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Policy descriptors presented in **Bold** type are covered in this manual. Clicking on the document text highlighted in **bold** type will display the policy. Any text highlighted in **bold** type within a policy will link to another reference point within the manual.
Absences
GCBD  Professional Staff Leaves and Absences
JED  Student Absences and Excuses
GDDB  Support Staff Leaves and Absences
IK  Academic Achievement
IS  Academic Freedom
IKEB  Accelerated Graduation (Use "Early Graduation")
ECAA  Access to Buildings
Accidental Death & Dismemberment Insurance (See "Insurance")
EBB  Accident Prevention and Procedures
EBBB  Accident Reports
AG  Accomplishment Reporting to the Public
Accountability (See discussion in The School Administrator's Guide to the EPSINSBA Policy Development System, 1975 revised edition.)
DIA  Accounting System
LI  Accreditation Agencies
  Acting Administrator Appointments
  (Use "Temporary Administrative Arrangements")
  Acting Superintendent of Schools
  (Use "Temporary Administrative Arrangements"
  See also "Job Descriptions.")
  Activities Fees (Use "Student Activities Fees")
  Adjourned Board Meetings (See "Meetings" and use appropriate existing descriptor(s) or break out new descriptor in BD sequence.)
JHCD  Administering Medicines to Students
Administration
CA  Administration Goals
BFE/CHD  Administration in Policy Absence
CGB  Adult Education Program Administration
CAA  District Administration Priority Objectives
C  General School Administration
CF  School Building Administration
CG  Special Programs Administration
CGA  Summer Program Administration
COC  State and Federal Programs Administration
ITL  Test Administration
CA  Administration Goals
BFE/CHD  Administration in Policy Absence
CE  Administrative Councils, Cabinets, and Committees
CJ  Administrative Intern Program
CC  Administrative Organization Plan
  Administrative Regulations (Use "Administrative Rules")
CL  Administrative Reports
Administrative Rules
CHC  Administrative Rules Dissemination
BFCA/CHB  Board Review of Administrative Rules
CHA  Development of Administrative Rules
CHC  Administrative Rules Dissemination
  Administrators (See "Job Descriptions")
JECBA  Admission of Exchange Students
JECCB  Admission of Interdistrict Transfer Students
JECB  Admission of Nonresident Students
JECA  Admission of Resident Students
Admissions
DFEA Free Admissions
DFE Gate Receipts and Admissions

Adoption
IFD Curriculum Adoption
IIAC Library Materials Selection and Adoption
BFC Policy Adoption
IIAB Supplementary Materials Selection and Adoption
ILA Test Selection and Adoption
IIAA Textbook Selection and Adoption
IGEA Adult Basic Education

Adult Education
IGEA Adult Basic Education
CGB Adult Education Program Administration
IGE Adult Education Programs
IGEB Adult High School Programs
IGEC Adult Occupational Education

Adult Education Program Administration
IGE Adult Education Programs
IGEB Adult High School Programs
IGEC Adult Occupational Education
IGCD,LEB Advanced College Placement

Advertising Bids (See "Bidding")

KJ Advertising in the Schools
BCF Advisory Committees to the Board
Advisory Councils (Use "Advisory Committees to the Board" or "Administrative Councils, Cabinets, and Committees.")
Advisory School Board (Use "Advisory Committees to the Board" or break out new descriptor under this term.)
Affirmative Action (Use "Contractor's Fair Employment Clause," "Equal Opportunity Employment," and/or "Nondiscrimination.")

BDDC Agenda Format
BDDC Agenda Preparation and Dissemination
Age of School Entrance (Use "Entrance Age")
Agricultural Education (Use "Basic Instructional Program" or break out new descriptor in IGA sequence.)
Alarms (Use "Warning Systems")
Alcohol
JFCG Anti-Bullying Policy

JFCH Alcohol Use by Students
IGAG Teaching About Drugs, Alcohol, and Tobacco
JFCH Alcohol Use by Students
IGBH Alternative School Programs
ING Animals in the School
HM Announcement of Final Negotiated Agreement
Annual Board Meeting (Use "Board Organizational Meeting")

DB Annual Operating Budget
Annual Report (Use "School District Annual Report")
Annuities (See "Fringe Benefits" or use "Superintendent's Compensation and Benefits.")
Antidiscrimination (Use "Nondiscrimination")

KNAD Anti-Poverty Authorities
BCC Appointed Board Officials
Appointment of Architect (Use "Selection of Architect")
Appointment of Consultants (See "Consultants")
Appointment of School Attorney (Use "School Attorney")
Appointment of Staff Members (See "Hiring")
Appraisals (Use "Audits," "Purchasing Procedures," or "Construction Cost Estimates and Determinations.")

JFCG Anti-Bullying Policy
Apprenticeship Training (Use "Occupational Education" or "Work Experience Opportunities.")
Appropriations (See "Revenues" and/or use "Facilities Capitalization Program.")

CHCA
Approval of Handbooks and Directives
Arbitration (Use "Impasse Procedures")
Architect Selection (Use "Selection of Architect")

GCEA
Arrangements for Professional Staff Substitutes

GDEA
Arrangements for Support Staff Substitutes
Arson Protection (Use "Buildings and Grounds Security")
Assaults (Use "Public Conduct on School Property," "Staff Protection," and/or appropriate subcategories in "Student Conduct" and "Student Discipline" sequences.)

INE
Assessments
Assessment of Needs (Use "Facilities Planning" or "Curriculum Research." See also discussion of the principles of accountability in The School Administrator's Guide to the EPS/NSBA Policy Development System, 1975 revised edition.)

Assignment
JECC
Assignment of Students to Schools
JECU
Assignment of Students to Classes

GCI
Professional Staff Assignments and Transfers

GDI
Support Staff Assignments and Transfers

JECD
Assignment of Students to Classes

JECC
Assignment of Students to Schools
Assistant Principals (See "Job Descriptions")
Assistant Superintendents (See "Job Descriptions")
Associates (See "School Board Memberships" or "Professional Organizations.")
Athletics (Use "Interscholastic Athletics")

JECD
Assignment of Students to Classes

JECC
Assignment of Students to Schools
Assistant Principals (See "Job Descriptions")
Assistant Superintendents (See "Job Descriptions")
Associate Superintendents (See "Job Descriptions")
Associations (Use "School Board Memberships" or "Professional Organizations.")
Athletics (Use "Interscholastic Athletics")
Athletics Director (See "Job Descriptions")

Attendance
JECA
Compulsory Attendance Ages
JED
Exclusions and Exemptions From School Attendance
JE
School Attendance Areas

JEE
Student Attendance

JECA
Student Attendance Accounting
Attendance Accounting (Use "Student Attendance Accounting," "Professional Staff Time Schedules," or "Support Staff Time Schedules.")
Attendance Officer (Use "Student Attendance Accounting" and also see "Job Descriptions.")
Attendance Rewards (Use "Student Awards and Scholarships")
Attorney for the Board (Use "School Attorney")
Audiovisual Aids (Use "Supplementary Materials Selection and Adoption." Also see "Instructional Materials.")
Audiovisual Director (See "Job Descriptions")
Auditing Activity Funds (Use "Audits" and/or "Student Activities Funds Management.")
Auditorium Use by Public (Use "Community Use of School Facilities")

DIE
Audits
Authority of Board Members (Use "Board Member Authority")

DGA
Authorized Signatures
Authorized Use of School-Owned Materials
Automobile Use by Students (Use "Student Automobile Use")
Automotive Shop Repair (Use "Income From School Shop Sales and Services")
Awarding Contracts (See "Contracts")
Awards (Use "Student Awards and Scholarships" and "Recognitions for Accomplishment.")
Baccalaureate Services (Use "School Ceremonies and Observances")
Band and Orchestra Performances (Use "Student Performances")
Band Instruments Maintenance (Use "Maintenance and Control of Instructional Materials")
Band Uniforms (Use "Student Fees, Fines, and Charges" if appropriate or break out descriptor under "Student Performances.")
Banking (Use as appropriate "Depository of Funds," "Staff Funds Management," or "Student Activities Funds Management," or break out new descriptor for student banking program in Section J.)
Bank of Deposit (Use "Depository of Funds")
Bargaining (Use "Negotiations")
Bargaining Agent (Use "Board Negotiating Agents")
Basic Education (Use "Basic Instructional Program")

IGA
Basic Instructional Program
Behavior Code (Use "Student Conduct" and/or appropriate subcategories.)
Benefits

GCBC
Professional Staff Fringe Benefits

CBD
Superintendent's Compensation and Benefits

GDBC
Support Staff Fringe Benefits

Bereavement Leave (See "Leaves")

Bible Readings (Use "School Ceremonies and Observances" but see comment in School Administrator's Guide to the EPSINSBA Policy Development System. 1975 revised edition.)

Bicycles (Use "Student Bicycle Use")
Bidding

DJC
Bidding Requirements

FEF
Construction Contracts Bidding and Awards

DJC
Bidding Requirements

IGBF
Bilingual Instruction

Bill Payment Authorization (Use "Payment Procedures")

Black Studies (Use "Basic Instructional Program" or break out new descriptor in IGA sequence.)

Board

BCF
Advisory Committees to the Board

BCC
Appointed Board Officials

BCE
Board Committees

FG
Board Inspection and Acceptance of New Facilities

BDD
Board Meeting Procedures

BBA
Board Member Authority

BHD
Board Member Compensation and Expenses

BBFA
Board Member Conflicts of Interest

BHB
Board Member Development Opportunities

BHE
Board Member Insurance

BBBB
Board Member Oath of Office

BBBA
Board Member Qualifications

BBD
Board Member Removal From Office

BBC
Board Member Resignation

BH
Board Member Services

HE
Board Negotiating Agents

BHC
Board Office Facilities and Services

BCB
Board Officers

GA
Board Operational Goals

BCA
Board Organizational Meeting

BF
Board Policy Development

BFCA,CHB
Board Review of Administrative Rules

BCI
Board Staff Assistants

BG / GBD
Board-Staff Communications

BCD
Board-Superintendent Relationship
BDDJ / KBCD  Broadcasting and Taping of Board Meetings
BCH  Consultants to the Board
AFA,BK  Evaluation of School Board Operational Procedures
BDDG  Minutes of Board Meetings
BHA  New Board Member Orientation
BDDI,KBCC  News Media Services at Board Meetings
BDDA  Notification of Board Meetings
BC  Organization of the Board
SAA  Priority Objectives of Board Operations
BDDH,KD  Public Participation at Board Meetings
BDA  Regular Board Meetings
BDDK  Reporting Board Meeting Business
BHBA  School Board Conferences, Conventions, and Workshops
BBB  School Board Elections
BBF  School Board Member Ethics
B  School Board Governance and Operations
BB  School Board Legal Status
BI  School Board Legislative Program
BD  School Board Meetings
BJ  School Board Memberships
HD  School Board Negotiating Powers and Duties
BBA  School Board Powers and Duties
BE  School Board Work Sessions and Retreats
BDB  Special Board Meetings
BBF  Unexpired Term Fulfillment of Board Members
BDDF  Voting Method at Board Meetings
Board Annual Meeting (Use "Board Organizational Meeting")
Board Approval for Purchasing (Use "Purchasing Authority")
Board Attorney (Use "School Attorney")
Board Chairman (Use "Board Officials")
Board Clerk (Use "Board Officials" or "Appointed Board Officials").
BCE  Board Committees
Boarding School Students (if special policies are required, break out descriptor in JF sequence.)
FG  Board Inspection and Acceptance of New Facilities
BDD  Board Meeting Procedures
BBAA  Board Meetings (Use "School Board Meetings")
BBD  Board Member Authority
BD  Board Member Compensation and Expenses
BBFA  Board Member Conflicts of Interest
BH  Board Member Development Opportunities
BHE  Board Member Insurance
BBBA  Board Member Oath of Office
BBBB  Board Member Removal From Office
BB  Board Member Resignation
BH  Board Member Services
BBB  Board Member Term of Office (Use "School Board Legal Status")
BB  Board Member Travel (Use "Board Member Compensation and Expenses")
HE  Board Negotiating Agents
BD  Board of Directors (See "School Board")
BB  Board of Education (See "School Board")
BHC  Board Office Facilities and Services
BCB  Board Officers
BB  Board of Trustees (See "School Board")
BA  Board Operational Goals
B  Board Organizational Meeting
BF  Board Policy Development
BB  Board President (Use "Board Officers")
BFCA,CHB  Board Review of Administrative Rules
Board Secretary (Use "Board Officers" or "Appointed Board Officials.")

BCI
Board Staff Assistants

BG / GBD
Board-Staff Communications

BCD
Board-Superintendent Relationship

Board Treasurer (Use "Board Officers" or "Appointed Board Officials.")

EBCC
Bomb Threats

KBE, FD
Bond Campaigns

DH
Bonded Employees and Officers

Bond Issues (Use "Facilities Capitalization Program")

Book Complaints (Use "Public Complaints About the Curriculum or Instructional Materials")

Book Stores (If student-operated, use "Work Experience Opportunities" or "Student Organizations." If not, use "Material Resources Management." Or break out new descriptor relating as appropriate to any of these terms.)

KMB
Booster Organizations

Breakfast Program (Use "Food Services Management" or "Free and Reduced Price Food Services.")

BDDJ / KBCD
Broadcasting and Taping of Board Meetings

Budget

DB
Annual Operating Budget

DBH
Budget Adoption Procedures

DBI
Budget Appeals Procedures

DBC
Budget Deadlines and Schedules

DBG
Budget Hearings and Reviews

DBJ
Budget Implementation

DBA
Budgeting System

DBD
Budget Planning

DBHA
Budget Referenda

DBE
Determination of Budget Priorities

DBF
Dissemination of Budget Recommendations

DBK
Line Item Transfer Authority

DBH
Budget Adoption Procedures

DBI
Budget Appeals Procedures

DBC
Budget Deadlines and Schedules

DBG
Budget Hearings and Reviews

DBJ
Budget Implementation

DBA
Budgeting System

DBD
Budget Planning

DBHA
Budget Referenda

Building Committees (Use if appropriate "Staff Involvement in Decisionmaking" or-if term applies to construction projects-use "Advisory Committees to the Board.")

Building Fund (Use as appropriate "Facilities Capitalization Program" or "Petty Cash Accounts.")

Building Plaques (Use "Names on Building Plaques")

EBA
Buildings and Grounds Inspections

ECB
Buildings and Grounds Maintenance

EC
Buildings and Grounds Management

ECE
Buildings and Grounds Records and Reports

ECA
Buildings and Grounds Security

Bulletin Board Use (Use if appropriate "Privileges of Staff Negotiating Organizations" or break out new descriptor in GB sequence.)

Burglar Alarms (Use "Warning Systems")
Bus Driver Authority (Use "Student Conduct on School Buses" and also see "Job Descriptions.")

EEACA
Bus Driver Examination and Training

EEBC
Business and Personnel Transportation Insurance

EEBD
Business and Personnel Transportation Records and Reports

EEB
Business and Personnel Transportation Services

Business Manager (See "Job Descriptions")

KMG
Business Organizations
Bus Safety Inspection (Use "School Bus Maintenance")
By-Laws ("By-Laws," or the Board's own rules of procedures, are regarded as policies in the EPS/NSBA system.)

C

Cabinets (Use "Administrative Councils, Cabinets, and Committees")
Cable Television (Use "Instructional Television")
Cadet Teachers (Use "Student Teaching and Internships")
Cafeterias (Use "Food Services Management")
Cafeteria Workers (See "Job Descriptions")
Calendar (Use "School Calendar")
Camps (Use "School Camps")
Campus Police (Use "Buildings and Grounds Security")
Capital Equipment Purchasing (See "Purchasing")
Capitalization (Use "Facilities Capitalization Program")
Career Education (Use "Occupational Education")

JFCB
Care of School Property by Students
Carnegie Unit (Use "Graduation Requirements")

DM
Cash in School Buildings
Censorship (Use "Academic Freedom," "Instructional Materials," "Public Complaints About the Curriculum or Instructional Materials," "Student Publications," or "Underground Student Publications," as appropriate.)
Census (Use "School Census")
Ceremonies (Use "School Ceremonies and Observances," "Graduation Exercises," or "Patriotic Exercises.")
Certification (Use "Professional Staff Hiring." Also see "Job Descriptions.")
Chairman of the Board (Use "Board Officers")
Change Orders (Use "Purchasing Procedures" or "Construction Contracts Bidding and Awards.")
Chaperones (Use "Supervision of Students")
Checking Accounts (Use "Depository of Funds" or "Authorized Signatures.")

DGB
Check-Writing Services
Child Abuse Reporting (Use "Student Safety" and also see "Records" and "Reports.")

KMD
Churches
Citizens' Committees (Use "Advisory Committees to the Board" and/or "Community Involvement in Decisionmaking.")

IGAA
Citizenship Education
City Government (Use "Relations With Local Governmental Authorities")

KNAL
Civil Defense Alarms (Use "Warning Systems")
Civil Defense Authorities
Civil Defense Plans (Use "Emergency Plans")
Civil Rights of Minors (Use "Student Rights and Responsibilities" and/or "Student Due Process Rights.")
Class Gifts (Use "Student Gifts and Solicitations")

INH
Class Interruptions

IKC
Class Rankings

Classroom Materials (See "Instructional Materials")
Classroom Organization (Use "Instructional Arrangements" or "Grouping for Instruction."

IHB
Class Size

EGB
Clerical Services

Closed Board Meetings (Use "Executive Sessions")
Closed-Circuit Television (Use "Instructional Television")
Clubs (Use "Student Organizations")
Coaches (See "Job Descriptions")

IGD
Cocurricular and Interscholastic Programs
Collecting Taxes (Use "Revenues From Local Tax Sources")
Collective Bargaining (Use "Negotiations")
Collegebound Guidance (Use "Guidance Program")
College Courses (Use "Advanced College Placement")
College Preparatory Program (Use "Basic Instructional Program" or break out new descriptor in IGA sequence.)

LE
Colleges and Universities

College Track (Use "Grouping for Instruction")
Commercial Track (Use "Grouping for Instruction")

AF
Commitment to Accomplishment

CE
Administrative Councils, Cabinets, and Committees

BCF
Advisory Committees to the Board

BCE
Board Committees

JHCC
Communicable Diseases
Communications With Staff and Public (Use "Board-Staff Communications" and "Public Information Program.")
Community Activities and Performances (Use "Student Performances" or "Community Use of School Facilities.")
Community Advisory Council (Use "Advisory Committees to the Board")
Community College Program (Use "Extended Instructional Programs" or break out new descriptor in IGC sequence.)
Community Fund-Raising Activities (Use "Public Solicitations in the Schools" or break out new descriptor under this term.)

IIC,KF
Community Instructional Resources

ABA / KC
Community Involvement in Decisionmaking
Community Resource Guides (Use "Community Instructional Resources")

IICB
Community Resource Persons

KG
Community Use of School Facilities

Compensation

BHD
Board Member Compensation and Expenses

GCB
Professional Staff Contracts and Compensation Plans

CBD
Superintendent's Compensation and Benefits

GDB
Support Staff Contracts and Compensation Plans

Competitive Food Sales (Use "Vending Machines")

Complaints

KL
Public Complaints

KLC
Public Complaints About Facilities or Services

KLA
Public Complaints About Policies

KLD
Public Complaints About School Personnel

KLB
Public Complaints About the Curriculum or Instructional Materials

GBM
Staff Complaints and Grievances

JPH
Student Complaints and Grievances

Complimentary Athletic Passes (Use "Free Admissions")
Comprehensive High School Program (Use "Basic Instructional Program" or break out new descriptor in IGA sequence.)

JE A Compulsory Attendance Ages
IIGB Computer Assisted Instruction
Conduct
KGB Public Conduct on School Property
GBCB Staff Conduct
JFCA Student Conduct
EEACC,JFCC Student Conduct on School Buses

Conference Periods for Teachers (Use "Professional Staff Time Schedules")

Conferences
IKAD Parent Conferences
GCLA Professional Staff Visitations and Conferences
BHBA School Board Conferences, Conventions, and Workshops
GCLA Support Staff Visitations and Conferences
IKAC Student Conferences

Conflicts of Interest
BBFA Board Member Conflicts of Interest
GBCA Staff Conflicts of Interest
Congressional Representatives (Use "School Board Legislative Program" and/or "Relations With Federal Governmental Authorities.")
Conservation Education (Use "Basic Instructional Program" or break out new descriptor in IGA sequence.)

Construction
FFF Construction Contracts Bidding and Awards
FED Construction Cost Estimates and Determinations
FECB Construction Plans and Specifications
FEH Construction Project Insurance Program
FEI Construction Project Records and Reports
FE Facilities Construction
FEG Supervision of Construction

Consultants
BCH Consultants to the Board
CK Program Consultants
BCH Consultants to the Board

Consulting Activities
GCAQA Professional Staff Consulting Activities
CBF Superintendent's Consulting Activities
IGDH Contests for Students

Contingent Funds (Use "Types of Funds")
Continuing Contracts (See "Tenure" and "Contracts.")
Contracted Bus Service (Use "Student Transportation Services")
Contracted Services (See "Contracts")

IHI Contracting for Instruction
FEFB Contractor's Affidavits and Guarantees
FEFA Contractor's Fair Employment Clause

Construction
FFF Construction Contracts Bidding and Awards
IHI Contracting for Instruction
IHIA Performance Contracting
GCB Professional Staff Contracts and Compensation Plans
CBC Superintendent's Contract
Support Staff Contracts and Compensation Plans

Controversial Issues (Use "Teaching About Controversial Issues")

Controversial Speakers

Conventions (See "Conferences")

Cooperative Educational Programs

Cooperative Purchasing

Coordinators (See "Job Descriptions")

Copyright Protection Notices (Use "Printing and Duplication Services")

Corporal Punishment

Correspondence Courses (Use "Extended Instructional Programs" or break out new descriptors in IGC sequence.)

Cost Estimates (Use as appropriate "Purchasing Procedures" or "Construction Cost Estimates and Determinations."

Councils (Use "Advisory committees to the Board" or "Administrative Councils, Cabinets, and Committees.")

Counseling and Guidance (Use "Guidance Program")

Counselors (See "Job Descriptions")

County Education Agency Relations

County Government (Use "Relations With County Governmental Authorities")

Course Outlines (Use "Curriculum Guides and Course Outlines")

Courses of Study (Use "Curriculum Guides and Course Outlines" and/or various appropriate subcategories of "Curriculum Design.")

Credit Hours (Use "Graduation Requirements")

Criteria for Evaluation (See "Evaluation")

Crossing Guards (Use "Traffic and Parking Controls" or "Student safety Patrols.")

Culture-Free Tests (Use "Test Selection and Adoption")

Curriculum Centers (Use "Instructional Materials Centers")

Curriculum Directors (See "Job Descriptions")

Curriculum Guides and Course Outlines

Curriculum Libraries (Use "Instructional Materials Centers" or "Professional Libraries.")

Curriculum Research

Custodial Services

Custodian of School Moneys (Use "Appointed Board Officials")

Custodians (See "Job Descriptions")

Damage to School Property (Use "Vandalism," "Care of School Property by Students," or "Public Conduct on School Property.")

Dangerous Weapons in the Schools

Data Management

Day (Use "School Day")

Day Care Centers (If centers are operated as a service to staff members, break out new descriptor in GB sequence. If they are operated as a service to students who are parents, break out new descriptor in Section J.)

Deadline for Budget (Use "Budget Deadlines and Schedules")

Deans (See "Job Descriptions")

Debt Limitation (Use "Tax and Debt Limitations")

Decentralization (If decentralization is a goal, use "School District Goals and Objectives." If decentralization has been accomplished, use as appropriate "The People and Their School District," "Community Involvement in Decisionmaking," and/or "School Board Powers and Duties.")
Decisionmaking

ABA / KC  Community Involvement in Decisionmaking
ABB / GBB  Staff Involvement in Decisionmaking
ABC, JFB  Student Involvement in Decisionmaking

Deductions From Pay (Use "Salary Deductions")
Defacement of School Property (Use "Vandalism," "Care of School Property by Students" and/or "Public Conduct on School Property.")
De Facto Segregation (Use as appropriate "Nondiscrimination," "School Attendance Areas," and/or "Equal Educational Opportunities.")
Delinquent Behavior (Use "Student Discipline" and/or appropriate subcategories.)
Delivery Services (Use "Mail and Delivery Services")
Demographic Projections (Use "Enrollment Projections")
Demonstrations by Students (Use "Student Demonstrations and Strikes")
Demonstration Schools (Use "Curriculum Research" or "Pilot Projects.")
Demonstrations of Products (Use "Sales Calls and Demonstrations")
Dental Hygienists (See "Job Descriptions")
Departmentalization (Use "Organization of Instruction")
Department Chairman (See "Job Descriptions")

DG  Depository of Funds
Desegregation (Use as appropriate "Nondiscrimination," "School Attendance Areas," and/or "Equal Educational Opportunities.")
Destaffing (Use "Reduction in Professional Staff Work Force" and "Reduction in Support Staff Work Force.")

JGB  Detention of Students
DBE  Determination of Budget Priorities
CHA  Development of Administrative Rules

Development Opportunities
BHB  Board Member Development Opportunities
GCL  Professional Staff Development Opportunities
CBE  Superintendent's Development Opportunities
GDL  Support Staff Development Opportunities

Directory (Use "School Cememories and Observances" but see comment in The School Administrator's Guide to the EPSINSEBA Policy Development System, 1975 revised edition.)

IHF  Differentiated Staffing

Diplomas (Use "Graduation Requirements" and/or "Adult High School Programs.")
Direct Affiliate Membership in the National School Boards Association (Use "School Board Memberships")
Directives (Use "Approval of Handbooks and Directives")
Directive System (Use "Policy Development System")
Directories (See "Publications")
Directors (See "Job Descriptions")
Disadvantaged Students (Use "Programs for Disadvantaged Students")
Disaster Drills (Use "Emergency Plans" and/or appropriate subcategories.)

EBCA  Disaster Plans
Discharge of Staff Members (See "Termination of Employment")
Discipline (Use "Student Discipline")
Disease Prevention (Use "Communicable Diseases")

GCPD  Suspension and Dismissal of Professional Staff Members
GDPD  Suspension and Dismissal of Support Staff Members

Dismissal Precautions (Use "Student Dismissal Precautions")
Disposing of School Property (Use "School Properties Disposal Procedure")

Disruptive Students (Use "Student Conduct" or "Student Discipline," and/or related subcategories of either descriptor.)

DBF Dissemination of Budget Recommendations

Dissemination of Information (Use as appropriate "Policy Dissemination," "Reporting Board Meeting Business," "Administrative Rules Dissemination," and/or "School-Sponsored Information Media.")

Distribution of Supplies and Equipment (Use "Material Resources Management" or appropriate subcategories.)

CAA Distributive Education (Use "Occupational Education" or "Work Experience Opportunities.")

CAA District Administration Priority Objectives

District Annual Meeting (Use "School Board Elections" or "Board Organizational Meeting.")

CAA Domicile Requirements for Staff (Use as appropriate "Recruitment and Appointment of Superintendent," "Professional Staff Hiring," and/or "Support Staff Hiring.")

CAA Donations (See "Gifts")

CAA Double Sessions (Use "School Day")

CAA Drills (Use "Emergency Plans" and/or appropriate subcategories.)

IGAJ Driver Education

IGAJ Dropouts (Use "Student Withdrawal From School")

JFCI Drugs

IGAG Teaching About Drugs, Alcohol, and Tobacco

Dual Enrollment (Use as appropriate "Advanced College Placement," "Relations With Other Schools and School Districts," and/or "School Admissions" or appropriate subcategories.)

JFCI Due Process (Use "Student Due Process Rights." The concept of due process will also apply to other descriptors pertaining to relations with staff, students, and public that are too numerous to list here.)

IGAG Duplicating Services (Use "Printing and Duplicating Services")

CBA Duties

Qualifications and Duties of Superintendent

HD School Board Negotiating Powers and Duties

BBA School Board Powers and Duties

BBA Duties of Board Officers (Use "Board Officers")

BBA Duties of Staff Members (See "Job Descriptions")

BBA Duty-Free Lunch (Use "Professional Staff Time Schedules")

IKFA Early Childhood Education (Use "Basic Instructional Program" or break out new descriptor in IGA sequence.)

IKFA Early Graduation

L Education Agency Relations

LA Education Agency Relations Goals

LAA Education Agency Relations Priority Objectives

AD Educational Audits (See "Evaluation")

AD Educational Philosophy

FEA Educational Specifications

LC Educational Television (Use "Instructional Television")

KNAC Eighteen-Year-Old Students (Use "Students of Legal Age")

KNAC Election Authorities

KNAC Elections (Use "School Board Elections")

KNAC Elementary School Curriculum (Use "Basic Instructional Program")
Emergency Closings
Emergency Communications (Use "Emergency Plans" and appropriate sub-categories.)

Emergency Plans
Emergency Repairs (See "Maintenance")
Emotionally Disturbed Students (Use "Programs for Handicapped Students")
Employee Bargaining Rights (Use "Negotiations Legal Status" or "Scope of Negotiations.")

Employment
Employment of Students
Equal Opportunity Employment
Part-Time and Substitute Professional Staff Employment
Part-Time and Substitute Support Staff Employment

Encumbrances (Use "Fiscal Accounting and Reporting")
Endowment Funds (Use "Grants From Private Sources")

Energy Conservation Management

English as a Second Language
English Instruction (Use "Basic Instructional Program" or break out new descriptor in IGA sequence.)
Enrichment Programs (Use "Extended Instructional Program" or break out new descriptor in IGC sequence.)
Enrollment of New Students (Use "School Admissions" and appropriate subcategories.)

Enrollment Projections

Environmental Authorities
Environmental Education (Use "Basic Instructional Program" or break out new descriptor in IGA sequence.)
Environmental Impact Plans (Use "Facilities Planning" or "Facilities Development Plans and Specifications.")
EPSINSBA Coding System (Use "Policy Development System")

Equal Educational Opportunities
Equipment and Supplies Management (Use "Material Resources Management")

Equipment Plans and Specifications
Equivalency Certificates (Use "Adult High School Programs")

School Board Member Ethics
Ethnic Studies (Use "Basic Instructional Program" or "Human Relations Education.")
Evacuation of Building (Use "Emergency Plans" and appropriate subcategories.)

Evaluation
Evaluation of Evaluators
Evaluation of Instructional Programs
Evaluation of Professional Staff
Evaluation of School Board Operational Procedures
Evaluation of Support Services
Evaluation of the Superintendent
Pilot Project Evaluation
Use of Independent Evaluators
Evaluation of Evaluators
Evaluation of Instructional Programs
Evaluation of Professional Staff
Evaluation of School Board Operational Procedures
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<td>Exceptional Students (Use &quot;Special Instructional Programs and Accommodations&quot; and/or appropriate subcategories.)</td>
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<td>Exchange Students (Use &quot;Admission of Exchange Students&quot;)</td>
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Federal
LH                  Federal Education Agency Relations
KND                 Relations With Federal Governmental Authorities
DEC                 Revenues From Federal Tax Sources
DD                  State and Federal Aid Eligibility Determination
CGC                 State and Federal Programs Administration
LH                Federal Education Agency Relations
Fees
IGDE                Student Activities Fees
JN                  Student Fees, Fines, and Charges
Fidelity Insurance (See "Insurance")
IICA              Field Trips and Excursions
IKAA              Final Examinations
Financial Aid to Students (Use "Student Aid Programs")
Financial Disclosure (See "Conflicts of Interest")
Financial Projections (Use "Financial Reports and Statements")
DIC                Financial Reports and Statements
Fines (Use "Student Fees, Fines, and Charges")
KNAK              Fire Authorities
EBCB              Fire Drills
Firing (See "Termination of Employment")
EBBA                First Aid
EIC                Fiscal Accounting and Reporting
KNAA              Fiscal Authorities
D                Fiscal Management
DA                Fiscal Management Goals
DAA                Fiscal Management Priority Objectives
Financial Projections (Use "Financial Reports and Statements")
DBB                Fiscal Year
INDB                Flag Displays
Flexible Scheduling (Use "Scheduling for Instruction")
EFA                Food Purchasing
EFD                Food Sanitation Program
Food Services
EF                Food Services Management
EFE                Food Services Records and Reports
EFB                Free and Reduced Price Food Services
EF                Food Services Management
EFE                Food Services Records and Reports
Foreign Exchange Students (Use "Admission of Exchange Students")
A                Fraternities (Use, if applicable, "Secret Societies," or break out new descriptor in Section J.)
DFAA                Use of Surplus Funds
Free Admissions
EFB                Free and Reduced Price Food Services
Fringe Benefits
GCBC                Professional Staff Fringe Benefits
CBD                Superintendent's Compensation and Benefits
GDBC                Support Staff Fringe Benefits
Fund-Raising Activities (Use "Student Fund-Raising Activities" and see also "Sales" and "Solicitations.")
Funds
DG                Depository of Funds
GBJ                Staff Funds Management
IGDG                Student Activities Funds Management
DIB                Types of Funds
DFAA                Use of Surplus Funds
G

Garnishments (Use "Payroll Deductions")
DFE
Gate Receipts and Admissions
GB
General Personnel Policies
C
General School Administration
General Track (Use "Instructional Arrangements" or "Grouping for Instruction.")
Gifted Students (Use "Programs for Gifted Students")
Gifts
KH
Public Gifts to the Schools
GBI
Staff Gifts and Solicitations
JL
Student Gifts and Solicitations
Goals
CA
Administration Goals
BA
Board Operational Goals
LA
Education Agency Relations Goals
FA
Facilities Development Goals
DA
Fiscal Management Goals
IA
Instructional Goals
HA
Negotiations Goals
GA
Personnel Policies Goals
KA
School-Community Relations Goals
AE
School District Goals and Objectives
JA
Student Policies Goals
EA
Support Services Goals
Grade Level Organization (Use "Organization of Instruction")
IKA
Grading Systems
IKFA
Early Graduation
IKFB
Graduation Exercises
IKF
Graduation Requirements
IKFB
Graduation Exercises
IKF
Graduation Requirements
DFC
Grants From Private Sources
Grievances
GBM
Staff Complaints and Grievances
JFH
Student Complaints and Grievances
IHA
Grouping for instruction
Group Insurance (See "Insurance")
Guarantees (Use "Purchasing Procedures" and/or "Contractor's Affidavits and Guarantees.")
Guidance Counselors (See "Job Descriptions")
IJ
Guidance Program

H

Handbooks (Use "Approval of Handbooks and Directives" and also see "Publications.")
Handicapped Students (Use "Programs for Handicapped Students")
JFCF
Hazing
Health
KNAF
Health Authorities
IGAE
Health Education
GBE
Staff Health and Safety
JHC
Student Health Services and Requirements
KNAF Health Authorities
IGAE Health Education
Health Insurance (See "Insurance")
Hearing Procedures (Use "Special Procedures for Conducting Hearings")

Hearings
DBG Budget Hearings and Reviews
BDE Special Procedures for Conducting Hearings
Heterogeneous Grouping (Use "Grouping for Instruction")

High School Curriculum (Use "Basic Instructional Program" or break out new descriptor in IGA sequence.)
High School Equivalency Diploma (Use "Adult High School Programs")

Hiring
GCD Professional Staff Hiring
CBB Recruitment and Appointment of Superintendent
GDD Support Staff Hiring
Holidays (Use "School Calendar," "Professional Staff Vacations and Holidays," and/or "Support Staff Vacations and Holidays.")
IGBG Homebound Instruction
JHEA Home Visits
IKB Homework
Homogeneous Grouping (Use "Grouping for Instruction")
Honorariums (Use "Payment Procedures")
IKD Honor Rolls
IGCC Honors Program
Hospitalization Insurance (See "Insurance")
KNAB Housing Authorities
Housing for Staff (See "Fringe Benefits" or break out new descriptor as appropriate in GB sequence.)
IGAB Human Relations Education

I

Illness Leave (See "Leaves")
HN
Impasse Procedures
Imprest Fund (Use "Petty Cash Accounts")
Income (See "Revenues")
DFG Income From School Shop Sales and Services
Incomes in Salary (See "Salary Schedules")
Independent Program Auditors (Use "Use of Independent Evaluators")
IHG Independent Study
Indian Education Programs (Use "Special Instructional Programs and Accommodations" or break out new descriptor in IGB sequence.)
KMJ Indian Tribal Councils
IHHA Individual Help
IHH Individualized Instruction
Industrial Arts (Use "Occupational Education")
Injuries on School Property (Use "Accident Prevention and procedures")
Innovative Programs (Use "Pilot Projects")
JHCB Inoculations of Students
Inservice Education (See "Development Opportunities")
Insignia (Use "School District Legal Status" to describe or depict official school district insignia or break out new descriptor under this term.)
Inspection of Buses (Use "School Bus Safety Program")
Inspections
FG Board Inspection and Acceptance of New Facilities
EBA Buildings and Grounds Inspections
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### Instructional Programs
- **IGA** Basic Instructional Program
- **AFE / IM** Evaluation of Instructional Programs
- **IGC** Extended Instructional Programs
- **IGB** Special Instructional Programs and Accommodations

### Instructional Resources
- **IIDF** Instructional Radio
- **II** Instructional Services
- **IIB** Instructional Television

### Insurance
- **BHE** Board Member Insurance
- **EEBC** Business and Personnel Transportation Insurance
- **FEH** Construction Project Insurance Program
- **EI** Insurance Management
- **EIB** Liability Insurance
- **GCBC** Professional Staff Fringe Benefits
- **EIA** Property Insurance
- **JHA** Student Insurance Program
- **EEAF** Student Transportation Insurance
- **GDBC** Support Staff Fringe Benefits

### Integration
- Integration (Use as appropriate "Equal Educational Opportunities,"
  "School Attendance Areas," and/or "Nondiscrimination.")
- Interdistrict Relations (Use "Relations With Other Schools and School Districts")
- Intergroup Education (Use "Human Relations Education")
- Interns (Use "Administrative Intern Program" and/or "Student Teaching and Internships.")
- Interoffice Communications (Use "Office Communications Services")

### Investigations of Student Misconduct
- Investigations of Student Misconduct (Use "Interrogations and Searches" or "Police Authorities.")
- Investments (Use "Revenues From Investments")
Job Actions (Use "Staff Job Actions")
Job Descriptions (Use "Qualifications and Duties of Superintendent" for the description of the position of the chief school administrator. All other job descriptions and/or statements of specific qualifications and duties are to be filed as subcategories of either "Professional Staff Positions" or "Support Staff Positions." See discussion in The School Administrator’s Guide to the EPSINSBA Policy Development System, 1975 revised edition.)
Junior High School Curriculum (Use "Basic Instructional Program" or break out new descriptor in IGA sequence.)
Jury Duty (See "Leaves")

Kindergarten (Use "Basic Instructional Program" or break out new descriptor in IGA sequence.)

Labor Organizations
Land and Buildings Maintenance (Use "Buildings and Grounds Maintenance")
Landscaping (Use "Buildings and Grounds Maintenance" or break out new descriptor under this term. For landscaping relating to new facilities, use "Site Plans and Specifications.")
Language Arts (Use "Basic Instructional Program" or break out new descriptor in IGA sequence.)
Layoffs (Use "Reduction in Professional Staff Work Force" and/or "Reduction in Support Staff Work Force.")
Lay Readers (See "Job Descriptions")
Learning Resources Centers (Use "Instructional Materials Centers")
Leased Buses (Use "Student Transportation Services")
Leasing and Renting School Equipment (Use as appropriate "Community Use of School Facilities" or "Authorized Use of School-Owned Materials.")
Leaves
Professional Staff Leaves and Absences
Support Staff Leaves and Absences
(See discussion in The School Administrator's Guide to the EPSINSBA Policy Development System, 1975 revised edition, as to how to file policies on various types of leaves.)
Legal Age (Use "Students of Legal Age")
Legal Counsel (Use "School Attorney")
Legal Name of School District (Use "School District Legal Status")

HB
AA

Negotiations Legal Status
School Board Legal Status
School District Legal Status
Legislative Program (Use "School Board Legislative Program")
Lesson Plans (Use as appropriate "Arrangements for Professional Staff Substitutes," "Supervision of Professional Staff," or "Teaching Methods.")
Letterheads (Use "Office Communications Services" or break out new descriptor in the EGA sequence.)
Levels of Instruction (Use "Organization of Instruction")

Liability Insurance
Liaison With School Boards Associations
Librarians (See "Job Descriptions")

Libraries

IIBDA  Professional Libraries
IIBD   School Libraries

Library Aides (See "Job Descriptions")

IIAC  Library Materials Selection and Adoption

Life Insurance (See "Insurance")

CCB   Line and Staff Relations

DBK   Line Item Transfer Authority

Local Education Agency (See "School Board")

DJD   Local Purchasing

Locker Searches (Use "Interrogations and Searches")

Logo (Use "School District Legal Status" to describe or depict official school district logo or break out new descriptor under this term.)

Long-Range Planning (Use "The People and Their School District" to articulate a commitment to long-range planning in all aspects of the district's affairs. A commitment to long-range planning in specific areas may be expressed in descriptors such as "Budget Planning," "Facilities Planning," and "Curriculum Development." Also use "Goals.")

Low Bidders (See "Bidding")

Loyalty Oaths (If loyalty oaths are required of Board members and the superintendent, use "Board Member Qualifications" and "Qualifications and Duties of Superintendent." For employees other than superintendent, incorporate the requirement into the qualifications statement in job descriptions. See "Job Descriptions.")

Lunch Program (Use "Food Services Management" and appropriate subcategories.)

Lunch Workers (See "Job Descriptions")

M

EGAB  Mail and Delivery Services

Maintenance

ECB   Buildings and Grounds Maintenance

EDBA  Maintenance and Control of Instructional Materials
EDB   Maintenance and Control of Materials
EDBB  Maintenance and Control of Noninstructional Materials
EEACB School Bus Maintenance

EDBA  Maintenance and Control of Instructional Materials
ED   Maintenance and Control of Materials
EDBB  Maintenance and Control of Noninstructional Materials

Maintenance Vehicles (Use "Business and Personnel Transportation Services")

Maintenance Workers (See "Job Descriptions")

IKEA  Make-Up Opportunities


CD   Management Team

Manpower Training Programs (Use "Adult Occupational Education")

Manual of Policies (Use "Policy Dissemination" and/or "Policy Manual Accuracy Check.")

JFF   Married Students

ED   Material Resources Management
EDD   Material Resources Records and Reports
Materials
EDC Authorized Use of School-Owned Materials
EDBA Maintenance and Control of Instructional Materials
EDB Maintenance and Control of Materials
EDBB Maintenance and Control of Noninstructional Materials
Maternity Leave (See "Leaves")
Matrons (See "Job Descriptions")
Mayor's Office (Use "Relations With Local Governmental Authorities")
Mediation (Use "Impasse Procedures")
Medical Insurance (See "Insurance")
Medications (Use "Administering Medicines to Students")

Meetings
BDBD Agenda Format
BDDC Agenda Preparation and Dissemination
BDD Board Meeting Procedures
BCA Board Organizational Meeting
BDDJ / KBCD Broadcasting and Taping of Board Meetings
BDC Executive Sessions
BDDG Minutes of Board Meetings
HJ Negotiations Meetings Procedures
BDDI, KBCC News Media Services at Board Meetings
BDDA Notification of Board Meetings
BDDEA Parliamentarian
GCKB Professional Staff Meetings
BDDH, KD Public Participation at Board Meetings
BDDD Quorum
BDA Regular Board Meetings
BDDK Reporting Board Meeting Business
BDDE Rules of Order
BD School Board Meetings
BE School Board Work Sessions and Retreats
BDB Special Board Meetings
BDE Special Procedures for Conducting Hearings
GDKB Support Staff Meetings
BDDEB Suspension of Rules of Order
BDDF Voting Method at Board Meetings
Memberships in Organizations (Use "School Board Memberships")
FFA Memorials
IHJ Minicourses
GCBAA Professional Staff Merit System
GDBAA Support Staff Merit System
HG Method of Determining Staff Negotiating Organizations
Methods of Instruction (Use "Teaching Methods")
Middle School Curriculum (Use "Basic Instructional Program" or break out new descriptor in IGA sequence.)
Migrant Education (Use "Special Instructional Programs and Accommodations" or break out new descriptor in IGB sequence.)
Mileage Allowance (See "Expenses")
Military Leave (See "Leaves")
Motorbikes (Use as paragraph in either "Student Bicycle Use" or "Student Automobile Use" or break out new descriptor in JHF sequence.)
Motor Pool (Use as appropriate "Traffic and Parking Controls" or "School-Owned Vehicles.")
Multicultural Education (Use "Human Relations Education")
Municipal Government Relations (Use "Relations With Local Governmental Authorities")
Museums (Use "Relations With Cultural Institutions")
Musical Events (Use "Student Performances")

N

FFB Names on Building Plaques
FF Naming New Facilities
FFB National School Boards Association Activities and Programs (Use as appropriate "School Board Memberships," "Liaison With School Boards Associations," and/or "School Board Conferences, Conventions, and Workshops.")
Needs Assessment (Use "Facilities Planning" or "Curriculum Research.") See also discussion of the principles of accountability in The School Administrator's Guide to the EPSINSBA Policy Development System, 1975 revised edition.)
Negotiable Items (Use "Scope of Negotiations")
Negotiated Agreement
Announcement of Final Negotiated Agreement
Preliminary Negotiated Agreement Disposition
Negotiated Amendments and Renegotiations Procedures
Negotiating Organizations
Method of Determining Staff Negotiating Organizations
Privileges of Staff Negotiating Organizations
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Negotiations Agendas (Use "Negotiations Meetings Procedures")
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Neighborhood Schools (Use "School Attendance Areas")
Nepotism (See "Conflicts of Interest")
New Board Member Orientation
New Facilities Naming (Use "Naming New Facilities")
News Conferences and Interviews
News Media Relations
News Media Services at Board Meetings
News Releases
New Students (Use "School Admissions" and appropriate subcategories.)
Noncredit Courses (Use as appropriate "Extended Instructional Programs" or "Adult Education Programs.")

AC                   Nondiscrimination
IHL                   Nongraded Classrooms


Nonresident Students (Use "Admission of Nonresident Students")

GCQA               Nonschool Employment by Professional Staff Members
GDOA               Nonschool Employment by Support Staff Members

Notes and Bonds Payments (Use "Payment Procedures")

BDDA               Notification of Board Meetings

Number of Board Members (Use "School Board Legal Status")

Nursery Schools (Use "Extended Instructional Programs" or break out new descriptor in IGC sequence.)

Oath of Office (Use "Board Member Oath of Office")

Objectives

DBE               Determination of Budget Priorities
CAA               District Administration Priority Objectives
LAA               Education Agency Relations Priority Objectives
FAA               Facilities Development Priority Objectives
DAA               Fiscal Management Priority Objectives
IAA               Instructional Priority Objectives
HAA               Negotiations Priority Objectives
GAA               Personnel Policies Priority Objectives
BAA               Priority Objectives of Board Operations
KAA               School-Community Relations Priority Objectives

AE               School District Goals and Objectives

JAA               Student Policies Priority Objectives
EAA               Support Services Priority Objectives

Observances of Special Events (Use "School Ceremonies and Observances")

Observers (Use "Professional Visitors and Observers")

IGAD               Occupational Education

Occupational Health and Safety Requirements (Use "Staff Health and Safety")

Occupying New Facilities (Use as appropriate "Board Inspection and Acceptance of New Facilities" or "Staff Orientation to New Facilities.")

EGA               Office Communications Services

Office Education (Use "Occupational Education")

Office Manager (See "Job Descriptions")

Officers of the Board (Use "Board Officers")

EG               Office Services Management

EGC               Office Services Records and Reports

Official Seal (Use "School District Legal Status" to describe or depict official seal of the school district or break out new descriptor under this term.)

Ombudsman (See "Job Descriptions" and "Complaints.")

On-the-Job Training (Use "Work Experience Opportunities")

JEFA               Open Campus

IHK               Open Classrooms

Opening Bids (See "Bidding")

Opinion Polling (Use "Public Information Program" or break out new descriptor in KBA sequence.)

Order of Business (Use "Agenda Format")
Organizational Meeting (Use "Board Organizational Meeting")

CCA
Organization Charts

Organization of Grade Levels (Use "Organization of Instruction")

IE
Organization of Instruction

BC
Organization of the Board

Orientation

BHA
New Board Member Orientation

GCF
Professional Staff Orientation

FH
Staff Orientation to New Facilities

GDF
Support Staff Orientation

Outdoor Education (Use "Extended Instructional Programs" and/or appropriate subcategories or break out new descriptor in IGC sequence.)

Overtime Pay (See "Supplementary Pay")

Paid Holidays (Use "Professional Staff Vacations and Holidays" and "Support Staff Vacations and Holidays.")


Parental Leave (See "Leaves")

IKAD
Parent Conferences

KMA
Parents Organizations

KNAH
Parks Authorities

BDDEA
Parliamentarian

Parochial Schools (Use "Relations With Other Schools and School Districts")

Participation of Public at Board Meetings (Use "Public Participation at Board Meetings")

Part-Time Administration (Use "Temporary Administrative Arrangements")

GCE
Part-Time and Substitute Professional Staff Employment

GDE
Part-Time and Substitute Support Staff Employment

Part-Time Students (Use "School Admissions")

Paternity Leave (See "Leaves")

INDA
Patriotic Exercises

DLA
Payday Schedules

HI
Payment of Negotiations Costs

DK
Payment Procedures

DL
Payroll Procedures

Pensions (See "Retirement" and "Fringe Benefits.")

AB
People and Their School District, The

Per Diem (See "Expenses")

IHIA
Performance Contracting

Performances (Use "Student Performances" and/or "Community Use of School Facilities.")

G
Personnel

Personnel Director (See "Job Descriptions")

GA
Personnel Policies Goals

GAA
Personnel Policies Priority Objectives

GBL
Personnel Records

DJB
Petty Cash Accounts

Philosophy of Education (Use "Educational Philosophy")

Photocopying (Use "Printing and Duplicating Services")

Photographs of Students (Use "Student Records" or break out new descriptor in Section J.)
IGAF  Physical Education
       Physical Examinations of Staff Members (Use "Staff Health and Safety")
JHCA  Physical Examinations of Students
       Physically Handicapped Students (Use "Programs for Handicapped Students")
       Physician (Use "Student Health Services and Requirements" and also see "Job Descriptions.")
IFC   Pilot Project Evaluation
IFB   Pilot Projects
KNAN  Planning Authorities
       Planning Programming Budgeting System (Use "Budgeting System")
Plans
FECA  Construction Plans and Specifications
EBCA  Disaster Plans
EBC   Emergency Plans
FECC  Equipment Plans and Specifications
FEC   Facilities Development Plans and Specifications
FECA  Site Plans and Specifications
Playgrounds Use by Community Groups (Use "Community Use of School Facilities")
KNAJ  Police Authorities
       Police Policies
       Administration in Policy Absence
BF    Board Policy Development
BFC   Policy Adoption
BFA   Policy Development System
BFID  Policy Dissemination
CH    Policy Implementation
BFGA  Policy Manual Accuracy Check
BFG   Policy Review and Evaluation
BFB   Preliminary Development of Policies
KILA  Public Complaints About Policies
BFF   Suspension of Policies
BFC   Policy Adoption
BFA   Policy Development System
BFID  Policy Dissemination
CH    Policy Implementation
BFGA  Policy Manual Accuracy Check
BFG   Policy Review and Evaluation
Political
KMI   Political Organizations
GBG   Staff Participation in Political Activities
       Political Activities of Students (Use as appropriate "Student Volunteers for School and Public Service," "Student Organizations," or "Political Organizations.")
       Political Materials (Use "Special Interest Materials" or "Political Organizations.")
KMI   Political Organizations
       Portable Classrooms (Use "Temporary School Facilities")
Positions
GCA   Professional Staff Positions
GDA   Support Staff Positions
       Postgraduates (Use "School Admissions" or appropriate Subcategories.)
GCCA  Posting of Professional Staff Vacancies
GDCA  Posting of Support Staff Vacancies
       Postsecondary Education (Use "Extended Instructional Programs" or break out new descriptor in IGC sequence.)
       Poverty Agencies (Use "Anti-Poverty Authorities")
Powers
HD                  School Board Negotiating Powers and Duties
BBA                 School Board Powers and Duties
PPBS (Use "Budgeting System")
Practice Teaching (Use "Student Teaching and Internships")
Prayer Readings (Use "School Ceremonies and Observances" but see
comment in The School Administrator's Guide to the EPSINSBA
Policy Development System, 1975 revised edition.)

