

# September 12, 2017

## **DATE, TIME, PLACE OF MEETING**

The Calcasieu Parish School Board meeting was held in the Board Room of the Calcasieu Parish School Board, located at 3310 Broad Street, Lake Charles, Louisiana, 70615, on September 12, 2017, at 5:00 p.m.

The meeting was called to order by Ron Hayes, President. The prayer was led by Eric Tarver. The Pledge of Allegiance were led by Jacquelyn London, a student at Iowa High School.

## **ROLL CALL**

The roll was called by Superintendent Bruchhaus and the following members were present: Glenda Gay, John Duhon, Fred Hardy, Annette Ballard, Ron Hayes, Eric Tarver, Chad Guidry, Russell Castille, and Wayne Williams. Mr. Breaux arrived after the roll was called.

Absent: Damon Hardesty, Aaron Natali, Mack Dellafosse, Alvin Smith, and Dean Roberts

## **APPROVAL OF MINUTES**

Mr. Duhon, with a second by Guidry, offered a motion to approve the Minutes of August 15, 2017. The motion carried on a vote.

## **PRESENTATIONS**

A. LSU AgCenter/4H Presentation/Jennifer Cantrell, Carrie Jones, Damion Turner, Jimmy Meaux/Student representative: Wyatt Lavergne

Ms. Jones stated that each year during the annual 4-H contest week held at LSU, Parish school superintendents are recognized for their contributions to the 4-H program. This year Superintendent Bruchhaus was chosen as the state winner for the Superintendent's Award. Ms. Jones presented him with a plaque honoring him for that award.

## **SUPERINTENDENT'S REPORT**

### **Mr. Bruchhaus gave the following report:**

1. Board Members have received the August 31 school population report. You will be able to see how your schools ended in May and the changes through August 31.

2. All board members have received the August Head Start Report

Head Start Enrollment– 423 applicants

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Head Start Waiting List – 149 applicants

Early Childhood Professional Development was held at McNeese State University for Head Start, Pre-Kindergarten, and Early Learning Center staff

Home Visits and Parent Orientations were conducted by all Head Start sites

3. I would like to report our current sales tax numbers for our general fund which show August, 2017, collections at \$4,122,387 or 33.2 % above budget for the second month of the 2017-2018 year.

Collections are \$3,791,808 or 29.8 % above collections for the same month last year.

Collections for the 2017-2018 year, after two months are \$6,960,082 or 26.6 % over budget and \$6,746,915 or 25.5 % over the same time period last year.

4. We have quite a few registered for the LSBA TrailBlazer workshop that will be held at the Golden Nugget on Monday, September 18. This is an all-day professional development opportunity for board members to receive their required 6 hours for 2017.

## **EXECUTIVE SESSION**

On a motion to adjourn into Executive Session by Mr. Duhon and seconded by Mr. Tarver, the Board adjourned on a unanimous vote at 5:14 p.m. The Board resumed Regular Session at 5:24 on a motion by Mr. Tarver and a second by Mr. Hardy.

A. Consideration of Worker Compensation claim #5954045/Attorney Wes Romero

On a motion to approve settlement of General Liability Claim #5954045 by Mr. Tarver and seconded by Mr. Breaux, the motion carried.

## **COMMITTEE REPORT**

A. A&P Committee, August 22, 2017/Eric Tarver, *Chair*

### **Mr. Tarver gave the following report:**

The Calcasieu Parish School Board Administration and Personnel Committee meeting was held in the Board Room of the Calcasieu Parish School Board, located at 3310 Broad Street, Lake Charles, Louisiana, 70615, on August 22, 2017, at 5:00 p.m.

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The meeting was called to order by Eric Tarver, Chair. The prayer was led by Eric Tarver and Pledge of Allegiance was led by Ron Hayes.

The roll was called by Chief Operating Officer Dr. Shannon LaFargue and the following members were present: Eric Tarver, Chad Guidry, Annette Ballard, John Duhon, Damon Hardesty, Fred Hardy, Dean Roberts, Alvin Smith and Wayne Williams.

Absent: Glenda Gay

Other Board members present were: Russell Castille, Mack Dellafosse, Ron Hayes and Aaron Natali.

Policy updates DJE - Purchasing and DJED – Bids and Quotations were pulled from the Agenda. There will be a delay of adoption on these two policies.

Dr. LaFargue discussed the request to develop a policy at the A & P Board Meeting in April of 2017.

The summary of that request is as follows:

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

*Then, Dr. LaFargue and Holly Holland presented the process of researching and developing the proposed social media policy.*

**DRAFT**

**FILE: EFAA**

## **USE OF EMPLOYEE SOCIAL MEDIA**

The Calcasieu Parish School Board recognizes the importance of incorporating current technology tools, including new methods of electronic communication, into the classroom to enhance student learning. It further recognizes the importance of employees, students and parents engaging, learning, collaborating and sharing in digital environments as part of 21st Century learning. The Calcasieu Parish School Board strives to ensure that electronic

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communication tools incorporated into the school curriculum are used responsibly and safely. As practicable, the Calcasieu Parish School Board shall provide access to secure social media tools and Calcasieu Parish School Board approved technologies for use during instructional time and for school-sponsored activities in accordance with policies EFA, Computer and Internet Use for Employees and IFBGA, Student Computer Access and Use.

Employees who use social media for personal purposes must be mindful that they are responsible for their public conduct even when not acting in their capacities as school system employees. All employees, including student teachers and independent contractors shall comply with the requirements of this policy when using electronic social media for personal purposes.

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

## SOCIAL MEDIA COMMUNICATIONS INVOLVING STUDENTS

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

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

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

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## EMPLOYEE PERSONAL USE OF SOCIAL MEDIA

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

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

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

## POSTING TO SOCIAL MEDIA SITES

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

1. Employees shall not post confidential information about students (policy *JR Student Records, JR-AP Access to and Disclosure of Educational Records and Personally Identifiable Information*), employees or school system business.
2. Employees shall not accept current students as "friends" or "followers" or otherwise connect with students on social media sites, unless the employee and student have a family relationship.
3. Employees may not grant students access to any portions of their personal social media sites, unless the employee and student have a family relationship.

