

PROCEEDINGS OF THE TERREBONNE PARISH SCHOOL BOARD

September 6, 2022

The Terrebonne Parish School Board met today at 6:00 P.M. in regular session at its regular meeting place, the Terrebonne Parish School Board Office, 201 Stadium Drive, Houma, Louisiana, with Mr. Gregory Harding, President, presiding, and the following members present: Dr. MayBelle N. Trahan, Vice President; Mr. Michael T. LaGarde, Mr. Matthew J. Ford, Mrs. Debi Benoit, Mrs. Stacy V. Solet, Mr. Clyde F. Hamner, Mr. Roger Dale DeHart, and Mr. Dane Voisin.

ABSENT: None

Mr. LaGarde led the Board and audience in the invocation and Pledge of Allegiance to the Flag.

A moment of silence was observed in memory of Linda Vincent, retired school teacher; Linda Bergeron, retired school bus operator, and Michael J. Scurto, husband of retired Superintendent Elizabeth Scurto, who recently passed away.

Motion of Mr. DeHart, seconded by Mrs. Benoit, unanimously carried, the Board approved the minutes of School Board Meeting of August 2, 2022, as recorded.

At this time, the Board recognized and introduced the 1969 Southdown High Eagles Baseball State Champions (13-1); several of whom were in attendance at tonight's meeting:

| | |
|---|---------------------|
| Sidney Smith (Captain) | Graylin Williams |
| Nathaniel Thomas | Bobby Douglas |
| Gerald Prince | Ben Norman |
| Charles Westley | John Fleming |
| Edgar Commodore | Burnell Thomas |
| Elward Williams | Saulmon Thomas, Jr. |
| James Johnson | Freddie Coleman |
| James Steward | Herman Lyons (D) |
| Lawyer Williams | Tyrone Smith (D) |
| Ray James | Elroy Clay (D) |
| Don Johnson | Lester Brown (D) |
| Tyrone Bolden | Edward Westley (D) |
| Leonard Neville – Head Coach | |
| Raymond Taylor – Assistant Coach/A.D. (D) | |
| Donald Craig Mitchell - Statistician | |

Ms. Annette Foret-Lagarde, President, Terrebonne Association of Educators (TAE), presented a \$500 scholarship award to Lauryn Montalvo, H.L. Bourgeois High School graduate, for the 2022 semester at Nicholls State University.

Ms. Stefanny Chaisson, citizen, addressed the Board regarding "LGBTQIA+ students in our schools and how the Board addresses them."

Motion of Mr. Ford, seconded by Mr. LaGarde, unanimously carried, the Board granted additional time for Ms. Chaisson to complete her presentation.

Several announcements were made by President Harding regarding upcoming meetings.

The following report of the Buildings, Food Service, and Transportation Committee meeting was presented to the Board with Mr. Voisin, Chairman, presiding:

Dear Members of the Board:

The **BUILDINGS, FOOD SERVICE, and TRANSPORTATION COMMITTEE** met at 5:00 P.M. on Tuesday, August 16, 2022, in the Board Room of the School Board Office with the following members present: Mr. Dane Voisin, Chairman, Mr. Roger Dale DeHart, Vice Chairman, and Mr. Gregory Harding. Also in attendance were Mr. Matthew Ford, Mrs. Stacy Solet, Dr. MayBelle Trahan, Mr. Clyde Hamner, Mrs. Debi Benoit, Mr. Michael LaGarde, Superintendent Bubba Orgeron, and members of the staff.

Chairman Voisin called the meeting to order. The meeting began with the invocation and Pledge of Allegiance to the Flag.

Mr. Jim Gaidry, Jr., Vice President, VICI Hoops League, addressed the Committee regarding use of Southdown Elementary School's gym (attached).

RECOMMENDATION NO. 1

The Committee recommends that the Board approve the request of VICI Hoops, LLC to waive Policy FILE: E-1.6 Use of School Facilities, relative to the usage fee for Southdown Elementary School's gym for the 2022-2023 basketball season, provided that the necessary insurance, non-profit status, and all other School Board policy requirements are met, and approval is obtained from the school's principal.

Mrs. Monica Walther, MS, RD, LDN, Supervisor, Child Nutrition Program, addressed the Committee regarding authorization to advertise for six month bids for Meats and Frozen Items, and Canned and Dry Goods for the 2023 spring school session.

RECOMMENDATION NO. 2

The Committee recommends that the Board authorize the Child Nutrition Department to proceed with the advertisement of six month bids (January 1, 2023, through June 30, 2023), for Meats and Frozen Items, and Canned and Dry Goods for the 2023 spring school session.

Mrs. Alli Dugas, Purchasing Agent, addressed the Committee regarding rejection of bids received for Custodial Cleaning Products Contract for the 2022-2023 school year.

RECOMMENDATION NO. 3

The Committee recommends that the Board reject all bids received for the Custodial Cleaning Products Contract for the 2022-2023 school year.

Mrs. Dugas addressed the Committee regarding approval to advertise for Request for Proposals for an Environmental Consultant.

RECOMMENDATION NO. 4

The Committee recommends that the Board authorize the Purchasing Department to advertise for Request for Proposals for an Environmental Consultant.

Mrs. Dugas addressed the Committee regarding approval to advertise for bids for Abatement Services at Upper Little Caillou Elementary School.

RECOMMENDATION NO. 5

The Committee recommends that the Board authorize the Purchasing Department to advertise for bids for abatement services at Upper Little Caillou Elementary School due to impacts of Hurricane Ida.

Mr. Daniel Bruce, Jr., AIA, Cheramie and Bruce Architects, addressed the Committee regarding substantial completion of the Temporary Campus Project at Ellender Memorial High School (attached).

RECOMMENDATION NO. 6

The Committee recommends that the Board approve the substantial completion of the Temporary Campus Project at Ellender Memorial High School dated July 15, 2022, subject to the punch list; upon completion of the punch list, final inspection, balancing credit change order, and receipt of the lien-free certificate, authorize the release of retainage; and further, authorize the Board president to sign all necessary documents pertaining thereto.

Mr. Bruce addressed the Committee regarding substantial completion of the Temporary Campus Project at South Terrebonne High School (attached).

RECOMMENDATION NO. 7

The Committee recommends that the Board approve the substantial completion of the Temporary Campus Project at South Terrebonne High School dated July 15, 2022, subject to the punch list; upon completion of the punch list, final inspection, balancing credit change order, and receipt of the lien-free certificate, authorize the release of retainage; and further, authorize the Board president to sign all necessary documents pertaining thereto.

Superintendent Orgeron addressed the Committee regarding School Safety and Security.

RECOMMENDATION NO. 8

The Committee recommends that the Board authorize the Superintendent to proceed with the selection of one or more architects for the plan and design of school building and perimeter safety and security.

Mrs. Dugas addressed the Committee regarding permission to advertise for Request for Qualifications for Engineering Services.

RECOMMENDATION NO. 9

The Committee recommends that the Board authorize the Purchasing Department to advertise for Request for Qualifications to develop a pool of Mechanical and Electrical Engineers to provide Engineering Services for HVAC Projects at various schools, funds to be derived from ESSER III Funds.

Mrs. Rebecca Breaux, Chief Financial Officer, addressed the Committee regarding update of Hurricane Ida (attached).

Mr. Ryan Smith, Project Manager, Volkert, Inc., addressed the Committee regarding update of Hurricane Ida response (attached).

Mr. Curtis Lee, representing Hammerman & Gainer, LLC, addressed the Committee regarding update of Hurricane Ida response (attached).

Mr. Sammy Poiencot, Supervisor of Plant Operations, addressed the Committee regarding maintenance updates (attached).

There being no further business to come before the **Buildings, Food Service, and Transportation Committee**, the meeting was adjourned at 6:14 P.M.

Respectfully submitted,

Dane Voisin, Chairman

Roger Dale DeHart, Vice Chairman

Gregory Harding

SP/sn

Motion of Mrs. Benoit, seconded by Mr. Harding, unanimously carried, the Board approved the request of VICI Hoops, LLC to waive Policy FILE: E-1.6 Use of School Facilities, relative to the usage fee for Southdown Elementary School's gym for the 2022-2023 basketball season, provided that the necessary insurance, non-profit status, and all other School Board policy requirements are met, and approval is obtained from the school's principal.

Motion of Mr. DeHart, seconded by Mr. Harding, unanimously carried, the Board authorized the Child Nutrition Department to proceed with the advertisement of six month bids (January 1, 2023, through June 30, 2023), for Meats and Frozen Items, and Canned and Dry Goods for the 2023 spring school session.

Motion of Mr. DeHart, seconded by Mrs. Benoit, unanimously carried, the Board rejected all bids received for the Custodial Cleaning Products Contract for the 2022-2023 school year.

Motion of Mr. DeHart, seconded by Mr. Harding, unanimously carried, the Board authorized the Purchasing Department to advertise for Request for Proposals for an Environmental Consultant.

Motion of Dr. Trahan, seconded by Mrs. Solet, unanimously carried, the Board authorized the Purchasing Department to advertise for bids for abatement services at Upper Little Caillou Elementary School due to impacts of Hurricane Ida.

Motion of Mr. DeHart, seconded by Dr. Trahan, unanimously carried, the Board approved the substantial completion of the Temporary Campus Project at Ellender Memorial High School dated July 15, 2022, subject to the punch list; upon completion of the punch list, final inspection, balancing credit change order, and receipt of the lien-free certificate, authorized the release of retainage; and further, authorized the Board president to sign all necessary documents pertaining thereto.

Motion of Dr. Trahan, seconded by Mr. DeHart, unanimously carried, the Board approved the substantial completion of the Temporary Campus Project at South Terrebonne High School dated July 15, 2022, subject to the punch list; upon completion of the punch list, final inspection, balancing credit change order, and receipt of the lien-free certificate, authorized the release of retainage; and further, authorized the Board president to sign all necessary documents pertaining thereto.

Motion of Mr. DeHart, seconded by Mrs. Benoit, unanimously carried, the Board authorized the Superintendent to proceed with the selection of one or more architects for the plan and design of school building and perimeter safety and security.

Motion of Mr. DeHart, seconded by Mrs. Benoit, unanimously carried, the Board authorized the Purchasing Department to advertise for Request for Qualifications to develop a pool of Mechanical and Electrical Engineers to provide Engineering Services for HVAC Projects at various schools, funds to be derived from ESSER III Funds.

The report of the Buildings, Food Service, and Transportation Committee meeting was concluded, and President Harding reassumed the Chair.

The following report of the Finance, Insurance, and Section 16 Lands Committee Meeting was presented to the Board with Mr. Hamner, Chairman, presiding:

Dear Members of the Board:

The **FINANCE, INSURANCE, AND SECTION 16 LANDS COMMITTEE** met immediately following the 5:00 P.M. Buildings, Food Service, and Transportation Committee meeting on Tuesday, August 16, 2022, in the Board Room of the School Board Office with the following members present: Mr. Clyde Hamner, Chairman, Mr. Michael LaGarde, Vice Chairman, and Mrs. Stacy Solet. Also in attendance were Mr. Gregory Harding, President, Dr. MayBelle Trahan, Vice President, Mrs. Debi Benoit, Mr. Matthew Ford, Mr. Roger Dale DeHart, Mr. Dane Voisin, Superintendent Bubba Orgeron, and members of the staff.

Chairman Hamner called the meeting to order.

Superintendent Orgeron addressed the Committee regarding consideration of the Budget Adoption Resolution, providing for adoption of the following Original Operating Budgets for Fiscal Year 2022/2023:

- a. General Operating Fund
- b. 1 Cent Sales Tax Fund
- c. 1/2 Cent Sales Tax Fund
- d. 3/4 Cent Sales Tax Fund
- e. Child Nutrition Program Fund
- f. Special Revenue Funds

RECOMMENDATION NO. 1

The Committee recommends that the Board adopt the following Budget Adoption Resolution which provides for adopting the General Operating Fund, 1 Cent Sales Tax Fund, 1/2 Cent Sales Tax Fund, 3/4 Cent Sales Tax Fund, Child Nutrition Program Fund, and various Special Revenue Funds for the 2022/2023 Fiscal Year, as presented, with the following exceptions:

- Remove: Reclassification of five Curriculum Specialists from 200 days to 240 days
- Add: Stipend of \$20 per meeting for each member of the Insurance Advisory Committee

TERREBONNE PARISH SCHOOL BOARD BUDGET ADOPTION RESOLUTION

RESOLUTION NO. ____

Resolution adopting operating budgets for the fiscal year beginning July 1, 2022, and ending June 30, 2023.

BE IT RESOLVED by the Terrebonne Parish School Board that:

1. The Operating Budgets for the General Operating, 1 Cent Sales Tax, 1/2 Cent Sales Tax, 3/4 Cent Sales Tax, Child Nutrition Program, and various Special Revenue Funds for the 2022/2023 fiscal year be adopted and hereby declared to serve as appropriations of the amounts therein set forth until amendments thereto be adopted;
2. The amounts expended during the fiscal year shall not exceed the appropriations set forth in such budgets and all subsequent amendments thereto;
3. The Board reserves solely and exclusively unto itself the right, power and authority to:
 - a. Adopt budgets and make, approve, change, or reject appropriations for any and all funds, fund types, programs, grants, awards, or projects, irrespective of the source of funding;
 - b. Make such amendments to any budgets as the economic circumstances prevailing or arising during the fiscal year may demand; and
 - c. Make appropriations and expenditures for any contingency or emergency of any nature that may arise during the course of the fiscal year;
4. This resolution shall continue in effect until superseded by the budget adoption resolution of the ensuing fiscal year;
5. If, at the end of any fiscal year, the appropriations necessary for the support of expenditures of the ensuing fiscal year have not been made, then fifty percent of the amounts appropriated in the appropriation resolution for the last completed fiscal year shall be deemed appropriated for the objects and purposes specified in the resolution for the preceding fiscal year, as provided by R.S. 39:1311;
6. Budget amendment authority of the Board and certain operating officers, delineated by fund or fund type, is as follows:

I. GENERAL PROVISIONS

- A. All original operating budgets for the fiscal year for all funds, programs, grants, or projects shall be presented to the Finance Committee. The Finance Committee shall submit such budgets to the Board accompanied by the Committee's recommendation for adoption or rejection.
- B. Authorization of any expenditure or award of any contract by the Board shall constitute authority to disburse funds and effect such budget amendments as may be required.

- C. Approval of employment, positions, or compensation adjustments by the Board shall constitute authority to disburse funds and effect such budget amendments as may be required.

II. PROVISIONS APPLICABLE TO INDIVIDUAL FUNDS AND FUND TYPES

A. GENERAL OPERATING FUND

1. Subsequent to adoption of the Original Operating Budget, the Superintendent and Chief Financial Officer shall jointly possess authority to reallocate funds among expenditure accounts within function/service areas, as defined by the General Operating Fund's Internal Chart of Accounts. General Fund budget amendments made upon internal authority shall be provided to the Board through the Finance Committee.
2. The Finance Committee and Board shall consider for approval all proposed increases or decreases in funds appropriated for any function/service area. Such proposals shall be directed to the Finance Committee for submission to the Board. The aforementioned officials shall direct requests requiring Board approval to the Finance Committee, with their recommendation thereon, for submission to the Board.
3. Other Financing Uses - Operating Transfers. Authority to effect necessary budget revisions or transactions for operating transfers to Local, State, or Federal Special Revenue Funds which are dependent upon the amount of current year revenues, expenditures actually incurred, or operating deficits will be held by the Superintendent and Chief Financial Officer.

B. 1 CENT SALES TAX FUND OF 1996

1. The nature and kind of expenses and expenditures assigned to and accounted for in the Fund shall be governed by School Board Resolution Number 1587 dated February 6, 1996, Resolution Number 1588 dated May 7, 1996, and Ordinance Number 1590 (levying the tax) dated May 7, 1996.
2. Section I - GENERAL PROVISIONS paragraphs A, B, and C above shall apply to the operations of the Fund.
3. Subsequent to adoption of the Original Operating Budget, the Superintendent and Chief Financial Officer shall jointly possess authority to reallocate appropriations, expenses, and expenditures among the accounts within the dedicated allocations of the tax as defined by the governing resolutions and the Fund's Internal Chart of Accounts.
4. All budget revisions shall be provided to the School Board through the Finance Committee.

C. 1/2 CENT SALES TAX FUND OF 2014

1. The nature and kind of expenses and expenditures assigned and accounted for in the Fund shall be governed by School Board Resolution Number 1867 and Ordinance Number 1868 levying the tax.

2. Subsequent to adoption of the Original Operating Budget, the Superintendent and Chief Financial Officer shall jointly possess authority to reallocate appropriations, expenses, and expenditures among the accounts within the dedicated allocations of the tax as defined by the governing resolutions and the Fund's Internal Chart of Accounts.

D. 3/4 CENT SALES TAX FUND OF 1975

1. Subsequent to adoption of the Original Operating Budget, the Superintendent and Chief Financial Officer shall jointly possess authority for reallocation of funds as defined below:

a. Expenditures monitored by organizational unit (school).

- 1) Said officials shall be authorized to reallocate appropriation balances of school sales tax allotments, school allotments for various instructional areas (School Board Allotments), any special allotments, and any other expenditures controlled by individual school budgets, within the individual school appropriation accounts as necessary to prevent expenditures in excess of individual school budgets or account appropriation balances.
- 2) Increases in allotments to any or all organizations (schools) and new allotments will be considered by the Finance Committee and submitted to the Board for approval or rejection.

b. Other Expenditures

- 1) The aforementioned officials shall have the authority to reallocate, within function/service areas, those expenditures not monitored by individual organizational (school) budgets.
- 2) Proposed increases in funds allocated to any function/service area where expenditures are not controlled by organizational (school) budgets shall be considered by the Finance Committee and submitted to the Board for approval or rejection.

c. Other Financing Uses

- 1) Operating Transfers. Authority to effect necessary budget revisions or transactions for operating transfers to other funds which are dependent upon the amount of current year revenues, expenditures actually incurred, or operating deficits will be jointly held by the Superintendent and Chief Financial Officer.
- 2) All budget revisions shall be provided to the School Board through the Finance Committee.

E. CHILD NUTRITION PROGRAM FUND

1. Subsequent to adoption of the Original Operating Budget, the Superintendent, Chief Financial Officer, and Supervisor of Child

Nutrition Programs shall possess the authority to reallocate funds within the Food Service function/service area.

2. Increases in Child Nutrition Program Fund expenditures proposed subsequent to adoption of the Original Budget, with the exception of those expenses which are directly influenced by meal preparation volume, will be presented to the Finance Committee for submission to the Board.
3. Prior to presentation of proposed budget revisions, expenditures, or capital outlay requests to the Board or Finance Committee, any necessary approvals by regulatory agencies will be secured by the Supervisor of Child Nutrition Programs.

F. SPECIAL REVENUE FUNDS - LOCAL, STATE, AND FEDERAL

1. All original program or fund budgets for the Local, State, and Federal Special Revenue Funds will be presented to the Finance Committee for submission to the Board. With reference to State and Federal Special Revenue Funds, the original program budget referred to in E-1 is defined as the final written award approved by the regulatory authority indicating the actual monetary grant to the school system.
2. During the course of the fiscal year, any new programs, proposals, or changes in existing programs, with the exception of transfers to fund operating deficits, which increase or reduce the total operating budget for the program or fund will be presented to the Finance Committee.
 - a. The Finance Committee will submit such new amended budgets to the Board along with its recommendation for approval or rejection.
 - b. Any necessary approvals by State or Federal regulatory authorities will be obtained by the Program Manager prior to presentation to the Finance Committee.
3. The Program Manager, Superintendent, and Chief Financial Officer shall jointly possess authority to effect transfers of funds to offset operating deficits incurred in the Local, State, and Federal Special Revenue Funds.
4. Prior to formal approval of the budget for a program, grant, or fund by the School Board, any expenditure of funds for any purpose shall be approved, in written form, by the Program Manager, Superintendent, and Chief Financial Officer.
5. Subsequent to adoption of the Original Budget, the Program Manager, pursuant to obtaining any required approvals from State or Federal regulatory authorities, shall, with the concurrence of the Finance Department, have the authority to reallocate appropriations within State or Federal Special Revenue Funds.

