employee has access to a safe, secure, and orderly school that is conducive to learning. Such plans shall also address the management of any other emergency situation.

The *Crisis Management and Response Plan* shall be prepared by each public school principal jointly with local law enforcement, fire, public safety, and emergency preparedness officials. In preparing the plan, the principal and such officials shall consider and include, if appropriate, input from students enrolled in the school and their parents, teachers at the school, other school employees, and community leaders. The plan, which shall focus on preventing the loss of life and the injury of students and teachers and other school employees, shall detail the roles and responsibilities of each school employee and the relevant coordination agreements, services, and security measures of a school and provide for parental notification in the event of a shooting or other violent incident or emergency situation. The plan may also provide for the counseling of students by mental health professionals, encouraging peer helper programs, and identifying students who may have experienced rejection or other traumatic life events.

Each principal, jointly with local law enforcement, fire, public safety, school resource officers, and emergency preparedness officials, shall review the plan at least once annually and shall revise the plan as necessary. In reviewing and revising the plan, the principal and such officials shall consider and include input, if appropriate, from students enrolled in the school and their parents, teachers at the school, other school employees, and community leaders. Each principal shall submit such plan in writing to the Superintendent for approval at least once annually, including upon each revision, and shall notify all teachers and other school employees of the contents of the plan and any revisions made to it.

Within the first thirty (30) days of each school year, each principal shall conduct a safety drill to rehearse the components of the *Crisis Management and Response Plan*. Not later than seven (7) days after the drill, the principal shall submit a written report summarizing the details of the drill to the Superintendent.

The Superintendent shall make an annual report to the School Board on the status of the

plan of each school under the School Board's jurisdiction.

#### OTHER EMERGENCY DRILLS

The Calcasieu Parish School Board shall require procedures be planned by the principal and faculty of each school to assure orderly movement and evacuation of students to the safest area in the event of fire, weather, or other disasters. Practice drills shall be used to ensure the effectiveness of the procedures.

Every separate administration building shall conduct practice drills as well.

Revised: September, 1997

Revised: October 8, 2013

Revised: August, 2018

Ref: La. Rev. Stat. Ann. '§17:416.16, 40:1578.6; Louisiana Handbook for School Administrators, Bulletin 741, Louisiana School Transportation Specifications and Procedures, Bulletin 119, Louisiana Department of Education; Life Safety Code, National Fire Protection Association; Board minutes, 9-8-97, 10-8-13.