Pregnant Students
JFE                 Pregnant Students
IGBD                Programs for Pregnant Students
JFE                 Pregnant Students
BFB                 Preliminary Development of Policies
HL                  Preliminary Negotiated Agreement Disposition
Preparation of Agenda (Use "Agenda Preparation and Dissemination")
Preparation Periods for Teachers (Use "Professional Staff Time
Schedules")
Preprimary Education (Use "Extended Instructional Programs" or
break out new descriptor in IGC sequence.)
Press Services (Use "News Media Relations" or appropriate
subcategories, particularly "News Media Services at Board
Meetings.")
Pressure Group Materials (Use "Special Interest Materials")
Principals (See "Job Descriptions")
EGAA                Printing and Duplicating Services
Priorities (See "Objectives")
BAA                 Priority Objectives of Board Operations
KMF                 Private Social Service Organizations
HH                  Privileges of Staff Negotiating Organizations

Probation
JC                  Probation of Students
GCG                 Professional Staff Probation and Tenure
GGD                 Support Staff Probation and Tenure
JGC                 Probation of Students
IIBDA               Professional Libraries
GCOD                Professional Organizations
GCBO                Professional Practices (See "Ethics")
GCOB                Professional Research and Publishing
GC                  Professional Staff
GCI                 Professional Staff Assignments and Transfers
GCOAA               Professional Staff Consulting Activities
GCB                 Professional Staff Contracts and Compensation Plans
GCL                 Professional Staff Development Opportunities
GCKA                Professional Staff Extra Duty
GCBC                Professional Staff Fringe Benefits
GCD                 Professional Staff Hiring
GCBD                Professional Staff Leaves and Absences
GCKB                Professional Staff Meetings
GCBA                Professional Staff Merit System
GCF                 Professional Staff Orientation
GCA                 Professional Staff Positions
GCC                 Professional Staff Probation and Tenure
GCG                 Professional Staff Promotions
GCC                 Professional Staff Recruiting
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<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>GCBA</td>
<td>Professional Staff Salary Schedules</td>
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<tr>
<td>GCH</td>
<td>Professional Staff Seniority</td>
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<tr>
<td>GCBB</td>
<td>Professional Staff Supplementary Pay Plans</td>
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<td>GCP</td>
<td>Professional Staff Termination of Employment</td>
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<td>GCJ</td>
<td>Professional Staff Time Schedules</td>
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<td>GCBE</td>
<td>Professional Staff Vacations and Holidays</td>
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<td>GCLE</td>
<td>Professional Staff Visitation and Conferences</td>
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<td>GCK</td>
<td>Professional Staff Work Load</td>
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<td>LJ</td>
<td>Professional Visitors and Observers</td>
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<tr>
<td>CK</td>
<td>Program Consultants</td>
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<td>Program Auditors (Use &quot;Use of Independent Evaluators&quot;)</td>
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<td>Program Budgeting (Use &quot;Budgeting System&quot;)</td>
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<tr>
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<td>Program Goals and Objectives (Break out new descriptor under &quot;School District Goals and Objectives&quot; for separate statements of the goals and objectives of various programs. See discussion about the principles of accountability in The School Administrator's Guide to the EPSINSBA Policy Development System, 1975 revised edition.)</td>
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<tr>
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<td>Programs for Disadvantaged Students</td>
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<td>IGBB</td>
<td>Programs for Gifted Students</td>
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<td>IGBA</td>
<td>Programs for Handicapped Students</td>
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<td>IGBD</td>
<td>Programs for Pregnant Students</td>
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<td>Program Goals and Objectives (Break out new descriptor under &quot;School District Goals and Objectives&quot; for separate statements of the goals and objectives of various programs. See discussion about the principles of accountability in The School Administrator's Guide to the EPSINSBA Policy Development System, 1975 revised edition.)</td>
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<td>IKE</td>
<td>Promotion and Retention of Students</td>
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<td>GCO</td>
<td>Professional Staff Promotions</td>
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<td>Promotion and Retention of Students</td>
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<tr>
<td>GDO</td>
<td>Support Staff Promotions</td>
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<td></td>
<td>Propaganda (Use &quot;Special Interest Materials&quot;)</td>
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<td>EIA</td>
<td>Property Insurance</td>
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<td></td>
<td>Protection of Staff (Use &quot;Staff Protection&quot;)</td>
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<td>Psychological Services (Use &quot;Student Psychological Services&quot;)</td>
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<td>JHDA</td>
<td>Psychological Testing of Students</td>
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<td>AG</td>
<td>Accomplishment Reporting to the Public</td>
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<td>ABA / KC</td>
<td>Community Involvement in Decisionmaking</td>
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<td>KL</td>
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<td>KLC</td>
<td>Public Complaints About Facilities or Services</td>
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<tr>
<td>KLA</td>
<td>Public Complaints About Policies</td>
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<tr>
<td>KLD</td>
<td>Public Complaints About School Personnel</td>
</tr>
<tr>
<td>KLB</td>
<td>Public Complaints About the Curriculum or Instructional Materials</td>
</tr>
<tr>
<td>KGB</td>
<td>Public Conduct on School Property</td>
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<tr>
<td>FI</td>
<td>Public Dedication of New Facilities</td>
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<tr>
<td>KH</td>
<td>Public Gifts to the Schools</td>
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<tr>
<td>KB</td>
<td>Public Information Program</td>
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<tr>
<td>BDDH,KD</td>
<td>Public Participation at Board Meetings</td>
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<td>KI</td>
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<td>KBA</td>
<td>Public's Right to Know</td>
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<td>KGC</td>
<td>Smoking on School Premises at Public Functions</td>
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<tr>
<td>AB</td>
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<td>KBF</td>
<td>Use of Students in Public Information Program</td>
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<td>Public Address Announcements (Use &quot;Class Interruptions&quot;)</td>
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## Publications

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<td>CHCA</td>
<td>Approval of Handbooks and Directives</td>
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<tr>
<td>GCQB</td>
<td>Professional Research and Publishing</td>
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<tr>
<td>DFF</td>
<td>Royalties</td>
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<tr>
<td>KBB</td>
<td>School-Sponsored Information Media</td>
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<tr>
<td>IGBD</td>
<td>Student Publications</td>
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<td>JFCD</td>
<td>Underground Student Publications</td>
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<tr>
<td>KL</td>
<td>Public Complaints</td>
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<td>KLC</td>
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<tr>
<td>FI</td>
<td>Public Dedication of New Facilities</td>
</tr>
</tbody>
</table>

### Kh

**Public Gifts to the Schools**

- Public Hearings (See "Hearings")
- Public Information Officer (See "Job Descriptions")

**KB**

Public Information Program

- Publicity Through Schools (Use "News Releases" or "Use of Students in Public Information Program."")

**Public Library Relations** (Use "Relations With Cultural Institutions")

**Public Opinion Polls** (Use "Public Information Program" or break out new descriptor in KBA sequence.)

### KD, BDDH

**Public Participation at Board Meetings**

**KGA**

**Public Sales on School Property**

### KI

**Public Solicitations in the Schools**

**KBA**

Public's Right to Know

- Public Use of School Facilities (Use "Community Use of School Facilities")
- Publishing by Staff Members (Use "Professional Research and Publishing")
- Pupils (See "Students")
- Pupil-Teacher Ratios (Use "Class Size")
- Purchase Orders and Contracts (Use "Purchasing Procedures")

### DJ

**Purchasing**

- Cooperative Purchasing
- Food Purchasing

### DJE

**Local Purchasing**

### DJA

- Purchasing Authority
- Purchasing Authority
- Purchasing Guides and Vendor Lists (Use "Purchasing Procedures" or "Vendor Relations.")

### DJF

**Purchasing Procedures**

### DJO

**OPPORTUNITY CADDO (GUIDELINES FOR SMALL AND ECONOMICALLY DISADVANTAGED BUSINESS INCLUSION)**

## Qualifications

<table>
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<tr>
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<th>Description</th>
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<tbody>
<tr>
<td>BBBA</td>
<td>Board Member Qualifications</td>
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<tr>
<td>CBA</td>
<td>Qualifications and Duties of Superintendent</td>
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<tr>
<td></td>
<td>(Also see &quot;Job Descriptions&quot;)</td>
</tr>
</tbody>
</table>

### CBA

**Qualifications and Duties of Superintendent**

- Quality Control (Use "Purchasing Procedures")
- Quantity Purchasing (Use "Purchasing Procedures" or "Cooperative Purchasing.")
- Questioning of Students by Law Enforcement Officers (Use "Interrogations and Searches")
Quorum
Quotations (See "Bidding")

R

Racial Balance (Use "School Attendance Areas")
Rank in Class (Use "Class Rankings")
Ratification of Negotiated Agreement (Use "Preliminary Negotiated Agreement Disposition")
Ratification of Policies (Use "Policy Adoption")
Ratios of Students to Teachers (Use "Class Size")
Reading Instruction (Use "Basic Instructional Program" or break out new descriptor in IGA sequence.)
Recall of Board Members (Use "Board Member Removal From Office")

JG
Reasonable Suspicion Checklist

EDA
Receiving and Warehousing

AGA
Recognitions for Accomplishment
Record Keeping (Use "Data Management")

Records

ECE
Buildings and Grounds Records and Reports

FEI
Construction Project Records and Reports

EFE
Food Services Records and Reports

EDD
Material Resources Records and Reports

EGC
Office Services Records and Reports

GBL
Personnel Records

EEAG
Student Transportation Records and Reports

JO
Student Records

KNAI
Recreation Authorities

Recruiting

GCC
Professional Staff Recruiting

CBB
Recruitment and Appointment of Superintendent

GDC
Support Staff Recruiting

GCPA
Reduction in Professional Staff Work Force

GDPA
Reduction in Support Staff Work Force

Reemployment of Laid-Off Employees (Use "Reduction in Professional Staff Work Force" and "Reduction in Support Staff Work Force.")

Referenda (Use "Budget Referenda")

Registers (Use "Student Attendance Accounting")

BDA
Regular Board Meetings

Regulations (Use "Administrative Rules")

Reimbursements of Expenses (Use "Expense Reimbursements")

KM
Relations With Community Organizations

(See subcategories KMA through KMI for relations with specific community organizations)

KNB
Relations With County Governmental Authorities

LD
Relations With Cultural Institutions

KND
Relations With Federal Governmental Authorities

KN
Relations With Governmental Authorities

KNA
Relations With Local Governmental Authorities

(See subcategories KNA through KNAO for relations with specific legal government authorities)

LB
Relations With Other Schools and School Districts

KNC
Relations With State Governmental Authorities

JEFB
Released Time for Religious Instruction

JEF
Released Time for Students

Released Time for Teachers (Use "Professional Staff Time Schedules")

Release of Information Concerning Students (Use "Student Records")

HK
Release of Negotiations Information
Release of Students From School (Use as appropriate "Student Withdrawal From School" or "Released Time for Students.")

Releases From Contracts (See "Contracts")

Religion (Use "Teaching About Religion," "School Ceremonies and Observances," "Churches," or "Released Time for Religious Instruction.")

Religious Absences (See "Absences")

Remedial Instruction

Removal From Office (Use "Board Member Removal From Office")

Renovations (Use "Facilities Renovations")

Repairs (See "Maintenance")

Report Cards (Use "Student Progress Reports to Parents")

Regressions of Hazards

Reporting Periods (Use "Grading Systems")

Reports

Accident Reports

Administrative Reports

Buildings and Grounds Records and Reports

Construction Project Records and Reports

Financial Reports and Statements

Food Services Records and Reports

Material Resources Records and Reports

Office Services Records and Reports

Reporting of Hazards

School District Annual Reports

Student Progress Reports to Parents

Student Transportation Records and Reports

Research

Curriculum Research

Relations with Education Research and Service Centers

Professional Research and Publishing

Research and Development (Use "Curriculum Research")

Research Director (See "Job Descriptions")

Reserve Funds (See "Types of Funds")

Residency Requirements (Use as appropriate "Recruitment and Appointment of Superintendent," "Professional Staff Hiring," and/or "Support Staff Hiring.")

Resignation of Board Members (Use "Board Member Resignation")

Resignation of Professional Staff Members

Resignation of Superintendent (Use "Superintendent's Termination of Employment")

Retirement of Support Staff Members

Resource Teachers

Responsibilities of Staff Members (See "Job Descriptions")

Retarded Students (Use "Programs for Handicapped Students")

Retention of Records (See "Records")

Retention of Students (Use "Promotion and Retention of Students")

Retirement of Facilities

Retirement of Professional Staff Members

Retirement of Support Staff Members

Superintendent's Retirement

Retirement of Facilities

Retirement of Professional Staff Members

Retirement of Support Staff Members

Retreats (Use "School Board Work Sessions and Retreats")
### Revenues

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<th>Description</th>
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<tbody>
<tr>
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<td>Free Admissions</td>
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<tr>
<td>DFIE</td>
<td>Gate Receipts and Admissions</td>
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<tr>
<td>DFC</td>
<td>Grants From Private Sources</td>
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<tr>
<td>DFG</td>
<td>Income From School Shop Sales and Services</td>
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<tr>
<td>DFD</td>
<td>Rentals and Services Charges</td>
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<tr>
<td>DEC</td>
<td>Revenues From Federal Tax Sources</td>
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<tr>
<td>DFA</td>
<td>Revenues From Investments</td>
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<td>DEA</td>
<td>Revenues From Local Tax Sources</td>
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<tr>
<td>DF</td>
<td>Revenues From Nontax Sources</td>
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<tr>
<td>DFB</td>
<td>Revenues From School-Owned Real Estate</td>
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<tr>
<td>DEB</td>
<td>Revenues From State Tax Sources</td>
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<td>DFC</td>
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<td>DE</td>
<td>Revenues From Tax Sources</td>
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</table>

- Royalties
- Revenue Sharing (Use "Relations With Local Governmental Authorities")
- Review of Policies (See "Policies")
- Revolving Funds (Use "Types of Funds")
- Rewards for Attendance (Use "Student Awards and Scholarships")

### Rights

<table>
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<tr>
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<td>Student Due Process Rights</td>
</tr>
<tr>
<td>JF</td>
<td>Student Rights and Responsibilities</td>
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</tbody>
</table>

- Rights and Responsibilities of Staff (Break out new descriptor in GBC sequence if general statement of rights and responsibilities is desired to supplement statements of rights which pertain to numerous policies and statements of responsibilities which appear in job descriptions.)
- ROTC (Use "Student Organizations" or break out new descriptor in IGD sequence.)

### S

- Sabbatical Leaves (See "Leaves")

### Safety

<table>
<thead>
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<td>EEAC</td>
<td>School Bus Safety Program</td>
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<td>GBE</td>
<td>Staff Health and Safety</td>
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<td>JHF</td>
<td>Student Safety</td>
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<tr>
<td>JHFB</td>
<td>Student Safety Patrols</td>
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</table>

- EB | Safety Program
- DLB | Salary Deductions

### Salary Schedules

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<thead>
<tr>
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<tbody>
<tr>
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<td>Professional Staff Salary Schedules</td>
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<td>GDBA</td>
<td>Support Staff Salary Schedules</td>
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### Sales

<table>
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<td>DFG</td>
<td>Income From School Shop Sales and Services</td>
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<tr>
<td>KGA</td>
<td>Public Sales on School Property</td>
</tr>
<tr>
<td>DJGA</td>
<td>Sales Calls and Demonstrations</td>
</tr>
</tbody>
</table>

- Salesmen (Use "Vendor Relations" or "Sales Calls and Demonstrations")
Sanctions (Use "Impasse Procedures")
Sanitation (Use "Food Sanitation Program")

**Schedules**
- DBC: Budget Deadlines and Schedules
- DLA: Payday Schedules
- GCJ: Professional Staff Time Schedules
- IHC: Scheduling for Instruction
- EEAB: School Bus Scheduling and Routing
- IHD: Student Schedules and Course Loads
- GJD: Support Staff Time Schedules
- IHC: Scheduling for Instruction
- Scholarships (Use "Student Awards and Scholarships")
- JEC: School Admissions
- IC: School Attendance Areas
- BCG: School Attorney
  - School Board: (The user of this system will, of course, employ the appropriate term as supplied by statutes or local usage in reference to the governing board. The term "School Board" is used in this system and in this index in the generic sense as a synonym for "Board of Education," "Board of Directors," "Board of Trustees," and-as used in some New England states- "School Committee." See also "Board.")
- BHBA: School Board Conferences, Conventions, and Workshops
- BBB: School Board Elections
- B: School Board Governance and Operations
- BB: School Board Legal Status
- BI: School Board Legislative Program
- BD: School Board Meetings
- BBF: School Board Member Ethics
- BJ: School Board Memberships
- HD: School Board Negotiating Powers and Duties
- BBA: School Board Powers and Duties
- School Boards Associations (Use "School Board Memberships" or "Liaison With School Boards Associations.")
- BE: School Board Work Sessions and Retreats
- CF: School Building Administration
- School Bus Conduct (Use "Student Conduct on School Buses")
- School Business Manager (See "Job Descriptions")
- EEACB: School Bus Maintenance
- School Bus Program (Use "Student Transportation Services")
- EEAC: School Bus Safety Program
- EEAB: School Bus Scheduling and Routing
- School Bus Uses (Use "Special Use of School Buses")
- ICA: School Calendar
- School Committee (See "School Board")
- IGCE: School Camps
- JD: School Census
- IND: School Ceremonies and Observances
- K: School-Community Relations
- KA: School-Community Relations Goals
- KAA: School-Community Relations Priority Objectives
- ID: School Day
- School Directories (Use "Approval of Handbooks and Directives")
- CM: School District Annual Report
- AE: School District Goals and Objectives
- AA: School District Legal Status
- INF: School Fairs
- IIBD: School Libraries
- School Lunch Service (Use "Food Services Management")
School Nurses (See "Job Descriptions")
School-Owned Lands (Use "Revenues From School-Owned Real Estate")

EEBA  School-Owned Vehicles
School Physician (Use "Student Health Services and Requirements"
and see "Job Descriptions.")

DN  School Properties Disposal Procedure
School Seal (Use "School District Legal Status" to describe or
depict official school seal or break out new descriptor under
this term.)

School Shop Sales and Services (Use "Income From School Shop Sales
and Services")

KBB  School-Sponsored Information Media
School Stores (If student-operated, use "Work Experience
Opportunities" or "Student Organizations." If not, use "Material
Resources Management." Or break out new descriptor relating as
appropriate to any of these existing terms.)

CB  School Superintendent (See also "Superintendent")
School Telephone Service (Use "Telephone Services")
School Trustees (See "School Board")

IICC  School Volunteers
IC  School Year
Science Fairs (Use "School Fairs")

HC  Scope of Negotiations
Seal (Use "School District Legal Status" to describe or depict
official school seal or break out new descriptor under this
term.)
Secondary School Curriculum (Use "Basic Instructional Program" or
break out new descriptor in IGA sequence.)

JFCE  Secret Societies
Secretary to the Board (Use "Board Officers" or "Appointed Board
Officials.")
Security (Use "Buildings and Grounds Security")

FEB  Selection of Architect
Self-Contained Classes (Use "Instructional Arrangements")
Semester (Use "School Year")
Semester Credit Hour (Use "Graduation Requirements")
Semester Schedules (Use "Scheduling for Instruction")
Senior Citizens' Privileges (Use if appropriate "Free Admissions"
or break out new descriptor in KG sequence.)

GCH  Professional Staff Seniority
GDH  Support Staff Seniority
Service Charges (Use "Rentals and Services Charges")

IGAI  Sex Education
LBA  Sick Leave (See "Leaves")
Signatures on Checks (Use "Authorized Signatures")
Sinking Fund (Use "Types of Funds")

FEE  Site Acquisition Procedure
FECA  Site Plans and Specifications
Slowdowns (Use "Staff Job Actions")

JFCG  Smoking by Students
KGCG  Smoking on School Premises at Public Functions
GBK  Smoking on School Premises by Staff Members
IGAG  Teaching About Drugs, Alcohol, and Tobacco
JFCG  Smoking by Students
KGC  Smoking on School Premises at Public Functions
GBK  Smoking on School Premises by Staff Members
Snow Days (Use "Emergency Closings")
Socials (Use "Student Social Events")
Social Services (Use as appropriate "Student Social Services,"
"Private Social Service Organizations," or "Welfare
Authorities.")
Social Workers (See "Job Descriptions")
Solicitations
KI                  Public Solicitations in the Schools
GBI                 Staff Gifts and Solicitations
JL                  Student Gifts and Solicitations
Sororities (Use, if applicable, "Secret Societies," or break out
new descriptor in Section J.)
KBD               Speaker Services
BDB               Special Board Meetings
                            Special Education (Use "Programs for Handicapped Students")
IGB               Special Instructional Programs and Accommodations
IIAD, KFA          Special Interest Materials
BIDE              Special Procedures for Conducting Hearings
CG                  Special Programs Administration
EAD               Special Use of School Buses
Specifications
FECB                Construction Plans and Specifications
FEA                 Educational Specifications
FECC                Equipment Plans and Specifications
FEC                Facilities Development Plans and Specifications
FECA               Site Plans and Specifications
Spokesperson for the Board (Use "News Releases" and "News
Conferences and Interviews.")
Sports (Use "Interscholastic Athletics" and/or "Intramural
Programs.")
KBCE              Sports and Special Events News Coverage
                                  Staff Assistants to the Board (Use "Board Staff Assistants")
Staff Attendance Accounting (See "Time Schedules")
Staff Communications With the Board (Use "Board-Staff
Communications")
GBM             Staff Complaints and Grievances
GCB              Staff Conduct
GCA              Staff Conflicts of Interest
GBC             Staff Ethics
GBJ              Staff Funds Management
GBI             Staff Gifts and Solicitations
GBE             Staff Health and Safety
                           Staff Insurance Program (See "Fringe Benefits")
ABB, GBB          Staff Involvement in Decisionmaking
HO                Staff Job Actions
                           Staff Negotiations Rights (Use "Negotiations Legal Status" or
                           "Scope of Negotiations.")
FH                Staff Orientation to New Facilities
GBF, KE           Staff Participation in Community Activities
GBG             Staff Participation in Political Activities
GBEA           Staff Protection
                            Staff Residency Requirements (Use as appropriate "Recruitment and
Appointment of Superintendent," "Professional Staff Hiring," and/or "Support Staff Hiring.")
Staff Rights and Responsibilities (Break out new descriptor in GBC
sequence if general statement of rights and responsibilities is
desired to supplement statements of rights which pertain to
numerous policies and statements of responsibilities which
appear in job descriptions.)
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GBH, JM</td>
<td>Staff-Student Relations&lt;br&gt;Staff Transportation (Use &quot;Business and Personnel Transportation Services&quot;)&lt;br&gt;Staggered Sessions (Use &quot;School Day&quot; or &quot;Scheduling for Instruction.&quot;)&lt;br&gt;Standardization of Goods, Services, and Equipment (Use &quot;Purchasing Procedures&quot;)</td>
</tr>
<tr>
<td>KNC</td>
<td>Relations With State Governmental Authorities</td>
</tr>
<tr>
<td>DEB</td>
<td>Revenues From State Tax Sources</td>
</tr>
<tr>
<td>DD</td>
<td>State and Federal Aid Eligibility Determination</td>
</tr>
<tr>
<td>CGC</td>
<td>State and Federal Programs Administration</td>
</tr>
<tr>
<td>LG</td>
<td>State Education Agency Relations</td>
</tr>
<tr>
<td>DD</td>
<td>State Aid (Use &quot;Revenues From State Tax Sources&quot;)</td>
</tr>
<tr>
<td>CGC</td>
<td>State and Federal Programs Administration</td>
</tr>
<tr>
<td>LG</td>
<td>State Education Agency Relations</td>
</tr>
</tbody>
</table>
| State School Boards Associations (Use as appropriate "School Board Memberships," "Liaison With School Boards Associations," and "School Board Conferences, Conventions, and Workshops."

Stationery (Use "Office Communications Services" or break out new descriptor in the EGA sequence.)

 Stores (if student-operated, use "Work Experience Opportunities" or "Student Organizations." If not, use "Material Resources Management." Or break out new descriptor relating as appropriate to any of these existing terms.)

Storm Days (Use "Emergency Closings")

Strikes (Use "Staff Job Actions" or "Student Demonstrations and Strikes.")

JED | Student Absences and Excuses<br>Student Achievement (Use "Academic Achievement")

IGDE | Student Activities Fees                                                                  |

IGDG | Student Activities Funds Management<br>Student Admissions (Use "School Admissions" and appropriate subcategories.)

Student Advisor to the School Board (Use "Student Involvement in Decisionmaking")

JHB | Student Aid Programs<br>Student Conduct<br>Student Conduct on School Buses<br>Student Conferences<br>Student Demonstrations and Strikes<br>Student Discipline<br>Student Dismissal Precautions<br>Student Dress Code<br>Student Drug Abuse<br>Student Due Process Rights<br>Student Exchange Program (Use "Admission of Exchange Students")

JGE | Student Expulsion<br>Student Fees, Fines, and Charges<br>Student Fund-Raising Activities |
JL  Student Gifts and Solicitations
JFBA  Student Government
JHC  Student Health Services and Requirements
JHA  Student Insurance Program
ABC, JFB  Student Involvement in Decisionmaking
IGDA  Student Organizations
IGDD  Student Performances
Student Photographs (Use "Student Records" or break out new descriptor in Section J.)
JA  Student Policies Goals
JAA  Student Policies Priority Objectives
IKAB  Student Progress Reports to Parents
JHD  Student Psychological Services
IGDB  Student Publications
JO  Student Records
JF  Student Rights and Responsibilities
J  Students
JHF  Student Safety
JHFB  Student Safety Patrols
Student Sales (Use "Student Fund-Raising Activities" or "Income From School Shop Sales and Services."
IHD  Student Schedules and Course Loads
Student School Board (Use "Advisory Committees to the Board" or "Student Involvement in Decisionmaking."
IGDC  Student Social Events
JHE  Student Social Services
JFD  Students of Legal Age
JGD  Student Suspension
Student-Teacher Ratio (Use "Class Size")
LEA  Student Teaching and internships
Student Transfers (Use "Assignment of Students to Schools")
EEAE  Student Transportation in Private Vehicles
EEAF  Student Transportation Insurance
EEAG  Student Transportation Records and Reports
EEA  Student Transportation Services
II  Student Volunteers for School and Public Service
JH  Student Welfare
JECE  Student Withdrawal From School
Substitutes
GCEA  Arrangements for Professional Staff Substitutes
GDEA  Arrangements for Support Staff Substitutes
GCE  Part-Time and Substitute Professional Staff Employment
GDE  Part-Time and Substitute Support Staff Employment
CI  Temporary Administrative Arrangements
Substitute Teachers (Use descriptors immediately above as appropriate and also see "Job Descriptions.")
CGA  Summer Program Administration
IGCA  Summer Schools
Superintendent
BCD  Board-Superintendent Relationship
AFB, CBG  Evaluation of the Superintendent
CBA  Qualifications and Duties of Superintendent
CBB  Recruitment and Appointment of Superintendent
CB  School Superintendent
CBD  Superintendent's Compensation and Benefits
CBF  Superintendent's Consulting Activities
CBC  Superintendent's Contract
CBE  Superintendent's Development Opportunities
CBHA                Superintendent's Retirement
HF                  Superintendent's Role in Negotiations
CBH                 Superintendent's Termination of Employment
Superintendent's Annual Report (Use "School District Annual Report")
CBD               Superintendent's Compensation and Benefits
CBF               Superintendent's Consulting Activities
CBC               Superintendent's Contract
CBE               Superintendent's Development Opportunities
CBHA              Superintendent's Retirement
HF                Superintendent's Role in Negotiations
CHB               Superintendent's Termination of Employment
FEG               Supervision of Construction
GCM               Supervision of Professional Staff
JHFA              Supervision of Students
GDM              Supervision of Support Staff
Supervisors (See "Job Descriptions")
IIAB             Supplementary Materials Selection and Adoption
Supportive Pay
GCBB            Professional Staff Supplementary Pay Plans
GDBB            Support Staff Supplementary Pay Plans
E               Support Services
EA               Support Services Goals
EAA              Support Services Priority Objectives
GD               Support Staff
GDI              Support Staff Assignments and Transfers
GDB              Support Staff Contracts and Compensation Plans
GDL              Support Staff Development Opportunities
GDKA            Support Staff Extra Duty
GDBC            Support Staff Fringe Benefits
GDD              Support Staff Hiring
GDBD            Support Staff Leaves and Absences
GDBK            Support Staff Meetings
GDBAA           Support Staff Merit System
GDF              Support Staff Orientation
GDA              Support Staff Positions
GDD              Support Staff Probation and Tenure
GDC              Support Staff Promotions
GDBA            Support Staff Recruiting Schedules
GDB              Support Staff Seniority
GDBB            Support Staff Supplementary Pay Plans
GDP              Support Staff Termination of Employment
GDJ              Support Staff Time Schedules
GDBE            Support Staff Vacations and Holidays
GDLA           Support Staff Visitation and Conferences
GDK              Support Staff Work Load
Surety Bonds (Use "Bonded Employees and Officers")
Surplus
DN              School Properties Disposal Procedure
EFAA            Use of Surplus Commodities
DFAA            Use of Surplus Funds
Surveys of Opinion (Use "Public Information Program" or break out new descriptor in KBA sequence.)
Suspension
JGD              Student Suspension
GCPD            Suspension and Dismissal of Professional Staff Members
GDPD            Suspension and Dismissal of Support Staff Members
BFF              Suspension of Policies
Tables of Organization (Use "Organization Charts")

DC
Tax and Debt Limitations
Tax Anticipation Notes (Use "Tax and Debt Limitations")

KNAB
Taxation Authorities
Tax Collecting (Use "Revenues From Local Tax Sources")
Tax-Exempt Annuities (Use "Salary Deductions." Also see "Fringe Benefits.")

IIBA
Teacher Aides
Teacher Contracts (See "Contracts")
Teacher Institutes (Use "Professional Staff Development Opportunities")
Teacher Organizations (Use "Professional Organizations" or "Method of Determining Staff Negotiating Organizations.")
Teachers (See "Job Descriptions")
Teachers' Mailboxes (Use "Mail and Delivery Services")

INB
Teaching About Controversial Issues

IGAG
Teaching About Drugs, Alcohol, and Tobacco

IGAC
Teaching About Religion

INA
Teaching Methods
Team Management (Use "Management Team")
Team Teaching
Technical Education (Use "Occupational Education")

EGAC
Telephone Services
Television (Use "Instructional Television")

CI
Temporary Administrative Arrangements

FJ
Temporary School Facilities

Tenure
Professional Staff Probation and Tenure
Support Staff Probation and Tenure

Termination of Employment
Professional Staff Termination of Employment
Superintendent's Termination of Employment
Support Staff Termination of Employment
Term of Office of Board Members (Use "School Board Legal Status")
Terms (Use "School Year")

ILB
Test Administration
Testing

JHDA
Psychological Testing of Students

IL
Testing Programs

IL
Testing Programs
Test Results Reporting (Use "Use and Dissemination of Test Results")

ILA
Test Selection and Adoption
Textbook Maintenance and Control (Use "Maintenance and Control of Instructional Materials")

IIAA
Textbook Selection and Adoption

AB
The People and Their School District

Time Schedules

GCJ
Professional Staff Time Schedules

GDJ
Support Staff Time Schedules
Title III Centers (Use "Relations With Education Research and Service Centers")
Tornado Warnings (Use "Warning Systems")
Track System (Use "Grouping for Instruction")

ECD Traffic and Parking Controls

Transfers

GCI Professional Staff Assignments and Transfers

GDI Support Staff Assignments and Transfers

Transfer Students (Use "Admission of Interdistrict Transfer Students" or "Admission of Exchange Students.")

Transportation

EEBC Business and Personnel Transportation--- Insurance

EEBD Business and Personnel Transportation Records and Reports

EEB Business and Personnel Transportation Services

EEAE Student Transportation in Private Vehicles

EEAF Student Transportation Insurance

EEAG Student Transportation Records and Reports

EEA Student Transportation Services

EE Transportation Services Management

EE Transportation Services Management

Travel Expenses (See "Expenses")

IGCB Travel Study

JEDA Truancy

Tuition (Use as appropriate "Admission of "Nonresident Students," "Summer Schools," and "Adult Education Programs.")

GCQAB Tutoring for Pay

DIB Types of Funds

U

JFCD Underground Student Publications

BBE Unexpired Term Fulfillment of Board Members

United States Office of Education (Use "Federal Education Agency Relations")

Unwed Mothers and Fathers (Use "School Admissions" or break out new descriptor in JF sequence.)

ILC Use and Dissemination of Test Results

AFG Use of Independent Evaluators

EEBB Use of Private Vehicles on School Business

Use of School Facilities (Use "Community Use of School Facilities")

KBF Use of Students in Public Information Program

EFAA Use of Surplus Commodities

DFAA Use of Surplus Funds

V

GCBA Vacancies

Posting of Professional Staff Vacancies

GDCA Posting of Support Staff Vacancies

Vacancy on the Board (Use "Unexpired Term Fulfillment of Board Members")

Vacations

GCBH Professional Staff Vacations and Holidays

GDBE Support Staff Vacations and Holidays

ECAB Vandalism
Vehicles
EEBA    School-Owned Vehicles
EEAE    Student Transportation in Private Vehicles
EEBB    Use of Private Vehicles on School Business
EFC     Vending Machines
DJG     Vendor Relations
Venereal Diseases (use as appropriate "Health Education" or "Physical Examinations of Students.")
Veterans (Use "School Admissions")

Visitations
GCLA    Professional Staff Visitations and Conferences
LJ      Professional Visitors and Observers
GDLA    Support Staff Visitations and Conferences
KK      Visitors to the Schools
Visitors to the Schools
Vocational Education (Use "Occupational Education")

Volunteers
IICC    School Volunteers
II      Student Volunteers for School and Public Service
BDDF    Voting Method at Board Meetings
Voucher Plan (Use "School Admissions")

Walkers and Riders
Walkouts (Use "Staff Job Actions")
Warehousing (Use "Receiving and Warehousing")
EBAB    Warning Systems
KNAG    Welfare Authorities
Women's Rights (Use "Nondiscrimination," "Equal Educational Opportunities," or "Equal Opportunity Employment.")
IGADA   Work Experience Opportunities

Work Load
GCK     Professional Staff Work Load
GDK     Support Staff Work Load
Working Conditions (Use appropriate subcategories of "Professional Staff" and "Support Staff.")
Work Sessions (Use "School Board Work Sessions and Retreats")
Workshops (See "Conferences")
Workmen’s Compensation (Use "Insurance Management")

X

Y

Year
DBB     Fiscal Year
IC      School Year
Yearbooks (See "Publications")
Year-Round School (Use "Extended School Year")
KME     Youth Organizations

Z

KNAO    Zoning Authorities
Introduction

POLICIES AND REGULATIONS
OF THE
CADDOT PARISH SCHOOL SYSTEM
SHREVEPORT, LOUISIANA

This manual contains the policies of the Caddo Parish School Board; the major administrative regulations intended to implement policy; and certain reference or "exhibit" documents that relate to policies and/or regulations.

Policy development in a modern, forward-looking system is a dynamic, ongoing process. New problems, issues and needs give rise to the continuing need to develop new policies or to revise existing ones. This is why the Board employs the looseleaf format for this manual. It is easy to keep up to date.

Each person holding a copy of this manual should make a diligent effort to keep it up to date as new policies, regulations, and exhibits are distributed by the central office.

How to Use This Manual

The Caddo Parish Schools operate according to policies established by the Caddo Parish School Board. The Board, which represents the state and local community, develops the policies after careful deliberation, and the school administration implements them through specific rules and regulations. The Board then appraises the effects of its policies and makes revisions as necessary.

In the interests of harmony, efficiency, uniformity of interpretation, coordination of effort, and in fairness to all concerned, the Board makes this manual available to all who are affected by its policies.

Please note: All copies of this manual are the property of the Caddo Parish School System.
How the manual is organized. The manual is organized according to the classification system developed by the Educational Policies Service of the National School Boards Association. The system provides an efficient means of coding, filing, and finding policies, administrative rules and other documents.

There are 12 major classifications, each bearing an alphabetical code:

A--FOUNDATIONS AND BASIC COMMITMENTS
B--SCHOOL BOARD GOVERNANCE AND OPERATIONS
C--GENERAL SCHOOL ADMINISTRATION
D--FISCAL MANAGEMENT
E--SUPPORT SERVICES
F--FACILITIES DEVELOPMENT
G--PERSONNEL
H--NEGOTIATIONS
I--INSTRUCTIONAL PROGRAM
J--STUDENTS
K--SCHOOL-COMMUNITY RELATIONS
L--EDUCATION AGENCY RELATIONS

Sub classification under each heading is based on logical sequence and alphabetical sub coding. For an example of the sub coding system, examine the bordered white page immediately following the tab for Section A--FOUNDATIONS AND BASIC COMMITMENTS.

The bordered white pages which follow the tab for each major section present the classification system, section by section, and serve as the tables of contents for each section or "chapter" of this manual.

How to find a policy. There are two ways to find a policy (or regulation) in the manual:

1. Consider where the policy would be filed among the 12 major classifications. Turn to the table of contents for that section and glance down the listing until you find the term that most likely fits the topic you are seeking. Use the code letters given for the term to locate the sheet which will appear in alphabetical order within the particular section. (All pages of the manual are coded in the upper right-hand corner.)

2. Turn to the Code Finder Index at the end of the manual. The code finder is an alphabetical index of all terms used in the classification system. It also includes other terms commonly used in education. Look up your topic as in any index, find the code, and use the code to locate the sheet in the manual.

What if you can’t find the term you are seeking? The code finder lists more than 1,800 terms, but no index of useful size could include every possibility. If the term you are seeking is not included, look up a synonym or a more general or specific term appropriate to the manual.

What if you can find the term and code, but there is no policy or regulation? This probably means that the school system has no written policy or important regulations in the particular area. All terms used in the classification system appear in the sectional tables of contents and code finder to accommodate the coding, insertion, and finding of policies or regulations that may be issued later. But there is one other possibility. A brief statement related to the policy you are seeking may be incorporated in a superior policy which covers the area generally. This "superior" policy will be coded under a more general term. To find it, read up the classification system. For example, a policy statement which relates to all meetings of the Board of Trustees might be filed under "School Board Meetings" (BD) rather than "Regular Board Meetings" (BDA). Note: In the classification system and code finder read "Board of Trustees" for "School Board."
Anyone who knows the ABC's can quickly learn the logic of the letter system, for it is no more complicated than the alphabet. For example, look at the list of descriptors at the beginning of Sections A and B. Except for the governing letter for each section (A for "Foundations and Basic Commitments" and 0 for "School Board Governance and Operations"), the code letters in the left hand columns appear in alphabetical order.

<table>
<thead>
<tr>
<th>AA</th>
<th>School District Legal Status</th>
<th>BA</th>
<th>Board Operational Goals</th>
</tr>
</thead>
<tbody>
<tr>
<td>AS</td>
<td>The People and Their School District</td>
<td>BB</td>
<td>School Board Legal Status</td>
</tr>
<tr>
<td>AC</td>
<td>Nondiscrimination</td>
<td>BC</td>
<td>Organization of the Board</td>
</tr>
</tbody>
</table>

Where subcategories appear under broader terms, the alphabetic order begins anew. Consider for example, the broad term "School Board Meetings" and its subcategories:

- **BD** School Board Meetings
- **BDA** Regular Board Meetings
- **BDB** Special Board Meetings
- **BC** Executive Sessions
- **BDD** Board Meeting Procedures
- **BDDA** Notification of Board Meetings
- **BDDB** Agenda Format
- **BDDC** Agenda Preparation and Dissemination

Now cover that list of eight "BD" codes above with your hand and look at the descriptors only. You'll see that they are presented in the form of a simple outline which arranges the terms in logical groups and subgroups. Despite this use of subcategories for display purposes, these descriptors have roughly equal value and all suggest the need for separate and self-contained policy statements of their own.*

And the principle of equal value applies, for the most part, to the system as a whole. Except for Section A-the "accountability" chapter-there is no particular priority implied in the order in which sections or descriptors are presented on the classification pages. There are 614 descriptors which appear once and once only as line items in the system and an additional 21 which appear twice. Counting the duplicates, there are then, a total of 656 line item terms. The duplicates are identified by the "Also" reference which appears after the descriptor title. For example:

- **ABA** Community Involvement in Decisionmaking (Also KC)
- **KC** Community Involvement in Decisionmaking (Also ABA)

This means that the identical descriptor (and policy) "belongs" in Section A-and it also "belongs" with equal logic in Section K. The limited use of this double-entry bookkeeping in the system is necessary to keep certain terms in proper context.

**How to find the descriptor you're looking for.** One way is to scan all 25 white pages that comprise the classification system. And that should be done in order to obtain an overview and a sense of the logic of the system. But the quickest way to find a term is to use The Code Finder Index which appears at the back of the binder.

Speaking of the index, it's a good idea to use EIPS/NSBA terminology correctly. The classification system is not the index; the index is not the classification system. The system suggests a way to organize a policy manual, and the index is just that-a how-to-find-it guide.

*The average school district will employ from 300 to 350 of the 656 descriptors available in the system. Some of the descriptors may not be relevant in certain states or communities; others will not be used because the policy matter will be accommodated either in a broad form descriptor or by its subcategories. For example a policy on BD, School Board Meetings may absorb the content of the BDA and BDB descriptors: or, a policy on BDD, Board Meeting Procedures may not be necessary if all or most of the BDD Subcategory descriptors (BDDA, BDDB, etc.) are used.
Why the looseleaf format. The three-ring binder is used purposely because a policy manual must be considered a "living book--a book that never ends. for Policy development is indeed a never-ending process. New problems, issues, needs, laws, court decisions-and opportunities for improving policy make it necessary that a policy manual be kept open-ended. As new policies are written or existing ones reviewed or reassessed, it is important that the policy manual have the flexibility of a ring binder in which new pages may be put in and old ones removed. Bound, stitched. or stapled book-type policy manuals are almost invariably out-of-date as soon as they are delivered by the printer.

Provide your own foreword to this binder. Because your policy manual will be distributed widely throughout your school community, it should have its own, locally-developed foreword or introduction. Your district may use the information contained in this "temporary foreword" for this purpose. In addition, sample copies of forewords and introductions of other school board policy manuals are available upon request from the EPS/NSBA Policy Information Clearinghouse, 1055 Thomas Jefferson St., N.W., Washington, D.C. 20007. And should your policies outgrow the confines of this binder, additional empty, matching binders are available from EPS/NSBA for volume 2 use.

In summary, this Binder B with its policy classification system is an important part of your district's membership in EPS/NSBA. We hope it serves you well as a management tool to help you and your Board develop the kind of policies that the times require and that serve cause of good schools in your community.
Using the signs and symbols. Various signs and symbols are used in connection with the classification. They are for your use in locating and/or in examining policies. Included are the following:

SN: Scope Note. These notes appear following certain entries in the sectional tables of contents to clarify or limit the use of the term.

Also: Certain policies bear two codes in the upper right-hand corner. The second is in parentheses and is preceded by "Also." This means that the identical policy (or regulation) is filed under both codes.

-R This symbol following a code indicates that the statement is an administrative regulation, not a Board policy.

-E Exhibit. This symbol following a code indicates that the statement is a reference document, such as a calendar, application form, etc., rather than a policy.

* An asterisk following a code indicates that the EPS/NSBA classification system has been expanded to include a distinctively local policy and term. Note: A listing of all local terms which have been added to the system is provided on the sheet preceding the Code Finder Index.

Dates: Where possible the original date of adoption/issuance appears immediately following each policy/regulation. In other instances an approximate date or reapproval date is used.
About Board Policies.
Generally, the role of a School Board is to set up policy and the role of the administration is to execute it. Here is the basic distinction as set forth by the National School Boards Association:

Policies are principles adopted by the board to chart a course of action. They tell what is wanted and may include also why and how much. They are broad enough to indicate a line of action to be taken by the administration in meeting a number of day after day problems; they need to be narrow enough to give the administration clear guidance.

Rules are the detailed directions developed by the administration to put the policy into practice. They tell how, by whom, where, and when things are to be done.

These definitions are serviceable most of the time. They reflect sound theory of governance and administration. But the real world does not always conform. For example:

Often the state and federal governments confuse the distinction and require School Boards to make detailed rules; and many regulations are established by law or by the state department of education.

Additionally, the public may demand that the Board itself, not the administrator, establish the specific rules and procedures in certain sensitive areas.

Thus the separation of policies and administrative regulations in this manual follows several rules of thumb in addition to "basic theory":

1. All edicts of the State (even though regulations) are considered mandated Board policy.
2. Where the Board has written regulations, in particularly sensitive areas, and has incorporated them into policy, the entire statement is presented as policy.

3. Where the Board has adopted rules and regulations concerning its own procedures (as how it conducts meetings), these statements concerning operations of the Committee appear as policy.

As long as the administration operates within the guidelines of a general policy adopted by the Board, it may change administrative regulations without prior approval of the Board—unless the Board has specifically asked that a particular regulation be given prior Board approval. However, only the Board may adopt new policies or revise old ones.

Is the Manual Complete?

No. The manual contains all of the current written policies of the Caddo Parish School Board to date. But continually, the need for putting additional policies in writing, for adopting new ones, and revising old ones becomes apparent. Additionally, state law and State Board regulations change. No matter how well conceived and well developed, a policy manual can never be 100% complete and 100% up to date. Policy development is a continuing process. So from time to time, new policies, regulations, and reference documents will be developed, coded according to the classification system, and issued for insertion in the manual.

Order of precedence. Caddo Parish School Board policies and administrative regulations must be read and interpreted in the light of the Louisiana Revised Statutes and State Board regulations. Wherever inconsistencies of interpretation arise, the law and state regulations shall prevail.

Terminology: To avoid problems of wording, masculine pronouns used in this manual refer to both sexes.

*****

It is the hope of the Caddo Parish School Board that this collection of policies and regulations will make a greater harmony and efficiency possible in all areas of school operations. This will enable the Board to devote more time to its primary duty—the development of long-range policies and planning for the future of the school system.
SECTION A: FOUNDATIONS AND BASIC COMMITMENTS

Consult The School Administrator's Guide to the EPS/NSBA System. 1975 revised edition, for a full explanation of the codes and descriptors which follow. Use the checklist to record the contents of your own district policy manual. Your checkmarks will indicate which descriptors are covered in your manual.

AA School District Legal Status
SN A statement that promulgates the official name of the district and describes its jurisdiction and status as a legal entity. Not to be confused with BB, School Board Legal Status.

AB The People and Their School District
SN A statement concerning the democratic principles which shall underlie the Board's governance of the public school system.

ABA Community Involvement in Decisionmaking (Also KC)
ABB Staff Involvement in Decisionmaking (Also GBB)
ABC Student Involvement in Decisionmaking (Also JFB)

AC Nondiscrimination
SN A statement of the Board's position concerning the equal and fair treatment of all persons—students, staff members, vendors, and others—regardless of race, creed, or sex in all aspects of the district's affairs.

AD Educational Philosophy
SN A statement concerning the lodestar principles and aspirations which shall guide the instructional program.

AE School District Goals and Objectives
SN The statement translating the Educational Philosophy into a plan of Action and accomplishment by articulating the stated goals of the Instructional and other major programs and also the related objectives targeted for achievement by a specific time.

AF Commitment to Accomplishment
SN The statement that makes a commitment to continued progress and improvement through a program of meaningful evaluation and assessment

AFA Evaluation of School Board Operational Procedures (Also BK)
AFB Evaluation of the Superintendent (Also CBG)
AFC Evaluation of Professional Staff (Also GCN)
AFD Evaluation of Support Staff (Also GDN)
AFE Evaluation of Instructional Programs (Also IM)
AFF Evaluation of Support Services (Also EJ)
AFG Use of Independent Evaluators
AFH Evaluation of Evaluators

AG Accomplishment Reporting to the Public
SN A statement that commits the Board to open and candid progress reporting concerning the achievement of goals and objectives.

AGA Recognitions for Accomplishment
SN A statement concerning the Board's intent to honor distinguished or exceptional achievements of citizens, students, staff members, or Board members.
BE IT RESOLVED by the Caddo Parish School Board In regular session convened, a quorum being present and voting, that by virtue of the authority given under Act 152 of 1920 of the Louisiana Legislature, the Caddo Parish School Board does hereby create a parishwide school district, to be known as the PARISHWIDE SCHOOL DISTRICT OF CADDO PARISH, LOUISIANA, said school district to be described as follows:

Starting at Red River, according to Act 70 of 1878, the southern boundary extends westward along Range line between Townships 14 and 15 North to Lake Cannisnia; thence, according to Supreme Court's decision No. 10117 under date of April 6. 1906, as the parish boundary follows the channel of Lake Cannisnia, as defined and located on a map on file in said case, up to Wallace Lake; thence along the center of Wallace Lake to Cypress Bayou thence according to Act 135 of 1845, along Cypress Bayou and Keachie Bayou to its intersection with the southern line of Section 13, Township 14 North, Range 16 West; thence according to Act 88 of 1848, which describes the boundary as extending west along the south line of Sections 14, 15, 16, 17 and 18 to the intersection of the State boundary line between Louisiana and Texas; thence north along said State boundary line to the south boundary line of the State of Arkansas; thence In an easterly direction along the boundary line between the States of Arkansas and Louisiana to the boundary line of Red River; and, thence down Red River to the point of beginning.

It is the Intention of the Caddo Parish School Board that this resolution shall cover all the land lying within the boundaries of Caddo Parish, Louisiana, whether Included In the above description or not.

Approved: April 6, 1949  
Revised: April 16, 2002
The Caddo Parish School District agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with title 1, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.

- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.

- The school district will incorporate this districtwide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.

- In carrying out the Title 1, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency and parents with disabilities, and parents of migratory children including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and to the extent practicable, in a language parents understand.

- If the LEA plan for Title 1, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.

- The school district will involve the parents of children served in Title 1, Part A schools in decisions about how the 1 percent of the Title 1, Part A funds reserved for parental involvement is spent, an will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.

- The school district will be governed by statutory definition of parental involvement, and expects that its Title 1 schools will carry out programs, activities and procedures in accordance.