G. CAPITAL PROJECTS FUNDS

1. Board approval of projects, contracts, change orders, or expenditures will constitute authority for budget amendments and expenditure of funds.
2. The Superintendent, with notice to the Board, will have authority to authorize expenditures and budget revisions for projects costing \$5,000 or less during a fiscal year, with a maximum of \$20,000 so authorized during a fiscal year, exclusive of expenditures authorized but not expended during prior years.
3. All other proposed expenditures of the Capital Projects Funds shall be submitted to the Board accompanied by the recommendation of the appropriate committee.

H. DEBT SERVICE FUNDS

All expenditures related to debt service, with the exception of payment of loan or bond principle, interest, paying agent's fees, bank service charges, and tax collection expenses, not authorized in the Original Operating Budget, shall be submitted to the Board through the Finance Committee.

I. INTERNAL SERVICE FUNDS

1. All expenditures of the internal service funds not authorized in the Original Operating Budget shall be submitted to the Board through the Finance Committee, accompanied by the Finance Committee's recommendation for approval or rejection.
2. The Superintendent, Chief Financial Officer, and Program Manager shall have joint authority to reallocate expenses/expenditures within each Internal Service Fund.

Mrs. Alli Dugas, Purchasing Agent, addressed the Committee regarding the assignment of a campsite lease for Section 16, Township 20 South, Range 17 East (Southwest of Dulac).

RECOMMENDATION NO. 2

The Committee recommends that the Board approve the assignment of a campsite lease in Section 16, Township 20 South, Range 17 East (Southwest of Dulac) from Gary Gordan, current lessee, to Leopold LeBlanc IV, for the remaining term of the current lease ending May 16, 2031, and further, authorize the Board president to sign all necessary documents pertaining thereto.

Mrs. Dugas addressed the Committee regarding a bid for Hunting and Trapping lease on Section 16 Lands.

RECOMMENDATION NO. 3

The Committee recommends that the Board accept the highest bid received, meeting all specifications, for Hunting and Trapping lease on Section 16 Lands for a five (5) year period, beginning September 1, 2022, through August 31, 2027, allow the Purchasing Department to re-advertise those sections where no bid was received and/or those sections in which leases were surrendered, and further, authorize the Board president to sign all necessary documents pertaining thereto:

| | |
|--|------------|
| Section 16, Township 20 South, Range 14 East | |
| Patrick M. Wiley, Jr. | \$2,255.00 |
| 129 Autumn Drive | |
| Thibodaux, LA 70301 | |

Mrs. Dugas addressed the Committee regarding the bid results for communicator folders.

RECOMMENDATION NO. 4

The Committee recommends that the Board accept the lowest bid received, meeting all specifications, for communicator folders from Rochester 100, Inc., 40 Jefferson Rd., Rochester, NY 14623, for a ten (10) month period, beginning September 6, 2022, and ending June 30, 2023.

Mrs. Michelle Klingman, Supervisor of Finance, presented information on the Monthly Budget-to-Actual Comparison report (attached) and gave an update on the Sales Tax collections report (attached). She stated that sales tax collections for the month of June 2022 are approximately 11.9% higher than June 2021.

There being no further business to come before the **Finance, Insurance, and Section 16 Lands Committee**, the meeting adjourned at 6:20 P.M.

Respectfully submitted,

Clyde Hamner, Chairman

Michael LaGarde, Vice Chairman

Stacy Solet

RB/bp

Motion of Mr. DeHart, seconded by Mrs. Solet, unanimously carried, the Board adopted the following Budget Adoption Resolution which provides for adopting the General Operating Fund, 1 Cent Sales Tax Fund, 1/2 Cent Sales Tax Fund, 3/4 Cent Sales Tax Fund, Child Nutrition Program Fund, and various Special Revenue Funds for the 2022/2023 Fiscal Year, as presented, with the following exceptions:

- Remove: Reclassification of five Curriculum Specialists from 200 days to 240 days
- Add: Stipend of \$20 per meeting for each member of the Insurance Advisory Committee

**TERREBONNE PARISH SCHOOL BOARD
BUDGET ADOPTION RESOLUTION**

RESOLUTION NO. 1942

Resolution adopting operating budgets for the fiscal year beginning July 1, 2022, and ending June 30, 2023.

BE IT RESOLVED by the Terrebonne Parish School Board that:

1. The Operating Budgets for the General Operating, 1 Cent Sales Tax, 1/2 Cent Sales Tax, 3/4 Cent Sales Tax, Child Nutrition Program, and various

Special Revenue Funds for the 2022/2023 fiscal year be adopted and hereby declared to serve as appropriations of the amounts therein set forth until amendments thereto be adopted;

2. The amounts expended during the fiscal year shall not exceed the appropriations set forth in such budgets and all subsequent amendments thereto;
3. The Board reserves solely and exclusively unto itself the right, power and authority to:
 - a. Adopt budgets and make, approve, change, or reject appropriations for any and all funds, fund types, programs, grants, awards, or projects, irrespective of the source of funding;
 - b. Make such amendments to any budgets as the economic circumstances prevailing or arising during the fiscal year may demand; and
 - c. Make appropriations and expenditures for any contingency or emergency of any nature that may arise during the course of the fiscal year;
4. This resolution shall continue in effect until superseded by the budget adoption resolution of the ensuing fiscal year;
5. If, at the end of any fiscal year, the appropriations necessary for the support of expenditures of the ensuing fiscal year have not been made, then fifty percent of the amounts appropriated in the appropriation resolution for the last completed fiscal year shall be deemed appropriated for the objects and purposes specified in the resolution for the preceding fiscal year, as provided by R.S. 39:1311;
6. Budget amendment authority of the Board and certain operating officers, delineated by fund or fund type, is as follows:

I. GENERAL PROVISIONS

- A. All original operating budgets for the fiscal year for all funds, programs, grants, or projects shall be presented to the Finance Committee. The Finance Committee shall submit such budgets to the Board accompanied by the Committee's recommendation for adoption or rejection.
- B. Authorization of any expenditure or award of any contract by the Board shall constitute authority to disburse funds and effect such budget amendments as may be required.
- C. Approval of employment, positions, or compensation adjustments by the Board shall constitute authority to disburse funds and effect such budget amendments as may be required.

II. PROVISIONS APPLICABLE TO INDIVIDUAL FUNDS AND FUND TYPES

A. GENERAL OPERATING FUND

1. Subsequent to adoption of the Original Operating Budget, the Superintendent and Chief Financial Officer shall jointly possess

authority to reallocate funds among expenditure accounts within function/service areas, as defined by the General Operating Fund's Internal Chart of Accounts. General Fund budget amendments made upon internal authority shall be provided to the Board through the Finance Committee.

2. The Finance Committee and Board shall consider for approval all proposed increases or decreases in funds appropriated for any function/service area. Such proposals shall be directed to the Finance Committee for submission to the Board. The aforementioned officials shall direct requests requiring Board approval to the Finance Committee, with their recommendation thereon, for submission to the Board.
3. Other Financing Uses - Operating Transfers. Authority to effect necessary budget revisions or transactions for operating transfers to Local, State, or Federal Special Revenue Funds which are dependent upon the amount of current year revenues, expenditures actually incurred, or operating deficits will be held by the Superintendent and Chief Financial Officer.

B. 1 CENT SALES TAX FUND OF 1996

1. The nature and kind of expenses and expenditures assigned to and accounted for in the Fund shall be governed by School Board Resolution Number 1587 dated February 6, 1996, Resolution Number 1588 dated May 7, 1996, and Ordinance Number 1590 (levying the tax) dated May 7, 1996.
2. Section I - GENERAL PROVISIONS paragraphs A, B, and C above shall apply to the operations of the Fund.
3. Subsequent to adoption of the Original Operating Budget, the Superintendent and Chief Financial Officer shall jointly possess authority to reallocate appropriations, expenses, and expenditures among the accounts within the dedicated allocations of the tax as defined by the governing resolutions and the Fund's Internal Chart of Accounts.
4. All budget revisions shall be provided to the School Board through the Finance Committee.

C. 1/2 CENT SALES TAX FUND OF 2014

1. The nature and kind of expenses and expenditures assigned and accounted for in the Fund shall be governed by School Board Resolution Number 1867 and Ordinance Number 1868 levying the tax.
2. Subsequent to adoption of the Original Operating Budget, the Superintendent and Chief Financial Officer shall jointly possess authority to reallocate appropriations, expenses, and expenditures among the accounts within the dedicated allocations of the tax as defined by the governing resolutions and the Fund's Internal Chart of Accounts.

D. 3/4 CENT SALES TAX FUND OF 1975

1. Subsequent to adoption of the Original Operating Budget, the Superintendent and Chief Financial Officer shall jointly possess authority for reallocation of funds as defined below:

a. Expenditures monitored by organizational unit (school).

1) Said officials shall be authorized to reallocate appropriation balances of school sales tax allotments, school allotments for various instructional areas (School Board Allotments), any special allotments, and any other expenditures controlled by individual school budgets, within the individual school appropriation accounts as necessary to prevent expenditures in excess of individual school budgets or account appropriation balances.

2) Increases in allotments to any or all organizations (schools) and new allotments will be considered by the Finance Committee and submitted to the Board for approval or rejection.

b. Other Expenditures

1) The aforementioned officials shall have the authority to reallocate, within function/service areas, those expenditures not monitored by individual organizational (school) budgets.

2) Proposed increases in funds allocated to any function/service area where expenditures are not controlled by organizational (school) budgets shall be considered by the Finance Committee and submitted to the Board for approval or rejection.

c. Other Financing Uses

1) Operating Transfers. Authority to effect necessary budget revisions or transactions for operating transfers to other funds which are dependent upon the amount of current year revenues, expenditures actually incurred, or operating deficits will be jointly held by the Superintendent and Chief Financial Officer.

2) All budget revisions shall be provided to the School Board through the Finance Committee.

E. CHILD NUTRITION PROGRAM FUND

1. Subsequent to adoption of the Original Operating Budget, the Superintendent, Chief Financial Officer, and Supervisor of Child Nutrition Programs shall possess the authority to reallocate funds within the Food Service function/service area.

2. Increases in Child Nutrition Program Fund expenditures proposed subsequent to adoption of the Original Budget, with the exception of those expenses which are directly influenced by meal preparation volume, will be presented to the Finance Committee for submission to the Board.

3. Prior to presentation of proposed budget revisions, expenditures, or capital outlay requests to the Board or Finance Committee, any necessary approvals by regulatory agencies will be secured by the Supervisor of Child Nutrition Programs.

F. SPECIAL REVENUE FUNDS - LOCAL, STATE, AND FEDERAL

1. All original program or fund budgets for the Local, State, and Federal Special Revenue Funds will be presented to the Finance Committee for submission to the Board. With reference to State and Federal Special Revenue Funds, the original program budget referred to in E-1 is defined as the final written award approved by the regulatory authority indicating the actual monetary grant to the school system.
2. During the course of the fiscal year, any new programs, proposals, or changes in existing programs, with the exception of transfers to fund operating deficits, which increase or reduce the total operating budget for the program or fund will be presented to the Finance Committee.
 - a. The Finance Committee will submit such new amended budgets to the Board along with its recommendation for approval or rejection.
 - b. Any necessary approvals by State or Federal regulatory authorities will be obtained by the Program Manager prior to presentation to the Finance Committee.
3. The Program Manager, Superintendent, and Chief Financial Officer shall jointly possess authority to effect transfers of funds to offset operating deficits incurred in the Local, State, and Federal Special Revenue Funds.
4. Prior to formal approval of the budget for a program, grant, or fund by the School Board, any expenditure of funds for any purpose shall be approved, in written form, by the Program Manager, Superintendent, and Chief Financial Officer.
5. Subsequent to adoption of the Original Budget, the Program Manager, pursuant to obtaining any required approvals from State or Federal regulatory authorities, shall, with the concurrence of the Finance Department, have the authority to reallocate appropriations within State or Federal Special Revenue Funds.

G. CAPITAL PROJECTS FUNDS

1. Board approval of projects, contracts, change orders, or expenditures will constitute authority for budget amendments and expenditure of funds.
2. The Superintendent, with notice to the Board, will have authority to authorize expenditures and budget revisions for projects costing \$5,000 or less during a fiscal year, with a maximum of \$20,000 so authorized during a fiscal year, exclusive of expenditures authorized but not expended during prior years.

3. All other proposed expenditures of the Capital Projects Funds shall be submitted to the Board accompanied by the recommendation of the appropriate committee.

H. DEBT SERVICE FUNDS

All expenditures related to debt service, with the exception of payment of loan or bond principle, interest, paying agent's fees, bank service charges, and tax collection expenses, not authorized in the Original Operating Budget, shall be submitted to the Board through the Finance Committee.

I. INTERNAL SERVICE FUNDS

1. All expenditures of the internal service funds not authorized in the Original Operating Budget shall be submitted to the Board through the Finance Committee, accompanied by the Finance Committee's recommendation for approval or rejection.
2. The Superintendent, Chief Financial Officer, and Program Manager shall have joint authority to reallocate expenses/expenditures within each Internal Service Fund.

Motion of Mrs. Solet, seconded by Mr. DeHart, unanimously carried, the Board approved the assignment of a campsite lease in Section 16, Township 20 South, Range 17 East (Southwest of Dulac) from Gary Gordan, current lessee, to Leopold LeBlanc IV, for the remaining term of the current lease ending May 16, 2031, and further, authorized the Board president to sign all necessary documents pertaining thereto.

Motion of Mr. DeHart, seconded by Mrs. Solet, unanimously carried, the Board accepted the following highest bid received, meeting all specifications, for Hunting and Trapping lease on Section 16 Lands for a five (5) year period, beginning September 1, 2022, through August 31, 2027, allowed the Purchasing Department to re-advertise those sections where no bid was received and/or those sections in which leases were surrendered, and further, authorized the Board president to sign all necessary documents pertaining thereto:

| | |
|---|------------|
| <u>Section 16, Township 20 South, Range 14 East</u> | |
| Patrick M. Wiley, Jr. | \$2,255.00 |
| 129 Autumn Drive | |
| Thibodaux, LA 70301 | |

Motion of Mrs. Solet, seconded by Dr. Trahan, unanimously carried, the Board accepted the lowest bid received, meeting all specifications, for communicator folders from Rochester 100, Inc., 40 Jefferson Rd., Rochester, NY 14623, for a ten (10) month period, beginning September 6, 2022, and ending June 30, 2023.

The report of the Finance, Insurance, and Section 16 Lands Committee meeting was concluded, and President Harding reassumed the Chair.

The following Executive Committee report was presented to the Board with Dr. Trahan, Vice President, presiding:

Dear Members of the Board:

The **EXECUTIVE COMMITTEE** met immediately following the 5:00 P.M. Buildings, Food Service, and Transportation Committee; and Finance,

Insurance, and Section 16 Lands Committee meetings on Tuesday, August 16, 2022, in the Board Room of the School Board Office with the following members present: Mr. Gregory Harding, President, Dr. MayBelle Trahan, Vice President, and Mr. Michael LaGarde. Also in attendance were Mr. Clyde Hamner, Mrs. Debi Benoit, Mr. Matthew Ford, Mr. Roger Dale DeHart, Mrs. Stacy Solet, Mr. Dane Voisin, Superintendent Bubba Orgeron, and members of the staff.

Vice President Trahan called the meeting to order.

The **Executive Committee** examined and authorized payment of invoices for the current month (including supplemental payroll and travel expenses).

There were no Committee member concerns.

There being no further business to come before the **Executive Committee**, the meeting was adjourned at 6:22 P.M.

Respectfully submitted,

Gregory Harding, President

MayBelle Trahan, Ed.D., Vice President

Michael LaGarde

RB/bp

Motion of Mrs. Benoit, seconded by Mr. LaGarde, unanimously carried, the Board accepted, as presented, the foregoing Executive Committee report in its entirety.

The Executive Committee report was concluded, and President Harding reassumed the Chair.

The following report of the Education, Technology, and Policy Committee Meeting was presented to the Board with Mrs. Benoit, Chairwoman, presiding:

Dear Members of the Board:

The **EDUCATION, TECHNOLOGY, and POLICY COMMITTEE** met immediately following the 5:00 P.M. Buildings, Food Service, and Transportation Committee; Finance, Insurance, and Section 16 Lands Committee; and Executive Committee meetings on Tuesday, August 16, 2022, in the Board Room of the School Board Office with the following members present: Mrs. Debi Benoit, Chairwoman, Mr. Matthew Ford, Vice Chairman, and Dr. MayBelle Trahan. Also in attendance were Mr. Clyde Hamner, Mr. Roger Dale DeHart, Mr. Gregory Harding, Mr. Michael LaGarde, Mrs. Stacy Solet, Mr. Dane Voisin, Superintendent Bubba Orgeron, and members of the staff.

Chairwoman Benoit called the meeting to order.

Central Office Staff presented information regarding revisions to Terrebonne Parish Policies (attached *Policy Alerts*, September 2021, July 2022, and August 2022).

RECOMMENDATION NO. 1

The Committee recommends that the Board approve revisions to the following policies (attached):

FILE: B-16 School Board Ethics (Revised)
 FILE: E-3.2 School Bus Scheduling and Routing (Revised)
 FILE: F-2 Equal Opportunity Employment (Revised)
 FILE: H-1 Equal Educational Opportunities (Revised)
 FILE: F-12.2 Employee Dress Code (Revised)
 FILE: H-3.3h Bullying and Hazing (Revised)
 FILE: H-3.4 Mandatory School Uniforms (Revised)
 FILE: H-3.5 Discipline (Revised)
 FILE: H-3.5b Suspension/Expulsion (Revised)
 FILE: H-2.1a Student Absences and Excuses (Revised)
 FILE: H-11.2 Expectant and Parenting Students (Revised)
 FILE: H-3.6 Student Health Services (Revised)
 FILE: H-3.6c Administration of Medication (Revised)
 FILE: D-7.4a Bids and Quotations (Revised)
 FILE: H-2.4a Public School Choice (Revised)

Mr. Hamner left the meeting during the foregoing revisions.

RECOMMENDATION NO. 2

The Committee recommends that the Board approve **NEW** Policy FILE: H-15 Student Voter Registration (attached).

Mr. Christopher Babin, Network System Administrator, presented information on Request for Proposals (RFPs) for Wide Area Network Services and Network Switches.

RECOMMENDATION NO. 3

The Committee recommends that the Board authorize the Purchasing Department to advertise for Request for Proposals (RFPs) for Wide Area Network Services and Network Switches.

Dr. Myra Austin, Assessment and Accountability Administrator, presented information on revisions to the Pupil Progression Plan (PPP).

RECOMMENDATION NO. 4

The Committee recommends that the Board approve the revised Pupil Progression Plan (PPP), as presented, for the 2022-2023 school year.

Dr. Austin presented information on 2022 Spring LEAP Scores for Grades 3-8. She stated that Terrebonne Parish had a 99.7% LEAP participation rate and a 2.4% improvement in Mastery rates. Terrebonne Parish is ranked 15/72 in the state.

Mrs. Sandra LaRose, Chief Academic Officer, presented information on opening of schools, modular buildings at Ellender Memorial and South Terrebonne High Schools, and trainings for administration and staff.

Superintendent Orgeron presented information on the possible use of the old Fletcher Campus as a future Magnet School/Program.

RECOMMENDATION NO. 5

The Committee recommends that the Board authorize the Superintendent and Staff to explore options for use of the old Fletcher Campus located at 310 St. Charles Street, Houma LA 70360, as a future Magnet School/Program.

There being no further business to come before the **Education, Technology, and Policy Committee**, the meeting was adjourned at 6:57 P.M.

