

December 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 December 12, 2017, at 5:00 p.m.

The meeting was called to order by Ron Hayes, President. The prayer was led by Ron Hayes. The Pledge of Allegiance was led by Madison Spears, a student at Westlake High School.

ROLL CALL

The roll was called by Superintendent Bruchhaus and the following members were present: Aaron Natali, Glenda Gay, John Duhon, Dean Roberts, Fred Hardy, Annette Ballard, Ron Hayes, Eric Tarver, Mack Dellafosse, Damon Hardesty, Alvin Smith, Chad Guidry, Russell Castille, and Wayne Williams.

Mr. Breaux was absent.

Mr. Hayes asked for a motion to move agenda items 8.D – 8. G to follow the roll call, so that Attorney Jay Delafield could read the results before leaving for another meeting. On a motion to approve by Mr. Tarver and a second by Mr. Dellafosse, the motion carried unanimously. All items were taken on one motion, made by Mr. Tarver and seconded by Mr. Dellafosse. The vote was unanimous.

D. Approval of Resolution promulgating the results of November 18, 2017 election in District 23

Lake Charles, Louisiana
December 12, 2017

The Parish School Board of Calcasieu Parish, Louisiana, governing authority of School District No. 23 of Calcasieu Parish, Louisiana, met in regular session at 5:00 o'clock p.m. on Tuesday, December 12, 2017, at the regular meeting place of said Board in the Calcasieu Parish School Board Office, 3310 Broad Street, Lake Charles, Louisiana, pursuant to the provisions of 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

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members were present: Aaron Natali, Glenda Gay, John Duhon, Dean Roberts, Fred Hardy, Annette Ballard, Ron Hayes, Eric Tarver, Mack Dellafosse, Damon Hardesty, Alvin Smith, Chad Guidry, Russell Castille, and Wayne Williams

ABSENT: Billy Breaux

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

The President of the Board stated that one purpose of the meeting was for canvassing and tabulating the returns of an election held in School District No. 23 of Calcasieu Parish, Louisiana on November 18, 2017, on question of authorizing the incurring of debt and issuance of bonds of said District for the purpose of acquiring, and/or improving lands for building sites and playgrounds, purchasing, erecting, enlarging and/or improving school buildings and other school related facilities within and for said School District, and acquiring the necessary equipment and furnishings therefor, and thereupon presented the following proces verbal, which was adopted by the following vote:

YEAS:14

NAYS: 0

NOT VOTING:0

PROCES VERBAL

BE IT KNOWN AND REMEMBERED that on this 12th day of December, 2017, at 5:00 o'clock p.m., in accordance with a resolution of the Calcasieu Parish School Board (the "Board"), adopted on August 15, 2017, and recorded in the records of said Board, notice of which meeting was issued and published according to law, the undersigned members of the Board, being a quorum thereof, met at the regular meeting place of the Board, and according to law examined the tabulation blanks, certificates and statements which were received from the Commissioners

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and Commissioners-in-Charge of the election held in School District No. 23 of Calcasieu Parish, Louisiana on November 18, 2017, in accordance with said resolution, together with the transcription of the totals made by the Clerk of Court and Ex-Officio Parish Custodian of Voting Machines in and for Calcasieu Parish to determine the following proposition:

BOND PROPOSITION

Shall School District No. 23 of Calcasieu Parish, Louisiana (“District”), incur debt and issue bonds in an amount not exceeding Fifty-Six Million, Three Hundred Thousand (\$56,300,000) Dollars, in one or more series, for a period not exceeding twenty (20) years from date thereof, with interest at a rate or rates not exceeding eight (8%) percent per annum, for the purpose of acquiring and/or improving lands for buildings and playgrounds, purchasing, erecting, enlarging and/or improving school buildings and other related facilities and necessary equipment and furnishings therefor, title to which shall be in the public, which bonds shall be general obligations of the District and will be retired with, paid from and secured by ad valorem taxes estimated to be 9.10 mills for the first year, on all taxable property within the District sufficient in rate and amount to pay said bonds in principal and interest, as provided by Article VI, Section 33 of the 1974 Louisiana Constitution, as amended, and statutory authority supplemental thereto?

The results of said election proved to be as follows:

PRECINCT	NUMBER OF VOTES IN FAVOR OF PROPOSITION	NUMBER OF VOTES AGAINST PROPOSITION
405	78	134
408 (Part)	26	36
440	66	75
441	56	63
461 (Part)	17	7
463	87	79
464	88	69
467 (Part)	0	1
Absentees	<u>137</u>	<u>124</u>
TOTALS	555	588

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We therefore ascertained that the majority of qualified electors of School District No. 23 of Calcasieu Parish, Louisiana qualified to vote under the Constitution and laws of the State of Louisiana voting in said election voted against the Bond Proposition.

At the same time and place, we did examine and canvass the returns as evidenced by said tabulation blanks, certificates, and statements received from the election Commissioners and Commissioners-in-Charge, the correctness of which were sworn to by the election Commissioners-in-Charge and Commissioners according to law, and our finding was that the returns indicated a majority voted against the Bond Proposition.

Therefore, we declare that the result of said election is against the Bond Proposition as stated above.

In accordance with law, a resolution promulgating the aforesaid results was adopted, and the Secretary of the Board was ordered to have a copy of said resolution signed by the President and published in one issue of the *Lake Charles American Press*, a newspaper published in Lake Charles, Louisiana, and of general circulation in School District No. 23 of Calcasieu Parish, Louisiana.

We did, likewise, order that one copy of this proces verbal be sent to the Secretary of State to be recorded in the archives of the State of Louisiana, and that one copy be sent to the Clerk of the District Court of Calcasieu Parish to be recorded in the mortgage records of said Parish and that one copy be filed in the archives of this Board.

RESOLUTION

A RESOLUTION PROMULGATING THE RESULTS OF A
SPECIAL BOND ELECTION HELD IN SCHOOL DISTRICT
NO. 23 OF CALCASIEU PARISH, LOUISIANA ON

December 12, 2017

NOVEMBER 18, 2017.

WHEREAS, on November 18, 2017, an election was held in School District No. 23 of Calcasieu Parish, Louisiana, to determine the proposition hereinafter set out;

WHEREAS, the returns of said election were canvassed by the Board according to law and notice duly given as provided by law, and the result of said election was declared to be against the Bond Proposition;

NOW, THEREFORE, BE IT RESOLVED by the Parish School Board, governing authority of School District No. 23 of Calcasieu Parish, Louisiana, as follows:

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SECTION 1. An election was held in School District No. 23 of Calcasieu Parish, Louisiana, on November 18, 2017, to determine the proposition hereinafter set out; that said election was duly and properly called by the Board by a resolution adopted on August 15, 2017, and recorded in the records of said Board, that notice of said election embracing all matters required by law to be contained therein was given by publication in the *Lake Charles American Press*, a newspaper published in Lake Charles, Louisiana, and of general circulation in Calcasieu Parish, Louisiana, on August 30, September 6, September 13, and September 20, 2017, the first of said publications being not less than 45 days nor more than 90 days prior to the date set for said election; that this Board did in said resolution designate the polling places for said election and did provide for the use of voting machines in the conduct of said election; that election officials were duly selected; that each election official received the certificate of instruction of the use of the voting machines and his duties in connection therewith as required by law; that the State Custodian of Voting Machines and the Clerk of Court and Ex-Officio Parish Custodian of Voting Machines of Calcasieu Parish made available on the day of the election at the polling places designated for the conduct of said election the necessary voting machines and all necessary equipment and paraphernalia required by law in connection with the use of voting machines at elections; that the Registrar of Voters and the Clerk of Court of Calcasieu Parish furnished to the election Commissioners and Commissioners-in-Charge copies of the precinct registers for each precinct or ward entitled to vote at such polling places; that the Louisiana Secretary of State prepared and certified the ballot used in the voting machines as required by law; that the proposition voted on in said election and as it appeared in said voting machine was in due form provided by law and the resolution adopted by this Board on August 15, 2017, calling said special election; that the results of said election were written on a large sheet of paper at said polling places, which sheet of paper was signed by each of the election officials designated to conduct such election at said polling places and which sheet was thereupon posted in public view at the polling places in accordance with law; that only qualified electors under the Constitution and laws of the State of Louisiana voted at said election; that the officials who served at said election were duly and properly appointed; that the places of all absent election officials were properly filled in accordance with

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law; that before opening the polls all election officials were properly sworn in accordance with law; that the polls at the voting places were opened at 7:00 a.m. and remained open and until not later than 8:00 p.m.; that after the closing of the polls the votes for and against the proposition were properly counted and tallied and the necessary tabulation blanks, certificates and statements were made by the election officials in accordance with law and the voting machines delivered to the Clerk of Court and Ex-Officio Custodian of Voting Machines in and for Calcasieu Parish, Louisiana, and a copy of the results of said election delivered to the Clerk of the District Court of Calcasieu Parish as required by Louisiana Revised Statutes 18:1190 E; that on November 21, 2017, that being the third day after said election the Clerk of Court and Ex-Officio Custodian of Voting Machines, after breaking the seals and opening the voting machines used in said election did transcript the totals for the proposition voted upon at said election; and that all things whatsoever required by law to be done in connection with the holding of said election were properly and duly performed in manner and form as required by Part IV of Chapter 4 of Subtitle II of Title 39 of the Louisiana Revised Statutes of 1950, as amended (La. R.S. 39:701, *et seq.*), and the general election laws of the State of Louisiana.

SECTION 2. In said election the following proposition failed by a majority of the electors qualified to vote and voting in said election in School District No. 23 of Calcasieu Parish, Louisiana:

BOND PROPOSITION

Shall School District No. 23 of Calcasieu Parish, Louisiana (“District”), incur debt and issue bonds in an amount not exceeding Fifty-Six Million, Three Hundred Thousand (\$56,300,000) Dollars, in one or more series, for a period not exceeding twenty (20) years from date thereof, with interest at a rate or rates not exceeding eight (8%) percent per annum, for the purpose of acquiring and/or improving lands for buildings and playgrounds, purchasing, erecting, enlarging and/or improving school buildings and other related facilities and necessary equipment and furnishings therefor, title to which shall be in the public, which bonds shall be general

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obligations of the District and will be retired with, paid from and secured by ad valorem taxes estimated to be 9.10 mills for the first year, on all taxable property within the District sufficient in rate and amount to pay said bonds in principal and interest, as provided by Article VI, Section 33 of the 1974 Louisiana Constitution, as amended, and statutory authority supplemental thereto?