- The Caddo Parish School District will take the following actions to involve parents in the joint development of its districtwide parental involvement plan under section 1112 of the ESEA:
  - Involve parents in the development of a written parent involvement policy at monthly Districtwide PTA and Parent Advisory Council meetings.
  - Provide parents with the opportunity to complete surveys and evaluations quarterly at the Parent Advisory Council meetings.
  - Comments and suggestions taken from surveys and evaluations will be used to improve the plan.
  - Revise the plan, if necessary, based on the annual evaluation.
The Caddo Parish School District will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

- Provide opportunities for parents to be involved in parent meetings in each school community to oversee planning and implementation of programs provided through NCLB.
- Provide opportunities for parents to serve on district committees (for example, School Calendar Committee, Discipline Committee, Pupil Progression Plan Committee).

The Caddo Parish School District will provide the following necessary coordination, technical assistance and other support to assist Title 1, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

- Inservice training on effective communication with parents
- Staff development (content-specific professional development)
- High stakes testing
- Parent workshops
- Family Literacy
- Technology
- Discipline
- Home visits
- School Parent Compacts
- Keyboarding classes
- Mobile community workshops
- Make and Take Workshops

The Caddo Parish School District will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following programs: Head Start, Reading, First and state-operated preschool programs by:

- Inservice Training
- Professional development
- Parent participation in Parishwide parent workshops (Pre-K and kindergarten)
- Resource and materials available through the district Parent Resource Center

The Caddo Parish School District will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title 1, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.
• annual parent surveys at all districtwide meetings
• parent meetings and workshop evaluation forms distributed to parents at each parent meeting. The evaluation forms contain an area for comments and suggestions and requests by parents. The evaluations are reviewed following each meeting and suggestions are relayed to appropriate personnel.

• The Caddo Parish School District will build the schools’ and parents’ capacity for strong parental involvement in order to ensure effective involvement of parents and to support a partnership among the school involved parents, and the community to improve student academic achievement, by undertaking the actions described below:

A. The school district will, with the assistance of its Title 1, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph –

• the state’s academic content standards
• the state’s student academic achievement standards,
• the state and local academic assessment including alternate assessments
• the requirements of Part A,
• how to monitor their child’s progress, and
• how to work with educators:
  • meetings and workshops held throughout the school year
  • resources available for check-out from the district Parent Resource Center
  • monthly school newsletters
  • email, personal and phone conferences

B. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children’s academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement by:

• Parent informational workshops
• Resources available for check-out from the district Parent Resource Center
• Take Home Computer program
• Math and Parent Partnership professional development and workshops
• Personal and phone conferences

C. The school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and to implement and coordinate parent programs and build ties between parents and schools by:
D. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, the Parents As Teachers Program, and public preschool and resource centers, that encourage and support parents in more fully participating in the education of their children, by:

- Professional development
- Inservice training
- Parent participation in parishwide parent workshops (Pre-K and Kindergarten)
- Districtwide Parent Resource Center Make & Take workshops
- Early Years newsletters

E. The school district will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and to the extent practicable, in a language the parents can understand:

- Helping Children Learn and Early Years newsletters
- Newsletters monitored by school directors
- Sample newsletters kept on file in Title 1 office
- Translation of memos from the schools and school system as necessary (ESL Center)
- Assistance given to parents in interpreting for special services to meet the needs of LEP students
- Provide newsletters, parent communication, etc., in alternative languages as needed

F. The school district, in consultation with its parents, will build parents’ capacity for involvement in the school and school system to support their children’s academic achievement by:

- Involving parents in the development of training for teachers, principals and other educators to improve in the effectiveness of that training;
- In order to maximize parental involvement and participation in their children’s education, arranging school meetings at a variety of times, conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school;
- Establishing a districtwide parent advisory council to provide advice on all matters related to parental involvement
- Adopting and implementing model approaches to improving parental involvement; and
- Providing other reasonable support for parental involvement activities under section 1118 as parents may request.
ABA - COMMUNITY INVOLVEMENT IN DECISIONMAKING
PARENT/FAMILY INVOLVEMENT POLICY

The Caddo Parish School Board recognizes that parents are the primary influence in children's lives and should be partners in the education of their children together with principals, teachers, support staff, and the Board. Parent involvement is the participation of parents in every facet of the education and development of children from birth to adulthood. We believe that parents have a two-fold responsibility, both legal and moral, to be totally committed in the education of their children, in the life of the schools where their children attend, and in the system's decision-making at every level. Furthermore, it is the belief of this Board that all parents can effectively exercise this responsibility.

Our vision for the education of Caddo's students includes parent/family/community involvement. We believe this to be absolutely essential for the positive emotional and social development, cultural growth and academic achievement of every child. In an effort to achieve this vision, the Board will commit to:

- Encourage high levels of parent involvement at every school.
- Take all necessary steps to establish effective communication and dialogue between parents and the Board and between parents and all other levels of the school system.
- Consider all suggestions, comments and initiatives of parents add others.
- Encourage business and industry to support employee parental involvement in the school.
- Assure that parent/family involvement is accessible to families with diverse backgrounds and/or special needs.
- Avail parents the opportunity to use school facilities.

Adopted: May 21, 1997
Reviewed
& Re-enacted: May 22, 2002
ABA-R - COMMUNITY INVOLVEMENT IN DECISIONMAKING
PARENT/FAMILY INVOLVEMENT POLICY

These guidelines should be used in the implementation of the Parent/Family Involvement Policy:

Encourage high levels of parent involvement at every school.
* Encourage that an active parent-teacher organization is established in every school.
* Encourage that parents are active members of the school improvement council.

Take all necessary steps to establish effective communication and dialogue between parents and the Board and between parents and all other levels of the school system.
* Encourage schools to have on-going communication with the home regularly. (fact sheet, letter, newsletter, handbook, pamphlet, mailgram, calendar, phone call, conference, home visit, marquees, etc.)
* Encourage parents to communicate to schools, principals, teachers, counselors, and other staff members the positive efforts made on behalf of their children.

Consider all suggestions, comments and initiatives of parents and others.
* Acknowledge input from parents and others in the community.

Encourage business and industry to support employee parental involvement in the schools.
* Communicate to business and industry leaders the importance of employee flexible time for parental involvement.

Assure that parent/family involvement is accessible to families with diverse backgrounds and/or special needs.
* Provide the necessary accommodations to encourage parental involvement of parents with special needs and/or diverse backgrounds.

Avail parents the opportunity to use school facilities.
* Cooperate in the use of Caddo Parish School Board facilities for the purpose of school-related activities.

Adopted: May 21, 1997
Reviewed & Re-enacted: May 22, 2002
ABA - COMMUNITY INVOLVEMENT IN DECISION MAKING
(Appointment of Special Education Advisory Council Members)

In keeping with the requirements of the Louisiana State Department of Education Bulletin 1706, the Caddo Parish School Board will have an advisory council for special education that shall consist of no more than 20 persons. The Board recognizes that this council should represent a cross section of individuals which reflects the community population. In so doing, the Board will accept nominations from parent organizations and youth advocacy organizations which are registered with the school system. Four appointments will be made from these nominations. The balance of the membership shall be appointed from other nominations submitted to the Board. The Board will ensure that the membership shall consist of representation from each of the following groups:

A. Individuals with disabilities - two persons
B. Teachers of children in special education services - three persons
C. Teachers of non-disabled children - three persons
D. Parents of exceptional children - three persons
E. Parents of regular classroom children - three persons
F. State and local education program administrators - two persons
G. Special education administrators - two persons
H. Representatives of consumers, colleges and universities, or vocational/technical schools - two persons

Each council member can represent only one of the groups. Members may serve only one three-year term. Terms will be staggered -- approximately one-third will rotate yearly. Nominations will be submitted to the Caddo Parish School Board by May 2 of each year on the attached form. The Board will screen all nominations. The Board will appoint members at its meeting in June. New members will assume their positions July 1 of the year of their appointment. Appointments due to resignations will follow this Policy. Individuals appointed due to resignations will complete the term of the member who resigned.

Adopted: January 27, 1993
Reviewed & Re-enacted May 22, 2002
ABA-E - SPECIAL EDUCATION ADVISORY COUNCIL

NOMINATION FORM

NAME OF NOMINEE: ________________________________________________________________

ADDRESS: _______________________________________________________________________

HOME PHONE: ________________________________ BUSINESS PHONE: ____________________

Category of Nominee (check one):

_____ Individual with disability

_____ Teacher of children in special education services

_____ Teacher of non-disabled children

_____ Parent of exceptional child

_____ Parent of regular classroom child

_____ State and local education program administrator

_____ Special education program administrator

_____ Representative of consumer, college/university, or vocational-technical school

Qualification(s) of nominee to represent this category:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Name of organization and person making nomination:

______________________________________________________________________________

______________________________________________________________________________

Date: ______________________________
ABA-E - COMMUNITY INVOLVEMENT IN DECISIONMAKING
(Title 1 Policy Regarding Parental Involvement)

The Caddo Parish School Board Title 1 program will provide opportunities, training and information for Title 1 parents that will help them assume a more meaningful role in improving student achievement and increase their effectiveness when participating in the design, implementation and evaluation of Title 1 programs.

Nature of the Title 1 program,
Students selected to receive Title 1 services,
Selection process,
Instructional objectives to be addressed during remediation.

The Parishwide Advisory Council meeting will take place during the first nine weeks of school and will enable parents to give feedback concerning the operation of the program and/or the need for additional parental involvement activities.

Parents will receive school-parent compacts from their child’s school that outline shared responsibility between the teacher, parent, student and other staff to assist students to meet state education standards.

During the school year, parents will be notified of their children's progress and will be invited to discuss the progress with appropriate school personnel.

When planning and developing a Title 1 project for the Caddo Parish School Board Title 1 staff will consult with parents whose children are eligible for the program and will convene annually to ensure parents an opportunity to meet with each other and with appropriate school officials for discussion of the program and activities affecting their children. The discussion will include:

Informing parents of their right to consult in the design and implementation of the Title 1 project,
Soliciting parents' input, and
Providing parents opportunity to establish mechanisms for maintaining ongoing communication between parents and school officials.

Parents of students attending Title 1 schools that fail to meet state standards will be given meaningful options for their children:

Public choice
Supplemental services
Charter schools
Parents will be given the opportunity to participate in the following parental involvement activities to foster academic achievement outcomes for their children:

- Annual Meeting
- Literacy Parenting classes
- Parishwide Informational workshops
- Parent Resource Center workshops
- Technology training

An annual evaluation/survey will be disseminated to Title 1 parents to share experiences and make suggestions for improvement of the program.

If parents of eligible children desire further activities, the LEA may, upon request, provide reasonable support for these activities such as:

- Reasonable access to meeting space and materials,
- Provision of information concerning the Title 1 law, regulations, and
- Other resources, as appropriate.

The Title 1 Director will designate appropriate personnel to implement the parental Involvement activities.

Adopted: October 1, 1986
Revised: June 18, 2002
ABA - COMMUNITY INVOLVEMENT IN DECISION MAKING
(Parental Review Committee for Sex Education Program)

The Caddo Parish School Board should appoint a Parental Review Committee (PRC) as required by Act 480. This committee will have as its purpose the review and approval of all books, films and other materials to be used in instruction in sex education (required by Act 480). In addition to the required approval of materials the PRC shall review and approve the curriculum presented by the staff to the Caddo Parish School Board, assess local needs and reactions, foster understanding and acceptance of the program and participate in the evaluation of the program. The PRC shall be appointed in the following manner and will function within the following guidelines:

1. Each school board member shall appoint one member to the PRC.

2. The appointee must have a child in grades 6-12 in the Caddo Parish Public School System during the entire term of service and the appointee must be a resident of the district from which he/she is appointed.

3. The appointee shall serve a two-year term and no appointee may serve more than two successive terms. As referred to herein "year" shall mean the calendar year.

4. The terms of appointees will be staggered such that appointments from odd-numbered districts shall expire at the end of odd-numbered years and the appointments from even-numbered districts shall expire at the end of even-numbered years. The term of Initial appointees from the odd-numbered districts shall be for one year and shall expire at the end of 1987. The term of initial appointees from the even-numbered districts shall be for two years and shall expire at the end of 1988.

5. Vacancies for the unexpired term will be filled in the same manner.

6. The PRC should use resource consultants such as teachers and health professionals.

7. A former member of the Sex Education Committee will not be eligible to serve on the Parental Review Committee.

Approved: January 7, 1987
Reviewed & Re-enacted: May 22, 2002
The Caddo Parish School Board exists by authority found in Article VIII of the Constitution of Louisiana and in Title 17 of the Louisiana Revised Statutes. In executing the duties and responsibilities conferred by the foregoing authority, the Caddo Parish School Board states the following as its Mission and Beliefs.

The Mission:

In the Caddo Parish Public School System our mission is to improve the academic achievement of students and overall district effectiveness. We have high expectations for everyone - students, teachers, administrators, parents, community volunteers and support groups.

The Beliefs:

- All children shall learn and achieve at significantly higher levels.
- Appropriate tools, resources, and educational programs must be provided for all students.
- High standards and expectations must be maintained through a system of accountability for all students, staff and schools.
- School readiness is a critical component of school success.
- All students must have an opportunity for high quality education in the least restrictive environment necessary to realize their potential.
- All students shall be exposed to the Fine Arts and physical fitness programs in order to develop the whole child.
- Respect for each individual is fundamental to teaching and learning.
- The value of varied cultures and ethnic groups must be emphasized in the educational process.
- Upon graduation, all students must have the skills necessary to make a successful transition from school to careers and/or higher education.
- Parent, family, and community involvement is critical for students to succeed.
- Schools must be safe, civil, disciplined and drug-free.
- Quality faculty and other staff are essential to school excellence.
- Students and parents must be active participants in the educational process.
- All schools must be physically, fiscally, and educationally effective.

Adopted: June 18, 2002
AE - District Goals and Objectives

The Mission:

In the Caddo Parish Public School System our mission is to improve the academic achievement of students and overall district effectiveness. We have high expectations for everyone - students, teachers, administrators, parents, community volunteers and support groups.

The Beliefs:

- All children shall learn and achieve at significantly higher levels.
- Appropriate tools, resources, and educational programs must be provided for all students.
- High standards and expectations must be maintained through a system of accountability for all students, staff and schools.
- School readiness is a critical component of school success.
- All students must have an opportunity for high quality education in the least restrictive environment necessary to realize their potential.
- All students shall be exposed to the fine arts and physical fitness programs in order to develop the whole child.
- Respect for each individual is fundamental to teaching and learning.
- The value of varied cultures and ethnic groups must be emphasized in the educational process.
- Upon graduation, all students must have the skills necessary to make a successful transition from school to careers and/or higher education.
- Parent, family, and community involvement is critical for students to succeed.
- Schools must be safe, civil, disciplined and drug-free.
- Quality faculty and other staff are essential to school excellence.
- Students and parents must be active participants in the educational process.
- All schools must be physically, fiscally, and educationally effective.
FILE: AE (District Goals and Objectives)

PRIORITIZED GOAL 1: Raise the level of the educational program and student performance: Raise the level of accountability to focus on results and attention to detail - 23 objectives

Objective 1: Monitor the research-based program/reform models that are currently being implemented in schools
- Provide a yearly report to the Board on progress of research-based models
- Evaluate the effectiveness of research-based program/reform models

Objective 2: Support the implementation of reform models and/or academic programs at all schools, with intense focus on high priority schools (SPS 60 or below)
- Identify each school with a SPS 60 or below
- Review the School Improvement Plan (SIP) for every school
- Provide high quality professional development for school faculties
- Provide additional school-based staffing with external funding
- Coordinate services and support needed in schools

Objective 3: Continue efforts to assist schools in improving their School Performance Score (SPS)
- Provide training to improve the SPS
- Monitor schools’ professional development plans to verify, focus and align with the School Improvement Plan
- Provide high priority schools with a Louisiana Needs Assessment (LANA)
- Utilize data to monitor academics, behavior and attendance
- Utilize central office personnel to assist schools in improving student achievement
- Provide training on the Career and Technical Education (CATE) data system and its connection to School Performance Scores and Accountability
- Utilize the on-line data entry system for the district’s Career Options Report

Objective 4: Raise the level of accountability as outlined in NCLB and state mandates
- Improve special education subgroup performance by 2% in 60% of schools
- Provide tutoring programs designed to increase student achievement levels on statewide assessments
- Increase by 2% the number of students scoring Basic or above on LEAP in English/language arts, mathematics, science and social studies

Objective 5: Improve student performance in reading and language arts as measured by state-mandated assessments in grades Pre-K through 12
- Monitor and support the Reading First Initiative in ten elementary schools
- Implement the Reading Excellence Initiative at nine elementary schools
- Administer DIBELS assessment in targeted elementary schools
- Utilize funding from the K-3 Reading/Math Initiative to provide support for elementary schools
- Implement and monitor schoolwide reading initiatives at targeted middle and high schools
- Ensure full utilization of the READ 180 Program to improve reading skills in targeted schools
- Ensure full utilization of the COMPASS Learning Program to improve reading and writing skills in targeted schools
- Establish focus study groups for 8th grade ELA teachers
• Provide 150 minutes of remediation for children with dyslexia or related disorders in an appropriate multisensory language-based regular education program
• Meet dyslexia students' needs in the areas of reading, decoding, comprehension, spelling and the formulation of written language
• Provide multisensory training to regular and special education teachers to assist them in classroom reading/language remediation
• Implement the Caddo District Literacy Plan

Objective 6: Improve student performance in mathematics as measured by state-mandated assessments in grades Pre-k through 12
• Continue implementing the parish-adopted mathematics programs
• Expand the Everyday Calendar Counts Mathematics Program in targeted elementary schools
• Implement the Technology and Math Initiative districtwide in grade 3, and in targeted grades 4 & 5
• Continue focus study groups for 8th grade mathematics teachers
• Ensure full utilization of the COMPASS Learning Program in targeted schools to improve mathematics skills

Objective 7: Improve student performance in science on state-mandated assessments
• Monitor the MST Program at Keithville, Linwood, Ridgewood, Southwood and Woodlawn
• Monitor the partnership between NASA, Broadmoor Middle Laboratory School, C. E. Byrd High School and Sci-Port Discovery Center
• Coordinate activities of the robotics teams at Keithville, Linwood, Ridgewood and Southwood High School
• Implement the Biotechnology Magnet Program at Southwood High School
• Monitor the EAST Lab at Southwood High School
• Expand the Science Integration Laboratory for Kids Program (SILK)

Objective 8: Improve student performance in social studies on state-mandated assessments
• Schedule quarterly meetings for high priority middle school social studies teachers
• Inform social studies teachers of opportunities for students to participate in essay competitions at the local, state and national levels
• Encourage participation in social studies fairs at the local, state, regional and national levels
• Continue implementation of the American History Institute

Objective 9: Implement School Choice in schools in School Improvement 2 (SI) and above
• Identify schools in School Choice
• Meet with administrators monthly to provide support and monitor compliance of Choice Plan
• Increase level of parental involvement by increasing parental contacts by the schools
• Collect and analyze data on student achievement, behavior and attendance
• Provide supplemental education services for the schools in SI3 and above
• Implement Edusoft benchmark testing for schools in SI2 and above
• Provide math and English content coaches for schools in SI2 and above
Objective 10: Monitor and support School Choice students who transferred to other Caddo schools ("receiving schools")
- Collect and analyze data on student achievement, behavior and attendance for Choice students at receiving schools
- Adjust staffing of receiving schools based on student transfers

Objective 11: Implement the Comprehensive Curriculum and ensure Deep Curriculum Alignment
- Continue districtwide implementation plan for the Comprehensive Curriculum
- Update Comprehensive Curriculum Work Plans
- Identify and disseminate sources of model exemplary lesson plans correlated with benchmarks/GLEs for core content areas
- Train teachers on the implementation of the Comprehensive Curriculum and ensure deep curriculum alignment
- Survey school personnel for gaps in the revised Comprehensive Curriculum Work Plans
- Provide semester updates on the implementation of the Comprehensive Curriculum
- Dialogue with instructional leaders and the State Department of Education quarterly on the Comprehensive Curriculum
- Conduct site visits and observations to monitor and support implementation of the Comprehensive Curriculum
- Provide ongoing professional development at the district and school level to broaden content knowledge

Objective 12: Increase percentage of students graduating from high school by 1%
- Continue auditing student transcripts (SA12s) to ensure accuracy and appropriate academic placement
- Monitor the utilization of on-line data entry system for the district’s Career Options Reports

Objective 13: Expand independent learning options for students
- Offer more distance learning/video conferencing for all students
- Inform all high school students of the opportunity to earn college credits
- Provide on-line course work options to high school students
- Provide more distance learning/video conferencing for all high schools
- Inform homebound high school students of on-line course work options

Objective 14: Deliver technical education tied to high standards leading to useful credentials and meeting labor market demands
- Increase the percentage of students earning articulated Tech Prep credit based on annual school and program comparisons up to 1% depending upon the number of students participating
- Increase the percentage of students earning dual enrollment technical credit (both high school and college) based on annual school and program comparisons up to 1% depending upon the number of students participating
- Increase the percentage of students earning industry-based certifications based on annual school and program comparisons up to 1% depending upon the number of students participating
- Increase the percentage of work-based learning students based on annual school and program comparisons up to 1% depending upon the number of students participating

Objective 15: Improve Alternative Education programs
- Reduce the amount of instructional time lost as a result of disruptive classroom behavior
- Review and refine the Options Program at Hamilton Terrace, Hosston and Oak Terrace to provide consistent student-centered, quality instruction
• Increase the number of Hamilton Terrace Options students in Job Corps skill classes
• Standardize the alternative education student referral and intake process and share it periodically with appropriate sending school personnel
• Continue to work with the school system and the community to implement an on-site mental health clinic at Oak Terrace for students and their families
• Provide faculty and staff inservice on issues pertinent to “at-promise” youth

Objective 16: Enhance the delivery of special services
• Improve communication regarding the process of referral, identification and provision of services/accommodations under Section 504 of the Rehabilitation Act of 1973
• Provide current/up-to-date written correspondence to every school derived from the Section 504 database
• Confirm that a current evaluation and Individual Accommodation Plan/Test Accommodation Verification form are appropriate and on file for every student identified for 504 services
• Ensure that a minimum of 150 minutes per week of remedial/multi-sensory instruction is provided to each student with characteristics of dyslexia as prescribed by state law
• Present Standard Health precautions to all school faculties that have not been trained
• Review the Crisis Response Plan for Contagious Diseases and Widespread Severe Illness
• Cooperate with health officials to initiate increased health awareness in all schools
• Begin writing special education pre-school health plans for identified three and four year old children

Objective 17: Improve the inclusive educational practices for children with disabilities
• Provide training and follow up with teachers on how to successfully implement the inclusion model
• Provide training to regular/special education teachers and paraprofessionals on research-based strategies that will provide the necessary support to be successful in the classroom

Objective 18: Reduce the percentage of minorities identified as special education students
• Provide SBLC inservices and follow-up sessions
• Increase support services to teachers regarding students’ academic and behavioral needs

Objective 19: Expand the participation of qualified minority students in the gifted and talented program
• Increase the number of schools that offer the Talented Arts Program by 2%
• Increase the number of minority students participating in educational programs for gifted learners by 2%

Objective 20: Improve Special Education Service delivery models for Emotionally Disturbed (ED) students
• Review and revise the Behavior Intervention Plan for ED students in order to promote access to the general education curriculum
• Review and revise the IEP for ED students to assure appropriate transition services are provided
• Review and revise evaluation and IEP procedures for ED students to assure that a determination for counseling is conducted
Objective 21: Implement specially designed academic initiatives

- Monitor and support the programs for over-age students at Alexander Learning Center and Caddo Learning Center
- Continue the Teacher Advancement Program at South Highlands Elementary School and partner with Cherokee Park Elementary School
- Implement the Bethune Middle School’s Academy Reconstitution Plan
- Implement the magnet programs at Youree Drive, Broadmoor and Southwood

Objective 22: Improve character education in schools

- Increase by 2% the character education programs and activities in selected schools

Objective 23: Continue implementation and increase integration of technology in the curriculum

- Provide distance learning training and support to teachers and staff
- Identify and remove old computers and deploy new computers to classrooms
- Implement electronic grade reporting
- Provide website hosting and technical support for schools and teachers
- Provide online homework hotline services to teachers

PRIORITY GOAL II: Recruit, train, evaluate, and retain high quality staff - 8 objectives

Objective 1: Implement the district professional development plan

- Coordinate districtwide professional development with schools and departments
- Monitor communication to staff about district professional development opportunities
- Collect and maintain records of certified employee participation in professional development
- Conduct Child Nutrition professional development programs for all Child Nutrition Programs managers
- Conduct site-based employee training for Child Nutrition employees

Objective 2: Develop a comprehensive program to train new principals and administrators

- Recruit and train aspiring administrators to participate in the Administrative Internship Program
- Support the Louisiana Department of Education program for new principals
- Provide instructionally-focused training and ongoing support for newly appointed principals
- Continue mentorship program that pairs new principals with veteran school site administrators who have demonstrated effective leadership

Objective 3: Provide principals and assistant principals with current information from central office departments; and provide professional development leadership training

- Conduct parishwide administrator meetings each nine weeks to disseminate information and receive input
- Provide training for principals in school leadership, management and school reform.

Objective 4: Increase the number of National Board Certified Educators

- Disseminate information to potential candidates regarding National Board Certification
- Assist candidates in the process of becoming national board certified
Objective 5: Continue to mentor and assist teachers with less than 3 years experience

- Provide orientation training and sustained support to all eligible first-year teachers participating in Louisiana Teacher Assistance and Assessment Program
- Increase the number of trained mentors in Caddo Parish
- Continue the New Teacher Induction Program

Objective 6: Increase the number of teachers and paraprofessionals deemed “highly qualified” as defined by NCLB

- Provide high quality, job-embedded professional development at school sites based on valid data and school/district goals and objectives
- Offer tuition assistance to teachers seeking initial certification or seeking to become “highly qualified”
- Provide PRAXIS fee reimbursement for teachers seeking initial certification or seeking to become “highly qualified”
- Schedule ParaPro testing to paraprofessionals seeking to become “highly qualified”
- Offer tutoring for paraprofessionals preparing to take the ParaPro assessment
- Communicate with directors, principals and teachers regarding “highly qualified” status
- Inform all teachers of their “highly qualified” status
- Offer assistance to teachers and paraprofessionals in meeting the requirements of NCLB

Objective 7: Ensure that teachers and principals are observed/evaluated within a system of high expectations, standards and accountability

- Implement the revised Personnel Evaluation Plan
- Provide inservice training to principals and other evaluators on the effective use of the Personnel Evaluation Plan as a tool to improve instructional and administrative performance
- Ensure that teachers and administrators are observed and evaluated in accordance with the Caddo Personnel Evaluation Plan
- Develop a process for dealing with employees who have high absences and do not comply with policies and procedures

Objective 8: Provide competitive salaries

- Review salary schedules and explore available options to reflect current trends in order to maintain highly competitive teacher and support personnel salaries in the Southern Region

PRIORITY GOAL III: Coordinate and deliver efficient and effective administrative support functions aligned with school-based needs – 9 objectives

Objective 1: Restructure technology service to schools

- Coordinate training through the Professional Development Department
- Communicate website offerings to schools

Objective 2: Utilize Grant Writer/Manager to coordinate, monitor, and secure possible funding sources

- Review and disseminate procedures for grant writing and submission
- Communicate grant opportunities and provide training in grant writing to certified employees
- Maintain documentation on submitted and funded grants
- Publicize grant awards to district staff, School Board and community
Objective 3: Provide secure and orderly learning environments and working conditions

- Decrease suspensions for violence in middle and high schools by 1%
- Continue to improve physical security at Caddo schools
- Upgrade and revise as needed the school safety plans
- Decrease by 2% the number of out-of-school suspensions for students with disabilities in targeted schools by providing behavior management strategies through the Discipline Resource Committee process
- Develop Emergency Procedure Manual for Central Office, Warehouse and Building 6
- Update Crisis Response Plan
- Provide inservices to staff on child abuse, sexual abuse and reporting guidelines
- Provide inservice training and ongoing support to ISS facilitators
- Provide inservice training to each school concerning FAPE for special education students
- Provide parents with information on community agencies through IEP meetings

Objective 4: Coordinate and improve services for students with special academic needs

- Ensure that dyslexia teachers provide direct services to students and teachers
- Monitor professional development specialists, general education/Title I supervisors, special education support staff and 504 personnel to provide direct services to faculty and staff

Objective 5: Implement effective systems for school construction, maintenance, repair, and transportation that improve services and the coordination and communication between principals and central office directors

- Maintain an effective and efficient work order management system
- Establish and distribute guidebooks concerning maintenance and custodial procedure to each school
- Conduct a minimum of one supervisory level inspection every month at each school plant
- Conduct a monthly Site inspection/Principal Conference by school plant supervisor at each school plant.
- Update as needed and distribute revised School Plant handbooks to each school.
- Develop site plans for up to 14 additional campuses, meeting a portion of a 5-year commitment to the Shreveport Metropolitan Planning Commission
- Convert existing aging paper plans for 10 campuses to electronic format to preserve information currently deteriorating in paper format
- Patented key locks installed for state testing rooms at all campuses
- Continue implementation of a computerized preventive maintenance program for buses
- Continue to implement procedures for assuring all Caddo Parish Bus Drivers receive an “S” endorsement (new commercial drivers license requirement of the Louisiana Department of Public Safety and Corrections for all school bus drivers)
- Communicate to the public website availability for securing busing and school information
- Begin implementation of new map source for computerized bus routing in the Transportation Department
- Implement new map source for use by other departments within the school system such as Technology and Attendance
- Establish a comprehensive recruiting program for school Bus Drivers and Bus Attendants

Objective 6: Implement effective financial initiatives

- Increase external revenues through grant writing and partnership collaboratives
- Increase the fund balance in the general fund in fiscal year 2006-07 by 1%
- Maintain current bond ratings
- File applications for ERATE funds for eligible equipment and services
• Implement guidelines to improve the processing of self-insured claims to become more financially efficient
• Explore excess workers compensation coverage to further reduce cost and control expenses
• Initiate plan that will conceivably allow us to increase our property coverage at or near our current cost
• The Risk Management Department will meet with each school staff in 2006-2007 for a safety-liability prevention program

Objective 7: Continue installation of telecommunications equipment and services
• Consolidate two systems into one comprehensive employee data management system
• Develop 2007-2010 Master Technology Plan
• Upgrade the mainframe computer

Objective 8: Increase the level of services in the area of the Child Nutrition Program
• Communicate weekly updates of cafeterias with updated information
• Communicate status of processed free/reduced price meal applications to schools on a daily basis.

Objective 9: Implement efforts to reach the aspirational goal of 25% utilization of small and economically disadvantaged businesses
• Maintain, monitor and report CPSB procurement with an emphasis on small and economically disadvantaged business utilization
• Disseminate the revised directory of small and economically disadvantaged businesses to all departments and schools
• Routinely meet with department Fair Share Liaisons to evaluate compliance and ensure optimum procurement opportunities are made available
• Provide services and outreach efforts to assist small and economically disadvantaged businesses in order that they may seek procurement opportunities with Caddo Parish Public Schools

PRIORITY GOAL IV: Expand family, community and school connections: Create a high level of expectations for parental/guardian and community participation in student learning - 5 objectives

Objective 1: Increase parental involvement in school activities through organized parent groups and activities
• Provide 100% of the parents attending the pre-school clinic with information regarding education, instruction and behavior
• Increase parental participation in training designed to facilitate student transition from programs for pre-school learners to school-age programs
• Increase the level of parental/guardian involvement in School Improvement Schools
• Increase the number of schools participating in the National Network of Partnership Schools by 50%
• Provide parent training and informational packets for parents of students attending Title I schools
• Conduct a parishwide 4th, 8th and 10th grade LEAP/GEE parent workshop for parents of students attending Title I schools
• Provide the Take Home Computer Program for parents of students attending two targeted schools
• Provide informational workshops, make and take sessions and individual assistance for parents whose children have specific needs through the Parent Resource Center
• Schedule orientations and offer Information Packets to parents of summer remediation students
Objective 2: Expand communications activities with parents/guardians and community

- Showcase schools, staff, students and programs internally and externally by working in collaboration with schools, the media and the public
- Publish progress reports for the school board and the broader community
- Send at least three newsletters home from the Special Education Department to each elementary, middle and high school detailing parent and education-oriented activities
- Send monthly newsletters to Title I schools to inform parents of educational activities
- Implement methods and initiatives to assist homeless parents
- Conduct a Student Nutrition Workshop for students and parents to provide nutrition information and to receive input on prospective menu items
- Provide Tooned-in school menus to K-8 students each month to inform parents of the healthy school meals provided in the school cafeteria

Objective 3: Continue the mobile literacy community outreach program for parents to encourage and support involvement

- Provide mobile workshops at various community sites through the Parent Resource Center

Objective 4: Expand partnerships with external organizations

- Develop and implement educational plans to serve students in unforeseen circumstances
- Expand partnerships with external organizations to augment programs and services to schools and teachers
- Partner with community-based organizations, universities and other agencies
- Continue the partnership with Northwest Louisiana Food Bank to provide after school snacks and evening meals to targeted students
- Participate in ventures that build support for the school district
- Publish articles in special external journals and publications
- Continue partnership with allied health and community organizations to provide Team Nutrition and wellness information, including Caddo Council on Aging, Shreveport Parks and Recreation and Shreveport Dietetics Association
- Plan meetings with elected officials from the city, state and national levels to collaborate and combine efforts
- Continue meetings with State Department of Education officials and BESE to collaborate and partner in funding opportunities
- Continue partnership with allied health and community organizations to provide Team Nutrition and wellness information, including Caddo Council on Aging, Shreveport Parks and Recreation and Shreveport Dietetics Association
- Schedule mobile “Care Caddy” at targeted schools via partnership with Christus Schumpert, LSU-Health Sciences Center and Sutton Foundation
- Partner with Caddo Parish Sheriff’s Department to increase student safety awareness
- Participate in activities related to the Wellness Initiative

Objective 5: Increase collaboration with the community promoting the offering of social services to students and parents at the school site

- Continue collaboration between Homeless Education, agencies and universities

Adopted: January 4, 1978
Revised: April 22, 1987
June 18, 2002
September 16, 2003
October 19, 2004
August 15, 2006
AE-R - GOAL SETTING

A Possible outline for goal setting:

A. Established an internal task force
   (Option: Develop a broader task force, including local citizens, from key school district publics)

   This group would examine all current data, previous surveys, test results, instruments such as the Phi Delta Kappa goal setting material. Individual board members could send ideas to the group for discussion and consideration if desired.

   After an examination of these materials, the task force would set a work session with board members to discuss what the data says and get input into goals. Board members should avoid trying to write them or set priorities at this time. This should be an informal discussion about possibilities and what the task force found. The task force will have good direction at the end of this session and can take the next step.

B. Task Force develops a rough draft of possible goals

   Note: It is essential that all printed materials include clear indication that the list is in draft, working copy form and not in any priority order. It should also indicate that not all of the goals will necessarily be included in the final draft and that there could be some added between this draft and the final draft.

C. Seek Public Feedback and Reaction

   Take the goals to invited panels of representative publics for their input. Always provide an open invitation for others to attend, invited or not. Be open and flexible; honest and candid about the process.

   People should know that their input is only one of several sources of input the board is seeking as it sets goals.

   You should also share with the audiences the total process ... the time frame and schedule for goal adoption ... and what happens once it is adopted. They should know that it takes time to translate goals into objectives and evaluation methods.

D. Conduct a community survey (optional) about the specific goals and other priorities.
AE-R - Task Force Refinement

The task force now refines the list of goals and makes its recommendations as to the content of the goals statement. They should not set priorities; that is a board function. And, they should remember too that their input is only one source to the board; that not everything may end up on the final list and that the board could add some others and make some editorial changes.

F. Board Workshop

The board, in a workshop approach, using a process such as the Phi Delta Kappa method, reviews and ranks the proposed goals:

- Determine where you have agreement and where there is conflict among the board,
- Discuss the rankings,
- Set priorities' identifying your cut off for items to be eliminated.

G. Publish the proposed list of priority goals (Proposed) and give it wide circulation prior to a board adoption meeting.

H. Hold a formal board adoption meeting, approving the document.

(Option: You may wish to allow for public reactions to your goals and priority ranking under a controlled time schedule for process for making personal presentations to the board. This is one last effort for public input.)

(If you do allow public input and it seems to have an impact on you, you may wish to delay action, hold another workshop on the few points of concern, prior to the final adoption. Remember, you are charting an involvement on a board basis prior to this is more valuable than reacting to one or two emotional presentations. This is not recommended as a step, however.)

I. Give your goal statement board circulation.

J. Dismantle the task force and thank them for their work.

K. Give the staff a deadline for developing an implementation and evaluation plan along with a monitoring system and time schedule for turning the goals into action.

Adopted: August 3, 1977
The Caddo Parish School board accepts the philosophy of accountability.

Adopted: November 3, 1976
Revised: June 18, 2002
AF - ACCOUNTABILITY
(Management Accountability Plan)

In order to have a systematic plan of accountability, the Caddo Parish School Board adopted a Management Accountability Plan which utilizes the following major elements: clear statement of goals and objectives, coupled with specifications of how their successful achievement will be determined; provisions for the staff, resources, and support necessary to achieve the goals and objectives; evaluation, carefully designed to determine how well expectations and objectives are met; and revisions and modifications as needed.

Adopted: April 20, 1982
Reviewed &
Re-enacted: May 22, 2002
AFC - EVALUATION OF PROFESSIONAL STAFF

It is the policy of Caddo Parish School Board that all certified and professional employees will be evaluated according to the laws of the State of Louisiana and the regulations and procedures adopted by the State Board of Elementary and Secondary Education as described in Bulletin 1525. Caddo Parish School Board will prepare and annually adopt a Performance Evaluation Plan in compliance with Bulletin 1525. Caddo Parish School Board, the Superintendent and staff will implement the plan as written.

Adopted: August 18, 1993
Revised: June 18, 2002
AFC-R - ANNUAL NOTIFICATION FOR THE SUPERINTENDENT'S EVALUATION

The president of the school board will conduct performance observations and evaluations of the superintendent according to the provisions of the superintendent's contract.

The plan year begins in July and ends in June, starting in the term of one president and ending in the term of his/her successor.

No later than September 30 of each year, or in accordance with the prevailing contract, the superintendent shall notify the president and other school board members regarding contract and plan evaluation requirements including time lines. The superintendent shall supply the forms and procedures required to complete the plan evaluation.

The outgoing president will inform the incoming president regarding the status of the observation and evaluation process in January. The new president will receive any completed plan observation and evaluation forms along with any forms yet to be completed.

The superintendent shall notify the president no later than March 30 of each year regarding plan requirements that have not been completed.

The president shall complete all required plan conferences and evaluation forms and shall notify the superintendent that the post-evaluation conference will be held no later than the regular board meeting in August, or a date mutually agreeable. The president shall also provide written notice to the superintendent of his/her contract evaluation and the school board executive session in which the evaluation will be discussed.

The president and the superintendent will sign the required plan evaluation forms within five days following the conference.

Adopted: October 19, 1994
Revised: June 18, 2002
AFD - EVALUATION OF SUPPORT STAFF

It is the policy of the Caddo Parish School Board that at any time the employee's performance warrants, a review will be made at that time and discussed with the employee. Each employee will receive an annual performance review which shall be the basis for his advancement to the next step on the salary schedule pertaining to his classification. The evaluation procedure must be completed no later than May 15th of each year.

Adopted: December 13, 1972
Revised: April 16, 2002
AFG - USE OF INDEPENDENT EVALUATORS

In order to preserve integrity and objectivity in the system's evaluation program, evaluation specialists not regularly employed by the system shall be utilized, as needed, in the evaluation program.

Adopted: March 1, 1967
Revised: June 18, 2002
AGA - RECOGNITIONS FOR ACCOMPLISHMENT
General Recognition of Seniors at Graduation

Beginning with the 1985-86 school year, the following procedure will be used in recognizing seniors at graduation at all Caddo Parish High Schools:

1. Those students with a grade point average of 4.0 and above.

2. The top five percent (5%) of the remaining graduating class.

3. The grade point average will be determined at the end of the eighth semester.

4. At the option of the school, a valedictorian and salutatorian may be selected for honors.

5. Members of school-sponsored academic honor societies shall be permitted to wear cords/stoles.

6. Any conflict or misunderstanding is to be resolved by the school principal with assistance from the central office.

NOTE
If two (or more) students who are in contention for honors as valedictorian or salutatorian have all A's (or identical grades) establishing their Grade Point Averages and one (or more) of the students has taken more courses than the other(s)' the one (or more) taking more courses will not be penalized but will be accorded equal status.

Adopted: March 20, 1985
Amended: October 1, 1986
Revised: June 18, 2002
Amended: November 15, 2005
Consult The School Administrator's Guide to the EPS/NSBA System. 1975 revised edition, for a full explanation of the codes and descriptors which follow. Use the checklist to record the contents of your own district policy manual. Your checkmarks will indicate which descriptors are covered in your manual.

BA  Board Operational Goals
BAA  Priority Objectives of Board Operations
BB  School Board Legal Status
BBA  School Board Powers and Duties
BBAA  Board Member Authority
BBB  School Board Elections
BBBA  Board Member Qualifications
BBBB  Board Member Oath of Office
BBC  Board Member Resignation
BBD  Board Member Removal From Office
BBE  Unexpired Term Fulfillment
BBF  School Board Member Ethics
BBFA  Board Member Conflicts of Interest
BC  Organization of the Board

SN This term does not call for a policy. Its purpose is to establish a category.

BCA  Board Organizational Meeting
SN The meeting-usually held annually-at which the Board elects its officers and transacts other organizational business, such as, for example, the reaffirming of policies.

BCB  Board Officers
SN A statement or statements listing and describing the duties of the officers of the Board. Create subcategories for separate officers as desired.

BCC  Appointed Board Officials
SN A statement or statements listing and describing the duties of officials who are not Board members-e.g., a treasurer who is required by statute or an ex officio secretary.

BCD  Board-Superintendent Relationship

BCE  Board Committees
SN The policy concerning the Board's position on the use of standing or temporary committees made up of its members. Create subcategories as desired for policies relating to the function of separate committees.

BCF  Advisory Committees to the Board
SN The policy concerning the Board's general intentions vis-a-vis advisory committees. Create subcategories as desired for policies relating to separate advisory committees.

BCG  School Attorney

BCH  Consultants to the Board
SN Outside consultants who work on assignments made directly by the Board. See also CK, Program Consultants.

BCI  Board Staff Assistants
SN Staff members who work on direct assignment to the Board as opposed to those who work for the Board through the superintendent's office.
SECTION B: SCHOOL BOARD GOVERNANCE AND OPERATIONS

(Continued)

BD  School Board Meetings
BDA  Regular Board Meetings
BDB  Special Board Meetings
BDC  Executive Sessions
BDD  Board Meeting Procedures
BDDA  Notification of Board Meetings
BDDB  Agenda Format
BDDC  Agenda Preparation and Dissemination
BDDD  Quorum
BDDE  Rules of Order
BDDEA  Parliamentarian
BDDEB  Suspension of Rules of Order
BDDF  Voting Method
BDDG  Minutes of Board Meetings
BDDH  Public Participation at Board Meetings (Also KD)
BDDI  News Media Services at Board Meetings (Also KBCC)
BDDJ  Broadcasting and Taping of Board Meetings (Also KBCD)
BDDK  Reporting Board Meeting Business
  SN Procedures for disseminating information about "last night's"
  meeting to the Board's internal and external publics.
BDE  Special Procedures for Conducting Hearings
  SN The policy describing special hearing procedures or, if various
  procedures apply for different kinds of hearings, a statement
  providing cross reference information to such descriptors as those
  relating to staff grievances, student expulsions, budget hearings,
  etc.

BE  School Board Work Sessions and Retreats

BF  Board Policy Development
BFA  Policy Development System
BFB  Preliminary Development of Policies
BFC  Policy Adoption
BFCA  Board Review of Administrative Rules (Also CHB)
BFD  Policy Dissemination
BFE  Administration in Policy Absence (Also CHD)
BFF  Suspension of Policies
BFG  Policy Review and Evaluation
BFGA  Policy Manual Accuracy Check
  SN The periodic recall and check for accuracy of all copies of the
  policy manual.

BG  Board-Staff Communications (Also GBD)

Section B-2nd of 3 pages
Section B: SCHOOL BOARD GOVERNANCE AND OPERATIONS

(Continued)

BH  Board Member Services
BHA  New Board Member Orientation
BHB  Board Member Development Opportunities
BHBA  School Board Conferences, Conventions, and Workshops
BHC  Board Office Facilities and Services
BHD  Board Member Compensation and Expenses
BHE  Board Member Insurance
BI  School Board Legislative Program
 SN Procedures by which the Board will establish a formal position vis-a-vis pending state and federal legislation and/or a declaration of the Board's current legislative goals.

BJ  School Board Memberships
 SN The policy concerning the institutional memberships of both the Board and the school district.

BJA  Liaison With School Boards Associations
BK  Evaluation of School Board Operational Procedures (Also AFA)
BB - SCHOOL BOARD LEGAL STATUS

The Caddo Parish School Board exists by authority found in Article VIII, Section 10, the Constitution of Louisiana:

... Parish and city school board systems in existence on the effective date of this constitution are recognized, subject to control and supervision by the State Board of Elementary and Secondary Education and the power of the legislature to enact laws affecting them.

and in Title 17, Section 51 of the Revised Statutes of Louisiana as amended:

There shall be a parish school board for each of the parishes, and these several parish school boards are constituted corporate with power to sue ...

The Caddo Parish School Board is composed of twelve members, each of whom is elected from single-member election districts. Members are elected for four year concurrent terms.

The Caddo Parish School Board holds public meetings on the third Tuesday of each month in the board room of the administrative building at 1961 Midway Street.

Amended: January 2, 1985
February 5, 1992
Revised: November 27, 2001
The Caddo Parish School Board exists by authority found in Article VIII of the Constitution of Louisiana and in Title 17 of the Louisiana Revised Statutes of 1950.

The board shall provide for a school system and establish general policies in keeping with the needs of the community and the requirements of the state law. Duties of the board follow:

1. To elect the superintendent.
2. To appoint district administrators.
3. To establish salary schedules.
4. To consider and act on policies for the school program. Such policies may be initiated by the superintendent, the professional staff, by members of the board, or by the general public.
5. To determine the broad, general policies of the school system; to hold the superintendent and his professional staff responsible for the general policies of the school system and the success of the educational program.
6. To require and evaluate the reports of the superintendent concerning the financial status of the school system.
7. To provide by the exercise of its legal powers the funds necessary to finance the operation of the school system.
8. To consider, revise and adopt an annual budget submitted by the superintendent providing for wisest use of public funds.
9. To assist in presenting to the public the needs and progress of the educational system.
10. To perform the specific duties imposed upon by the board by statutes.
11. To provide adequate buildings and other facilities for an entire school system.

Adopted: December 13, 1972
Revised: November 27, 2001

Legal Reference: Louisiana Revised Statutes 17:54, 17:84, 17:81
BBAA - BOARD MEMBER AUTHORITY

Members of the Caddo Parish School Board shall have authority only when acting as a board legally in session. The board shall not be bound in any way by any statement or action on the part of any individual board member except when such statement or action is in pursuance of specific instructions of the board.

Adopted: February 5, 1964
File: BBAA Board Member Authority
Board President Authorized to Sign a Resolution – Death of Student

It is the policy of the Caddo Parish School Board to authorize the president of the board to sign a resolution whenever called upon by a family member of a former Caddo Parish School Board student who has died while the student was currently enrolled in and attending a Caddo Parish School.

The following is an example of a resolution which may be signed by the President of the board:

RESOLUTION – LOSS OF STUDENT OF CADDO PARISH SCHOOL BOARD

Whereas, was a student currently enrolled in and attending school; and

(Optional Paragraph)

Whereas, was active at his/her school participating in the following clubs and/or organizations:

Whereas, the Caddo Parish School System is saddened by the unfortunate loss of your loved one (name) . We know she/he will be missed by the students and teachers at school.

Be it resolved that the Caddo Parish School Board, on behalf of the Caddo Parish School System, expresses its sympathy to you and your family in your bereavement. May your faith, family and friends sustain you and your family during this time.

Be it further resolved that our condolences, and those of the entire Caddo Parish School System, go out to you and your family.

Thus done and signed pursuant to the authority granted to the President of the Board in accordance with policy on this the day of , 2009.

________________________________
President

Adopted: February 12, 2009
File BBAA  Board Member Authority
Board President Authorized to Sign a Resolution – Death of Employee/Retiree

It is the policy of the Caddo Parish School Board to authorize the president of the board to sign a resolution whenever called upon by a family member of a former employee who has died and was either employed or who retired from the Caddo Parish School Board in accordance with law.

The following is an example of a resolution which may be signed by the President of the board:

Whereas, was an employee of the Caddo Parish School System for years; and

(Optional Paragraph for when employee was retired
Whereas, retired from the Caddo Parish School System after years of service;

Whereas, the Caddo Parish School System is saddened by the unfortunate loss of your loved one (name). We know she/he will be missed by the students and teachers at (school).

Be it resolved that the Caddo Parish School Board, on behalf of the Caddo Parish School System, expresses its sympathy to you and your family in your bereavement. May your faith, family and friends sustain you and your family during this time.

Be it further resolved that our condolences, and those of the entire Caddo Parish School System, go out to you and your family.

Thus done and signed pursuant to the authority granted to the President of the Board in accordance with policy on this the day of , 2009.

________________________________
President

Adopted:  January 20, 2009
BBAA-1 School Board Member Authority (Superintendent’s Contract)

Members of the Caddo Parish School Board shall have authority only when acting as a board legally in session. The board shall not be bound in any way by any statement or action on the part of any individual board member except when such statement or action is in pursuance of specific instructions of the board. Changes in the superintendent’s contract (compensation package) can only be made with board approval after general counsel’s review.

Adopted: February 15, 2005
Cadco Parish School Board
Policy Manual
File: BBAA-2

BBAA-2 - Board Member Authority
Purchase of Real Estate

It is the policy of the Caddo Parish School Board that prior to a vote by the Caddo Parish School Board regarding the purchase of real estate that the administration of the Caddo Parish School Board obtain a written appraisal of the real estate on behalf of the Caddo Parish School Board and make the appraisal available for review by the school board members before a vote is taken.

In order to assure that the school board members have all relevant information before making a decision, the superintendent shall inform the board of all details of proposed property transactions before the board takes action on the proposal.

In order to ensure that there are no conflicts of interest, all proposed sellers of real property are to be identified. Once the school board approves the purchase of real property, the school board shall approve a formal resolution authorizing the purchase of the property from the actual seller(s).

Adopted: February 15, 2005
BBBA - BOARD MEMBER QUALIFICATIONS

The Caddo Parish School Board shall follow the provisions of Louisiana law, particularly, Louisiana Revised Statute 17:52, which requires that a board member be 18 years of age, be able to read and write, have been a resident of Louisiana for two (2) years preceding his qualification as a candidate for the school board, and have been actually domiciled in the parish and district from which he was elected or the year preceding his qualification as a candidate for the school board.

The statute also provides for the vacating of the seat of any board member who changes his domicile from the district he represents. Domicile is defined by this statute as a person’s principal or habitual place of residence.

Revised: April 16, 2002
BCB - BOARD OFFICERS

The board shall elect, at its last meeting in December each year, one of its members to serve as president, one to serve as first vice-president, and one to serve as second vice-president. In a parishwide election year for school board members, the election of officers shall be held at the first meeting in January. The official term for officers begins January following their election.