Respectfully submitted,

Debi Benoit, Chairwoman

Matthew Ford, Vice Chairman

Dr. MayBelle Trahan

SL/jb

Motion of Mr. Ford, seconded by Mr. DeHart, unanimously carried, the Board approved, as presented, revisions to the following policies:

POLICY FILE: B-16 SCHOOL BOARD ETHICS

Recognizing that as a member of a public school board and that each School Board Member is filling a position of public trust, responsibility, and authority endowed by the State of Louisiana, the Terrebonne Parish School Board, individually and collectively, shall subscribe to the principles of the Louisiana School Boards Association, by which a School Board Member should be guided.

1. My allegiance is first to the children of my parish or city school system and not to any political party or business organization.
2. I will not seek through my office special privileges or private gain, nor will I use my position to promote my business or professional interest.
3. I will seek to provide equal educational opportunities for all the children regardless of race, creed, or location.
4. I recognize that it is my duty to assist in formulating educational policy. However, I recognize that it is the duty and responsibility of the Superintendent in his capacity as executive officer to see that these policies are carried out.
5. I understand that in the selection of teachers and all other school personnel, the Superintendent nominates candidates for these positions and selection by the Board is made from such nominations based on merit alone. I will not bring pressure on the Superintendent to nominate candidates in whom I have a special interest. I will insist that the School Board reserve to the Superintendent the privilege and responsibility of nominations of candidates for school personnel. I recognize that the training of the child is a paramount matter and that giving employment is a secondary matter.
6. I understand that I have no authority as an individual School Board Member but must act with and through the School Board as a whole, and I must be governed by the decisions of the School Board.

7. I will keep myself as well informed as possible about the conditions in the school system and about such other matters as will help me serve as an efficient School Board Member.
8. Understanding that as a representative of the public, I will endeavor to keep the public informed about the progress and needs of the schools.
9. I will refrain from making any commitment upon any subject, which rests within the School Board's authority for final discussion and decision.
10. Recognizing that all school personnel should work in close cooperation, I will give my hearty support to the total school program. I will not publicly criticize school personnel but will make such criticism to the Superintendent for investigation and action if necessary.
11. Recognizing that the Superintendent is the executive officer of the school system, any recommendations and complaints that may have been submitted to me shall be referred to the Superintendent for presentation to the School Board.
12. I will affiliate with my professional organization, the Louisiana School Boards Association, and as far as possible will attend the convention and take part in its activities.
13. Recognizing that the expenditure of public school funds is a public trust, I will endeavor to see that all public funds shall be expended efficiently, economically, and for the best interest of the schools.
14. With a basic belief in the dignity of the individual, I will respect teachers, and as a Board Member, I will not subject their daily lives to harsh or petty restrictions, which I would not impose on other good citizens.
15. I will attend School Board meetings with an open mind and listen to what other School Board Members and other individuals or groups have to say before making final decisions.
16. I will continue my interest in the school program at all times and as an individual citizen and champion of the schools, I will guard the interests of the school. When citizens and patrons who do not know or fail to remember my limitations of authority call on me to correct some situations in connection with the school, I will not avoid the issue by denying authority but will counsel with the applicant and advise him of procedure to be followed to resolve the problem in the best interest of education.
17. As the administration of the schools of Louisiana is conducted on parish-wide or city-wide basis and as my responsibility is to all the children, I will consider the program for the whole administrative unit in making my decisions. I will not try to seek special privileges for my own ward.
18. Recognizing the rights of the employee and the School Board, I will insist on following completely the procedure stipulated by law in every case where a teacher or other employee is being tried for incompetence or other causes, which might subject him to dismissal.

In addition, certain actions of elected officials may be considered improper, and in some circumstances, illegal. Actions, which may present a conflict of interest, acceptance of gifts, or solicitations, or gratuities, abuse of authority of office or position, and decisions regarding the employment of a family member of an

official, are all subject to statutory restrictions. The ethical conduct of School Board Members, as well as other designated officials, shall be in accordance with state law.

ETHICS EDUCATION AND TRAINING

All School Board Members and employees shall be required to receive a minimum of one (1) hour of education and training on the Louisiana Code of Governmental Ethics, annually. Education and training shall be provided by employees of the Louisiana Board of Ethics or others authorized to provide such training by the Louisiana Board of Ethics, and shall be administered through seminars or via the Internet.

GIFTS

Acceptance of personal gifts by any School Board Member or employee of the Terrebonne Parish School Board from persons or firms doing business with the School Board, or any department or school thereof, is prohibited. Reduced cost and/or free travel expenses are also defined as gifts with regard to this policy provision. This policy provision does not preclude acceptance of food, drinks, refreshment of a social nature or participation in a social event, provided the value of the food, drink, or refreshment does not exceed that amount permitted under state law. It also shall not preclude the acceptance of campaign contributions for use in meeting campaign expenses by any employee or School Board Member who is or becomes a candidate for election to any public office.

NEPOTISM

No member of the immediate family of an agency head shall be employed in his/her agency. No member of the immediate family of a member of a ~~governing authority~~ School Board or the ~~chief executive of a governmental entity~~ Superintendent shall be employed by the ~~governmental entity~~ School Board, with limited exception as outlined below.

The provisions above shall not prohibit the continued employment of any public employee nor shall it be construed to hinder, alter, or in any way affect normal promotional advancements for such public employee where a member of a public employee's immediate family becomes the agency head of such public employee's agency, provided that such public employee has been employed in the agency for a period of at least one year prior to the member of the public employee's immediate family becoming the agency head.

EXCEPTIONS

Any School Board Member, Superintendent, or principal whose immediate family member is employed or who may be employed, as excepted below, shall recuse himself/herself from any decision involving the promotion or assignment of teaching or service location of such employee.

1. Any member of the immediate family of any School Board Member or the Superintendent may be employed as a classroom teacher provided that such family member is *certified to teach* or is *temporarily authorized to teach while pursuing certification*.
2. Any immediate family member of a member of the School Board or the Superintendent who ~~is~~ has been employed pursuant to paragraph 1 above for at least one year may be promoted to an administrative position, provided that such family member has the appropriate qualifications and

certifications for the promotional position. For the purposes of such promotions, the term *certifications* shall not include any temporary or provisional certification or certifications.

3. An immediate family member of an athletic director of a school may be employed as a coach at such school.
4. Any member of the immediate family of any School Board Member or of the Superintendent may be employed as a school bus operator provided that such family member is certified as a school bus operator.

PROHIBITED TRANSACTIONS

Any School Board Member, Superintendent, or employee is prohibited by state law, with limited exception as provided in La. Rev. Stat. Ann. §42:1120, from participating in a transaction in which he/she has a personal substantial economic interest of which he/she may be reasonably expected to know involving the governmental entity. Also, any School Board Member, Superintendent, or employee is prohibited by state law, except as provided in La. Rev. Stat. Ann. §42:1120, from participating in a transaction involving the governmental entity in which, to his/her actual knowledge, any of the following persons has a substantial economic interest:

1. Any member of his/her immediate family.
2. Any person in which he/she has a substantial economic interest of which he/she may reasonably be expected to know.
3. Any person of which he/she is an officer, director, trustee, partner or employee.
4. Any person with whom he/she is negotiating or has an arrangement concerning prospective employment.
5. Any person who is a party to an existing contract with such public servant, or with any legal entity in which the public servant exercises control or owns an interest in excess of twenty-five percent, or who owes anything of economic value to such public servant, or to any legal entity in which the public servant exercises control or owns an interest in excess of twenty-five (25) percent, and who, by reason thereof, is in a position to affect directly the economic interests of such public servant.

Every public employee shall disqualify himself/herself from participating in a transaction involving the governmental entity when a violation of state law would result.

ABUSE OF OFFICE

No School Board Member, Superintendent, or employee shall use the authority of his/her office or position, directly or indirectly, in a manner intended to compel or coerce any person or other public servant to provide himself/herself, any other public servant, or other person with anything of economic value.

No School Board Member, Superintendent, or employee shall use the authority of his/her office or position, directly or indirectly, in a manner intended to compel or coerce any person or other public servant to engage in political activity.

No School Board Member shall act in an individual capacity to use the authority of

his/her office or position as a member of the School Board in a manner intended to interfere with, compel or coerce any personnel decision, including the hiring, promotion, discipline, demotion, transfer, discharge, or assignment of work to any school employee.

No School Board Member shall use the authority of his/her office or position as a member of the School Board in a manner intended to interfere with, compel, or coerce any school employee to make any decision concerning benefits, work assignment, or membership in any organization.

TRANSACTIONS AFTER TERMINATION OF PUBLIC SERVICE

No former agency head or elected official shall, for a period of two (2) years following the termination of his/her public service as the head of such agency or as an elected public official serving in such agency, assist another person, for compensation, in a transaction, or in an appearance in connection with a transaction, involving that agency or render any service on a contractual basis to or for the Board.

No former member of the School Board shall, for a period of two (2) years following the termination of his/her public service on such Board, contract with, be employed in any capacity by, or be appointed to any position by the Board, except that the School Board may employ a former member for any classroom teaching position which requires a valid Louisiana teaching certificate or a school psychologist with a valid certificate in school psychology, provided the former School Board Member holds such a certificate.

No former School Board employee shall, for a period of two (2) years following the termination of his/her employment, assist another person, for compensation, in a transaction, or in an appearance in connection with a transaction in which such former public employee participated at any time during his/her public employment and involving the School Board by which he/she was formerly employed, or for a period of two (2) such years following termination of his/her employment, render any service which such former public employee has rendered to the School Board during the term of his/her public employment on a contractual basis, regardless of the parties to the contract, to, for, or on behalf of the School Board with which he/she was formerly employed.

FEDERAL GUIDELINES: CONFLICT OF INTEREST

In addition to other ethics provisions, in receiving federal funds the School Board shall ensure compliance with federal guidelines covering conflict of interest and governing the actions of officers and employees engaged in the selection, award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by federal funds if a real or apparent conflict of interest would be involved. Such a conflict may arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization, which employs or is about to employ any of the parties indicated herein, has a financial or other interest in, or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the School Board shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to contracts.

Employees and volunteers shall be required to report any actual, possible, or perceived conflict of interest, which they or others have, or may have, to their immediate supervisor as soon as they become aware of the conflict. A School Board Member shall report the perceived conflict of interest to the Superintendent and School Board attorney.

Anyone who engages in activities that violate these provisions, including failure to disclose a conflict of interest, may be subject to disciplinary action, up to and including, termination of employment, and/or other appropriate sanctions.

DEFINITIONS

Agency means a department, office, division, agency, commission, board, committee, or other organizational unit of a governmental entity. For public servants of political subdivisions, it shall mean the agency in which the public servant serves, except that for members of any governing authority and for the elected or appointed chief executive of a governmental entity, it shall mean the governmental entity.

Agency head means the chief executive or administrative officer of an agency or any member of a board or commission who exercises supervision over the agency.

Immediate family as the term relates to a public servant means his/her children, the spouses of his/her children, his/her brothers and their spouses, his/her sisters and their spouses, his/her parents, his/her spouse, and the parents of his/her spouse.

Public servant means a public employee or an elected official.

Political activity means an effort to support or oppose the election of a candidate for political office in an election.

Substantial economic interest means an economic interest which is of greater benefit to the public servant or other person than to a general class or group of persons, except:

- (a) The interest that the public servant has in his/her position, office, rank, salary, per diem, or other matter arising solely from his/her public employment or office.
- (b) The interest that an elected official who is elected to a house, body, or authority has in a position or office of such house, body, or authority which is required to be filled by a member of such house, body, or authority by law, legislative rule, or home rule charter.
- (c) The interest that a person has as a member of the general public.

Transaction involving the governmental entity means any proceeding, application, submission, request for a ruling or other determination, contract, claim, case, or other such particular matter, which the public servant or former public servant of the governmental entity in question knows or should know:

- (a) Is, or will be, the subject of action by the governmental entity.
- (b) Is one to which the governmental entity is or will be a party.
- (c) Is one in which the governmental entity has a direct interest. A transaction involving the agency of a governmental entity shall have the same meaning with respect to the agency.

Revised: December 1997

Revised: December 1999

Revised: November 2003

Revised: January 2007

Revised: March 2009

Revised: February 2011

Revised: September 2012
 Revised: January 2016
 Revised: July 2016
 Revised: November 2021
[Revised: August 2022](#)

Ref: 2 CFR 200.318 (*General Procurement Standards*); La. Rev. Stat. Ann. §§17:81, 17:428, 42:1101, 42:1102, 42:1112, 42:1115, 42:1115.1, 42:1116, 42:1119, 42:1120, 42:1121, 42:1123, 42:1170; Board minutes, 12-16-97, 12-14-99, 11-18-03, 1-16-07, 3-17-09, 2-15-11, 9-18-12, 1-19-16, 8-2-16, 11-2-21, [9-6-22](#).

POLICY FILE: E-3.2 SCHOOL BUS SCHEDULING AND ROUTING

The Terrebonne Parish School Board shall provide school bus transportation for all students living more than one mile from the school that they are assigned to attend. Students living within one mile of the school may be allowed to ride a school bus when the School Board determines that conditions exist to warrant such transportation. Other students may be provided with school bus transportation in accordance with regulations of the Louisiana Department of Education.

A reasonable time shall be established for each route and the bus operator shall be expected to adhere to this schedule. By the same token, students shall be expected to be at their respective bus stop when the bus arrives. Once a bus route has been established, the bus operator shall not alter or change assigned routes without order of the Superintendent or his/her designee. Any bus operator who feels a road is unsafe or dangerous shall report such dangerous condition to the Superintendent or his/her designee, and the bus operator may be allowed not to travel the road with the prior approval of the Supervisor of Transportation, until the Superintendent or his/her designee determines said road is safe or improved, or the situation has been rectified.

The Terrebonne Parish School Board shall require that a bus operator not be made to transport more students than allowed by the laws of the State of Louisiana. An extra trip or run shall be any trip or run other than the bus operator's regularly assigned route. The bus operator may volunteer for extra trips or a run by notifying the Supervisor of Transportation at the bus operator's pre-school meeting. Extra trips and runs shall be offered on a rotating schedule based on seniority.

BUS STOPS

1. At the start of each school year, school bus operators shall establish bus stops for the year. Bus stops will be adjusted during the first ten (10) days as school attendance stabilizes.
2. Any bus stop established during the ten-day period shall remain without change for the remainder of the school year, unless approval for a change of bus stop is obtained from the Supervisor of Transportation or his/her assistant. The Superintendent shall be notified of any such change.

ACTIVITY BUS ROUTES

The Supervisor of Transportation is authorized to establish activity bus routes to serve the junior and senior high school students who are engaged in extracurricular activities. These routes will be established and removed according to surveys of needs conducted in the schools. The following principles will govern the operation of the activity routes:

1. No route will be established or maintained unless it will serve a minimum of twenty (20) students.

2. No students living less than five (5) miles from the school will be transported.

LOADING AND UNLOADING OF STUDENTS

The loading and unloading of students onto and from school buses being utilized to transport students shall be conditional on the following:

1. Bus operators shall be prohibited from loading or unloading students at school while the bus is in a traffic lane of any type of street as defined in state law and require that students be loaded or unloaded on a shoulder, in a school parking lot, or at other appropriate off-road location at the school as determined by the School Board. This requirement shall not apply if the shoulder of a municipal road is the only available alternative and the municipality has not made the shoulder available by designating that area for loading and unloading students during designated school zone hours.
2. Bus operators shall be prohibited from loading or unloading students at or near their homes while the bus ~~in in a traffic lane of any type of street as defined by state law and it shall be required that students be loaded or unloaded on a shoulder, unless the School Board determines the unloading on a shoulder is less safe for the student. However, if there is no shoulder, or if the shoulder is determined to be less safe, a bus operator may load and unload a student while the bus~~ is in a lane of traffic ~~but only if~~ **unless** the bus is in the lane farthest to the right side of the road so that there is not a lane of traffic between the bus and the right-side curb or other edge of the road.
3. Bus operators shall be prohibited from loading or unloading a student in a location on a divided highway such that a student, in order to walk between the bus and his/her home or school, would be required to cross a roadway of the highway on which traffic is not controlled by the visual signals on the school bus.

Street or *highway* means the entire width between the boundary lines of every way or place of whatever nature publicly maintained and open to the use of the public for the purpose of vehicular travel, including bridges, causeways, tunnels, and ferries.

Revised: July 2007

Revised: September 2010

Revised: September 2015

Revised: January 2018

Revised: August 2022

Ref: La. Rev. Stat. Ann. §§17:158, 32:1; Board minutes, 11-18-86, 7-17-07, 9-21-10, 10-6-15, Forethought wd. revisions 1-30-18, **9-6-22**.

POLICY FILE: F-2 EQUAL OPPORTUNITY EMPLOYMENT

The Terrebonne Parish School Board declares as policy that all applicants for admission and employment, students, parents, or legal guardians of students, or employees, sources of referral of applicants and employment, and any and all entities having business with the School Board are hereby notified that the School Board does not discriminate on the basis of race, color, national origin, **natural, protective, or cultural hairstyle**, sex, age, disability, marital status, sexual orientation, religion or veteran status in admission or access to, or treatment or employment in, its programs and activities, including any notices required by Title IX of the Education Amendments of 1972 or Part 106 of Title 34 of the United States Code of Federal Regulations. The School Board pledges to protect qualified

applicants and employees with disabilities from discrimination in hiring, promotion, termination, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. The School Board shall also provide qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardship. Thus, this School Board pledges compliance with the regulations implementing Title VI, Title IX, The Americans with Disabilities Act of 1990 as amended and Section 504 of the Rehabilitation Act of 1973, as amended.

The Superintendent and/or his/her designee shall investigate any and all complaints which may be brought against any individual school in the School District in regard to any alleged discriminatory action for appropriate treatment by the Board.

All employees shall be responsible for complying with this policy. Inquiries, concerns, or complaints related to any form of harassment or discrimination should be immediately reported to the immediate supervisor who, in turn, shall report the incident to the Superintendent and/or his/her designee. If the supervisor is the alleged harasser or discriminator, or the employee does not wish to report the matter to his/her supervisor, the employee may submit the complaint directly to the Superintendent or his/her designee for appropriate inquiry including, when appropriate, investigation. Except for complaints of sexual harassment of students, employees, and applicants, the investigation shall proceed in accordance with policy *F-12.3, Employee Investigations*. Further, the School Board prohibits retaliation against any individual for making a complaint under this policy or participating in the investigation of any such complaint.

PERSONS WITH DISABILITIES

In accordance with federal and state statutes addressing nondiscrimination of disabled persons, namely Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the Terrebonne Parish School Board attests that no qualified person with a disability shall, solely by reason of a disability, be denied the benefits of, be excluded from participation in, or be otherwise subjected to discrimination under any program or activity; nor shall a qualified person with a disability be subjected to discrimination in employment.

Revised: July 2020

Revised: August 2022

Ref: U.S. Constitution, Amend. XIV, Sec. 1; 20 USC 1681 (*Title IX of the Education Amendments of 1972*); 29 USC 621 et seq. (*Age Discrimination in Employment*); 29 USC 701 et seq. (*Vocational Rehabilitation and Other Rehabilitation Services*); 42 USC 2000d (*1964 Civil Rights Act*); 42 USC 12101 (*Americans with Disabilities Act of 1990*); Constitution of Louisiana, Art. I, Sec. 3, Art. X, Sec. 10; La. Rev. Stat. Ann. §§17:111, 23:301, 23:302, 23:303, 23:311, 23:312, 23:314, 23:322, 23:323, 23:332, 23:334, 23:341, 23:342, 23:352, 23:368; Griggs v. Duke Power Company, 91 S. Ct. 849 (1979); Singleton v. Jackson Municipal Separate School District, 419 F.2d 1211 (5th Cir. 1979); Board minutes, 2-17-87, 8-4-20, 9-6-22.

POLICY FILE: H-1 EQUAL EDUCATIONAL OPPORTUNITIES

It shall be the policy of the School Board that the school district shall place an equal emphasis upon the nondiscriminatory provision of educational opportunities for children and no person shall be excluded from participation in or denied the benefits of any education service, program, or activity on the basis of race, color ~~handicap~~ disability, religion, creed, national origin, natural, protective, or cultural hairstyle, age, or sex. All programs offered by schools within the school district shall be open to all students in compliance with statutory and judicial requirements.