SECTION 3. The results of said election shall be promulgated by publication of this resolution of promulgation one time in the *Lake Charles American Press*, a newspaper published in Lake Charles, Louisiana, the official journal of the Board and of general circulation in School District No. 23 of Calcasieu Parish, Louisiana.

ADOPTED AND APPROVED this 12th day of December, 2017.

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

E. Approval of Resolution promulgating the results of November 18, 2017 election in District 31

Lake Charles, Louisiana
December 12, 2017

The Parish School Board of Calcasieu Parish, Louisiana, governing authority of School District No. 31 of Calcasieu Parish, Louisiana, met in regular session at 5:00 o'clock p.m. on Tuesday, December 12, 2017, at the regular meeting place of said Board in the Calcasieu Parish School Board Office, 3310 Broad Street, Lake Charles, Louisiana, pursuant to the provisions of 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: Aaron Natali, Glenda Gay, John Duhon, Dean Roberts, Fred Hardy,

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Annette Ballard, Ron Hayes, Eric Tarver, Mack Dellafosse, Damon Hardesty, Alvin Smith, Chad Guidry, Russell Castille, and Wayne Williams.

ABSENT: Billy Breaux

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

The President of the Board stated that one purpose of the meeting was for canvassing and tabulating the returns of an election held in School District No. 31 of Calcasieu Parish, Louisiana on November 18, 2017, on question of authorizing the incurring of debt and issuance of bonds of said District for the purpose of acquiring, and/or improving lands for building sites and playgrounds, purchasing, erecting, enlarging and/or improving school buildings and other school related facilities within and for said School District, and acquiring the necessary equipment and furnishings therefor, and thereupon presented the following proces verbal, which was adopted by the following vote:

YEAS:14

NAYS: 0

NOT VOTING:0

PROCES VERBAL

BE IT KNOWN AND REMEMBERED that on this 12th day of December, 2017, at 5:00 o'clock p.m., in accordance with a resolution of the Calcasieu Parish School Board (the "Board"), adopted on August 15, 2017, and recorded in the records of said Board, notice of which meeting was issued and published according to law, the undersigned members of the Board, being a quorum thereof, met at the regular meeting place of the Board, and according to law examined

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the tabulation blanks, certificates and statements which were received from the Commissioners and Commissioners-in-Charge of the election held in School District No. 31 of Calcasieu Parish, Louisiana on November 18, 2017, in accordance with said resolution, together with the transcription of the totals made by the Clerk of Court and Ex-Officio Parish Custodian of Voting Machines in and for Calcasieu Parish to determine the following proposition:

BOND PROPOSITION

Shall School District No. 31 of Calcasieu Parish, Louisiana (“District”), incur debt and issue bonds in an amount not exceeding Forty-Six Million (\$46,000,000) Dollars, in one or more series, for a period not exceeding twenty (20) years from date thereof, with interest at a rate or rates not exceeding eight (8%) percent per annum, for the purpose of acquiring and/or improving lands for buildings and playgrounds, purchasing, erecting, enlarging and/or improving school buildings and other related facilities and necessary equipment and furnishings therefor, title to which shall be in the public, which bonds shall be general obligations of the District and will be retired with, paid from and secured by ad valorem taxes estimated to be 27.60 mills for the first year, on all taxable property within the District sufficient in rate and amount to pay said bonds in principal and interest, as provided by Article VI, Section 33 of the 1974 Louisiana Constitution, as amended, and statutory authority supplemental thereto?

The results of said election proved to be as follows:

PRECINCT	NUMBER OF VOTES IN FAVOR OF PROPOSITION	NUMBER OF VOTES AGAINST PROPOSITION
300	47	58
301	51	60
302 (Part)	22	20
303	24	39
304	50	31
305	58	36
306 (Part)	51	36
307	25	19

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308	35	46
309 E	8	8
309W	45	39
310	36	39
311	24	24
312	67	69
313E (Part)	5	1
313W (Part)	7	10
314	55	60
315E	41	41
315W	40	35
360 (Part)	8	31
361	25	18
Absentees	<u>209</u>	<u>189</u>
TOTALS	933	909

We therefore ascertained that the majority of qualified electors of School District No. 31 of Calcasieu Parish, Louisiana qualified to vote under the Constitution and laws of the State of Louisiana voting in said election voted in favor of the Bond Proposition.

At the same time and place, we did examine and canvass the returns as evidenced by said tabulation blanks, certificates, and statements received from the election Commissioners and Commissioners-in-Charge, the correctness of which were sworn to by the election Commissioners-in-Charge and Commissioners according to law, and our finding was that the returns indicated a majority voted in favor of the Bond Proposition.

Therefore, we declare that the result of said election is in favor of the Bond Proposition as stated above.

In accordance with law, a resolution promulgating the aforesaid results was adopted, and the Secretary of the Board was ordered to have a copy of said resolution signed by the President and published in one issue of the *Lake Charles American Press*, a newspaper

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published in Lake Charles, Louisiana, and of general circulation in School District No. 31 of Calcasieu Parish, Louisiana.

We did, likewise, order that one copy of this proces verbal be sent to the Secretary of State to be recorded in the archives of the State of Louisiana, and that one copy be sent to the Clerk of the District Court of Calcasieu Parish to be recorded in the mortgage records of said Parish and that one copy be filed in the archives of this Board.

The following resolution was thereupon introduced, and pursuant to a motion made by Mr. Tarver and seconded by Mr. Dellafosse, was adopted by the following vote:

YEAS:14

NAYS:0

ABSENT: 1

NOT VOTING: 0

RESOLUTION

A RESOLUTION PROMULGATING THE RESULTS OF A SPECIAL BOND ELECTION HELD IN SCHOOL DISTRICT NO. 31 OF CALCASIEU PARISH, LOUISIANA ON NOVEMBER 18, 2017.

WHEREAS, on November 18, 2017, an election was held in School District No. 31 of Calcasieu Parish, Louisiana, to determine the proposition hereinafter set out;

WHEREAS, the returns of said election were canvassed by the Board according to law and notice duly given as provided by law, and the result of said election was declared to be in favor of the Bond Proposition;

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NOW, THEREFORE, BE IT RESOLVED by the Parish School Board, governing authority of School District No. 31 of Calcasieu Parish, Louisiana, as follows:

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SECTION 1. An election was held in School District No. 31 of Calcasieu Parish, Louisiana, on November 18, 2017, to determine the proposition hereinafter set out; that said election was duly and properly called by the Board by a resolution adopted on August 15, 2017, and recorded in the records of said Board, that notice of said election embracing all matters required by law to be contained therein was given by publication in the *Lake Charles American Press*, a newspaper published in Lake Charles, Louisiana, and of general circulation in Calcasieu Parish, Louisiana, on August 30, September 6, September 13, and September 20, 2017, the first of said publications being not less than 45 days nor more than 90 days prior to the date set for said election; that this Board did in said resolution designate the polling places for said election and did provide for the use of voting machines in the conduct of said election; that election officials were duly selected; that each election official received the certificate of instruction of the use of the voting machines and his duties in connection therewith as required by law; that the State Custodian of Voting Machines and the Clerk of Court and Ex-Officio Parish Custodian of Voting Machines of Calcasieu Parish made available on the day of the election at the polling places designated for the conduct of said election the necessary voting machines and all necessary equipment and paraphernalia required by law in connection with the use of voting machines at elections; that the Registrar of Voters and the Clerk of Court of Calcasieu Parish furnished to the election Commissioners and Commissioners-in-Charge copies of the precinct registers for each precinct or ward entitled to vote at such polling places; that the Louisiana Secretary of State prepared and certified the ballot used in the voting machines as required by law; that the proposition voted on in said election and as it appeared in said voting machine was in due form provided by law and the resolution adopted by this Board on August 15, 2017, calling said special election; that the results of said election were written on a large sheet of paper at said polling places, which sheet of paper was signed by each of the election officials designated to conduct such election at said polling places and which sheet was thereupon posted in public view at the polling places in accordance with law; that only qualified electors under the Constitution and laws of the State of Louisiana voted at said election; that the officials who served at said election were duly and properly appointed; that the places of all absent election officials were properly filled in accordance with

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law; that before opening the polls all election officials were properly sworn in accordance with law; that the polls at the voting places were opened at 7:00 a.m. and remained open and until not later than 8:00 p.m.; that after the closing of the polls the votes for and against the proposition were properly counted and tallied and the necessary tabulation blanks, certificates and statements were made by the election officials in accordance with law and the voting machines delivered to the Clerk of Court and Ex-Officio Custodian of Voting Machines in and for Calcasieu Parish, Louisiana, and a copy of the results of said election delivered to the Clerk of the District Court of Calcasieu Parish as required by Louisiana Revised Statutes 18:1190 E; that on November 21, 2017, that being the third day after said election the Clerk of Court and Ex-Officio Custodian of Voting Machines, after breaking the seals and opening the voting machines used in said election did transcript the totals for the proposition voted upon at said election; and that all things whatsoever required by law to be done in connection with the holding of said election were properly and duly performed in manner and form as required by Part IV of Chapter 4 of Subtitle II of Title 39 of the Louisiana Revised Statutes of 1950, as amended (La. R.S. 39:701, *et seq.*), and the general election laws of the State of Louisiana.

SECTION 2. In said election the following proposition passed by a majority of the electors qualified to vote and voting in said election in School District No. 31 of Calcasieu Parish, Louisiana:

BOND PROPOSITION

Shall School District No. 31 of Calcasieu Parish, Louisiana (“District”), incur debt and issue bonds in an amount not exceeding Forty-Six Million (\$46,000,000) Dollars, in one or more series, for a period not exceeding twenty (20) years from date thereof, with interest at a rate or rates not exceeding eight (8%) percent per annum, for the purpose of acquiring and/or improving lands for buildings and playgrounds, purchasing, erecting, enlarging and/or improving school buildings and other related facilities and necessary equipment and furnishings therefor, title to which shall be in the public, which bonds shall be general obligations of the District and

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will be retired with, paid from and secured by ad valorem taxes estimated to be 27.60 mills for the first year, on all taxable property within the District sufficient in rate and amount to pay said bonds in principal and interest, as provided by Article VI, Section 33 of the 1974 Louisiana Constitution, as amended, and statutory authority supplemental thereto?

SECTION 3. The results of said election shall be promulgated by publication of this resolution of promulgation one time in the *Lake Charles American Press*, a newspaper published in Lake Charles, Louisiana, the official journal of the Board and of general circulation in School District No. 31 of Calcasieu Parish, Louisiana.