The president shall preside at all meetings of the board and he shall call special meetings when required. The president shall sign, with the superintendent, the minutes and other official documents which require the signature of the president. The president shall perform other duties prescribed by law.

If the president is absent, then the following line of progression shall be followed. First vice-president shall preside; in the absence of both the president and first vice-president, then the second vice-president shall preside.

The Executive Committee of the board consists of the president, first vice-president, and second vice-president.

Adopted: February 5, 1964
Amended: September 2, 1981
Amended: January 2, 1985
Amended: November 20, 1991
Amended: November 27, 2001

Cross Reference: BCC, Appointed Board Officials
Legal Reference: Louisiana Revised Statutes 17:54, 17:55, 17:83
BCC - APPOINTED BOARD OFFICIALS
(Superintendent)

The superintendent shall be elected every four years by the board as provided by law and shall serve as secretary and treasurer and perform all the duties that are prescribed by law and such other duties, not inconsistent thereto, as majority of the board may direct.

Adopted: February 5, 1964

Cross Reference: BCB, Board Officers
The executive committee meeting of the board will be held on the first Tuesday of the month for the purpose of setting the agenda, presentations, conducting hearings, and providing for a CPSB work session on the proposed agenda. The executive committee meeting will begin at 4:30 p.m. unless the board president in his/her discretion decides to schedule a special board meeting to begin at 4:30 p.m., in which case the executive committee meeting will begin immediately after the special board meeting adjourns.

Adopted: January 22, 1986
Amended: February 5, 1992
February 16, 2000
November 27, 2001
Revised: March 20, 2007
The Caddo Parish School Board acting in accord with LA R.S. 42:261.1 allowing any school system with an enrollment of 40,000 or more to employ its own attorney or general counsel and fix its fee, elects to do so with the following provisions:

1. The Board shall exercise a process of Request for Proposals for legal services once every three years.

2. Six months prior to the 3rd anniversary date of March 1, 2002, the Board shall issue an RFP for legal services.

3. The Board shall determine the category/categories of legal services it wishes to engage.

4. The terms and conditions, scope of work shall be detailed in the RFP and ratified by the action of the Board.

5. Each and every firm providing legal services to the Board shall maintain professional malpractice liability insurance. On April 1 of each year, each attorney/firm providing legal services to the Board shall provide a certificate of professional malpractice/liability insurance having liability limit coverage at or exceeding 1 million dollars per claim.

6. The Board has the right to terminate the services of any attorney/firm by providing 15 days notice by mail.

Adopted: July 2, 1969
Amended: June 3, 1981
Revised: November 27, 2001
Revised: February 19, 2002

Legal Reference: Louisiana Revised Statutes 42:261.1
BD - SCHOOL BOARD MEETINGS

The board shall officially transact all business at a legal meting of the board. The president shall start all meetings promptly at the appointed hour. The board shall hold various types of meetings including:

Regular Meeting
The usual official legal meeting held regularly.

Special Meeting
An official legal action meeting called between the scheduled regular meetings to consider specific topics.

Executive Session
A session called to acquaint the board with information of a confidential nature such as matters of litigation, personalities, security and any other matters specifically permitted by law. No final or binding action can be taken at these sessions. An affirmative vote by two-thirds of the board members is required to hold an executive session.

Amended: November 3, 1976
Amended: August 3, 1977
Amended: January 2, 1985
Amended: November 27, 2001

Legal Reference: Louisiana Revised Statutes 42:6.1, 42:4.2
BDA - REGULAR BOARD MEETINGS

The Caddo Parish School Board shall meet on the third Tuesday of each month at 4:30 p.m. in the Board Room at 1961 Midway. Meeting dates and time may be changed by a consent of the majority of the board.

All official meetings of the board at which any legal action is taken shall be public meetings.

Adopted: February 5, 1964
Revised: December 7, 1977
January 2, 1985
June 4, 1987
July 24, 1991
February 5, 1992
January 27, 1993
January 22, 1997
February 16, 2000
November 27, 2001

Legal Reference: Louisiana Revised Statutes 42:4.1-42.10, 17:810(1)
BDB - SPECIAL BOARD MEETINGS

Special meetings may be called by the president or a majority of all members with 24 hour prior written notice.

At a special meeting, the board shall conduct only business for which the meeting was specifically called and which was included in the notice of the meeting.

Adopted: February 5, 1964
Revised: June 4, 1987
Revised: November 27, 2001
BDD - BOARD MEETING PROCEDURES

The order of business at regular monthly meetings shall be as follows: Invocation, Pledge of Allegiance, Roll Call, Consideration of Minutes, Consent Agenda, Visitors, Bids, Other Agenda Items, Superintendent's Report, Old Business, New Business, Announcements and Requests, Executive Session (if needed) and Adjournment. This order of business may be altered by a consent of the majority of members present.

In addition to other rules for conducting meetings, the Caddo Parish School Board shall abide by the following rules in conducting meetings:

1. Agenda items will be considered and discussed in the following manner:
   a) the president of the Board will read the agenda item;
   b) the Superintendent will briefly describe the agenda item and state whether the Superintendent has any recommendation for the agenda item;
   c) if any board member has requested the agenda item or has adopted or is associated with the agenda item, the Board president shall then recognize that Board member first for the purpose of making a motion; in the event that Board member declines to make a motion, then the Board president shall recognize any other member for the purpose of making a motion on that agenda item;
   d) if no Board member has requested the agenda item or has adopted or associated with the agenda item, the Board president shall recognize any board member for the purpose of making a motion of that agenda item;
   e) after a motion has been made and seconded, the Board president shall recognize the maker of the motion for the purpose of speaking to the merits of the motion, after which the Board president shall recognize the Board member who provided the second to the motion, for the purpose of speaking to the merits of the motion;
   f) the motion shall then be open for debate and discussion by the entire Board;
   g) the Board president shall make a reasonable attempt to call on Board members for the purpose of speaking to the merits of the motion in the order in which each Board member requests an opportunity to speak;
   h) all discussion and argument on the motion shall be limited to the merits of the motion; Board members shall not, at any time during the Board meeting, question the motivations or intentions of any Board member or any motion or agenda item; the Board president shall immediately admonish any Board member who begins to speak beyond the merits of any motion or any Board member who questions the motivations or intentions of any Board member of any motion or agenda item;
i) Board members shall not speak to any individual motion more than two times, unless granted permission by the Board. The two-time speaking limitation does not apply when a Board member is asking questions of staff or a speaker, and

j) if at any time a Board member believes that these rules are not being followed, the Board member may call such to the attention of the Board president by making a "point of order" inquiry.

2. All Board members shall be respectful and display common courtesy to each other in all their dealings with each other, School Board employees and the public.

3. All discussion and argument during meetings shall be addressed to the Board president, who shall be addressed as "Mr. President" or "Madam President" as whichever may be the case; Board members shall refrain from addressing or speaking to the Board room audience when speaking to a motion.

Adopted: February 5, 1964
Revised: June 4, 1987
October, 1987
April 19, 1995
February 21, 2006
BDDB - AGENDA FORMAT

The business of each regular Caddo Parish School Board meeting shall be as follows: The order may be changed by a consent of the majority of members present.

1. Invocation
2. Pledge of Allegiance
3. Roll Call
4. Consideration of Minutes
5. Establish the Agenda and the Proposed Consent Agenda
6. Special Recognitions/Presentations
7. Visitors (Groups of five or more that represent same concern or concept are limited to one to five speakers who will abide by the three minute speaking time limit).
8. Confirm the Consent Agenda
   a. Personnel Recommendations
   b. Requests for Leaves
   c. Other (Hiring, assignment changes, separations and resignations)
   d. Promotional Appointment Contract for a New Counselor
10. Bids
11. Other Agenda Items
12. Superintendent's Report
13. Unfinished Business
14. New Business
15. Announcements and Requests
16. Executive Session (if required)
17. Adjournment

In accordance with the Americans with Disabilities Act, if you need special assistance, please contact the Office of Special Services at 861-1331, describing the assistance that is necessary.


Legal Reference: Louisiana Revised Statute 42:7(A)(1)(b)(ii)
BDDC - AGENDA PREPARATION AND DISSEMINATION

Agenda Preparation

In addition to other rules for setting agendas, the Caddo Parish School Board shall abide by the following rules in setting agendas:

1. All presentations and reports not requiring action of the Board in the form of a motion, with the exception of the Superintendent’s report, shall be postponed and set for presentation to the Board at the next Executive Committee meeting.

2. In establishing the order of the agenda, any items which the Executive Committee reasonably believes will be of heightened interest to the public shall be prioritized and set on the agenda for the earliest consideration after normal preliminary matters.

SCHOOL BOARD MAILOUT

It shall be the policy of the Caddo Parish School Board that backup material and information regarding agenda items on which the Board is to take action during the regular board meeting be in the mailout no later than on the Wednesday before the executive committee meeting held as a work session for the regular board meeting. Agenda items for which backup material and information is provided to board members prior to or during the executive committee meeting may be considered for board action during the regular board meeting. The Board shall not act on any agenda item for which backup material or information was not provided before or during the executive committee work session with the exception of bid agenda items. However, any agenda item may be considered for board action with a two-thirds vote of the members present regardless to when the backup material and information was provided to the Board.

PUBLIC COMMENTS

Citizens who wish to speak before the Caddo Parish School Board during the visitors section and before votes on specific agenda items are taken must notify the President by signing up on forms available in the Caddo Parish School Board meeting room prior to the meeting. During the visitors section, visitors may speak on any topic. However, those wishing to speak to an agenda item will speak at the appointed time of that item, prior to a motion by a board member, for no more than three minutes. If a designated group is speaking (for example: Caddo Citizens for Education), only two representatives can speak for three minutes each or one representative for five minutes. If no citizen
BDDC - AGENDA PREPARATION AND DISSEMINATION

timely signs up to speak at the comment period for any item listed on
the consent agenda by the School Board, such consent agenda items may
be acted upon by the Board as consent items without comment. In case
of suspension of the rules to consider an item upon which a vote is to
be taken, any citizen can speak to the proposed item to be considered
before a motion is made. The Board's time limit rule applies.

The President shall have the authority to remove any person disrupting
or interfering in any manner with the conduction of a meeting of the
Board.

Adopted: March 17, 1982
Amended: June 19, 1991
February 5, 1992
March 17, 1993
April 19, 1995
August 20, 1997
April 20, 2004

Legal Reference: Louisiana Revised Statutes 42:5.1
BDDC – AGENDA PREPARATION AND DISSEMINATION
(Distribution of Agenda Materials to Public)

Agenda Distribution

The Caddo Parish School Board shall make the agendas of the Executive Committee, Regular Meeting and any Special Meeting of the Caddo Parish School Board available to the public and the media requesting same, no later than 24 hours before the meeting, at no cost. Persons, groups, companies, organization, or media wishing to receive a copy of the agenda prior to the meeting shall either pick up the agenda at 1961 Midway Street, receptionist desk, or upon request have the agenda faxed or mailed to the person making the request. If a person requests that the agenda be mailed the appropriate postage will be charged. If a person requests that the agenda be faxed to a long distance number the appropriate long distance charge will apply. The Caddo Parish School Board cannot and does not warrant that the mailed agenda will be received by the individual or group prior to the meeting.

Purchase of Agenda Support Documentation (Packets)

The Caddo Parish School Board shall make available to the public, upon request, the materials in support of the agenda at a cost of $.10 per page. Only complete sets of the materials (packets) shall be duplicated at this special rate. Selected, individual items shall not be duplicated based on the $.10 per page rate but the requester will be charged based upon the actual costs necessary to prepare the special request depending on the materials and labor involved in responding to the request. Persons, groups, companies, organizations, or media wishing to receive a copy of the packets shall either pick up the packet at 1961 Midway Street, or have the packets mailed to them for the cost of the postage. The Caddo Parish School Board cannot and does not warrant that the mailed packets will be received by the requester prior to the meeting. Individuals requesting a copy of the packet shall contact the Board secretary’s office at least 24 hours in advance of the meeting to determine the cost and to make the official request. Payment must be made at the time of delivery of the materials, or in advance of the mailing. Payment must be made by check for the exact amount. No cash may be accepted.

Inspection of Agenda Support Documentation (Packets)

If a member of the public does not want to purchase the packets, packets of materials in support of the agenda will be made available for inspection by the public at the Caddo Parish School Board office at 1961 Midway Street at least 24 hours prior to the meeting.

Adopted: June 18, 2002
BDDE - RULES OF ORDER

When not otherwise controlled by state law, action of the State Board of Education, or rules and regulations adopted by the parish school board, The current edition ROBERTS RULES OF ORDER shall be used in conducting the business of the Caddo Parish School Board for all regular and special meetings.

Adopted: February 5, 1964
Revised: November 27, 2001

Legal Reference: Louisiana Revised Statutes 17:81(C)
BDDG - MINUTES OF BOARD MEETINGS
(Resolutions and Petitions Presented by the Public)

It shall be the policy of the Caddo Parish School Board to file resolutions and petitions presented by the public as part of the official papers accompanying board minutes, but shall not be an integral part of the board minutes.

Adopted: June 2, 1976
Revised: November 27, 2001
BDDG – MINUTES
(School Board Mailout)

It shall be the policy of the Caddo Parish School Board that material and information on which the board is to take action be in the mailout on the Wednesday before the next board meeting. The board shall not act on any motion that is not in the mailout with the exception of sudden catastrophes involving safety of individuals and destruction of school property.

Adopted: March 17, 1982
Amended: June 19, 1991
Amended: February 5, 1992
BDDG - MINUTES OF BOARD MEETINGS

The superintendent keeps all minutes of the board and is responsible for furnishing the official journal of the board with a copy of the minutes within ten days following each board meeting.

Within ten days of each regular Caddo Parish School Board meeting, a copy of the minutes from the said meeting shall be directly distributed to the PTA president, or prior designated officer, of each Caddo Parish school.

The official minutes of the board shall be kept in the administrative offices and made available to any citizen desiring to examine them during regular office hours.

The superintendent shall be required to maintain in the school board office a cumulative reference file to the bound minute books of the board, said file to start with the June, 1951 meeting of the board. The president and the superintendent shall initial each page of the minutes in the official minute book following their approval by the board.

The reading of the minutes at each meeting shall be dispensed with unless some interested member requests it. Copies of the minutes of each board meeting shall be included in the board notices for the following meetings.

Adopted: September 1, 1949
Amended: June 6, 1951
January 14, 1964
December 14, 1994

Reviewed
& Reenacted: November 27, 2001

Legal Ref: Louisiana Revised Statute 43:144
BDDJ - BROADCASTING AND TAPING OF BOARD MEETINGS

It shall be the policy of the Caddo Parish School Board that proper decorum shall be maintained during all school board meetings. The operators of broadcasting and video equipment, cameras and lighting are to position themselves in the front of the CPSB room during official school board meetings. Operators should refrain from stationing themselves and/or their equipment on the board's platform after proceedings are underway.

Adopted: March 7, 1990
Amended: October 20, 1993
BF - BOARD POLICY DEVELOPMENT

The parish school board shall provide for a school system and establish general policies in keeping with the needs of the community and the requirements of the state law. Members of the board shall have authority only when acting as a board legally in session. The board shall not be bound in any way by any statement or action on the part of any individual board member except when such statement or action is in pursuance of specific instructions of the board.

The board accepts the definition of policy set forth by the National School Boards Association:

Policies are principles adopted by the school board to chart a course of action. They tell what is wanted; they may include why and how much. Policies should be broad enough to indicate a line of action to be followed by the administration in meeting a number of problems; narrow enough to give clear guidance. Policies are guides for action by the administration, who then sets the rules and regulations to provide specific directions to school district personnel.

In formulating policies, the board shall adopt general principles and statements of Intent. The Superintendent and his professional staff shall take action therewith. Application of such policies to individual problems and tasks is an administrative function to be performed by the superintendent. The superintendent shall, in turn, when necessary, or when directed by the governing board, prepare written regulations to assure the implementation of board policy.

Adopted: December 13, 1972
BFA - POLICY DEVELOPMENT SYSTEM
(Adoption of Policy Manual)

It shall be the policy of the Caddo Parish School Board to develop policies in accordance with the Educational Policies Services/National School Boards Association and put them in writing so that they may serve as guidelines and goals for the successful and efficient functioning of the Caddo Parish schools.

Adopted: November 16, 1977
Legal Reference: Louisiana Constitution, (Article VI, Section 10) 1974
BHD - BOARD MEMBER COMPENSATION AND EXPENSE
(Board Member Travel Policy)

The president of the board shall authorize in writing individual board members to attend hearings, meetings, seminars or workshops that in the president's opinion are beneficial to the Caddo Parish School Board. Expenses for travel are to be governed by the expense reimbursement policy. Board members are to submit their requests to the president prior to attending the conference. Board members are to submit their expenses for reimbursement to the Office of the Secretary to the Board. The president must sign the authorization for reimbursement.

Adopted: March 2 1977
Revised: November 27, 2001
BHD - EXPENSE REIMBURSEMENTS
(Travel)

Effective March 1, 1976 the travel rate for employees and school board members will be in accordance with the rate authorized by the State Commissioner of Administration.

Adopted: February 18, 1976
BHD - BOARD MEMBER COMPENSATION AND EXPENSES

The expense allowance of all Caddo Parish School Board members shall be $800.00 per month. Not more than $800.00 expense allowance shall be paid to a board member who is not the President or member of the Executive Committee of the board in one calendar month.

Members of the Executive Committee shall be paid an additional $50.00 per diem for attendance at one Executive Committee meeting during the month on a day other than a regular board meeting day. Not more than $50.00 per diem for one Executive Committee meeting, and $800.00 compensation shall be paid to a member of the Executive Committee in one calendar month.

The President of the Caddo Parish School Board shall be paid an additional $50.00 per them for one additional day per month for discharging the duties of his office. He shall also be paid $50.00 per diem for attending one Executive Committee meeting per month on a day other than a board meeting or board committee meeting day. Not more that $50.00 per diem for one Executive Committee meeting, $50.00 per diem for one additional day per month for discharging the duties of his office, and $800.00 expense allowance for a total of $900.00 shall be paid to the President of the board in one calendar month.

Payment for miles traveled to and from board or committee meetings will be paid to board members in accordance with the rate authorized by the State Commissioner of Administration for those making application for such travel.

Adopted: November 15, 1978
Revised: July 10, 1985
Revised: November 27, 2001

Legal Reference: Louisiana Revised Statute 17:56 and 17:61(E)
BHD – BOARD MEMBER COMPENSATION AND EXPENSES
(Travel Policy for State and National School Board Conventions)

The value of attendance at the Louisiana and National School Boards Conventions is recognized. School Board Members may attend up to one out of state conference during the fiscal year 2011-2012. Expenses of board members in accordance with established rules will be applicable. The administrative staff may be represented by the superintendent or a person designated by him. The Board President is authorized during the fiscal year 2011-2012 to approve additional attendees within the board-approved school board budget.

Rules governing reimbursement for travel expense for employees will apply to board members. Total trip expense and reimbursement by personal car should not exceed the amount that total expense would have been if traveling by plane. However, the president of the board may make exceptions concerning travel arrangements.

Adopted: March 17, 1976
Amended: June 20, 1984
Amended: January 16, 1985
Amended: August 16, 2011
BHD-R - EXPENSE REIMBURSEMENTS
Board Member Compensation and Expenses
(Teaching Policy for State and National School Board Conventions)

1. As a general guide, the state auditor allows actual reimbursement for all necessary and reasonable expenses. Exceptions should be explained in detail for possible consideration.

2. Rooms - actual cost. If room shared with another person (such as wife), use cost of room for single occupancy and attach statement from hotel stating single room rate.

3. Actual cost of meals plus 15% tips, including luncheons and banquets which are a part of scheduled meetings.

4. Exact registration cost. (receipt Required)

5. Limousine fares to and from airport If traveling by air. Actual cab fares in connection with meetings, plus tip not to exceed 15%.

6. Certain other actual expenses, such as public stenographer used in line with work of meeting, are permissible when approved.

7. Expenses of side trips, sightseeing trips, and other such things not required by or related to work of meeting are not permissible. Tours to schools and school-related projects in connection with school board business or professional school jobs are permissible.

8. When traveling by plane or other public conveyance, actual cost of ticket is to be used. Out-of-town trips are usually scheduled far enough in advance to permit reservations using coach fares. Should this fare be unavailable, permission for first-class fares must be obtained from the superintendent. When traveling by personal car, the per mileage reimbursement rate will be used. When two or more persons travel by car, only one mileage allowance is permissible. Total trip expense and reimbursement by personal car should not exceed the amount that total expense would have been if traveling by plane. Exceptions must be approved.

9. All trips for school employees must be approved in advance by department heads.

10. Attach a program of convention or conference attached to the reimbursement request verifying dates of meetings.
11. Report all expenses as follows:
   (a) Complete Form #2, attaching receipts for travel, registration, hotel and program of convention.

   (b) Sign Form #2 and submit to assistant superintendent in your department for approval. Do not detach either copy of Form #2.

   (c) Assistant superintendent approval and submit to Finance Department for superintendent's approval and processing.

12. Travel expense allowance is provided in the budget for only one purpose - that purpose being to reimburse for actual expenses incurred in the line of work, duty and responsibility.

Adopted: March 17, 1976
BHE - BOARD MEMBER INSURANCE

Active school board members are eligible to participate in the Caddo Parish School Board employee insurance plans. Their benefits and premiums are identical to other active CPSB employees. CPSB members are also subject to the eligibility requirements of each insurance plan.

Adopted: March 19, 1975
Revised: November 27, 2001
BJ - SCHOOL BOARD MEMBERSHIPS

On behalf of the Caddo Parish School Board, the superintendent is authorized to pay the annual dues for the board’s membership in the Louisiana School Boards Association.

Adopted: February, 1947
Amended: November 20, 1991
November 27, 2001
Cabinets (Use "Administrative Councils, Cabinets, and Committees")
Cable Television (Use "Instructional Television")
Cadet Teachers (Use "Student Teaching and Internships")
Cafeterias (Use "Food Services Management")
Cafeteria Workers (See "Job Descriptions")
Calendar (Use "School Calendar")
Camps (Use "School Camps")
Campus Police (Use "Buildings and Grounds Security")
Capital Equipment Purchasing (See "Purchasing")
Capitalization (Use "Facilities Capitalization Program")
Career Education (Use "Occupational Education")
Care of School Property by Students
Carnegie Unit (Use "Graduation Requirements")
Cash in School Buildings
Censorship (Use "Academic Freedom," "Instructional Materials," "Public Complaints About the Curriculum or Instructional Materials, "Student Publications," or "Underground Student Publications," as appropriate.)
Census (Use "School Census")
Ceremonies (Use "School Ceremonies and Observances," "Graduation Exercises," or "Patriotic Exercises.")
Certification (Use "Professional Staff Hiring." Also see "Job Descriptions.")
Chairman of the Board (Use "Board Officers")
Change Orders (Use "Purchasing Procedures" or "Construction Contracts Bidding and Awards.")
Chaperones (Use "Supervision of Students")
Checking Accounts (Use "Depository of Funds" or "Authorized Signatures.")
Check-Writing Services
Child Abuse Reporting (Use "Student Safety" and also see "Records")
Churches
Citizens' Committees (Use "Advisory Committees to the Board" and/or "Community Involvement in Decisionmaking.")
Citizenship Education
City Government (Use "Relations With Local Governmental Authorities")
Civil Defense Alarms (Use "Warning Systems")
Civil Defense Authorities
Civil Defense Plans (Use "Emergency Plans")
Civil Rights of Minors (Use "Student Rights and Responsibilities" and/or "Student Due Process Rights.")
Class Gifts (Use "Student Gifts and Solicitations")

**INH**
Class Interruptions

**IKC**
Class Rankings
Classroom Materials (See "Instructional Materials")
Classroom Organization (Use "Instructional Arrangements" or "Grouping for Instruction."

**IHB**
Class Size

**EGB**
Clerical Services
Closed Board Meetings (Use "Executive Sessions")
Closed-Circuit Television (Use "Instructional Television")
Clubs (Use "Student Organizations")
Coaches (See "Job Descriptions")

**IGD**
Cocurricular and Interscholastic Programs
Collecting Taxes (Use "Revenues From Local Tax Sources")
Collective Bargaining (Use "Negotiations")
Collegebound Guidance (Use "Guidance Program")
College Courses (Use "Advanced College Placement")
College Preparatory Program (Use "Basic Instructional Program" or break out new descriptor in IGA sequence.)

**LE**
Colleges and Universities
College Track (Use "Grouping for Instruction")
Commercial Track (Use "Grouping for Instruction")

**AF**
Commitment to Accomplishment

**CE**
Administrative Councils, Cabinets, and Committees

**BCF**
Advisory Committees to the Board

**BCE**
Board Committees

**JHCC**
Communicable Diseases
Communications With Staff and Public (Use "Board-Staff Communications" and "Public Information Program.")
Community Activities and Performances (Use "Student Performances" or "Community Use of School Facilities.")
Community Advisory Council (Use "Advisory Committees to the Board")
Community College Program (Use "Extended Instructional Programs" or break out new descriptor in IGC sequence.)
Community Fund-Raising Activities (Use "Public Solicitations in the Schools" or break out new descriptor under this term.)

**IIC, KF**
Community Instructional Resources

**ABA / KC**
Community Involvement in Decisionmaking

**IICB**
Community Resource Persons

**KG**
Community Use of School Facilities

**Compensation**
Board Member Compensation and Expenses
Professional Staff Contracts and Compensation Plans
Superintendent's Compensation and Benefits
Support Staff Contracts and Compensation Plans

**Complaints**
Public Complaints
Public Complaints About Facilities or Services
Public Complaints About Policies
Public Complaints About School Personnel
Public Complaints About the Curriculum or Instructional Materials
Staff Complaints and Grievances

Staff Complaints and Grievances

Complimentary Athletic Passes (Use "Free Admissions")

Comprehensive High School Program (Use "Basic Instructional Program" or break out new descriptor in IGA sequence.)

Compulsory Attendance Ages

Computer Assisted Instruction

Public Conduct on School Property

Student Conduct

Student Conduct on School Buses

Conference Periods for Teachers (Use "Professional Staff Time Schedules")

Parent Conferences

Professional Staff Visitations and Conferences

School Board Conferences, Conventions, and Workshops

Support Staff Visitations and Conferences

Student Conferences

Board Member Conflicts of Interest

Staff Conflicts of Interest

Congressional Representatives (Use "School Board Legislative Program" and/or "Relations With Federal Governmental Authorities.")

Conservation Education (Use "Basic Instructional Program" or break out new descriptor in IGA sequence.)

Construction Contracts Bidding and Awards

Construction Cost Estimates and Determinations

Construction Plans and Specifications

Construction Project Insurance Program

Construction Project Records and Reports

Facilities Construction

Supervision of Construction

Construction Contracts Bidding and Awards

Construction Cost Estimates and Determinations

Construction Field Checks and Inspections (Use "Supervision of Construction")

Construction Plans and Specifications

Construction Project Insurance Program

Construction Project Records and Reports

Consultants to the Board

Program Consultants

Consultants to the Board

Professional Staff Consulting Activities

Superintendent's Consulting Activities

Contests for Students

Continuing Contracts (See "Tenure" and "Contracts.")

Contracted Bus Service (Use "Student Transportation Services")

Contracted Services (See "Contracts")

Contracting for Instruction

Contractor's Affidavits and Guarantees

Contractor's Fair Employment Clause
FEF
Construction Contracts Bidding and Awards

IHI
Contracting for Instruction

IHIA
Performance Contracting

GCB
Professional Staff Contracts and Compensation Plans

CBC
Superintendent's Contract

GDB
Support Staff Contracts and Compensation Plans

INC
Controversial Issues (Use "Teaching About Controversial Issues")

Conventions (See "Conferences")

LBB
Cooperative Educational Programs

DJE
Cooperative Purchasing

Coordinators (See "Job Descriptions")

Copyright Protection Notices (Use "Printing and Duplication Services")

JGA
Corporal Punishment

Correspondence Courses (Use "Extended Instructional Programs" or break out new descriptors in IGC sequence.)

Cost Estimates (Use as appropriate "Purchasing Procedures" or "Construction Cost Estimates and Determinations.")

Councils (Use "Advisory committees to the Board" or "Administrative Councils, Cabinets, and Committees.")

Counseling and Guidance (Use "Guidance Program")

Counselors (See "Job Descriptions")

LF
County Education Agency Relations

County Government (Use "Relations With County Governmental Authorities")

Course Outlines (Use "Curriculum Guides and Course Outlines,")

Courses of Study (Use "Curriculum Guides and Course Outlines" and/or various appropriate subcategories of "Curriculum Design.")

Credit Hours (Use "Graduation Requirements")

Criteria for Evaluation (See "Evaluation")

Crossing Guards (Use "Traffic and Parking Controls" or "Student safety Patrols.")

Culture-Free Tests (Use "Test Selection and Adoption")

IFD
Curriculum Adoption

Curriculum Centers (Use "Instructional Materials Centers")

IG
Curriculum Design

IF
Curriculum Development

Curriculum Directors (See "Job Descriptions")

Curriculum Guides and Course Outlines

Curriculum Libraries (Use "Instructional Materials Centers" or "Professional Libraries.")

IFIA
Curriculum Research

ECC
Custodial Services

Custodian of School Moneys (Use "Appointed Board Officials")

Custodians (See "Job Descriptions")
SECTION C: GENERAL SCHOOL ADMINISTRATION
(Continued)

CI        Temporary Administrative Arrangements  
          SN The policy authorizing the utilization of substitute, acting, 
          and/or part-time administrators.

CJ        Administrative intern Program

CK        Program Consultants  
          SN Outside consultants engaged to assist any division or department 
          other than the Board itself. See also BCH, Consultants to the Board.

CL        Administrative Reports

CM        School District Annual Report
CBA - QUALIFICATIONS AND DUTIES OF SUPERINTENDENT
(Job Description)

Area of Responsibility

Working under the Caddo Parish School Board, serves as chief executive of the Caddo Parish Schools and is responsible for achieving parish goals and objectives, for carrying out policies established and approved by the board, and for the overall planning, direction, control and evaluation of parish activities.

Principal Duties

Provides for the development and implementation of long and short-range plans for achieving parish goals and objectives and recommending such plans to the Caddo Parish School Board.

Recommends specific policies, procedures, plans and programs for attaining current operating objectives and provides leadership in solving major problems.

Establishes and maintains a sound plan of organization which will provide the proper framework for accomplishing the objectives.

Provides for the proper delegation of authority and responsibility throughout the organization.

Provides for thorough and complete dissemination, interpretation and administration of all parish policies in order to establish a framework within which key subordinates can discharge their responsibilities.

Recommends and/or approves, as authorized, the selection, appointment and assignment of responsibility of key parish personnel.

Establishes effective controls for measuring performance of key administrators against established objectives.

Provides for development of executive and administrative talent to meet present and future organizational needs.

Appraises the performance and progress of the parish through effective controls and reports of parish activities and through contacts and conferences with key subordinates. Initiates corrective action where required.
Provides the Caddo Parish School Board with reports and information which will enable it to critically review operation of the parish in order to give constructive advice and guidance as to improvement possibilities. Directs the preparation of, and recommends to the Caddo Parish School Board for approval, the annual budget and administers the school system within approved budget limits.

Provides for the establishment of school attendance boundaries within the parish.

Provides for the selection of sites for locating future school facilities and recommends to the board for approval.

Develops, recommends and carries out, in coordination with members of the board, a planned program for maintaining favorable external relations with other state and local government agencies and with the general public.

Stays abreast of trends and developments in the fields of elementary and secondary education that may affect the well-being and future of the parish schools-and applies the best new Techniques and knowledge to school operations.

Manages parish school affairs aggressively and imaginatively with emphasis on systematically maintaining and improving the quality of the public schools.

Cooperates with local government, industry -aid community leaders to foster and enhance a favorable attitude toward the parish schools.

Preferred Attainment Levels

Education Related

Ability equal to that resulting from satisfactory completion of courses required for graduation from an accredited college or university with a Master's degree.

Experience Related

Capability equivalent to that normally achieved through over 10 years of progressive professional experience.
The Caddo Parish School Board shall conduct a program of adult education as prescribed by the State Department of Education. Only qualified, certified teachers shall be employed.

Purpose

The adult education program was authorized in an effort to eliminate illiteracy, decrease unemployment and achieve the democratic ideals of providing opportunities for adults who desire further education. This program provides the adult citizen an opportunity to better prepare himself to meet the requirements for employment in this community.

Types of Adult Education

Adult Basic Education (ABE) is financed jointly by the Caddo Parish School Board and by the federal government. ABE is designed for adults seventeen years of age or older who are achieving at the eighth level or below. Pupils in this program are given basic instruction to upgrade their achievement in reading, language and mathematics which will make them more employable. There is no cost to the student in the program in ABE.

Act 252 - Adult Education is financed jointly by the Caddo Parish School Board and by the State Department of Education. Adults must be seventeen years or older. Students study basic high school subjects in preparation for the General Education Development tests. A passing score on the test qualifies the student to receive a high school equivalency diploma which carries with it the privileges of a regular high school diploma. No student may receive an equivalency diploma prior to the date he would have graduated had the retained in school.

Adopted: April 4, 1962
Amended: February 20, 1974
Revised: June 18, 2002
CJ - ADMINISTRATIVE INTERNSHIP PROGRAM

I. Introductory Statement

The Administrative Internship Program of Caddo Parish is designed to provide potential administrators with opportunities to learn through direct work experiences under the guidance and supervision of experienced professional administrators. No definite promise is made to any intern that he or she will be assigned to an administrative position. The basic purpose of the program is to train those who show promise for administrative leadership.

II. Objectives

The objectives of the Administrative Internship Program are:

To provide training for the prospective administrators under actual school conditions which will be sympathetic, understanding and critically evaluative,

To provide the opportunity to apply theory to practice in a cooperatively planned program,

To provide a period of time as well as an atmosphere and situation in which administration is actually carried on subsequent to or during the period of academic study,

To provide learning situations where experienced practitioners share in the training of prospective administrators, and

To provide individualized training experiences for Interns.

III. Criteria for Selection

A. Applicant must comply with Caddo Parish promotion policy procedure.

B. Applicant must have a minimum of four (4) years of successful teaching experience in Caddo Parish Immediately preceding acceptance in the programs

C. Applicant must have recent evaluations from his immediate supervisors in addition to those required by the Caddo Parish promotion policy.
IV. Selection Procedures

A. Prospective candidates may be nominated by their immediate superiors or by central office administrative personnel or prospective candidates may make application directly to the superintendent.

B. The superintendent shall check carefully the technical, educational and personal qualifications of each individual whom he is giving serious consideration for acceptance in the program.

C. The superintendent shall recommend to the school board for board approval those persons whom he has selected for the program.

V. Organizational Structure of Program

A. While the fundamental responsibility for administering and supervising the operation and work of a school in all its phases must lie with the building principal, the administrative intern should be involved in administering the school and expected to give leadership to the various aspects of the educational program. To this end, the administrative intern should be involved through the building principal in all school related goals, tasks and activities in all areas of administration and supervision.

B. Length of Program

1. The maximum time a person may spend in the program is one school year plus three extra weeks.

2. Two of these extra weeks will be spent in orientation of the intern at the home school prior to the opening of school.

3. The other extra week will be spent at the home school for the intern to experience activities involved in the closing of a school.

C. Number of Interns in the Program

1. During the initial year of the program, it is recommended that the program follow a 2-1 plan. This plan will be two interns for elementary school experience and one intern for the junior high or middle school experience.

2. It is further suggested that both sexes will be considered for participation in the program as well as both races.

3. During subsequent years, the number shall be based on projected need and size of the pool of trained interns.
D. Estimated Cost of Program

1. It is recommended that the candidate be temporarily relieved of his personal assignment with the parish and placed in the internship program for the length of time stated in Length of Program section.

2. The candidate, when approved for the program, will continue to receive the salary that would have been received in the regular position for the school year. The candidate will receive no compensation for the extra three weeks.

3. It is recommended that the Intern retain all rights and privileges held before entering the program.

E. Placement of Interns

1. The superintendent of schools shall select the school which will provide the administrative experience for the interns.

2. The selection shall be base or home school and at least a second school whereby the intern may get an exposure to administrative procedures in another school for two or more weeks.

F. Administrative Seminars

1. During the summer, it is recommended that there be an orientation seminar for all persons involved in the program.

2. Suggested topics for orientation seminars are:

   - Purpose of the internship
   - Role of the intern
   - Role of the principal
   - New curricular development
   - Working with teachers and students
   - Reporting procedures
   - Budgeting time effectively
   - Evaluation techniques
3. The intern will spend a period of time at the administrative center as determined by the central office staff for orientation purposes in the divisions of curriculum and instruction, administration and personnel, community affairs and business affairs.

VI. Role of the Intern

A. In his role, the intern shall be allowed to make some decisions under the direction of the building principal.

B. The role of the intern shall encompass all involvements related to curriculum and instruction, administration and personnel community affairs and business affairs which include the following:

1. Curriculum and Instruction
   - Curriculum development
   - Faculty in-service
   - Lesson Planning
   - Guidance services
   - Continuous progress program, K-12
   - Selection of curriculum and Instructional materials
   - Textbook usage, selection, purchase and management
   - Knowledge of Bulletin 741
   - Scheduling
   - Budgeting
   - Teaching Methods
   - Staff utilization
   - Acquisition of materials and supplies
   - Exposure to evaluation process and procedures
   - Grade level and departmental meetings
   - Familiarization with all special programs in the schools.
   - Field trips
   - Supervision

2. Administration and Personnel
   - Discipline (due process, student hearings, suspensions, corporal punishment)
   - School board policies and procedures
   - Attendance of faculty and students
   - Student activities
   - Duty rosters
   - Conferences (teacher, parent student, bus driver)
   - Selection and placement of teachers
   - Selection of custodians
   - Accident reports
   - Cooperation with law enforcement officers
Registration procedures
Faculty meetings
Annual reports
Certification and staffing
Preventive behavior
Working with student teachers
School calendar

3. Community Affairs

Discipline
Attendance
Civil and social agencies
Human relations
Preventive behavior
Public relations
Student affairs
Crisis Intervention
Crisis prevention
Community involvement
Behavior modification

4. Business Affairs

Plant management
Payroll, school accounting and purchasing
Caddo Parish forms and procedures and bookkeeping procedures
Transportation
School lunch program
Use of buses
Bus routes
Vandalism

VII. Role of the Principal and the School

It is the responsibility of the building principal to provide education leadership and guidance for the Intern to accomplish the stated goals and objectives of the programs. Moreover, it will be his responsibility to be Involved in the In-service program for interns and finally it will be his responsibility to give the central office staff a written evaluation of the intern in his school at the end of the school year.

VIII. Evaluating the Internship

One of the significant features of the administrative internship program is its emphasis on evaluation in all phases of the programs.
Evaluation of internships must be a cooperative venture undertaken by all who are involved in the program. Specific plans will be made to include the intern, cooperating principal and central office staff.

The evaluation will be systematic and planned in such a way that written accounts are available for all aspects of the internship experience. The evaluation will be based upon criteria which have been established by the Intern in cooperation with the school principal and central office staff. The intern's evaluation will be based on a record of activities that permit evaluation of a single day's activities. These will include the Daily Log, Monthly Selected Activities Analysis and an Intern's Evaluation Report at the end of the school year.

Evaluation Procedures

A. Evaluation Conferences

Systematic evaluation of the internship program will require monthly conferences in each of the schools participating in the program. The participants in these conferences will be the intern, the school principal and representatives from the central office.

The intern should assume responsibility for scheduling the evaluation conferences; he should make an agenda; assemble copies of materials -- Daily Logs and Selected Activities Analysis; assemble the participants; act as chairman of the meeting and should prepare a summary of the conference to be mailed to all participants. The following Items should appear on all agendas. Others should be added as they are appropriate.

1. Presentation of excerpts from the Internship Log.

2. Discussion of Selected Activities Analysis

3. Analysis of the value of the intern's experiences and experimental approaches in the school.

4. Desired directions for the future.

5. Setting a date for the next conference.

The Intern should glean from the evaluation conferences those reactions of the participants which may be useful in future planning and in the final evaluation of the internship program.
All conferences, except the final one near the close of the school year, are progress reports on the internship. The final conference should consider both the evaluation of the intern's activities and proposals for Internship programs in the future.

B. The Principal's Role in Evaluation

The most frequent and often the most valuable evaluation of the intern is that which should occur almost daily within the school as the principal works with and observes the Intern. From the time the principal first meets with the intern before school to develop the internship guide until the Internship year is completed, the principal should be constantly making evaluation, the intern's behavior. Therefore, as a final means of evaluation, the principal will be required to submit to the superintendent a written evaluation of the Intern who was placed in his school. Along with other pertinent information which he may give, it is suggested that the principal also address himself to the following with regard to the Intern's potential as a principal:

1. What is the intern's potential as a principal?

2. What degree of success has he had working with teachers?

3. What degree of success has he had in stimulating action in the school in spite of resistance to new ideas?

4. What degree of success has he had in working with parents and the community?

5. How self-confident is he as a future administrator?

6. How flexible is he in his action and outlook?

Adopted: July 6, 1977
Amended: May 16, 1979
It shall be the policy of the Caddo Parish School Board that the Superintendent will, as soon as possible after the close of the school year, give an annual report to the school board covering the progress toward achievement of the annual goals and objectives of the school system.

The superintendent shall also present a semi-annual status report to the board to specifically detail the progress that the staff is making toward fulfilling the priority goals and objectives as approved by the board.

Both the annual and semi-annual report shall be made available to the public and used as one means of informing parents and citizens of the progress of the public school system.

Adopted: July 5, 1978
Amended: October 4, 1978
Revised: June 18, 2002
Damage to School Property (Use "Vandalism," "Care of School Property by Students," or "Public Conduct on School Property.")

Dangerous Weapons in the Schools

Data Management

Day (Use "School Day")

Day Care Centers (If centers are operated as a service to staff members, break out new descriptor in GB sequence. If they are operated as a service to students who are parents, break out new descriptor in Section J.)

Deadline for Budget (Use "Budget Deadlines and Schedules")

Deans (See "Job Descriptions")

Debt Limitation (Use "Tax and Debt Limitations")

Decentralization (If decentralization is a goal, use "School District Goals and Objectives." If decentralization has been accomplished, use as appropriate "The People and Their School District," "Community Involvement in Decisionmaking," and/or "School Board Powers and Duties.")

Decisionmaking

Community Involvement in Decisionmaking

Staff Involvement in Decisionmaking

Student Involvement in Decisionmaking

Deductions From Pay (Use "Salary Deductions")

Defacement of School Property (Use "Vandalism," "Care of School Property by Students" and/or "Public Conduct on School Property.")

De Facto Segregation (Use as appropriate "Nondiscrimination," "School Attendance Areas," and/or "Equal Educational Opportunities.")

Delinquent Behavior (Use "Student Discipline" and/or appropriate subcategories.)

Delivery Services (Use "Mail and Delivery Services")

Demographic Projections (Use "Enrollment Projections")

Demonstrations by Students (Use "Student Demonstrations and Strikes")

Demonstration Schools (Use "Curriculum Research" or "Pilot Projects.")

Demonstrations of Products (Use "Sales Calls and Demonstrations")

Dental Hygienists (See "Job Descriptions")

Departmentalization (Use "Organization of Instruction")

Department Chairman (See "Job Descriptions")

Depository of Funds

Desegregation (Use as appropriate "Nondiscrimination," "School Attendance Areas," and/or "Equal Educational Opportunities.")

Destaffing (Use "Reduction in Professional Staff Work Force" and "Reduction in Support Staff Work Force.")

Detention of Students

Determination of Budget Priorities

Determination of Evaluative Criteria (See "Evaluation")

Determination of Low Bidder (See "Bidding")

Development of Administrative Rules

Development of Policies (Use "Board Policy Development")

Development Opportunities

Board Member Development Opportunities

Professional Staff Development Opportunities

Superintendent's Development Opportunities

Support Staff Development Opportunities

Devotionals (Use "School Ceremonies and Observances" but see comment in The School Administrator's Guide to the EPSINSPA Policy Development System, 1975 revised edition.)

Differentiated Staffing

Diplomas (Use "Graduation Requirements" and/or "Adult High School Programs.")

Direct Affiliate Membership in the National School Boards Association (Use "School Board Memberships")
Directives (Use "Approval of Handbooks and Directives")
Directive System (Use "Policy Development System")
Directories (See "Publications")
Directors (See "Job Descriptions")
Disadvantaged Students (Use "Programs for Disadvantaged Students")
Disaster Drills (Use "Emergency Plans" and/or appropriate subcategories.)

**EBCA**
Disaster Plans
Discharge of Staff Members (See "Termination of Employment")
Discipline (Use "Student Discipline")
Disease Prevention (Use "Communicable Diseases")

**QCPD**
Suspension and Dismissal of Professional Staff Members
Suspension and Dismissal of Support Staff Members

**DBF**
Dismissal Precautions (Use "Student Dismissal Precautions")
Disposing of School Property (Use "School Properties Disposal Procedure")
Disruptive Students (Use "Student Conduct" or "Student Discipline," and/or related subcategories of either descriptor.)

**CAA**
District Administration Priority Objectives
District Annual Meeting (Use "School Board Elections" or "Board Organizational Meeting.")
Domicile Requirements for Staff (Use as appropriate "Recruitment and Appointment of Superintendent," "Professional Staff Hiring," and/or "Support Staff Hiring.")
Donations (See "Gifts")
Double Sessions (Use "School Day")
Drills (Use "Emergency Plans" and/or appropriate subcategories.)

**IGAJ**
Driver Education
Dropouts (Use "Student Withdrawal From School")
Drugs

**JFCI**
Student Drug Abuse
Teaching About Drugs, Alcohol, and Tobacco
Dual Enrollment (Use as appropriate "Advanced College Placement," "Relations With Other Schools and School Districts," and/or "School Admissions" or appropriate subcategories.)
Due Process (Use "Student Due Process Rights." The concept of due process will also apply to other descriptors pertaining to relations with staff, students, and public that are too numerous to list here.)
Duplicating Services (Use "Printing and Duplicating Services")

**CBA**
Qualifications and Duties of Superintendent

**HD**
School Board Negotiating Powers and Duties

**BBA**
Duties of Board Officers (Use "Board Officers")
Duties of Staff Members (See "Job Descriptions")
Duty-Free Lunch (Use "Professional Staff Time Schedules")
SECTION D: FISCAL MANAGEMENT

Consult The School Administrator's Guide to the EPS/NSBA System 1975 revised edition, for a full explanation of the codes and descriptors which follow. Use the checklist to record the contents of your own district policy manual. Your checkmarks will indicate which descriptors are covered in your manual.

DA    Fiscal Management Goals
DAA   Fiscal Management Priority Objectives

DB    Annual Operating Budget
DBA   Budgeting System
DBB   Fiscal Year
DBC   Budget Deadlines and Schedules
DBD   Budget Planning
SN The policy describing the general plan for the development of the budget and also the extent of involvement by students, staff, and/or public in the development and review of budget recommendations.
DBE   Determination of Budget Priorities
DBF   Dissemination of Budget Recommendations
DBG   Budget Hearings and Reviews
DBH   Budget Adoption Procedures
DBHA  Budget Referenda
DBI   Budget Appeals Procedures
DBJ   Budget Implementation
DBK   Line Item Transfer Authority

DC    Tax and Debt Limitations
SN A statement of information as to these limitations as mandated by law. Create subcategories as necessary for special policies or state requirements pertaining to authority to purchase short term and tax anticipation notes as well as requirements for tax and bond elections.

DID   State and Federal Aid Eligibility Determination
SN The policy which declares the Board's desire to be kept fully informed about the district's eligibility for participation in existing or imminent state and federally funded programs.

DE    Revenues From Tax Sources
SN This term does not call for a policy. Its purpose is to establish a category.
DEA   Revenues From Local Tax Sources
SN A statement concerning the procedures for raising local funds for school support purposes. Create subcategories as necessary for legal requirements concerning school tax collection procedures.
DEB   Revenues From State Tax Sources
DEC   Revenues From Federal Tax Sources

DF    Revenues From Nontax Sources
SN This term does not call for a policy. Its purpose is to establish a category.
DFA   Revenues From Investments
DFAA  Use of Surplus Funds
DFB   Revenues From School-Owned Real Estate
SN Pertains to property owned by the school district but not used for School purposes.
SECTION D: FISCAL MANAGEMENT
(Continued)

DFC  Grants From Private Sources
DFD  Rentals and Service Charges
DFE  Gate Receipts and Admissions
DFEA Free Admissions

DFF  Royalties
DFG  Income From School Shop Sales and Services

DG  Depository of Funds
DGA Authorized Signatures
DGB  Check-Writing Services

DH  Bonded Employees and Officers

DI  Fiscal Accounting and Reporting
DIA  Accounting System
DIB  Types of Funds
DIC  Financial Reports and Statements
DID  Inventories
DIE  Audits

DJ  Purchasing
SN This term does not call for a policy. Its purpose is to establish a
category.

DJA  Purchasing Authority
DJB  Petty Cash Accounts
DJC  Bidding Requirements
DJD  Local Purchasing
DJE  Cooperative Purchasing
DJF  Purchasing Procedures
SN The policy or policies concerning the purchasing of goods and
Services excepting food. See EFA, Food Purchasing. Create
subcategories if necessary concerning purchasing standardization,
specifications, requisitions, purchase orders, change orders,
verification of receipt of goods and services, and the like.

DJG  Vendor Relations
DJGA Sales Calls and Demonstrations

DK  Payment Procedures

DL  Payroll Procedures
DLA Payday Schedules
DLB Salary Deductions
DLC Expense Reimbursements

DM  Cash in School Buildings
SN The policy pertaining to the safeguarding of cash on hand.

DN  School Properties Disposal Procedure
The Caddo Parish School Board will follow the adopted formula for distribution of athletic funds for middle school athletics.

Allotments will be distributed based on student participation. The amount of the allotment will be determined by the school grades actually fielding teams.

Allotments by categories are as follows:

(1) Middle schools with the 6th-8th grade programs $1,700
(2) High schools with 9th grade programs (one program) $1,700

Guidelines

In order to receive funding, these requirements must be followed:

(1) Teams must play the recommended number of games designated in the schedule for that sport.
(2) Ninth grade programs housed in high schools must field teams separate and apart from the regular varsity programs.

Adopted: May 5, 1980
Revised: June 18, 2002
It shall be the policy of the Caddo Parish School Board that all budgets including lunch, federal funds, debt service, be presented annually to the Caddo Parish School Board.

Adopted: July 5, 1978
Revised: April 16, 2002
It shall be the policy of the Caddo Parish School Board that all proposals, including federal, state funded programs, and local funded programs, presented to the board contain budget information.

Adopted: October 4, 1978
Revised: April 16, 2002
DBJ  Budget Implementation  
(Expenditure of Funds not in the Budget)

It shall be the policy of the Caddo Parish School Board that whenever an item is brought before the board that requires the expenditure of funds not previously included in the budget, the superintendent will advise in writing as to which budget the expenditure will be taken from and the new ending balance for the particular budget that is affected.