The Superintendent shall designate a member of the staff to investigate any and all complaints which may be brought against the district in regard to any alleged discriminatory action. Adequate procedures shall be developed and maintained to provide for prompt and equitable resolution of student complaints.

New: April 1999

Revised: August 2022

Ref: 20 U.S.C. §1401 et seq.; 20 U.S.C. §1681 et seq.; 29 U.S.C. §§621 et seq.; 29 U.S.C. §794; 42 U.S.C. §1983; 42 U.S.C. §§2000c (1-9); 42 U.S.C. §2000d (1-6); [La. Rev. Stat. Ann. §17:111](#); *Singleton v. Jackson Municipal Separate School District*, 419 F.2d 1211 (5th Cir. 1969); *Ross v. Moffitt*, 94 S.Ct. 437 (1974); *San Antonio Independent School District v. Rodriguez*, 93 S.Ct. 1278 (1973); *Regents of University of California v. Bakke*, 98 S.Ct. (1978); Board minutes, 4-20-99, [9-6-22](#).

POLICY FILE: F-12.2 EMPLOYEE DRESS CODE

The policy of the Terrebonne Parish School Board shall be that no mode of dress that distracts from or disrupts classroom, school, or office decorum will be allowed by any employee. All employees will be expected to dress commensurate with the daily duties as found in their job descriptions. The principal or immediate supervisor will make the final decision as to what is considered proper or improper dress at his/her worksite.

DRESS AND PERSONAL GROOMING

Employees are expected to be guided in their grooming habits by what is most generally accepted in the business and professional world. Employee dress and grooming shall not distract from the learning/educational environment of students' participation in classes, school programs or other school-related activities. Extremes in style and fit in employee dress and extremes in style of grooming shall not be permitted. Building administrators and principals shall be authorized to use their discretion in determining extremes in styles of dress and grooming and what is appropriate and suitable for School Board employees. No employees shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, blade, symbols, sign, or other things which are affiliated with drugs, alcohol, violence, or gang-related activities. Policies regarding dress and grooming stress the importance of reducing distractions that inhibit learning and are addressed in an attempt to enhance the learning environment.

The School Board shall not discriminate against an employee on the basis of a natural, protective or cultural hairstyle. Natural, protective, or cultural hairstyle shall include, but is not limited to, afros, dreadlocks, twists, locs, braids, cornrow braids, Bantu knots, curls, and hair styled to protect hair texture or for cultural significance.

NOTE: Individual schools or departments may select a uniform to wear. This should be considered a voluntary program.

Revised: August 2022

Ref: La. Rev. Stat. Ann. §§17:81, [23:332](#); Board minutes, 10-19-99, [9-6-22](#).

POLICY FILE: H-3.3h BULLYING AND HAZING

The Terrebonne Parish School Board is committed to maintaining a safe, orderly, civil and positive learning environment so that no student is subject to bullying, hazing, or similar behavior while in school or participating in school-related activities. Students and their parents/ **or legal** guardians shall be notified that the school, school bus, and all other school environments are to be safe and secure for

all. Therefore, all statements or actions of bullying, hazing, or similar behavior made on campus, at school-sponsored activities, or events, on school buses, at school bus stops, and on the way to and from school shall not be tolerated. Even if made in a joking manner, these statements or actions of bullying, hazing, or similar behavior towards other students or school personnel shall be unacceptable.

All students, teachers, and other school employees shall take responsible measures within the scope of their individual authority to prevent violations of this policy.

BULLYING

Bullying shall mean:

1. A pattern of any one or more of the following:
 - A. Gestures, including but not limited to obscene gestures and making faces.
 - B. Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors. *Electronic communication* includes but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device.
 - C. Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.
 - D. Repeatedly and purposefully shunning or excluding from activities.
2. Where the pattern of behavior as enumerated above is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, ~~in any school bus or van,~~ at any designated school bus stop, in any other school **bus** or **any other school or** private vehicle used to transport students to and from schools, or any school-sponsored activity or event.
3. The pattern of behavior as provided above ~~must~~ **shall** have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or ~~must~~ **shall** be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

Each elementary and secondary school shall institute a program to prohibit and prevent bullying. The program shall:

1. **Define bullying as provided above.**
2. **Ensure each student, each student's parent or legal guardian, and each school administrator, teacher, counselor, bus operator, school employee, and volunteer is aware of his/her duties and responsibilities relative to preventing and stopping bullying.**

3. [Provide for a process for reporting and investigating alleged incidents of bullying.](#)
4. [Provide for appropriate discipline of a student found guilty of bullying.](#)
5. [Provide for appropriate remedies for a student found to have been bullied.](#)
6. [Provide for procedures for investigating and reporting each school administrator, teacher, counselor, bus operator, and school employee for failure to act as provided.](#)

HAZING

Hazing shall mean any knowing behavior, whether by commission or omission, of any student to encourage, direct, order, or participate in any activity which subjects another student to potential physical, mental, or psychological harm for the purpose of initiation or admission into, affiliation with, continued membership in, or acceptance by existing members of any organization or extracurricular activity at a public elementary or secondary school, whether such behavior is planned or occurs on or off school property, including any school bus and school bus stop. Hazing does not mean any adult-directed and school-sanctioned athletic program practice or event or military training program.

Any solicitation to engage in hazing, and the aiding and abetting another person who engages in hazing shall be prohibited. The consent, stated or implied, of the hazing victim shall not be a defense in determining disciplinary action.

NOTICE TO STUDENTS AND PARENTS

The School Board shall inform each student, orally and in writing, at the required orientation conducted at the beginning of each school year, of the prohibition against bullying, hazing, or similar behavior of a student by another student; the nature and consequences of such actions; including the potential criminal consequences and loss of driver's license, and the proper process and procedure for reporting any incidents involving such prohibited actions. A copy of the written notice shall also be delivered to each student's parent or legal guardian.

REPORTING

The principal or his/her designee shall be authorized to receive complaints alleging violation of this policy. All employees, parents, volunteers, or any other school personnel shall report alleged violations to the principal or his/her designee. Any written or oral report of an act of bullying, hazing, or similar behavior shall be considered an official means of reporting such act(s). Complaints, reports, and investigative reports of bullying, hazing, or similar behavior shall remain *confidential*, with limited exception of state or federal law.

The reporting of incidents of bullying, hazing, or similar behavior shall be made on the *Bullying Report* form, which shall include an *affirmation of truth*. Any bullying, hazing, or similar behavior report submitted, regardless of recipient, shall use this form, but additional information may be provided. [The form shall be available on the website of each public elementary and secondary school.](#)

Students and Parents

Any student who believes that he/she has been, or is currently, the victim of bullying, hazing, or similar behavior, or any student, or any parent or [legal](#)

guardian, who witnesses bullying, hazing, or similar behavior or has good reason to believe bullying, hazing, or similar behavior is taking place, may report the situation to a school official, who in turn shall report the situation to the principal or his/her designee. A student, or parent or **legal** guardian, may also report concerns regarding bullying, hazing, or similar behavior to a teacher, counselor, other school employee, or to any ~~parent chaperoning or~~ **chaperone** supervising a school function or activity. Any report shall remain *confidential*.

School Personnel

Any school employee, whether full- or part-time, and any ~~parent/volunteer chaperoning or~~ **chaperone** supervising a school function or activity, who witnesses or learns of bullying, hazing, or similar behavior ~~from a student or parent~~, immediately shall report the incident to the principal or his/her designee. Verbal reports shall be submitted by the employee or ~~parent/volunteer~~ **chaperone** on the same day as the employee or ~~parent/volunteer~~ **chaperone** witnessed or otherwise learned of the incident, and a written report shall be filed no later than two (2) days thereafter.

All other members of the school community, including students, parents or legal guardians, volunteers, and visitors shall be encouraged to report any act that may be a violation of this policy to the principal or his/her designee.

False Reports

Intentionally making false reports about bullying, hazing, or similar behavior to school officials shall be prohibited conduct and shall result in appropriate disciplinary measures as determined by the School Board.

INVESTIGATION PROCEDURE

Investigations of any reports of bullying, hazing, or similar behavior of a student shall be in accordance with the following:

1. Timing

The school shall begin an investigation of any complaint that is properly reported and that alleges the prohibited conduct the next business or school day after the report is received by the principal or his/her designee. The investigation shall be completed as expeditiously as possible, but not later than ten (10) school days after the date the written report of the incident is submitted to the principal or his/her designee. If additional information is received after the end of the ten-day period, the school principal or his/her designee shall amend all documents and reports required to reflect such information.

2. Scope of Investigation

An investigation shall include documented interviews of the reporter, the alleged victim, the alleged bully or offender, and any witnesses, and shall include obtaining oral, visual or written evidence, including, but not limited to statements, writings, recordings, electronic messages, and photographs. Interviews shall be conducted privately, separately, and confidentially. Unless necessary for the purpose of the investigation, the alleged offender and alleged victim shall not be interviewed together.

The principal or his/her designee shall collect and evaluate all facts using the *Bullying Investigation* form.

3. Parental Notification

Upon receiving a report of bullying, hazing, or similar behavior, the school shall notify the parents or legal guardians of ~~the alleged offender and the alleged victim~~ each involved student no later than the following business or school day. Delivery of notice to the parents or legal guardians by an involved student shall **not** constitute the required parental notice.

Before any student under the age of eighteen (18) is interviewed, his/her parent or legal guardian shall be notified by the principal or his/her designee of the allegations made and shall have the opportunity to attend any interviews with their child conducted as part of the investigation.

All meetings with the parents or legal guardians of the alleged victim and the parents or legal guardians of the alleged ~~offender~~ perpetrator shall be in compliance with the following:

- A. Separate meetings shall be held with the parents or legal guardians of the alleged victim and the parents or legal guardians of the alleged ~~offender~~ perpetrator.
- B. Parents or legal guardians of the alleged victim and of the alleged ~~offender~~ perpetrator shall be informed of the potential consequences, penalties, and counseling options.

In any case where a teacher, principal, or other school employee is authorized to require the parent or legal guardian of a student who is under the age of eighteen (18) and not judicially emancipated or emancipated by marriage to attend a conference or meeting regarding the student's behavior and, after notice, the parent, ~~tutor~~, or legal guardian willfully refuses to attend, the principal or his/her designee shall file a complaint, pursuant to Louisiana Children's Code, Article 730 or 731, with a court exercising juvenile jurisdiction. The principal may also file a complaint on the grounds the student is a truant or has willfully and repeatedly violated school rules, or any other applicable ground when, in his/her judgment, doing so is in the best interests of the student.

4. Documentation

At the conclusion of an investigation of bullying, hazing, or similar behavior, and after meeting with the parents or legal guardians of each involved student, the principal or his/her designee or School Board shall:

- A. Prepare a written report containing the findings of the investigation, including input from the involved students' parents or legal guardians, and the decision by the principal or his/her designee or school system official. The document shall be placed in the school records of ~~both students~~ each involved student.
- B. Promptly notify the reporter/complainant of the findings of the investigation and whether remedial action has been taken, if such release of information does not violate the law.
- C. Keep reports/complaints and investigative reports confidential, except where disclosure is required to be made by applicable federal laws, rules, or regulations or by state law.
- D. Maintain reports/complaints and investigative reports for three (3) years.

- E. As applicable, provide a copy of any reports and investigative documents to the School Board for disciplinary measures, or to the Louisiana Department of Education, as necessary.

F. As applicable, provide a copy of any reports and investigative documents to the appropriate law enforcement officials.

During the pendency of an investigation, the school district may take immediate steps, at its discretion, to protect the alleged victim, students, teachers, administrators or other school personnel pending completion of the investigation.

Handling Evidence

Whenever an employee/administrator receives notice of a bullying or hazing, or similar behavior, any physical evidence of the act/communication shall be secured in the building administrator's office with as little physical contact as possible. If the act/communication is in the form of graffiti, the area shall be sealed off by the building administrator. Photographs shall be taken as soon as possible. Student/public exposure shall be as minimal as possible. Graffiti shall not be removed until law enforcement has properly examined the area.

APPEAL

If the school principal or his/her designee does not take timely and effective action in any bullying incident, the student, parent **or legal guardian**, or school employee may report, in writing, the incident to the School Board. The School Board shall begin an investigation of any properly reported complaint that alleges prohibited conduct the next business day during which school is in session after the report is received by the School Board.

If the School Board does not take timely and effective action, the student, parent **or legal guardian**, or other school employee may report any bullying incident to the Louisiana Department of Education.

DISCIPLINARY ACTION

Once a report has been received at a school, and a school principal or his/her designee has determined that an act of bullying, hazing, or similar behavior has occurred, and after having met with the parent or legal guardian of the student involved, the principal or his/her designee, or applicable school official shall take prompt and appropriate disciplinary action against the student, and report criminal conduct to law enforcement. Counseling and/or other interventions may also be recommended.

Students may be disciplined for off-campus bullying, hazing, or similar behavior the same as if the improper conduct occurred on campus, if the actions of the offender substantially interfere with the education opportunities or educational programs of the student victim and/or adversely affects the ability of the student victim to participate in or benefit from the school's education programs or activities.

PARENTAL RELIEF

If a parent, legal guardian, teacher, or other school official has made four (4) or more reports of separate instances of bullying, and no investigation pursuant to state law or this policy has occurred, the parent or legal guardian of the alleged victim may request that the student be transferred to another school operated by the School Board.

Such request shall be filed with the Superintendent. Upon receipt of the request to transfer the student to another school, the School Board shall make a seat available at another school under its jurisdiction within ten (10) school days of the parent or legal guardian's request for a transfer. If the School Board has no other school under its jurisdiction serving the grade level of the **alleged** victim, within fifteen (15) school days of receiving the request, the Superintendent shall:

1. Inform the student and his/her parent or legal guardian and facilitate the student's enrollment in a statewide virtual school.
2. Offer the student a placement in a full-time virtual program or virtual school under the School Board's jurisdiction.
3. Enter into a memorandum of understanding with the Superintendent or director of another governing authority to secure a placement and provide for the transfer of the student to a school serving the grade level of the student, in accordance with statutory provisions.

If no seat or other placement is made available within thirty (30) calendar days of the receipt of the request by the Superintendent, the parent or legal guardian may request a hearing with the School Board, which shall be public or private at the option of the parent or legal guardian. The School Board shall grant the hearing at the next scheduled meeting or within sixty (60) calendar days, whichever is sooner.

At the end of any school year, the parent or legal guardian may make a request to the School Board to transfer the student back to the original school. The School Board shall make a seat available at the original school that the student attended. No other schools shall qualify for transfer under this provision.

FAILURE TO ACT

Any teacher, counselor, bus operator, administrator, or other school employee, whether full- or part-time, who witnesses bullying or who receives a report of bullying from an alleged victim, and who fails to report the incident to a school official shall be investigated by the School Board. Upon finding a reasonable expectation that the individual failed to act, the School Board shall suspend the individual without pay. The length of the suspension shall be determined by the School Board based on the severity of the bullying inflicted on the victim. The School Board shall report each finding of a failure to report and the length of suspension issued to each employee who failed to report to the State Department of Education.

Any school administrator or official who fails to notify a parent or legal guardian of a report of bullying, timely investigate a report of bullying, take prompt and appropriate disciplinary action against a student that was determined to have engaged in bullying, or report criminal conduct to the appropriate law enforcement official shall be investigated by the School Board. Upon finding a reasonable expectation that the individual failed to act, the School Board shall suspend the individual without pay. The length of the suspension shall be determined by the School Board based on the severity of the bullying inflicted on the victim. The School Board shall report each finding of a failure to report bullying and the length of suspension issued to the employee who failed to report to the State Department of Education. The report shall be submitted by August first annually.

TRAINING

The School Board shall provide a minimum of four (4) hours of training for all new employees who have contact with students and two (2) hours of training each subsequent year for all school employees who have contact with students, including bus drivers, with respect to bullying, in accordance with state statutory provisions.

RETALIATION

Retaliation against any person who reports bullying, hazing, or similar behavior in good faith, who is thought to have reported such conduct, who files a complaint, or who otherwise participates in an investigation or inquiry concerning allegations of bullying, hazing, or similar behavior is prohibited conduct and subject to disciplinary action.

CHILD ABUSE

The provisions of this policy shall not be interpreted to conflict with or supersede the provisions requiring mandatory reporting pursuant to Louisiana Children's Code, Art. 609 and as enforced through La. Rev. Stat. Ann. §14:403.

Revised: August 2004
 Revised: January 2018
 Revised: September 2010
 Revised: November 2018
 Revised: January 2013
 Revised: July, 2022
 Revised: October 2013
Revised: August 2022

Ref: 20 USC 1232(g-i) (*Family Educational Rights and Privacy Act*); La. Rev. Stat. Ann. §§14:40.3, 14:40.7, 14:40.8, 14:403, 17:105, 17:105.1, 17:183, 17:416, 17:416.1, 17:416.13, **17:416.14**; La. Children's Code, Art. 609, 730, 731; Davis v. Monroe County Board of Education, 119 S. Ct. 1661 (1991); Board minutes, 8-3-04, 9-21-10, 1-15-13, 10-15-13, Forethought wd. revisions 1-30-18, 12-4-18, **9-6-22**.

POLICY FILE: H-3.4 MANDATORY SCHOOL UNIFORMS

PHILOSOPHY

The Terrebonne Parish School Board believes that a mandatory school uniform policy will provide a more secure school environment, promote an atmosphere for greater discipline, and increase learning opportunities for students by removing many of the distractions and connotations associated with various types of clothing.

The policy of the School Board shall be that no mode of attire will be considered proper for school wear that distracts from or disrupts classroom and school decorum. No student shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, blade, symbols, sign or other things which are evidence of affiliation with drugs, alcohol, violence or gang-related activities or exhibits profane or obscene language/gestures. The principals of each school will make the final decision as to what is considered proper or improper dress according to the guidelines provided. Any substantial complaint concerning the dress code shall be dealt with by the school administration.

The School Board shall not exclude a student on account of a natural, protective or cultural hairstyle. Natural, protective, or cultural hairstyle shall include, but is not limited to, afros, dreadlocks, twists, locs, braids, cornrow braids, Bantu knots, curls, and hair styled to protect hair texture or for cultural significance.

All students attending Terrebonne Parish Schools are required to adhere to the School Board's mandatory uniform policy.

NOTIFICATION

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

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

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

BODY ARMOR

It shall be unlawful and against School Board policy for any student or non-student to wear or possess on his/her person, at any time, body armor on any School Board property, school campus, at a school-sponsored function, on a school bus or other school transportation, or in a firearm-free zone, with limited exceptions as enumerated in La. Rev. Stat. Ann. §14:95.9, which includes permitting a student to wear, carry, or possess a backpack on school property or a school bus that has bullet-resistant metal or other material intended to provide protection from weapons or bodily injury.

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

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

UNIFORMS

Students attending schools in Terrebonne Parish shall be required to wear uniforms to class. Uniforms shall be worn as follows:

Primary School Boys Dress Code (K-3):

White or school approved solid colored, short or long sleeved, shirt (oxford, broadcloth, or knit with collar), uniform navy pants (pleated, not pleated, or cuff), or shorts

Middle/Secondary School Boys Dress Code (4-812):

White or school approved solid colored, short or long sleeved, shirt (oxford, broadcloth, or knit with collar), uniform khaki pants, in khaki or black (pleated, not pleated, or cuff); shorts, or joggers are allowed.

Secondary School Boys Dress Code (9-12):

~~White or school based solid colored, short or long sleeved, shirt (oxford, broadcloth, or knit with collar), uniform khaki pants, in khaki or black (pleated, not pleated, or cuff); shorts, or joggers are allowed.~~

Primary School Girls Dress Code (K-3):

White **or school approved solid colored, short or long sleeved**, blouse (oxford, knit or broadcloth with collar), uniform navy pants (pleated, not pleated, or cuff), pleated skirt, shorts, skorts, jumper or solid polo dress that is navy.

Middle/Secondary School Girls Dress Code (4-812):

White **or school approved solid colored, short or long sleeved**, blouse (oxford, knit or broadcloth with collar), uniform khaki pants, in khaki or black (pleated, not pleated, or cuff), pleated or straight skirt, shorts, skorts, or jumper.