ADOPTED AND APPROVED this 12th day of December, 2017.

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

F. Approval of Resolution promulgating the results of November 18, 2017 election in District 33

Lake Charles, Louisiana
December 12, 2017

The Parish School Board of Calcasieu Parish, Louisiana, governing authority of School District No. 33 of Calcasieu Parish, Louisiana, met in regular session at 5:00 o'clock p.m. on Tuesday, December 12, 2017, at the regular meeting place of said Board in the Calcasieu Parish School Board Office, 3310 Broad Street, Lake Charles, Louisiana, pursuant to the provisions of 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: Aaron Natali, Glenda Gay, John Duhon, Dean Roberts, Fred Hardy, Annette Ballard, Ron Hayes, Eric Tarver, Mack Dellafosse, Damon Hardesty, Alvin Smith, Chad

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Guidry, Russell Castille, and Wayne Williams.

ABSENT: Billy Breaux

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

The President of the Board stated that one purpose of the meeting was for canvassing and tabulating the returns of an election held in School District No. 33 of Calcasieu Parish, Louisiana on November 18, 2017, on question of authorizing the incurring of debt and issuance of bonds of said District for the purpose of acquiring, and/or improving lands for building sites and playgrounds, purchasing, erecting, enlarging and/or improving school buildings and other school related facilities within and for said School District, and acquiring the necessary equipment and furnishings therefor, and thereupon presented the following proces verbal, which was adopted by the following vote:

YEAS:14

NAYS: 0

NOT VOTING:0

PROCES VERBAL

BE IT KNOWN AND REMEMBERED that on this 12th day of December, 2017, at 5:00 o'clock p.m., in accordance with a resolution of the Calcasieu Parish School Board (the "Board"), adopted on August 15, 2017, and recorded in the records of said Board, notice of which meeting was issued and published according to law, the undersigned members of the Board, being a quorum thereof, met at the regular meeting place of the Board, and according to law examined the tabulation blanks, certificates and statements which were received from the Commissioners and Commissioners-in-Charge of the election held in School District No. 33 of Calcasieu Parish, Louisiana on November 18, 2017, in accordance with said resolution, together with the transcription of the totals made by the Clerk of Court and Ex-Officio Parish Custodian of Voting

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Machines in and for Calcasieu Parish to determine the following proposition:

BOND PROPOSITION

Shall School District No. 33 of Calcasieu Parish, Louisiana (“District”), incur debt and issue bonds in an amount not exceeding Fifty Million, Eight Hundred Thousand (\$50,800,000) Dollars, in one or more series, for a period not exceeding twenty (20) years from date thereof, with interest at a rate or rates not exceeding eight (8%) percent per annum, for the purpose of acquiring and/or improving lands for buildings and playgrounds, purchasing, erecting, enlarging and/or improving school buildings and other related facilities and necessary equipment and furnishings therefor, title to which shall be in the public, which bonds shall be general obligations of the District and will be retired with, paid from and secured by ad valorem taxes estimated to be 26.9 mills for the first year, on all taxable property within the District sufficient in rate and amount to pay said bonds in principal and interest, as provided by Article VI, Section 33 of the 1974 Louisiana Constitution, as amended, and statutory authority supplemental thereto?

The results of said election proved to be as follows:

PRECINCT	NUMBER OF VOTES IN FAVOR OF PROPOSITION	NUMBER OF VOTES AGAINST PROPOSITION
313E (Part)	0	0
313W (Part)	8	14
318	15	36
319N	9	9
319S	10	11
320E	25	25
320W	46	29
321	50	32
322	53	42
323	36	49
324	42	51
327	13	20
328	61	66
329	63	47

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330	35	23
332N	27	18
332S	32	28
338 (Part)	42	69
339 (Part)	0	0
364	54	68
365 (Part)	0	1
369 (Part)	26	19
370	38	93
371N	22	33
371S (Part)	40	61
Absentees	<u>171</u>	<u>175</u>
TOTALS	918	1,019

We therefore ascertained that the majority of qualified electors of School District No. 33 of Calcasieu Parish, Louisiana qualified to vote under the Constitution and laws of the State of Louisiana voting in said election voted against the Bond Proposition.

At the same time and place, we did examine and canvass the returns as evidenced by said tabulation blanks, certificates, and statements received from the election Commissioners and Commissioners-in-Charge, the correctness of which were sworn to by the election Commissioners-in-Charge and Commissioners according to law, and our finding was that the returns indicated a majority voted against the Bond Proposition.

Therefore, we declare that the result of said election is against the Bond Proposition as stated above.

In accordance with law, a resolution promulgating the aforesaid results was adopted, and the Secretary of the Board was ordered to have a copy of said resolution signed by the President and published in one issue of the *Lake Charles American Press*, a newspaper published in Lake Charles, Louisiana, and of general circulation in School District No. 33 of

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Calcasieu Parish, Louisiana.

We did, likewise, order that one copy of this proces verbal be sent to the Secretary of State to be recorded in the archives of the State of Louisiana, and that one copy be sent to the Clerk of the District Court of Calcasieu Parish to be recorded in the mortgage records of said Parish and that one copy be filed in the archives of this Board.

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The following resolution was thereupon introduced, and pursuant to a motion made by Eric Tarver and seconded by Mack Dellafosse, was adopted by the following vote:

YEAS:14

NAYS: 0

ABSENT: 1

NOT VOTING: 0

RESOLUTION

A RESOLUTION PROMULGATING THE RESULTS OF A SPECIAL BOND ELECTION HELD IN SCHOOL DISTRICT NO. 33 OF CALCASIEU PARISH, LOUISIANA ON NOVEMBER 18, 2017.

WHEREAS, on November 18, 2017, an election was held in School District No. 33 of Calcasieu Parish, Louisiana, to determine the proposition hereinafter set out;

WHEREAS, the returns of said election were canvassed by the Board according to law and notice duly given as provided by law, and the result of said election was declared to be against the Bond Proposition;

NOW, THEREFORE, BE IT RESOLVED by the Parish School Board, governing authority of School District No. 33 of Calcasieu Parish, Louisiana, as follows:

SECTION 1. An election was held in School District No. 33 of Calcasieu Parish, Louisiana, on November 18, 2017, to determine the proposition hereinafter set out; that said election was duly and properly called by the Board by a resolution adopted on August 15, 2017,

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and recorded in the records of said Board, that notice of said election embracing all matters required by law to be contained therein was given by publication in the *Lake Charles American Press*, a newspaper published in Lake Charles, Louisiana, and of general circulation in Calcasieu Parish, Louisiana, on August 30, September 6, September 13, and September 20, 2017, the first of said publications being not less than 45 days nor more than 90 days prior to the date set for said election; that this Board did in said resolution designate the polling places for said election and did provide for the use of voting machines in the conduct of said election; that election officials were duly selected; that each election official received the certificate of instruction of the use of the voting machines and his duties in connection therewith as required by law; that the State Custodian of Voting Machines and the Clerk of Court and Ex-Officio Parish Custodian of Voting Machines of Calcasieu Parish made available on the day of the election at the polling places designated for the conduct of said election the necessary voting machines and all necessary equipment and paraphernalia required by law in connection with the use of voting machines at elections; that the Registrar of Voters and the Clerk of Court of Calcasieu Parish furnished to the election Commissioners and Commissioners-in-Charge copies of the precinct registers for each precinct or ward entitled to vote at such polling places; that the Louisiana Secretary of State prepared and certified the ballot used in the voting machines as required by law; that the proposition voted on in said election and as it appeared in said voting machine was in due form provided by law and the resolution adopted by this Board on August 15, 2017, calling said special election; that the results of said election were written on a large sheet of paper at said polling places, which sheet of paper was signed by each of the election officials designated to conduct such election at said polling places and which sheet was thereupon posted in public view at the polling places in accordance with law; that only qualified electors under the Constitution and laws of the State of Louisiana voted at said election; that the officials who served at said election were duly and properly appointed; that the places of all absent election officials were properly filled in accordance with law; that before opening the polls all election officials were properly sworn in accordance with law; that the polls at the voting places were opened at 7:00 a.m. and remained open and until not later than 8:00 p.m.; that after the closing of the polls the votes for and against the proposition

December 12, 2017

were properly counted and tallied and the necessary tabulation blanks, certificates and statements were made by the election officials in accordance with law and the voting machines delivered to the Clerk of Court and Ex-Officio Custodian of Voting Machines in and for Calcasieu Parish, Louisiana, and a copy of the results of said election delivered to the Clerk of the District Court of Calcasieu Parish as required by Louisiana Revised Statutes 18:1190 E; that on November 21, 2017, that being the third day after said election the Clerk of Court and Ex-Officio Custodian of Voting Machines, after breaking the seals and opening the voting machines used in said election did transcript the totals for the proposition voted upon at said election; and that all things whatsoever required by law to be done in connection with the holding of said election were properly and duly performed in manner and form as required by Part IV of Chapter 4 of Subtitle II of Title 39 of the Louisiana Revised Statutes of 1950, as amended (La. R.S. 39:701, *et seq.*), and the general election laws of the State of Louisiana.

SECTION 2. In said election the following proposition failed by a majority of the electors qualified to vote and voting in said election in School District No. 33 of Calcasieu Parish, Louisiana:

BOND PROPOSITION

Shall School District No. 33 of Calcasieu Parish, Louisiana (“District”), incur debt and issue bonds in an amount not exceeding Fifty Million, Eight Hundred Thousand (\$50,800,000) Dollars, in one or more series, for a period not exceeding twenty (20) years from date thereof, with interest at a rate or rates not exceeding eight (8%) percent per annum, for the purpose of acquiring and/or improving lands for buildings and playgrounds, purchasing, erecting, enlarging and/or improving school buildings and other related facilities and necessary equipment and furnishings therefor, title to which shall be in the public, which bonds shall be general obligations of the District and will be retired with, paid from and secured by ad valorem taxes estimated to be 26.9 mills for the first year, on all taxable property within the District sufficient in rate and amount to pay said bonds in principal and interest, as provided by Article VI, Section 33 of the 1974 Louisiana Constitution, as

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amended, and statutory authority supplemental thereto?

SECTION 3. The results of said election shall be promulgated by publication of this resolution of promulgation one time in the *Lake Charles American Press*, a newspaper published in Lake Charles, Louisiana, the official journal of the Board and of general circulation in School District No. 33 of Calcasieu Parish, Louisiana.

ADOPTED AND APPROVED this 12th day of December, 2017.