Adopted:  May 18, 2010
DBJ-E - PROPOSAL FORMAT

Program Title: ____________________________________________________________

*Purpose: ___________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Date Submitted: ___________________________________________________________________
Staff Representative: ___________________________________________________________
Time Spent on Project: ___________________________________________________________________
Source of Funding: ___________________________________________________________________
Period Covered: ___________________________________________________________________
Program Amount: ___________________________________________________________________
Evaluation Procedure: _____________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Classification of Costs: (Itemized)
A. General Control
   1. _________________________________________________________________________
   2. _________________________________________________________________________
   3. _________________________________________________________________________
B. Instructional Services
   1. _________________________________________________________________________
   2. _________________________________________________________________________
   3. _________________________________________________________________________
C. Operation of Plant
   1. _________________________________________________________________________
   2. _________________________________________________________________________
   3. _________________________________________________________________________
D. Maintenance of Plant
   1. _________________________________________________________________________
   2. _________________________________________________________________________
   3. _________________________________________________________________________
E. Auxiliary Agencies
   1. _________________________________________________________________________
   2. _________________________________________________________________________
   3. _________________________________________________________________________
F. Fixed Charges
   1. _________________________________________________________________________
   2. _________________________________________________________________________
   3. _________________________________________________________________________
G. Capital Outlay
   1. _________________________________________________________________________
   2. _________________________________________________________________________
   3. _________________________________________________________________________

*Attach copy of guidelines
DBK – LINE ITEM TRANSFER AUTHORITY
(Budget Control)

It shall be the policy of the board that the budgets for the General Fund, Capital Projects Fund, Debt Service Fund, and Child Nutrition Program Fund may be changed at any time with board approval. Any staff request for modification of a budget line item shall be forwarded to the superintendent for consideration. If the superintendent considers the request justifiable, it shall be submitted to the board for approval.

The superintendent is authorized to approve budget line item changes for other funds. However, such changes must be reported to the board.

Adopted: February 24, 1993
Reviewed
& Reenacted: April 16, 2002
Amended: March 18, 2003
Amended: January 18, 2005
DFA - REVENUES FROM INVESTMENTS

Investment Policy

In accordance with the provision of R.S. 33:2955(D), as enacted by Act No. 374 of 1995, the Caddo Parish School Board hereby adopts this investment policy.

The Caddo Parish School Board shall operate under the "Prudent Person" rule, exercising judgment and care, under the circumstances prevailing, which people of ordinary prudence would employ in the management of their own affairs - not in regard to speculation, but as to the permanent disposition of their funds, considering both income and safety of capital.

The assets of the Caddo Parish School Board shall be held in trust by the fiduciary (fiduciaries) designated by the Caddo Parish School Board. The investment of funds shall be managed by the Director of Finance.

OBJECTIVES

The primary investment objective of Caddo Parish School Board is to ensure that the current and future obligations are adequately funded in a cost effective manner. The goals of this investment policy shall be (1) safety of principal, (2) liquidity, and (3) yield.

Preservation of capital and the realization of sufficient total return to ensure the ongoing financial integrity of the funds are essential. Preservation of capital encompasses two goals:

* Managing the risk of loss of principal for the fund as a whole.
* Managing the erosion of principal value through inflation.

GUIDELINES

The Caddo Parish School Board shall invest in only those investments allowed under LSA-RS 33:2955 and shall follow the provisions of the statute. Accordingly, the board is authorized to invest such monies in any general fund or special fund which it determines to be available for investment in any of the following obligations:

1. Direct U.S Treasury obligations, the principal and interest of which are fully guaranteed by the U.S. Government.

2. Bonds, debentures, notes or other evidence of indebtedness issued or guaranteed by federal agencies and provided such obligations are backed by the full faith and credit of the U.S., including U.S. Export Import Bank, Farmers Home Administration, Federal Financing Bank, Federal Housing Administration Debentures, General Services Administration, Government National Mortgage Association (guaranteed mortgage-backed bonds and guaranteed pass-through obligations), U.S. Maritime Administration (guaranteed Title XI financing), and U. S. Department of Housing and Urban Development.

4. Direct security repurchase agreements of any federal bank entry only
   securities enumerated in paragraphs (1) through (3) above. "Direct
   security repurchase agreement" means an agreement under which the
   political subdivision buys, holds for a specified time, and then sells
   back those securities and obligations enumerated in paragraphs (1)
   through (3).

5. Time certificates of deposit of state banks organized under the laws
   of Louisiana, or national banks having their principal offices in the State
   of Louisiana, savings accounts or shares of savings and loan associations
   and savings banks, or share accounts and share certificates accounts of
   federally or state chartered credit unions issuing time certificate of
   deposit; provided that the rate of interest paid for time certificates of
   deposit shall be not less than fifty basis points below the prevailing
   market interest rate on direct obligations of the U.S. Treasury with a
   similar length of maturity. Funds invested in accordance with this
   paragraph shall not exceed at any time the amount insured by the Federal
   Deposit Insurance Corporation in any one bank, or in any one savings
   and loan association, or by the national Credit Union Administration in any
   one credit union, unless the uninsured portion is collateralized by the pledge
   of securities in the manner provided in R.S. 39:122 1.

6. Mutual or trust fund institutions which are registered with the Securities
   and Exchange Commission under the Securities Act of 1933 and the Investment Act
   of 1940, and which have underlying investments consisting solely of and limited
   to securities of the U.S. government or its agencies. Investment of funds in
   such mutual or trust fund institutions shall be limited to 25% of the monies
   considered available for investment as provided by R.S.33:2955(A)(2).


PROHIBITED TRANSACTIONS

The following transactions are expressly prohibited:
   • Any transactions not authorized by this policy.
   • The purchase of securities on margin.
   • Direct purchases of single family or commercial mortgages.
   • Purchases of foreign bonds.
   • The short sale of securities
Effective August 15, 1995, as provided in R.S. 33:2955(A)(1)(b)(iii) - enacted by Act No. II 26 of 1995, investment in obligation's issued or guaranteed by federal agencies or U. S. government instrumentalities which are collateralized mortgage obligations that have been stripped into interest only or principal only obligations, inverse floaters, or structured notes. "Structured note" means securities of U.S. Government agencies, instrumentalities or government sponsored enterprises which have been restructured, modified, and/or reissued by private entities.

Adopted: February 21, 1968
Revised: June 18, 1997
Reviewed &
Re-enacted: May 22, 2002
DFEA - FREE ADMISSIONS
Senior Citizens

Senior citizens of the Caddo Parish School district - persons 65 years of age or older - may be given a senior citizen's identification card which will entitle them to attend any activities at any school in the district at no charge.

Adopted: June 16, 1982
Reviewed &
Re-enacted: May 22, 2002
DGA - AUTHORIZED SIGNATURES

The Caddo Parish School Board, in conformity with Act 31 of the 1954 session of the Louisiana legislature, authorizes its president and its secretary to use facsimile signatures in the signing of all checks issued by the board, it being understood that the president and the secretary of the Caddo Parish School Board are covered under a $100,000 surety bond.

The precautions exercised by the officer in charge, which is the superintendent, are as follows:

1. The two facsimile signature plates containing the signature of the president of the board and the superintendent of schools are to be used on the imprinter-detacher machine and on the check protector machine. When not in use, the signature plates are to be removed from the respective machines and kept in a locked vault. The check protector machine is to be locked so that it is inoperative when the machine is not in use. Keys to the check protector machine are to be kept in a locked vault.

2. Access to the vault will be limited to not more than three persons designated by the superintendent.

When the president of the board is absent or incapacitated and unable to sign, the vice-president is authorized to sign contracts and all other documents for the board requiring the president's signature.

Adopted: January 17, 1973
         September 4, 1974
Reviewed &
Re-enacted: May 22, 2002

Revised Statutes: 17:97, as amended by Act 31, 1954
The Caddo Parish School Board and central office staff assigns much authority and responsibility to principals of the schools in the parish. The following provisions for financial management must be adhered to by each principal charged with the operation of a school.

1. Financial records must be maintained in accordance with the record keeping procedures manual provided by the superintendent.

2. A principal shall neither make nor permit the purchase or the incurring of any obligations which exceeds the cash assets available for such use.

3. All obligations incurred and expenditures made shall be in accordance with policies of the school board and state purchasing laws.

4. All funds received from students for the purchase of class rings, pictures or similar projects shall constitute trust funds and shall be used for no other purpose. Any other use shall constitute a misappropriation of those funds.

5. All obligations of the school must be paid and the books closed not later than June 30 of each year and a final report made to the director of auditing.

6. Recommendations made in audit reports must be adhered to by principals responsible for the school. Any exception to audit recommendations must be explained in writing by the principal to the superintendent. The superintendent will then decide if further action is required and will recommend the nature of the action to the board.

Any deviation from this policy will be dealt with according to law. Principals shall be responsible for the maintenance of current and proper financial records and will be personally liable for purchases which exceed the financial resources of the school.

Adopted: February 17, 1971
Reviewed &
Re-enacted: May 22, 2002
DIA - ACCOUNTING SYSTEM
Fiscal Accounting and Reporting

Expenditures charged against the parishwide building fund shall be for the purpose of acquiring sites and constructing, equipping and Improving school plants. Major renovations and equipment purchases that add to the permanent value of the school plant shall be charged to the parishwide building fund.

Expenditures for regular maintenance and operation of the school system, including replacement of equipment and repair work performed by the school board maintenance department, shall be charged to the general operating fund. All expenditures for materials and supplies or equipment in excess of $7,500 shall be bought by taking at least three informal bids. All expenditures in excess of $100,000 for construction renovation, including materials and labor, shall be performed under contract.

It is the intent of this policy to comply with state laws governing Expenditures of capital improvement funds and regular maintenance and replacement funds.

Adopted: August 2, 1972

Revised: April 16, 2002
DIB - TYPES OF FUNDS
Accountability For School Funds and School Support Organizations

The "School Activity Funds Accounting, Auditing, and Financial Reporting" manual published by the Legislative Auditor for the State of Louisiana makes the following statement: "Monies or property derived directly or indirectly through the use of school facilities or funds received by a public official (including individual school employees) become public property or funds. Monies thus derived should be handled and safeguarded as if the funds were tax proceeds."

Therefore, it is the policy of the Caddo Parish School Board that all fund raising activities conducted during the school day, on school board property, using school employees and/or students, for school or school related purposes shall be properly controlled and have reasonable accountability applied. This requires that all such funds shall be considered "public funds" and shall be deposited into the official checking account of the individual school and all state and local rules and regulations concerning financial management be applied.

In addition, any school support organization; parent club or booster club, which uses the name of a public school as the principal portion of their name and raises funds independent of the school; shall be required to meet all of the following conditions:

1. Maintain minutes of all meetings of the organization and have duly elected officers. Appoint the school principal, or a representative school employee designated by the principal, to serve on the executive board of the organization.

2. Provide the school principal with a copy of periodic (at least quarterly) financial reports showing all receipts and expenditures by source along with a summary of revenue, expenditures and investments. The financial reports must be signed by an officer of the organization.

3. All fund raising activities of the organization must be approved in advance by the school principal using CPSB Form IA-82. These forms shall also be completed and filed as required upon completion of the fund raising activity.

Failure of any organization to meet the above conditions shall void that organization's privilege to use the name of the school or to raise funds on the representation that the funds are in fact to be used for the betterment of the school or school related matters.

Adopted: October 20, 1993
Reviewed & Re-enacted: May 22, 2002
DID - INVENTORIES

It shall be the policy of the Caddo Parish School Board for the superintendent and principals to set up and maintain a continuing inventory of all equipment. Inventory will be maintained in the central warehouse on maintenance and janitorial supplies.

A record of fixed assets shall be maintained in the parishwide fixed assets inventory system. Fixed assets consist of the following items with a useful life of one year or more:

Land

Buildings and building improvements with a cost of $100,000 or more
Land improvements with a cost of $50,000 or more
Equipment and vehicles with a cost of $5,000 or more
Intangible assets with a cost of $100,000 or more

Fixed assets will be depreciated and included in the Comprehensive Annual Financial Report. In addition to fixed assets, equipment with a cost of $1,000 or more will also be maintained in the parishwide inventory system. Intangible assets will be amortized and included in the Comprehensive Annual Financial Report.

Adopted: May 2, 1951
Revised: February 17, 1999
Revised: May 15, 2001
Revised: April 16, 2002
Revised: December 14, 2010
DIE - AUDITS

The Caddo Parish School Board has established an internal auditing department to serve as an independent appraisal function to examine and evaluate activities as a service to the superintendent and school board.

Adopted: March 5, 1980
Revised: June 18, 2002
I. PURPOSE

The Internal auditing department of the Caddo Parish School Board is established as an independent appraisal function to examine and evaluate activities as a service to the superintendent and school board. The scope of the internal audit function involves the examination and evaluation of the adequacy and effectiveness of the school board's system of internal control and the quality of performance in carrying out assigned responsibilities.

The primary objectives of internal control are to ensure:

1. The reliability and integrity of information
2. Compliance with policies, plans, procedures, laws and regulations
3. The safeguarding of assets
4. The economical and efficient use of resources
5. The accomplishment of established objectives and goals for operations or programs

II. AUTHORITY

In order to accomplish the assigned task, the internal auditor is authorized access to all records, personnel and physical properties to the performance of audits.

III. RESPONSIBILITY

The internal auditor is responsible to the superintendent and the school board. The appointment or removal of the internal auditor will be made by the superintendent with the concurrence of the school board. This organization structure is designed to promote independence and to insure broad audit coverage, adequate consideration of audit reports and appropriate action on audit recommendations.

Adopted: March 5, 1980
Reviewed &
Re-enacted: May 22, 2002
DIE - AUDITS
(School Accounts)

The Caddo Parish School Board requires a comprehensive annual independent audit conducted by a C.P.A. firm. This audit includes the funds of the individual school account. In addition, the Caddo Parish School Board requires each school to submit a financial report to the audit department on both a quarterly and annual basis. These financial reports are audited by the audit department of the Caddo Parish School Board.

Along with these procedures, each school is required to have an In depth financial audit of each year's financial activities. This audit is conducted by the audit department of the Caddo Parish School Board. These audits are then reviewed by the superintendent and are kept on file in the audit department office of the Caddo Parish School Board.

Adopted: June 3, 1987
Reviewed &
Re-enacted: May 22, 2002
Djc - Bidding Requirements
(Awarding of Bids)

It shall be the policy of the Caddo Parish School Board to fully comply with Section 2211 et seq. of Title 38 of the Louisiana Revised Statutes, as amended, and to make bid awards to the lowest responsible bidder who has bid in accordance with the contract, plans and specifications as advertised.

Further, it shall be board policy to comply with Section 2184 of Title 38 of Louisiana Revised Statutes, as amended, giving preference to supplies of material or equipment offered by Louisiana citizens, the cost and quality being equal. Tie bids shall be awarded follows:

1. Ties between local bidders, between intrastate bidders but where each is not local, or between out-of-state bidders: award by flip of coin.

2. Ties between local bidder and/or out-of-town bidders: award to local bidder.


Procedure for Handling Errors in Bids
(Does not apply to public works labor and materials contracts or to bids where bid and performance security/bonds have been required).

1. Errors Discovered Prior to Board Approval of Bid:

A bid containing simple mathematical errors discovered before award recommendation and approval may be corrected by the bidder. Simple mathematical errors are defined as follows:

* Incorrectly multiplying the quantity required times the unit price (extension error).
* Incorrectly adding or failing to add and record the total bid for a group of extended item totals (addition error).
* Obvious typographical mistakes such as transposing numbers (transposition error).

Errors so corrected shall be confirmed in writing by the bidder, and the corrected amount will be considered by the purchasing department as the bid response to the solicitation.

In lieu of error correction, the bidder has the option of withdrawing the bid, which shall also be confirmed in writing.

A bid containing an error in the unit price cannot be changed; it can only be withdrawn.
2. Errors Discovered After Board Approval of Bid:

A bid containing simple mathematical errors (as defined above) discovered after an award recommendation and approval cannot be changed. The bidder can either accept the bid award and deliver as required or request the bid be withdrawn.

If the bid is withdrawn, and the total amount involved is greater than $7,500 but less than $15,000, the buyer will obtain three or more informal bids of the item(s) from other suppliers of the products and make the purchase according to Louisiana public bid law. This method can be handled administratively and does not require action by the Board.

If the total amount involved is greater than $15,000, the buyer will re-bid the item(s) according to formal bid procedures. A new bid award recommendation will be made to the Board.

The bidder making an error and withdrawing a bid will not be permitted to respond to the new solicitation of bids. The bidder may also be required to forfeit his/her right to do business with Caddo Parish School Board for a period of one year following the date the bid was withdrawn.

Adopted: April 15, 1969
Amended: February 5, 1975
July 15, 1998
Reviewed & Re-enacted: May 22, 2002
I. The Caddo Parish School Board is not liable for payment of any items purchased by a particular school, and the principal of each school is personally responsible for payment of authorized debts incurred by the school.

II. School purchases may not be made without prior written approval of principal. Purchases made by teachers, school employees or by any other person that have not been specifically authorized by the principal are solely the responsibility and obligation of the individual making such purchase.

III. Every effort must be made to plan and anticipate the needs of the school to permit the utilization of an orderly and correct purchasing procedure.

IV. Complete and accurate records of any purchase must be maintained. Bids and written authorizations permitting the purchase must be kept on file for audit purposes. Evidence of compliance with Opportunity Caddo (Policy DJO) must be kept with the associated purchasing/bid file.

V. The principal must use good judgment to ensure the best price has been obtained in purchasing the needed goods and services; i.e., the best value at the best price.

VI. School funds may be used to acquire appropriate products and/or services by the six purchasing methods detailed herein. It shall be the direct responsibility of the principal to become familiar with these methods and to select the appropriate method to be followed when making any purchase.

VII. It shall be considered a violation for a school to deliberately split or otherwise divide large purchases into smaller or periodic amounts to circumvent the application or intent of the guidelines.

VIII. Upon completion of the necessary planning and after determination of the specific products, quantities, sizes, colors, and any other variable data that directly affects the intended purchase, the school may make the purchase and become obligated to a vendor for payment by utilizing one of the methods as hereinafter described.

IX. These procedures do not apply to the purchase of yearbooks, class rings, school pictures, or fund raising projects such as candy, candles, school newspapers, football programs, cheerleading/danceline uniforms, etc. It is the responsibility of each school, however, to follow good purchasing procedures for these types of items—all of which will be audited.
a. Physical education uniforms are not exempt from the purchasing procedures detailed herein even if resold to students.

X. Exceptions to these procedures must be approved in writing by the Assistant Superintendent of Support Services.

XI. Required inventory records, as outlined by the administrative guidelines, must be maintained for all items purchased by the schools.

XII. All equipment purchased with individual school funds is the property of the Caddo Parish School Board and may not be sold, traded-in, or otherwise disposed of without the written permission of the Assistant Superintendent of Support Services.

XIII. Equipment and other items belonging to the Caddo Parish School Board or to any individual school may not be borrowed or loaned for personal use by employees or by any other person. School Board owned musical instruments may be loaned to students according to the loan policy enacted by the Board.

XIV. Questions concerning purchasing procedures and vendor applications should be directed to the Purchasing Department. Questions regarding Opportunity Caddo should be directed to the Fair Share Administrator.

XV. Purchases made through Method IV or METHOD V may be fulfilled without the requirement to get quotes.

METHOD I--DIRECT PURCHASE

The purchase of a single item or a group of similarly related items (such as Football helmets and football shoes) where the estimated aggregate total cost would not exceed $3,500 may be made by the principal or his designee (hereinafter referred to as school) by contracting directly with the vendor offering the product(s) at the best price. All vendors, including vendors listed as Opportunity Caddo Certified are to be considered when making direct purchases.

A. The school must be assured of the reasonableness of the price by obtaining as many verbal or written quotations as deemed appropriate. Many items required by schools are available through annual requirements contract that have been let through the Purchasing Department and approved by CPSB (see Method V). If an annual requirements contract is available for the products requested, schools may make the purchase through the annual contract.
B. If in the opinion of the principal, informal quotations are desirable to assure the reasonableness of the purchase, the informal purchasing procedures described in METHOD II may be followed for any purchase of $3,500 or less.

METHOD II--INFORMAL BIDS

The purchase of items having an estimated total aggregate cost exceeding $3,500 but less than $10,000 may be made by the school after obtaining at least three written quotations (informal bids) before making the obligation. Use of the informal bid form provides each vendor with the same information thereby permitting fair and comparable bids. In addition, records of the transaction are simplified and easy to maintain for file and audit purposes.

If in the opinion of the principal, Purchasing Department bidding is desirable to assure that correct purchasing procedures have been followed, the request should be made as described in METHOD III.

A. To facilitate the taking of informal bids, the schools may use a "Request for Quotation" form available from most forms suppliers or may request written vendor quotes via fax or mail.

B. It is important that vendors be given reasonable amount of time to prepare and return their bids to the school.

1. Once a reasonable bid opening date has been chosen and each bidder has been furnished that information, a bid cannot be accepted by the school after that date.

2. All informal bids are to be faxed, mailed or hand-delivered by the bidder and marked to the personal attention of the principal. After the bids have been received, the principal or his designee shall review the bids at one time and make the award as appropriate and in keeping with the procedures described herein.

C. As an alternative to using the standardized form, the school may develop written specifications and request the vendor to submit a quotation on company letterhead. To facilitate the tracking of informal bids, the schools shall complete a Summary of Quotes” form. The original shall be kept on file, and a copy shall be forwarded to the Fair Share Administrator.

D. All informal quotations must be on comparable merchandise and must be properly evaluated, awarded and maintained on file for audit purposes.

E. The award shall be made to the firm quoting the lowest price which meets specifications. Notation should always be made on the purchase request as to the date bids were accepted and any vendor quote number if applicable.
1. In the event an alternate product is offered at the lowest price, it may be considered as a substitute for the intended product provided the alternate product is clearly of equal or better value and that its purchase will in no way compromise the bid award. Such purchase may not be made if other vendors could or would have offered the same or equal product, but did not do so because they did not know such bid would have received consideration.

2. If an alternate product is bid at the lowest price, and after careful evaluation is found not to serve the need, the school must reject the item(s) and state the rejection reason in writing on the summary sheet. The award of the business is then made to the next lowest bidder who did quote as specified.

F. As a part of the bid solicitation, the principal or his designee shall inform all bidders that the school reserves the right to reject any or all bids and to waive informalities.

G. All vendors, including vendors listed as Opportunity Caddo Certified are to be considered when seeking bids.

METHOD III—PURCHASING DEPARTMENT BIDDING

The public bid law of the State of Louisiana (L.R.S. 38:2212, et seq.) governs all purchases for materials (products) whose costs are $10,000 or more and all public work where costs are $100,000 or more. The law applies to the Caddo Parish School Board and to each of its schools, individually or collectively, as appropriate.

All such purchases $100,000 or more must be conducted and coordinated by the Caddo Parish School Board Purchasing Department.

A. When purchases with costs of $10,000 or more must be made, the school shall prepare the item(s) needed as a request for purchase on a CPSB requisition form. Either typed on the face of the requisition or as a separate attachment, thereto, the principal must submit and sign the following statement:

1. I certify (name of school) has available funds sufficient to purchase the item(s) or service(s) requested hereon provided the actual low bid received does not exceed $ (insert amount) including applicable taxes and transportation charges.

2. The school shall submit the requisition, along with complete descriptive brochures, literature, pictures, specifications, current price lists, and other pertinent information to the Purchasing Department of the School Board.
a. The school may be required to assist in evaluating the bids to determine the lowest acceptable bid meeting specifications.

3. Copies of the bids, as approved by the Board, will be given to the school to permit the immediate issuing of school purchase orders(s) to the successful bidder(s).

a. Delivery conditions and instructions (as also contained in the bid specifications) will be shown on the purchase order.

b. Payment will be made by the school after all item(s) have been delivered and accepted in good order by the school.

B. The Purchasing Department, in compliance with the Louisiana Public Bid Law, shall make the determination as to whether the requisition shall be formally or informally bid. Formal bidding is a lengthy procedure; it is therefore incumbent upon the school to anticipate their needs and plan accordingly. At least four to six weeks are required to process a requisition through the several steps of the procedure for formal bidding. The school should take this into consideration and allow a reasonable period of time for delivery by the successful bidder when planning for receipt of the items wanted.

METHOD IV--LOUISIANA STATE COMMODITY CONTRACTS

Under the Division of Administration of the State of Louisiana, the Purchasing Section receives bids covering a wide range of goods and services. As a political subdivision of the state, the Caddo Parish School Board has authority to utilize the state contracts to purchase items contained therein. The school should consider the semi-annual contract price list published by the School Board Purchasing Department and any state contracts before making any purchase over $3,500.

A. Many items such as computer equipment, office machines, furniture, paint, janitorial supplies, school supplies, etc., are available to the district without the necessity of taking bids.

B. The bid prices usually cover a fixed period of time such as one year and are generally lower than could otherwise be obtained without taking bids.

METHOD V – DISTRICT-WIDE CONTRACTS

The Purchasing Department bids annual requirements contracts for many commodities and services used within the schools that in many cases are not available through a State Contract. The school should consider the semi-annual contract price list published by the School Board Purchasing Department before making any purchase over $3,500.
A. Many items are available through a district-wide contract without the necessity of taking bids, such as office supplies and furniture, computer supplies, printer supplies, software, science supplies, art supplies, etc.

B. The bid prices usually cover a fixed period of time such as one year and are generally lower than could otherwise be obtained without taking bids.

METHOD VI--EMERGENCY PURCHASES

It is within the power of the School Board to declare the existence of an emergency where certain dangers may exist to the school, students or other property.

No emergency purchase may be made except by specific action and authorization of the Caddo Parish School Board.

Adopted: April 2, 1975
Revised: March 17, 1982
July 15, 1998
Reviewed & Re-enacted: May 22, 2002
Revised: November 16, 2004
DJD - LOCAL PURCHASING

It shall be the policy of the Caddo Parish School Board to seek price quotations on equipment and supplies from vendors in and out of the City of Shreveport by mailing bid specifications in addition to the required legal advertisement for bids.

Adopted: April 4, 1951
Revised: June 18, 2002
It shall be the policy of the Caddo Parish School Board to purchase basic band uniform sets for the high schools of the parish. Each high school is entitled to a set of uniforms equal to the number of students in the band for the preceding year plus an additional ten percent to allow for growth and sizing. The amount to be paid shall not exceed $400 per uniform. Annual price adjustments according to the Consumer Price Index are permitted. Costs exceeding the base amount after adjustment shall be borne by the individual school. As an alternative, the school may choose to reduce the quantity or it may redesign the uniform to effect a lesser cost.

Each school shall be in rotation according to the following order:

1. 2002-2003 Caddo Magnet
2. 2003-2004 Northwood
4. 2005-2006 Southwood
5. 2006-2007 Byrd and Fair Park
6. 2007-2008 Green Oaks
7. 2008-2009 Captain Shreve
8. 2009-2010 Huntington
9. 2010-2011 Woodlawn

Schedule will repeat itself thereafter

Adopted: July 21, 1965
December 20, 1967
December 18, 1968
Revised: June 1, 1988
Revised: June 18, 2002
DJO - OPPORTUNITY CADDO

(GUIDELINES FOR SMALL AND ECONOMICALLY DISADVANTAGED BUSINESS INCLUSION)

It shall be the policy of the Caddo Parish School Board, in accordance with all applicable state and federal laws, to fully comply with the following economic inclusion program for small and economically disadvantaged businesses. The purpose of this policy being to level the playing field for these business concerns, with the goal of enhancing economic development within the community through the growth and development of these businesses, which ultimately will provide for a better educational system.

The Caddo Parish School Board shall ensure every opportunity is made available to include small and economically disadvantaged business concerns in its letting of contracts and purchases, by providing electronic or U.S. mail and/or facsimile notification to all registered bidders for each contract or purchase being bid. At no time shall any Caddo Parish School Board department, school or representative exclude any responsive bidder from participation in, deny any person the benefit of, or otherwise discriminate against anyone in connection with the award and performance of any contract or purchase on the basis of race, color, sex, or national origin.

The Caddo Parish School Board shall provide or participate in programs and offer services to assist all of the businesses in the parish. In keeping with that commitment, CPSB shall provide or participate in programs and offer services to assist all small and economically disadvantaged business concerns in the development and growth of their business. Each department and school shall take measures to evaluate and ensure optimum contracting and purchasing opportunities are made available.

The intent of this policy is to identify and eliminate any barriers which may have an adverse impact upon small and economically disadvantaged business concerns participation in all Caddo Parish School Board awarded contracts and purchases, with a purpose of assisting the development of firms that can compete successfully in the market place outside this program.

I. DEFINITIONS.

Certification. Procedure for verifying that a business qualifies for designation as a small and economically disadvantaged business.

Disadvantaged business. A for-profit small business that is at least fifty-one (51) percent owned by one (1) or more individuals who are economically disadvantaged or, in the case of a corporation, in which fifty-one (51) percent of the stock is owned by one (1) or more such individuals; and whose management and daily business operations are controlled by one or more of the economically disadvantaged individuals who own it.
Economically disadvantaged. Any individual who is a citizen (or lawfully admitted permanent resident) of the United States and who is found to be an economically disadvantaged individual by the Small Business Administration (SBA) pursuant to Section 6 (a) of the Small Business Act. For this program, this individual would be one who is found to be an economically disadvantaged person by the Louisiana Small and Emerging Business Development Program standards. CPSB will utilize as a base, the eligibility requirements set forth by the Louisiana Small and Emerging Business Development Program to determine the level of economic disadvantage required for this initiative. Presently, the state levels are:

Each individual owner’s personal net worth may not exceed two hundred thousand dollars ($200,000), excluding personal residence, and the business’ net worth at the time of application may not exceed seven hundred fifty thousand dollars ($750,000).

II. ADMINISTRATOR/LIAISON OFFICER.

A. The initiative objectives are to ensure participation of small and economically disadvantaged businesses in procurement and contracting opportunities with the Caddo Parish School Board. The administrator/liaison will be responsible for implementing all aspects of this program and ensuring that CPSB complies with all provisions. The Administrator/Liaison Officer will be a position reporting directly to the Superintendent or an appointee of the Superintendent and will not be an employee of either the Finance/Purchasing Department or the Capital Projects/Construction Department, but will work closely with these departments to ensure compliance. Specific functions include, but are not limited to:

1. Develop and use appropriate training and educational techniques to provide greater procurement and contracting opportunities for small and economically disadvantaged businesses.

2. Develop greater outreach programs for small and economically disadvantaged businesses through publications and other advertising mediums.

3. Maintain and/or monitor required tracking and reporting procedures as they relate to this policy.

4. Interpret the rules and regulations governing this policy.

5. Work with departments and schools to coordinate compliance.

6. Gather and report statistical data and other information as required.
7. Review third party contracts and purchase requisitions for compliance with this program.

8. Ensures that bid notices and requests for proposals are available to small and disadvantaged business enterprises in a timely manner.

9. Advises the Superintendent/CPSB on matters related to this program.

10. Coordinates with legal counsel on any legal issues related to this policy.

11. Plans and/or participates in small and economically disadvantaged business enterprise training seminars.

12. Provides outreach to small and economically disadvantaged business enterprises and community organizations to advise them of opportunities.

13. Coordinates with Accounts Payable and Construction to confirm that invoices from the General Contractor are paid to the General Contractor within 15 days of receipt and retainage payments are returned promptly after a project has been satisfactorily completed as determined by CPSB.

14. This policy will be subject to the direction and supervision of the administrator/liaison. The administrator/liaison will be responsible for performing duties related to increasing and monitoring the inclusion of these businesses in the letting of contracts and purchases.

III. OPPORTUNITIES FOR CONTRACTS.

In accordance with the provisions of existing law, and where feasible, the Caddo Parish School Board will:

A. Provide bid plans and specifications for small and economically disadvantaged business associations and other contractor associations with sufficient lead time to allow the members of such associations to prepare responsible bids/quotes.

B. Maintain bid documentation from past procurements, and permit all businesses to review and evaluate such documents.

C. Provide advance notification to all known small and economically disadvantaged businesses with informational pre-bid conferences and briefings that outline the scope of the work, delivery schedules, method of bidding and other information on complex projects and contracting opportunities.
D. Provide a list of small and economically disadvantaged contractors with their name, address, telephone number, and specialty of each, as taken from the Opportunity Caddo Small and Economically Disadvantaged Business Directory, to be included in all School Board construction bids.

E. Require that the Bidder Qualification Form include a non-binding compliance statement detailing the names of the small and economically disadvantaged subcontractors considered for employment and reasons for rejection if applicable.

F. Require that two copies of all construction requests for bid plans and specifications be furnished without charge to the American Minority Contractors Association and the National Association of Minority Contractors, c/o Associated General Contractors – Shreveport Chapter, 2025 Southern Avenue, Shreveport, LA 71104, or their current address.

G. Provide technical assistance in regards to the “Bids and RFP”s section of the CPSB website to small and economically disadvantaged businesses, as required.

H. Ensure that the following clauses are placed in every contract and subcontract:

"The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of Opportunity Caddo in the award and administration of contracts."

"The Caddo Parish School Board desires that Bidders make a good faith effort to employ small and economically disadvantaged subcontractors."

IV. PROMPT PAYMENT.

The Caddo Parish School Board will ensure that payment is made to designated small and economically disadvantaged businesses within fifteen (15) working days after receipt of proper invoice. This will also include the requirement to ensure prompt return of retainage payments to the General Contractor after a project is satisfactorily completed as determined by CPSB.

V. CERTIFICATION AND COMPLIANCE.

The administrator/liaison is responsible for the overall implementation, certification, and monitoring of this policy, including coordination of the final decision on behalf of the Caddo Parish School Board as to the status of small and disadvantaged business applicants.
VI. SMALL AND ECONOMICALLY DISADVANTAGED BUSINESS DIRECTORY.

This directory will be a comprehensive listing of all small and economically disadvantaged businesses certified by the Caddo Parish School Board. The directory shall be updated and published on a quarterly basis and distributed to schools/departments and be made available to the public upon request. It shall include, at a minimum, the following information:

- The name of the firm
- Address
- Telephone number
- Types of work the firm has been certified to perform
- Certification expiration dates

This directory may be a consolidation of other local governmental body directories, provided the certification definitions meet the credentials defined herein.

VII. CONTRACT/PURCHASE PARTICIPATION TRACKING.

The administrator/liaison shall develop and maintain a system of procurement and contractual information for quarterly reporting actual small and economically disadvantaged business participation on CPSB contracts and purchases.

VIII. INDUSTRY - PEER REVIEW

A semi-annual review of this program will be coordinated by the Administrator/Liaison. This review will be before a committee of the following:

- One representative of the Associated General Contractors
- One representative of the National Association of Minority Contractors
- One representative of the National Association of Women in Construction
- One representative of the Minority Business Council of the Shreveport Chamber of Commerce
- One representative of the National Association for the Advancement of Colored People
- One representative of the American Minority Contractors Association
- Director of Construction and Capital Projects of the Caddo Parish School Board
- Opportunity Caddo Program Administrator/Liaison
IX. GOALS.

CPSB will not use quotas or set-asides in any way in the administration of this Small and Economically Disadvantaged business inclusion policy. An aspirational goal of 25% participation is included in this program.

Adopted: February 17, 2004
DJH – PROCUREMENT CARD

The Caddo Parish School Board authorizes the use of procurement cards.

Use of the procurement card shall be governed by the procedures and definitions specified in the Caddo Parish School Board Procurement Card User Manual.

Maximum Procurement Card Purchase Limits

The “Purchase Limits” established for the individual cardholder(s) per department shall not exceed the following guidelines (except transactions defined under “Use of Procurement Card for Travel”):

- Individual transaction (dollar) amount: $4,999.99
- Daily transaction (dollar) amount: $4,999.99
- Maximum number of transactions allowed per day: 10
- Maximum number of transactions per billing cycle: 150
- Maximum billing cycle transaction (dollar) amount: $25000.00
- Cash advances are not allowed

Use of the Procurement Card

The following are the minimum conditions-instructions-limitations required for all transactions utilizing the Caddo Parish School Board Procurement Card Program:

1. No procurement card transaction may exceed four thousand nine hundred and ninety-nine dollars and ninety-nine cents ($4,999.99). Vendors must have point-of-sale (card “swipe” type) terminals. (except transactions defined under “Use of Procurement Card for Travel”)

2. No personal use of the procurement card will be authorized or allowed.

3. No ATM cash withdrawals will be allowed on the procurement card.

4. Only in-stock, immediate delivery items may be purchased. No back orders! When making telephone orders, verify the items are in stock and ready for immediate shipment before giving the card number and placing the order.

5. Telephone orders must be invoiced only at or after date of shipment. Advance orders that would cause MasterCard or CPSB to pay an invoice before receipt of the goods are not permitted.

6. Procurement card purchases are exempt from state and local taxes.

7. All purchases are to be made within the limits set and the available budget authority.
8. Services are not to be purchased with the card.

9. The procurement card shall not be used for travel and entertainment expenses. (except where allowed under “Use of Procurement Card for Travel”)

10. Card user must obtain itemized transaction receipts from the merchant for each use of the card.

11. Card user must ensure that the prices paid are fair and reasonable.

12. All items purchased are required to be for bona fide CPSB business.

**Auditing**

All procurement card statements will be reviewed to ensure that procurement card procedures are properly practiced. Failure to follow the proper procedures may result in revocation of card privileges.

The primary purpose of an audit is to ensure the proper expenditure of funds under this program. A secondary purpose is to track data on how, where, and for what purpose the cards are used. As a result of the audit, the procurement card program may be more properly designed for future use and be assured that the program is beneficial.

Auditing may consist of the following:

- Comparison of cardholder-supplied information (memo statement and supporting receipts) to procurement card record.
- Personal visits by auditors and/or card administrator to review cardholder receipts and records.

**Procurement Card Abuse and Discipline**

The cardholder’s supervisor, the card administrator, and the purchasing department shall have the authority to cancel a card at any time due to cardholder violations.

Procurement Card Abuse: Abuse of the Procurement Card will result in revocation of the Card and appropriate disciplinary action which may include termination. Policy violations include, but are not limited to:

- Purchasing items for personal use
- Exceeding the cardholder’s credit line limit
- Using the Procurement Card for travel and entertainment purposes (except where allowed under “Use of Procurement Card for Travel”)
- Failure to return the Procurement Card when reassigned, terminated, or upon request
- Failure to submit proper documentation to the appropriate accounts payable group
- Any other violation as listed in the Caddo Parish School Board Procurement Card User Manual

**Right to Cancel Card**

The Caddo Parish School Board reserves the right to cancel any card at any time for any reason.
Use of Procurement Card for Travel

Special procurement cards may be utilized by the Superintendent’s designee(s) for making travel arrangements for board members or staff.

Adopted: November 18, 2003
Revised: February 15, 2005
Revised: August 19, 2008
DLA (PAY DAY SCHEDULES)

In order for the Caddo Parish School Board (CPSB) to move toward a more efficient payroll system with a semimonthly pay schedule, the CPSB approves the following:

Effective January 1, 2011, the payroll schedule for CPSB employees shall be as follows:

I. Employees hired prior to January 1, 2011 shall be paid as follows:
   A. Employees that are paid monthly can continue to be paid monthly on the 15th of the month or elect to be paid semimonthly on the 15th and the last day of the month;
   B. Employees that were paid bi-weekly shall be paid semi-monthly on the 15th and the last day of the month;
   C. Employees that were paid semimonthly will continue to be paid semimonthly on the 15th and the last day of the month.

II. All employees hired after January 1, 2011 will be paid semimonthly on the 15th and the last day of the month.

Should the scheduled pay date fall on a weekend or a holiday, the pay date will be the last working day prior to the scheduled pay date.

Adopted: June 5, 1974
Revised: August 15, 1984
June 19, 2001
May 22, 2002
March 30, 2010
December 14, 2010
DLB - SALARY DEDUCTIONS

It shall be the policy of the Caddo Parish School Board to make available a reasonable number of voluntary payroll deductions to meet the basic needs of its employees. Examples of voluntary deductions are: group medical insurance, cancer insurance and accident insurance. Recognizing the cost of administering each payroll deduction, the following shall be the policy of the Caddo Parish School Board:

(1) All payroll deductions presently in effect may continue.

(2) No new payroll deductions shall be authorized until there is a demonstrated need by employees and approved by the Board after careful evaluation.

(3) If at any time additional deductions are considered, there shall be only one deduction for each payroll type except tax-sheltered annuities (see number 4). Example: Only one company will be authorized for group medical insurance; only one company will be authorized for cancer insurance, etc.

(4) No new companies will be authorized to participate in the tax-sheltered annuity program until the number of presently approved companies reduces to less than five (5). Present companies will be retained but at any time the number of participants drops to zero, that company will no longer be allowed to participate. At such time additional companies may be approved, a company must have at least 100 employees who wish to participate in that particular company’s tax-sheltered annuity program in order to be considered.

Adopted: May 15, 1985
Revised: May 22, 2002
DLB - SALARY DEDUCTIONS
(Tax-Sheltered Annuity Program)

The Caddo Parish School Board, hereinafter referred to as the "board," expects compliance from each insurance company as follows:

1. Only full-time employees of the board are to be eligible for the tax-sheltered annuity program. Full-time employees are those who have (1) employment contracts for nine months or more, and (2) those hourly employees who are regularly employed on a 40-hour or more per week basis and who have been so employed for at least 90 days. Irrespective of the foregoing, no annuity contract agreement will be accepted where the premium due on the annuity policy is less than $300.00 per year.

2. Any employee desiring to participate in the program shall select the insurance agent that is to supply the employee's annuity only from one of those insurance companies offering such tax-sheltered annuities that have been approved by the board. Only legal reserve life insurance companies that are licensed to do business in Louisiana recommended by Best's Life Insurance Reports will be approved by the board to participate in the plan. Any participating company shall agree to follow the administrative procedures and rules that have been developed by the board. The company agent or agents must have an office in Caddo Parish, Louisiana.

3. No insurance company shall offer an annuity policy except a policy that qualifies as a tax deferred annuity under Section 403(b) and Section 501 of the Internal Revenue Code, as amended, and the insurance company shall certify in writing to the Board that the policy offered does meet the qualifications of said section of the Internal Revenue Code.

4. No company will make any contacts with or solicitations of employees during duty hours. No contacts or solicitations may be made by any company, agent or representative on school property without the consent of the principal of the school having first been obtained.

5. Any application form and/or agreements, if any, required by the insurance company must be submitted for approval to the director of finance of the board before contacts are made with employees of the board.

6. The company representatives shall secure, as evidence of intent to have an annuity purchased, the signature of the employee on three copies of a form "Tax-Sheltered Annuity Purchase Agreement". All three copies shall accompany the application and "exclusion allowance" calculation when presented for signature of the designated school official. One of the copies is for the employee, one for the payroll department of the board, and one for the insurance company.
7. The company representative must complete the application for annuity and after the signature of the employee is obtained, submit the annuity contract to the authorized representative of the board to be signed on behalf of the board. When the application is presented to the board, the company representative shall calculate the maximum annual premium exclusion allowance" for the employee and certify the same in writing to the board. The "exclusion allowance" may be verified by the board or its representative.

8. Only individual annuity contracts will be purchased for any employee of the board. The company representative will deliver the annuity contracts to the employee-annuitant. Each employee of the Caddo Parish School Board must depend upon the advice of his (or her) own tax consultant to determine that the annuity contract will deliver the desired results.

9. The tax-sheltered annuity benefit offered to the Caddo Parish School Board employee does not include incidental Life Insurance Protection. Since any amount for the life Insurance coverage would be a part of the reduced salary, it would not be tax-sheltered and would have to be reported separately for Income tax purpose. No requests were ever made by the various companies to include life insurance. The Insurance Committee never considered it, neither did the finance committee of the board, or the board itself. Therefore, this part of the Internal Revenue Code Section 403(b) was not considered to be part of the board's approval.

10. A salary reduction agreement executed by a board employee for the purpose of purchasing an annuity may be terminated at any time with respect to amounts not yet earned. Changes in the amount of annuity premiums or any purchases will be effective only on October 1 of each year and increases or decreases in the amount of annuity premium payments will not be permitted more often than once a year.

11. Insurance company billing statements are to be delivered to the board on or before October 1 of each school year. Annual premiums for the annuity contracts are to be paid in 10 or 12 monthly Installments, according to the employee's pay scale, beginning with the first premium. The amount of deduction each month from the employee's pay and the premium to be paid to the insurance company for any annuity contract must be computed to the nearest dollar.

12. The employee shall be the owner of any annuity contract issued pursuant to this tax-sheltered annuity program.

13. Upon termination of employment for any reason.- including death, and appropriate adjustment for annuity premium due by the employee or to be refunded to the employee shall be made. The employee shall pay any sum due and shall be entitled to receive any refund that may be due him.
14. The board reserves the right to cancel or discontinue the program at any time and to change any of the rules and regulations adopted from time to time in the administration of the program, and in no instance will the board or its employees be responsible for damages or claim of any kind or description by any employee or any insurance company for any error or omission of the board, its agents or employees, in connection with the annuity program, including the failure to pay premiums, failure to properly apply for policies or any other error or omission in administering the program.

Adopted: May 18, 1966
Amended: September 18, 1974; November 19, 1986
Reviewed & Re-enacted: May 22, 2002

Cross Reference: GBI, STAFF GIFTS AND SOLICITATIONS
(Solicitation of Employees in School Buildings)
DLB-E - TAX-SHELTERED ANNUITY PURCHASE AGREEMENT

Caddo Parish School Board
P. O. Box 32000
Shreveport, Louisiana 71130-2000

Gentlemen:

I request that the employment agreement between us, entered into for the year ________________ by an appointment notice sent by the school board and accepted by me, be amended to substitute the payment of annuity premiums by you in lieu of a portion of the compensation otherwise payable directly to me so that I may obtain the benefit of section 403(b) of the Internal Revenue Code of 1954, as amended, and by resolution adopted by the school board.

For such purpose, I hereby authorize you to:

1. Reduce my annual gross compensation beginning ____________ by the sum of $______ per month on a month's basis.

2. Apply said sum to the payment of premiums on a retirement annuity contract issued by ________________________ in which I shall be named as owner.

I release all rights, present or future, to receive payments in any other forms of said sum of $ ____________ monthly, except (1) the right of my estate upon my death while in your employ or (2) the right personally upon termination of my employment, by reason other than death, to receive all or any part of the amount herein specified for which I have already rendered services but which the school district is not otherwise obligated to pay.

I agree that this plan will remain in effect for as long as I remain an employee of the Caddo Parish School Board unless discontinued by me in writing.

I have read and agree to comply with and be bound by all provisions of the "Administrative Procedures" and the Resolution of the Caddo Parish School Board which have been made available to me by the Insurance company.

__________________
(Employee)

Dear ____________

Receipt of your request for amendment of our employment agreement is hereby acknowledged and its term are accepted this ____________ day of _________________ 19 ____ to become effective ____________ day of ____________, 19 ___.

__________________
(Employee)

__________________
(Title)
DLC - EXPENSE REIMBURSEMENTS

Travel reimbursements to Caddo Parish School Board employees and board members shall be limited to those expenses necessarily incurred by them in the performance of a public purpose authorized by law to be performed by the Board and must be within the limitations prescribed herein.

I. General Procedures

A. All trips for CPSB employees outside of Caddo and Bossier Parish but within the state of Louisiana must be approved in advance by department heads. Employee trips to conferences outside the State of Louisiana that are paid for through General Fund must be approved in advance by the Caddo Parish School Board. Trips for Board members must be approved in advance by the Board president.

B. All requests for reimbursement of out of parish travel expenses will be submitted on the Travel Reimbursement Request Form. A formal agenda, program or letter stating the purpose of travel must be attached to each request for reimbursement for all out of parish travel. In parish travel reimbursement must be claimed on the Monthly Report of Official Travel Form.

C. The request form shall be completed in its entirety and must be signed by the person requesting reimbursement.

D. All expenses incurred and directly related to approved travel should be identified on the form. The request for reimbursement must be accompanied by a receipt or other supporting documentation for each item claimed, except for:
   1. Taxicab or local public transportation less than $10.
   2. Tips for baggage handling; $1 in and out of airport and hotel.
   3. Parking at self service lots when less than $5 per day.

E. The official who authorized the travel and the appropriate assistant superintendent shall review the claim form before approving it and shall assure that all necessary supporting documents are attached to the form before forwarding to the Finance Department.

F. The Finance Department shall review the claim form and supporting documentation for accuracy and compliance with this procedure. The Finance Department may request additional information from the traveler or reject any reimbursement request which does not comply with this policy. Any expense deemed to be unusual or extraordinary may require expanded explanation.

G. Expenses of side trips, sightseeing trips, optional tours, etc., not required by or related to work or meeting are not reimbursable.

H. Expenses prepaid by traveler will be reimbursed only upon return from trip.

I. The traveler is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

J. Anyone who receives reimbursement by means of a false claim shall be subject to immediate disciplinary action, as well as being criminally and civilly liable within the provisions of state law.
II. Meals

A. Reimbursement will be made to cover the actual cost of meals as outlined in Table A below. Receipts are not required. However, the number of meals claimed must be reported on the claim form (Form 2).

<table>
<thead>
<tr>
<th>Meals</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Per Diem</td>
</tr>
<tr>
<td>Tier I In-State</td>
<td>$30</td>
</tr>
<tr>
<td>Except New Orleans</td>
<td></td>
</tr>
<tr>
<td>Tier II New Orleans and Out of state, except Tier III</td>
<td>$36</td>
</tr>
<tr>
<td>Tier III High Cost Cities</td>
<td>$45</td>
</tr>
</tbody>
</table>

(Atlanta, Baltimore, Boston, Chicago, Cleveland, Dallas/Fort Worth, Denver, Detroit, Hartford, Houston, Los Angeles, Miami, Minneapolis/St. Paul, Nashville, New York City, Oakland, Calif., Orlando, Philadelphia, Phoenix, Pittsburgh, Portland, Me., Portland, Or., San Antonio, San Diego, San Francisco, Seattle, St. Louis, Tampa, Fl., Washington, D.C., Wilmington, De., all of Alaska or Hawaii, Puerto Rico, Virgin Islands, American Samoa, Guam, District of Columbia, And International Cities)

B. Number of meals claimed will be determined by the following schedule:
   1. Breakfast: When travel begins at or before 6:00 a.m. on the first day of travel, or extends beyond 9:00 a.m. on the last day of travel, and for any intervening days.
   2. Lunch: When travel begins at or before 10:00 a.m. on the first day of travel, or extends beyond 2:00 p.m. on the last day of travel, and for any intervening days.
   3. Dinner: When travel begins at or before 4:00 p.m. on the first day of travel, or extends beyond 6:00 p.m. on the last day of travel and for any intervening days.

C. Other meals
   1. If banquet or other meals are included as part of registration fees, they cannot be included as expenses in meals claimed.
   2. If it is necessary to include guests for meals, the name and position of the guest must be shown. State the reason for inclusion of a guest on expense sheet.
   3. Business meals will be reimbursed at actual cost with receipts. Business meals are those meals taken with consultants, advisors or associates for a business purpose. Meals taken at casual lunch discussions, retirement parties or other such activities are not considered business meals. To substantiate the business meal expense, the following information must be provided: (1) the name of attendee and organization associated with, and (2) the specific business topic discussed.
III. Lodging

Hotel charges shall be reimbursed at the actual rate incurred. If the spouse or family of the official also stay in the room, then the single room rate shall be claimed. Rate differentials may be obtained from the hotel or may be listed on registration form in the case of group rates for conventions. Occupancy taxes shall be pro-rated to the single rate. Any advance room deposit paid by the Board must be deducted from the total charges. Hotel receipts must be attached to the reimbursement claim. Credit card charge tickets with only total amounts are not acceptable.

