



TO: Members, Calcasieu Parish School Board

FROM: Robert Barrentine, Chief Operations Officer
Human Resources/Auxiliary Services

DATE: August 21, 2019

SUBJECT: Administrative and Personnel Committee Meeting

Mr. Eric Tarver, Chairman, has called an Administrative and Personnel Committee Meeting for **Tuesday, August 27, 2019 immediately to follow the C&I Committee** Meeting in the Board Room at 3310 Broad Street, Lake Charles, Louisiana.

AGENDA

1. Special Education Advisory Council - ID DFA
2. Service Animals - ID DFB
3. Behavioral Health Services for Students - JGCF
4. Immunizations - JGCB
5. Zero Tolerance Checklist – JD-R-AP
6. Student Possession or Use of an Electronic Smoking Device -JCDA A-AP

Administration and Personnel Committee Members:

Eric Tarver, Chair	Fred Hardy, Vice Chair
Russell Castille	Bliss Bujard
Desmond Wallace	Mack Dellafosse
John Duhon	Alvin Smith
Annette Ballard	Dean Roberts
Aaron Natali	

Other Board Members:

Billy Breaux
Glenda Gay
Damon Hardesty
Ron Hayes

Agenda Item #1

Special Education Advisory Council - ID DFA

This new policy addresses provisions of Act 274 which mandates that no later than January 1, 2020, the Superintendent shall create a Special Education Advisory Council to provide advice and feedback regarding special education policies, procedures, resources, and engage in outreach activities to the community. The Act specifies that:

1. Fifty percent of the council shall be parents or legal guardians of students with an exceptionality, other than gifted and talented, who are enrolled in a school of the public school governing authority.
2. Twenty - five percent of the membership shall be teachers, principals, or para-professionals.
3. Twenty - five percent of the membership shall be other special education stakeholders.

This necessitates a minimum of four members. A larger council would need to be a multiple of four to maintain the appropriate percentages. There are not any specific term limits, but parents serving on the council would only be able to serve if they have a child with an exceptionality enrolled in the school system. The Special Education Advisory Council meetings are to be held at least three times per year and a required written report from the Council is to be submitted to the Superintendent in May of each year. As a subdivision of the School Board that provides an advisory function, the Special Education Advisory Council is subject to the same policies and requirements of the open meetings law as the School Board and its committees. All meetings shall be open to the public, except as allowed by law, and minutes shall be kept of the proceedings. The superintendent shall determine any specific procedures needed for implementation of the Act.

SPECIAL EDUCATION ADVISORY COUNCIL

The Superintendent, prior to January 1, 2020, shall create a Special Education Advisory Council, which shall provide advice and recommendations regarding special education policies, procedures, and resources. The council shall also engage in outreach activities to the community at large to increase the level of knowledge, support, and collaboration with respect to special education.

The number of council members and composition of the council shall be determined by the Superintendent. The Superintendent shall appoint the council members in accordance with the following statutory requirements:

1. Fifty percent (50%) of the membership shall be parents or legal guardians of students with an exceptionality, other than gifted and talented, who are enrolled in a school under the jurisdiction of the public school governing authority.
2. Twenty-five percent (25%) of the membership shall be teachers, principals, or paraprofessionals.
3. Twenty-five percent (25%) of the membership shall be other special education stakeholders.

In selecting council members, an effort shall be made to include parents of students in elementary, middle, and high school grades.

The Superintendent shall designate the chairperson of the council. The chairperson shall be responsible for calling the council's meetings, preside over the meetings, and establish the agendas for the meetings, all in consultation with the Superintendent.

The Special Education Advisory Council shall meet at least three (3) times during a school year. All meetings of the Special Education Advisory Council shall be subject to the same policies and statutory provisions as regular, special, and committee meetings of the School Board. All meetings shall be open to the public, except in those instances allowed as provided by state law. A majority of the committee membership shall constitute a quorum for holding a meeting and making recommendations. Minutes shall be taken of the proceedings of all Special Education Advisory Council meetings. A written report shall be prepared by the Special Education Advisory Council and submitted to the Superintendent in May of each year regarding its activities.

No liability or cause of action against the public school district, public charter school or other public school, or any officer or employee thereof for any action taken by members of the Special Education Advisory Council.