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4. Employees shall be professional in all Internet postings related to or referencing the school system, students and other employees.
5. Employees shall not use profane, pornographic, obscene, indecent, lewd, vulgar or sexually offensive language, pictures or graphics or other communication that could reasonably be anticipated to cause a substantial disruption to the school environment.
6. Employees shall not use the school system's logo or other copyrighted material of the system without express, written consent from the Calcasieu Parish School Board.
7. Employees shall not post identifiable images of a student or student's family.
8. Employees shall not use Internet postings to libel or defame the Calcasieu Parish School Board, students or other school employees.
9. Employees shall not use Internet postings to harass, bully or intimidate other employees or students in violation of CPSB policy [\*JCDAF, Bullying or Hazing\*](#), or state and federal laws.
10. Employees shall not post inappropriate content that negatively impacts their ability, or that of other employees, to perform their jobs.
11. Employees shall not use Internet postings to engage in any other conduct that violates Calcasieu Parish School Board policy and administrative procedures or state and federal laws.

## CONSEQUENCES

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

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

New Policy:

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

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There was much discussion on the subject.

On a motion by Mack Dellafosse and seconded by John Duhon, it was recommended to approve the Social Media Policy.

**On behalf of the committee, Mr. Tarver offered a motion to approve. Vicky Johnston, representing CAE, submitted a blue card to speak to the Board.**

**A second was not needed on the motion by Mr. Tarver and on a vote, the motion carried.**

Vicky Johnston, CAE representative, and Ganey Arsement, spoke on a blue card.

Then, Dr. LaFargue discussed Media relations.

## **Media Relations**

### **NEWS MEDIA RELATIONS**

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

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

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

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

If a designated district or school spokesperson is contacted by the news media for comment on a specific issue, the spokesperson may directly respond, provided that he/she has the necessary information to address the issue. If the spokesperson needs more information or

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guidance to provide a response, he/she should contact the Public Information Office before responding to the news media.

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

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

There was much discussion on the subject.

On a motion by Mack Dellafosse and seconded by Annette Ballard it was recommended to approve the new Media Relations Policy.

**On behalf of the committee, Mr. Tarver offered a motion to approve. A second was not needed and on a vote, the motion carried.**

The next items presented were revisions to Calcasieu Parish School Board policies. Dr. LaFargue presented **Policies JGB, School Wellness, EE, Child (School) Nutrition Program Management, EEA, New School Lunch Unpaid Meal Charge Policy, JGCE, Child Abuse, and GAMB, Employee Dress Code Update.** Language was revised.

## **School Wellness- JGB**

Each School Board is to develop revised *School Wellness* policies with the help of the School Wellness committee, which in Louisiana School Boards is referred to as *School Health Advisory Council* (SHAC), as required by La. Rev. Stat. Ann.

17:17.1. In light of these changes and the required input from the SHAC, instead



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a revision to each system's *School Wellness* policy, we have created a draft policy upon which each School Board can build its policy. This draft is based on

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

## SCHOOL WELLNESS – [New Policy](#)

The Calcasieu Parish School Board (CPSB) is committed to the optimal development of every student. The School Board believes that for students to have the opportunity to achieve personal, academic, developmental and social success, we shall strive to ensure positive, safe and health-promoting learning environments at every level, in every setting, throughout the school year.

It is CPSB's desire to ensure environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Specifically, the School Board shall establish goals and procedures to ensure that:

- Students in Calcasieu Parish public schools have access to healthy foods throughout the school day –both through reimbursable school meals and other foods available throughout the school campus- in accordance with Federal and state nutrition standards;
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;
- Students have the opportunities to be physically active before, during and after school;
- Schools engage in nutrition and physical activity promotion and other activities that promote student wellness;
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school;
- The community is engaged in supporting the work of the School Board in creating continuity between school and other settings for students and staff to practice lifelong health habits;
- The School Board establishes and maintains an infrastructure for management, oversight, implementation, communication about and monitoring the policy and its established goals and objectives.

## SCHOOL HEALTH ADVISORY COUNCIL (SHAC)

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The CPSB shall establish a *School Health Advisory Council* (SHAC) to advise the School Board on physical activity for students, physical and health education, nutrition, and overall student health. The council members shall be appointed by the School Board and shall include parents of students and individuals representing the community, as well as school health and food service professionals. The SHAC shall assist in implementation, periodic review, and updating of the *School Wellness Policy*.

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

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

## IMPLEMENTATION

The School Board shall develop and maintain a plan for implementation to manage and coordinate the execution of the *School Wellness* policy. The plan shall delineate roles, responsibilities, actions and timelines specific to each school; and include information about persons responsible for making changes; as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness.

This *School Wellness* policy and any progress reports shall be maintained on the School Board's website.

## TRIENNIAL PROGRESS ASSESSMENTS

At least once every three (3) years, the School Board shall evaluate compliance with the *School Wellness* policy to assess the implementation of the policy and document the assessment for each school under its jurisdiction. The *School Wellness* policy shall be assessed and updated as indicated at least every three (3) years, following the triennial assessment.

## RECORDKEEPING

The School Board shall retain records to document compliance with the requirements of the *School Wellness* policy at the Calcasieu Parish School Board central office. Documentation maintained in the location shall include, but not be limited to:

- The written *School Wellness* policy

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- Documentation demonstrating that the policy has been made available to the public;
- Documentation of efforts to review and update the *School Wellness* policy; including an indication of who is involved in the update and methods the School Board uses to make stakeholders aware of their ability to participate on the School Health Advisory Council;
- Documentation to demonstrate compliance with the annual public notification requirements;
- The most recent assessment on the implementation of the *School Wellness* policy;
- Documentation demonstrating the most recent assessment on the implementation of the *School Wellness* policy has been made available to the public.

## COMMUNITY INVOLVEMENT, OUTREACH AND COMMUNICATIONS

The School Board is committed to being responsive to community input, which begins with awareness of the *School Wellness* policy. The School Board shall inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and application procedures, and a description of and compliance with nutrition standards. The School Board shall use electronic mechanisms, such as e-mail or displaying notices on the School Board's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the *School Wellness* policy and activities/initiatives. The School Board shall ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the School Board and individual schools are communicating important school information with parents.