**Warehouse Department  
Presentation**

**8-28-2018**

**A & P Committee Meeting**

## WAREHOUSE PRESENTATION

### WHAT DO WE DO?

- RECEIVE P.O.S FOR THE ENTIRE SYSTEM
  - PROCESS THESE P.O.S TO MAKE SURE EVERYTHING IS ACCOUNTED FOR
  - DELIVER THESE P.O.S TO THEIR DESTINATION
  - TROUBLE SHOOT ALL PROBLEMS WITH THESE P.O.S SUCH AS SHORTAGES, OVERAGES, DAMAGED PRODUCTS, RETURNS, DOUBLE BILLING, ETC
  - NO ITEMS LOST, STOLEN. 1 ITEM DAMAGED BY US IN LAST FIVE YEARS
- RECEIVE ALL FOOD ORDERED BY THE FOOD SERVICE DEPARTMENT
  - STORE FROZEN/REFRIGERATED ITEMS IN FREEZER/COOLER
  - STORE DRY GOODS IN DRY GOODS AREA PLUS THE COMPLETE EAST SIDE OF THE WAREHOUSE
  - FILL DELIVERY TICKETS AS ISSUED BY THE FOOD SERVICE DEPARTMENT
    - ACCOUNT FOR ALL ITEMS ON THESE DELIVERY TICKETS
    - DELIVER APPROXIMATELY 11 SCHOOLS PER DAY IN THREE TRUCK
- RECEIVE ALL JANITORIAL PRODUCTS THAT ARE USED IN THE SCHOOLS
  - PRODUCTS ARE STORED IN THE WAREHOUSE
    - ISSUED OUT TO THE SCHOOLS/DEPARTMENTS AS THEY REQUEST IT.
    - ACCOUNT FOR ALL ITEMS ISSUED TO THE SCHOOLS
- RECEIVE AND DISTRIBUTE ALL COPY PAPER USED IN THE SCHOOLS
  - RECEIVE AT LEAST 15 TRUCK LOADS(18 WHEELERS) OF COPY PAPER EACH YEAR
    - RECEIVED 7 TRUCK LOADS IN THE SUMMER AND THEN DELIVER THIS PAPER OUT TO THE SCHOOLS/DEPARTMENT
      - HAVE VERY LITTLE STOCK DURING HURRICANE SEASON
    - RECEIVED THE OTHER 7 TRUCK LOADS DURING THE HOLIDAY SEASON AND DELIVER IT TO THE SCHOOLS/DEPARTMENTS AT THAT TIME
- RECEIVED PARTS FOR THE BUS GARAGE AND MAINTENANCE INTO OUR PARTS DEPARTMENT
  - ISSUE THESE PARTS OUT AS NEEDED BY THE RESPECTIVE DEPARTMENT
- ORDER, RECEIVE, AND DISTRIBUTE ALL TEXTBOOKS, WORKBOOKS, AND TEACHER RESOURCE MATERIAL THAT IS USED IN OUR SCHOOLS.
  - BUDGET NORMALLY AROUND 1.8 MILLION
  - ONE YEAR IT WAS AS HIGH AT 7 MILLION
  - ALL BOOKS RECEIVED ARE ACCOUNTED FOR
  - ALL BOOKS ARE THEN DELIVERED TO THEIR RESPECTIVE DESTINATION IN AN ACCOUNTABLE MANNER.
- TAKE CARE OF ALL FIXED ASSETS IN OUR SYSTEM.
  - FIXED ASSETS COORDINATOR AND ASSISTANT ARE HOUSED IN THE WAREHOUSE
    - THEY RECEIVE, TAG, AND THEN MAKE DISTRIBUTION LISTS FOR ALL FIXED ASSETS THAT ARRIVE AT THE WAREHOUSE

- THEY HOLD TRAINING FOR ALL FIXED ASSETS COORDINATORS AT THE SCHOOL/DEPARTMENT LEVEL TO TRAIN THEM HOW TO KEEP UP WITH THEIR FIXED ASSETS
  - FIXED ASSETS REPORTS ARE ISSUED TO THE SCHOOLS EACH FALL. EACH SCHOOL IS RESPONSIBLE FOR RETURNING THIS FIXED ASSETS REPORT, UPDATED WITH ALL CHANGES LISTED ON THIS REPORT
- COMPILE THE LIST OF ALL ITEMS THAT ARE TO BE PLACED IN THE ANNUAL AUCTION EACH YEAR
  - THESE ITEMS ARE THEN COLLECTED BY THE WAREHOUSE AND FOOD SERVICE DELIVERY PERSONNEL AND TRANSPORTED TO THE AUCTION SITE, NORMALLY BURTON COLISEUM.
  - THIS IS A HUGE UNDERTAKING THAT OUR DELIVERY MEN PULL OFF EACH YEAR
- MAKE TRANSFERS OF MATERIAL AND SMALL FURNITURE MOVES FROM ONE LOCATION TO ANOTHER THROUGHOUT THE SCHOOL YEAR
  - WE MOVE MANY DESKS FROM ONE SCHOOL TO ANOTHER AS REQUESTED BY THE SCHOOLS
- TAKE CARE OF THE GROUNDS AT 3310 BROAD ST.
  - CUT THE GRASS, WEEDEAT, ROUND UP CERTAIN AREAS, TAKE CARE OF THE FRONT FLOWER BEDS
- MAINTAIN A FLEET OF 13 DELIVERY VEHICLES THAT ARE USED TO MAKE ALL OF THESE DELIVERIES
- DELIVER YOUR BOARD PACKETS TO YOUR DESIRED LOCATION AS NEEDED
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