New policy: July, 2019

Ref: La. Rev. Stat. Ann. §§17:81, 17:1944.1, 42:12, 42:13, 42:14, 42:15, 42:16, 42:17, 42:19, 42:20 42:24, 42:25.

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Agenda Item #2

Service Animals Policy - IDDFB

This policy has no change other than it will now be coded IDDFB to follow the new policy Special Education Advisory Council which will be coded ID DFA in the policy manual.

SERVICE ANIMALS IN SCHOOLS

The Calcasieu Parish School Board prohibits discrimination against individuals with disabilities, including those who are assisted by a service animal as result of a disability. The School Board shall comply with the requirements of Title II of the Americans with Disabilities Amendments Act of 2008 (ADAAA) and its implementing regulations, as well as other applicable federal and state laws and regulations governing the use of service animals by students and staff with disabilities in its services, programs, and activities. Under this policy, service animals are permitted in buildings, classrooms, recreational facilities, programs, and activities of the School Board where the public is normally allowed access, subject to the following:

GENERAL PROVISIONS

1. A service animal is defined as any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for purposes of this policy. The work or task a service animal has been trained to provide must be directly related to the individual's disability and must be required because of the individual's disability. The crime deterrent effects of an animal's presence and the provision of emotional support, comfort, well-being, or companionship do not constitute work or tasks for the purposes of this policy. Service animals are working animals, not pets.
2. Prior knowledge and authorization of the Superintendent is required before a service animal can be brought onto school district property. The School Board reserves the right to inquire about whether a service animal is required because of disability when it is not obvious what service the animal provides. The School Board further reserves the right to inquire about the specific tasks a service animal performs for the individual with a disability.
3. Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents the use of such devices. In such cases where a harness or other control device cannot be used, the individual with a disability shall be required to maintain control of the animal through voice, signal, or other effective means. The service animal must be accompanied at all times by the individual with a disability for whom it is performing specific work or tasks.
4. The School Board may ask an individual with a disability to remove a service animal from its premises if: (1) the animal is out of control and the handler does not take effective action to control it; (2) the animal is not housebroken; or (3) the animal poses a direct threat to the safety of anyone. If any service animal is excluded from School Board programs, services or activities, the School Board

shall offer the individual with a disability the opportunity to participate in such programs, services, or activities without the animal's presence.

The service animal shall be able to perform its work or tasks in public, under the full control of its handler (including full control of the animal in the presence of large numbers of school children, as may be applicable).

5. Service animals shall not solicit attention, display aggression, solicit or steal food or other items from students or staff, and shall not disrupt the normal course of business at school or any School Board facilities, programs, and activities.
6. Service animals shall be clean and well groomed so as to minimize offensive odors, shedding and dander and shall be free of fleas and ticks. Because schools serve large numbers of children in classrooms and other confined spaces and, to protect the safety of such students and their service providers, the School Board requires owners/users of a service animal to provide annual proof that the service animal is properly immunized and in good health.
7. Under appropriate circumstances and where reasonable, the School Board shall make modifications to its practices and procedures to permit the use of a miniature horse by an individual with a disability. In such cases, the School Board shall determine whether miniature horses can be accommodated in its facilities by examining the following factors: (1) whether the miniature horse is housebroken; (2) whether the miniature horse is under the owner's control; (3) whether the facility can accommodate the miniature horse's type, size, and weight; and (4) whether the miniature horse's presence will compromise legitimate safety requirements necessary for safe operation of the facility. Miniature service horses must be individually trained to do work or perform tasks for the benefit of the individual with a disability.
8. The School Board shall not be responsible for the care, feeding, or supervision of a service animal, including walking the animal, responding to the animal's need to relieve itself, or waste removal.
9. A service animal is considered the personal property of its owner/individual with a disability and, as such, the owner/individual with a disability shall assume liability for any and all harm, damage, or injury caused by the service animal to other students, staff, visitors, and/or property.

Requests for Use of a Service Animal

1. All requests for an individual with a disability to be accompanied by a service animal for the purpose of participating in School Board programs, services, and activities must be submitted in writing to the Superintendent, or his/her designee, at least ten (10) school days before bringing an animal onto School Board

premises or participating in School Board programs, services, or activities.