## ANNUAL NOTIFICATION OF POLICY

The School Board shall actively inform families and the public each year of basic information about the *School Wellness* policy, including its content, any updates to the policy and implementation status. The School Board shall make this information available via the School Board's website and/or district-wide communications.

## NUTRITION

### School Meals

The Calcasieu Parish School Board is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams *trans*-fat per serving; and to meeting the nutrition needs of school children within their calorie requirements. See attached meal pattern requirements.

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All public schools within Calcasieu Parish participate in the *United States Department of Agriculture* (USDA) child nutrition programs, including the *National School Lunch Program* (NSLP), the *School Breakfast Program* (SBP). All public schools within Calcasieu Parish shall be committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that;

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Meet or exceed current nutrition requirements established by local, state, and

Federal statutes and regulations

## Water

To promote hydration, free, safe, unflavored drinking water shall be available to all students throughout the school day and throughout every school campus. The School Board shall make drinking water available where school meals are served during mealtimes. This may include water fountains in cafeterias, pitchers of water with drinking cups or a water faucet where children can refill their cups or own bottles.

## Competitive Foods and Beverages

The School Board is committed to ensuring that all foods and beverages available to students on the school campus during the school day support healthy eating. The foods and beverages sold and served outside of the school meal programs shall meet the nutrition standards as outlined in 7 CFR 210.11. These standards aim to improve student health and well-being, increased consumption of healthful foods during the school day and create an environment that reinforces the development of healthy eating habits.

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day shall meet or exceed the USDA nutrition standards. These standards shall apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, a la carte options in cafeterias, vending machines, school stores and snack or food carts.

## Food and Beverage Marketing in Schools

It is the intent of the School Board to protect and promote student health by monitoring advertising and marketing in the schools to only those foods and beverages that are permitted to be sold on campus, consistent with this School Wellness policy and its implementation plan.

## Other Food and Beverages Provided, but not Sold, on School Campuses

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The School Board has developed the following guidelines for foods and beverages which are provided, but not sold, during the school day:

1. Celebrations and parties. The School Board will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
2. Classroom snacks brought by parents. The School Board will provide to parents a list of foods and beverages that meet Smart Snacks nutrition standards.
3. Rewards and incentives. The School Board will provide teachers and other relevant school staff a list of alternative ways to reward children.

## Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff shall receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion shall also include marketing and advertising nutrition foods and beverages to students as well as encouraging participation in school meal programs.

## Nutrition Education

The School Board shall teach, model, encourage and support healthy eating by all students. Schools shall provide nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences and elective subjects;
- Includes enjoyable, developmentally-appropriate, culturally-relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Links with school meal programs, cafeteria nutrition promotion activities, school gardens, and other school foods and nutrition-related community services;

## PHYSICAL ACTIVITIES

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## Physical Education

The School Board shall provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum shall promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits.

All School Board elementary (K-8) students shall receive physical education for at least 30 minutes per day throughout the school year. High school students are required to have a minimum of 1.5 Carnegie units in physical education to graduate.

The School Board physical education program shall promote student physical fitness through individualized fitness and activity assessments and shall use criterion-based reporting for each student.

## Physical Activity

Students in grades K-8 are required by state law to receive at least thirty (30) minutes of physical activity per day. High school students shall be encouraged to incorporate physical activity into their day. A substantial percentage of students' physical activity can be provided through a comprehensive school physical activity program. Such programs reflect strong coordination and synergy across all of the components: quality physical education as the foundation; physical activity before, during and after school; staff involvement and family and community engagement. Schools shall ensure that varied physical activity opportunities are in addition to, and not as a substitute for, physical education.

To the extent practicable, the School Board shall ensure that its grounds and facilities are safe and that equipment is available to students to be active.

## Classroom Physical Activity Breaks (Elementary and Secondary)

The School Board recognizes that students are more attentive and ready to learn if provided with periodic breaks when they can be physically active or stretch. Thus, students shall be offered periodic opportunities to be active or to stretch throughout the day on all or most days during a typical school week. Teachers shall be encouraged to provide short (3-5 minute) physical activity breaks to students during and between classroom time at least three (3) days per week. Such physical activity breaks shall complement, not substitute, for physical education class, recess, and class transition periods.

The School Board shall provide resources and links to resources, tools, and technology with ideas for classroom physical activity breaks. Resources and ideas are also available through USDA and other organizations which promote health and wellness.

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## Active Academics

Teachers shall be encouraged to incorporate movement and kinesthetic learning approaches into “core” subject instruction when possible (e.g., science, math, language arts, social studies and others) and do their part to limit sedentary behavior during the school day.

The School Board shall support classroom teachers incorporating physical activity and employing kinesthetic learning approaches into core subjects by providing annual professional development opportunities and resources, including information on leading activities, activity options, as well as making available background material on the connections between learning and movement. Teachers shall serve as role models by being physically active alongside the students whenever feasible.

## OTHER ACTIVITIES THAT PROMOTE STUDENT WELLNESS

The School Board shall integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues and physical activity facilities. The School Board shall coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development and strong educational outcomes.

Public schools in Calcasieu Parish shall be encouraged to coordinate content across curricular areas that promote student health, such as teaching nutrition concepts in mathematics, with consultation provided by either the school or the School Board’s curriculum experts.

All efforts related to obtaining federal, state or other organizational recognition for efforts, or grants/funding opportunities for healthy school environments shall be coordinated with and complementary of the School Wellness policy, including but not limited to ensuring the involvement of the School Health Advisory Council.

All school-sponsored events shall adhere to the School Wellness policy guidelines. All school-sponsored wellness events shall include physical activity and healthy eating opportunities when appropriate.

## DEFINITIONS

In accordance with 7 CFR 210.11, for purposes of this policy:

*School day* shall be defined as beginning at midnight until thirty (30) minutes after the official school day ends.

*School campus* shall be defined as all areas of the property under the jurisdiction of the school that are accessible to students during the school day.