Secondary School Girls Dress Code (9-12):

~~White or school based solid colored, short or long sleeved, blouse (oxford, knit or broadcloth with collar), uniform khaki pants, in khaki or black (pleated, not pleated, or cuff), pleated or straight skirt, shorts, skorts, or jumper~~

~~Schools may elect a solid color shirt (based upon school colors) to wear along with the white shirts as long as the "oxford or knit with collar" remains the same (no multi-colored shirts are allowed).~~

~~The dress code also allows turtlenecks. Turtlenecks may be worn as follows:~~

~~Primary Grades - Turtlenecks shall be white with no monograms, no name brands, and no logos. Turtlenecks do not have to be worn under a uniform shirt or a uniform jumper.~~

~~Middle or Secondary Grades - Turtlenecks shall be white with no monograms, no name brands, and no logos. Turtlenecks shall be worn under a uniform shirt and/or uniform jumper.~~

DEFINITIONS

Uniforms Style Pants:

1. Depending on the grade of the student, uniform khaki pants must be navy, black, or khaki in color (no white allowed). No jean material will be acceptable. Pants may have partial or full elastic at the waist (joggers are allowed). Pants must have straight legs. Jumpsuits, overalls, or coveralls are not allowed. Pants may be pleated/not pleated, cuffed/not cuffed. If pants have a belt loop, a belt must be worn. Shorts, Capri, or full-length pants will be allowed. Shorts must conform to pants regulations and in grades 4-12 must be no shorter than five inches (5") from the knee when standing. The small discreet brand name, such as "Dockers," "Duckhead," etc. will be permitted.

~~**Turtlenecks:** The dress code also allows turtlenecks. Turtlenecks may be worn as follows:~~

1. **Primary Grades - Turtlenecks shall be white with no monograms, no name brands, and no logos. Turtlenecks do not have to be worn under a uniform**

shirt or a uniform jumper.

2. Middle or Secondary Grades - Turtlenecks shall be white with no monograms, no name brands, and no logos. Turtlenecks shall only be worn under a uniform shirt and/or uniform jumper.

Sweatshirts/Sweaters:

1. Pullover hooded sweatshirts, or long-sleeve sweatshirts/sweaters will be permitted. They shall not contain offensive language or graphics. Sweatshirt/sweaters officially sanctioned by the school are acceptable. Appropriate emblems are allowed at the discretion of the principal.

DRESS CODE REGULATIONS

1. All students will wear the designated school uniform clothing as outlined in the uniform policy. All clothing must be worn as designed by manufacturer. (No tying outerwear around waist or neck.)
2. The wearing of uniforms which are oversized, baggy, sagging, or extremely tight fitting is prohibited.
3. Pants must be hemmed and side slits are not permitted. Pants cannot be made of denim material (jeans).
4. Belts may not be more than one size larger than the waist. All students must wear belts if pants have loops. Waistbands should be worn on waist.
5. Shirts must be worn tucked in at all times. Undergarments must not be visible.
6. Uniform shirt collars must be visible when wearing a sweatshirt.
7. All apparel in grades 4-12 must be worn no shorter than five inches (5") from the knee when standing.
8. Footwear must be worn to school, and students are encouraged to wear socks. When socks, leggings, or stockings are worn, they may be any color, and have stripes or logos as long as they are not distracting, doesn't contain offensive language or graphics and is a solid material with no holes.
9. Footwear must have a closed front, fully closed back, and possess a hard bottom sole.
10. Body piercing (except for the ears) that is visible will be prohibited. (Example: nose, lips, tongue, eyebrows, etc.)
11. Students will not be allowed to wear ornate, cumbersome, or excessive jewelry or head/hair accessories that are distracting or contain offensive language or graphics. The TPSD and its affiliates are not responsible for any damage, injury, or loss associated with the wearing of such items.
12. No caps, visors, beanies, bonnets, or hoodie hoods are allowed to be worn in the school building.
13. New students to the parish will be given two (2) weeks from the date of enrollment to obtain the required uniform.

SPECIAL EVENT DAYS

Special Event days in which students are not required to wear uniforms are permitted, if approved by the principal.

HAND-MADE UNIFORMS

Parents/Guardians may obtain patterns for approved uniform style items and hand-make such items.

STUDENT GROOMING REGULATIONS

1. Student's hair must be groomed in such a manner that it will not draw undue attention. All naturally occurring hair colors are allowed (black, brunette, auburn, or blonde -- natural or dyed). Blue, pink, purple, green, orange, etc. are not allowed.
2. Faces must be kept neat, both in the case of boys with facial hair or girls with excessive make-up.
3. Basic to the grooming code is a commitment to neat, well-groomed students with personal hygiene and cleanliness being mandatory.

NOTE: For further clarification, in all questions regarding grooming and dress, if the administration decides that the student's attire or appearance is disruptive of the learning process, or so offensive or suggestive as to distract other students, then the attire or appearance will not be allowed.

GROOM AND DRESS CODE VIOLATIONS CONSEQUENCESGRADES K- 12

First Offense: Verbal warning by faculty member, and correction of the infraction.

Second Offense: Dress code letter sent to parent, an appropriate school consequence, and correction of infraction.

Third Offense: Parent conference required, and correction of infraction.

Fourth Offense: Office referral, parent notification, Saturday school or in-school disciplinary action, and correction of infraction.

Repeated violations of this policy will be considered willful disobedience and will result in appropriate disciplinary action. Dress Code and ID violation offences will start over in January.

PreK-5th-State Law prohibits the suspension or expulsion of a student in grades PreK-5 from school or suspended from riding on a school bus for a school uniform violation that is not tied to willful disregard of school policies.

Revised: June 1996

Revised: April 2000

Revised: September 2001

Revised: April 2009

Revised: June 2000

Revised: October 2000

Revised: September 2010

Revised: August 2015

Revised: July 2018

Revised: May 2022

Revised: August 2022

Ref: La. Rev. Stat. Ann. §§14:95.9, 17:81, [17:111](#), [17:416](#), 17:416.7; Scott v. Board of Education, 304 N.Y.S.S. 2d 601 (1969); Karr v. Schmidt; 460 F. 2d 609 (5th Cir. 1972). Board minutes, 6-18-96, 5-4-99, 5-18-99, 5-16-00, 6-20-00, 10-3-00, 10-17-00, 9-18-01, 4-21-09, 09-21-10, 8-18-15, 8-7-18 (CWA Code of Student Conduct), 6-7-22, [9-6-22](#).

POLICY FILE: H-3.5 DISCIPLINE

It is the purpose of the Terrebonne Parish School Board to operate the schools in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students who attend these schools. The school's primary goal is to educate, not discipline; however, when the behavior of the individual student comes in conflict with rights of others, corrective actions may be necessary both for the benefit of that individual and the school as a whole.

The Terrebonne Parish School Board shall endeavor to address student behavior with a focus on evidence-based interventions and supports, and to prioritize classroom, and school-based interventions in lieu of out-of-school disciplinary removals to address student misconduct in order to minimize the loss of academic instructional time. In order to ensure a positive, safe, and stimulating learning environment in the public schools of Terrebonne Parish, every teacher and other school employee shall endeavor to hold every student accountable for his/her behavior in school, or on the playgrounds of the school, on any school bus, on the street or while going to or returning from school, during intermission or recess, or at any school sponsored activity or function.

To assist the teacher, the School Board shall establish regulations for the use of disciplinary measures within the schools and continually monitor and appraise their usefulness. Discipline shall be administered uniformly, consistently, and in a nondiscriminatory manner, in accordance with the School Board's *Code of Student Conduct*.

Principals shall have both the authority and the duty to take disciplinary action whenever the behavior of any student(s) materially interferes with or substantially disrupts the maintenance of a proper atmosphere for learning within the classroom or other parts of the school. However, no student shall be disciplined in any manner by the School Board or school administrator, teacher, or other school employee for the use of force upon another person when it can be reasonably concluded that the use of such force more probably than not was committed solely for the purpose of preventing a forcible offense against the student or a forcible offense provided that the force used ~~must~~ **shall** be reasonable and apparently necessary to prevent such offense. A student who is the aggressor or who brings on a difficulty cannot claim the right stated above to defend himself/herself.

Each teacher may take disciplinary action to correct a student who violates school rules or who interferes with an orderly education process. The disciplinary action taken by the teacher shall be in accordance with such regulations and procedures established by the School Board.

Principals and teachers should be guided by the following procedures:

I. CLASSROOM DISCIPLINE

- A. Before referring the student to the principal, a teacher may take several actions to correct a student who disrupts the class. Disciplinary actions may include, but not be limited to, the following:

1. Oral or written reprimand
 2. Referral for counseling which shall include, but shall not be limited to, conflict resolution, social responsibility, family responsibility, peer mediation, and stress management
 3. Written notification of parent (A copy of this notification shall be provided to the principal.)
 4. Other disciplinary measures approved by the principal and the faculty in compliance with this policy.
- B. When a student's behavior prevents the orderly instruction of other students, poses an immediate threat to the safety of students or the teacher, or when a student violates the school's code of student conduct the teacher may have the student immediately removed from his/her classroom and placed in custody of the principal or his/her designee.

The teacher should use the most recent BESE approved *School Behavior Report* form available. This form shall be reviewed by the principal or designee and acted upon.

Should the principal fail to act on any report of misconduct or school violation, he/she shall explain the reasons for doing so to the Superintendent or his/her designee and to the teacher or school employee, student, parent, or legal guardian reporting the violation.

Examples of such discipline violations may include the following:

1. A student prevents the orderly instruction of other students.
 2. A student poses an immediate threat to the safety or well-being of any student or teacher.
 3. Violates the school's code of student conduct.
- C. When a student has been removed from the classroom, the principal or designee shall:
1. Advise the student of the particular misconduct of which he/she is accused and the basis for the accusation.
 2. Give the student an opportunity to explain his/her version of the facts.
 3. Conduct a counseling session with the student as may be appropriate to establish a course of action, consistent with School Board policy, to identify and correct the behavior for which the student is being disciplined.
- D. Any student removed from class in kindergarten through grade five shall not be permitted to return to class for at least thirty (30) minutes unless agreed to by the teacher initiating the disciplinary action. A student removed from class in grades six through twelve shall not be permitted to return to class during the same class period, unless agreed to by the teacher initiating the disciplinary action.

When he/she is removed from a classroom, the student shall not be

readmitted to the classroom until the principal has implemented one or more of the following disciplinary measures:

1. Conferencing with the principal or his/her designee
2. Referral to counseling
3. Peer mediation
4. Referral to the school building level committee
5. Restorative justice practices
6. Loss of privileges
7. Detention
8. In-school suspension
9. Out-of-school suspension
10. Initiation of expulsion hearings
11. Referral for assignment to an alternative setting
12. Requiring the completion of all assigned school [work](#) and homework that would have been assigned and completed by the student during the period of out-of-school suspension
13. Any other disciplinary measure authorized by the principal with the concurrence of the teacher or building level committee.

E. Parental Notification

The principal or his/her designee shall provide oral or written notification to the parent or legal guardian of any student removed from the classroom. Such notification shall include a description of any disciplinary action taken.

- F. When a student has been removed from a classroom, the teacher or the principal or his/her designee may require that the parent or legal guardian of the student to have a conference with the teacher or the principal or his/her designee before the student is readmitted. Such conference may be in person or by telephone or other virtual means.
- G. In any case where a teacher, principal, or other school employee is authorized to require the parent or legal guardian of a student to attend a conference or meeting regarding the student's behavior, and after notice, the parent or legal guardian willfully refuses to attend, the principal or designee shall file a complaint, in accordance with statutory provisions, with a court exercising juvenile jurisdiction. "Notice" of the conference, specifying the time and date of the conference, shall be given by contacting the parent, or legal guardian by telephone at the telephone number shown on the student's registration card or by sending a certified letter to the address shown on the pupil's registration card.
- H. Upon the *third removal* from the same classroom, the teacher and the principal shall discuss the disruptive behavior patterns of the student and

the potentially appropriate disciplinary measure(s) before the principal implements a disciplinary measure.

1. A conference between the teacher or other appropriate school employee and the student's parent or legal guardian may be required before the student can be readmitted to that same classroom. Such conference may be in person or by telephone or other virtual means. If such conference is required by the school, the school shall give written notice to the parent.
- I. For students who experience multiple behavioral incidents or disciplinary referrals, a principal, or his/her designee, shall consider a referral of the matter to an appropriate school building level committee. If the disruptive behavior persists, the teacher may request that the principal transfer the student into another setting.
- J. Whenever a teacher has been struck by a student, the student, in addition to any other applicable disciplinary measure, shall be permanently removed from the teacher's classroom unless the teacher objects to such removal or unless the principal, with the concurrence of the building level committee, finds the striking to be entirely inadvertent.

II. TRANSPORTATION DISCIPLINE

Transportation-related incidents shall be reported on the most recent Board of Elementary Education approved *School Bus Behavior Report* form available for such incidents.

III. REVOCATION OF SPECIAL PERMISSION

A student on Special Permission shall have his/her special permission revoked if he/she has been suspended or has received two (2) conference letters or three (3) disciplinary referrals to the principal's office.

NOTE: Revocation shall occur upon principal's recommendation with presentation of documentation and concurrence of [Director or Supervisors](#) of Child Welfare and Attendance.

IV. DELINQUENT STUDENTS

Students who regularly disrupt the normal school environment shall be considered as delinquent, and may be reported by appropriate school personnel to the juvenile court. Any student that exhibits disruptive behavior, an incorrigible attitude, or any other discipline problems, in general, may be recommended by the principal for expulsion, assignment to an appropriate alternative educational placement, or transfer to adult education if the student is:

1. Seventeen (17) years of age, or older, with less than five (5) units of credit toward graduation;
2. Eighteen (18) years of age, or older, with less than ten (10) units of credit toward graduation; or
3. Nineteen (19) years of age, or older, with less than fifteen (15) units of credit toward graduation.

V. DISCIPLINE OF STUDENTS ENGAGED IN VIRTUAL INSTRUCTION

The School Board shall adopt disciplinary measures that define the rules of conduct and expectations of students engaged in virtual instruction, including clearly defined consequences of conduct, and shall take into consideration the students' and their families' rights to privacy and other constitutional rights while at home or in a location that is not school property. Any such disciplinary measures adopted by the School Board shall be included in the Code of Student Conduct.

VI. DISCIPLINE OF STUDENTS WITH DISABILITIES OR EXCEPTIONALITIES

Discipline of students with disabilities or exceptionalities, or an Individualized Education Program or Section 504 Individualized Accommodation Plan, shall be to the extent allowed by applicable state or federal law and regulations, or the provisions of the student's specific plan.

VII. RECUSAL OF ADMINISTRATOR IN DISCIPLINE MATTERS

Any school administrator or administrator's designee who is required to make a recommendation, decide an issue, or take action in a matter involving the discipline of a student shall recuse themselves whenever a member of the immediate family of the administrator or administrator's designee is involved in any manner in the discipline matter. In case of recusal, the action to be taken shall be done so by the Superintendent or an impartial designee of the Superintendent.

Immediate family means the individual's children, brothers, sisters, parents, and spouse and the children, brothers, sisters, and parents of the spouse.

VIII. DEFINITIONS

A. *In-school suspension* means removing a student from his/her normal classroom setting but maintaining him under supervision within the school. Students participating in in-school suspension shall receive credit for work performed during the in-school suspension. However, any student who fails to comply fully with the rules for in-school suspension may be subject to immediate out-of-school suspension.

B. *Out-of-school suspension* means the removal of a student from all classes of instruction on public school grounds and all other school-sponsored activities.

C. *Detention* shall mean activities, assignments, or work held before the normal school day, after the normal school day, or on weekends. Failure or refusal by a student to participate in assigned detention shall subject the student to immediate suspension. Assignments, activities, or work which may be assigned during detention include, but are not limited to, the following:

1. Counseling
2. Homework assignments/class work
3. Behavior modification programs
4. Other activities aimed at improving the behavior and conduct of the student.

Any student who fails or refuses to participate in assigned detention may

be subject to immediate out-of-school suspension.

- D. *Expulsion* (unless otherwise defined as a permanent expulsion by law) shall mean the removal of a student from school for at least one school semester. During an expulsion the Superintendent shall place the student in an alternative school or in an alternative educational placement.
- E. *Firearm* means any pistol, revolver, rifle, shotgun, machine gun, submachine gun, black powder weapon, or assault rifle that is designed to fire or is capable of firing fixed cartridge ammunition or from which a shot or projectile is discharged by an explosive.
- F. *Virtual instruction* means instruction provided to a student through an electronic delivery medium, including, but not limited to, electronic learning platforms that connect to a student in a remote location to classroom instruction.

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Revised: July 2021

[Revised: August 2022](#)

Ref: 42 USCA 12112 et seq. (*Equal Opportunity for Individuals with Disabilities*); La. Rev. Stat. Ann. §§17:223, 17:224, 17:233, 17:239, 17:252, 17:416, 17:416.1; Pupil Appraisal Handbook, Bulletin 1508, Regulations for Implementation of the Exceptional Children's Act, Bulletin 1706, Louisiana Department of Education; Board minutes, 1-16-96, 1-21-97, 3-17-98, 1-18-00, 11-17-09, 1-15-13, 8-3-21, [9-6-22](#).

POLICY FILE: H-3.5b SUSPENSION/EXPULSION

SUSPENSION

The Terrebonne Parish School Board recognizes its authority to maintain good order and discipline within the schools of the school district. Therefore, the School Board recognizes the principal's authority to suspend a student in accordance with statutory provisions.

Prior to any out-of-school suspension or assignment to alternative placement, the school principal, or his/her designee shall advise the student of the particular misconduct of which he/she is accused as well as the basis for such accusation, and the student shall be given an opportunity at that time to explain his/her version of the facts. The principal/designee shall contact the parent or legal guardian of the student to notify them of the suspension, and establish a date and time for a conference with the principal, or designee, as a requirement for readmitting the student. Notice shall be given by contacting the parent or legal guardian by telephone at the telephone number shown on the student's registration card, or by electronic communication, or by a certified letter sent to the address shown on the student's registration card. The principal shall promptly advise the Superintendent or designee of all such suspensions, stating the reasons for the suspensions.

A student who is suspended for longer than ten (10) school days shall be provided with academic instruction at an alternative setting in accordance with La. Rev. Stat. Ann. §17:416.2.

No suspended student shall be allowed to leave the school premises during the school day until the parent, guardian, or other proper authorities assume

responsibility for him/her, unless immediate removal from school due to danger or threat of disruption to academic process is warranted.

Any parent or legal guardian of a student suspended shall have the right to appeal to the Superintendent, or his/her designee, who shall conduct a hearing on the merits. If the parent or legal guardian is not present for the hearing, after having been properly notified, the hearing may proceed and the results of the hearing shall be mailed to the parent or legal guardian within three (3) school days by certified mail, return receipt requested. The decision of the Superintendent on the merits of the case, as well as the term of the out-of-school suspension, shall be final, reserving to the Superintendent the right to remit any portion of the time of out-of-school suspension.

EXPULSION

Expulsion (unless otherwise defined as a permanent expulsion by law) is defined as a removal from all regular school settings for a period of not less than one (1) school semester. During an expulsion, the Superintendent shall place the student in an alternative school or in an alternative educational placement.

The School Board shall authorize the Superintendent to expel a student from school if an offense committed by the student is serious enough to warrant such action or is in violation of state law. Prior to any expulsion the school principal, or his/her designee, shall advise the student of the particular misconduct of which he/she is accused, as well as the basis for such accusation, and the student shall be given an opportunity at that time to explain his/her version of the facts. The principal/designee shall contact the parent or legal guardian of the student to notify them of the expulsion, and establish a date and time for a conference with the principal, or designee, as a requirement for readmitting the student. Notice shall be given by contacting the parent or legal guardian, by telephone, at the telephone number shown on the student's registration card, or by electronic communication, and, additionally, by a certified letter sent to the address shown on the student's registration card. If the parent or legal guardian fails to attend the required conference within five (5) school days of notification, the truancy laws shall be effective.