2. All requests for use of a service animal shall be made on a form created by the Superintendent. The form and administrative procedures to accommodate the use of service animals in School Board facilities, programs, services, and activities shall be available upon request from the School Board's designated Section 504/ADA Coordinator. Assistance shall be made available to individuals who, because of disability, are unable to submit such request in writing.

The School Board reserves the right to request current, documented confirmation of service animal immunizations and health status in order to reasonably and responsibly protect the health and safety of children, employees, and others with whom the service animal may come into contact.

3. Any individual whose request to use a service animal is denied by the School Board for good cause shall have the right to request reconsideration of such decision. All reconsideration requests must be presented to the Superintendent in writing within five (5) business days of any such denial.
4. Individuals who are not employees or students of the School Board, but who are visiting a School Board facility or event and require a service animal accommodation for their disability, should contact the Section 504/ADA Coordinator for the School Board at (337) 217-4160 Extension 1602.

Nothing in this policy is intended to deny or limit any right of a student, employee, or visitor of the School Board under any other federal or state law or regulation.

New policy: September 9, 2014
Recoded from IDDFA: July, 2019

Ref: 42 USC 1201 et seq. (Americans with Disabilities Act of 1990); 28 CFR, Part 35 (Nondiscrimination on the Basis of Disability in State and Local Government Services); Board minutes, 9-9-14.

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2. Prior knowledge and authorization of the Superintendent is required before a service animal can be brought onto school district property. The School Board reserves the right to inquire about whether a service animal is required because of disability when it is not obvious what service the animal provides. The School Board further reserves the right to inquire about the specific tasks a service animal performs for the individual with a disability.
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4. The School Board may ask an individual with a disability to remove a service animal from its premises if: (1) the animal is out of control and the handler does not take effective action to control it; (2) the animal is not housebroken; or (3) the animal poses a direct threat to the safety of anyone. If any service animal is excluded from School Board programs, services or activities, the School Board

shall offer the individual with a disability the opportunity to participate in such programs, services, or activities without the animal's presence.

The service animal shall be able to perform its work or tasks in public, under the full control of its handler (including full control of the animal in the presence of large numbers of school children, as may be applicable).

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9. A service animal is considered the personal property of its owner/individual with a disability and, as such, the owner/individual with a disability shall assume liability for any and all harm, damage, or injury caused by the service animal to other students, staff, visitors, and/or property.

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2. All requests for use of a service animal shall be made on a form created by the Superintendent. The form and administrative procedures to accommodate the use of service animals in School Board facilities, programs, services, and activities shall be available upon request from the School Board's designated Section 504/ADA Coordinator. Assistance shall be made available to individuals who, because of disability, are unable to submit such request in writing.

The School Board reserves the right to request current, documented confirmation of service animal immunizations and health status in order to reasonably and responsibly protect the health and safety of children, employees, and others with whom the service animal may come into contact.

3. Any individual whose request to use a service animal is denied by the School Board for good cause shall have the right to request reconsideration of such decision. All reconsideration requests must be presented to the Superintendent in writing within five (5) business days of any such denial.
4. Individuals who are not employees or students of the School Board, but who are visiting a School Board facility or event and require a service animal accommodation for their disability, should contact the Section 504/ADA Coordinator for the School Board at (337) 217-4160 Extension 1602.

Nothing in this policy is intended to deny or limit any right of a student, employee, or visitor of the School Board under any other federal or state law or regulation.

New policy: September 9, 2014
Recoded from ID DFA: July, 2019

Ref: 42 USC 1201 et seq. (Americans with Disabilities Act of 1990); 28 CFR, Part 35 (Nondiscrimination on the Basis of Disability in State and Local Government Services); Board minutes, 9-9-14.

Agenda Item #3

Behavioral Health Services for Students - JGCF

In 2018, legislation was enacted which created parameters allowing behavioral health providers access to students at school during school hours. Act 117 of 2019 made some slight changes to the existing definitions and included new definitions for applied behavior analysis provider and applied behavior analysis services.

1. **Applied behavior analysis provider** shall mean a provider who is licensed, certified, or registered by the Louisiana Behavior Analyst Board and is in good standing to provide applied behavior analysis services.
2. **Applied behavior analysis services** shall include the design, implementation, and evaluation of systematic instructional and environmental modifications by an applied behavior analysis provider to produce socially significant improvements in behavior as described in the Behavior Analyst Practice Act.