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New Policy: July 11, 2006

Revised: December, 2009

Revised: September 14, 2010

Revised: August, 2017

Ref: PL 108-265 (Section 204, Child Nutrition and Women, Infants, and Children (WIC) Reauthorization Act of 2004); 43 USC 1751 et seq. (Richard B. Russell National School Lunch Act); 42 USC 1771 et seq. (Child Nutrition Act of 1966); 7 CFR 210 (National School Lunch Program); 7 CFR 220 (School Breakfast Program); La. Rev. Stat. Ann. 17:17.1, 17:197.1; Board minutes, 7-11-06, 9-14-10

**FILE: JGB**

**Cf: EE**

## **SCHOOL WELLNESS- Current Policy (old policy)**

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

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

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



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## SPECIFIC WELLNESS

### GOALS Nutrition Education

The school district will:

1. Promote and implement nutrition education that promotes lifelong healthful eating practices.
2. Use lessons that are age-appropriate, with behaviorally focused content that is developmentally appropriate and culturally relevant.
3. Use lessons that are sequential and are correlated with standards, benchmarks, and grade level expectations.
4. Provide hands on activities that are fun.
5. Provide repeated opportunities for students to taste foods that are low in fat, sodium and added sugars and high in vitamins, minerals and fiber.
6. Focus on positive aspects of healthful eating behaviors.
7. Promote social learning techniques such as role modeling, providing incentives, developing social resistance skills, overcoming barriers to behavioral changes and goal setting.

### Physical Activity

The school district will:

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

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5. Provide staff development on standards implementation for physical education instructors.

## Other School-Based Activities

The school district will:

1. Offer classroom health education that complements physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities

2. Recognize that daily physical activity is essential to student welfare and academic performance.

3. Encourage physical activity during recess for elementary students, intramural programs, integration in the academic curriculum, and clubs, as well as in physical education programs.

4. Encourage parents and guardians to support students' participation in physical activities, to be physically active role-models, and to include physical activities in family plans.

5. Provide parents a list of foods that meet the Board's snack standards and ideas for health celebrations/parties, rewards and fund raising activities.

6. Encourage school staff to participate in physical activities to serve as role models.

7. Support community-based physical activity programs.

## Nutrition Guidelines

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

## MONITORING AND POLICY REVIEW

Monitoring

# September 12, 2017

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

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

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

## Policy Review

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

New Policy: April, 2006

Approved: July 11, 2006

Revised: December, 2009

Revised: June, 2010

Ref: [PL 108-265](#) (*Section 204, Child Nutrition and Women, Infants, and Children (WIG) Reauthorization Act of 2004*)

[42 USC 1751](#) et seq. (*Richard B. Russell National School Lunch Act*)

[42 USC 1771](#) et seq. (*Child Nutrition Act of 1966*)

[7 CFR 210](#) (*National School Lunch Program*)

[7 CFR 220](#) (*School Breakfast Program*)

La. Rev. Stat. Ann. [§§17:17.1, 17:197.1](#)

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

Calcasieu Parish School Board

# September 12, 2017

## ~~CHILD~~ SCHOOL NUTRITION PROGRAM MANAGEMENT ~~NEW~~POLICY EE

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

### GUIDE LINES

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

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

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

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

### SPECIAL EVENTS

Special events should not interfere with the preparation and service of school lunch, breakfasts, or snacks. School functions involving the use of the cafeteria shall be arranged through the principal and approved by the child nutrition supervisor. Whenever the cafeteria is used by the school, one or more of the child nutrition employees shall be in charge to ensure control over child nutrition foods and to ensure proper use and care of equipment and facilities. A *Special Event* form must be completed and sent to the supervisor of child nutrition at least

# September 12, 2017

two (2) weeks in advance of the event. Events that occur at scheduled times during the school year can be handled by sending in one notice listing all of the dates.

## PAYMENT FOR MEALS

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

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

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

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

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

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

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

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

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# September 12, 2017

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

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

## FREE AND REDUCED PRICE MEAL APPLICATIONS

Eligibility for participation of students in the free and reduced meal program shall be determined by family meal application or direct certification of participation in migrant, runaway, or homeless education programs. A multi-child, family application to apply for school meal benefits shall be sent to the parents or guardians of each student within the first week of school. Parents shall be requested to complete an application listing all students enrolled in Calcasieu Parish public schools and return it to the determining official for review. The applicant should be made aware that deliberate misrepresentation on the application may subject him or her to prosecution under applicable state and federal criminal statutes. Such applications (approved and disapproved) and documentation of the action taken shall be maintained for three (3) years after the end of the fiscal year to which they pertain.

State guidelines allow for the limited disclosure of information about free and reduced price meal eligibility without consent of the parent. The information may be used *only* for the purpose authorized and may not be shared with any other parties for any reason. Aggregate information that does not identify individuals continues to be permitted without parental consent. Under the ~~*No Child Left Behind Act (NCLB)*~~; *National School Lunch Act (NSLA)* the release of a child's eligibility status is permitted to persons directly connected with and who need to know a child's free and reduced price meal eligibility status in order to ~~administer and enforce the Title I requirements under the NCLB~~ carry out an activity specifically authorized by the NSLA. ~~The statute, however does not allow the disclosure of any other information obtained from the free lunch application form or obtained through the direct certification information received from the Supplemental Nutrition Assistance Program.~~

Revised: October,  
1997

Revised: August,  
2005

Revised: August,  
2010

Revised: October 8,  
2013

Revised: September 9, 2014

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Revised: August,  
2017

Ref: ~~No Child Left Behind Act of 2001 (NCLB)~~; 42 USC 1751 et seq. (*School Lunch Programs*); 42 USC 1771 et seq. (*Child Nutrition*); 7 CFR 210 (*National School Lunch Program*) ; 7 CFR 220 (*School Breakfast Program*); La. Rev. Stat. Ann. §§17:82, 17:191,17:192, 17:192.1,17:195,17:196, 17:197.1,17:198, 17:199,39:2101, 40:4; *Louisiana Sanitary Code*, La. Dept. of Health and Hospitals; Board minutes, 5-9-06, 10-5-10, 10-8-13, 9-9-14.