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

G. Approval of Resolution promulgating the results of November 18, 2017 election in District 34/Bond Proposition One and Bond Proposition Two

Lake Charles, Louisiana
December 12, 2017

The Parish School Board of Calcasieu Parish, Louisiana, governing authority of School District No. 34 of Calcasieu Parish, Louisiana, met in regular session at 5:00 o'clock p.m. on Tuesday, December 12, 2017, at the regular meeting place of said Board in the Calcasieu Parish School Board Office, 3310 Broad Street, Lake Charles, Louisiana, pursuant to the provisions of 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: Aaron Natali, Glenda Gay, John Duhon, Dean Roberts, Fred Hardy, Annette Ballard, Ron Hayes, Eric Tarver, Mack Dellafosse, Damon Hardesty, Alvin Smith, Chad Guidry, Russell Castille, and Wayne Williams.

ABSENT: Billy Breaux

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

The President of the Board stated that one purpose of the meeting was for canvassing and tabulating the returns of an election held in School District No. 34 of Calcasieu Parish, Louisiana on November 18, 2017, on question of authorizing the incurring of debt and issuance of bonds of said District for the purpose of acquiring, and/or improving lands for building sites and playgrounds, purchasing, erecting, enlarging and/or improving school buildings and other school related facilities within and for said School District, and acquiring the necessary equipment and furnishings therefor, and thereupon presented the following proces verbal, which was adopted by the following vote:

YEAS:14

NAYS:0

NOT VOTING:9

PROCES VERBAL

BE IT KNOWN AND REMEMBERED that on this 12th day of December, 2017, at 5:00 o'clock p.m., in accordance with a resolution of the Calcasieu Parish School Board (the "Board"), adopted on August 15, 2017, and recorded in the records of said Board, notice of which meeting was issued and published according to law, the undersigned members of the Board, being a quorum thereof, met at the regular meeting place of the Board, and according to law examined the tabulation blanks, certificates and statements which were received from the Commissioners and Commissioners-in-Charge of the election held in School District No. 34 of Calcasieu Parish, Louisiana on November 18, 2017, in accordance with said resolution, together with the transcription of the totals made by the Clerk of Court and Ex-Officio Parish Custodian of Voting Machines in and for Calcasieu Parish to determine the following propositions:

December 12, 2017

BOND PROPOSITION NO. 1

Shall School District No. 34 of Calcasieu Parish, Louisiana (“District”), incur debt and issue bonds in an amount not exceeding Forty-One Million, Eight Hundred Thousand (\$41,800,000) Dollars, in one or more series, for a period not exceeding twenty (20) years from date thereof, with interest at a rate or rates not exceeding eight (8%) percent per annum, for the purpose of acquiring and/or improving lands for buildings and playgrounds, purchasing, erecting, enlarging and/or improving school buildings and other related facilities and necessary equipment and furnishings therefor, title to which shall be in the public, which bonds shall be general obligations of the District and will be retired with, paid from and secured by ad valorem taxes estimated to be 7.45 mills for the first year, on all taxable property within the District sufficient in rate and amount to pay said bonds in principal and interest, as provided by Article VI, Section 33 of the 1974 Louisiana Constitution, as amended, and statutory authority supplemental thereto?

BOND PROPOSITION NO. 2

Shall School District No. 34 of Calcasieu Parish, Louisiana (“District”), incur debt and issue bonds in an amount not exceeding Twenty-Three Million, One Hundred Thousand (\$23,100,000) Dollars, in one or more series, for a period not exceeding twenty (20) years from the date thereof, with interest at a rate not exceeding eight (8%) percent per annum, said bond authorized for the purpose of acquiring and/or improving lands for a Ninth (9th) Grade School Complex and playgrounds, purchasing, erecting, enlarging and/or improving school buildings and other school related facilities within and for said District, and acquiring necessary equipment and furnishings therefor, title to which shall be in the public, which said bonds shall be retired with, paid from and secured by ad valorem taxes on all taxable property within the limits of the District, sufficient in rate and amount to pay said bonds in principal and interest, with the estimated millage rate to be 4.12 mills in the first year of issue?

The results of said election proved to be as follows:

NUMBER OF VOTES IN

NUMBER OF VOTES

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<u>PRECINCT</u>	<u>FAVOR OF PROP. NO. 1</u>	<u>AGAINST PROP. NO. 1</u>
302 (Part)	0	0
306 (Part)	30	57
316E	8	18
316W	10	10
317	28	16
325	104	117
326	81	103
331	52	46
333	180	149
334	61	90
335	56	55
336	123	96
337	60	82
338 (Part)	24	15
339 (Part)	139	124
340	62	47
362	75	113
363	181	176
365 (Part)	100	110
366	31	49
367	57	53
368	118	159
369 (Part)	63	51
371S (Part)	2	9
372	116	122
Absentees	<u>423</u>	<u>384</u>
TOTALS	2,184	2,251

<u>PRECINCT</u>	<u>NUMBER OF VOTES IN FAVOR OF PROP. NO. 2</u>	<u>NUMBER OF VOTES AGAINST PROP. NO. 2</u>
302 (Part)	0	0
306 (Part)	30	58
316E	10	15
316W	10	10
317	23	20
325	107	113
326	81	103
331	54	44

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333	190	140
334	60	89
335	56	54
336	118	101
337	58	80
338 (Part)	24	16
339 (Part)	139	125
340	67	43
362	75	112
363	179	178
365 (Part)	100	110
366	32	47
367	56	56
368	116	163
369 (Part)	64	51
371S (Part)	2	9
372	107	128
Absentees	<u>431</u>	<u>379</u>
TOTALS	2,189	2,244

We therefore ascertained that the majority of qualified electors of School District No. 34 of Calcasieu Parish, Louisiana qualified to vote under the Constitution and laws of the State of Louisiana voting in said election voted against the Bond Propositions.

At the same time and place, we did examine and canvass the returns as evidenced by said tabulation blanks, certificates, and statements received from the election Commissioners and Commissioners-in-Charge, the correctness of which were sworn to by the election Commissioners-in-Charge and Commissioners according to law, and our finding was that the returns indicated a majority voted against the Bond Propositions.

Therefore, we declare that the result of said election is against the Bond Propositions as stated above.

December 12, 2017

In accordance with law, a resolution promulgating the aforesaid results was adopted, and the Secretary of the Board was ordered to have a copy of said resolution signed by the President and published in one issue of the *Lake Charles American Press*, a newspaper published in Lake Charles, Louisiana, and of general circulation in School District No. 34 of Calcasieu Parish, Louisiana.

We did, likewise, order that one copy of this proces verbal be sent to the Secretary of State to be recorded in the archives of the State of Louisiana, and that one copy be sent to the Clerk of the District Court of Calcasieu Parish to be recorded in the mortgage records of said Parish and that one copy be filed in the archives of this Board.

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

APPROVAL OF MINUTES

Mr. Dellafosse, with a second by Mr. Smith, offered a motion to approve the Minutes of November 14, 2017. The motion carried on a unanimous vote.

PRESENTATIONS

Presenting the certificates of excellence to the AP Scholars

Karen Williams, Administrative Coordinator of Advanced Studies

Nicole Fontenot, Consultant, Advanced Studies

AP Scholars -- Granted to students who receive grades of 3 or higher on three or more AP Exams

BARBE

- Alejandro Aristizabal
- Andrew M. Barras
- Ethan A. Bartolina
- Corey J. Breau
- Ryan C. Byrne
- Grant L. Caldwell
- Emily T. Cormier
- Gabriel B. Courmier
- Evan Delafosse
- Logan B. Duhon

SAM HOUSTON

- Breanna L. Burkhead
- Mary E. Cagle
- Sarah M. Coker
- Darby N. Cook
- Christian F. Dougay
- Jake T. Fontenot
- Angelina Y. Gulla
- Tyler D. Hooper
- Ashley M. Marcantel

SULPHUR

- Shelby L. Bailey

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- Caitlyn A. Fontenot
- Jeremiah Fortune
- Zoe S. Glaspie
- Serena M. Greenlee
- Ryan M. Hebert
- Joseph A. Hughes
- Jared L. Johnson
- Tatum N. Johnson
- William G. Kemink
- Jerald R. Lewis
- Antonia M. Lubrano
- Samuel M. Marrero
- Hasan N. Mir
- Naomi M. Moreno
- Mariah Kaitlynn D. Mouton
- Caden C. Owens
- Noah J. Phenice
- Fernando J. Pimentel
- Griffin A. Rose
- Umar M. Shaikh
- Dhruv Sharma
- James N. Smith
- Jacob A. Stump
- Andrew K. Thibodeaux
- Charles G. Vanchiere
- Michael L. Vest
- Ashley N. Watts
- Nadia T. West
- Jillian E. Whitley
- Bethany A. Williams

- Ashlyn R. Beaty
- Jacob A. Broussard
- Krystian R. Burum
- Zachary R. Castille
- Kaitlyn Darby
- Emily L. Fitkin
- Duncan C. Fontenot
- Emily J. Fontenot
- Kallie A. Gatte
- Brianda R. Gill
- Hannah G. Gros
- Julia K. Hays
- Abigael K. Higginbotham
- Allison C. Hill
- Raylee J. Istre
- Lydia K. Kellar
- Blayden C. Levens
- Rylie N. McFarlain
- Michael A. Moreno
- Erin Moss
- Grace M. Nicholson
- Kaylee A. Porter
- Emma L. Scott
- Harleigh E. Smith
- Mikaela M. Spell
- Don D. Trahan
- Emily A. Trahan
- Mason W. Whatley

WESTLAKE

- Shekinah S. Jordan

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AP Scholar with Honor: Granted to students who receive an average grade of at least 3.25 on all AP Exams taken, **and** grades of 3 or higher on four or more of these exams

BARBE

- David P. Duhon
- Sahar Irfan
- Patrick G. Juneau
- Tyler J. Leblanc
- Carson H. McBroom
- Anelisa A. Mdleleni
- Paige M. Phillips
- Alexa N. Schleter
- Hanna M. Sims
- Ty N. Thibodeaux
- Catharine E. Walker
- Gabrielle K. Welling
- Austin R. Wolf

SAM HOUSTON

- Paige C. Anderson
- Stone B. Cox
- Haleigh A. Gates
- Trevor N. Weidner

SULPHUR

- Spencer Butts
- Cody D. Cooke
- Jack R. Dietz
- Bryan J. Drost
- Abigail M. Fruge
- Gavin J. Huval
- Cassidy N. Jones
- Jarod T. Keers
- Zoe M. Long
- Emily C. Moss
- Brooke E. Tyree
- Jamie M. Young