Act 117 also added language that the provisions shall not be understood to replace the provisions of the Behavioral Health Services Provider Licensing Law or regulations pursuant to that law, the provisions of the Behavior Analyst Practice Act, and the student's Individualized Education Program team or Section 504 committee.

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. Rev. Stat. Ann. §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

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 picture identification in a form approved by the Superintendent or his designee.

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 facility use and of removing students from their regularly scheduled educational day, the principal of each school subject to approval of the Superintendent or his designee 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 or his designee 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. He shall also have the right to approve or disapprove the principal's determination of frequency, duration, schedule and location of Services based upon School Board needs and upon time and space limitations related to facility capacity and student educational needs.

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

Applied behavior analysis provider shall mean a provider who is licensed, certified, or registered by the Louisiana Behavior Analyst Board and is in good standing to provide applied behavior analysis services.

Applied behavior analysis services shall include the design, implementation, and evaluation of systematic instructional and environmental modifications by an applied behavior analysis provider to produce socially significant improvements in behavior as described in the Behavior Analyst Practice Act.

Behavioral health evaluation shall include but not be limited to the following criteria:

- Diagnosis.
- Type of intervention.
- Length of intervention.
- Identification of a student's goals.
- Identification of impact of student behavior on a student's educational program.
- Recommendations for applied behavior analysis services.

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

Behavioral health services shall include but not be limited to individual psychotherapy, family psychotherapy, psychotropic medication management, community psychiatric support and treatment, ~~and~~ crisis intervention, and medically necessary applied behavior analysis services.

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

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

No provisions of this policy shall be construed to supersede any of the following:

1. The authority of a student's Individualized Education Program Team or Section 504 Committee to determine appropriate services for a student pursuant to applicable federal and state law ~~shall not be superseded by any provisions of this policy.~~
2. The provisions of the Behavioral Health Services Provider Licensing Law or any regulation promulgated by the Louisiana Department of Health pursuant to that law.
3. The provisions of the *Behavior Analysis Practice Act*.

New policy: September 11, 2018
Revised: July, 2019

Ref: 20 USC 1232(g-i) (*Family Educational Rights and Privacy Act*); La. Rev. Stat. Ann. §§17:7, 17:173; Board minutes, 9-11-18.

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. Rev. Stat. Ann. §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;

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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.

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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.

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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.

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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 facility use and of removing students from their regularly scheduled educational day, the principal of each school subject to approval of the Superintendent or his designee 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 or his designee 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. He shall also have the right to approve or disapprove the principal's determination of frequency, duration, schedule and location of Services based upon School Board needs and upon time and space limitations related to facility capacity and student educational needs.

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

Applied behavior analysis provider shall mean a provider who is licensed, certified, or registered by the Louisiana Behavior Analyst Board and is in good standing to provide applied behavior analysis services.

Applied behavior analysis services shall include the design, implementation, and evaluation of systematic instructional and environmental modifications by an applied behavior analysis provider to produce socially significant improvements in behavior as described in the Behavior Analyst Practice Act.

Behavioral health evaluation shall include but not be limited to the following criteria:

- Diagnosis.
- Type of intervention.
- Length of intervention.
- Identification of a student's goals.
- Identification of impact of student behavior on a student's educational program.
- Recommendations for applied behavior analysis services.

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

Evaluator shall mean a licensed psychiatrist, psychologist, medical psychologist, licensed specialist in school psychology, professional counselor, marriage and family therapist, or clinical social worker who is certified by the respective board of examiners in Louisiana to provide necessary evaluations and who is not an employee of the School Board or the Louisiana Department of Education.

No provisions of this policy shall be construed to supersede any of the following:

1. The authority of a student's Individualized Education Program Team or Section 504 Committee to determine appropriate services for a student pursuant to applicable federal and state.
2. The provisions of the *Behavioral Health Services Provider Licensing Law* or any regulation promulgated by the Louisiana Department of Health pursuant to that law.
3. The provisions of the *Behavior Analysis Practice Act*.

New policy: September 11, 2018

Revised: July, 2019

Ref: 20 USC 1232(g-i) (*Family Educational Rights and Privacy Act*); La. Rev. Stat. Ann. §§17:7, 17:173; Board minutes, 9-11-18.