## **CHILD NUTRITION PROGRAM MANAGEMENT – OLD Policy EE**

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

### GUIDE LINES

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# September 12, 2017

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

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

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

## SPECIAL EVENTS

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

## PAYMENT FOR MEALS

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

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

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



# September 12, 2017

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

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

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

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

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

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

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

## FREE AND REDUCED PRICE MEAL APPLICATIONS

Eligibility for participation of students in the free and reduced meal program shall be determined by family meal application or direct certification of participation in migrant, runaway, or homeless education programs. A multi-child, family application to apply for school meal benefits shall be sent to the parents or guardians of each student within the first week of school. Parents shall be requested to complete an application listing all students enrolled in Calcasieu Parish public schools and return it to the determining official for review. The applicant should be made aware that deliberate misrepresentation on the

# September 12, 2017

application may subject him or her to prosecution under applicable state and federal criminal statutes. Such applications (approved and disapproved) and documentation of the action taken shall be maintained for three (3) years after the end of the fiscal year to which they pertain.

State guidelines allow for the limited disclosure of information about free and reduced price meal eligibility without consent of the parent. The information may be used *only* for the purpose authorized and may not be shared with any other parties for any reason. Aggregate information that does not identify individuals continues to be permitted without parental consent. Under the *No Child Left Behind Act* (NCLB), the release of a child's eligibility status is permitted to persons directly connected with and who need to know a child's free and reduced price meal eligibility status in order to administer and enforce the Title I requirements under the NCLB. The statute, however, does not allow the disclosure of any other information obtained from the free lunch application form or obtained through the direct certification information received from the food stamp office.

Revised: October, 1997

Revised: August, 2005

Revised: August, 2010

Revised: October 8, 2013

Revised: September 9, 2014

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

[42 USC 1751](#) et seq. (School Lunch Programs)

[42 USC 1771](#) et seq. (*Child Nutrition*)

[7 CFR 210](#) (*National School Lunch Program*)

[7 CFR 220](#) (*School Breakfast Program*)

La. Rev. Stat. Ann.

§§[17:82](#), [17:191](#), [17:192](#), [17:192.1](#), [17:195](#), [17:196](#), [17:197.1](#), [17:198](#),  
[17:199](#), [39:2101](#)' 40:4

[Louisiana Sanitary Code](#), Louisiana Department of Health and Hospitals

Board minutes [5-9-06](#) [10-5-10](#) [10-8-13](#) [9-9-14](#) ,

## UNPAID MEAL CHARGES – [New Policy \(EEA\)](#)

The National School Lunch and School Breakfast Programs are integral in ensuring that students have access to nutritious meals to support their academic success. It is also imperative to protect the financial stability of the school nutrition program.

# September 12, 2017

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

## PROCEDURE

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

## COMMUNICATING THE POLICY

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

## NOTIFYING THE HOUSEHOLD OF NEGATIVE BALANCES

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

# September 12, 2017

- a. School Messenger shall be utilized to send automated messages to parent's contact numbers. The messages shall be sent once monthly for any negative balance and excessive negative balances. The messages shall differ depending on the situation.
- b. The cafeteria manager shall provide students with printed documentation of negative balances.
- c. A letter from the central office detailing the amount owed and procedure for payment shall be mailed to the parent's address at \$50 negative balance.
- d. A certified letter shall be mailed from the central office detailing the amount owed and procedure for payment to the parent's address at \$150 negative balance.
- e. The consequences of non-payment will be determined on a case-by-case basis.
- f. Students may be denied participation in extracurricular activities such as prom, homecoming dances, and field trips. The denial of participation shall be at the discretion of the principal.
- g. The persons responsible for managing unpaid meal charges are:
  - i. SNP school-based staff shall collect payment for meals at the POS
  - ii. SNP central office shall contact households
  - iii. SNP central office may collect payment

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

## ASSISTANCE TO HOUSEHOLDS

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

New policy:

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

## **OLD PROCEDURES for Collecting Money**

# September 12, 2017

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

The ending balance for lunch charges was a total of \$88,261.73 (66%- Paying students, 20%- Free and 14%

- Reduced). Other parishes do not provide an alternate meal due to cost and additional staff needed to make the meal or sandwiches.

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

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

Staff  
Recommendations  
Procedures for Collecting  
Lunch Charges

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

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

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

**FILE: JGCE**  
**Cf: GAMC, JDA, JG**

CHILD ABUSE – NEW POLICY

# September 12, 2017

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

## CHILD ABUSE

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

### DEFINITIONS

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

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

*Caretaker* means any person legally obligated to provide or secure adequate care for a child, including a parent, tutor, guardian, legal custodian, foster home parent, an employee of a public or private day care center, an operator or employee of a registered family child day care home, or other person providing a residence for the child.

*Child*, for purposes of child abuse, is defined as a person under eighteen (18) years of age, who prior to juvenile proceedings, has not been judicially emancipated or emancipated by marriage.

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

*Neglect* means the refusal or willful failure of a parent or caretaker to supply the child with necessary food, clothing, shelter, care, treatment, or counseling for any injury, illness, or

# September 12, 2017

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

## PROCEDURE FOR REPORTING CHILD ABUSE/NEGLECT

Any *mandatory reporter*, notwithstanding any claim of privileged communication, who has cause to believe that a child's physical or mental health or welfare is endangered as a result of abuse or neglect, as defined by this policy, or that abuse or neglect was a contributing factor in a child's death, in accordance with statutory provisions, shall report immediately suspected abuse/neglect in accordance with the following:

1. When the *mandatory reporter* ~~having the information shall contact the principal or designee immediately. The principal or other supervising employee suspects that a child has been abused/neglected, he/she~~ shall immediately:

A. When the suspected abuser is believed to be a parent or caretaker, make the report to the Department of Children and Family Services through the designated state child protection reporting hotline telephone number.

B. When the abuse or neglect is believed to be perpetrated by someone other than a parent or caretaker, and a parent or caretaker is not believed to have any responsibility for the abuse or neglect, make the report to a local or state law enforcement agency.

Dual reporting to both agencies is permitted.

2. If the initial report was in oral form, it shall be followed by a written report on the approved form, which written report shall be delivered within five (5) days to the local child protection agency or the local law enforcement agency to whom the initial report was made.

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

The report shall contain the following information, if known:

# September 12, 2017

1. The name, address, age, sex, and race of the child.
2. The nature, extent, and cause of the child's injuries or endangered condition, including any previous known or suspected abuse to this child or the child's siblings.
3. The name and address of the child's parent(s) or other caretaker.
4. The names and all the ages of all other members of the child's household.
5. The name and address of the reporter.
6. An account of how this child came to the reporter's attention.
7. Any explanation of the cause of the child's injury or condition offered by the child, the caretaker, or any other person.
8. The number of times the reporter has filed a report on the child or the child's siblings.
9. Any other information which the reporter believes might be important or relevant.