Upon the recommendation for expulsion of a student by the principal a hearing shall be conducted by the Superintendent, or his/her designee, within fifteen (15) school days to determine the facts of the case and make a finding of whether or not the student is guilty of conduct warranting a recommendation of expulsion. The School Board ~~must~~ shall provide written notice of the hearing to the student and his/her parent, or legal guardian, and the notice shall advise the student and his/her parent, or legal guardian, of their rights. Notification of the time, date, and place of the expulsion hearing shall be mailed to the parents. Following the hearing, the Superintendent, or his/her designee, shall notify the parents of the decision rendered.

At the hearing, the teacher shall be permitted to attend and present any relevant information. Until the hearing, the student shall remain suspended with access to classwork and the opportunity to earn academic credit. A student who is expelled for longer than ten (10) school days shall be provided with academic instruction at an alternative setting in accordance with La. Rev. Stat. Ann. §17:416.2. At the conclusion of the hearing, the Superintendent, or designee, shall determine whether expulsion or other corrective action is necessary.

Upon the conclusion of the hearing and upon finding the student guilty of conduct warranting expulsion, the Superintendent shall determine whether such student shall be expelled and the specified period of expulsion, or if other disciplinary action shall be taken. Unless otherwise stipulated by state statutes, the period of

expulsion shall not be less than one (1) school semester and may carry over into the next school year, if necessary. During an expulsion, the Superintendent shall place the student in an alternative school or in an alternative educational placement.

REASONS FOR SUSPENSION/EXPULSION

Reasons for suspending or expelling a student from school shall include, but not be limited to, the following:

1. Is guilty of willful disobedience
2. Treats with intentional disrespect school employees or members of the local School Board
3. Makes unfounded charges against school employees or members of the local School Board
4. Uses unchaste or profane language
5. Is guilty of immoral or vicious practices or of conduct or habits injurious to his/her associates
6. Uses tobacco or possesses alcoholic beverages or any controlled dangerous substance governed by the Uniform Controlled Dangerous Substance Law, in any form, in school buildings, on school grounds, at any school-sponsored activity, or on school buses owned by, contracted to, or jointly owned by the School Board
7. Disturbs the school and/or habitually violates any rule
8. Cuts, defaces, or injures any part of public school buildings, any property belonging to the buildings, or any school buses owned by, contracted to, or jointly owned by the School Board
9. Writes any profane or obscene language or draws obscene pictures in or on any school material or on any public school premises or on any fence, pole, sidewalk, or building on the way to or from school or on any school bus, including those owned by, contracted to, or jointly owned by the School Board
10. Is found carrying firearms, knives, or other implements which can be used as weapons, the careless use of which might inflict harm or injury
11. Throws missiles liable to injure other persons on the school grounds or while on any school bus, including those owned by, contracted to, or jointly owned by the School Board
12. Instigates or participates in fights while under school supervision
13. Violates traffic and safety regulations
14. Leaves the school premises without permission
15. Leaves his/her classroom during class hours or detention without permission
16. Is habitually tardy or absent

17. Is using, distributing, or is in possession of weapons, illegal drugs, alcohol, and unauthorized telecommunication devices
18. Commits assault or battery of a school employee
19. Commits any other serious offense.

School officials, in accordance with statutory provisions, shall have total discretion and shall exercise such discretion in imposing on a student any disciplinary actions authorized by state law for possession by a student of a firearm or knife on school property when such firearm or knife is stored in a motor vehicle, and there is no evidence of the student's intent to use the firearm or knife in a criminal manner.

DRESS CODE VIOLATIONS

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

ASSAULT OR BATTERY OF SCHOOL EMPLOYEES

Whenever a student is formally accused of violating state law or school disciplinary regulations, or both, by committing assault or battery on any school employee, the principal shall suspend the student from school immediately and the student shall be removed immediately from the school premises without the benefit of required out-of-school suspension procedures; however, the necessary notifications and other procedures shall be implemented as soon as practicable. The student shall not be readmitted to the school to which the employee is assigned until all hearings and appeals associated with the alleged violation have been exhausted.

Before being readmitted to school, a student who commits assault or battery of a teacher shall be required to appear before the full Board.

Except when the school system has no other school of suitable grade level for the student to attend, no student found guilty by a court of competent jurisdiction or found guilty at a school system suspension hearing of committing battery or assault on any school employee, or both, shall be assigned to attend or shall attend the school to which the school employee battered or assaulted is assigned.

DAMAGE TO PROPERTY

A student suspended for damages to any property belonging to the school system or to property contracted to the school system or any property on school grounds owned by a school employee or student shall not be readmitted until payment in full has been made for such damage, an alternative restitution arrangement has been executed, an alternative payment plan has been arranged, or until directed by the Superintendent. If the property damaged is a school bus owned by, contracted to, or jointly owned by any School Board, a student suspended for such damage shall not be permitted to enter or ride any school bus until payment in full has been made for the damage, an alternative restitution arrangement has been executed, an alternative payment plan has been arranged, or until directed by the Superintendent.

RECUSAL OF ADMINISTRATOR IN DISCIPLINE MATTERS

Any school administrator or administrator's designee who is required to make a recommendation, decide an issue, or take action in a matter involving the discipline of a student shall recuse himself/herself whenever a member of the

immediate family of the administrator or administrator's designee is involved in any manner in the discipline matter. In case of recusal, the action to be taken shall be done so by the Superintendent or an impartial designee of the Superintendent. Immediate family means the individual's children, brothers, sisters, parents, and spouse and the children, brothers, sisters, and parents of the spouse.

PROCEDURES

1. The principal shall immediately suspend a student who is found carrying or possessing a firearm or knife, the blade of which equals or exceeds two and one-half (2 ½) in length, or other dangerous instrumentality, except as provided below under the section entitled *Suspension Not Applicable*, or who distributes, sells, gives, or loans any controlled dangerous substance governed by the *Uniform Controlled Dangerous Substances Law*, in any form. The principal shall immediately recommend the student's expulsion, except that, in the case of a student less than eleven (11) years old in pre-kindergarten through grade five (5) who is found carrying or possessing a knife as described above, the principal may, but shall not be required to, recommend the student's expulsion.

A student found carrying or possessing a knife with a blade less than two and one-half (2 ½) in length may be suspended by the school principal, but, in appropriate cases, at a minimum, shall be placed in in-school suspension.

A. Expulsion Involving Firearms

Any student, sixteen (16) years of age or older, or under sixteen (16) and in grades six (6) through twelve (12), who is found guilty of being in possession of a firearm on school property, on a school bus or in actual possession at a school-sponsored event, pursuant to a hearing, shall be expelled from school for a minimum period of four (4) complete school semesters and shall be referred to the district attorney for appropriate action.

Any student in kindergarten through grade five (5) who is found guilty of being in possession of a firearm on school property, on a school bus, or in actual possession at a school-sponsored event, pursuant to a hearing, shall be expelled from school for a minimum period of two (2) complete school semesters and shall be referred to the district attorney for appropriate action.

However, the Superintendent may modify the length of the minimum expulsion required in the above paragraphs on a case-by-case basis, provided such modification is in writing.

Firearm means any pistol, revolver, rifle, shotgun, machine gun, submachine gun, black powder weapon, or assault rifle that is designed to fire or is capable of firing fixed cartridge ammunition or from which a shot or projectile is discharged by an explosive.

B. Expulsion Involving Drugs

Any student, sixteen (16) years of age or older, found guilty of possession of, or knowledge of and intentional distribution of, or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus or at a school-sponsored event, pursuant to a hearing, shall be expelled from school for a

minimum period of four (4) complete school semesters.

Any student who is under sixteen (16) years of age and in grades six (6) through twelve (12) and who is found guilty of possession of, or knowledge of and intentional distribution of, or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus, or at a school-sponsored event, pursuant to a hearing, shall be expelled from school for a minimum period of two (2) complete school semesters.

Any case involving a student in kindergarten through grade five (5) found guilty of possession of, or knowledge of and intentional distribution of, or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus, or at a school-sponsored event, pursuant to a hearing, shall be referred to the Board through a recommendation for action from the Superintendent.

C. Expulsion Involving Knife/Weapon

The Terrebonne Parish School Board requires a student to be immediately suspended when found carrying or possessing a knife, the blade of which equals or exceeds two and one-half (2 ½) inches in length, or other dangerous instrumentality.

The principal shall immediately recommend the student's expulsion, except that, in the case of a student less than eleven (11) years old in pre-kindergarten through grade five (5) who is found carrying or possessing a knife, the principal may, but shall not be required to, recommend the student's expulsion.

A student found carrying or possessing a knife with a blade less than two and one-half (2 ½) inches in length may be suspended, but, in appropriate cases, at a minimum shall be placed in in-school suspension.

Any student who is under sixteen (16) years of age and in grades six (6) through twelve (12) and who is found guilty of being in possession of a knife/weapon on school property, on a school bus, or in actual possession at a school-sponsored event, pursuant to a hearing, shall be expelled from school for a minimum period of two (2) complete school semesters and shall be referred to the district attorney for appropriate action.

Any student sixteen (16) years of age or older who is found guilty of being in possession of a knife/weapon on school property, on a school bus, or in actual possession at a school-sponsored event, pursuant to a hearing, shall be expelled from school for a minimum period of four (4) complete school semesters and shall be referred to the district attorney for appropriate action.

A *weapon*, in accordance with federal statutes, means a firearm or any device which is designed to expel a projectile or any destructive device, which in turn means any explosive, incendiary or poison gas, bomb, grenade, rocket, missile, mine or similar device.

2. The conviction of any student of a felony or the incarceration of any student in a juvenile institution for an act which, had it been committed by

an adult, would have constituted a felony, may be cause for expulsion of the student for a period of time as determined by the School Board, provided that such expulsion shall require the vote of **two-thirds of the elected members of the School Board**, shall not be for a period of time longer than the student's period of adjudication as determined by the applicable court presiding over the student's criminal matter, and shall run concurrent to the student's period of disposition. If the student was serving an expulsion period when the student was incarcerated for a separate offense and the student completes the period of incarceration with time left in the expulsion period, the Superintendent, or his/her designee, may require the student to serve the time left in the expulsion period.

3. The parent legal guardian of the student may submit a written request, within five (5) days after the decision of the hearing is rendered, that the School Board review the findings of the Superintendent or designee at a time set by the School Board; otherwise, the decision of the Superintendent shall be final. If requested, as herein provided, and after reviewing the findings of the Superintendent or designee, the School Board may affirm, modify, or reverse the action previously taken. The parent or legal guardian of the student shall have such right of review even if the recommendation is reduced to a suspension.

The parent or legal guardian of the student who has been recommended for expulsion in accordance with state law may, within ten (10) school days, appeal to the district court for the parish in which the student's school is located, an adverse ruling of the School Board in upholding the action of the Superintendent or his/her designee. The court may reverse or revise the ruling of the School Board upon a finding that the ruling of the School Board was based on an absence of any relevant evidence in support thereof. The parent or legal guardian of the student shall have such right to appeal to the district court even if the recommendation for expulsion is reduced to a suspension.

4. The principal shall promptly advise the Superintendent or designee of all such suspensions, stating the reasons for the suspensions. No suspended student shall be allowed to leave the school premises during the school day until parent, guardian, or other proper authorities assume responsibility for him/her, unless immediate removal from school due to danger or threat of disruption to academic process is warranted.

The principal and other appropriate personnel shall be required to file written documentation of all suspensions. Said documentation shall include the circumstances surrounding any suspension, the reason for suspension, and any other pertinent facts concerning the disciplinary action. The principal shall file copies of his/her report with the Superintendent, other appropriate personnel, and the parent or guardian and retain a copy for his/her records.

VIRTUAL INSTRUCTION

The provisions related to mandatory recommendation for expulsion shall not be applied to virtual instruction received by a student in the student's home.

READMITTANCE

1. No student who has been expelled shall be admitted to any public school in any other parish or city school system in the state except upon the review and approval of the Superintendent or the [Director or](#) Supervisor of

Child Welfare and Attendance as his/her designee.

2. Upon request for admittance, any student who has been expelled from any school shall provide the School Board information on the dates of any expulsions and the reason or reasons for which the student was expelled. Additionally, the transfer of a student's records by any public school or school system in the state to any other public or nonpublic school or school system shall include information on the dates of any expulsions and the reason or reasons for which the student was expelled.
3. Any student expelled from school may be readmitted on a probationary basis to school at any time during the specified period of expulsion on such terms and conditions as may be stipulated by the School Board and agreed to, in writing, by the student and by the student's parent or other person responsible for the student's school attendance. However, any such written agreement shall include a provision that upon the school principal's or Superintendent's making a determination that the student has violated any term or condition of the agreement, the student shall be immediately removed from the school premises and returned to the school system's alternative school setting without the benefit of any hearing or other procedure applicable to student suspensions and expulsions. Immediately thereafter, the principal or designee shall provide proper notification, in writing, of the determination and reasons for removal to the Superintendent and the student's parent or legal guardian.
4. In addition to the re-admittance provisions for all expulsions stated above, a student that has been expelled for possessing on school property or on a bus, a firearm, knife, or other dangerous weapon, or possessing or possession with intent to distribute or distributing, selling, giving, or loaning while on school property or a school bus any controlled dangerous substance shall not be enrolled or readmitted to any regular public school of the school system on a probationary basis prior to the completion of the period of expulsion at the school system's alternative education setting until the student produces written documentation that he/she and his/her parent or legal guardian have enrolled and participated or is participating in an appropriate rehabilitation or counseling program related to the reason(s) for the student's expulsion. The rehabilitation or counseling programs shall be provided by such programs approved by the juvenile or family court having jurisdiction, if applicable, or by the School Board. The requirement for enrollment and participation in a rehabilitation or counseling program shall be waived only upon a documented showing by the student that no appropriate program is available in the area or that the student cannot enroll or participate due to financial hardship.
5. Any student, upon serving the minimum time at an alternative school for a gun violation, shall be required to appear before the full School Board prior to being readmitted to any Terrebonne Parish school.

CREDIT FOR SCHOOL WORK MISSED

A student who is suspended for ten (10) days or fewer shall be assigned school work missed while he/she is suspended and shall receive the same credit originally available for such work, upon the recommendation of the student's teacher, if it is completed satisfactorily and timely as determined by the principal or his/her designee.

A student who is suspended for more than ten (10) days, or expelled, and receives educational services at an alternative school site, shall be assigned work by a

certified teacher and shall receive credit for school work if it is completed satisfactorily and timely as determined by the teacher. Such work shall be aligned with the curriculum used at the school from which the student is suspended or expelled.

PARENTAL CONFERENCE

In each case of suspension or expulsion, the principal or designee shall contact the parent or legal guardian to notify the parent or legal guardian of the suspension or expulsion and to set up a conference. "Notice" shall be given by contacting the parent, tutor, or legal guardian by telephone at the telephone number shown on the student's registration card or by sending a certified letter to the address shown on the student's registration card. In the case of expulsion, a certified letter must be sent.

If the parent or legal guardian fails to attend the required conference set by the principal within five (5) school days of notification, the truancy laws shall be effective. On not more than one occasion each school year when the parent or legal guardian refuses to respond, the principal may determine whether readmitting the student is in the best interest of the student. On any subsequent occasions in the same school year, the student shall not be readmitted unless the parent or legal guardian, court or other appointed representative responds.

In any case where a teacher, principal, or other school employee is authorized to require the parent or legal guardian of a student to attend a conference or meeting regarding the student's behavior and after notice, the parent or legal guardian willfully refuses to attend, the principal or designee shall file a complaint, in accordance with statutory provisions, with a court exercising juvenile jurisdiction.

SUSPENSION NOT APPLICABLE

Suspension of a student shall not apply to the following:

1. A student carrying or possessing a firearm or knife for purposes of involvement in a school class, course, or school-approved co-curricular or extracurricular activity or any other activity approved by appropriate school officials.
2. A student possessing any controlled dangerous substance that has been obtained directly or due to a valid prescription or order from a licensed medical provider. However, the student shall carry evidence of the prescription or medical provider's order on his/her person at all times when in possession of any controlled dangerous substance which shall be subject to verification. Evidence of the prescription or medical provider's order includes possession of the controlled dangerous substance in its original packaging as received from the pharmacy.

SUSPENSION OR EXPULSION OF STUDENTS WITH DISABILITIES OR EXCEPTIONALITIES

Suspension or expulsion of students with disabilities or exceptionalities, or an Individualized Education Program or Section 504 Individualized Accommodation Plan, shall be to the extent allowed by applicable state or federal law and regulations or the provisions of the student's specific plan.

Revised: June 1999
 Revised: January 2000
 Revised: February 2001
 Revised: February 2004
 Revised: February 2006

Revised: November 2008
 Revised: November 2009
 Revised: January 2013
 Revised: May 2013
 Revised: August 2015

Revised: September 2006
 Revised: November 2006
 Revised: September 2007
 Revised: June 2008

Revised: December 2015
 Revised: July 2021
Revised: August 2022

Ref: 18 USC 921 (Firearms – Definitions); 20 USC 7151 (Gun-Free Schools Act); La. Rev. Stat. Ann. §§17:223, 17:416, 17:416.1, 17:416.2, 17:416.3, 17:2092; Goss v. Lopez, 95 S. Ct. 729 (1973); Regulations for Implementation of the Exceptional Children's Act, Bulletin 1706, Louisiana Department of Education; Board minutes, 3-17-98, 6-15-99, 1-18-00, 10-17-00, 2-21-06, 8-15-06, 9-18-07, 6-17-08, 11-18-08, 11-17-09, 1-15-13, 8-18-15 (CWA Code of Student Conduct), 12-15-15, 8-3-21, 9-6-22.

POLICY FILE: H-2.1a STUDENT ABSENCES AND EXCUSES

The Terrebonne Parish School Board recognizes that the fundamental right to attend the public schools places upon students the accompanying responsibility to be faithful in attendance. Regular attendance can be assumed to be essential for a student's successful progress in the instructional program.

The parent or legal guardian shall enforce the attendance of the student at the school to which the student is assigned.

The principal of a school, or his/her designee, shall notify the parent or legal guardian in writing on or before a student's *third* unexcused absence or unexcused occurrence of being tardy, and shall hold a conference with such student's parent or legal guardian. This notification shall include information relative to the parent or legal guardian's legal responsibility to enforce the student's attendance at school and the civil penalties that may be incurred if the student is determined to be habitually absent or habitually tardy. The student's parent or legal guardian shall sign a receipt for such notification.

Each school shall attempt to provide verbal notification to a child's parent, tutor, or legal guardian and, if such verbal notification cannot be provided, then the school shall provide written notification to a child's parent, tutor, or legal guardian when that child has been absent from school for five (5) school days in schools operating on a semester basis, and for ten (10) days in schools not operating on a semester basis. The accumulation of days absent need not be consecutive.

No public elementary or secondary school pupil shall be permitted for any reason to absent himself/herself from school attendance during the school day upon his/her own authority, unless legally emancipated. The principal or designee shall make all reasonable efforts to verbally notify the parent or other person responsible for the pupil's school attendance of any such prohibited absence by a pupil.

TYPES OF ABSENCES

The days absent for elementary and secondary school students shall include *non-exempted excused absences*, *exempted excused absences*, *unexcused absences*, and *suspensions*.

1. *Non-exempted excused absences* are absences incurred due to personal illness or serious illness in the family (documented by acceptable excuses, including a parental note) which are not considered for purposes of truancy, but which are considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed.
2. *Exempted excused absences* are absences which are not considered for

purposes of truancy and which are not considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed.

3. *Unexcused absences* are any absences not meeting the requirements set forth in the excused absences and extenuating circumstances definitions, including but not limited to absences due to any job (including agriculture and domestic services, even in the student's own home or for their own parents or tutors) unless it is a part of an approved instructional program. Students shall be given failing grades for those days missed and shall not be given an opportunity to make up work.
4. *Suspensions* are non-exempted absences for which a student is allowed to make up his/her work and is eligible for consideration for credit provided it is completed satisfactorily and in a timely manner. The absence shall be considered when determining whether or not a student may or may not be promoted, but shall not be considered for purposes of truancy. Students absent from school as a result of any suspension shall be counted as absent.