Agenda Item #4

Immunizations - JGCB

The Immunization policy has been revised to remove the language regarding specific immunizations, and instead the policy now references the schedule approved by the Office of Public Health (OPH) of the Department of Health and Hospitals (DHH) thus eliminating the need to update this policy in the future.

IMMUNIZATIONS

The Calcasieu Parish School Board shall require ~~all children~~ each student entering any school for the first time, and ~~upon entering the sixth grade~~ at any other time as required by the state, to present satisfactory evidence of immunity to or immunization against vaccine-preventable diseases according to state law and a schedule approved by the state Department of Health and Hospitals (DHH), Office of Public Health (OPH), or ~~shall~~ present evidence of an immunization program in progress. ~~In addition, a student who is eleven (11) years old and entering a grade other than the sixth grade shall provide satisfactory evidence of current immunization against meningococcal disease.~~ The School Board may require immunizations or proof of immunity more extensive than required by the Department of Health and Hospitals (DHH), Office of Public Health (OPH). Any student failing to meet the immunization standards shall be prohibited from attending school until such time as the immunization standards are met.

In progress shall mean that the ~~child~~ student has an immunization due after the date school has begun, because the ~~child~~ student began his/her immunization late, or because the ~~child's~~ student's pediatrician has provided written orders for the ~~child~~ student to receive an immunization after a certain date.

TRANSFERRING STUDENTS

A ~~child~~ student transferring from another school system in or out of the state shall submit either a certificate of immunization or a letter from his/her personal physician or a public health clinic indicating immunization against the diseases ~~mentioned above and/or any others which may be required and certificate or statement indicating that the tests required have been performed,~~ in the schedule approved by the Office of Public Health have been performed, or a statement that such immunizations are in progress.

If booster injections for the diseases enumerated on the state schedule are advised, such booster injections shall be administered before the ~~child~~ student enters a school system within the state.

ENFORCEMENT

Principals or their designated representatives, ~~of all schools~~ shall be responsible for checking students' records to see that the provisions of this policy are enforced, and to electronically transmit immunization reports to the OPH through the Louisiana Immunization Network for Kids Statewide, when capable.

EXCEPTIONS

No ~~child~~ student seeking to enter any public school in Calcasieu Parish shall be required to comply with the provisions of this written policy if the ~~child~~ student or his/her parent or

guardian submits either a written statement from a physician stating that this procedure is contraindicated for medical reasons, or a written dissent from the student or his/her parents.

Exception in compliance may also apply to any person who is unable to comply due to a shortage in the supply of available vaccinations ~~against meningococcal disease~~.

EXCLUSION FROM ATTENDANCE

If an outbreak of a vaccine-preventable disease occurs, upon the recommendation of the state Office of Public Health, school administrators may exclude from attendance unimmunized students until the appropriate disease incubation period has expired, or the unimmunized person presents evidence of immunization.

Revised: December, 1984

Revised: December, 1990

Revised: December, 1991

Revised: August, 1998

Revised: December, 2008

Revised: June, 2019

Ref: La. Rev. Stat. Ann. §§17:170, 17:170.1, 17:170.2, 17:170.3, [17:170.4](#); [Health and Safety, Bulletin 135, Louisiana Department of Education](#); Board minutes, 2-19-91, 3-17-92, 8-4-98, 4-21-09.

IMMUNIZATIONS

The Calcasieu Parish School Board School Board shall require each student entering any school for the first time, and at any other time as required by the state, to present satisfactory evidence of immunity to or immunization against vaccine-preventable diseases according to state law and a schedule approved by the state Department of Health and Hospitals (DHH), Office of Public Health (OPH), or present evidence of an immunization program in progress. The School Board may require immunizations or proof of immunity more extensive than required by the Department of Health and Hospitals (DHH), Office of Public Health (OPH). Any student failing to meet the immunization standards shall be prohibited from attending school until such time as the immunization standards are met.

In progress shall mean that the student has an immunization due after the date school has begun, because the student began his/her immunization late, or because the student's pediatrician has provided written orders for the student to receive an immunization after a certain date.