The report shall also name the person or persons who are thought to have caused or contributed to the child's condition, if known, and the report shall contain the name of such person if he/she is named by the child.

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

## INVESTIGATION OF REPORTS

Admission of the investigator on school premises or access to the child in school shall not be denied by school officials.

## ALLEGATION AGAINST SCHOOL EMPLOYEES OR VOLUNTEERS

When an employee is accused of the use of impermissible corporal punishment or moral offenses involving students, the principal shall immediately notify the Superintendent and initiate an investigation (see procedures under policy *GAMC, Employee Investigations*). If the offender is a central office employee, or principal, the immediate supervisor will initiate an investigation.

Upon any school employee receiving a report of, or information about, child abuse, against another school employee or volunteer, and the employee receiving said information has cause to believe the truthfulness thereof, the reporting procedure as outlined in this policy shall be



# September 12, 2017

followed, depending upon whether the employee or volunteer is considered a caretaker or someone other than a caretaker.

The school employee shall also, as soon as reasonably possible, notify the appropriate immediate supervisor of the accused individual, and that supervisor in turn will as soon as reasonably possible, notify the Superintendent or designee. The Superintendent and the School Board's attorney will determine what appropriate action the school system may take over and above the investigation being conducted by the appropriate state agency. In any incident involving an employee or volunteer which is reported to the Superintendent or designee, the person shall be removed from all activities involving direct contact with students until the matter is resolved.

## ALLEGATIONS OF SEXUAL OFFENSES

The Superintendent or his/her designee shall be required to notify the local law enforcement agency of any allegation made by a student of the commission of a sex offense as defined by La. Rev. Stat. Ann. §15:541. Such notification shall be made by the Superintendent or his/her designee within twenty-four (24) hours of the time the student notified the Superintendent or other appropriate personnel. Any school employee who receives information from a student concerning the possible commission of a sexual offense shall immediately inform the Superintendent and/or his/her designee.

## CONFIDENTIALITY

The circumstances and information of the initial report, the fact that a report was made to an agency, and the written report shall be held in confidence and shall not be disseminated to third parties other than those persons or agencies designated by this policy or required by state law. Any written report or other written information regarding the report shall be kept in a confidential file separate from the child's routine school records and accessible only by the principal/designee/supervisory employee or by court order.

## INSERVICE TRAINING

At the beginning of each school year, each principal shall provide mandated inservice training for mandatory reporters and other school personnel and volunteers on how to recognize and report suspected child abuse or child neglect. Each employee and volunteer shall sign a form indicating he/she has received and understands the guidelines for reporting child abuse/neglect.

## IMMUNITY FROM LIABILITY

Any person who in good faith makes a report, cooperates in any investigation arising as a result of such report, or participates in judicial proceedings authorized under the Louisiana Children's Code shall have immunity from civil or criminal liability that otherwise might be incurred or imposed. This immunity, however, does not extend to (1) a person who participates in or conspires with a participant or an accessory to an offense involving the abuse

# September 12, 2017

or neglect of a child; (2) any person who makes a report known to be false or with reckless disregard for the truth of the report.

## LIABILITY

The Louisiana Children's Code and Louisiana criminal law provide substantial penalties for mandatory reporters who fail to report facts which would support a reasonable belief that child abuse or neglect has occurred. Additionally, educators or other employees of the Calcasieu Parish School Board who fail or refuse to report child abuse/neglect as provided by law or by this policy may be subject to disciplinary and/or dismissal proceedings for neglect of duty.

Revised: September, 2004

Revised: November, 2007

Revised: February 5, 2013

Revised: May, 2017

Ref: La. Rev. Stat. Ann. ' ' 14:403, 15:539, [15:541](#), 17:81.6; La. Children's Code, Title VI, Art. 601, 603, 609, 610; Board minutes, 4-2-93, 5-11-04, 12-7-04, 4-8-08, 2-5-13.

FILE: GAMB

## NEW POLICY

### **EMPLOYEE DRESS CODE**

The Calcasieu Parish School Board recognizes that teachers and administrators have traditionally upheld high standards of professionalism, including that of appropriate, professional attire. In accordance with that tradition, the Calcasieu Parish School Board embraces the following standards as they relate to employee dress.

#### DRESS AND PERSONAL GROOMING

Employees on a daily basis shall dress as professionals, in businesslike attire in order to set a good example for co-employees, students and the general public. Employee dress and grooming shall not detract from the learning/educational environment of students' participation in classes, school programs or other school-related activities. Extremes in style and fit in employee dress and extremes in style of grooming shall not be permitted. Administrators shall be authorized to use their discretion in determining extremes in styles of dress and grooming and what is appropriate and suitable for School Board employees. No

# September 12, 2017

employee shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, blade, symbols, sign, or other things which are affiliated with drugs, alcohol, violence, or gang-related activities. Policies regarding dress and grooming stress the importance of reducing distractions that inhibit learning and are addressed in an attempt to enhance the learning environment.

## GUIDELINES FOR EMPLOYEES, INCLUDING SUBSTITUTES

### Women

#### **Acceptable**

Sleeveless dresses or tops  
tops

Undergarments must be worn  
and not showing

Pants (belts if loops), pantsuits

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

Cropped pants/capris

Blazer or jacket, optional  
School-related tee-shirts

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

Pierced ears

#### **Unacceptable**

Bare midriff tops, spaghetti straps or tank

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

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

Stonewashed/faded/frayed/holes in jeans

Windsuits/sweatsuits/jogging suits/overalls/  
shorts/skorts

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

Tee-shirts

Visible body piercing/facial piercing other than  
ears

Distracting tattoos \*\*

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

Caps (indoors)

[Hairstyles \(cuts, designs, names, and colors,](#)

# September 12, 2017

i.e. blue, green, or unnatural colors) which adversely affect the educational atmosphere of the school will not be permitted. \*\*

## Men

### **Acceptable**

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

Shirts: polo, oxford, sweater

Blazer, jacket or ties optional

School-related tee-shirts

Pierced ears

### **Unacceptable**

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

Sleeveless shirts/tank tops/tee-shirts

Stonewashed/faded/frayed/holes in jeans

Windsuits/sweatsuits/jogging suits/overalls/  
shorts

Tight-fitting tops/pants \*\*

Visible body piercing/facial piercing other than ears

Distracting tattoos \*\*

Caps (indoors)

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

\*\* Discretion of Supervisor

## Exceptions

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

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## 4. Physical Education Teachers

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

## 5. Support Personnel

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

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

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

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

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

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

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

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

## CONSEQUENCES FOR DRESS CODE VIOLATIONS

1st violation Documented conference with employee and immediate supervisor, an evaluation form be placed in employee school folder

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

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

New policy: October, 2010

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

On a motion by John Duhon and seconded by Annette Ballard it was recommended to accept **Policies JGB, EE, EEA, JGCE, DJE, DJED, GAMB**, as presented.