WESTLAKE

- Cole A. Conrad

December 12, 2017

AP Scholar with Distinction: Granted to students who receive an average grade of at least 3.5 on all AP Exams taken, **and** grades of 3 or higher on five or more of these exams

BARBE

- Seth A. Aucoin
- Tyler C. Blank
- Claire N. Buchanan
- Simarpreet Chadha
- Humza A. Chaudhry
- Jason Dong
- Valeria F. Faria
- Cecile M. Girard
- Joseph W. Groves
- Michael S. Hebert
- Isabella R. Huber
- Claire K. Inderkummen
- Abigail K. Kleinschmidt
- John M. Laneve
- Zachary J. Mercy
- Michael Q. Miller
- Sterling G. Neblett
- Mekenzie M. Peshoff
- Gillian G. Reeves
- Jaden D. Rideau
- Victoria B. Self
- Brandi N. Simpson
- Bela A. Syed
- Bryce L. Travis
- Tyler J. Welch
- Bailey T. Wilson

BELL CITY

- Jordan A. Mouton

SAM HOUSTON

- Savannah M. Andrews
- Claire E. Colley
- Alyssa M. Foreman
- Jack M. Shanks
- Abby M. Sonnier
- Alexandra P. Townsley

SULPHUR HIGH

- Ethan B. Beaty
- Grant W. Erbeling
- John B. Gregory
- Jace C. Leblanc
- Bryttani J. Macnamara
- Cailey A. Miller
- David A. Spicer

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National AP Scholar: Granted to students who receive an average score of at least 4 on all AP Exams taken, **and** scores of 4 or higher on eight or more of these exams

BARBE

- Simarpreet Chadha
- Jason Dong

SUPERINTENDENT'S REPORT

Mr. Bruchhaus gave the following report:

1. Board Members have received the November 30th school population report.
2. All board members have received the November Head Start Report

Program Governance

- Policy Council meeting was held on November 13, 2017. The following items were approved:
 - ✓ September 18th and October 10th Policy Council Minutes
 - ✓ October Director's Report
 - ✓ August, September, and October Attendance Reports
 - ✓ October Financial Report
 - ✓ Approval of the purchasing of milk substitutes

Program Operations

- Enrollment – 457
- Over 75% of classrooms have been observed using the CLASS (Classroom Assessment Scoring System) Tool.
- Parenting Partners Workshops concluded at multiple sites. Over 40 parents participated in 8-weeks of combined parenting and leadership skills that empower them to become vital contributors to their children's academic success.
- Director and Fiscal Officer attended Head Start Region IV Fiscal Symposium in Dallas, TX.

Financial and Administrative Requirements

December 12, 2017

- Site Facilitators received Practice Performance Profiles. All Head Start sites were rated Proficient.

3. I would like to report our current sales tax numbers for our general fund which show November, 2017, collections at \$3,732,163 or 29.9% above budget for the fifth month of the 2017-2018 year.

Collections are \$3,838,640 or 31% above collections for the same month last year.

Collections for the 2017-2018 year, after five months are \$31,028,436 or 48.5% over budget and \$31,137,001 or 48.8 % over the same time period last year.

4. You have been given LSBA convention information. Please let us know by January 3 if you would like to be registered.

5. The following Board Members have earned the required six credit hours for 2017:

Aaron Natali

Fred Hardy

Glenda Gay

Annette Ballard

Ron Hayes

Dean Roberts

Mack Dellafosse

Damon Hardesty

Alvin Smith

Russell Castille

Billy Breaux

Wayne Williams

John Duhon

6. I am pleased to introduce the Student Council from Nelson Elementary, with their sponsor Erin Bentley. They are here to learn about Robert's Rules of Order.

COMMITTEE REPORTS

A. Employee Benefits/November 28, 2017/Billy Breaux, *Chair*

At the absence of Mr. Breaux, Mr. Bruchhaus gave the following report:

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The Calcasieu Parish School Board Employee Benefits Committee met in the Board Room at 3310 Broad Street, Lake Charles, Louisiana, on Tuesday, November 28, 2017, at 5:00 p.m. The meeting was called to order by Mr. Billy Breaux, Chairman. Mr. Ron Hayes gave the invocation and Mr. Damon Hardesty led the Pledge of Allegiance.

The roll was called with a quorum being present. The following committee members were in attendance; Billy Breaux, Chairman; Mike Hill, Diane Bagwell, Wayne Foster, Gerald Treme, Suzanne Heath, Carolyn Toups and Sue Hinchee. Board Members also in attendance were Damon Hardesty, Ron Hayes and Glenda Gay.

Mr. Breaux informed the committee of the agenda item Blue Cross Blue Shield of Louisiana Mid-Year Health Insurance Review.

Ms. Skylar Giardina introduced Mrs. Kathy Sonnier, Employee Benefit Agent, Insurance Resource Group of SWLA, for presentation of the group health insurance Mid-Year Review.

Mrs. Sonnier's presentation included:

Overall Claim Utilization current vs. prior year paid May – October \$1.4M or 6% decrease.

Overall Claims are trending at 4.63% lower on a Per Contract Per Month basis or \$34.78.

Rx Trend is flat currently at 2.24 the #Rx/PM/PM.

- Large Claims have decreased and Reinsurance Recovery in the amount of \$602,028 being paid YTD

There being no further business, a motion to adjourn was made by Mr. Ron Hayes, seconded by Ms. Suzanne Heath and approved unanimously.

This report was for information only.

B. A&P Committee/November 28, 2017 and December 5, 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

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Charles, Louisiana, 70615, on November 28, 2017, at 5:00 p.m.
The meeting was called to order by Eric Tarver, Chair.

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, Glenda Gay, Damon Hardesty, Fred Hardy, Dean Roberts, Alvin Smith and Wayne Williams.
Other Board members present were Billy Breaux, Russell Castille, Mack Dellafosse, Ron Hayes and Aaron Natali.

Mr. Tarver called the meeting to order. Mary Fontenot, Director of Transportation, presented a Power Point on the Department of Transportation. The presentation was an overview of the department which included the framework of the department, initiatives, ideas, issues, and recommendations. Specific items discussed were associated with the bus garage, mechanics, maintenance of buses, the fleet, office staffing, routing, platoons, drivers, safety measures, and accountability.

There was much discussion.

Then, Dr. LaFargue spoke of five recommendations for the Transportation Department.
Recommendation #1 - Adopt updated procedures for the handbook.
On a motion by Dean Roberts and seconded by Mack Dellafosse, it was recommended to accept the handbook.

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

Next, Andrea Matte, Bus Driver Association, spoke on a blue card.

Recommendation #2 – Add a safety specialist position.
On a motion by Mack Dellafosse and seconded by Annette Ballard, it was recommended not to hire a safety specialist.

Recommendation #3 – Add permanent bus monitors servicing at-risk routes.
On a motion by Billy Breaux and seconded by Mack Dellafosse, it was recommended to hire ten monitors.

On behalf of the committee, Mr. Tarver offered a motion to accept the recommendation. A second was not needed and the motion

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carried on a vote.

Recommendation #4 – Examine driver pay increase.

On a motion by Mack Dellafosse and seconded by Ron Hayes, it was recommended to examine driver pay increase.

Recommendation #5 – Explore opportunities for outsourcing bus repairs.

On a motion by Billy Breau and seconded by Mack Dellafosse, it was recommended to explore opportunities for outsourcing bus repairs.

Then, there was much discussion on purchasing ten school buses.

On a motion by Billy Breau and seconded by Ron Hayes, it was recommended to purchase ten school buses.

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

Two agenda items, Teacher Leave Data and Calcasieu Parish School Board Policies updates were postponed until December 5, 2017.

There being no further business to discuss, on a motion by Mack Dellafosse, and seconded by Damon Hardesty, the committee adjourned the meeting at 8:55p.m.

Shannon LaFargue
Secretary

On December 5, 2017, there was a continuation of the Administration and Personnel Committee meeting. It was held in the Board Room of the Calcasieu Parish School Board, located at 3310 Broad Street, Lake Charles, Louisiana, 70615 following the C & I Committee meeting at 5:00 p.m.

The meeting was called to order by Eric Tarver, Chair.

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

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

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Mr. Tarver called the meeting to order.

The next item on the Agenda was Teacher Leave Data.
There was much discussion on the subject.

Then, the next items presented were revisions to Calcasieu Parish School Board policies. Dr. LaFargue presented **Policies JS, Student Fees, Fines and Charges, JDA, Corporal Punishment, JGCD, Administration of Medication – Sunscreen, EB, Building and Grounds Management, GAMA, Employee Tobacco Use, JCDA, Student Smoking/Use of Tobacco, and JCDA, School Bus Conduct.** Language was revised.

FILE: JS
FILE: JS
Cf: JR

STUDENT FEES, FINES AND CHARGES

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

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

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

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

II. Economic Hardship Waivers

III.

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

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

DAMAGE TO TEXTBOOKS/INSTRUCTIONAL MATERIALS

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

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

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

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

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

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

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Revised: October, 2001

Revised: August, 2017

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

FILE: JS

Cf: JR

STUDENT FEES, FINES AND CHARGES

- IV.** The Calcasieu Parish School Board may impose certain student fees or charges to help offset special costs incurred in the operation of specific classrooms or subjects. Generally, students should not be denied or delayed admission nor denied access to any instructional activity due to failure or inability of their parent or guardian to pay a fee. Report cards and other academic records cannot be withheld for failure to pay a fee, pursuant to La. Rev. Stat. Ann. §17:112(C).

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

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

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

V. Economic Hardship Waivers

- VI.** The School Board may reduce or waive certain fees for economically disadvantaged students and students whose families are experiencing economic hardships and are financially unable to pay them. Examples of families facing economic hardship include, but are not necessarily limited to, families receiving unemployment benefits or public assistance, including Temporary Assistance

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for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI) or Medicaid; foster families caring for children in foster care; and families that are homeless.