IV. Transportation

A. Personal automobile - The mileage reimbursement will be the rate authorized by the state commissioner of administration. Mileage charged shall be measured by direct route to the destination and may include local driving related to business purposes upon arrival. When two or more persons travel in the same personally owned vehicle, only one charge will be allowed for the expense of the vehicle. The traveler claiming reimbursement shall report the names of the other passengers.

B. Parish car - Receipts for fuel, oil and other necessary automobile operating costs must be attached to the claim form.

C. Air travel - Air travel will be at the lowest, advance coach rates unless not available. When unavailable, permission for first class fare must be obtained from the superintendent. The original passenger coupon of the airline ticket must be submitted with the claim form. This applies to all air travel, whether prepaid by the school board or reimbursable to the traveler. If prepayment is made by the board, the claim form shall indicate prepayment. Travel with stays over a Saturday night are permitted in order to take advantage of lower excursion round trip air fares. This is acceptable when the added cost of lodging and meals plus the excursion fare are less than the lowest airfare available which does not include a Saturday night stay.

D. Taxi - Taxis and other local transportation (buses, subways, airport shuttles, etc.), will be paid at actual cost. Original receipts for expenses exceeding $10 per taxi must be presented with the claim form. Use of taxis is authorized only when more economical services (hotel vans, shuttles, etc.) are not available. Travelers are encouraged to utilize public transportation whenever feasible.

E. Car rental - Car rental must have prior approval by the official who authorized the travel. Expenses will be reimbursed at actual cost. Cars should be rented by travelers only when other means of transportation are unavailable, more costly or impractical. The use of a rented car must be justified as a business need and not as a matter of personal convenience. All rentals shall be for compact cars unless three or more people are traveling together. The original car rental contract and receipt must be submitted with the claim form. Personal accident insurance when renting a vehicle is not reimbursable. Travelers are covered under worker's compensation while on official Board business.

F. Other - Travelers using motor vehicles on official board business will be reimbursed for storage and parking fees, road fares, ferry fares, bridge tolls, etc. Receipts must be submitted with the claim form when a fee is $5 or more.
V. Other Expenses

The following expenses incidental to travel may be reimbursed:

A. Telephone or other communication expenses relative to official board business: Itemized phone charges must be reflected on the hotel invoice or on the personal phone bill, with the nature of the call explained.

B. Registration fees for conventions, conferences and meetings: Original receipts must be presented with the claim form. Early registration is strongly encouraged when it results in a reduced fee. If the registration is prepaid by the board, the claim form should reflect such prepayment.

C. Tips: Should be reasonable and appropriate for the services received. Tips will be reimbursed at 15% for meals and taxi. For baggage handling, $1 per bag is allowed up to a maximum of $10 for the entire trip.

D. Extraordinary costs such as conference room rentals or other expenses must have prior approval of department heads.

E. Any necessary expenses other than those herein specified shall be reimbursed only if supported by a written explanation and receipt.

VI. Nonreimbursable Expenses

The following expenses are not reimbursable:

A. Personal telephone calls
B. Personal articles (e.g. toiletries, clothing)
C. Shoe shines
D. Traffic fines
E. Hotel room movies
F. Tips to maids
G. Alcoholic beverages
H. More than 3 meals per day
I. Personal insurance charges on rental cars
J. Meals when they are provided by the seminar/airline
K. Family expenses
L. Care of clothing
M. Individual dues to professional associations
N. All other non-business, non-training or personal expenses

Adopted: March 15, 1995
Reviewed & Re-enacted: May 22, 2002
Revised: October 18, 2005
Revised: July 19, 2011
DLC - EXPENSE REIMBURSEMENTS
(Reimbursement Funds: Special Education)

As a part of the fulfillment of its fiscal responsibilities, Caddo Parish School Board will seek reimbursement through Medicaid or other authorized sources for services provided to eligible special education students. Funds received through the reimbursement process will be placed in the General Funds of Caddo Parish School Board.

Adopted: May 3, 1989
Reviewed &
Re-enacted: May 22, 2002
DLC - EXPENSE REIMBURSEMENT
(Travel of Rural School Teachers)

It shall be the policy of the Caddo Parish School Board that:

A. Teachers who reside in, near and around the City of Shreveport, and must travel through Shreveport to the following schools shall receive an annual stipend for transportation in the following amounts: North Caddo High School, Vivian Elementary/Middle School and Hosston Alternative School - $300 per teacher; Oil City Elementary Magnet School, Herndon Magnet School and Mooringsport Elementary School - $250 per teacher.

B. In addition to those teachers qualifying in "A" above, teachers who must travel 25 miles or more to the following schools shall receive an annual stipend for transportation in the following amounts: North Caddo High School - Vivian Elementary/Middle School and Hosston Alternative School - $300 per teacher; Oil City Elementary School, Herndon Magnet School and Mooringsport Elementary School - $250 per teacher.

One-half of the stipend will be paid at the end of the fall and spring semester.

Adopted: April 15, 1981
Amended: March 3, 1982
April 20, 1983
June 26, 1985
April 16, 2002
September 16, 2003
It shall be the policy of the Caddo Parish School Board to reimburse principals for miles traveled from schools outside the city to the city limits to attend meetings in the central office called for or authorized by the superintendent. The per mileage reimbursement will be the rate authorized by the state commissioner of administration and paid to other school system employees.

Adopted: July 7, 1976
Reviewed & Re-enacted: May 22, 2002
DLC - EXPENSE REIMBURSEMENTS
(Travel)

Effective March 1, 1976 the travel rate for employees and school board members will be in accordance with the rate authorized by the State Commissioner of Administration.

Adopted: February 18, 1976
Reviewed & Re-enacted: May 22, 2002
DLC-R - EXPENSE REIMBURSEMENTS
Board Member Compensation and Expenses
(Travel Policy for State and National School Board Conventions)

1. As a general guide, the state auditor allows actual reimbursement for all necessary and reasonable expenses. Exceptions should be explained in detail for possible consideration.

2. Rooms - actual cost. If room shared with another person (such as wife), use cost of room for single occupancy and attach statement from hotel stating single room rate.

3. Actual cost of meals plus 15% tips, including luncheons and banquets which are a part of scheduled meetings.

4. Exact registration cost. (receipt required)

5. Limousine fares to and from airport if traveling by air. Actual cab fares in connection with meetings, plus tip not to exceed 15%.

6. Certain other actual expenses, such as public stenographer used in line with work of meeting, are permissible when approved.

7. Expenses of side trips, sightseeing trips and other such things not required by or related to work of meeting are not permissible. Tours to schools and school-related projects in connection with school board business or professional school jobs are permissible.

8. When traveling by plane or other public conveyance, actual cost of ticket is to be used. Out-of-town trips are usually scheduled far enough in advance to permit reservations using coach fares. Should this fare be unavailable, permission for first-class fares must be obtained from the superintendent. When traveling by personal car, the per mileage reimbursement rate will be used. When two or more persons travel by car, only one mileage allowance is permissible. Total trip expense and reimbursement by personal car should not exceed the amount that total expense would have been if traveling by plane. Exceptions must be approved.

9. All trips for school employees must be approved in advance by department heads.

10. Attach a program of convention or conference attended to the reimbursement request verifying dates of meeting.
11. Report all expenses as follows:

(a) Complete Form 2, attaching receipts for travel, registration, hotel and program of convention.

(b) Sign Form 2 and submit to assistant superintendent in your department for approval. Do not detach either copy of Form 2.

12. Travel expense allowance is provided in the budget for only one purpose—that purpose being to reimburse for actual expenses incurred in line of work duty and responsibility.

Adopted: March 17, 1976
SECTION E: SUPPORT SERVICES

Consult The School Administrator's Guide to the EPS/NSBA System 1975 revised edition, for a full explanation of the codes and descriptors which follow. Use the checklist to record the contents of your own district policy manual. Your checkmarks will indicate which descriptors are covered in your manual.

EA  Support Services Goals
EAA  Support Services Priority Objectives

EB  Safety Program
EBA  Buildings and Grounds Inspections
EBAA  Reporting of Hazards
EBAB  Warning Systems

EBB  Accident Prevention and Procedures
EBBA  First Aid
EBBB  Accident Reports

EBC  Accident Prevention and Procedures
EBCA  Emergency Plans
EBCA  Disaster Plans
EBCB  Fire Drills
EBCC  Bomb Threats

EBCD  Emergency Closings

EC  Buildings and Grounds Management
ECA  Buildings and Grounds Security
ECAA  Access to Buildings

ECAB  Vandalism

ECB  Buildings and Grounds Maintenance
ECC  Custodial Services
ECD  Traffic and Parking Controls
ECE  Buildings and Grounds Records and Reports

ECF  Energy Conservation Management

ED  Material Resources Management
SN  The policy or policies relating to the management and control of instructional and noninstructional equipment, materials, and supplies.
EDA  Receiving and Warehousing
EDB  Maintenance and Control of Materials
EDBA  Maintenance and Control of Instructional Materials
EDBB  Maintenance and Control of Noninstructional Materials
EDC  Authorized Use of School-Owned Materials
EDD  Material Resources Records and Reports

EE  Transportation Services Management
EEA  Student Transportation Services
EEAA  Walkers and Riders
EEAB  School Bus Scheduling and Routing

EEAC  School Bus Safety Program
EEACA  Bus Driver Examination and Training
EEACB  School Bus Maintenance
EEACC  Student Conduct on School Buses (Also JFCC)

EEAD  Special Use of School Buses
EEAE  Student Transportation in Private Vehicles
EEAF  Student Transportation Insurance
EEAG  Student Transportation Records and Reports

Section E-1st of 2 pages
SECTION E: SUPPORT SERVICES
(Continued)
EEB       Business and Personnel Transportation Services
EEBA      School-Owned Vehicles
EEBB      Use of Private Vehicles on School Business
EEBC      Business and Personnel Transportation Insurance
EEBD      Business and Personnel Transportation Records and Reports

EF        Food Services Management
EFA       Food Purchasing
EFAA      Use of Surplus Commodities
EFB       Free and Reduced Price Food Services
EFC       Vending Machines
EFD       Food Sanitation Program
EFE       Food Services Records and Reports

EG        Office Services Management
EGA       Office Communications Services
EGAA      Printing and Duplicating Services
EGAB      Mail and Delivery Services
EGC       Telephone Services
EGC       Clerical Services
EGC       Office Services Records and Reports

EH        Data Management
SN        The policy concerning centralized record-keeping. See "Records" in the Code Finder Index.

EI        Insurance Management
SN        The policy concerning the school district's overall insurance program or concerning those insurance matters not covered elsewhere. See "Insurance" in the Code Finder Index.

EIA       Property Insurance
EIB       Liability Insurance

EJ        Evaluation of Support Services (Also AFF)
EB - SAFETY PROGRAM
(Safety and Claims Administration)

It shall be the policy of the Caddo Parish School Board to take every reasonable precaution toward providing a safe and secure environment for students, staff, visitors and all others lawfully entering school board property or who travel in school board vehicles for the legitimate purposes of the school system. The school board believes that safety education and accident prevention are essential for a safe and healthy environment. *It also acknowledges the need to provide reasonable protection of all property and equipment provided by the taxpayers of Caddo Parish.

The responsibility of developing the total safety and claims administration programs shall be delegated to the Director of Risk Management. He shall act in an advisory capacity to all department heads within the school system and shall be provided with necessary staff, time, budget, and authority to insure an effective program of loss prevention, safety education, and claims administration. His duties shall include, but not be limited to, the following:

1. Develop written regulations regarding accident/loss prevention, claims investigation, property inspections, in-service education, accident record keeping, and claims adjusting.

2. Coordinate staff time and necessary resources for the effective administration of the regulations.

3. Establish a parish-wide safety and security committee which shall be charged with the task of discovering and investigating unsafe conditions and breaches of security and making recommendations to the responsible staff concerning such matters.

4. Provide aggressive claims adjusting for all non-insured claims so that the resources of the school board are protected.

5. Subrogate all claims against third parties in order to indemnify the school board for losses, whenever possible.

6. Provide periodic reports to the school board regarding significant aspects of the safety and claims administration programs.

Adopted: October 7, 1987
Revised: March, 1988
Revised: June 18, 2002
EBB - ACCIDENT PREVENTION AND PROCEDURES
(Accidents and Sickness on Part of Children)

When a child becomes seriously sick at school, or is seriously injured in an accident, the teacher and the principal have the responsibility to contact the parent immediately, either by telephone or otherwise, and place responsibility for treatment on the parents. If it proves impossible to contact the parents, the teacher and principal have the responsibility to place the child under the treatment of a physician preferably the family physician. The physician should be given information about all of the circumstances involved and informed that the responsibility for payment for services rendered lies with the parents.

In other cases of sickness or accidents, children should be treated at school using standard first aid procedures.

Revised: June 18, 2002

Reference: Rules and Regulations of the Caddo Parish School Board (Also referred to as "Handbook", February 5, 1964)
It shall be the policy of the board to authorize the superintendent to suspend normal school operations when conditions arise that would make school attendance hazardous and unsafe. The superintendent will notify the board president of his decision to close facilities and the reasons therefore.

The superintendent is authorized to make such administrative regulations as necessary to guide the employees of the board in adjusting to emergency closing.

Lost time will be made up by extending the school year or canceling holidays only if the time lost causes the school year to become less than 175 days.

When schools are closed, the superintendent will periodically make public announcements as to whether or not central office will be closed.

Adopted: February 7, 1973
Revised: March 6, 1985
Reviewed & Re-enacted: April 16, 2002
EMERGENCY CLOSING OF SCHOOLS

From time to time, severe weather and other uncontrollable conditions may require the temporary closing of individual schools, schools within a defined area or the entire school system. The following procedures shall apply in such circumstances:

1. In a system shutdown, only designated security personnel are required to report for duty.

2. In the event of an individual school or schools within a defined area shutdown, only designated school-based emergency response personnel are expected to report in accordance with administrative regulations approved by the superintendent.

3. In the event of a delayed start, elementary, middle and high schools will start two hours later than their regular starting time. The following schedule will be followed:
   a. Administrators, custodial staff, and cafeteria staff are asked to report at normal time, if driving conditions are favorable, but at least one hour prior to delayed starting time.
   b. Teachers and clerical staff will report at least one hour prior to delayed starting time.
   c. Buses will make regular pick-ups on a two-hour delayed schedule.
   d. Schools shall make arrangements for early arriving students (auditorium, gymnasium available with supervision).

4. If schools fail to meet state instructional time requirements, the time will be made up.

1. Custodians shall follow cold weather procedures, if applicable.

Administrative regulations will be developed and disseminated for managing call-out of emergency/security personnel mentioned above.

Adopted: February 7, 1973
Revised: February 16, 2000
March 15, 2000
April 16, 2002
It is the policy of the Caddo Parish School Board to handle all mineral leases on board owned property through the state mineral board.

The superintendent shall be authorized to execute mineral, oil and gas division orders.

Adopted: April 2, 1958
Reviewed & Re-enacted: May 22, 2002

Legal Reference: R.S. 17:87.6
ECAB - VANDALISM

The Security Department be authorized a fund not to exceed $500 annually from which payment of rewards not to exceed $100 may be made for information pursuant to the investigation of criminal acts against the Caddo Parish School Board.

Adopted: September 19, 1973
Revised: April 16, 2002
ECB - BUILDINGS AND GROUNDS MAINTENANCE
(Incinerating)

In compliance with state law, there shall be no further burning or incinerating at any Caddo Parish school.

Approved:    July 1, 1970
Revised:     May 22, 2002
ECB - BUILDINGS AND GROUNDS MAINTENANCE
(Prohibition of Animals and Vehicles)

It is necessary to protect the grounds of the Caddo Parish schools from damage and to maintain the grounds in a safe and sanitary condition for the use of students and other persons duly authorized:

(1) Horses shall not be permitted on school grounds at any time whether accompanied by an attendant or rider. Exceptions are granted for security reasons.

(2) Automobiles, motorcycles, motorbikes, minibikes and trail machines and other motor vehicles are prohibited from using the school grounds at any time. This prohibition shall not apply to said vehicles using the driveways and parking areas during school hours and for regularly scheduled school programs or with permission of the principal of the school.

(3) The superintendent is directed to notify all school principals and other personnel employed by the Caddo Parish School Board in order that it may be enforced by all available methods.

Adopted: October 20, 1971
Revised: June 18, 2002
ECF - ENERGY CONSERVATION MANAGEMENT

Every reasonable effort should be made to conserve energy and natural resources while exercising sound financial management.

The implementation of this policy is the joint responsibility of the school board, administrators, teachers, students and support personnel and its success is based on cooperation at all levels.

The district shall maintain accurate records of energy consumption and cost of energy and shall provide information to the public on goals and progress of the energy conservation program.

The principal shall be accountable for energy management on his/her campus with annual energy audits being conducted and conservation program outlines being updated. Judicious use of the various energy systems of each campus shall be the joint responsibility of the principal and head custodian to ensure that an efficient energy posture is maintained on a daily basis.

Curriculum shall be developed to ensure that every student will participate in the energy management program in the district as an "energy saver."

Specific areas of emphasis include:

1. Every student and employee will be expected to contribute to energy efficiency in our district. Every person will be expected to be an "energy saver" as well as an "energy consumer."

2. Effective immediately, all unnecessary lighting in unoccupied areas will be turned off. All lights will be turned off when students and teachers leave school. Custodians will turn on lights only in the areas in which they are working.

3. Energy management on his/her campus will be made part of the principal's annual evaluation.

4. The head custodian at each school will be responsible for a complete and total shutdown of the facility when closed each evening.

The school board wants to ensure the best use of tax dollars and believes that public education can provide leadership in developing a realistic energy ethic and awareness of energy needs and costs. Therefore, the school board of Caddo Parish directs the superintendent and/or his agents to develop short and long range strategies in the areas of facilities management and curriculum development dealing with awareness and conservation.

Adopted: September 21, 1994
Revised: June 18, 2002
EEA - STUDENT TRANSPORTATION SERVICES

The major purpose of school transportation is to get pupils who live more than one mile from their assigned school, to school and back in an efficient, safe and economical manner.

Therefore, it shall be the policy of the Caddo Parish School Board to provide bus transportation for city elementary, junior and senior high school pupils who live more than one mile from school.

Special Education Pupils
The Caddo Parish School Board policy will follow that of the State Department of Education which provides transportation for pupils who live more than one mile from school. However, the board will provide transportation for pupils whose disability, as specified in the student’s IEP, requires special transportation consideration as outlined in the related services section of the student’s IEP.

Rural Area Pupils
The Caddo Parish School Board policy adheres to the State Department of Education policy which provides transportation for pupils living more than one mile from school.

Bus transportation is not available with the following out-of-district transfers: Hardship, Medical and Curriculum Necessity.

Adopted: February 18, 1970
Amended: May 3, 1978
Revised: April 16, 2002

Legal Reference: Louisiana Revised Statutes 17:158
EEA - STUDENT TRANSPORTATION SERVICES
(Magnet School Students - Eligibility for Transportation and Transportation Reimbursement Under Act 18)

It shall be the policy of the Caddo Parish School Board to provide transportation for Magnet School students from a point at or near their residences whenever possible. When transportation is not possible because of distance, routing or other good and just causes, the parent will be responsible for transporting the student to the closest designated pickup point to the student’s residence.

Adopted: May 20, 1981
Revised: April 16, 2002
EEA - STUDENT TRANSPORTATION SERVICES
(Majority to Minority Transfer Students - Eligibility for Transportation and Transportation Reimbursement Under Act 18)

It shall be the policy of the Caddo Parish School Board to provide transportation for majority to minority transfer students to the school nearest their residence to which the majority to minority transfer would apply. Transportation will be provided from the closest designated pickup point to the student’s residence. Pupils granted permission for a majority to minority transfer to a school other than the school nearest their residence to which the majority to minority transfer would apply shall not be provided transportation.

Adopted: May 20, 1981
Revised: April 16, 2002
EEA - STUDENT TRANSPORTATION SERVICES
(School Away From School Students - Eligibility for Transportation and Transportation Reimbursement Under Act 18)

It shall be the policy of the Caddo Parish School Board that pupils granted permission to attend a School Away From School shall be eligible for transportation. Parents will be responsible for transporting student to the closest designated pickup point to the student’s residence.

Adopted: May 20, 1981
Revised: April 16, 2002
EEAC - SCHOOL BUS SAFETY PROGRAM

The school bus safety program for Caddo Parish school buses, bus drivers and riders of school buses will be adhered to as outlined in Louisiana School Transportation Handbook Bulletin 1191, Revised 1998, Section VII And Appendix C.

Amended:    January 16, 1980
Revised:    April 16, 2002
School bus drivers shall adhere to all certification, instructional and Remedial training requirements as outlined in Bulletin 1191, Revised 1998, Sections III and IV, State of Louisiana Department of Education, School Transportation Handbook.

Adopted: June 1947
Amended: 1976
Revised: April 16, 2002
EEAD - SPECIAL USE OF SCHOOL BUSES
(Outside Organizations)

School buses in Caddo Parish shall be used primarily for transporting students to and from school or other school activities. It shall be the policy of the Caddo Parish School Board to permit limited use of its school buses by outside nonprofit organizations for trips to and/or from Caddo Parish Public Schools for instructional purposes only. An instructional purpose is defined as one that enhances and/or reinforces classroom instruction. A nonprofit organization is defined as one not conducted or maintained for the purpose of make a profit.

**General Regulations and Fees**

All use of buses by outside organizations must be approved by the Caddo Parish School Board.

All requests for bus use must be received in the office of the Chief Operations Officer at least 30 days prior to the trip.

The "Contract and Hold Harmless" agreement shall be executed by the organization using the school buses. The organization shall provide an appropriate policy of insurance with limits of at least $1 million of coverage per occurrence with the Caddo Parish School Board named as an additional insured.

All federal and state regulations must be complied with. Smoking is prohibited.

The fee for each bus shall be $75 per day plus $1.50 per mile. The fee for a qualified, licensed bus driver provided by the Caddo Parish School Board is outlined as follows:

Regular School Year - $8 per hour plus fixed charges (with a minimum fee of 2 hours). Bus driver time shall begin one-half hour before requested departure time and extend one-half hour after return.

Summer - $50 per day.

All fees are to be paid directly to the office of the school board and the bus driver's remuneration will be paid therefrom.

Payment for the use of buses shall be made in advance unless prior arrangements have been made through the Chief Operations Officer or his/her designee.

Each bus shall be inspected by Caddo Parish School Board personnel and a representative of the using organization jointly prior to issue. A list shall be made of discrepancies or damage at the time of issue. Upon return...
EEAD - SPECIAL USE OF SCHOOL BUSES
(Outside Organizations)

of the bus, Caddo Parish School Board personnel and user representative shall jointly inspect the vehicle again. Additional damage and repair shall be determined inclusive of labor costs and the organization billed accordingly.

The using organization will be responsible to see that the bus used is left free of debris and in a reasonably clean condition.

The use of the buses pursuant to this regulation shall be limited to trips within Caddo Parish.

The use of buses will be permitted on extraordinary occasions only, and not for daily operations such as Vacation Bible School, non-school related sporting events, etc.

Adopted: May 1, 1991
Amended: March 18, 1998
April 16, 2002
July 21, 2005
May 31, 2011
CONTRACT AND HOLD HARMLESS AGREEMENT -- BUS RENTAL

ORGANIZATION

NUMBER OF BUSES REQUESTED

SIZE BUS REQUESTED

DATE AND TIME TO BE USED

PURPOSE

PRESIDENT OR RESPONSIBLE EXECUTIVE OF ORGANIZATION ____________________

This form, properly executed by an authorized officer of the using organization, and the required payment, must be returned by ___________. Full payment and this form are required prior to buses departing.

Organization agrees to protect, defend, indemnify, save, and hold harmless, the Caddo Parish School Board, its officers, agents, servants, employees, and volunteers, from and against any and all claims, damages, expenses, and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur, or in any way grow out of, any act or omission of Organization, its agents, servants, and employees, or any and all costs, expenses and/or attorney fees incurred by the Caddo Parish School Board as a result of any claims, demands, suits or causes of action, except those claims, demands, suits, or causes of action arising out of the negligence of the Caddo Parish School Board, its officers, agents, servants, employees and volunteers. Organization agrees to investigate, handle, respond to, provide defense for and defend any such claims, demands, suits, or causes of action at its sole expense and agrees to bear all other costs and expenses related thereto, even if the claims, demands, suits, or causes of action are groundless, false or fraudulent.

I/we agree to be responsible for reimbursing the school system for damage to buses caused by the persons utilizing the bus owned by the Caddo Parish School Board other than damages caused by the bus operator. I/we will be responsible to see that the buses used are left free of debris and in a reasonably clean condition. I agree to comply with state law which prohibits alcoholic beverages and tobacco on school buses.

The organization agrees to provide an appropriate policy of insurance with limits of at least $1 million of coverage per occurrence with the Caddo Parish School Board named as an additional insured.(attached)

NOTE: A reasonable time is required for either party to cancel the agreement for use of the buses and the conditions set forth. Failure to notify the Chief Operations Officer of cancellation by the above due date may forfeit the organization’s privilege of using school buses in the future.
EEAD - SPECIAL USE OF SCHOOL BUSES
(Field Trips and Special Groups)

It shall be the policy of the Caddo Parish School Board to furnish bus transportation for school sponsored field trips as follows:

General Information

Each use of a school bus is considered one field trip.

Field trips are listed in three (3) categories:

1. Athletic and Athletic Support Trips - A trip providing a team or a support group with transportation to and from a scheduled game and ending at his/her school. Extreme cases of additional need of school buses concerning athletics may be submitted for consideration to the area director using form IICA-E.

2. Regular Educational Trips - This category includes the following:
   - high school and middle school activity trips that are specific to an academic area, such as debate, ROTC, literary rallies, historical tours, scientific exhibits, economic and vocational experiences and all elementary field trips. All regular educational trips must be objectively oriented and require the initiation and completion of the Field Trip Evaluation Form. Principals should be relatively certain of the positive academic influence an educational trip will have prior to his approval of such a trip.

3. Parish Level Authorized Trips - Civic groups offer several educational opportunities which have a positive impact on the total school system. These include:
   - A. Strand Theatre Performances
   - B. The Barnwell Center Botanical Program
   - C. The Red River Revel
   - D. Art Break Festival
   - E. Sci-Port
   - F. Meadows Museum
   - G. LMEA Solo Ensemble Festival
   - H. LMEA Large Ensemble Festival
   - I. Kaleidoscope rehearsals and concerts (band, orchestra, choir)
   - J. Football half-time performances
   - K. Parade participation (junior and senior high schools)
   - L. Special symphony attendance
   - M. Symphony attendance
   - N. School music program (presented to District PTA, civic clubs, board presentations, etc.)
   - O. LMEA marching band festival
   - P. Summer Reading Festival
Q. Sheriff’s Safety Town
R. Multicultural Center
S. Robinson Film Center
T. BizCamp
U. A-Hec of a Summer

The respective Central Office supervisor or coordinator is responsible for the direction and success of each parish level authorized trip.

Field trips covered under category #2 above should generally be selected on proven merit. The host should have an objectively developed program for school age students and demonstrate, on an annual basis, his willingness to serve the schools.

An on-going evaluation of field trip opportunities will take place every 2nd year to insure that expected quality is current and up-to-date. Use form EEAD-R and keep copies on file at school site.

The Central Office authority will maintain an up-to-date, valid eligibility schedule for each school in accordance with the provisions of this policy.

Transportation of pupils to and/or from athletic or activity practices is approved providing said requests are consistent with past practices and a justifiable need has been determined to exist,

Divisional Limitations

Elementary

All trips must be limited to the Caddo-Bossier area. All trips, except observatory trips should take place within the school day. All field trips must be for educational purposes.

Middle School

Limit athletic and music trips to the Caddo-Bossier area.

Limit athletic and music events to an average of four (4) per month per middle school.

Limit all other trips, which must be in the Caddo-Bossier area, to an average of four (4) per month.
Senior High School

Limit educational trips, as defined in paragraph two, to an average of three (3) per month.

Limit trips to a 150-mile radius or within Louisiana with the exception of debate and ROTC teams whose radius will be 200 miles.

Individual schools will bear the expense of transportation costs in excess of a full tank of gasoline. Chaperons must have funds available on the trip to purchase gas and provide funds for Bus Driver’s meals and lodging when the length or duration of a trip dictates such. Additionally, some field trips, because of the length of the trip and time the Bus Driver would be awake or behind the wheel, will require two Bus Drivers to ensure passenger safety. This will be at the discretion of the Transportation Director. The school or sponsoring organization will bare the cost for all relief Bus Drivers on the trip.

Any exceptions to the limitations outlined in this policy must be pre-approved by the Director, Transportation Director and then the Chief Academic Officer.

Adopted: January 27, 1969
Revised: March 4, 1974
Revised: June 18, 1980
Revised: August 20, 1980
Revised: October 6, 1982
Revised: November 17, 1993
Revised: April 16, 2002
Revised: February 15, 2005
Revised: June 17, 2008
FIELD TRIP EVALUATION FORM

SCHOOL__________________________________________

TEACHER OR PERSON MAKING TRIP_______________________________________

This form is to be filled out completely. All blanks are important in evaluating the effectiveness of all academic field trips.

Pre-Field Trip information

Where do you plan to visit? _______________________________ What date? __________

Does this facility have a planned program with specific objectives?__________

If not, explain how you plan to benefit from this experience.

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

What topic have your students been studying that will be enhanced by this field trip?

__________________________________________________________________________

List at least three (3) basic objectives you hope to accomplish by taking this field trip.

1. ______________________________________________________________________

2. ______________________________________________________________________

3. ______________________________________________________________________

Post-Field Trip Information (Due within three (3) school days after field trip)

Fill the remainder of the page with a brief summary of the field trip experiences, giving careful attention to the following: (1) The degree to which the above objectives were met, (2) number and quality of experiences, (3) organization and planning by the host, (4) special enrichments not anticipated, and (5) disappointments or negative experiences.

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

PLEASE KEEP ON FILE IN SCHOOL OFFICE

Page 4 of 4
FIELD TRIP EVALUATION FORM

SCHOOL__________________________________________________________

TEACHER OR PERSON MAKING TRIP__________________________________________

This form is to be filled out completely. All blanks are important in evaluating the effectiveness of all academic field trips.

Pre-Field Trip information

Where do you plan to visit? ___________________________What date?___________

Does this facility have a planned program with specific objectives?________

If not, explain how you plan to benefit from this experience.
_____________________________________________________________________________

What topic have your students been studying that will be enhanced by this field trip?
_____________________________________________________________________________

List at least three (3) basic objectives you hope to accomplish by taking this field trip.
1. __________________________________________________________________________
2. __________________________________________________________________________
3. __________________________________________________________________________

Post-Field Trip Information (Due within three (3) school days after field trip)

Fill the remainder of the page with a brief summary of the field trip experiences, giving careful attention to the following: (1) The degree to which the above objectives were met, (2) number and quality of experiences, (3) organization and planning by the host, (4) special enrichments not anticipated, and (5) disappointments or negative experiences.
_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

PLEASE KEEP ON FILE IN SCHOOL OFFICE
EEBA/EEBB: VEHICLE USE POLICY
(EXCLUDING SCHOOL BUSES)

A. Policy Statement

A well-planned system of assigning school board owned vehicles and the use of personal vehicles in the performance of employment is advantageous to our employees, the school system, and the public. Such vehicle use is a privilege and the abuse of the privilege shall result in disciplinary action. Every employee shall observe all laws as well as school board policies, procedures, rules, and orders governing the use, care, and operation of vehicles. School board owned vehicles will only be assigned to employees who are required to be on 24-hour call for emergency situations or have some specific job requirement. The superintendent must approve all take-home vehicle assignments (excluding temporary assignment of staff cars).

B. Take-Home Vehicle Assignment

1. School board owned vehicles shall be assigned to employees based upon the written recommendation by his/her department director and after approval of the superintendent.
2. An employee to whom a vehicle is assigned shall sign a statement acknowledging receipt of this Vehicle Use Policy. The Chief Support Officer and the employee will maintain a copy of the employee’s acknowledgement on file.
3. No assigned vehicle may be loaned to or operated by another employee without prior written approval of their department director. The superintendent must approve any long-term reassignment of a vehicle.
4. Immediately upon separation from employment with the school system, employees forfeit all privilege to operate any school board vehicle.
5. No employee shall operate a school board vehicle while under any type of suspension. The employee’s department director is responsible for insuring that no school system vehicle is operated by a suspended employee.
6. Upon returning to work after an injury or serious illness, the employee must present a doctor’s written statement to his/her department director verifying that the employee is medically able to operate a motor vehicle before being permitted to operate any school board owned vehicle. The department director is responsible for monitoring compliance with this portion of the policy.

C. Vehicle Operation

1. Intentional abuse, moving violations, reckless operation, or negligent actions while operating any school board owned vehicle may result in suspension of the employee’s driving privileges and are grounds for further disciplinary action.
2. Employees driving in the course of their employment with the School Board must maintain in their possession an appropriate valid drivers license, as required by law.
3. With the exception of the parish superintendent, no employee may operate a school board owned vehicle while off duty or for personal travel.
4. Only persons being transported in connection with official school board business shall be permitted to travel in school board owned vehicles. Employee’s family members, friends, etc. should never be transported in a school board owned vehicle.

5. For out-of-parish travel, CPSB Policy DLC, Travel Expense Reimbursement, shall be followed. That policy requires prior written approval from the superintendent for all out-of-parish travel (with the exception of Bossier Parish).

6. All employees who operate a school board owned vehicle must exercise good judgment in its use. No employee shall operate a school board owned vehicle so as to reflect discredit to the school system.

7. Any driving citation issued to an employee while driving a school board owned vehicle must be reported immediately to that employee’s immediate supervisor and to the Chief Support Officer. The employee is responsible for personally paying all costs related to any traffic citation, including fine and defense costs. The Caddo Parish School Board assumes no responsibility for fines or costs incurred by our employees for illegal or careless operation of a vehicle.

8. No employee shall conduct commercial activities of any kind while using a school board owned vehicle, either on or off duty.

9. If the vehicle operator is taking prescription medication, they shall adhere to the directions for the prescription. No employee shall operate a school board owned vehicle while taking medications that indicate they may cause drowsiness.

10. No employee shall operate a school board owned vehicle while using or being under the influence of any alcoholic beverages, controlled dangerous substances, or drugs as defined by La. R.S. 14:98.

11. Employees shall operate vehicles in accordance with all applicable laws. This shall include obeying all speed laws, parking laws, and use of safety equipment, such as seat belts, turn signals, headlights, windshield wipers, etc.

12. Employees should safely move off the road and park the vehicle before using cell phones, two way radios, maps, or other tools that help them accomplish their jobs.

D. Maintenance & Care of Vehicle

Preventive maintenance is the responsibility of the assigned driver.

1. An employee to whom a school board vehicle is assigned shall:

   a. Check fluid levels at least weekly.
   b. Take the vehicle to the Transportation Department for regular service, repair, adjustment, and inspections (MVI).
   c. Remove all personal articles from the vehicle when it is being serviced. The Caddo Parish School Board shall not be responsible for loss or damage to any personal property carried in school board owned vehicles.
   d. Present the vehicle for inspection whenever requested by their supervisor or the Transportation Department.
2. An employee to whom a school board vehicle is assigned shall not:
   a. Carry any firearm in the vehicle, with the exception of approved firearms carried by authorized Security Department personnel.
   b. Make or permit any unauthorized adjustments or repairs to the vehicle, except in emergency situations.
   c. Make or permit any alterations to the mechanical or electrical equipment of the vehicle, unless approved by the Director of Transportation.
   d. Place unauthorized bumper stickers or decals on the vehicle. Only those decals authorized by the Chief Support Officer shall be placed on any school board owned vehicle. The official Caddo Parish School Board decal shall be placed on all school board owned vehicles as required by state law.
   e. Place unnecessary articles or ornamentation on the inside rearview mirror, windows, or elsewhere in or on the vehicle.

E. Procedures for Vehicle Accidents

1. Employees who operate school board owned vehicles, or personal vehicles in the course of their employment, must follow these procedures when involved in an accident or incident.
   a. Stop at once.
   b. Do not move vehicle unless instructed by law enforcement or to prevent further accidents or injury.
   c. Activate emergency flashers, if possible.
   d. Contact law enforcement.
   e. Request assistance for any injuries.
   f. Immediately notify the Risk Management Department and their department director. Risk Management claims personnel will come to the scene of the accident whenever possible.
   g. Assist Risk Management in obtaining the name and phone number of all witnesses.
   h. Refrain from discussing the details of the accident with anyone other than the law enforcement officer, Risk Management or their supervisors.
   i. Complete all accident forms required by the Risk Management Department by the following day.
   j. Cooperate fully with Risk Management and the designated School Board legal counsel in any investigation and/or litigation arising out of any accident.

F. Use of Personal Vehicles for School Board Business

1. Employees who operate their personal vehicles to conduct School Board business shall insure that their personal auto insurance policy provides coverage for such business use.
2. Employees must carry at least the minimum limits of liability insurance on their personal vehicle as required by the State of Louisiana.
3. The Caddo Parish School Board insurance program provides limited coverage for employees while operating personally owned vehicles to conduct school board business. However, such insurance is secondary to the personal automobile insurance policy carried by the employees. This coverage is limited to protection from claims made against the school board and the employee while serving in the course of their employment only.

4. The insurance provided by the Caddo Parish School Board does not provide for physical damage to an employee’s privately owned vehicle. Such coverage is the total responsibility of the employee.

5. Employees who operate their personal vehicles to conduct school board business are subject to the applicable requirements of Section C, Vehicle Operation, and Section E, Procedures for Vehicle Accidents, of this policy just as if they were driving a school board owned vehicle. They shall also sign a statement acknowledging receipt of this Vehicle Use Policy.

G. Motor Vehicle Driving Record Review

1. Employees whose job requires the use of a school board or privately owned vehicle in the course and scope of their employment with the school board are expected to maintain driving records that reflect the practice of safe driving habits both on and off the job. The school board shall periodically request from the Louisiana Department of Public Safety a copy of the driving record of each employee whose position requires operation of a vehicle.

2. Any DWI conviction or refusal to submit to a lawful field sobriety test shall result in disciplinary action up to and including suspension of school board driving privileges.

3. An employee whose driver's license has been suspended for any reason shall not be allowed to operate any vehicle in the performance of their employment.

4. An employee who has been determined to be “at fault” in two or more accidents within a 24 month period while driving a vehicle in the course and scope of their employment shall be subject to disciplinary action up to and including suspension of school board driving privileges.

5. If the temporary or permanent suspension of school board driving privileges causes an unreasonable hardship for the board, this shall be considered grounds for disciplinary action.

Adopted: May 20, 2003
EEBB/EEBA: VEHICLE USE POLICY
(EXCLUDING SCHOOL BUSES)

A. Policy Statement

A well-planned system of assigning school board owned vehicles and the use of personal vehicles in the performance of employment is advantageous to our employees, the school system, and the public. Such vehicle use is a privilege and the abuse of the privilege shall result in disciplinary action. Every employee shall observe all laws as well as school board policies, procedures, rules, and orders governing the use, care, and operation of vehicles. School board owned vehicles will only be assigned to employees who are required to be on 24-hour call for emergency situations or have some specific job requirement. The superintendent must approve all take-home vehicle assignments (excluding temporary assignment of staff cars).

B. Take-Home Vehicle Assignment

1. School board owned vehicles shall be assigned to employees based upon the written recommendation by his/her department director and after approval of the superintendent.
2. An employee to whom a vehicle is assigned shall sign a statement acknowledging receipt of this Vehicle Use Policy. The Chief Support Officer and the employee will maintain a copy of the employee’s acknowledgement on file.
3. No assigned vehicle may be loaned to or operated by another employee without prior written approval of their department director. The superintendent must approve any long-term reassignment of a vehicle.
4. Immediately upon separation from employment with the school system, employees forfeit all privilege to operate any school board vehicle.
5. No employee shall operate a school board vehicle while under any type of suspension. The employee’s department director is responsible for insuring that no school system vehicle is operated by a suspended employee.
6. Upon returning to work after an injury or serious illness, the employee must present a doctor’s written statement to his/her department director verifying that the employee is medically able to operate a motor vehicle before being permitted to operate any school board owned vehicle. The department director is responsible for monitoring compliance with this portion of the policy.

C. Vehicle Operation

1. Intentional abuse, moving violations, reckless operation, or negligent actions while operating any school board owned vehicle may result in suspension of the employee’s driving privileges and are grounds for further disciplinary action.
2. Employees driving in the course of their employment with the School Board must maintain in their possession an appropriate valid drivers license, as required by law.
3. With the exception of the parish superintendent, no employee may operate a school board owned vehicle while off duty or for personal travel.
4. Only persons being transported in connection with official school board business shall be permitted to travel in school board owned vehicles. Employee’s family members, friends, etc. should never be transported in a school board owned vehicle.

5. For out-of-parish travel, CPSB Policy DLC, Travel Expense Reimbursement, shall be followed. That policy requires prior written approval from the superintendent for all out-of-parish travel (with the exception of Bossier Parish).

6. All employees who operate a school board owned vehicle must exercise good judgment in its use. No employee shall operate a school board owned vehicle so as to reflect discredit to the school system.

7. Any driving citation issued to an employee while driving a school board owned vehicle must be reported immediately to that employee’s immediate supervisor and to the Chief Support Officer. The employee is responsible for personally paying all costs related to any traffic citation, including fine and defense costs. The Caddo Parish School Board assumes no responsibility for fines or costs incurred by our employees for illegal or careless operation of a vehicle.

8. No employee shall conduct commercial activities of any kind while using a school board owned vehicle, either on or off duty.

9. If the vehicle operator is taking prescription medication, they shall adhere to the directions for the prescription. No employee shall operate a school board owned vehicle while taking medications that indicate they may cause drowsiness.

10. No employee shall operate a school board owned vehicle while using or being under the influence of any alcoholic beverages, controlled dangerous substances, or drugs as defined by La. R.S. 14:98.

11. Employees shall operate vehicles in accordance with all applicable laws. This shall include obeying all speed laws, parking laws, and use of safety equipment, such as seat belts, turn signals, headlights, windshield wipers, etc.

12. Employees should safely move off the road and park the vehicle before using cell phones, two way radios, maps, or other tools that help them accomplish their jobs.

D. Maintenance & Care of Vehicle

Preventive maintenance is the responsibility of the assigned driver.

1. An employee to whom a school board vehicle is assigned shall:
   
a. Check fluid levels at least weekly.

b. Take the vehicle to the Transportation Department for regular service, repair, adjustment, and inspections (MVI).

c. Remove all personal articles from the vehicle when it is being serviced. The Caddo Parish School Board shall not be responsible for loss or damage to any personal property carried in school board owned vehicles.

d. Present the vehicle for inspection whenever requested by their supervisor or the Transportation Department.
2. An employee to whom a school board vehicle is assigned shall not:

a. Carry any firearm in the vehicle, with the exception of approved firearms carried by authorized Security Department personnel.
b. Make or permit any unauthorized adjustments or repairs to the vehicle, except in emergency situations.
c. Make or permit any alterations to the mechanical or electrical equipment of the vehicle, unless approved by the Director of Transportation.
d. Place unauthorized bumper stickers or decals on the vehicle. Only those decals authorized by the Chief Support Officer shall be placed on any school board owned vehicle. The official Caddo Parish School Board decal shall be placed on all school board owned vehicles as required by state law.
e. Place unnecessary articles or ornamentation on the inside rearview mirror, windows, or elsewhere in or on the vehicle.

E. Procedures for Vehicle Accidents

1. Employees who operate school board owned vehicles, or personal vehicles in the course of their employment, must follow these procedures when involved in an accident or incident.
   a. Stop at once.
   b. Do not move vehicle unless instructed by law enforcement or to prevent further accidents or injury.
   c. Activate emergency flashers, if possible.
   d. Contact law enforcement.
   e. Request assistance for any injuries.
   f. Immediately notify the Risk Management Department and their department director. Risk Management claims personnel will come to the scene of the accident whenever possible.
   g. Assist Risk Management in obtaining the name and phone number of all witnesses.
   h. Refrain from discussing the details of the accident with anyone other than the law enforcement officer, Risk Management or their supervisors.
   i. Complete all accident forms required by the Risk Management Department by the following day.
   j. Cooperate fully with Risk Management and the designated School Board legal counsel in any investigation and/or litigation arising out of any accident.

F. Use of Personal Vehicles for School Board Business

1. Employees who operate their personal vehicles to conduct School Board business shall insure that their personal auto insurance policy provides coverage for such business use.
2. Employees must carry at least the minimum limits of liability insurance on their personal vehicle as required by the State of Louisiana.
3. The Caddo Parish School Board insurance program provides limited coverage for employees while operating personally owned vehicles to conduct school board business. However, such insurance is secondary to the personal automobile insurance policy carried by the employees. This coverage is limited to protection from claims made against the school board and the employee while serving in the course of their employment only.

4. The insurance provided by the Caddo Parish School Board does not provide for physical damage to an employee’s privately owned vehicle. Such coverage is the total responsibility of the employee.

5. Employees who operate their personal vehicles to conduct school board business are subject to the applicable requirements of Section C, Vehicle Operation, and Section E, Procedures for Vehicle Accidents, of this policy just as if they were driving a school board owned vehicle. They shall also sign a statement acknowledging receipt of this Vehicle Use Policy.

G. Motor Vehicle Driving Record Review

1. Employees whose job requires the use of a school board or privately owned vehicle in the course and scope of their employment with the school board are expected to maintain driving records that reflect the practice of safe driving habits both on and off the job. The school board shall periodically request from the Louisiana Department of Public Safety a copy of the driving record of each employee whose position requires operation of a vehicle.

2. Any DWI conviction or refusal to submit to a lawful field sobriety test shall result in disciplinary action up to and including suspension of school board driving privileges.

3. An employee whose drivers license has been suspended for any reason shall not be allowed to operate any vehicle in the performance of their employment.

4. An employee who has been determined to be “at fault” in two or more accidents within a 24 month period while driving a vehicle in the course and scope of their employment shall be subject to disciplinary action up to and including suspension of school board driving privileges.

5. If the temporary or permanent suspension of school board driving privileges causes an unreasonable hardship for the board, this shall be considered grounds for disciplinary action.

Adopted: May 20, 2003
EGA - CADDO PUBLIC SCHOOLS INTERNET SAFETY POLICY

The Caddo Parish School Board, hereinafter referred to as “CPSB”, is providing employees and students with access to the district’s electronic communication system. This electronic communication system is defined as the hardware and software components necessary to achieve connectivity and communicate between servers and workstations, the application programs that reside on those servers and workstations that are executed by users, the files created by those application programs or users, the files downloaded or copied by users, the Internet and or any other networks accessed via the district’s electronic communication system is hereinafter referred to as the “Caddo Public Schools Network” or “CPSN”. The CPSN has been established to support the educational and administrative efforts of the Caddo Public School System. The CPSN does include Internet connection and the formulation of an Intranet consisting of schools, administrative offices and other district locations over which voice, data and video transmit.

The CPSB acknowledges that schools with access to the CPSN and the Internet, while benefiting from the knowledge gained via this resource, must address issues regarding privacy, intrusion into the district and the school site by unwanted and unwelcome users, outgoing requests and incoming information that may be inappropriate (e.g. sexually explicit information), illegally retained and/or used, and/or that may be harmful to the district, employees and students.

To this end, the CPSB sets forth the following Internet Safety Policy:

1. The CPSB will employ the use of a technology protection measure that blocks or filters user access via the CPSN or Internet to verbal or visual depictions that are, but not limited to:
   - Obscene
   - Child Pornography
   - Harmful to minors
   - Inclusive of any other CPSN or Internet content that is deemed “harmful to minors”.

2. The CPSB will set forth a policy/policies related to CPSN or Internet access.

Adopted: September 18, 2001
EGAB - Mail and Delivery Services—Emails

Distribution of Mail through Teachers’ Mailboxes at Schools from Professional Organizations Recognized by Caddo Parish School Board

The Caddo Parish School Board acknowledges the right of employees to participate in professional organizations. All professional organizations(*) recognized by the Caddo Parish School Board will be allowed to place information in the mailboxes of employees at their school/work site. All information shall clearly identify the organization distributing the material. A copy of material of mass distribution shall be provided to the principal/designee and building supervisors at the time of distribution.

Distribution of Emails to Caddo Parish School employees and Caddo Parish School Board Members utilizing Electronic Communication Network

All professional organizations(*) recognized by the Caddo Parish School Board will be allowed to communicate by email with Caddo Parish Staff members who have email addresses and Caddo Parish School Board members based on the following guidelines:

1. All emails and attachments must meet the guidelines established by Caddo Parish School Board Policy GBN-JP (Caddo Parish Schools Network Acceptable Use); and

2. Mass emails (those sent to more than five (5) employees [does not include the organization’s building representative]) and their attachments shall not exceed 2 legal pages in combined length and shall not be submitted to employees more than once per week.

Failure to abide by the above guidelines will result in the professional organization’s loss of the privileges granted by this policy.

Caddo Parish School Board employees will only be allowed to review information placed in mailboxes by professional organizations or emails submitted by professional organizations before or after the school day or during breaks and unencumbered time.

*payroll deduction

Adopted: November 19, 2002
January 20, 2009
EI - INSURANCE MANAGEMENT

It shall be the policy of the Caddo Parish School Board to:

1. Apply the principles of risk analysis, evaluation and control at every management level, for the purpose of recognizing risks, eliminating or avoiding them where possible, and reducing or minimizing them where practicable.

2. Retain those risks of accidental loss that can be self-assumed from current funds without seriously affecting the financial condition of Caddo Parish School Board, if this is the most economically practical means of meeting such obligations.

3. Purchase insurance when:
   - The risk is of catastrophic nature or beyond the capacity of Caddo Parish School Board to absorb from current funds, or
   - The expenditure for premiums is justified by services incidental to the insurance contract, or other expected benefits, or
   - Insurance is required by law.

It is recognized that the most effective method of reducing cost related to accidents is to maintain positive hazard and loss prevention measures in all operations. The primary emphasis in all matters relating to loss shall be on such measures.

This Statement of Philosophy and the insurance program adopted is based on the fact that the school board has an Insurance reserve dedicated for the support of this program. It is further recognized that the reserve is to be maintained intact for this purpose with the revenue from Investment income used to pay premiums, losses and the expenditure of administering the program. If losses in any one year are of the magnitude that reserve investment income is insufficient to reestablish an adequate balance, the school board should consider making a special appropriation to the reserve and give additional consideration to changing the program or coverage that permitted such a loss.

Adopted: January 7, 1976
Reviewed & Re-enacted: May 22, 2002
**SCOPE:** Caddo Parish School System’s affiliated health plans, collectively described in the HIPAA Privacy and Security Compliance - General Policy (Priv.I) and referred to in this policy as (“District”).