**On behalf of the committee, Mr. Tarver offered a motion to approve. A second was not needed and on a vote, the motion carried.**

Then, Dr. LaFargue discussed Master Service Agreement.

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

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

- A 5-year forecast of student enrollment
- A general assessment of the existing conditions of existing schools to identify facility needs based on deferred maintenance, capacity and educational adequacy
- Documentation of identified facility and infrastructure deficiencies
- Recommendations for solutions to address the identified deficiencies
- Recommendations for new school facilities (if needed)

# September 12, 2017

- Packaging and phasing recommendations of agreed upon facility improvements to match available and anticipated funding
- Establishing a master budget and schedule for agreed upon facility improvements
- Strategic planning and guidance for identifying and pursuing funding for agreed upon facility improvements

On a motion by Mack Dellafosse and seconded by Annette Ballard the Master Agreement failed.

Teri Johnston, Calcasieu Federation of Teachers, spoke on a blue card.

Next, Dr. LaFargue discussed Signing Bonuses/Incentive Supplement for New Certified Teachers to our System.

Seeking permission to research signing bonuses offered new certified teachers to our parish who sign contracts to teach at low-performing schools.

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

On a motion by Mack Dellafosse and seconded by Annette Ballard it was recommended to accept the Signing Bonuses/Incentive Supplement for New Certified Teachers to our System.

**On behalf of the committee, Mr. Tarver offered a motion to approve. A second was not needed and on a vote, the motion carried.**

Teri Johnson, Calcasieu Federation of Teachers, spoke on a blue card.

There being no further business to discuss, on a motion by Ron Hayes and seconded by Annette Ballard, the committee adjourned the meeting at 7:05 pm.

Shannon LaFargue  
Secretary

## **TAKE APPROPRIATE ACTION**

Mr. Hayes read the following items:

# September 12, 2017

## A. Approval of Resolution Authorizing Marketing and Sale of General Obligation Refunding Bonds of School District #34

Lake Charles, Louisiana September 12, 2017

The Calcasieu Parish School Board, governing authority of School District No. 34 of Calcasieu Parish, Louisiana, met in regular public session at its regular meeting place in the Calcasieu Parish School Board Office, 3310 Broad Street, Lake Charles, Louisiana, at 5:00 o'clock p.m. on September 12, 2017, pursuant to written notice given to each and every member thereof and duly posted in the manner required by law.

President, Ron Hayes, called the meeting to order and on roll call, the following members were present:

ABSENT:       Damon Hardesty, Aaron Natali, Alvin Smith, Mack Dellafosse, Dean Roberts

The meeting was called to order and the roll called with the above results.

Thereupon, upon motion made by Eric Tarver and seconded by John Duhon, the following resolution was adopted, the vote thereon being as follows:

YEAS:   10

NAYS:    0

ABSENT:       5

NOT VOTING: 0



# September 12, 2017

## RESOLUTION

### **A RESOLUTION AUTHORIZING THE SUPERINTENDENT TO APPROVE THE TERMS OF MARKETING AND SALE OF GENERAL OBLIGATION REFUNDING BONDS OF SCHOOL DISTRICT NO. 34 OF CALCASIEU PARISH, LOUISIANA, 2017 SERIES, AND TO EXECUTE BOND PURCHASE AGREEMENTS IN CONNECTION THEREWITH.**

WHEREAS, on March 8, 2016, the Board, acting as the governing authority of School District No. 34, authorized School District No. 34 to proceed with an advance refunding of the callable maturities of School District No. 34's outstanding General Obligation Refunding Bonds, 2009 Series B (the "Series 2009B Bonds"), involving the proposed issuance by School District No. 34 of not exceeding \$5,400,000 General Obligation Refunding Bonds, 2016 Series B (the "Bonds");

WHEREAS, such Series 2009B Bonds were not refunded in 2016 due to market conditions and there currently exists an opportunity to proceed with the refunding transaction and the Board desires to change the description of the Bonds to General Obligation Refunding Bonds, 2017 Series (the "Series 2017 Bonds");

WHEREAS, the Board, acting as the governing authority of School District No. 34, previously selected Crews & Associates, Inc. to act as underwriter of the Bonds and desires to change such selection and hereby employs Raymond James & Associates, Inc. to act as the underwriter (the "Underwriter") of the Series 2017 Bonds;

WHEREAS, the Underwriter, must distribute to prospective purchasers of the refunding bonds of School District No. 34, certain information to aid and assist those persons or institutions interested in purchasing the Series 2017 Bonds, in the form of a Preliminary Official Statement;

# September 12, 2017

WHEREAS, it is necessary or desirable to designate by resolution the individual who, for and on behalf of this Board and the School District, can approve the terms of the Preliminary Official Statement, the Official Statement, the Bond Purchase Agreement between the Board, acting as the governing authority of School District No. 34 and the Underwriter (the “Bond Purchase Agreement”) and of the Bonds most advantageous to the Issuer in a fluctuating market environment;

NOW THEREFORE, BE IT RESOLVED by the Parish School Board of Calcasieu Parish, Louisiana, as the governing authority of School District No. 34 of Calcasieu Parish, Louisiana as follows:

SECTION 1. The Board, acting as the governing authority of School District No. 34 of Calcasieu Parish, hereby employs Raymond James & Associates, Inc. as underwriter of the Series 2017 Bonds.