EXTENUATING CIRCUMSTANCES

Exceptions to the attendance regulation shall be the enumerated extenuating circumstances below that are verified by the [Director or](#) Supervisor of Child Welfare and Attendance or the school principal/designee where indicated. These exempted absences do not apply in determining whether a student meets the minimum minutes of instruction required to receive credit.

1. Extended personal physical or emotional illness as verified by a physician or nurse practitioner licensed in the state.
2. Extended hospital stay in which a student is absent as verified by a physician or dentist.
3. Extended recuperation from an accident in which a student is absent as verified by a physician, dentist, or nurse practitioner licensed in the state.
4. Extended contagious disease within a family in which a student is absent as verified by a physician or dentist licensed in the state.
5. Quarantine due to prolonged exposure to or direct contact with a person diagnosed with a contagious, deadly, disease, as ordered by state or local health officials.
6. Observance of special and recognized holidays of the student's own faith.
7. Visitation with a parent who is a member of the United States Armed Forces or the National Guard of a state and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting. Excused absences in this situation shall not exceed five (5) school days per school year.
8. Absences as verified by the principal or his/her designee as stated below:
 - A. Prior school system-approved travel for education
 - B. Death in the immediate family (not to exceed one week) or,

C. Natural catastrophe and/or disaster

9. Expectant and parenting high school students shall be granted excused absences as delineated in policy H-11.2, Expectant and Parenting Students.

For any other extenuating circumstances, the student's parents or legal guardian must make a formal appeal in accordance with the due process procedures established by the school system.

Students who are verified as meeting extenuating circumstances, and therefore, eligible to receive grades shall not receive those grades if they are unable to complete makeup work or pass the course.

SCHOOL-APPROVED ACTIVITIES

Students participating in school-approved field trips or other instructional activities that necessitate their being away from school shall be considered to be present and shall be given the opportunity to make up work.

CHILD PERFORMERS

Minors employed to perform or render artistic or creative services under a contract or employment arrangement for two (2) or more days within a 30-day period must receive instruction pursuant to statutory provisions.

WRITTEN EXCUSES

For a student to be eligible to receive credit and make up work following an absence, the student shall be required in each instance to submit parental confirmation of the reasons for the absence. If a student is tardy or absent, the parent or guardian must submit a written excuse, signed and dated, to school authorities upon the student's return to classes, stating the reason for the student's absence from school. A doctor's, dentist's, or nurse practitioner's written statement of student's incapacity to attend school shall be required for those absences for three (3) or more consecutive days due to illness, contagious illness in a family, hospitalization, or accidents. All excuses for a student's absence, including medical verification of extended personal illness, must be presented within five (5) school days of the student's return to school, or the student's absence shall be considered unexcused and the student not allowed to make up work missed.

REPORTING ABSENCES

The attendance of all school pupils shall be checked each school day and at the beginning of each class period and shall be verified by the teacher keeping such record, which shall be open to inspection by the [Director or](#) Supervisor of Child Welfare and Attendance or duly authorized representative at all reasonable times. All schools shall immediately report to the [Director or](#) Supervisor of Child Welfare and Attendance any unexplained, unexcused, or illegal absence, or habitual tardiness.

The [Director or](#) Supervisor of Child Welfare and Attendance shall, after written notice to the parent or legal guardian of a child, or a personal visit of notification, report any such child who is habitually absent or who is habitually tardy to the family or juvenile court of the parish as a truant child, there to be dealt with in such manner as the court may determine.

APPEAL OF ABSENCES

When a student exceeds the maximum number of absences allowed the parents or student may make a formal appeal to the principal if they feel any of the absences are because of extenuating circumstances. If they feel that the decision is unfavorable, they shall appeal to the Superintendent or his/her designee. After a review by the Superintendent or his/her designee, a decision shall be made and communicated to the parents or legal guardian by letter.

High school students in danger of failing due to excessive absences may be allowed to make up missed time in class sessions held outside the regular class time. The make-up sessions must be completed before the end of the current semester and all other applicable policies must also be met.

TARDINESS

A student shall be considered tardy to class if the student is not in the classroom when the bell to begin class ceases. A student shall be considered tardy to school if the student is not in his/her homeroom/first period class when the bell to begin homeroom/class ceases. Tardy shall also mean leaving or checking out of school unexcused prior to the regularly scheduled dismissal. Habitual tardiness on the part of students shall not be tolerated.

Students who exhibit habitual tardiness shall be subject to disciplinary action, appropriate under the circumstances. Parents of students who continue to be tardy shall be notified for a conference with the principal, and the student may be subject to suspension from school and the parent/legal guardian subject to court fines or community service.

Revised: May 1999

Revised: August 2011

Revised: October 2008

Revised: December 2015

Revised: September 2010

Revised: August 2022

Ref: La. Rev. Stat. Ann. §§17:221, [17:221.8](#), 17:226, 17:226.1, 17:230, 17:232, 17:233; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; Board minutes 5-18-99, 10-21-08, 9-21-10, 8-16-11, 12-15-15, [9-6-22](#).

POLICY FILE: H-11.2 EXPECTANT AND PARENTING STUDENTS

The Terrebonne Parish School Board is cognizant of the problems of marriage, pregnancy, and parenthood among students prior to their graduation from high school. The School Board authorizes the Superintendent to assure that such students have the opportunity to earn the education, which they deserve.

It is recommended that a student who becomes pregnant shall notify the principal or school counselor, in writing, immediately upon knowledge of the condition. Pregnant students will be permitted to continue in school in all instances when continued attendance has the sanction of the expectant mother's physician. A physician's statement shall be submitted stating the student's medical condition, approval for continued attendance, and activities in which the student may not participate. The student shall keep the school administration continually apprised of her progress. The school shall not be held responsible for any medical problems that may arise with a pregnant student while she is in school.

Should the student need to be absent from school for a prolonged period of time, the student may enroll in the School Board's homebound instruction program until

released by her physician to return to regular classes. Any student who is not able to return to regular classes shall be encouraged to enroll in an appropriate alternative education program.

Marital, maternal, or paternal status shall not affect the rights and privileges of students to receive a public education nor to take part in any extracurricular activity offered by the schools.

After delivery, the student shall be permitted to return to school as soon as she is physically able, upon certification by her physician.

In regard to each expectant and parenting student, each school and the Terrebonne Parish School Board shall:

1. Maintain confidentiality in regard to the student.
2. Ensure a safe and supportive learning environment for the student.
3. Promote academic success for the student.
4. Utilize sensible attendance policies, taking into account all necessary factors ~~and,~~
5. Provide a supportive school environment that promotes high school graduation.
6. Excuse absences due to conditions related to pregnancy or parenting, including but not limited to labor, delivery, and recovery; prenatal and postnatal medical appointments and other medically necessary pregnancy-related absences; a child's illness or medical appointment; and legal appointments related to pregnancy or parenting, including but not limited to adoption, custody, and visitation.
7. Provide at least ten (10) days of excused absences for both a parenting mother and a parenting father after the birth of a child.
8. At the conclusion of any pregnancy-related or parenting-related period of absence, allow a student to make up missed work in a reasonable amount of time that shall not be less than the number of days the student was absent and choose from various options to make up the work, including retaking a semester, participating in an online course credit recovery program, being granted six (6) weeks to continue at the same pace and finish at a later date, or receiving home-based instruction services.
9. Provide that for absences or checkouts for reasons provided above, a school shall accept either of the following:
 - A. Documentation from a physician.
 - B. Permission from a parent or legal guardian.

BREASTFEEDING

The high schools of the Terrebonne Parish School Board shall:

1. Provide for reasonable accommodations for a lactating student on a school campus to express breast milk, breastfeed, or address other breastfeeding needs, which shall include, at a minimum:

- A. Access to a private and secure room other than a restroom to express breast milk or breastfeed a child.
 - B. Permission to bring a breast pump and any other equipment used to express breast milk to school.
 - C. Access to a power source for a breast pump or any other equipment used to express breast milk.
 - D. Access to a place to store breastmilk safely.
2. Provide that a lactating student shall be provided a reasonable amount of time to accommodate the need to express breast milk or breastfeed a child while at school.
 3. Provide that a student shall not incur an academic penalty as a result of use, during the school day, of the reasonable accommodations specified herein and shall be provided the opportunity to make up any work missed due to such use.

CHILD CARE

The Terrebonne Parish School Board shall provide both high school student mothers and student fathers information regarding availability of child care options within (if available) and outside the school system, and shall provide them assistance in identifying child care providers.

Revised: July 1999

Revised: January 2017

Revised: August 2022

Ref: US Constitution, Amend. XIV, §1, 20 USC §1681 et seq. (*Discrimination Based on Sex or Blindness*); La. Rev. Stat. Ann. §§17:221.7; **17:221.8**, *Cleveland Board of Education v. LaFleur*, 94 S.Ct. 791 (1974); *Davis v. Meeks*, 344 F.Supp. 298 (N.D. Ohio 1972); *Holt v. Shelton*, 371 F.Supp. 821 (M.D. Tenn. 1972); Board minutes, 7-20-99, 2-7-17, **9-6-22**.

POLICY FILE: H-3.6 STUDENT HEALTH SERVICES

HEALTH CARE CENTERS

No student shall receive any type of service unless the required standardized school health forms as outlined in *Health and Safety*, Bulletin 135 have been signed, returned to school, and have been filed in the clinic.

HEARING AND VISION SCREENING

The School Board, during the first semester of the school year, or within thirty (30) days after the admission of students entering school late in the session, shall test the sight, including color screening for all first grade students, and hearing of students according to the schedule outlined by the American Academy of Pediatrics, except those students whose parents or guardians may object to such tests. Students may also be tested upon referral or requests of teachers and/or parents.

A record of such examination shall be kept and the administrators shall be required to follow up on the deficiencies within sixty (60) days, and shall notify, in writing, the parent or tutor of every student found to have any defect of sight or hearing.

EDUCATIONAL SCREENING AND EVALUATION

Every student in grades kindergarten through third shall be screened, at least once, for the existence of impediments to a successful school experience. No student shall be screened if his/her parent or guardian objects to such screening. Such impediments shall include:

1. dyslexia and related disorders;
2. attention deficit disorder; and
3. social and environmental factors that put a student "at risk."

Students in need of services and/or assistance shall have it provided to them. The screenings shall be done directly by elementary school counselors, pupil appraisal personnel, teachers, or any other professional employees of the School Board who have been appropriately trained, all of whom shall operate as advocates for the students identified as needing services or assistance. No screenings shall be done by persons who have not been trained to do such screenings.

The School Board shall ensure that educational screening activities, conducted by a committee at the school level, shall be completed before a student is referred for an individual evaluation through pupil appraisal services.

Students who are experiencing learning or adjustment difficulties in a regular program, but are not thought to be exceptional, may receive support services from pupil appraisal by a referral from a committee at the school level.

Testing for Dyslexia

Upon the request of a parent, student, school nurse, classroom teacher, or other school personnel who has reason to believe that a student has a need to be tested for dyslexia and related disorders, that student shall be referred to the school building level committee for additional testing. The School Board shall provide remediation for students with dyslexia or related disorders in an appropriate education program.

For purposes of this policy, *dyslexia* shall be defined as an unexpected difficulty in reading for an individual who has the intelligence to be a much better reader, most commonly caused by a difficulty in phonological processing, which affects the ability of an individual to speak, read, and spell. *Phonological processing* means the appreciation of the individual sounds of spoken and written language.

OTHER HEALTH CONSIDERATIONS

The School Board acknowledges that only properly trained personnel shall make recommendations regarding certain health issues of students.

The School Board shall prohibit, in accordance with statutory provisions, any teacher employed by the School Board from recommending that a student be administered a psychotropic drug, specifying or identifying any specific mental health diagnosis for a student, or using a parent's or guardian's refusal to consent to the administration of a psychotropic drug to a student or to a psychiatric evaluation, screening, or examination of a student as grounds for prohibiting the student from attending any class or participating in any school-related activity or as the sole basis of accusations of child abuse or neglect against the parent or guardian.

The provisions of the above paragraph shall not be construed so as to prohibit any of the following:

1. An employee of the School Board who is a registered nurse, nurse practitioner, physician, or an appropriately credentialed mental health professional or teacher from recommending that a student be evaluated by an appropriate medical practitioner.
2. A teacher or other certified employee of the School Board from suggesting a student be assessed or evaluated by qualified employees of the School Board who perform such function.
3. A teacher assessing or evaluating any element of a student's academic readiness, performance, or achievement.
4. Any employee of the School Board from discussing any aspect of a student's behavior or academic progress with the student's parent or guardian or any other employee of the School Board.

Definitions

Psychotropic drug shall mean a substance that is used in the diagnosis, treatment, or prevention of a disease or as a component of a medication and is intended to have an altering effect on perception, emotion, or behavior.

Teacher, for purposes of this section of the policy, shall mean any person employed by the School Board, who, as a condition of employment, is required to hold a valid teaching certificate issued by the Louisiana Department of Education and any person employed by the School Board as a substitute teacher.

SEIZURE TREATMENT AND TRAINING

The parent or guardian of a student with a seizure disorder may submit to the administration of the student's school a seizure management and treatment plan developed by the student's parent and treating physician for review and use by school employees with whom the student has regular interaction. The plan shall include the following:

1. **The health care services the student may receive at school or while participating in a school activity.**
2. **Evaluation of the student's ability to manage and understand his/her seizure disorder.**
3. **Signatures from the student's parent or guardian and from the treating physician.**

School nurses and such school employees and school bus operators who have regular interactions with a student for whom there is a seizure management and treatment plan shall be required to biennially successfully complete instruction provided by the Department of Education.

ADMINISTERING CATHETERS

The School Board shall not require any employee other than a registered nurse or a licensed medical physician to catheterize any student until all of the following conditions have been met:

1. A registered nurse or licensed medical physician, employed by the School Board, has assessed the health status of the specific child in his/her specific educational setting. The registered nurse has determined that the

procedure could be safely performed; the results are predictable and could be delegated to someone other than a registered nurse following documented training.

2. The registered nurse or licensed medical physician shall train at least two (2) employees to catheterize the specific child in his/her educational setting. The employees shall be given not less than eight (8) hours of training in the area of catheterization of students.
3. Following the training provided for in #2, no catheterization may be performed unless prescribed, in writing, by a licensed medical physician. The employee, other than the registered nurse or licensed medical physician, shall be required to complete, under the direct supervision of a registered nurse, a minimum of five (5) catheterizations. Upon one hundred percent successful completion of these catheterizations, the registered nurse or licensed medical physician and the trainee shall sign a standard form indicating that the trainee has attained the prescribed level of competency. A copy of this form shall be kept on file by the school system.
4. Individuals who are required to perform catheterizations and have been trained according to statutory provisions, may not decline to perform such service except as exempted by a licensed medical physician or a registered nurse. The reasons for such exemption shall be documented and certified by the licensed medical physician or a registered nurse within seventy-two (72) hours.
5. Any employee shall have the right to request that another School Board employee be present while catheterizing the student, to serve as a witness to the procedure. After making such a request, the employee shall not be required to catheterize a student without such a witness.

The provisions of this part of the policy shall be restricted to those students who have had intermittent catheterization prescribed as a treatment for urinary or neurologic dysfunction and not for continuous bladder drainage or to obtain urine specimens for diagnostic purposes. No employee shall be requested to catheterize any student for continuous bladder drainage or to obtain urine specimens for diagnostic purposes.

PERFORMING NONCOMPLEX HEALTH PROCEDURES

The term *noncomplex health procedure* shall mean a task which is safely performed according to exact directions, with no need to alter the standard procedure, and which yields predictable results. It shall include the following:

1. Modified activities of daily living, which require special instruction such as toileting/diapering, bowel/bladder training, toilet training, oral/dental hygiene, lifting/positioning, and oral, feeding.
2. Health maintenance procedures such as postural drainage, percussion, tracheostomy suctioning, gastrostomy feeding and monitoring of these procedures.
3. Screenings such as growth, vital signs, hearing, vision, and scoliosis.

The School Board shall not require any employee other than a registered nurse, licensed medical physician, an appropriate licensed health professional, or, in the case of tracheostomy suctioning procedure, any hired and trained unlicensed

nursing personnel or unlicensed assistive personnel as defined by the Louisiana State Board of Nursing, to perform noncomplex health procedures until all the following conditions have been met:

1. A registered nurse or a licensed medical physician and, when appropriate, another licensed health professional employed by the School Board, has assessed the health status of the specific child in his/her specific educational setting and has determined that, according to the legal standards of the respective licensed health professional performing such procedure, the procedure can be safely performed, the results are predictable, and the procedure can be delegated to someone other than a licensed health professional following documented training.
2. The registered nurse or the licensed medical physician and, when appropriate, another licensed health professional shall train, in his or her area of expertise, at least two (2) such employees to perform noncomplex health procedures on the specific child in his/her educational setting. The employees shall be given not less than four (4) hours of training in the area of noncomplex health procedures.
3. Following the training provided for in #2, no noncomplex health procedure, except screenings and activities of daily living such as toileting/diapering, toilet training, oral/dental hygiene, oral feeding, lifting, and positioning may be performed unless prescribed, in writing, by a physician licensed to practice medicine in the state of Louisiana or an adjacent state.

The employee, other than the registered nurse, licensed medical physician, or appropriate licensed health professional shall be required to complete, under the direct supervision or coordination of a registered nurse, a minimum of three (3) satisfactory demonstrations. Upon satisfactory completion of these noncomplex health procedures, the registered nurse, licensed medical physician, or appropriate licensed health professional and the trainee shall sign a standard form indicating that the trainee has attained the prescribed level of competency. A copy of this form shall be kept on file by the school system.

4. Individuals who are required to perform noncomplex health procedures and have been trained according to the provisions of state law and this policy may not decline to perform such service at the time indicated except as exempted for reasons as noted by the licensed medical physician or registered nurse. The reasons for such exemption shall be documented and certified by the licensed medical physician or a registered nurse within seventy-two (72) hours.
5. An employee shall have the right to request that another School Board employee be present while he/she is performing noncomplex health procedures for a student, to serve as a witness to the procedure. After making such a request, the employee shall not be required to perform noncomplex health procedures without such a witness.
6. Employees who have volunteered to perform a tracheostomy suctioning procedure and who comply with the training and demonstration requirements outlined in #2 and #3 above may be allowed to perform such procedure on a child in an educational setting.

The School Board shall provide the necessary safety equipment, materials, and supplies to each employee who performs noncomplex health procedures. Such

safety equipment, materials and supplies shall include, but not be limited to, gloves, anti-bacterial soaps and wipes, paper towels and masks.

For the purposes of this section of the policy, *employee* means any appropriate member of the education staff and *appropriate licensed health professional* shall include a licensed practical nurse.

Revised: December 1997

Revised: June 1999

Revised: February 2004

Revised: September 2006

Revised: October 2008

Revised: August 2013

Revised: October 2013

Revised: August 2018

Revised: November 2020

Revised: August 2022

Ref: La. Rev. Stat. Ann. §§14:403, 17:170, 17:392.1, 17:435, 17:436, 17:436.2, [17:436.4](#), 17:2112, 40:31.3; Irving Independent School District v. Tatro, 104 S. Ct. 33371 (1984); Health and Safety, Bulletin 135, Louisiana Department of Education; Board minutes, 6-15-99, 2-17-04, 10-21-08, 8-20-13, 10-15-13, 8-7-18, 12-1-20, [9-6-22](#).

POLICY FILE: H-3.6c ADMINISTRATION OF MEDICATION

It is the policy of the Terrebonne 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, 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.

3. PRINCIPAL

The principal shall designate at least two (2) employees to receive training and administer medications in each school.

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
- 4) Appropriate actions when unusual circumstances or medication reactions occur
- 5) Appropriate use of resources

6. PARENT/LEGAL GUARDIAN

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

- 1) A letter of request and authorization that contains the following information:

- a. the student's name
 - b. clear instructions for school administration
 - c. prescription number, if any
 - d. current date
 - e. relevant diagnosis
 - f. name, amount of each school dose, 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. 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 thirty-five (35) 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.