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

DAMAGE TO TEXTBOOKS/INSTRUCTIONAL MATERIALS

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

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

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

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

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

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

Revised: October, 2001

Revised: August, 2017

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

FILE: JDA
Cf: GAMC

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FILE: JDA

CORPORAL PUNISHMENT

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

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

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

Corporal punishment does not include:

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

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

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

1. Corporal punishment shall be administered in a reasonable, fair, and impartial manner. Abuse or misuse of corporal punishment by the teacher or principal, especially the act of

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- being malicious, with willful and deliberate intent to cause bodily harm, shall not be tolerated.
2. Corporal punishment shall not be used unless the student was forewarned that a specific behavior could cause its use.
 3. Prior to the administering of corporal punishment, the student shall be given an opportunity to explain his or her version of the facts.
 4. Corporal punishment can only be administered in the company of a professional staff member who has been informed beforehand and in the student's presence of the reason for the punishment.
 5. The use of corporal punishment shall at all times be reasonable and proper. Considerations in this regard shall include but not be limited to the following:
 - A. Age of child;
 - B. Size of child;
 - C. Sex of child;
 - D. Ability to bear the punishment; and
 - E. Overall physical condition of the child.
 6. Corporal punishment shall not be administered in anger or with malice at any time.
 7. Corporal punishment shall be administered to the posterior anatomy (buttocks) in the area below the waist and above the thighs for a maximum of three (3) times.
 8. Corporal punishment shall be used only after other means of solving discipline problems have been explored and failed.
 9. The procedures specified in regulations above do not apply in those cases where the student's behavior is so blatant, disruptive, antisocial, or flagrant in nature as to shock the conscience.
 10. ~~Teachers and principals shall keep written records of misconduct wherein corporal punishment is administered.~~
~~This record shall be placed on file in the principal's office the day such punishment occurs.~~
School principals, assistant principals or appropriate designees who have administered corporal punishment shall provide the child's parents or legal guardians, upon request, a written explanation of the reasons and the name of the school employee who was present as a witness. For each incident of corporal punishment, a *Corporal Punishment Incidence Checklist* shall be completed and maintained in the administrative offices of the school.
 - ~~11. If the parents so request, the principal of the school where the punishment was administered must furnish a copy of the written report of corporal punishment.~~
 11. The principal of each school shall have the authority and the responsibility of holding every member of his/her staff accountable for understanding and administering corporal punishment as set forth by these regulations.

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

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administering corporal punishment.

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

IMPERMISSIBLE CORPORAL PUNISHMENT

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

Revised: January, 2010

Revised: August, 2017

Ref: US Constitution, Amend. XIII; US Constitution, Amend. XIV §1; Ingraham v. Wright, 97 S. Ct. 1401, (1977); ~~Jones v. Palmer, 421 F. Supp. 738 (S.D. Ala. 1976)~~; Baker v. Owen, 96 S. Ct. 210 affirming 395 F. Supp. 294 (M.D.N.C., 1975); La. Rev. Stat. Ann. [17:223](#), 17:416, [17:416.1](#); Board minutes, 1-12-10.

FILE: JDA
FILE: JDA
Cf: GAMC

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force that causes pain or physical discomfort.

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2. Corporal punishment shall not be used unless the student was forewarned that a specific behavior could cause its use.
3. Prior to the administering of corporal punishment, the student shall be given an opportunity to explain his or her version of the facts.
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 - A. Age of child;
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 - C. Sex of child;
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8. Corporal punishment shall be used only after other means of solving discipline problems have been explored and failed.
9. The procedures specified in regulations above do not apply in those cases where the student's behavior is so blatant, disruptive, antisocial, or flagrant in nature as to shock the conscience.
10. School principals, assistant principals or appropriate designees who have administered corporal punishment shall provide the child's parents or legal guardians, upon request, a written explanation of the reasons and the name of the school employee who was present as a witness. For each incident of corporal punishment, a *Corporal Punishment Incidence Checklist* shall be completed and maintained in the administrative offices of the school.
11. The principal of each school shall have the authority and the responsibility of holding every member of his/her staff accountable for understanding and administering corporal punishment as set forth by these regulations.

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

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

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Revised: January, 2010

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FILE: JGCD
Cf: JGCD-AP

FILE: JGCD

ADMINISTRATION OF MEDICATION

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

1. **WRITTEN ORDERS, APPROPRIATE CONTAINERS, LABELS, AND INFORMATION**
 - A. Medication shall not be administered to any student without a completed *Medication Order* from a physician or dentist licensed to practice medicine in Louisiana or an adjacent state, or any other authorized prescriber authorized in the state of Louisiana to prescribe medication or devices, **and** a letter of request and authorization from the student's parent or guardian. The following information shall be included:
 - 1) the student's name
 - 2) the name and signature of the physician/dentist/other authorized prescriber
 - 3) physician's/dentist's/other authorized prescriber's business address, office phone number, and emergency phone numbers
 - 4) relevant diagnosis
 - 5) name, amount of each school dose, frequency and time of school administration, route of medication, and reason for use of medication
 - 6) a written statement of the desired effects and the child specific potential adverse effects
 - B. Medication shall be provided to the school by the parent/legal guardian in the container that meets acceptable pharmaceutical standards and shall include the following information:
 - 1) name of pharmacy
 - 2) address and telephone number of pharmacy
 - 3) prescription number
 - 4) date dispensed
 - 5) name of student
 - 6) clear directions for use, including the route, frequency, and other as indicated
 - 7) drug name and strength
 - 8) last name and initial of pharmacist
 - 9) cautionary auxiliary labels, if applicable
 - 10) physician's/dentist's/other authorized prescriber's name
- Labels of prepackaged medications, when dispensed, shall contain the following

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information in addition to the regular pharmacy label:

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

2. **ADMINISTRATION OF MEDICATION: GENERAL PROVISIONS**

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

3. **PRINCIPAL**

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

4. **TEACHER**

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

5. SCHOOL NURSE

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

6. PARENT/LEGAL GUARDIAN

- A. The parent/legal guardian who wishes medication administered to his/her child shall provide the following:
 - 1) A letter of request and authorization that contains the following information:
 - a. the student's name;
 - b. clear instructions for school administration;
 - c. prescription number, if any;
 - d. current date;
 - e. relevant diagnosis;
 - f. name, amount of each school dose, frequency and time of school administration, route of medication, and reason for use of medication;
 - g. physician's/dentist's/other authorized prescriber's name;
 - h. the parent's/legal guardian's printed name and signature;
 - i. parent's/legal guardian's emergency phone number;
 - j. statement granting or withholding release of medical information;
 - 2) A written order for each medication to be given at school, including annual renewals at the beginning of the school year. The new orders dated before July of that school year shall not be accepted. No corrections shall be accepted on the physician's *Medication Order* form. Alteration of this form in any way or falsification of the signature is grounds for prosecution. Orders for multiple medications on the same form, an incomplete form, or a form with a physician's/dentist's/ other authorized prescriber's stamp shall not be accepted. Electronic signatures are accepted. Faxed orders may be

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- accepted; original orders must be received within five (5) business days.
- 3) A prescription for all medications to be administered at school, including medications that might ordinarily be available over-the-counter. **Only** the physician/dentist/other authorized prescriber or his/her staff may write on the *Medication Order* form. This form must be signed by the physician/dentist/other authorized prescriber.
 - 4) A list of all medications that the student is currently receiving at home and school, if that listing is not a violation of confidentiality or contrary to the request of the parent/legal guardian or student.
 - 5) A list of names and telephone numbers of persons to be notified in case of medication emergency in addition to the parent/legal guardian and licensed physician/dentist/other authorized prescriber.
 - 6) Arrangements for the safe delivery of the medication to and from school in the properly labeled container as dispensed by the pharmacist; the medication must be delivered by a responsible adult. The parent/ legal guardian will need to get two (2) containers for each prescription from the pharmacist in order that the parent/legal guardian, as well as the school, will have a properly labeled container. If the medication is not properly labeled and does not match the physician's order exactly, it will not be given.
- B. All aerosol medications shall be delivered to the school in pre-measured dosage.
- C. Provide no more than a twenty (20) school day supply of medication in a properly labeled container to be kept at school.
- D. The initial dose of a medication shall be administered by the student's parent/legal guardian outside the school jurisdiction with sufficient time for observation for adverse reactions.
- E. The parent/legal guardian shall work with those personnel designated to administer medication as follows:
- 1) Cooperate in counting the medication with the designated school personnel who receives it and sign the *Drug Receipt* form.
 - 2) Cooperate with school staff to provide for safe, appropriate administration of medications to students, such as positioning, and suggestions for liquids or foods to be given with the medication.
 - 3) Assist in the development of the emergency plan for each student.
 - 4) Comply with written and verbal communication regarding school policies.
 - 5) Grant permission for school nurse/physician/ dentist/other authorized prescriber consultation.
 - 6) Remove or give permission to destroy unused, contaminated, discontinued, or out-of-date medications according to the school guidelines.
7. STUDENT SELF-MEDICATION
- Only those medical conditions which require immediate access to medications to prevent

a life threatening or potentially debilitating situation shall be considered for self-administration of medication. Compliance with the school policy for a drug-free zone shall also be met if possible.

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

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

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

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

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

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

claims that may arise relating to the self-administration of medications used to treat asthma, diabetes, or anaphylaxis.

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

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

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

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

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

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

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

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

Other Permitted Medications

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

- A. *Medication Order* from the physician or authorized prescriber and from the student's parent or guardian shall be on file and communication with the prescriber has been established.
- B. The school nurse has evaluated the situation and deemed it to be safe and appropriate, and has developed a medical administration plan for general supervision. The administration plan may include observation of the procedure, student health counseling and health instruction regarding the principles of self-care.
- C. The principal and appropriate staff are informed that the student is self-administering the prescribed medication.
- D. The medication is handled in a safe, appropriate manner.
- E. The school principal and the school employed registered nurse determine a safe

place for storing the medication.

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

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

8. ACCEPTABLE SCHOOL MEDICATIONS

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

Medications which may be considered as acceptable under this policy:

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

9. DIABETES

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

A student's diabetes management and treatment plan shall be kept on file in the school in

which the student is enrolled and shall contain:

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

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

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

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

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

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

With written permission of a student's parent or legal guardian, a school may provide a

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

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

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

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

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

11. **EXTENDED DAY CARE**

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

12. **SUNSCREEN**

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

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

December 12, 2017

[cessation of such application.](#)

13. STUDENT CONFIDENTIALITY

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

Revised: December, 1995

Revised: November 1, 2016

Revised: February, 1996

Revised: February 14, 2017

Revised: August, 1997

Revised: August, 2017

Revised: September, 2001

Revised: June, 2008

Revised: September, 2009

Revised: December, 2012

Revised: May, 2013

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

FILE: JGCD

FILE: JGCD

Cf: JGCD-AP

ADMINISTRATION OF MEDICATION

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

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

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

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

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

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

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

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

2. ADMINISTRATION OF MEDICATION: GENERAL PROVISIONS

- A. Once trained, the school employee who administers medication may not decline to perform such service at the time indicated, unless exempted in writing by the MD or RN.
- B. During the period when the medication is administered the person administering

medication must be relieved of all other duties. This requirement does not include the observation period required in 2.-F below.