SECTION 2. The Superintendent is hereby given permission to approve terms of the Preliminary Official Statement, the Official Statement, the Bond Purchase Agreement and sale of the Bonds at interest rates and terms most advantageous to the respective School Districts, within the parameters previously approved by the Board.

SECTION 3. The Chief Financial Officer is hereby authorized and empowered to effect and implement any necessary amendments and changes necessary in order to market the Bonds, which amendments and changes may be requested or required by the rating agencies, the municipal bond insurer, the Underwriter, bond counsel, or the municipal bond market generally, and. to execute Bond Purchase Agreement with Raymond James & Associates,

# September 12, 2017

Inc., under such terms and conditions as are most favorable to the School District.

SECTION 4. All actions heretofore taken by the Calcasieu Parish School Board and by the officers thereof or on their behalf, not inconsistent herewith directed toward preparation and delivery of Preliminary Official Statement are hereby ratified, approved and confirmed.

ADOPTED AND APPROVED on this 12<sup>th</sup> day of September, 2017.

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RON HAYES, President

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KARL BRUCHHAUS, Secretary

On a motion to approve by Mr. Tarver and seconded by Mr. Duhon, the motion carried.

## **B. Permission to purchase computers at State Contract prices**

**Memorandum**  
**To:** Board Members  
**From:** Karl Bruchhaus, Superintendent  
**Date:** September 12, 2017  
**Subject:** Computer Purchases

State testing for all 5<sup>th</sup> through 8<sup>th</sup> graders and for high school End of Course exams are all required to be on computer. As the state's computer testing guidelines have evolved, we have realized that many of our schools are struggling with providing computer time necessary to get all testing completed. The Technology Department has spent the last several weeks reviewing the number of computers at each school that are capable of meeting the newest state on-line requirements.

Staff is requesting permission to purchase 1200 Dell laptop computers at the CPSB state contract price. The estimated \$684,000 expenditure would be funded from Assigned General Fund Balance for E-Rate, which is currently \$1,000,000 set aside for technology related purchases.

On a motion to approve by Mr. Tarver and a second by Mrs. Ballard, the motion carried.

## **BID REPORTS**

Mr. Hayes read the following item:

# September 12, 2017

## A. Bid 2018-23 Small Equipment, Wares/Food Service Dept. Funds

### **BID REPORTS:**

ALL BIDS WERE POSTED ON [WWW.CENTRALBIDDING.COM](http://WWW.CENTRALBIDDING.COM) AND [WWW.CPSB.ORG](http://WWW.CPSB.ORG)

**BID 2018-23 SMALL EQUIPMENT/WARES, FOOD SERVICE DEPT.**, was opened on  
**September 7, 2017 @ 10AM**

### BIDS WERE SENT TO THE FOLLOWING:

CALICO INDUSTRIAL  
ECONOMICAL JANITORIAL  
LAFAYETTE RESTAURANT  
NOLA RESTAURANT SUPPLY  
PON FOOD CORP  
SW BAR NEEDS  
SYSCO NEW ORLEANS

### BID RESULTS AS FOLLOWS:

ALACK	\$ 1,469.85
CLARK ASSOCIATES	\$ 3,359.23
ECONOMICAL JANITORIAL	\$10,571.83
EQUIPMENT CONCEPTS	\$ 147.50
SAM TELL	\$ 1,686.33
SW BAR NEEDS	<u>\$16,209.45</u>
TOTAL:	<u>\$33,444.19</u>

The staff recommends awarding as indicated above as the lowest responsible responsive bidders.

On a motion to approve by Mr. Breaux and seconded by Mr. Hardy, the motion carried.

## **PERMISSION TO ADVERTISE**

Mr. Hayes read the following item:

### A. E-Rate Services and Equipment for 2018-2019 fiscal year

On a motion to approve by Mr. Breaux and a second by Mr. Hardy, the motion carried.

## **CORRESPONDENCE**

Mr. Hayes read the following items:

A. Change Order Number Three (3) for the Project, "Classroom Pods – Phase X", Project #1715; Champeaux, Evans, Hotard, Designer; Miller & Associates, Contractor; *Increase* of \$46,070.53 and *Increase* of forty three (43) days.

Submitting a blue card to speak to the Board:

# September 12, 2017

Vicky Johnston, representing CAE

On a motion to approve by Mr. Tarver and a second by Mr. Breaux, the motion carried.

**B.** Change Order Number Four (4) for the Project, “Classroom Pods – Phase X”, Project #1715; Champeaux, Evans, Hotard, Designer; Miller & Associates, Contractor; *Increase* of \$144,407.87 and *Increase* of twenty five (25) days.

On a motion to approve by Mr. Breaux and a second by Mr. Duhon, the motion carried.

**C.** Change Order Number Three (3) for the Project, “Prien Lake Access Road”, Pat Williams Construction, LLC, Contractor, Conner Engineering, Architect; *Decrease* of \$3,485.00.

On a motion to approve by Mr. Duhon and a second by Mr. Tarver, the motion carried.

**D.** Recommendation of Acceptance for the Project, “Access Road for Student Drop-Off at Prien Lake Elementary”, Conner Engineering, LLC, Architect; Pat Williams Construction, LLC, Contractor.

On a motion to approve by Mrs. Ballard and a second by Mr. Tarver, the motion carried.

## **CONDOLENCE/RECOGNITION**

A letter of condolence was requested by Mrs. Ballard, Mr. Hardy, and Mr. Hayes to the family of Mr. David Buller.

Mrs. Ballard congratulated Lori Benoit, a teacher at Barbe High School, the recipient of the 2017 Yale Educator Award.

Mr. Duhon asked for a letter of condolence to the family of Mr. Jay Guillory, a former counselor at Sam Houston High School.

## **SCHEDULE OF BOARD MEETING/COMMITTEES**

**September 26, 2017** Budget Committee/C&I Committee to follow

**October 10, 2017** CPSB Meeting

**November 14, 2017** CPSB Meeting

**November 28, 2017** Insurance Committee  
A&P Committee

# September 12, 2017

December 12, 2017 CPSB Meeting

## ADJOURN MEETING

On a motion to adjourn by Mr. Tarver and a second by Mr. Hardy, the meeting was adjourned at 6:11 p.m.

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Ron Hayes, President

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Karl Bruchhaus, Secretary