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 medications 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 following submission of proper physician's authorization for medications and arrangements with the school principal.

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. CLASSROOM STORAGE AND ADMINISTRATION OF AUTO-INJECTABLE EPINEPHRINE BY TEACHERS

The School Board shall allow a supply of auto-injectable epinephrine, as defined above, to be maintained in a secure location in each classroom assigned to a student who is deemed by his/her physician to be at high risk for anaphylactic reaction and incapable of self-administration of auto-injectable epinephrine.

The student's parent or other legal guardian shall annually provide the school in which the student is enrolled with all of the following:

- A. The supply of auto-injectable epinephrine to be kept in each classroom.
- B. Written authorization for the student to be administered the medication.
- C. Written certification from the student's licensed medical physician or other authorized prescriber that the student is at high risk of having anaphylaxis and is not capable of self-administration of auto-injectable epinephrine.
- D. A written treatment plan, as defined above from the student's licensed medical physician or other authorized prescriber for managing anaphylactic episodes.

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

The teacher in each classroom where auto-injectable epinephrine is stored shall be provided information regarding accessing and administering auto-injectable epinephrine, the signs and symptoms of anaphylactic reactions and specific information regarding condition, care, and treatment of the student assigned to the classroom who is at high risk of anaphylactic reaction.

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 good faith administration of auto-injectable epinephrine. 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 good faith administration of auto-injectable epinephrine.

This information shall be included in the student handbook of each school and posted on each school's website. Such policy shall also be disclosed to any parent or other legal guardian who notifies the school in which the student is enrolled, in writing, that the student has a condition which puts him at risk of anaphylaxis.

11. ADMINISTRATION OF MEDICATION ON FIELD TRIPS AND OTHER EXTRACURRICULAR 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 while 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.

12. 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.

13. 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 any non-aerosol sunscreen at school, on a school bus, or at a school-sponsored function or activity without parental consent or the authorization of a physician.

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

14. 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: June 1999

Revised: December 2001

Revised: October 2008

Revised: December 2009

Revised: February 2013

Revised: August 2013

Revised: December 5, 2017

Revised: January 2017

Revised: August 2022

Ref: La. Rev. Stat. Ann. §§17:81, 17:436.1, 17:436.3; *Health and Safety*, Bulletin 135, Louisiana Department of Education; Board minutes, 6-15-99, 12-18-01, 10-21-08, 12-15-09, 2-19-13, 8-20-13, 2-7-17, 12-5-17.

POLICY FILE: D-7.4a BIDS AND QUOTATIONS

PUBLIC WORKS

The Terrebonne Parish School Board shall advertise and let by contract, except in cases of emergencies as provided below, all public work exceeding \$250,000 or such sum as allowed by law, including labor, materials, equipment, and administrative overhead not to exceed fifteen percent (15%). The contract shall be awarded to the lowest responsible bidder who has bid according to the contract, plans, and specifications advertised. Public works, which are estimated to cost less than the contract limit, may be undertaken by the School Board with its own employees.

As an evidence of good faith of the bidder, the School Board shall require bidders for construction, improvement, repair, or other work to attach to the bid submitted, a bid bond, certified check, or cashier's check for not more than five percent (5%) of the contract work to be done. The School Board may require a bid bond or certified or cashier's check of not more than five percent (5%) of the estimated price on bids taken for supplies and materials.

When any bid is accepted for construction or doing any public works, a written contract shall be entered into by the successful bidder and the School Board, and the successful bidder shall furnish a bond in an amount not less than one-half of the amount of the contract, for the faithful performance of his or her duties.

When using state or locally generated funds, under no circumstances shall there be a division or separation of any public work project into smaller projects, which division or separation would have the effect of avoiding the requirement that public work be advertised and let by contract to the lowest responsible bidder in accordance with statutory provisions.

The School Board shall retain the option of requiring all bids that are let out for public works be submitted electronically.

MATERIALS AND SUPPLIES

All purchases of materials or supplies exceeding the sum of \$~~30,000~~ **60,000** to be paid out of public funds shall be advertised and let by contract to the lowest responsible bidder who has bid according to the specifications as advertised. In addition, when using state or locally generated funds, purchases of materials or supplies of at least \$~~10,000~~ **30,000** but not more than \$~~30,000~~ **60,000**, shall be made by obtaining not less than three (3) documented quotations. A written confirmation of the accepted offer shall be obtained and made a part of the purchase file. The School Board may require a written contract or bond when purchasing the materials or supplies. If quotations are received that are lower than the quote accepted, a notation shall be entered into the file as to the reasons for rejection of the lower quotes.

When using state or locally generated funds, purchases cannot be divided by departments or by a school if the effect is to evade the state's public bid law. Purchases of commodities that are bought in small but recurring amounts through the year shall be bid on an annual basis.

The School Board shall retain the option of requiring all bids that are let out for materials and supplies be submitted electronically.

In lieu of formal bids, the School Board may use a *reverse auction* for the purchase of equipment, supplies, and other materials or consulting services, as outlined in policy D-7.4, *Purchasing*.

EMERGENCIES

In cases of an emergency or extreme emergency, when time is not sufficient to advertise for bids for public works or purchase of materials, the School Board or designee is permitted by law to declare, through resolution, that a public emergency or extreme public emergency exists and extend a contract for more than the sums mentioned without going out to bid. However, in such cases every effort shall be made by School Board personnel to secure competitive quotations. The accepted quote shall be confirmed and documented, in writing. State law permits a person designated by the School Board to declare the existence of an *extreme public emergency*. This designated person shall be the Superintendent and/or his/her designee. Notices of an *emergency* or *extreme emergency* shall be published in the School Board's official journal within ten (10) days of the emergency being certified by the School Board or designee.

An *emergency* is defined by La. Rev. Stat. Ann. §38:2211 (5)(a) as:

"An unforeseen mischance bringing with it destruction or injury of life or property or the imminent threat of such destruction or injury or as the result of an order from any judicial body to take any immediate action which requires construction or repairs absent compliance with the formalities of this Part, where the mischance or court order will not admit of the delay incident to advertising as provided in this Part."

An *extreme public emergency* is defined by La. Rev. Stat. Ann. §38:2211 (5)(b) as:

"A catastrophic event which causes the loss of ability to obtain a quorum of the members necessary to certify the emergency prior to making the expenditure to acquire materials or supplies or to make repairs necessary for the protection of life, property, or continued function of the public entity."

BID ADVERTISEMENTS

All advertisements for bids for public works shall appear in the newspaper selected as the official journal for the School Board, except in emergencies as may be declared by the School Board. Any advertisement for any contract for public works, when published, shall appear once a week for three (3) different weeks in a newspaper in the locality and the first advertisement shall appear at least twenty-five (25) days before the opening of bids.

Any advertisement for any contract or purchase of materials or supplies shall be published two (2) times in a newspaper in the locality, the first advertisement appearing at least fifteen (15) days prior to the opening of bids.

In addition to newspaper advertisements, the School Board shall also publish advertisements and accept bids by electronic media in accordance with uniform standards promulgated by the state. In any advertisement, the first publication shall not occur on a Saturday, Sunday, or legal holiday.

If the School Board issues or causes to be issued on a public work exceeding the contract limit set by state law, any addendum modifying plans and specifications within a period of seven (7) days prior to the advertised time for opening of bids, excluding Saturdays, Sundays, and any other legal holidays, the School Board shall transmit a copy of the addendum to all prime bidders who have requested bid documents. The transmission shall be completed within twenty-four (24) hours of the issuance of the addendum, and may be delivered by either facsimile transmission (fax), e-mail, other electronic means, or by hand provided the prime bidder has supplied the fax number or e-mail address to the School Board. In addition, a copy of the addendum shall be sent by regular mail. If the addendum cannot be transmitted by fax, e-mail, other electronic means, or hand delivered,

the School Board shall be required to postpone the bid opening by at least seven (7) days.

The School Board shall not issue or cause to be issued any addendum modifying plans and specifications within a period of seventy-two (72) hours prior to the advertised time for the opening of bids, excluding Saturdays, Sundays, and any other legal holidays; however, if the necessity arises to issue an addendum modifying plans and specifications within the seventy-two (72) hour period prior to the advertised time for the opening of bids, then the opening of bids shall be extended at least seven (7), but not more than twenty-one (21) working days, without the requirement of re-advertising. The addendum shall state the revised time and date for the opening of bids.

OPENING OF BIDS

All bids shall be opened in public in the presence of one or more witnesses, at the time and place designated in the invitation for bids. Each bid, together with the name of the bidder, shall be recorded and open to public inspection. However, the School Board shall not accept or take any bids including receiving any hand delivered bids, on days which are recognized as holidays by the United States Postal Service.

BID AWARD

In order to protect the integrity of the competitive bidding process, the determination of responsiveness by the bidder must be made from the bid documents at the time of the bid opening. Any deviation from or failure to supply information required by the bid documents may result in the bid being rejected as *non-responsive*.

The Superintendent and/or other appropriate administrators shall review, summarize and report bids to the School Board with recommendations for bid award unless the School Board grants permission for staff to evaluate, award, and notify the School Board at a later date.

DISQUALIFICATION OF BIDDER FOR NON-RESPONSIBILITY

If the School Board proposes to disqualify any bidder for *non-responsibility* (the possibility that the bidder may not satisfactorily fulfill the contract being bid), the School Board shall:

1. Give written notice of the proposed disqualification to such bidder, and include in the written notice all reasons for the proposed disqualification;
2. Give such bidder, who is proposed to be disqualified, the opportunity to be heard at an informal hearing to be conducted not later than five (5) business days after the issuance of the notice of the proposed disqualification, at which such bidder is afforded the opportunity to refute the reasons for the disqualification; and
3. Conduct the informal hearing prior to the award of the public work.

No award of the contract for the public work shall be made by the School Board prior to the expiration of at least five (5) working days following the date of issuance of the written ruling from the informal hearing.

EXCLUSION/REJECTION OF BIDS

The School Board, after the opening of bids, shall require each bidder or bidding entity to attest or submit an attestation that the sole proprietor, partner, incorporator, director, manager, officer, or other like individual who owns at least ten percent (10%) of the bidding entity, has not been convicted of, or has not entered a plea of guilty or nolo contendere (no contest) to any of the crimes or equivalent federal crimes listed in La. Rev. Stat. Ann. §38:2227.

In awarding bids or contracts, the School Board shall be authorized to reject the lowest bid from a business in which any individual with ownership interest of five percent (5%) or more has been convicted of, pled guilty or nolo contendere to any state felony crime or equivalent federal crime committed in the solicitation or execution of a contract or bid under the state laws governing public contracts; professional, personal, consulting, and social services procurement; or the Louisiana Procurement Code.

Any contract between the School Board and a person or entity entered into as a result of fraud, bribery, corruption, or other criminal acts, for which a final conviction has been obtained, shall be null and void.

Any person whose conviction causes the nullity of a contract shall be responsible for payment of all costs, attorney fees, and damages incurred in the rebidding of the contract.

Revised: December 1997

Revised: November 1999

Revised: November 2001

Revised: February 2002

Revised: October 2003

Revised: March 2004

Revised: December 2004

Revised: February 2011

Revised: December 2011

Revised: September 2017

Revised: November 2020

Revised: October 2021

Revised: February 1, 2022

Revised: August 2022

Ref: 2 CFR 200 (*Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*), 48 CFR 2.101 (*Definitions*); La. Rev. Stat. Ann. §§9:2716, 9:2717, 38:2181, 38:2182, 38:2211, 38:2212, 38:2212.1, 38:2212.9, 38:2214, 38:2218, 38:2227, 38:2241, 38:2251, 38:2271, 39:1551, 39:1552, 39:1553, 39:1554, 39:1554.1, 39:1556, 39:1557, 39:1558, 39:1597, 39:1710; Board minutes, 12-16-97, 11-20-01, 2-19-02, 10-15-02, 10-21-03, 3-16-04, 12-21-04, 2-23-10, 2-15-11, 12-20-11, 9-5-17, 12-10-20, 2-1-22.

POLICY FILE: H-2.4a PUBLIC SCHOOL CHOICE

The Terrebonne Parish School Board is required by both Federal law and the Louisiana School Accountability Program to develop and maintain a *Public School Choice* policy for any school with a *School Performance Score (SPS)* below levels set by the Board of Elementary and Secondary Education (BESE). *School Choice* allows eligible students to transfer to an academically acceptable school.

Once schools eligible to receive students have been identified, a school-site utilization study shall be conducted, as needed in all schools, to determine the extent to which capacity exists to possibly accommodate students from schools offering choice, including students with special needs and/or students with disabilities. Only those schools that are labeled *academically acceptable* shall be considered eligible to receive students.

The Superintendent and staff shall be responsible for developing and managing a *School Choice Plan*, which shall determine the schools to which students may transfer, which students shall have priority in transferring, and all other regulations and procedures for supervising school choice within the school district.

Notification

Notification of parents of their school choice options shall be sent as early as possible, but not later than the first day of the school year for the schools that are required to offer choice. If there are no choice options available, this information shall be included in the notification sent parents.

Eligibility of Students

All students in a school required to offer choice shall be eligible to transfer. However, the School Board shall give priority to students from the lowest performing schools.

LOUISIANA PUBLIC SCHOOL CHOICE

Unless a violation of a court order, the parent or legal guardian of any student may seek to enroll his/her child in the public school of his/her choice, without regard to residence, school system geographic boundaries, or attendance zones, provided that:

1. The public school in which the student was most recently enrolled, or would otherwise attend, received a school performance letter grade of D or F for the most recent school year, and
2. The school to which the student seeks to enroll received a school performance letter grade of A, B, or C, for the most recent school year, and has sufficient capacity at the appropriate grade level.

The School Board shall define "capacity" for each school, and determine a transfer request period which shall begin no later than March first and end no earlier than March twenty-eighth, annually. Prior to the transfer request period, the School Board shall notify parents and legal guardians of students enrolled in schools that received a D or F school performance letter grade of the following:

1. The provisions of the Louisiana Public School Choice policy;
2. Schools under the jurisdiction of the School Board that received an A, B, or C school performance letter grade, if any;
3. The process for submitting student transfer requests; and,
4. The page on the Louisiana Department of Education's website that contains school performance data.

Transportation shall not be provided to a student who enrolls in a public school that is located outside the geographic boundaries of the School Board in which the student resides, if providing such transportation will result in additional cost to the School Board.

The Superintendent shall be authorized to develop pertinent administrative regulations and procedures governing students seeking enrollment under the *Louisiana Public School Choice* section of this policy. Such regulations and procedures shall include entering into inter-district agreements with other city, parish, or local School Boards to provide for the admission of students, and the transfer of

school funds or other payments by one School Board to another for, or on account of, such attendance.

Enrollment under *Louisiana Public School Choice* shall only be for one school year or applicable portion thereof, if a student enrolls after the start of the school year.

Definitions

Capacity will be defined as the maximum number of available classroom spaces multiplied by the maximum number of students per classroom while considering instructional effectiveness according to staffing formulas set forth by Bulletin 741.

Adopted: October 2004

Revised: September 2014

Revised: October 2021

Revised: August 2022

Ref: 20 U.S.C. 6316; La. Rev. Stat. Ann. §§17:105, 17:4035.1; *Louisiana School, District, and State Accountability System*, Bulletin 111, Louisiana Department of Education; Board minutes, 10-19-04, 9-16-14, 11-2-21, 9-6-22.

Motion of Mr. DeHart, seconded by Mr. Harding, unanimously carried, the Board approved, as presented, the following **NEW Policy FILE: H-15 Student Voter Registration**:

NEW POLICY

STUDENT VOTER REGISTRATION

FILE: H-15

The Terrebonne Parish School Board shall provide an opportunity for each high school senior who is at least seventeen (17) years old to register to vote by using a school computer to fill out an electronic voter registration application or by using the state mail voter registration application form.

No political or partisan group or organization shall be allowed to participate in the registration process.

New policy: August 2022

Ref: La. Rev. Stat. Ann. §§ 17:2119.

Motion of Mr. Voisin, seconded by Dr. Trahan, unanimously carried, the Board authorized the Purchasing Department to advertise for Request for Proposals (RFPs) for Wide Area Network Services and Network Switches.

Motion of Mr. DeHart, seconded by Mrs. Solet, unanimously carried, the Board approved the revised Pupil Progression Plan (PPP), as presented, for the 2022-2023 school year.

Motion of Mr. Ford, seconded by Mr. DeHart, unanimously carried, the Board authorized the Superintendent and Staff to explore options for use of the old Fletcher Campus located at 310 St. Charles Street, Houma LA 70360, as a future Magnet School/Program.

The report of the Education, Technology, and Policy Committee meeting was concluded, and President Harding reassumed the Chair and presided for the remainder of the proceedings.

Motion of Mr. Hamner, unanimously seconded, unanimously carried, the Board approved the following proclamation recognizing September 16-22, 2022, as Constitution Week:

PROCLAMATION

Whereas our Founding Fathers, in order to secure the blessings of liberty for themselves and their posterity, did ordain and establish a Constitution for the United States of America;

Whereas it is of the greatest importance that all citizens fully understand the provisions and principles contained in the Constitution in order to support, preserve, and defend it against all encroachment;

Whereas the two hundred thirty-fifth anniversary of the signing of the Constitution provides a historic opportunity for all Americans to realize the achievements of the Framers of the Constitution and the rights, privileges, and responsibilities it affords; and

Whereas the independence guaranteed to American citizens, whether by birth or naturalization, should be celebrated by appropriate ceremonies and activities during Constitution Week, September 16 through 22, as designated by proclamation of the President of the United States of America in accordance with Public Law 915; now, therefore, be it

Resolved that the Terrebonne Parish School Board, in conjunction with the Bayou Lafourche Chapter of the National Society, Daughters of the American Revolution, does hereby proclaim the week of September 16 through 22, 2022, as "Constitution Week" in the schools of Terrebonne Parish and does urge all students to study the Constitution, and reflect on the privilege of being an American with all the rights and responsibilities which that privilege involves; be it further

Resolved that copies of this proclamation be forwarded to all Terrebonne Parish public schools and office buildings.

Motion of Dr. Trahan, seconded by Mr. DeHart, unanimously carried, the Board approved a family and medical leave in accordance with Policy (FILE: F-11.4a) for Dorothy Rose, School Bus Operator in the Transportation Department, beginning August 23, 2022, through September 2, 2022 (medical).

Motion of Mr. Voisin, seconded by Mrs. Solet, unanimously carried, the Board approved a family and medical leave in accordance with Policy (FILE: F-11.4a) for Rachel C. Seitz, Teacher at Ellender Memorial High School, beginning September 15, 2022, through October 28, 2022 (family).

Motion of Mr. DeHart, seconded by Mr. Voisin, unanimously carried, the Board approved a leave of absence without pay in accordance with Policy (FILE: F-11.10) for Nicole Saulsberry, School Bus Operator in the Transportation Department, beginning August 22, 2022, through September 22, 2022 (medical).

Motion of Mr. DeHart, seconded by Mrs. Benoit, unanimously carried, the Board voted to go into executive session, at this time (6:55 P.M.), to discuss the parent appeals for readmission of Student #0156069 and Student #0155191.

Motion of Mr. DeHart, seconded by Mrs. Benoit, unanimously carried, the Board reconvened in regular session (7:33 P.M.) with all members present, with the exception of Mr. Harding who was absent.

Motion of Mr. Ford, seconded by Mr. DeHart, unanimously carried, the Board allowed Student #0156069 to return to the base school on the first day of the second grading period, subject to signing a contract.

Motion of Mr. LaGarde, seconded by Mr. Ford, with the exception of Mr. DeHart and Mrs. Benoit who objected, the Board allowed Student #0155191 to return to the base school on the first day of the second grading period, subject to signing a contract.

Motion of Mr. DeHart, unanimously seconded, unanimously carried, the Board voted to adjourn its meeting **(7:40 P.M.)**.

/s/ Bubba Orgeron, Secretary

/s/ Gregory Harding, President

RLB