**PURPOSE:** To designate the District’s Privacy Officer as required by Policy Priv.IV.A.1.

**DESIGNATION:** The following person is hereby appointed the District’s Privacy Officer:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Dr. Dominic Salinas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone:</td>
<td>(318) 603-6300</td>
</tr>
<tr>
<td>Mailing address:</td>
<td>P.O. Box 32000, Shreveport, LA 71130</td>
</tr>
<tr>
<td>Email address:</td>
<td><a href="mailto:DSalinas@caddo.k12.la.us">DSalinas@caddo.k12.la.us</a></td>
</tr>
</tbody>
</table>

**REFERENCES:**

Health Insurance Portability and Accountability Act, Standards for Privacy of Individually Identifiable Health Information, 45 CFR Parts 160 and 164, specifically 45 CFR 164.530(a)
Caddo Parish School System

<table>
<thead>
<tr>
<th>Affiliated Health Plans</th>
<th>POLICY DESCRIPTION: Designation of Security Officer</th>
</tr>
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<tbody>
<tr>
<td>REFERENCE NUMBER: Priv.IV.A.2</td>
<td>PAGE: 1 of 1</td>
</tr>
</tbody>
</table>

**SCOPE:** Caddo Parish School System’s affiliated health plans, collectively described in the HIPAA Privacy and Security Compliance - General Policy (Priv.I) and referred to in this policy as (“District”).

**PURPOSE:** To designate the District’s Security Officer as required by Policy Priv.IV.A.2.

**DESIGNATION:** The following person is hereby appointed the District’s Security Officer:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Joe Brown</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone:</td>
<td>(318) 603-6300</td>
</tr>
<tr>
<td>Mailing address:</td>
<td>P.O. Box 32000, Shreveport, LA 71130</td>
</tr>
<tr>
<td>Email address:</td>
<td><a href="mailto:JBrown@caddo.k12.la.us">JBrown@caddo.k12.la.us</a></td>
</tr>
</tbody>
</table>

**REFERENCES:**

Health Insurance Portability and Accountability Act, Standards for Privacy of Individually Identifiable Health Information, 45 CFR Parts 160 and 164, specifically 45 CFR 164.530(a)
**SCOPE:** Caddo Parish School System’s affiliated health plans, collectively described in the HIPAA Privacy and Security Compliance - General Policy (Priv.I) and referred to in this policy as (“District”).

**PURPOSE:** To ensure that all administrative requirements regarding protected health information (including electronic protected health information) (collectively “PHI”) are established and maintained to protect the confidentiality, integrity and availability of electronic health information, as required by the Health Insurance Portability and Accountability Act, Standards for Privacy of Individually Identifiable Health Information and Security Standards, 45 CFR Parts 160 and 164, any and all other Federal regulations and interpretive guidelines promulgated thereunder, and any applicable Mississippi law or regulation (the “HIPAA Rules”).

**POLICY:** District shall implement those administrative systems, procedures and safeguards that are reasonable and appropriate to comply with the HIPAA Rules and to protect the confidentiality, accessibility and integrity of electronic protected health information in its possession. Those administrative systems include personnel designations, employee and contractor awareness and training, complaint management, sanctions for violations of policies, mitigation of patient injury in the case of a wrongful use or disclosure, refraining from intimidating or retaliatory acts, not requiring patient waivers of rights, policies and procedures, and documentation of privacy and security compliance. Those administrative safeguards will include security management processes, assignment of security responsibility, workforce security, information access management, security awareness and training, security incident procedures, contingency planning, evaluation, verification, and business associate contracts.

**PROCEDURE**

**Administrative requirements:** District will establish and maintain the following systems, practices and procedures as necessary and appropriate to fully comply with the Privacy Rules. **NOTE:** Unless a related policy is listed, refer to the applicable section of the Privacy Rules and consult the Privacy Officer for more details.

**A. Personnel designations:**

1. District will designate a privacy officer to be responsible for the development and implementation of its privacy policies and procedures, and a contact person or office to be responsible for receiving complaints and to provide further information about matters covered by the Notice of Privacy Practices. See 45 CFR §164.530(a) for more details.

2. District will identify the security official who is responsible for the development and implementation of the policies and procedures. See 45 CFR 164.308(2) for more details.

   **Related policies:** Priv.IVA.1 and Priv.IV.A.2. [Insert reference to more specific polices]

**B. Awareness and Training:**
1. District will train all members of its workforce on the policies and procedures required by the Privacy Rules that are relative to their function. Training will be done when someone is hired or when the policies and procedures change. All training will be documented. See 45 CFR §164.530(b) for more details.

2. District will implement a security awareness and training program for all members of its workforce including management, including:
   
   a. Security Reminders - Periodic security updates. See 45 CFR 164.308(5)(ii) for more details. *(Optional – See ___[reference to specific policy]___)*.

   b. Protection from Malicious Software - Procedures for guarding against, detecting and reporting malicious software. See 45 CFR 164.308(5)(ii) for more details. *(Optional – See ___[reference to specific policy]___)*.

   c. Log-in Monitoring - Procedures for monitoring log-in attempts and reporting discrepancies. See 45 CFR 164.308(5)(ii) for more details. *(Optional – See ___[reference to specific policy]___)*.

   d. Password Management - Procedures for creating, changing and safeguarding passwords. See 45 CFR 164.308(5)(ii) for more details. *(Optional – See ___[reference to specific policy]___)*.

   Related policies: [Insert reference to more specific polices or insert “None”]

C. *Safeguards.* District will have in place appropriate administrative, technical, and physical safeguards to protect the privacy, confidentiality, integrity and availability of PHI by protecting against intentional or unintentional use or disclosure that is in violation of the Privacy Rule and limiting incidental uses or disclosures made pursuant to an otherwise permitted or required use or disclosure. See 45 CFR §164.308 and 530(c) for more details. Safeguards shall include:

1. Security Management Process - District will implement policies and procedures to prevent, detect, contain and correct security violations (see 45 CFR 164.308(5)(ii) for more details), including:

   a. Risk Analysis - District will conduct an accurate and thorough assessment of the potential risks and vulnerabilities to the confidentiality, integrity and availability of electronic protected health information (PHI) held by it. (see 45 CFR 164.308(1)(ii)(A) for more details) *(Optional – See ___[reference to specific policy]___)*.

   b. Risk Management - District will implement security measures sufficient to reduce
POLICY DESCRIPTION: Privacy and Security administrative requirements

APPROVED: [August 21, 2007] EFFECTIVE DATE: [August 21, 2007]

REFERENCE NUMBER: Priv.IV PAGE: 3 of 6

Caddo Parish School System
Affiliated Health Plans

risks and vulnerabilities to a reasonable and appropriate level. (see 45 CFR 164.308(1)(ii)(B) for more details) (Optional – See [reference to specific policy]).

c. Information District Activity Review - District will implement procedures to regularly review records of information activity, such as audit logs, access reports and security incident tracking reports. (see 45 CFR 164.308(1)(ii)(D) for more details) (Optional – See [reference to specific policy]).

2. Workforce Security - District will implement policies and procedures to ensure all members of the workforce have appropriate access to electronic PHI and to prevent those workforce members who do not need access from obtaining access to electronic PHI (see 45 CFR 164.308(3)(i) for more details), including:

a. Authorization and/or Supervision - District will implement procedures for the authorization and/or supervision of workforce members who work with electronic PHI or in locations where it might be accessed. (See 45 CFR 164.308(3)(ii) for more details) (Optional – See [reference to specific policy]).

b. Workforce Clearance Procedure - District will implement procedures to determine that the access of a workforce member to electronic PHI is appropriate. (See 45 CFR 164.308(3)(ii) for more details) (Optional – See [reference to specific policy]).

c. Termination Procedures - District will implement procedures for terminating access to electronic PHI when the employment of a workforce member ends. (See 45 CFR 164.308(3)(ii) for more details) (Optional – See [reference to specific policy]).

3. Information Access Management - District will implement policies and procedures for authorizing access to electronic PHI that are consistent with the HIPAA regulation (see 45 CFR 164.308(4)(i) for more details), including:

a. Health Care Clearinghouse Functions - If District acts as a health care clearinghouse, the clearinghouse function must implement policies and procedures that protect the electronic PHI of the clearinghouse from unauthorized access by the larger organization. (See 45 CFR 164.308(4)(ii)(A) for more details). (Optional – See [reference to specific policy]).

b. Access Authorization - District will implement policies and procedures for granting access to electronic PHI, for example, through access to a workstation, transaction, program, process or other mechanism. (See 45 CFR 164.308(4)(ii)(A) for more details). (Optional – See [reference to specific policy]).

C. Access Establishment and Modification - District will implement policies and procedures that, based upon District’s access authorization policies, establish, document, review and modify a user’s right of access to a workstation, transaction, program, or process. (See 45 CFR 164.308(4)(ii)(A) for more details). (Optional – See [reference to specific policy]).
4. Security Incident Procedures - District will implement policies and procedures to address security incidents (see 45 CFR 164.308(6)(i) for more details), including identifying and responding to suspected or known security incidents, mitigating (to the extent practicable) harmful effects of security incidents that are known to the District, and documenting security incidents and their outcomes. (See 45 CFR 164.308(6)(ii) for more details). *(Optional – See [reference to specific policy]*).

5. Contingency Plan - District will establish (and implement as needed) policies and procedures for responding to an emergency or other occurrence (for example, fire, vandalism, District failure, and natural disaster) that damages Districts that contain electronic PHI (see 45 CFR 164.308(7)(i) for more details), including:
   a. Data Backup Plan - District will establish and implement procedures to create and maintain retrievable exact copies of electronic PHI. (See 45 CFR 164.308(7)(ii) for more details). *(Optional – See [reference to specific policy]*).
   b. Disaster Recovery Plan - District will establish (and implement as needed) procedures to restore any loss of data. (See 45 CFR 164.308(7)(ii) for more details). *(Optional – See [reference to specific policy]*).
   c. Emergency Mode Operation Plan - District will establish (and implement as needed) procedures to enable continuation of critical business processes for protection of the security of electronic PHI while operating in emergency mode. (See 45 CFR 164.308(7)(ii) for more details). *(Optional – See [reference to specific policy]*).
   d. Testing and Revision Procedures - District will implement procedures for periodic testing and revision of contingency plans. (See 45 CFR 164.308(7)(ii) for more details). *(Optional – See [reference to specific policy]*).
   e. Applications and Data Criticality Analysis - District will assess the relative criticality of specific applications and data in support of other contingency plan components. (See 45 CFR 164.308(7)(ii) for more details). *(Optional – See [reference to specific policy]*).

6. Evaluation - District will perform a periodic technical and non-technical evaluation, based initially upon the standards implemented under the Security Rule and subsequently, in response to environmental or operational changes affecting the security of electronic PHI, that establishes the extent to which District security policies and procedures meet the requirements of the HIPAA regulation. (See 45 CFR 164.308(8) for more details). *(Optional – See [reference to specific policy]*).

*(Related policies: [Insert reference to more specific polices or insert “None”]*)

D. Complaints: District will provide a process for individuals to make complaints concerning its
privacy policies and procedures or its compliance with those policies and procedures or the Privacy Rules. Complaints and their dispositions will be documented. See 45 CFR §164.530(d) for more details.

Related policies: [Insert reference to more specific polices or insert “None”]

E. Sanctions: District will have, apply, and document appropriate workforce sanctions for failure to comply with its privacy or security policies and procedures or the HIPAA Rules, except in cases of whistleblower activities and activities sanctioned by 45 CFR 164.530(g)(2). See 45 CFR §164.308(1)(ii)(c) and 530(e) for more details.

Related policies: [Insert reference to more specific polices or insert “None”]

F. Mitigation: District will mitigate, to the extent practicable, any harmful effect that is known to have occurred from a use or disclosure of PHI by its workforce or business associate in violation of its policies and procedures or the Privacy Rules. See 45 CFR §164.530(f) for more details.

Related policies: [Insert reference to more specific polices or insert “None”]

G. Refraining from intimidating or retaliatory acts: District will not intimidate, threaten, coerce, discriminate against, or take other retaliatory action against any individual for activities allowed by the Privacy Rules or against any individual or other person for filing a privacy complaint, participating in a privacy investigation, compliance review, proceeding, or hearing, or reasonably and legally opposing any act or practice believed to be unlawful under the Privacy Rules. See 45 CFR §164.530(g) for more details.

Related policies: [Insert reference to more specific polices or insert “None”]

H. Waiver of rights. District will not require individuals to waive or otherwise take away any of their rights under the Privacy Rules as a condition of the provision of treatment, payment, enrollment in a health plan, or eligibility for benefits. See 45 CFR §164.530(h) for more details.

Related policies: [Insert reference to more specific polices or insert “None”]

I. Policies and procedures: District will implement and maintain written policies and procedures designed to reasonably assure compliance with the Privacy Rules. Those policies and procedures will be updated when changes occur in its practices, the Privacy Rules, or other applicable law or regulation, but will not be put into effect (except changes required by law) until the policies and procedures (and Notice of Privacy Practices, when appropriate) are changed. The Notice of Privacy Practices will reserve the right to make policy and procedure changes retroactively. See 45 CFR §164.530(i) for more details.
J. **Documentation.** District will maintain, in paper or electronic form, the required policies and procedures, any communication required by the Privacy Rules to be in writing, and any action, activity, or designation required to be documented. All such documentation shall be retained for six years from the date of its creation or the date when it last was in effect, whichever is later. See 45 CFR §164.530(j) for more details.

**Related policies:** [Insert reference to more specific polices or insert “None”]

K. **Verification:** Prior to any disclosure permitted by this subpart, District will verify the identity and authority of the requesting person if not known; and obtain any documentation, statements, or representations, from the requesting person that is a condition of the disclosure. See 45 CFR §164.514(h) for more details.

**Related policies:** [Insert reference to more specific polices or insert “None”]

**REFERENCES:**
Privacy Official Policy
Standards for Privacy of Individually Identifiable Health Information and Security Standards (45 CFR Parts 160 and 164), specifically 45 CFR 164.308, 530 and 514(h).
Addendum to Health Plan ("Addendum")

Group Health Plans: Blue Cross Blue Shield of Louisiana Advantage Blue Point of Service Plan, Blue Cross Blue Shield of Louisiana Comprehensive Medical Benefit Plan and American Public Life Insurance Company Cancer Expense Insurance Program ("Plans")

Plan Sponsor: Caddo Parish School Board ("District")

Effective Date: 

In order to comply with the Health Insurance Portability and Accountability Act, Standards for Privacy of Individually Identifiable Health Information and Security Standards, 45 CFR Parts 160 and 164 (the “HIPAA Rules”), the plan documents of the above named Plans are hereby amended to incorporate the following provisions. In the event that the terms of this Addendum conflict with any term in prior plan documents for the Plans, the terms of this Addendum shall control.

1. The District is permitted and required to use and disclose individually identifiable health information ("PHI") that it receives or creates from or on behalf of the Plans, only as directly or indirectly required for the Plan to provide health benefits to District’s employees or as otherwise provided herein. The District may not, however, use and disclose the PHI in any way which is inconsistent with the HIPAA Rules.

2. The District, through this amendment, hereby agrees to:

(A) Implement administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the electronic protected health information that it creates, receives, maintains, or transmits on behalf of the Plans;

(B) Not use or further disclose PHI other than as permitted or required by the plan documents or as required by law;

(C) Ensure that any agents, including a subcontractor, to whom it provides PHI received from the Plans agree to the same restrictions and conditions that apply to the District with respect to such information;

(D) Not use or disclose the information for employment-related actions and decisions or in connection with any other benefit or employee benefit plan of the District;

(E) Report to the Plans any security incident or any use or disclosure of PHI that is inconsistent with the uses or disclosures permitted herein of which it becomes aware;

(F) Make available PHI to satisfy the employee’s right of access in accordance with § 164.524;

(G) Make available PHI for amendment and incorporate any amendments to PHI in accordance with § 164.526;

(H) Make available the information required to provide an accounting of disclosures in accordance
with § 164.528;

(I) Make its internal practices, books, and records relating to the use and disclosure of PHI received from the Plans available to the Secretary for purposes of determining compliance by the group health plan with this subpart;

(J) If feasible, return or destroy all protected health information received from the Plans that the sponsor still maintains in any form and retain no copies of such information when no longer needed for the purpose for which disclosure was made, except that, if such return or destruction is not feasible, limit further uses and disclosures to those purposes that make the return or destruction of the information infeasible; and

(K) Ensure that there is adequate separation between the Plans and the non-health plan functions of the District, including:

   i. restriction of access to and use by persons described in Exhibit I to the plan administration functions that the District performs for the Plans; and

   ii. imposing sanctions according to the District’s sanction policy for noncompliance by persons described in Exhibit I with the plan document provisions.

3. Attached as Exhibit I to this Addendum is a description of the classes of employees and other persons under the control of the District to be given access to the PHI to be disclosed.

4. The Plans may, after the effective date of this Addendum:

   (A) Disclose PHI to the District to carry out plan administration functions that the District performs, consistent with the provisions of this Addendum;

   (ii) Not permit a health insurance issuer or HMO with respect to the Plans to disclose PHI to the District except as permitted by this Addendum;

   (iii) Not disclose and may not permit a health insurance issuer or HMO to disclose PHI to the District as permitted by this Addendum unless this Addendum is in force.

   (iv) Not disclose PHI to the District for the purpose of employment-related actions or decisions or in connection with any other benefit or employee benefit plan of the District.
Addendum Exhibit I

<table>
<thead>
<tr>
<th>Classes of employees</th>
<th>PHI to which they have access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookkeeper II</td>
<td>Information related to health coverage from Blue Cross for active and retired employees; information related to dental coverage from Blue Cross for active and retired employees; information related to cancer coverage from American Public</td>
</tr>
<tr>
<td>Bookkeeper I</td>
<td></td>
</tr>
<tr>
<td>Senior Clerk</td>
<td></td>
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Group Health Plans:  Blue Cross Blue Shield of Louisiana Advantage Blue Point of Service Plan, Blue Cross Blue Shield of Louisiana Comprehensive Medical Benefit Plan and American Public Life Insurance Company Cancer Expense Insurance Program ("Plans")

Medicare

Medicaid

Plan Sponsor: Caddo Parish School Board ("District")

Effective Date: 

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2. The District, through this amendment, hereby agrees to:

   (A) Implement administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the electronic protected health information that it creates, receives, maintains, or transmits on behalf of the Plans;

   (B) Not use or further disclose PHI other than as permitted or required by the plan documents or as required by law;

   (C) Ensure that any agents, including a subcontractor, to whom it provides PHI received from the Plans agree to the same restrictions and conditions that apply to the District with respect to such information;

   (D) Not use or disclose the information for employment-related actions and decisions or in connection with any other benefit or employee benefit plan of the District;

   (E) Report to the Plans any security incident or any use or disclosure of PHI that is inconsistent with the uses or disclosures permitted herein of which it becomes aware;

   (F) Make available PHI to satisfy the employee’s right of access in accordance with § 164.524;
(G) Make available PHI for amendment and incorporate any amendments to PHI in accordance with § 164.526;

(H) Make available the information required to provide an accounting of disclosures in accordance with § 164.528;

(I) Make its internal practices, books, and records relating to the use and disclosure of PHI received from the Plans available to the Secretary for purposes of determining compliance by the group health plan with this subpart;

(J) If feasible, return or destroy all protected health information received from the Plans that the sponsor still maintains in any form and retain no copies of such information when no longer needed for the purpose for which disclosure was made, except that, if such return or destruction is not feasible, limit further uses and disclosures to those purposes that make the return or destruction of the information infeasible; and

(K) Ensure that there is adequate separation between the Plans and the non-health plan functions of the District, including:
   
   i. restriction of access to and use by persons described in Exhibit I to the plan administration functions that the District performs for the Plans; and

   ii. imposing sanctions according to the District’s sanction policy for noncompliance by persons described in Exhibit I with the plan document provisions.

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4. The Plans may, after the effective date of this Addendum:

   (A) Disclose PHI to the District to carry out plan administration functions that the District performs, consistent with the provisions of this Addendum;

   (ii) Not permit a health insurance issuer or HMO with respect to the Plans to disclose PHI to the District except as permitted by this Addendum;

   (iii) Not disclose and may not permit a health insurance issuer or HMO to disclose PHI to the District as permitted by this Addendum unless this Addendum is in force.

   (iv) Not disclose PHI to the District for the purpose of employment-related actions or decisions or in connection with any other benefit or employee benefit plan of the District.
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<td></td>
<td>information related to cancer coverage from American Public</td>
</tr>
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<td>Bookkeeper I</td>
<td></td>
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<tr>
<td>Senior Clerk</td>
<td>Medicare</td>
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<td>Insurance Manager</td>
<td>Medicaid</td>
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### Addendum Exhibit II

<table>
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<tr>
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<th>PHI to which they have access</th>
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<tbody>
<tr>
<td>Director of Special Services</td>
<td>Medicaid</td>
</tr>
<tr>
<td>Director of Special Education</td>
<td></td>
</tr>
<tr>
<td>Supervisor of School Nurses</td>
<td></td>
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</tbody>
</table>
### School Staff

<table>
<thead>
<tr>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Nurses</td>
</tr>
<tr>
<td>School Psychologist</td>
</tr>
<tr>
<td>Instruction Specialists (Speech, Occupational, Physical Therapy)</td>
</tr>
<tr>
<td>Special Education Supervisors</td>
</tr>
<tr>
<td>Secretary for Data Entry for Billing</td>
</tr>
<tr>
<td>Bookkeeper</td>
</tr>
</tbody>
</table>
### Addendum Exhibit II

<table>
<thead>
<tr>
<th>Classes of employees</th>
<th>PHI to which they have access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Special Services</td>
<td>Medicaid</td>
</tr>
<tr>
<td>Supervisor of School Nurses</td>
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<tr>
<td>School Nurses</td>
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<tr>
<td>Secretary for Data Entry for Billing</td>
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</table>
SCOPE: Caddo Parish School System’s affiliated health plans, collectively described in this HIPAA Privacy and Security Compliance – General Policy (Priv.I) and referred to in this policy as (“District”).

PURPOSE: To ensure that individuals and their personal representatives can appropriately exercise their rights regarding protected health information (“PHI”) provided by the Health Insurance Portability and Accountability Act, Standards for Privacy of Individually Identifiable Health Information and Security Standards, 45 CFR Parts 160 and 164, any and all other Federal regulations and interpretive guidelines promulgated thereunder, and any applicable Louisiana law or regulation (the “HIPAA Rules”).

District Individual Rights Policies:

A. Notice of Privacy Practices
B. Request for Additional Restrictions
C. Request for Alternative Communications
D. Access
E. Amendment
F. Accounting

A. Notice of Privacy Practices: District will provide a notice that is written in plain language and that meets the requirements of 45 CFR §164.520(b). The current version of the notice can be found at Priv.III.A.1 This notice must be used without modification of any kind.

District must promptly revise its notice whenever there is a material change to the uses or disclosures, the individual’s rights, the District’s legal duties, or other privacy practices stated in the notice. Except when required by law, a material change to any term of the notice may not be implemented prior to the effective date of the notice in which such material change is reflected.

The District will initially provide the notice to all insureds as soon as possible upon adoption of this policy. Thereafter, the District will provide the notice (A) at the time of enrollment, to individuals who are new enrollees; (B) within 60 days of a material revision to the notice, to individuals then covered by the Plan; and (C) no less frequently than once every three years, the health plan must notify individuals then covered by the plan of the availability of the notice and how to obtain the notice.

The District satisfies the requirements of providing the notice if notice is provided only to the named insured of a policy under which coverage is provided to the named insured and one or more dependents. If the District has more than one notice, it satisfies the requirements of providing the notice by providing the notice that is relevant to the individual or other person requesting the notice. The notice may be provided by e-mail. A paper copy must be provided at the request of the individual.
<table>
<thead>
<tr>
<th>Caddo Parish School System</th>
<th>POLICY DESCRIPTION: Individual Rights</th>
</tr>
</thead>
<tbody>
<tr>
<td>Affiliated Health Plans</td>
<td></td>
</tr>
<tr>
<td>File: EI</td>
<td></td>
</tr>
<tr>
<td>APPROVED: [August 21, 2007]</td>
<td>EFFECTIVE DATE: [August 21, 2007]</td>
</tr>
<tr>
<td>REFERENCE NUMBER: Priv.III</td>
<td>PAGE: 2 of 6</td>
</tr>
</tbody>
</table>

or if the mail transmission fails.
The notice will be available on request, without charge, to any person (including non-insureds).
Requests should be directed to the Privacy Officer or his/her designee. The notice (or if more then one
is used by the District, all of them) will be prominently posted on District’s website and the notice will
be available electronically through it.

Related policies: [Caddo Parish School Board District Handbook]
Reference: 45 CFR 164.520.

B. Insured Request for Restrictions: Individuals will be provided the right to make written requests
for restriction of certain uses and disclosures of their PHI that is contained within the designated
record sets. Requests for restrictions must be presented in writing. Such restrictions may be agreed to
only by the Privacy Officer. There is no time limit for responding to the request, and the Privacy
Officer should investigate District’s ability to meet the request prior to agreeing to any restriction.
District may deny any request or condition acceptance in any desired manner. The individual will be
notified in writing of all decisions on written requests. If granted, District must ensure that the
designated record set is flagged to avoid violations of the agreement. The individual’s request and the
letter notifying the individual of District’s decision will be filed with the individual record.

District may terminate its agreement to a restriction, if the individual agrees to or requests the
termination in writing or orally (oral agreements much be documented), or District informs the
individual that it is terminating its agreement to a restriction, except that such termination is only
effective with respect to PHI created or received after it has so informed the individual.

If the District agrees to a restriction, necessary information to treat the insured can still be disclosed in
an emergency.

Related policies: [Caddo Parish School Board District Handbook]

C. Request for Alternative Communication: District will permit individuals to request, and will
accommodate reasonable requests, to receive confidential communications of PHI by alternative
means or at alternative locations. Requests for alternative communication must be presented in
writing and routed to the Privacy Officer. The Privacy Officer or designee is the only individual who
may agree to any such restriction. There is no time limit for responding to the request, and the
Privacy Officer should investigate District’s ability to meet the request prior to agreeing to any
restriction.

The Privacy Officer or designee must determine the reasonableness of the request solely on the basis
of the administrative difficulty of complying with the request. Except for the representation that the
disclosure could endanger him, the individual will not be asked to explain or provide a reason for the request as a condition for honoring it. Reasonable requests with the necessary representation will be accommodated. District may refuse to accommodate the request if the individual has not:

(a) Made the necessary representation;
(b) Provided information as to how payment will be handled, if applicable; or
(c) Specified an alternative address or other method of contact for the individual.

District must grant any qualifying request which it can reasonably accommodate. The individual will be notified in writing of all decisions on written requests. If granted, District must ensure that the designated record set is flagged to avoid violations of the agreement.

Related policies: [Caddo Parish School Board District Handbook]
Reference: 45 CFR 164.522.

D. Request for Access: District must permit a individual to request access to or be provided with a copy of his or her PHI as contained in the designated record set (See Priv.I.E.). District will require requests for access to be presented in writing.

District must act on a request for access no later than 15 days after receipt, unless it is foreseeable that the request cannot be met within 15 days. District must produce PHI from the primary source or system as outlined in the designated record set definition. The copy will be provided in the form requested by the individual when the copy is readily producible in that form. Otherwise, District will provide a readable hard copy of the portions of the record requested. Online access may not be provided.

Individuals with access to electronic records systems may not access their own record in any system. Such individuals must request access through the procedures outlined in this policy and must be provided with a paper copy.

A summary format may be provided if the individual agrees to the format and the associated fees. District will offer the individual a convenient time and place to inspect or obtain a copy of the record or make arrangements to mail the copy. Reasonable, cost-based fees may be imposed for copying, postage, and preparing a summary or explanation.

District may deny access, and the individual has no right to have the decision reviewed, when (1) District does not maintain the information (but if District knows where the information is maintained, the individual should be informed where to direct his or her request, if known); (2) the PHI was obtained from someone other then a health care provider under a promise of confidentiality and the access requested would be reasonably likely to reveal the source of the information; or (3) other reasons listed in 45 CFR 164.524.
District may deny an individual access, provided that the individual is given a right to have such denials reviewed as described in 45 CFR 164.524, when (1) a licensed health care professional has determined, in the exercise of professional judgment, that the access requested is reasonably likely to endanger the life or physical safety of the individual or another person; (2) the PHI makes reference to another person (unless such other person is a health care provider) and a licensed health care professional has determined, in the exercise of professional judgment, that the access requested is reasonably likely to cause substantial harm to such other person; or (3) the request for access is made by the individual's personal representative, and a licensed health care professional has determined, in the exercise of professional judgment, that the provision of access to such personal representative is reasonably likely to cause substantial harm to the individual or another person.

District must, to the extent possible, provide any other PHI after excluding the information to which a ground to deny access exists. A timely, written denial to the individual must be provided from the Privacy Officer.

Related policies: [Caddo Parish School Board District Handbook]
Reference: 45 CFR 164.524.

E. Amendment: District will permit an individual to request an amendment (i.e., add to, or append information with which he/she disagrees, not deleting, removing or otherwise changing the content of the record) to PHI in a designated record set (see Priv.I.E.). District will require requests for amendment to be presented in writing. District should act on a request to amend no later than 60 days after receipt of the written request. If 60 days is insufficient, the Privacy Officer will provide the individual with a written statement outlining the reasons for the delay and the date by which the request will be met, which must not be more then an additional 30 days.

If the amendment is accepted, District will make the appropriate amendment to the PHI by, at a minimum, identifying the records in the designated record set that are affected and appending or otherwise providing a link to the location of the amendment. In the case where the information is stored in another medium (e.g., microfilm, microfiche) a record of the link will be filed. The accepted amendment will be communicated to the individual in a timely manner, and reasonable efforts will be made to inform and provide the amendment in a reasonable time to persons identified by the individual as needing the amendment, and to persons, including business associates, who are known to have the unamended information and who may have relied or could foreseeably rely on such information to the detriment of the individual.

If the amendment request is denied, a timely, written denial to the individual will be provided by the Privacy Officer, containing (1) the basis for the denial; (2) the individual’s right to submit a written disagreement and how to file such a statement; (3) a statement that the individual may request that District include the request and denial with any future disclosures of the PHI included in the request; and (4) a description of how the individual may discuss the denial with the Privacy Officer, including
his/her name and telephone number, and the Secretary of HHS. If the individual submits a statement of disagreement, the Privacy Officer may provide a response statement to the individual.

The individual’s request for an amendment, the denial, the statement of disagreement, and the written rebuttal must be appended or linked to the specified designated record set. Any future releases must include the request for amendment and its denial; and the statement of disagreement. If a release is made in a standard electronic transaction the amendment may be separately transmitted via paper or fax.

District will accept an amendment into its copy of information previously received from another covered entity when it is informed by that entity of an amendment.

Related policies: [Caddo Parish School Board District Handbook]
Reference: 45 CFR 164.526.

F. Accounting of Disclosures: Beginning on the effective date of this Policy and Procedure, all disclosures of an individual’s PHI, including disclosures to or by our Business Associates and those that violate the HIPAA Privacy Standards or other applicable law or rule, will be recorded for accounting purposes under this policy except the following disclosures:

(i) To carry out treatment, payment and health care operations;
(ii) To individuals of PHI about them;
(iii) Incident to a use or disclosure as permitted;
(iv) Pursuant to an authorization;
(v) For the facility’s directory or to persons involved in the individual’s care or other notification purposes as provided in § 164.510;
(vi) For national security or intelligence purposes as provided in § 164.512(k)(2);
(vii) To correctional institutions or law enforcement officials as provided in § 164.512(k)(5);
(viii) As part of a limited data set in accordance with § 164.514(e); or
(ix) That occurred prior to the compliance date for the covered entity.

All disclosures for which an accounting is required shall be recorded in the individual’s file. Requests for accounting are to be made in writing to the Privacy Officer during regular business hours. No employee shall make or refuse a request for accounting without the approval of the Privacy Officer.

Except for those disclosures for which accounting is suspended as described below, the accounting will include all Accountable Disclosures that occurred during the period for which the accounting is requested, but no earlier than the effective date of this policy or for a period greater than six years prior to the request.

Standard accounting items included (i) the date of the disclosure; (ii) the name of the entity or person
who received the protected health information and, if known, the address of such entity or person; (iii) a brief description of the protected health information disclosed; and (iv) a brief statement of the purpose of the disclosure that reasonably informs the individual of the basis for the disclosure or a copy of a written request for a disclosure.

No later than 60 days after receipt of such a request, the District will provide the individual with the accounting requested or, if unable to provide the accounting within that time, provide the individual with a written statement of the reasons for the delay and the date by which the covered entity will provide the accounting, which will not be more then 30 days after the original deadline.

The first accounting to an individual in any 12 month period will be provided without charge. For each subsequent request for an accounting by the same individual within the 12 month period, we will charge our reasonable, cost-based fee of $5.00 plus $1.00 per year requested. The individual will be informed in advance of the fee and given the opportunity to withdraw or modify the request in order to avoid or reduce the fee.

When a health oversight agency or law enforcement official requests in writing that the individual’s right to accounting of disclosures made to it for health oversight or law enforcement purposes as allowed by the Privacy Rule be temporarily suspend, District will suspend the individual’s right to receive an accounting of that disclosures for the period requested. The written request must: (a) identify the disclosure to which it applies; (b) state that an accounting of it to the individual would be reasonably likely to impede the agency’s activities; (c) specify the time for which such a suspension is required. If the request for accounting suspension described above is made orally by the health oversight agency or law enforcement official, it must be followed by a written request within 30 days.

Related policies: [Caddo Parish School Board District Handbook]
Reference: 45 CFR 164.528.
Caddo Parish School Board
Notice of Our Health Information Practices
File: EI

THIS NOTICE DESCRIBES HOW INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

Understanding Your Health Record/Information: Each time you visit a hospital, physician, or other healthcare provider, or file a claim for reimbursement for the cost of those services, a record of your visit is made. Typically, this record contains your symptoms, examination and test results, diagnoses, treatment, a plan for future care or treatment, and similar information. It may also contain correspondence and other administrative documents. All of this information, often referred to as your health or medical record, serves as a:

- means by which your payer can determine amounts due to you or your healthcare provider
- means by which you or a third-party payer can verify that services billed were actually provided
- basis for planning your care and treatment
- means of communication among the many health professionals who contribute to your care
- legal document describing the care you received
- a tool in educating health professionals
- a source of data for medical research
- a source of information for public health officials charged with improving the health of the nation
- a source of data for facility planning and marketing
- a tool with which we can assess and continually work to improve the care we render and the outcomes we achieve

Your Health Information Rights: Although your health record is the physical property of the healthcare practitioner, facility or health plan that compiled it, the information belongs to you. You have the right to:

- inspect and obtain a copy of your health record by contacting our Privacy Officer.
- request that your health information be amended when you believe it is incorrect or incomplete. To do that, you must contact our Privacy Officer.
- request a restriction on certain uses and disclosures of your information, although we are not required to agree to those restrictions. To do that, you must contact our Privacy Officer.
- obtain a paper copy of the notice of information practices upon request. To do that, you must contact our Privacy Officer.
- obtain an accounting of disclosures of your health information. To do that, you must contact our Privacy Officer.
- receive your health information through a reasonable alternative means or at an alternative location. To do that, you must contact our Privacy Officer.
- revoke your authorization to use or disclose health information except to the extent that action has already been taken. To do that, you must contact our Privacy Officer.

Our Responsibilities: This organization is required by law to:

- maintain the privacy of your health information
- provide you with a notice as to our legal duties and privacy practices with respect to information we collect and maintain about you
- abide by the terms of this notice
- notify you if we are unable to agree to a requested restriction
- accommodate reasonable requests you may have to communicate health information by alternative means or at alternative locations.

We will not use or disclose your health information without your consent or authorization except as provided by law or described in this notice.
We reserve the right to change our practices and to make the new provisions effective for all protected health information we maintain. Should our information practices change, we will make the new version available to you upon request.

**For More Information or to Report a Problem:** If you have a question, you may contact our Privacy Officer at 318-603-6300. If you believe your privacy rights have been violated, you can file a complaint with the director of health information management or with the secretary of Health and Human Services. There will be no retaliation for filing a complaint.

**Examples of Disclosures for Treatment, Payment and Health Operations:** Pursuant to law and the consent form which you have signed:

We will use your health information for treatment. For example: Information in our records will be available to a nurse, physician, or other member of your healthcare team if they need the information to determine the course of treatment that should work best for you.

We will use your health information for payment. For example: A bill sent to us will include information that identifies you, as well as your diagnosis, procedures, and supplies used. We will use that information to determine the correct amount of reimbursement due to you or your provider.

We will use your health information for regular health operations. For example: We may use your information to seek proposals from insurers for alternative coverage, or make it available to our auditors to insure compliance with applicable laws.

**Other permitted uses and disclosures:**

**Required by law:** As required by law, we may use and disclose your health information.

With your authorization: We can release your health information to anyone who has your written permission. You should note that:

*Genetic test results:* Louisiana law provides special protection for genetic test results, and we will not release these results without specific authorization from you.

*HIV test results:* Louisiana law limits re-release of this information by healthcare providers and insurers to whom it is released.

**Business associates:** There are some services provided in our organization through contacts with business associates. Examples a copy service we may use when making copies of your health record. When these services are contracted, we may disclose your health information to our business associate so that they can perform the job we’ve asked them to do. To protect your health information, however, we require the business associate to appropriately safeguard your information.

**Notification:** We may use or disclose information to notify or assist in notifying a family member, personal representative, or another person responsible for your care, your location, and general condition.

**Communication with family:** Health plans, using their best judgment, may disclose to a family member, other relative, close personal friend or any other person you identify, health information relevant to that person’s involvement in your care or payment related to your care.

**Research:** We may disclose information to researchers when their research has been approved by an institutional review board that has reviewed the research proposal and established protocols to ensure the privacy of your health information.

**Health oversight activities:** We may disclose your health information to agencies which regulate us during the course of audits, investigations, inspections, licensure and other proceedings.
Judicial and administrative proceedings: We may disclose your health information in the course of any administrative or judicial proceeding.

Deceased person information: We may disclose your health information to coroners, medical examiners and funeral directors.

Public safety: We may disclose your health information to appropriate persons in order to prevent or lessen a serious and imminent threat to the health or safety of a particular person or the general public.

Specialized government functions: We may disclose your health information for military, national security, and similar functions.

Organ procurement organizations: Consistent with applicable law, we may disclose health information to organ procurement organizations or other entities engaged in the procurement, banking, or transplantation of organs for the purpose of tissue donation and transplant.

Marketing: We may contact you to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to you.

Fund raising: We may contact you as part of a fund-raising effort.

Food and Drug Administration (FDA): We may disclose to the FDA health information relative to adverse events with respect to food, supplements, product and product defects, or post marketing surveillance information to enable product recalls, repairs, or replacement.

Information received as your employer: Information received by Caddo Parish School Board as your employer, such as medical excuses and workers’ compensation claims, are not covered by the HIPAA privacy rules and are not subject to the limitations in this notice. That information received by the Caddo Parish School Board Self-Insurance Plans cannot be shared with the Caddo Parish School Board for such purposes except as provided herein.

Public health: As required by law, we may disclose your health information to public health or legal authorities charged with preventing or controlling disease, injury, or disability.

Correctional institution: Should you be an inmate of a correctional institution, we may disclose to the institution or agents thereof health information necessary for your health and the health and safety of other individuals.

Law enforcement: We may disclose certain health information for law enforcement purposes as required by law or in response to a valid subpoena.

Change of Ownership: In the event that this organization is sold or merged with another organization, your health information will become the property of the new owner.

Other disclosures: Federal law makes provision for your health information to be released to an appropriate health oversight agency, public health authority or attorney, provided that a work force member or business associate believes in good faith that we have engaged in unlawful conduct or have otherwise violated professional or clinical standards and are potentially endangering one or more patients, workers or the public.
**SCOPE:** Caddo Parish School System’s affiliated health plans, collectively described in this HIPAA Privacy and Security Compliance – General Policy (Priv.I) and referred to in this policy as (“District”).

**PURPOSE:** To ensure that protected health information (“PHI”) is used and disclosed only as required by the Health Insurance Portability and Accountability Act, Standards for Privacy of Individually Identifiable Health Information and Security Standards, 45 CFR Parts 160 and 164, any and all other Federal regulations and interpretive guidelines promulgated thereunder, and any applicable Louisiana law or regulation (the “HIPAA Rules”).

**CONTENT:** This policy addresses the following uses and disclosures:

A. Treatment  
B. Payment  
C. Health Care Operations  
D. Persons Involved In The Patient’s Care and Payment  
E. Disclosures Required by law  
F. Disclosure for Public Health Activities  
G. Victims of abuse, neglect or domestic violence  
H. Health Oversight Activities  
I. Judicial and administrative proceedings  
J. Law enforcement purposes  
K. Coroners, medical examiners, and funeral directors  
L. Organ procurement  
M. Research  
N. To avert a serious threat to health or safety  
O. Specialized Governmental Functions  
P. Workers’ Compensation  
Q. Authorization required

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A. **Disclosures for Treatment:** The District may disclose PHI for the treatment activities of a health care provider.

*Related policies:* [Insert reference to more specific polices or insert “None”]

*Reference:* 45 CFR 164.506.

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B. **Payment:** The District may use and disclose PHI for its own payment activities. The District may disclose PHI to another covered entity or a health care provider for the payment activities of the entity receiving such information.

*Related policies:* [Insert reference to more specific polices or insert “None”]
C. Health Care Operations: The District may use and disclose PHI for its own health care operations. The District may also disclose PHI to another covered entity for health care operations activities of the entity receiving such information if such entity has or had a relationship with the individual who is the subject of the PHI, and the disclosure is for the following health care operations purposes:

- Conducting quality assessment and improvement activities, including outcomes evaluation and development of clinical guidelines, provided the obtaining of generalizable knowledge is not the primary purpose of any studies resulting from such activities; population-based activities relating to improving health or reducing health care costs, protocol development, case management and care coordination, contacting of health care providers and patients with information about treatment alternatives; and related functions that do not include treatment;

- Reviewing the competence or qualifications of health care professionals, evaluating practitioner and provider performance, plan performance, conducting training programs in which students, trainees, or practitioners in areas of health care learn under supervision to practice or improve their skills as health care providers, training of non-health care professionals, accreditation, certification, licensing, or credentialing activities; or

- Health care fraud and abuse detection or compliance.

Related policies: [Insert reference to more specific polices or insert “None”]

Reference: 45 CFR 164.506.

D. Persons Involved In The Patient’s Care and Payment: Subject to this policy, PHI can be disclosed to a person involved in the patient’s care or payment or otherwise identified by the individual, to the extent that the PHI is directly relevant to that person’s involvement with the individual’s care or payment related to the individual’s health care. Professional judgment and experience with common practice can be used to make reasonable inferences of the individual’s best interest.

If the individual is present for, or otherwise available prior to, such a use or disclosure and is capable of making health care decisions, the PHI may be used or disclosed if:

- The individual agrees;

- The individual has the opportunity to object to the disclosure and does not object; or

- It is reasonable to infer from the circumstances, based the exercise of professional judgment,
that the individual does not object to the disclosure. Situations in which an individual's agreement can be inferred include, for example, when a patient brings a spouse into the doctor's office when treatment is being discussed, or when a colleague or friend has brought the individual to the emergency room for treatment.

If the individual is not present, or the opportunity to agree or object to the use or disclosure cannot practically be provided because of the individual’s incapacity or an emergency circumstance, the PHI that is directly relevant to the person’s involvement with the individual’s health care can be disclosed if, in the exercise of professional judgment, the disclosure is in the best interests of the individual.

**Related policies:** [Insert reference to more specific polices or insert “None”]

**Reference:** 45 CFR 164.512(B).

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**E. Disclosures Required by law:** The District will use or disclose PHI to the extent that such use or disclosure is required by law and the use or disclosure complies with and is limited to the relevant requirements of such law. Uses and disclosures for abuse, neglect and domestic violence, for judicial and administrative proceedings, or for law enforcement are subject to those polices.

**Related policies:** [Insert reference to more specific polices or insert “None”]

**Reference:** 45 CFR 164.512(a).

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**F. Disclosure for Public Health Activities:** The District may disclose PHI to a public health authority that is authorized by law to collect and receive PHI for:

1. To prevent or control disease, injury, or disability as allowed by 45 CFR §164.512(b)(i)
2. To report births and deaths as allowed by 45 CFR §164.512(b)(i)
3. To report child abuse or neglect as allowed by 45 CFR §164.512(b)(ii)
4. To report adverse events or problems with products as allowed by 45 CFR §164.512(b)(iii)
5. To notify individuals who may have been exposed to a disease or may be at risk for contracting or spreading a disease or condition as allowed by 45 CFR §164.512(b)(iv)

**Related policies:** [Insert reference to more specific polices or insert “None”]

**Reference:** 45 CFR 164.512(b).

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**G. Victims of abuse, neglect or domestic violence:** The District may disclose PHI to the proper governmental authority that is authorized by law to collect and receive PHI about persons reasonably
suspected of being victims of abuse, neglect or domestic violence (1) when required to do so by law; (2) with the agreement of the victim; or (3) when allowed but not required to by law, subject to certain restrictions. The victim must be informed unless the District determines that informing the victim would risk serious harm to the victim or the District would be informing the victim’s personal representative who is suspected to be the abuser.

Related policies: [Insert reference to more specific polices or insert “None”]
Reference: 45 CFR 164.512(c).

I. Judicial and administrative proceedings: The District may disclose PHI in the course of any judicial or administrative proceeding in response to an order of a court or administrative tribunal, or in response to a subpoena, discovery request, or other lawful process, that is not accompanied by an order of a court or administrative tribunal if satisfactory assurance are received of either reasonable efforts notify the patient or to obtain a qualified protective order. See 45 CFR §164.512(e) for more details.

Related policies: [Insert reference to more specific polices or insert “None”]
Reference: 45 CFR 164.512(e).

J. Law enforcement purposes: The District may disclose PHI for a law enforcement purpose to a law enforcement official as follows:

1. As required by law including those requiring reporting of wounds or other physical injuries (except child abuse and abuse, neglect and domestic violence). See 45 CFR §164.512(f)(1) for more details.

2. Pursuant to a court order or warrant, a judicial officer’s subpoena or summons, a grand jury subpoena, or an administrative request, subpoena, summons, investigative demand, or similar process when the PHI is relevant to the inquiry, the request is as specific and limited as possible, and de-identified information could not reasonably be used. See 45 CFR §164.512(f)(1) for more details.

3. In response to the law enforcement official’s request, to identify or locate a suspect, fugitive, material witness, or missing person, provided that only limited information is disclosed. See 45 CFR §164.512(f)(2) for more details.

4. In response to a law enforcement official’s request about a suspected crime victim if the victim agrees or, if incapacitated, the PHI is immediately necessary to investigate the crime in the victim’s best interest. See 45 CFR §164.512(f)(3) for more details.

5. If it appears to be evidence of criminal conduct on the premises. See 45 CFR §164.512(f)(5) for more details.

Related policies: [Insert reference to more specific polices or insert “None”]
Reference: 45 CFR 164.512(f).

K. Coroners, medical examiners, and funeral directors: The District may disclose PHI to a coroner for identification, investigation or as authorized by law, and to funeral directors, consistent with applicable law, as necessary to carry out their duties. See 45 CFR §164.512(g) for more details.

Related policies: [Insert reference to more specific polices or insert “None”]
Reference: 45 CFR 164.512(g).

L. Organ procurement: The District may disclose PHI to organ procurement organizations or other entities engaged in the procurement, banking, or transplantation of cadaver organs, eyes, or tissue who are authorized to receive such disclosures. See 45 CFR §164.514(h) for more details.

Related policies: [Insert reference to more specific polices or insert “None”]
Reference: 45 CFR 164.512(h).

M. Research: The District may use or disclose PHI for research when the authorization requirement has been properly altered or waived by an Institutional Review Board (IRB) or privacy board, or the use or disclosure is sought solely to prepare for research, or the research on the PHI of decedents. See 45 CFR §164.512(i) for more details.

Related policies: [Insert reference to more specific policies or insert “None”]
Reference: 45 CFR 164.512(i).

N. To avert a serious threat to health or safety: The District may, consistent with law and ethical standards, use or disclose PHI if it believes in good faith that it is necessary (1) to prevent or lessen a serious and imminent threat to the health or safety of a person or the public; and it is made to the target or someone else able to prevent or lessen it; or (2) to identify or apprehend an individual who has admitted (except as part of treatment) participation in a violent crime that may have caused serious physical harm or has escaped from a correctional institution or lawful custody. See 45 CFR §164.512(j) for more details.

Related policies: [Insert reference to more specific policies or insert “None”]
Reference: 45 CFR 164.512(j).

O. Specialized Governmental Functions:

1. **Military and Veterans Activities**: the District may use and disclose PHI to appropriate Armed Forces personnel, according to the notice that has been published in the Federal Register. See 45 CFR §164.514(k)(1) for more details.

2. **National Security and Intelligence Activities**: the District may disclose PHI to authorized federal officials for security and intelligence activities required by law. See 45 CFR §164.514(k)(2) for more details.

3. **Protective Services for the President and others**: the District may disclose PHI to federal officials for the provision of protective services as authorized by federal law. See 45 CFR §164.514(k)(3) for more details.

4. **Inmates**: the District may disclose PHI to a correctional institution or a law enforcement official having lawful custody of an inmate for the purposes allowed by the rules including the following:
1. Health care for the inmate; See 45 CFR §164.514(k)(5) for more details.
2. Health and safety for others; See 45 CFR §164.514(k)(5) for more details.
3. Safety and security of the correctional institution; See 45 CFR §164.514(k)(5) for more details.

Related policies: [Insert reference to more specific polices or insert “None”]

Reference: 45 CFR 164.512(k).

P. Workers’ Compensation: The District may disclose PHI as permitted or required to comply with laws relating to workers’ compensation that provide benefits for work-related injuries or illness without regard to fault. See 45 CFR §164.514(L) for more details. Information received by the District Health Plan may not be shared with the District’s Human Relations Department unless otherwise permitted by another exception.

Related policies: [Insert reference to more specific polices or insert “None”]

Reference: 45 CFR 164.512(l).

Q. Authorization required: When a use or disclosure is not allowed by any other policy, PHI may be used or disclosed only with an authorization that meets the requirements of this policy according to the conditions specified in this policy. Disclosures pursuant to an authorization will be limited to the PHI specified in the authorization.

When the District wishes to use or disclose PHI in a way that requires an authorization, the individual or his personal representative will be requested to provide such an authorization. The District’s form authorization is found at Priv.II.Q.1. Authorizations on other forms must meet the requirements of 45 CFR 164.508.

An individual may revoke an authorization by providing written notice of the revocation, except to the extent that (i) the District has taken action in reliance thereon; or (ii) if the authorization was obtained as a condition of obtaining insurance coverage and other law provides the insurer with the right to contest a claim under the policy or the policy itself.

Related policies: See Priv.II.Q.1 – Sample Authorization Form
[Insert other references to more specific polices, if any]

Reference: 45 CFR 164.508.
SCOPE:  Caddo Parish School System’s affiliated health plans, collectively described in this HIPAA Privacy and Security Compliance – General Policy (Priv.I) and referred to in this policy as (“District”).

PURPOSE:  To ensure that protected health information (“PHI”) is used and disclosed only as required by the Health Insurance Portability and Accountability Act, Standards for Privacy of Individually Identifiable Health Information and Security Standards, 45 CFR Parts 160 and 164, any and all other Federal regulations and interpretive guidelines promulgated thereunder, and any applicable Louisiana law or regulation (the “HIPAA Rules”).