TRANSFERRING STUDENTS

A student transferring from another school system in or out of the state shall submit either a certificate of immunization or a letter from his/her personal physician or a public health clinic indicating immunization against the diseases in the schedule approved by the Office of Public Health have been performed, or a statement that such immunizations are in progress.

If booster injections for the diseases enumerated on the state schedule are advised, such booster injections shall be administered before the student enters a school system within the state.

ENFORCEMENT

Principals or their designated representatives shall be responsible for checking students' records to see that the provisions of this policy are enforced, and to electronically transmit immunization reports to the OPH through the *Louisiana Immunization Network for Kids Statewide*, when capable.

EXCEPTIONS

No student seeking to enter any public school in Calcasieu Parish shall be required to comply with the provisions of this written policy if the student or his/her parent or guardian submits either a written statement from a physician stating that this procedure is contraindicated for medical reasons, or a written dissent from the student or his/her parents.

Exception in compliance may also apply to any person who is unable to comply due to a shortage in the supply of available vaccinations.

EXCLUSION FROM ATTENDANCE

If an outbreak of a vaccine-preventable disease occurs, upon the recommendation of the state Office of Public Health, school administrators may exclude from attendance unimmunized students until the appropriate disease incubation period has expired, or the unimmunized person presents evidence of immunization.

Revised: December, 1984

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Ref: La. Rev. Stat. Ann. §§17:170, 17:170.1, 17:170.2, 17:170.3, 17:170.4; Health and Safety, Bulletin 135, Louisiana Department of Education; Board minutes, 2-19-91, 3-17-92, 8-4-98, 4-21-09.

Agenda Item #5

Zero Tolerance Checklist – JD-R-AP

Please see the attached updated checklist. There are slight changes in wording in the new checklist with numbers 8, 9, 12, 14 and 16. Numbers 6 and 17 are new to the checklist.

**CALCASIEU PARISH SCHOOLS
ADMINISTRATIVE PROCEDURES DATE ISSUED: 5-9-17**

SUBJECT: ZERO TOLERANCE CHECKLIST

1. Administer first aid for injuries/contact parents of injured student(s).
2. Investigate incident – have students that were actively involved in the incident complete a written statement.
3. Investigate thoroughly by seeking any witnesses to the aggression – have each witness complete a written statement.
4. Determine aggressor(s). Self-defense is defined as “the use of reasonable force when apparently necessary to prevent a forcible offense against a student or against property lawfully in a student’s possession”.
5. Complete the Fight Investigation Form, Pickup Affidavit Form and an Office Discipline Referral Form.
6. If a student has special disabilities (such as Autism/Asperger) that may trigger an episode, contact the parent instead of law enforcement.
7. Fax the paperwork to the judge. Paperwork should include all witness statements and any other information deemed important. (Special disabilities, etc) Your coversheet should include the school name, school phone number and school fax.
8. After receiving the judge’s order, ~~contact law enforcement.~~ (this could take up to 5 school days), contact School Resource Officer (SRO).
9. Provide ~~law enforcement~~ School Resource Officer (SRO) with the judge’s order.
10. Make every effort to contact parent(s)/guardian(s). Call every number on the student’s emergency record if necessary.
11. Document all attempts to contact parent(s)/guardian(s).
12. If unsuccessful in reaching parent(s)/guardian(s), ~~fax~~ scan and email documentation of call attempts along with parent/guardian contact numbers to appropriate CPSB liaison at the M.A.R.C. (Multi-Agency Resource Center).
- ~~13. Make verbal contact with M.A.R.C. to verify receipt of fax that informs them that the parent(s)/guardian(s) have not been contacted.~~
- ~~14. If a student has special disabilities (such as Autism/Asperger) that may trigger an episode, contact the parent instead of law enforcement.~~
- ~~15. Provide the parent with the judge’s order.~~
13. If this is the student’s first offense, schedule the student into the site-based conflict resolution class.