- C. Except in the case of a trained unlicensed diabetes care assistant administering diabetes medications (if applicable) or in life-threatening situations, trained unlicensed school personnel may not administer injectable medications.
 - D. All medications must be stored in a secured locked area or locked drawer with limited access except by authorized trained school personnel.
 - E. Only oral, inhalant, topical ointment for diaper rash, and emergency medications may be administered at school by unlicensed, but trained, school personnel. Under special circumstances, other medications not mentioned above may be administered as necessary, as approved by the school nurse.
 - F. Each student must be observed by a school employee for a period of 45 minutes following the administration of medication. This observation may occur during instruction time.
 - G. School medication orders shall be limited to medication which cannot be administered before or after school hours.
 - H. Any employee shall have the right to request that another school board employee be present while he is administering the medication to a student to serve as a witness.
3. **PRINCIPAL**
The principal shall designate at least two (2) employees to receive training and administer medications in each school. In addition, two (2) employees are recommended per grade for field trip purposes.
4. **TEACHER**
The classroom teacher who is not otherwise previously contractually required shall not be assigned to administer medications to students. A teacher may request in writing to volunteer to administer medications to his/her own students. The administration of medications shall not be a condition of employment of teachers employed subsequent to July 1, 1994. A regular education teacher who is assigned an exceptional child shall not be required to administer medications.
5. **SCHOOL NURSE**
- A. The school nurse, in collaboration with the principal, shall supervise the implementation of the school policies for the administration of medications in schools to ensure the safety, health and welfare of the students.
 - B. The school nurse shall be responsible for the training of non-medical personnel who have been designated by each principal to administer medications in each school. The training must be at least six (6) hours and include but not be limited to the following provisions:
 - 1) Proper procedures for administration of medications including controlled substances
 - 2) Storage and disposal of medications
 - 3) Appropriate and correct record keeping including documentation of the color, shape and imprint of a tablet/pill on the medication log.

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

medication must be delivered by a responsible adult. The parent/ legal guardian will need to get two (2) containers for each prescription from the pharmacist in order that the parent/legal guardian, as well as the school, will have a properly labeled container. If the medication is not properly labeled and does not match the physician's order exactly, it will not be given.

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

7. STUDENT SELF-MEDICATION

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

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

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

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

- A. Written authorization for the student to carry and self-administer such prescribed medications.

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

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

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

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

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

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

prescribed medication.

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

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

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

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

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

Other Permitted Medications

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

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

8. ACCEPTABLE SCHOOL MEDICATIONS

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

Medications which may be considered as acceptable under this policy:

- A. Medication to modify behavior (e.g., Ritalin, when the sustained action form of this

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

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

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

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

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

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

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

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

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

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

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

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

If the parent/legal guardian cannot attend the field trip/activity with his/her child, the parent/legal guardian shall request in writing that the medication be administered on a pending field trip/activity by a non-School Board employee designated by the parent, or another trained person designated by the School Board. Such request shall include supporting documentation as outlined in this policy. The request shall state that the parent/legal guardian gives permission for the designee or another trained person to

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administer the medication. If the parent does not designate a non-School Board employee to attend the field trip/activity, once the proper documentation has been submitted, the School Board shall assign a trained School Board employee to accompany the student on the field trip or other school-sponsored activity.

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

11. EXTENDED DAY CARE

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

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

13. STUDENT CONFIDENTIALITY

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

Revised: December, 1995

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

December 12, 2017

12-10, 11-1-16, 2-14-17.

FILE: EB

FILE: EB

Cf: EB-AP, EBCA

Cf: EBG, ECF, GAMA

BUILDINGS AND GROUNDS MANAGEMENT

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

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

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

VACANT AND/OR UNOCCUPIED BUILDINGS

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

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the grounds are maintained regularly.

SMOKING/TOBACCO USE ON SCHOOL BOARD PROPERTY

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

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

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

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

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

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

Revised: June, 2002

Revised: September, 2006

Revised: February, 2007

Revised: April 8, 2014

Revised: November, 2017

Ref: ~~20 USC 7183 (No Child Left Behind Act of 2001)~~ 20 USC 6083 (Non-Smoking Policy for Children's Services); La. Rev. Stat. Ann. ' ' 14:91.7, 17:87.6, 17:151, 17:100.6, 17:240, 17:416, ~~40:1300.251, 40:1300.252, 40:1300.253, 40:1300.255, 40:1300.261, 40:4, 40:1291.2, 40:1291.3, 40:1291.11, 40:1291.21, 40:1563, 40:1578.6, 40:1583; Board minutes, 9-17-02, 2-6-07, 4-8-14.~~

December 12, 2017

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Ref: 20 USC 6083 (*Non-Smoking Policy for Children's Services*); La. Rev. Stat. Ann. ' ' 14:91.7, 17:87.6, 17:151, 17:100.6, 17:240, 17:416, 40:4, 40:1291.2, 40:1291.3, 40:1291.11, 40:1291.21, 40:1563, 40:1578.6, 40:1583; Board minutes, 9-17-02, 2-6-07, 4-8-14.

FILE: GAMA
Cf: EB

EMPLOYEE TOBACCO USE

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

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

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

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Administration for sale as a tobacco cessation product and which is marketed and sold solely for such purpose.

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

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

Revised: September, 2006

Revised: February, 2007

Revised: November, 2017

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

FILE: GAMA
Cf: EB

EMPLOYEE TOBACCO USE

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

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

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

FILE: JCDA

STUDENT SMOKING/ USE OF TOBACCO

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

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

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

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

Revised: January, 2010

Revised: April 8, 2014

Revised: November, 2017

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

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FILE: JCDA

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

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

Revised: January, 2010

Revised: April 8, 2014

Revised: November, 2017

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

FILE: JCDA

SCHOOL BUS CONDUCT

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

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~~necessary punishment to students violating regulations.~~

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

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

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

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

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

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

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

PROCEDURES FOR REPORTING BUS CONDUCT

1. All schools shall be provided with the *School Bus Behavior Report Form*, which shall be completed on any occasion when a pupil's conduct on a bus is unsatisfactory.
2. One copy of the *School Bus Behavior Report Form* shall be signed by the parent and returned to the school principal. In all such cases a pupil shall be permitted to continue to ride the bus until transportation privileges have been denied by action taken by the appropriate school administrator.
3. In cases of severe misconduct, the principal or designee may temporarily suspend the pupil's bus privilege until appropriate disciplinary action is taken. The pupil's parents should be immediately notified of the temporary suspension.

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4. Immediately after taking disciplinary action, the principal, or designee, shall sign and shall indicate the disciplinary action taken on the *School Bus Behavior Report Form*. Copies of the report shall be distributed to the pupil's file; to the parent; and to the driver. A copy of the report may also be sent to the Superintendent or designee.
5. In the event of an appeal of the principal's decision by parents, a hearing may be scheduled by the Superintendent or designee.

Revised: November, 2017

Ref: La. Rev. Stat. Ann. §§[17:81](#), 17:223, 17:416, [17:416.1](#); ~~Bulletin 1191, School Transportation Handbook,~~ [Louisiana School Transportation Specifications and Procedures, Bulletin 119, Louisiana Department of Education.](#)

FILE: JCDAD

SCHOOL BUS CONDUCT

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

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

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

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

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

Revised: November, 2017

Ref: La. Rev. Stat. Ann. §§17:81, 17:223, 17:416, 17:416.1; Louisiana School Transportation Specifications and Procedures, Bulletin 119, Louisiana Department of Education.

On a motion by Ron Hayes and seconded by Mack Dellafosse, it was recommended to accept Policies **JS, JDA, JGCD, EB, GAMA, JCDA, and JCDA** as presented.

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

There being no further business to discuss, on a motion by Mack Dellafosse and seconded by Ron Hayes the committee adjourned the meeting at 7:10 p.m.

Shannon LaFargue
Secretary

C. C&I/December 5, 2017/Annette Ballard, *Chair*

Mrs. Ballard gave the following report:

The Calcasieu Parish School Board Curriculum and Instruction Committee met Tuesday, December 5, 2017 in the Board Room, 3310 Broad Street, Lake Charles, Louisiana.

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Committee Members Present: Annette Ballard; Chair, Aaron Natali; Vice Chair, Fred Hardy, Alvin Smith, Russell Castile, Damon Hardesty, Eric Tarver, Dean Roberts. Committee Members Absent: Chad Guidry. Other Board Members Present: Mack Dellafosse, John Duhon, Ron Hayes, Wayne Williams. Board Members Absent: Billy Breaux, Glenda Gay.

The C&I Committee Meeting was called to order at 5:00pm. by Annette Ballard, Chairman. A quorum was present.

On the agenda was a presentation by C&I pertaining to the district's use of assessment and the importance of aligning assessments, curriculum, and instruction across the district. The presentation by Mr. Campbell focused on three major ideas. First was the urgency for changes to the design of classroom assessments in what our standards dictate that students learn. Second Mr. Campbell addressed the number of assessments given at each grade level that are required by the state or district. Lastly the importance of aligning assessments, curriculum, and instruction to the rigor and format of the State Standards and the LEAP 2025 Assessments was explained.

Following the presentation, Mr. Campbell and Mr. Bruchhaus fielded numerous questions from Board Members concerning our use of assessments and the important role they play. Mr. Bruchhaus impressed upon the Board Members present that our plans are to move forward with making the adjustments needed to bring our district more in line with the State Standards through the use of quality assessments, curriculum, and by putting greater emphasis on our teachers making the needed instructional shifts in each core subject.

This presentation was for information only and the meeting adjourned following questions from Board Members.

There being no further business to discuss, Mrs. Ballard requested a motion to adjourn at 6:32p.m. which was made by Ron Hayes and seconded by Eric Tarver.

This report was for information only.

TAKE APPROPRIATE ACTION

Mr. Hayes read the following items:

A. Approval of Cooperative Endeavor Agreement with District Attorney John DeRosier/Positive Change Initiative

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Mr. John DeRosier, Calcasieu Parish District Attorney, recently held meetings concerning recent growth in the amount of teen related violence in our community. After listening to many different opinions in both the group and in private settings, Mr. DeRosier has proposed the *Positive Change Initiative*, a collaborative effort of local governmental bodies to protect, educate, and counsel at-risk youth of middle school age and their families/guardians from and in reference to the dangers of delinquent behavior.