14. ~~After completing the class, fax form indicating the students who have completed the class to M.A.R.C.~~ After student completes the conflict resolution class, scan and email student's certificate of completion to appropriate CPSB liaison at the M.A.R.C. Center.
15. If this is the student's second offense in the current school year, the student may be recommended for alternative placement.
16. ~~Second offense students and their parents will be required to attend conflict resolution classes at the Career Center.~~
16. No students will be transported by CPSO after 2:00 pm. or on Fridays
17. ~~No students will be transported by CPSO on Fridays.~~ Students 17 years old or under, second time offenders 9 or more) in the same school term, guardians may bond the juvenile out for \$50.00 [Zero Tolerance Case Bond=Second Fight OJJS VIII:005]. An intake visit will be assigned for them to appear at the M.A.R.C. Center and a court appearance may be scheduled. If the juvenile is not bonded out the same procedure is followed as for the first offenders.

Calcasieu Parish School Board

**CALCASIEU PARISH SCHOOLS
ADMINISTRATIVE PROCEDURES**

DATE REVISED: 7-26-2019

SUBJECT: ZERO TOLERANCE CHECKLIST

1. Administer first aid for injuries/contact parents of injured student(s).
2. Investigate incident- have students that were actively involved in the incident complete a written statement.
3. Investigate thoroughly by seeking any witnesses to the aggression- have each witness complete a written statement.
4. Determine aggressor(s). Self-defense is defined as "the use of reasonable force when apparently necessary to prevent a forcible offense against a student or against property lawfully in a student's possession".
5. Complete the Fight Investigation Form, Pickup Affidavit Form and an Office Discipline Referral Form.
6. If a student has special disabilities (such as Autism/Asperger) that may trigger an episode, contact the parent instead of law enforcement.
7. Fax the paperwork to the judge. Paperwork should include all witness statements and any other information deemed important. (Special disabilities, etc.) Your coversheet should include the school name, school phone number and school fax.
8. After receiving the judge's order (this could take up to 5 school days), contact School Resource Officer (SRO).
9. Provide School Resource Officer (SRO) with the judge's order.
10. Make every effort to contact parent(s)/guardian(s). Call every number on the student's emergency record if necessary.
11. Document all attempts to contact parent(s)/guardian(s).
12. If unsuccessful in reaching parent(s)/guardian(s), scan and email documentation of call attempts along with parent/guardian contact numbers to appropriate CPSB liaison at the M.A.R.C. Multi-Agency Resource Center).
13. If this is the student's first offense, schedule the student into a site-based conflict resolution class.

14. After student completes the conflict resolution class, scan and email student's certificate of completion to appropriate CPSB liaison at the M.A.R.C. Center.
15. If this is the student's second offense in the current school year, the student may be recommended for alternative placement.
16. No students will be transported by CPSO after 2:00pm or on Fridays.
17. Students 17 years old or under, second time offenders (or more) in the same school term, guardians may bond the juvenile out for \$50.00 [Zero Tolerance Case Bond-Second Fight OJJS VIII:005]. An intake visit will be assigned for them to appear at the M.A.R.C. Center and a court appearance may be scheduled. If the juvenile is not bonded out the same procedure is followed as for the first offenders.

Agenda Item #6

Student Possession or Use of an Electronic Smoking Device – JCDAAP

Please see attached the new Administrative Procedure on Electronic Smoking Devices.

**CALCASIEU PARISH SCHOOLS
ADMINISTRATIVE PROCEDURES**

DATE ISSUED: 8--?-19

SUBJECT: STUDENT POSSESSION OR USE OF AN ELECTRONIC SMOKING DEVICE

1. Investigate incident and have students that were actively involved in or witnessing the incident complete a written statement.
2. Collect electronic smoking device (Vape or Juul) from student once it has been discovered that student is using or in possession of vape.
3. Electronic smoking device (Vape or Juul) will be turned over to School Resource Officer (SRO) to photograph for evidence. SRO will remove liquid or pod from electronic smoking device (Vape or Juul) as evidence.
4. SRO will return electronic smoking device (Vape or Juul) to administrator.
5. Administrator may return electronic smoking device (Vape or Juul) to parent/guardian once it is no longer needed for evidence.
6. If student is **under the age of 18**, SRO will ticket student for possession of electronic smoking device and/or using electronic smoking device on school campus or during school sponsored function or activity. Student will receive disciplinary consequences as per *CPSB Student Code of Conduct*.
7. If student is **18 years old or older**, SRO will NOT ticket student for possession of electronic smoking device but may ticket student for using electronic smoking device on school campus or during school sponsored function/activity. Student will receive disciplinary consequences as per *CPSB Student Code of Conduct*.