The School Board is asked for a commitment of \$40,000 per year for 3 years, along with the District Attorney (\$50,000), City of Lake Charles (\$50,000), Police Jury (\$20,000 plus MARC), and Sheriff (\$25,000).

Staff recommends approval of the Cooperative Endeavor Agreement and the \$40,000 contribution per year for 3 years from the CPSB General Fund.

COOPERATIVE ENDEAVOR AGREEMENT UNITED STATES OF AMERICA

BETWEEN

**CALCASIEU PARISH DISTRICT
ATTORNEY'S OFFICE STATE OF LOUISIANA
AND
CALCASIEU PARISH SCHOOL BOARD
PARISH OF CALCASIEU
AND
CITY OF LAKE CHARLES, LOUISIANA
AND
CALCASIEU PARISH POLICE JURY
AND
CALCASIEU PARISH SHERIFF'S OFFICE**

COOPERATIVE ENDEAVOR AGREEMENT

THIS COOPERATIVE ENDEAVOR AGREEMENT, made and entered into this 12th day of December, 2017 by and between **THE CALCASIEU PARISH DISTRICT ATTORNEY'S OFFICE** (hereinafter called "District Attorney"), herein represented by its District Attorney, John F. DeRosier, and **THE CALCASIEU PARISH SCHOOL BOARD**, a

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political subdivision of the State of Louisiana (hereinafter called “School Board”), herein represented by its Superintendent, Karl Bruchhaus and **THE CITY OF LAKE CHARLES, LOUISIANA**, a body politic and subdivision of the State of Louisiana (hereinafter called “City”), represented herein by its duly authorized Mayor, Nic Hunter and **THE CALCASIEU PARISH POLICE JURY**, a political subdivision of the State of Louisiana (hereinafter called “Police Jury”), represented herein by its duly authorized President, Kevin Guidry and **THE CALCASIEU PARISH SHERIFF’S OFFICE**, (hereinafter called “Sheriff”), herein represented by its Sheriff, Tony Mancuso.

WITNESSETH:

WHEREAS, Article VII, Section 14(C) of the Constitution of the State of Louisiana provides that “for a public purpose, the state and its political subdivisions... may engage in cooperative endeavors with each other...;”

WHEREAS, the District Attorney will implement the Positive Change Initiative program to protect, educate and counsel at risk youth of middle school age and their families/guardians from and in reference to the dangers of delinquent behavior;

WHEREAS, the District Attorney, School Board, City, Police Jury and Sheriff wish to enter into this Agreement for the mutual benefit of the citizens of the Parish of Calcasieu, as authorized under LSA-R.S. 33: 1321 et seq. (“Local Services Law”) and Louisiana Constitution, Article VII , Section 14;

The Parties agree as follows:

Section 1: AUTHORITY

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This Cooperative Endeavor Agreement is entered into by the parties under the authority of the Constitution and Laws of the State of Louisiana, including, but not limited to, Article VI, Section 20 and Article VII, Section 14 of the 1974 Louisiana Constitution and L.S.A.-R.S. 33:1321 et seq. ("The Local Service Laws").

Section 2: PURPOSE

To implement the Positive Change Initiative program to protect, educate and counsel at risk youth of middle school age and their families/guardians from and in reference to the dangers of delinquent behavior.

Section 3: SCOPE

The Cooperative Endeavor Agreement contemplated herein is for the District Attorney to provide all employees, programs, supervision and management of the Positive Change Initiative Program. All parties hereto agree to provide funding for the implementation of the Positive Initiative Program for a period of three (3) years.

Section 4: DISTRICT ATTORNEY'S CONTRIBUTION

District Attorney agrees to provide all employees, programs, supervision and management of the Positive Change Initiative Program. All employees of the Positive Change Initiative Program shall be employees of the District Attorney.

District Attorney further agrees to provide \$50,000.00 per year for a term of three (3) years for the Positive Change Initiative Program, plus supervision of the program.

Section 5: SCHOOL BOARD'S CONTRIBUTION

School Board agrees to provide \$40,000.00 per year for a term of three (3) years for the

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Positive Change Initiative Program.

No further contribution by School Board will be made.

Section 6: CITY'S CONTRIBUTION

City agrees to provide \$50,000.00 per year for a term of three years for the Positive Change Initiative Program.

No further contribution by City will be made.

Section 7: POLICE JURY'S CONTRIBUTION

Police Jury agrees to provide \$20,000.00 per year for a term of three years for the Positive Change Initiative Program. Police Jury further agrees to provide the District Attorney with use of the Multi-Agency Resource Center (MARC) during the three year period, for implementation of the Positive Change Initiative Program. Additionally, the Police Jury agrees to expand the hours of the MARC center to accommodate the Positive Change Initiative Program, the value of such service exceeds \$100,000.00 per year

No further contribution by Police Jury will be made.

Section 8: SHERIFF'S CONTRIBUTION

Sheriff agrees to provide \$25,000.00 per year for a term of three years for the Positive Change Initiative Program.

No further contribution by Sheriff will be made.

Section 9: LIMITATIONS

It is further expressly understood and agreed that the School Board, City, Police Jury and Sheriff shall not be liable to District Attorney, or its employees, contractors, patrons, licensees, invitees,

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visitors or customers or to any other person for damage to person (including death) or property caused by or alleged to be caused by any act, omission, or neglect of District Attorney, its employees, contractors, patrons, licensees, invitee, visitors, or customers or any other person, relating to, or resulting from the implementation and/or utilization of the Positive Change Initiative Program; and District Attorney agrees to indemnify and hold School Board, City, Police Jury and Sheriff, its agents, officers, and employees harmless from and defend them against all claims for any such damage whether the injury occurs as a direct or indirect result of the implementation and/or utilization of the Positive Change Initiative Program.

District Attorney shall be responsible for all “fringe benefits” (such as medical insurance, life insurance, worker’s compensation, long term disability, retirement savings, etc.), if applicable.

District Attorney agrees to be solely responsible for all taxes and other costs and expenses attributable to the compensation payable to any employee of the Positive Change Initiative Program, including, but not limited to Federal and State Tax withholdings, Medicare, Unemployment Compensation Benefits and Social Security. District Attorney hereby agrees to indemnify School Board, City, Police Jury and Sheriff and agrees to hold harmless from any claim(s) arising from any taxing or other authority.

Section 10: TERMINATION

This Agreement may be terminated by any party with or without good cause upon sixty (60) calendar days written notice to the other party. Any party exercising their termination rights as provided herein, shall forfeit all funding for the current funding year.

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Section 11: AMENDMENTS

The parties hereto may amend this Cooperative Endeavor Agreement at any time by mutual consent, to modify, clarify, add or remove any term or condition provided, however, that no amendment shall be effective unless it is in writing and signed by duly authorized representatives of all parties hereto.

Section 12: INVALIDITY

If any provision, item, application or part of this Cooperative Endeavor Agreement is held invalid, such invalidity shall not affect other provisions, items, applications or parts hereof which can be given effect without the invalid provision, item, application, or part, and to this end the provisions of this Joint Services Agreement are hereby declared to be severable.

THUS DONE AND PASSED in multiple original at Lake Charles, Louisiana, in the presence of the undersigned competent witnesses, on the 12th day of December, 2017.

Mr. DeRosier addressed the Board and answered questions. On a motion to approve by Mr. Dellafosse and a second by Mr. Tarver, the motion carried.

B. Approval of 2018 CPSB Meeting dates/Committee dates

2018 Board Dates _____ 2018 Committee Dates -- Tentative, based on need

January 16 _____ January 23 (already approved)

February 6 _____ February 27

March 13 _____ March 27

April 17 _____ April 24

May 8 _____ May 29

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June 12 June 26

July 10 July 24

August 14 August 28

September 11 September 25

October 9 October 23

November 13 November 27

December 11 *****

January 15, 2019 January 29, 2019

On a motion to accept by Mr. Dellafosse and a second by Mr. Hardy, the motion carried.

C. Election of CPSB Officers for 2018

Mrs. Ballard nominated Damon Hardesty for Vice President, there were no other nominations. Mr. Hardesty was elected as Vice President with no opposition.

Mr. Tarver nominated Mack Dellafosse as President. Mr. Hardy nominated Mr. Smith; Mr. Smith declined. Mr. Dellafosse was elected President with no opposition.

(Items D-G were moved to follow Approval of Minutes)

PERMISSION TO ADVERTISE

Mr. Hayes read the following items:

A. Upgrades & Improvements/Phase I/Gillis Elementary School/Sales Tax District
3 Funds

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

B. College Street Vocational Center Plumbing/Electrical Shop Upgrades/Career
Development Grant Funds

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On a motion go approve by Mr. Dellafosse and a second by Mr. Tarver, the motion carried.

C. College Street Vocational Center Welding Shop Upgrades/Career Development Grant Funds

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

CORRESPONDENCE

Mr. Hayes read the following item:

A. Change Order Seven (7) for the Project, “Classroom Pods – Phase X,” #201705PC; *Increase* of \$52,798.49 from District 30 Bond Funds and *Decrease* of \$11,582.40 from Riverboat Funds for *Total Increase* of \$41,216.09; Increase of Ten (10) days; Champeaux, Evans, Hotard, Architect; Miller & Associates Development Co., Inc., Contractor.

On a motion to approve by Mr. Guidry and a second by Mr. Castille, the motion carried.

CONDOLENCE/RECOGNITION

Mr. Hayes wished everyone a Merry Christmas.

Mr. Castille and Mr. Dellafosse asked for a letter of condolence to the family of Mr. Dever, grandfather of Skylar Giardina.

Mrs. Ballard mentioned the Citgo STEM event.

Mr. Hardy asked for a letter of condolence to the following:

The family of Mr. Donald Dellafosse
The family of Mr. William Shelton
The family of Mrs. Dolores Beaco
The family of Coach Frederick Galloway
The family of Mr. Willard Rideaux
The family of Mr. Louis Gray
The family of Mr. Glynn Broussard
The family of Mrs. Norma Chretien

SCHEDULE COMMITTEES

January 23, 2018..... Budget Committee, followed by C&I Committee, 5:00 p.m.

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ADJOURN MEETING

On a motion to adjourn by Mr. Dellafosse and a second by Mr. Tarver, the meeting was adjourned at 6:38 p.m.

Ron Hayes, President _____

Karl Bruchhaus, Secretary _____