CONTENT:  This policy addresses the following uses and disclosures:

A.  Treatment
B.  Payment
C.  Health Care Operations
D.  Persons Involved In The Patient’s Care and Payment
E.  Disclosures Required by law
F.  Disclosure for Public Health Activities
G.  Victims of abuse, neglect or domestic violence
H.  Health Oversight Activities
I.  Judicial and administrative proceedings
J.  Law enforcement purposes
K.  Coroners, medical examiners, and funeral directors
L.  Organ procurement
M.  Research
N.  To avert a serious threat to health or safety
O.  Specialized Governmental Functions
P.  Workers’ Compensation
Q.  Authorization required

A.  Disclosures for Treatment:  The District may disclose PHI for the treatment activities of a health care provider.

Related policies:  [Insert reference to more specific polices or insert “None”]

Reference:  45 CFR 164.506.

B.  Payment:  The District may use and disclose PHI for its own payment activities.  The District may disclose PHI to another covered entity or a health care provider for the payment activities of the entity receiving such information.

Related policies:  [Insert reference to more specific polices or insert “None”]
C. **Health Care Operations:** The District may use and disclose PHI for its own health care operations. The District may also disclose PHI to another covered entity for health care operations activities of the entity receiving such information if such entity has or had a relationship with the individual who is the subject of the PHI, and the disclosure is for the following health care operations purposes:

- Conducting quality assessment and improvement activities, including outcomes evaluation and development of clinical guidelines, provided the obtaining of generalizable knowledge is not the primary purpose of any studies resulting from such activities; population-based activities relating to improving health or reducing health care costs, protocol development, case management and care coordination, contacting of health care providers and patients with information about treatment alternatives; and related functions that do not include treatment;
- Reviewing the competence or qualifications of health care professionals, evaluating practitioner and provider performance, plan performance, conducting training programs in which students, trainees, or practitioners in areas of health care learn under supervision to practice or improve their skills as health care providers, training of non-health care professionals, accreditation, certification, licensing, or credentialing activities; or
- Health care fraud and abuse detection or compliance.

**Related policies:** [Insert reference to more specific polices or insert “None”]

**Reference:** 45 CFR 164.506.

D. **Persons Involved In The Patient’s Care and Payment:** Subject to this policy, PHI can be disclosed to a person involved in the patient’s care or payment or otherwise identified by the individual, to the extent that the PHI is directly relevant to that person’s involvement with the individual’s care or payment related to the individual’s health care. Professional judgment and experience with common practice can be used to make reasonable inferences of the individual’s best interest.

If the individual is present for, or otherwise available prior to, such a use or disclosure and is capable of making health care decisions, the PHI may be used or disclosed if:

- The individual agrees;
- The individual has the opportunity to object to the disclosure and does not object; or
- It is reasonable to infer from the circumstances, based the exercise of professional judgment,
### Policies

**Affiliated Health Plans**

**File:** E1  
**POLICY DESCRIPTION:** Limitations on Uses and Disclosures  
**APPROVED:** [August 21, 2007]  
**EFFECTIVE DATE:** [August 21, 2007]  
**REFERENCE NUMBER:** Priv.II  
**PAGE:** 3 of 7

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<table>
<thead>
<tr>
<th>POLICY DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Limitations on Uses and Disclosures</strong></td>
</tr>
</tbody>
</table>

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- **Related policies:** [Insert reference to more specific polices or insert “None”]

- **Reference:** 45 CFR 164.512(B).

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**E. Disclosures Required by law:** The District will use or disclose PHI to the extent that such use or disclosure is required by law and the use or disclosure complies with and is limited to the relevant requirements of such law. Uses and disclosures for abuse, neglect and domestic violence, for judicial and administrative proceedings, or for law enforcement are subject to those polices.

- **Related policies:** [Insert reference to more specific polices or insert “None”]

- **Reference:** 45 CFR 164.512(a).

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**F. Disclosure for Public Health Activities:** The District may disclose PHI to a public health authority that is authorized by law to collect and receive PHI for:

1. To prevent or control disease, injury, or disability as allowed by 45 CFR §164.512(b)(i)
2. To report births and deaths as allowed by 45 CFR §164.512(b)(i)
3. To report child abuse or neglect as allowed by 45 CFR §164.512(b)(ii)
4. To report adverse events or problems with products as allowed by 45 CFR §164.512(b)(iii)
5. To notify individuals who may have been exposed to a disease or may be at risk for contracting or spreading a disease or condition as allowed by 45 CFR §164.512(b)(iv)

- **Related policies:** [Insert reference to more specific polices or insert “None”]

- **Reference:** 45 CFR 164.512(b).

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**G. Victims of abuse, neglect or domestic violence:** The District may disclose PHI to the proper governmental authority that is authorized by law to collect and receive PHI about persons reasonably...
suspected of being victims of abuse, neglect or domestic violence (1) when required to do so by law; (2) with the agreement of the victim; or (3) when allowed but not required to by law, subject to certain restrictions. The victim must be informed unless the District determines that informing the victim would risk serious harm to the victim or the District would be informing the victim’s personal representative who is suspected to be the abuser.

Related policies: [Insert reference to more specific polices or insert “None”]
Reference: 45 CFR 164.512(c).

H. Health Oversight Activities: The District may disclose PHI to a health oversight agency for oversight activities authorized by law, which includes, but not limited to:

1. Audits as allowed by 45 CFR §164.512(d)(1)
2. Civil, administrative, or criminal investigations as allowed by 45 CFR §164.512(d)(1)
3. Inspections as allowed by 45 CFR §164.512(d)(1)
4. Licensure or disciplinary actions as allowed by 45 CFR §164.512(d)(1)
5. Civil, administrative or criminal proceedings or actions as allowed by 45 CFR §164.512(d)(1)
6. And other activities necessary for appropriate oversight as allowed by 45 CFR §164.512(d)(1)

Note: PHI may not be disclosed in connection with an investigation or other activity in which (a) the individual in the subject of the investigation or activity and (b) such investigation did not arise out of and is not directly related to: (i) the receipt of health care; (ii) a claim for public benefits related to health; or (iii) qualification for, or receipt of, public benefits or services when a patient’s health is integral to the claim for public benefits or services.

Related policies: [Insert reference to more specific polices or insert “None”]
Reference: 45 CFR 164.512(d).

I. Judicial and administrative proceedings: The District may disclose PHI in the course of any judicial or administrative proceeding in response to an order of a court or administrative tribunal, or in response to a subpoena, discovery request, or other lawful process, that is not accompanied by an order of a court or administrative tribunal if satisfactory assurance are received of either reasonable efforts notify the patient or to obtain a qualified protective order. See 45 CFR §164.512(e) for more details.

Related policies: [Insert reference to more specific polices or insert “None”]
POLICY DESCRIPTION: Limitations on Uses and Disclosures

J. Law enforcement purposes: The District may disclose PHI for a law enforcement purpose to a law enforcement official as follows:

1. As required by law including those requiring reporting of wounds or other physical injuries (except child abuse and abuse, neglect and domestic violence). See 45 CFR §164.512(f)(1) for more details.
2. Pursuant to a court order or warrant, a judicial officer’s subpoena or summons, a grand jury subpoena, or an administrative request, summons, investigative demand, or similar process when the PHI is relevant to the inquiry, the request is as specific and limited as possible, and de-identified information could not reasonably be used. See 45 CFR §164.512(f)(1) for more details.
3. In response to the law enforcement official’s request, to identify or locate a suspect, fugitive, material witness, or missing person, provided that only limited information is disclosed. See 45 CFR §164.512(f)(2) for more details.
4. In response to a law enforcement official’s request about a suspected crime victim if the victim agrees or, if incapacitated, the PHI is immediately necessary to investigate the crime in the victim’s best interest. See 45 CFR §164.512(f)(3) for more details.
5. If it appears to be evidence of criminal conduct on the premises. See 45 CFR §164.512(f)(5) for more details.

Related policies: [Insert reference to more specific polices or insert “None”]

Reference: 45 CFR 164.512(f).

K. Coroners, medical examiners, and funeral directors: The District may disclose PHI to a coroner for identification, investigation or as authorized by law, and to funeral directors, consistent with applicable law, as necessary to carry out their duties. See 45 CFR §164.512(g) for more details.

Related policies: [Insert reference to more specific polices or insert “None”]

Reference: 45 CFR 164.512(g).

L. Organ procurement: The District may disclose PHI to organ procurement organizations or other entities engaged in the procurement, banking, or transplantation of cadaver organs, eyes, or tissue who are authorized to receive such disclosures. See 45 CFR §164.514(h) for more details.

Related policies: [Insert reference to more specific polices or insert “None”]
M. Research: The District may use or disclose PHI for research when the authorization requirement has been properly altered or waived by an Institutional Review Board (IRB) or privacy board, or the use or disclosure is sought solely to prepare for research, or the research on the PHI of decedents. See 45 CFR §164.512(i) for more details.

Related policies: [Insert reference to more specific policies or insert “None”]

Reference: 45 CFR 164.512(i).

N. To avert a serious threat to health or safety: The District may, consistent with law and ethical standards, use or disclose PHI if it believes in good faith that it is necessary (1) to prevent or lessen a serious and imminent threat to the health or safety of a person or the public; and it is made to the target or someone else able to prevent or lessen it; or (2) to identify or apprehend an individual who has admitted (except as part of treatment) participation in a violent crime that may have caused serious physical harm or has escaped from a correctional institution or lawful custody. See 45 CFR §164.512(j) for more details.

Related policies: [Insert reference to more specific policies or insert “None”]

Reference: 45 CFR 164.512(j).

O. Specialized Governmental Functions:

1. Military and Veterans Activities: the District may use and disclose PHI to appropriate Armed Forces personnel, according to the notice that has been published in the Federal Register. See 45 CFR §164.514(k)(1) for more details.

2. National Security and Intelligence Activities: the District may disclose PHI to authorized federal officials for security and intelligence activities required by law. See 45 CFR §164.514(k)(2) for more details.

3. Protective Services for the President and others: the District may disclose PHI to federal officials for the provision of protective services as authorized by federal law. See 45 CFR §164.514(k)(3) for more details.

4. Inmates: the District may disclose PHI to a correctional institution or a law enforcement official having lawful custody of an inmate for the purposes allowed by the rules including the following:
1. Health care for the inmate; See 45 CFR §164.514(k)(5) for more details.
2. Health and safety for others; See 45 CFR §164.514(k)(5) for more details.
3. Safety and security of the correctional institution; See 45 CFR §164.514(k)(5) for more details.

Related policies: [Insert reference to more specific policies or insert “None”]

Reference: 45 CFR 164.512(k).

P. Workers’ Compensation: The District may disclose PHI as permitted or required to comply with
laws relating to workers’ compensation that provide benefits for work-related injuries or illness
without regard to fault. See 45 CFR §164.514(L) for more details. Information received by the
District Health Plan may not be shared with the District’s Human Relations Department unless
otherwise permitted by another exception.

Related policies: [Insert reference to more specific policies or insert “None”]

Reference: 45 CFR 164.512(l).

Q. Authorization required: When a use or disclosure is not allowed by any other policy, PHI may be
used or disclosed only with an authorization that meets the requirements of this policy according to
the conditions specified in this policy. Disclosures pursuant to an authorization will be limited to the
PHI specified in the authorization.

When the District wishes to use or disclose PHI in a way that requires an authorization, the individual
or his personal representative will be requested to provide such an authorization. The District’s form
authorization is found at Priv.II.Q.1. Authorizations on other forms must meet the requirements of 45
CFR 164.508.

An individual may revoke an authorization by providing written notice of the revocation, except to the
extent that (i) the District has taken action in reliance thereon; or (ii) if the authorization was obtained
as a condition of obtaining insurance coverage and other law provides the insurer with the right to
contest a claim under the policy or the policy itself.

Related policies: See Priv.II.Q.1 – Sample Authorization Form
[Insert other references to more specific policies, if any]

Reference: 45 CFR 164.508.
SCOPE: Caddo Parish School System’s affiliated health plans, collectively described in this HIPAA Privacy and Security Compliance – General Policy (Priv. I) and referred to in this policy as (“District”).

PURPOSE: To ensure that all requirements regarding protected health information (including electronic protected health information) (collectively “PHI”) are established and maintained to protect the confidentiality, integrity and availability of electronic health information, as required by the Health Insurance Portability and Accountability Act, Standards for Privacy of Individually Identifiable Health Information and Security Standards, 45 CFR Parts 160 and 164, any and all other Federal regulations and interpretive guidelines promulgated thereunder, and any applicable Louisiana law or regulation (the “HIPAA Rules”).

POLICY: District shall implement general policies and those relating to use and disclosure of protected health information (PHI), patient rights, and administrative and security systems that are reasonable and appropriate to comply with the HIPAA Privacy Standards and to protect the confidentiality, accessibility and integrity of electronic protected health information in its possession as required by the HIPAA Security Standards.

A. Limitations on Uses and Disclosures of PHI: The District shall use and disclose PHI only as permitted by the HIPAA Rules.

Related policies: See HIPAA Policy Priv. II – Limitations on Uses and Disclosures.

B. Patient Rights Under HIPAA: The District shall provide patients and their personal representatives with the rights provided by the HIPAA Rules.

Related policies: See HIPAA Policy Priv. III – Patient Rights Under HIPAA.

C. HIPAA Administrative Requirements: The District shall comply with the administrative requirements provided by the HIPAA Rules.

Related policies: See HIPAA Policy Priv. IV – HIPAA Administrative Requirements.

D. Affiliated Entities: This policy designates those health plans sponsored by the District that are affiliated entities within the meaning of the HIPAA Rules. Those entities that are affiliated for the purpose of jointly complying with the Privacy Rules will all comply with the practices, policies and procedures established by the District for that compliance.

The following legally separate covered entities (the “Plans”) are under common ownership or control.
and, in order to comply with 45 CFR 164.504(d) are hereby designated as a single covered entity for purposes of implementation and compliance with the HIPAA Rules:

1. Blue Cross Blue Shield of Louisiana - Advantage Blue Point of Service Plan (“POS”)
2. Blue Cross Blue Shield of Louisiana - Comprehensive Medical Benefit Plan
3. American Public Life Insurance Company - Cancer Expense Insurance Program
4. First Financial Administrators, Inc. - Flexible Benefits Plan (Section 125)
5. Infinisource – COBRA Administrative Service
6. Medicaid
7. Medicare

Related policies: [Insert reference to more specific policies or insert “None”]

E. Designated Record Sets: Designated Record Set means any item, collection, or grouping of information that includes protected health information and is maintained, collected, used, or disseminated by or for a health plan that is either: (i) the medical records and billing records about individuals or (ii) used, in whole or in part, by or for the health plan or health care provider to make decisions about individuals. This policy documents the sources of protected health information that are a Designated Record Set as required by the HIPAA Rules. Those Designated Record Sets are subject to the individual’s right of access and amendment in accordance with that law and the Privacy Rules.

The following are Designated Record Sets at maintained by District:

1. Medicare Part D records

Related policies: [Insert reference to more specific policies or insert “None”]

F. Plan Amendment: In order to disclose protected health information to the District or to provide for or permit the disclosure of PHI to the District by a health insurance issuer or HMO with respect to the Plans, District must ensure that the plan documents restrict uses and disclosures of such information by the District consistent with the requirements of the HIPAA Rules. In order to meet that requirement, the District has adopted one or more plan amendments. See Priv. I.F.

In addition to the uses and disclosures permitted by the plan amendment the Plans, or a health
insurance issuer or HMO with respect to the Plans, may disclose summary health information to the District, if the District requests the summary health information for the purpose of obtaining premium bids from health plans for providing health insurance coverage under the group health plan or modifying, amending, or terminating the group health plan. The Plans, or a health insurance issuer or HMO with respect to the Plans, may disclose to the District information on whether the individual is participating in the group health plan, or is enrolled in or has disenrolled from a health insurance issuer or HMO offered by the Plans.

Related policies: Priv.I.F. [Insert reference to other more specific polices.]

G. Business Associates: The District may disclose PHI to a Business Associate (“BA”), or allow a BA to create or receive PHI on the District’s behalf, after a written Business Associate Agreement is executed that meets the requirements of the HIPAA Rules. District’s form Business Associate Agreement is Priv.I.G.

This requirement does not apply

- with respect to disclosures made to a provider concerning the individual's treatment; or
- if the BA is required by law to perform a function, activity or service on behalf of the District, and the District attempts to obtain the required assurances and the reasons that such assurances could not be obtained are documented.

If any member of its workforce knows of a pattern or practice of the BA that amounts to a material violation of the agreement, the Privacy Officer must be notified immediately. The Privacy Officer must attempt to cure the breach or end the violation and if such attempt is unsuccessful, terminate the agreement, if feasible, and, if not, report the problem to the Office of U.S. Secretary of Health and Human Services.

A “business associate” is a person or entity who, on behalf of the District, and other than in the capacity of a workforce member, performs or assists in the performance of a function, activity, or service that involves the use or disclosure of (PHI) including claims processing or administration, data analysis, processing or administration, utilization review, quality assurance, billing, benefit management, practice management, and repricing, or legal, actuarial, accounting, consulting, data aggregation, management, administrative, accreditation, or financial services.

Related policies: [Insert reference to more specific polices or insert “None”]

H. Personal Representatives: Except as provided below, District will treat a “personal representative” as the individual for purposes of the HIPAA Rules, and provide to the personal representative the rights given to individuals regarding PHI with respect to the PHI related to such personal
representation.

Notwithstanding the above, a person will not be treated as the personal representative of an individual if

(i) There is a reasonable belief that either (A) the individual has been or may be subjected to domestic violence, abuse, or neglect by such person; or (B) treating such person as the personal representative could endanger the individual; and

(ii) In the exercise of professional judgment it is decided that it is not in the best interest of the individual to treat the person as the individual’s personal representative.

Adults and emancipated minors: Generally, any one of the following persons in the following order of priority, if there is no person in a prior class who is reasonably available, willing, and competent to act, is authorized and empowered to consent, either orally or otherwise, to any surgical or medical treatment or procedures.

1. The judicially appointed tutor or curator of the patient, if one has been appointed.
2. An agent acting pursuant to a valid mandate, specifically authorizing the agent to make health care decisions.
3. The patient's spouse not judicially separated.
5. Any parent, whether adult or minor, for his minor child.
6. The patient's sibling.
7. The patient's other ascendants or descendants.
8. Any person temporarily standing in loco parentis, whether formally serving or not, for the minor under his care and any guardian for his ward.

If a patient is unable to act for himself, a personal representative will be a person that has authority under applicable law to act on behalf of the patient in making decisions related to health care; a covered entity must treat such person as a personal representative under this subchapter.

Unemancipated minors: Any parent, guardian, or other person acting in loco parentis who has authority to act on behalf of an individual who is an unemancipated minor in making decisions related to health care must be treated as the personal representative of the unemancipated minor with respect to PHI relevant to such personal representation.

Deceased individuals. If an executor, administrator, or other person has authority to act on behalf of a deceased individual or of the individual’s estate, District will treat that person as a personal representative under this policy, with respect to protected health information relevant to such personal representation.

Related policies: [Insert reference to more specific polices or insert “None”]
I. Minimum Necessary Uses and Disclosures: Only individuals with a legitimate “need to know” may access, use or disclose patient information. Each individual may only access, use or disclose the minimum information necessary to perform his or her designated role regardless of the extent of access provided to him or her. This policy will be complied with by adhering to existing policies regarding specific uses and disclosures. Situations not covered by existing policies will be referred to the Privacy Officer.

This limitation does not apply to (i) disclosures to or requests by a health care provider for treatment; (ii) uses or disclosures made to the individual; (iii) uses or disclosures made pursuant to an authorization; (iv) disclosures made during an investigation by the Department of Health & Human Services into District’s privacy practices; (v) uses or disclosures that are required by law; and (vi) uses or disclosures for the required and situational data elements of the standard transactions adopted in the Transactions and Code Set Standards (45 CFR Part 162).

The District may rely, if such reliance is reasonable under the circumstances, on a requested disclosure as the minimum necessary for the stated purpose when:

1. Making disclosures to public officials that are otherwise permitted without an authorization or for treatment, payment or health care operations, if the public official represents that the information requested is the minimum necessary for the stated purpose(s);

2. The information is requested by another covered entity;

3. The information is requested by a professional who is a member of District’s workforce or is a business associate of District for the purpose of providing professional services to District, if the professional represents that the information requested is the minimum necessary for the stated purpose(s); or

4. In the case of disclosures for research purposes, documentation or representations that comply with the applicable requirements of the Research Disclosure Policy have been provided by a person requesting the information for research purposes.

When a use, disclosure, or request is subject to this policy, an entire medical record may not be used, disclosed or requested except when the entire medical record is specifically justified as the amount that is reasonably necessary to accomplish the purpose of the use, disclosure, or request.
<table>
<thead>
<tr>
<th>Patient Name</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security Number</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
</tbody>
</table>

* Provider authorized to release the Health Information (the "Provider"): *(Name of releasing entity)*

* Entity to receive the Health Information (the “Recipient"): *(Name of receiving entity)*

Recipient's Address: 
Address  
Attention: 

* Information on any treatment or service between the following dates is covered by this authorization: 
Start date:  End date:  
Start date  End date:

* Health Information related to the patient to be released under this authorization:  
  - Complete health record  
  - Discharge summary  
  - History & physical examination  
  - Laboratory tests  
  - Consultation reports  
  - X-ray report  
  - Genetic information: (none unless specified):  
  - Other (Please specify): 

The following information will be released when included in the above unless you indicate otherwise:  
  - Do not release any AIDS or HIV test results  
  - Do not release any records of psychiatric care  
  - Do not release any records of alcohol/substance abuse treatment  
  - Other: 

* Purpose of disclosure: 

* Authorization expiration date or event: 

The undersigned patient (or personal representative on behalf of the patient) hereby authorizes the Provider named above to release the Health Information described above to the Recipient named above. The patient has the right to refuse to sign this authorization. The Provider cannot condition treatment, payment, enrollment, or eligibility for benefits on the patient providing this signed authorization, except in very limited circumstances. If this is one of those circumstances, the consequences of refusing to sign are described on the front.

This authorization shall be invalid if used for any purpose other than the described purpose for which the disclosure is made. This authorization to release the health information listed above can be revoked at any time (upon written notification to the Recipient at the above address) except to the extent that (1) Provider has already released the Health Information before being notified of the revocation, or (2) Provider has taken action in reliance on this authorization. Provider's Notice of Privacy Protections contains more information on how to revoke this authorization. This authorization will expire on the expiration date or event listed above.

When the Patient's health information is used or disclosed pursuant to this authorization, it may be subject to redisclosure by the Recipient or any of its agents and/or employees and may no longer be protected by 45 CFR Parts 160 and 164. A photocopy of this authorization may serve as an original.

* Patients signature  
Date

* Personal representative's signature (if necessary)  
Date

* Personal representative's authority (e.g., parent)

* Required fields

1 NOTE: Actual dates of service are not required.  
2 If genetic information is requested, my not be more than 60 days after date signed.
SECTION F: FACILITIES DEVELOPMENT

Consult The School Administrator's Guide to the EPS/NSBA System 1975 revised edition, for a full explanation of the codes and descriptors which follow. Use the checklist to record the contents of your own district policy manual. Your checkmarks will indicate which descriptors are covered in your manual.

FA Facilities Development Goals
FAA Facilities Development Priority Objectives

FB Facilities Planning
FBA Facilities Planning Advisers
FBB Enrollment Projections

FC Facilities Capitalization Program

FD Bond Campaigns (Also KBE)

FE Facilities Construction
FEA Educational Specifications
FEB Selection of Architect
FEC Facilities Development Plans and Specifications
FECA Site Plans and Specifications
FECC Construction Plans and Specifications
FED Equipment Plans and Specifications
FEE Site Acquisition Procedure

FEA Construction Contracts Bidding and Awards
FEFA Contractor's Fair Employment Clause
FEFB Contractor's Affidavits and Guarantees
FEG Supervision of Construction
FEH Construction Project Insurance Program
FEI Construction Project Records and Reports

FF Naming New Facilities
FFA Memorials
FFB Names on Building Plaques

FG Board Inspection and Acceptance of New Facilities

PH Staff Orientation to New Facilities

FI Public Dedication of New Facilities

FJ Temporary School Facilities

FK Facilities Renovations

FL Retirement of Facilities

SN The policy concerning the determination of facilities obsolescence and the deployment of staff and students to other facilities.
Caddo Parish School Board has a need for professional architectural and/or engineering design services from time to time. It is the intent of the Board to review the need for those services and to appoint a competent qualified architect/engineer accordingly in an objective and equitable manner.

Architects/engineers for specific construction projects shall be recommended by the staff to the Board.

Procedures: Pursuant to the policy, the following procedures shall be used to distribute selection among qualified firms, preferably whose principal offices are located in Caddo Parish.

1. Advertisement:
   a. An advertisement shall be placed in the legal notice section of the newspaper announcing the intent of architect/engineer employment and asking interested firms to respond with their interest.
   b. The legal ad shall include a description of the type of work and/or the scope of the project and a response date.
   c. The architect's/engineer's response to the advertisement shall include the uniform information outlined below under evaluation criteria.
   d. A copy of this same legal notice shall be mailed to all firms with an architect/engineer application form on file with Caddo Parish School Board. These firms shall be asked to update their applications if they so desire.

2. Review:
   a. Staff shall review all applicants using criteria stated under (3. Evaluation Criteria).
   b. Staff may interview applicants based on aforementioned criteria. Should any applicant selected in a final consideration not have previous work experience with the Caddo Parish School Board, staff may conduct a complete interview to determine appropriate work related experience.

3. Evaluation Criteria: The following criteria shall be used by the staff to aid in the evaluation process.
   a. Principal offices located in Caddo Parish.
   b. Experience in school design.
   c. Prior work with Caddo Parish School Board.
   d. How recently were they employed with Caddo Parish School Board.
   e. Size of the firm and staff expertise in relation to the scope of the pending project.
   f. Present work load.
g. Creative design ability and aesthetics.

h. Ability to meet design timelines and budget estimates.

i. Fees distribution among the firms.

j. Visitation to firm’s projects.

k. Willingness to consult with Caddo Parish School Board staff on educational program and specifications.

l. Evaluation of prior work performed for Caddo Parish School Board and evaluation by other owners.

m. Willingness to comply with the requirements of Opportunity Caddo. (See Opportunity Caddo Policy DJ0.)

n. The firm’s utilization of joint ventures or partnerships, where practical, with small and economically disadvantaged businesses listed in the Directory of Small and Economically Disadvantaged businesses.

o. Whether the firm has suggested methods to use Opportunity Caddo Certified vendors.

p. Submission of Architect/Engineer agency profile.

q. Continuity of design.

r. Willingness to participate in a mentoring and/or internship program utilizing CPSB engineering magnet students.

Even though the Caddo Parish School Board encourages the use of architects/engineers of businesses listed in the Directory of Small and Economically Disadvantaged Businesses, architects/engineers are not required to retain or use any such sub-consultants or businesses in performing the work required.

4. The staff shall determine the method by which to judge the criteria and the qualification of applicants.

5. Staff shall compile a list of firms which meet the minimum criteria from which it will make a recommendation to the Board.

6. Alternative Procedure: On construction projects up to $9,500,000 the staff shall present a recommendation to the Board stating their rationale in accordance with the selection guidelines outlined above and others deemed appropriate.

Adopted: December 2, 1981
Amended: December 19, 1984
        April 16, 2002
        June 19, 2007
A. GENERAL PRINCIPLES OF DESIGN

1. Style of architecture
   a. While the owner is not attempting to specify in detail a style of architecture, the following general criteria should be observed.
      (1) Have a minimum of cubage which cannot or will not be used.
      (2) Avoid the appearance or fact of expensive ornamentation both inside and outside the building.
      (3) The style of architecture should. If possible, improve the general level or architectural excellence of the community.
   b. The architect will be expected to achieve beauty of design without undue construction cost.
   c. Pre-determined styles of architecture or shapes of buildings must not be allowed to outweigh functional considerations or need for economy of construction.

2. Economy of Construction
   a. Design entire building with a view to economy of labor and economy in the use of materials and in the selection of materials.
   b. The most important aspect of economy of construction is economy in the use of space. The building design should reflect the following criteria:
      (1) Keep non-habitable space to a minimum.
      (2) Within the habitable space, hold to a minimum the space devoted to non-instructional uses.

3. Flexibility of Interior
   a. Design building that is highly flexible as to interior arrangement and use, in order to permit adaptation of future changes in educational program.
   b. Suggestions for achieving flexibility:
      (1) Use as few load-bearing partitions as possible.
      (2) Fit as many rooms as possible into a standard unit (module) of construction. The size of the rooms to be determined by the owner after consultation with the architect.
4. Expansibility
   a. Design building for later additions at reasonable cost
   b. Consider future additions in planning corridors, toilets, heating plant, sewers, electric feeders, water mains, etc., but without excessive increase in cost of original structure.

5. Economy of Operation and Maintenance
   a. Design building throughout for economy in operation and maintenance.
   b. Specific suggestions in keeping with these general principals are made throughout this outline. As general guides, owner suggests:
      (1) Use of relatively trouble-free and durable materials and equipment.
      (2) Use of standard sizes, matchable colors and designs, etc. where replacements may be required.
      (3) Design that will permit easy access to all pipes, fixtures and other parts that require inspection, adjustment, cleaning or repair.

6. Health and Safety
   a. Design building throughout with a view to safety of employees and occupants. Follow recommendations of National Fire Protection Association for protection of life and of the building code of the National Fire Underwriters for protection of property, as well as city and state codes.
   b. Design building so that healthful conditions of light, heating, air conditioning and ventilation are maintained.
   c. Design building so that sanitation is easily maintained, especially in lunchrooms, kitchens, toilet rooms, etc.

B. LIGHTING - HEATING - VENTILATING (Optimum physiological comfort without excessive initial cost, operation cost and maintenance cost should be the guiding principle under this heading.)

1. Lighting
   a. Louisiana Sanitation Code will be the reference points in evaluating the adequacy of the lighting system.
b. Sunlight and electric light are to be considered as complementary factors.

2. Heating and Ventilating

a. Thermal comfort levels will be maintained in keeping with any applicable building code, board policy and approved energy conservation management guidelines (Policy ECF).

b. Natural gas will be the energy preferred source for heat.

3. Attention is directed to the need for close coordination among the architect, mechanical engineer and the owner in arriving at a system of total design which will produce an effective environment with coordinated architectural and mechanical elements.

C. GENERAL CONDITIONS

1. Budget

a. After consultation with appropriate central staff and building level administrators, owner will prepare a budget for the overall program and for each project.

   (1) The architect will be required to design the project within the established budget.

   (2) The owner reserves the right to reject all bids in excess of the budget amount.

   (3) It shall be the responsibility of the architect to redesign the building, in the event of bid rejection, at no additional cost to the owner to meet the budget figure.

D. RESPONSIBILITY OF OWNER FOR TESTING DESIGN AND MATERIALS

Throughout the selection of materials and construction of the project, the architect and owner shall jointly agree on materials to be tested by a recognized laboratory and such tests, as deemed necessary, shall be made to insure the meeting of specification requirements. The owner will select the testing laboratory and pay the cost of the service.

E. BONDED CONSTRUCTION

1. All roofs shall be subject to a two-year parts and labor warranty by the installing contractor with an additional eight-year minimum pro-rated manufacturers warranty.

2. The general contractor shall provide the usual one-year warranty for the entire project.
F. THE OWNER WILL PROVIDE

1. Statement of exact location of site.

2. Complete survey of site.

3. Program of requirements for the building including:
   a. List of types and numbers of rooms with such information regarding
      size, function and relationships as to provide a clear picture of the
      educational requirements of the project.
   b. Statement of needed provisions for future expansion.
   c. Description of any special features of the educational program and
      any other special conditions or requirements affecting the development
      of the project.

4. The owner will furnish test boring and porosity data for soils and other
   pertinent information.

G. ARCHITECT'S RESPONSIBILITY

The architect shall be required early in the planning of a building to submit preliminary plans to the proper state and local authorities for their study and approval and to secure from such authorities approval of the completed plans before advertising for bids again.

H. SELECTION AND WORK PROCEDURE OF ARCHITECTS

1. The superintendent shall sign an architect's contractual agreement with the architect for each project, after the buildings and grounds committee has made the selection of the architect for the project, said selection to be subject to the approval of the Caddo Parish School Board.

2. No architect shall be selected for any new construction until after the budget has been made out for that project.

3. When an architect has been selected for a project, he shall be available to the superintendent or anyone the superintendent designates to work on a consultative basis in the preparation of the educational requirements for the building, such requirements finally to be provided by the superintendent to the architect in writing. Upon receipt in writing of the educational requirements
for the building, the architect shall begin immediately the preparation of floor plans for the building. During the preparation of such floor plans, he shall consult with the superintendent and anyone he designates. It shall be the responsibility of the superintendent to carefully consider these floor plans with the right to make any suggestions for their alteration and finally to approve them for final design. Following such acceptance by the superintendent of the floor plans, the architect shall proceed to complete the plans and specifications for the building, consulting continually with the superintendent and his staff on the completion of the plans. When the plans and specifications are completed to the satisfaction of the superintendent, they shall be presented to the board for its consideration. It being understood that any acceptance of final plans and specifications shall be contingent upon the cost of the building coming within the amount budgeted.

I. SERVICES OF ARCHITECTS AND ENGINEERS NOT COVERED ABOVE

1. Engineers
   a. The owner will not dictate to the architect the firm or firms of engineers employed by the architect other than to stipulate that these firms be domiciled in Caddo Parish, unless an unusual problem is encountered requiring services not available in Caddo Parish.

2. Civil Engineers
   a. In the purchase, sale and development of land, services of registered civil engineers may be required to provide:
      (1) metes and bounds surveys;
      (2) topographic surveys; and,
      (3) site improvement plans and specifications.

3. Structural Engineers
   a. Advice from registered structural engineers may be required relative to the physical condition of school plants. This results in a written report relative to the structural soundness of the building and recommendations for remedial work, if required.

4. Mechanical Engineers
   a. Advice from registered mechanical engineers may be required relative to the physical condition of heating and cooling systems, water supply systems and waste disposal systems. This results in a written report relative to the condition of the mechanical, water or waste system and recommendations "or remedial work if required."
5. Electrical Engineers

a. Advice from registered electrical engineers may be required relative to modification to electric systems to accommodate new equipment, building changes, lighting equipment extensions and the general safety of the power supply. This results in a written report and recommendations for modification, if required.

6. Architects

a. Advice from registered architects may be required concerning feasibility studies and cost estimates relative to renovation of existing plants. A budget is difficult to establish without data produced as a result of careful study.

7. Selection and Employment

a. Historically, the superintendent has been ‘authorized to select and employ professional personnel to render service as briefly enumerated above. In practical application, engineers are selected, if possible, who have previously worked on plans for the building when constructed or renovated; and, in the case of surveys, etc., the work is rotated among the several firms.

Revised: August 8, 1969
Revised: June 18, 2002
Caddo Parish School Board believes in the principle of open and fair competition to insure the lowest price for the highest quality service and product. To insure that all contractors have adequate notice of requests for bid, all formal bids will be advertised in a major minority newspaper as well as in the official journal approved by the Board. Further, on all requests for quotations on smaller construction jobs, quotations will be sought in an equitable manner from Opportunity Caddo Certified businesses listed in the Directory of Small and Economically Disadvantaged Businesses, as well as other contractors. Bids and quotations will be awarded consistent with the provisions of the Louisiana Public Bid Laws, which allows entities to use contractors of choice for projects under $100,000. For contracts below $100,000, considering guidelines and other information provided by Fair Share Administration, a list of contractors that are invited to bid the project will be developed by the Department of Construction & Capital Projects. An invitation to bid the project will be sent to all of the contractors selected.

All construction bid advertisements and requests for bid shall contain the following statement: “The Caddo Parish School Board desires that Bidders make a good faith effort to reach the aspirational goal of 25% utilization of Economically Disadvantaged Businesses.” To facilitate tracking, general contractors shall complete Opportunity Caddo Fair Share Form 1A, Form 1B and Form 2. Failure to follow instructions and submit the required forms may result in a bid being declared non-responsive.

One copy of all construction requests for bid plans and specifications shall be furnished without charge to trade organizations and association as determined by the Department of Construction & Capital Projects and Fair Share Administration.

Adopted: January 19, 1983
Amended: July 3, 1990
Revised: April 16, 2002
Revised: December 20, 2005
FF - NAMING NEW FACILITIES

The naming of new facilities or the renaming of existing facilities is occasioned by different and varied circumstances. Because of the historical significance of such action, care should be given to the process used to determine a name.

It shall be the policy of the Caddo Parish School Board to act upon the superintendent's written recommendation for the name of a new facility or the renaming of an existing facility. In accordance with state law, facilities may be named in honor of a deceased person. Portions of a facility may be named in honor of a living person.

The board is desirous of receiving broad-based community input. It is expected that interested citizens will want to participate in the naming or renaming of school facilities. The superintendent's recommendation may be based on a request from an individual, a group of concerned citizens from a particular school community or from the staff of an individual school. Such requests must be in writing and submitted not less than ninety days prior to the board acting upon the superintendent's recommendation. Written requests to the superintendent shall, as a minimum, include the following components:

a. Rationale/background for the name being recommended. If the facility is to be named in honor of a person, the person shall have contributed to the advancement of humanity either on the local, state, or national level and shall have been a positive role model for young people.

b. Justification/purpose - The justification shall include the message(s) the board hopes to convey to the public through its choice of a name.

c. Significance - What is the anticipated impact from the choice?

The superintendent will verify through research by appropriate professional staff, the accuracy of information contained in portfolios presented to him.

The board will conduct a public hearing to receive community input at the regular monthly meeting immediately preceding the meeting at which the board is expected to consider and act upon the superintendent's recommendation. The portfolio forming the basis for the superintendent's recommendation will be presented by the superintendent during the hearing and shall contain the same components outlined above. The document will be available for public perusal until the day the board is scheduled to vote.

Adopted: June 18, 1997
Revised: July 17, 2001
Reviewed & Re-enacted: June 18, 2002
Revised: April 15, 2003

Legal Reference: LA.R.S. 14:316
SECTION G: PERSONNEL

Consult The School Administrator's Guide to the EPS/NSBA System 1975 revised edition, for a full explanation of the codes and descriptors which follow. Use the checklist to record the contents of your own district policy manual. Your checkmarks will indicate which descriptors are covered in your manual.

GA    Personnel Policies Goals
GAA   Personnel Policies Priority Objectives

GB    General Personnel Policies
      SN This term does not call for a policy. Its purpose is to establish a Category for the GB group of descriptors which follow and which pertain, for the most part, to all employees.

GBA   Equal Opportunity Employment

GBB   Staff Involvement in Decisionmaking (Also ASS)

GBC   Staff Ethics

GBCA  Staff Conflicts of Interest

GBCB  Staff Conduct

GBD   Board-Staff Communications (Also BG)

GBE   Staff Health and Safety

GBEA  Staff Protection
      SN The policy intended to protect staff members against physical and/or psychological abuse from any quarter.

GBF   Staff Participation in Community Activities (Also KE)

GBG   Staff Participation in Political Activities

GBH   Staff-Student Relations (Also JIM)

GBI   Staff Gifts and Solicitations
      SN The policy relating to the giving of gifts to or by staff members and solicitations, such as charity appeals, by or from staff members and staff organizations. See also JL, Student Gifts and Solicitations.

GBJ   Staff Funds Management
      SN Pertains to special funds such as "sunshine" funds which do not involve school moneys.

GBK   Smoking on School Premises by Staff Members

GBL   Personnel Records

GBM   Staff Complaints and Grievances

Section G-1st of 5 pages
SECTION G: PERSONNEL
(Continued)

GC Professional Staff
SN This term does not call for a policy. Its Purpose is to establish a Category for policies which apply to teachers and other professional Employees including administrators below the level of the superintendent.

GCA Professional Staff Positions
SN The policy concerning the establishment of professional staff positions (i.e., job titles) and job description requirements. If actual job descriptions are considered policy, they are to be filed as subcategories-GCAA, GCAB, GCAC, etc.

GCB Professional Staff Contracts and Compensation Plans
GCBA Professional Staff Salary Schedules
GCBB Professional Staff Supplementary Pay Plans
GCBC Professional Staff Fringe Benefits
GCBD Professional Staff Leaves and Absences
GCBE Professional Staff Vacations and Holidays

GCC Professional Staff Recruiting
GCCA Posting of Professional Staff Vacancies

GCD Professional Staff Hiring

GCE Part-Time and Substitute Professional Staff Employment
GCEA Arrangements for Professional Staff Substitutes

GCF Professional Staff Orientation

GCG Professional Staff Probation and Tenure

GCH Professional Staff Seniority

GCI Professional Staff Assignments and Transfers

GCJ Professional Staff Time Schedules

GCK Professional Staff Work Load
GCKA Professional Staff Extra Duty
GCKB Professional Staff Meetings
GCL Professional Staff Development Opportunities
SN The policy concerning the district's inservice educational program for professional employees.

GCLA Professional Staff Visitations and Conferences
SN The policy concerning attendance by professional staff members at meetings, workshops, conventions, and the like outside the school district on school time.
SECTION G: PERSONNEL
(Continued)

GCM      Supervision of Professional Staff
GCN      Evaluation of Professional Staff (Also AFC)
GCO      Professional Staff Promotions
GCP      Professional Staff Termination of Employment
GCPA     Reduction in Professional Staff Work Force
GCPB     Resignation of Professional Staff Members
GCPC     Retirement of Professional Staff Members
GCPD     Suspension and Dismissal of Professional Staff Members

GCQ      Miscellaneous Professional Staff Policies
SN This term does not call for a policy. Its purpose is to establish a category.

GCQA     Nonschool Employment by Professional Staff Members
GCQAA    Professional Staff Consulting Activities
SN The policy pertaining to consulting activities carried on outside the school district.

GCPB     Tutoring for Pay
GCQB     Professional Research and Publishing
SN The policy concerning the Board's interest in the research and publishing activities of professional staff members, particularly when such activities involve school time, school facilities, or data derived from the staff member's work in the school district

GCQC     Exchange Teaching
GCQD     Professional Organizations
SN The policy concerning which memberships for professional staff members the Board will encourage or support.
SECTION G: PERSONNEL

GD     Support Staff
SN This term does not call for a policy. Its purpose is to establish a Category for policies which apply to such employees as clerks, custodians, bus drivers, and others who are not covered by provisions of the GC group of policies.

GDA    Support Staff Positions
SN The policy concerning the establishment of support staff positions (i.e., job titles) and job description requirements. If actual job descriptions are considered policy, they are to be filed as subcategories-GDAA, GDAB, GDAC, etc.

GDB     Support Staff Contracts and Compensation Plans
GDBA  Support Staff Salary Schedules
GDBAA  Support Staff Merit System
GDBB  Support Staff Supplementary Pay Plans
GDBC  Support Staff Fringe Benefits
GDBD  Support Staff Leaves and Absences
GDBE  Support Staff Vacations and Holidays

GDC    Support Staff Recruiting

GDCA    Posting of Support Staff Vacancies

GDD    Support Staff Hiring

GDE     Part-Time and Substitute Support Staff Employment
GDEA  Arrangements for Support Staff Substitutes

GDF    Support Staff Orientation

GDG    Support Staff Probation and Tenure

GDI    Support Staff Assignments and Transfers

GDJ    Support Staff Time Schedules

GDK    Support Staff Work Load

GDKA    Support Staff Extra Duty

GDB     Support Staff Meetings

GDL    Support Staff Development Opportunities
SN The policy concerning the district’s inservice educational program for support staff.

GDLA    Support Staff Visitations and Conferences
SN The policy concerning attendance by support staff members at meetings, workshops, conventions, and the like outside the school district on school time.
GDM      supervision of Support Staff
GDN      Evaluation of Support Staff-(Also AFD)
GDO      Support Staff Promotions
GDP      Support Staff Termination of Employment
GDPA     Reduction in Support Staff Work Force
GDPB     Resignation of Support Staff Members
GDPC     Retirement of Support Staff Members
GDPD     Suspension and Dismissal of Support Staff Members
GDQ      Miscellaneous Support Staff Policies
SN       This term does not call for a policy. Its purpose is to establish a category
GDQA     Nonschool Employment by Support Staff Members
GBA - EQUAL OPPORTUNITY EMPLOYMENT
(Affirmative Action Program For All School Board Employees)

The Caddo Parish School Board adheres to the principles of equal opportunity provisions of Federal civil rights laws and regulations that are applicable to the Board. Therefore, it will be the policy of the board that no one will be discriminated against on the basis of race, color, national origin (Title VI of the Civil Rights Act of 1964); Sex (Title IX of the Education Amendments of 1972); or disability (Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990) in the pursuit of educational goals and objectives and in the administration of personnel policies and procedures.

Adopted: May 7, 1986
Revised: June 18, 2002
In compliance with federal regulations, the Caddo Parish School Board approved the following mandate regarding Section 504 of the Rehabilitation Act of 1973:

"Qualified disabled persons will not be discriminated against on the basis of disability in any program, activity or employment practice.

Disabled person is defined as any person who has a physical or mental impairment which substantially limits one or more life activities, has a record of such impairment, or is regarded as having such an impairment."

Adopted: June 15, 1977
Revised: November 27, 2001
GBA - EQUAL OPPORTUNITY EMPLOYMENT
EQUAL EMPLOYMENT AND EDUCATIONAL OPPORTUNITIES (Title IX)

In compliance with federal regulations, the Caddo Parish School Board approved the following mandate regarding Title IX Education Amendments of 1972:

Students, their parents and employees of the Caddo Parish School System are hereby notified that this school system does not discriminate on the basis of sex and is required by Title IX of the Education Amendments of 1972 not to discriminate on the basis of sex in its educational program, activities and employment practices.

Adopted: November 5, 1975
GBC - STAFF ETHICS
(NEPOTISM)

A. Except as otherwise provided herein, no member of the immediate family of an "agency head" of the school system shall be employed in his agency.

B. No member of the immediate family of a school board member or of the superintendent shall be employed by the school board except that any member of the immediate family of any school board member or of the superintendent may be employed as a classroom teacher provided such family member is certified to teach.

C. Any person employed by the school board on the effective date of this policy whose employment is in violation of the policy* may continue in such employment and the provisions of this policy shall not be construed to hinder, alter or in any way affect normal promotional advancements for such employee.

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

E. If a member of the immediate family of a school board member or the superintendent is employed by the school board under subsections B, C or D of this policy, the school board member or superintendent as the case may be, shall excuse himself from any decision involving the promotion, discipline, discharge or teaching location of the employee.

F. Within thirty (30) days after the beginning of each school year any school board member or superintendent whose immediate family member is employed by the school board shall file a disclosure statement stating the facts of such employment.

F. A willful violation of this policy may subject the offending party and/or his immediate supervisor to disciplinary action up to and including termination.

DEFINITIONS

For the purposes of this policy, the term "immediate family" as it relates to an employee of the school board means the employee's children, spouses of children, brothers, sisters, parents, spouse and the parents of spouse.
For purposes of this policy, the term "agency" means any department, office, division, subdivision or other organizational unit of the Caddo Parish School Board.

The term "agency head" means the chief executive or administrative officer of an agency who exercises supervision over the agency.

SCHOOL BOARD AGENCIES

1. For members of the school board, the entire school district represents the "agency" of the school board member and for purposes of this policy, the school board member is the "agency head" of the entire school district.

2. Similarly, the superintendent of the district is the "agency head" for the entire school district and the "agency" of the superintendent is the entire school district.

3. The "agency" of an assistant superintendent, a director or a supervisor is the division or office or other organizational unit of the school board and school district over which the assistant superintendent, director or supervisor has general supervisory jurisdiction and which generally constitutes his sphere of influence.**

4. As to a school principal, the "agency" of the principal is the school at which he serves and he is the "agency head" of the particular school at which he is assigned.

5. A cafeteria manager assigned to a particular school is an employee of the school at which he serves and that school forms the "agency" employing the cafeteria manager.

6. The classroom teacher is not an "agency head" and the "agency" of a classroom teacher is the school at which he or she is assigned.

*April 1, 1980 is the effective date which coincides with the date of the code of Governmental Ethics in which this provision is contained.

**The "Agency" of an administrator, department head or supervisor is to be determined with reference to his job duties and sphere of influence. Where a prospective employee would be subject to the supervision, direction, observation, evaluation, promotional input, etc. of a member of his immediate family, such employment is proscribed.
In administering this policy, the Caddo Parish School Board shall follow the advisory opinions of the Board of Ethics for Elected Officials with respect to school board members and the advisory opinions of the Commission on Ethics for Public Employees with respect to the superintendent and other school system employees.

Adopted: December 14, 1994
Revised: June 18, 2002
GBCA - STAFF CONFLICTS OF INTEREST

It shall be the policy of the Caddo Parish School Board not to accept bids from persons employed in the system or from companies in which employees in the system own a controlling interest of more than fifty (50) percent.

Adopted: August 19, 1970
Reviewed & Reenacted: May 22, 2002
GBCB: STAFF CONDUCT

Sexual Harassment/Inappropriate Boundary Invasion Policy

I. GENERAL STATEMENT OF POLICY

Sexual harassment is a form of sex discrimination which is prohibited by federal and state law. It is the policy of the Caddo Parish School Board to maintain a learning and working environment that is free from sexual harassment. This policy of the School Board specifically prohibits all forms of sexual harassment.

It shall be a violation of this policy for any employee, non-employee volunteer, or board member of the Caddo Parish School Board to harass a student, an employee or non-employee volunteer through conduct or communication of a sexual nature as defined by this policy.

The Board also recognizes that sexual abusers often target children who are suitably passive or needy and then engage in personal boundary invasion behaviors which become increasingly invasive of the child’s boundaries. These actions, termed sexual grooming, involve the progressive breaking down of normal boundaries, such as physical contact that seems harmless or verbal comments that are designed to flatter and ingratiate the child. It shall be a violation of this policy for any employee, non-employee volunteer, or board member of the Caddo Parish School Board to engage in inappropriate boundary invasions of students.

The School Board through the Superintendent of Schools or his or her designee will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment and/or inappropriate boundary invasions, and to discipline any employee or non-employee volunteer who sexually harasses a student, employee, or non-employee volunteer of the School Board.

The School Board through the Superintendent of Schools or his or her designee will provide annual Sexual Abuse and Awareness training for all employees.

II. SEXUAL HARASSMENT DEFINED

A. Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct or communication is, either explicitly or implicitly, made a term or condition, of obtaining or retaining employment, of promotion, or of a student's education; or
2. Submission to or rejection of such conduct or communication is used as a factor in decisions affecting an individual's employment or promotion or a student's education including any aid, benefits, services or treatment; or
3. Such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s work performance or education, or creating an intimidating, hostile or offensive working or education environment.
B. Sexual harassment may include, but is not limited to:

1. Verbal harassment or abuse;
2. Uninvited letters, telephone calls, or materials of a sexual nature;
3. Inappropriate and uninvited leaning over, cornering, patting or pinching;
4. Uninvited sexually suggestive looks or gestures;
5. Intentional brushing against a student’s or an employee’s body;
6. Uninvited pressure for dates;
7. Demanding sexual favors accompanied by implied or overt threats concerning an individual’s employment, promotion, or educational status;
8. Uninvited sexual teasing, jokes, remarks, or questions;
9. Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual’s employment, promotion or educational status;
10. Any sexually motivated unwelcome touching; or
11. Attempted or actual rape or sexual assault.

III. INAPPROPRIATE BOUNDARY INVASIONS

Since it may not be possible to determine whether boundary invasion behaviors are in fact sexual grooming until it is too late, employees are required to refrain for actions which may be construed as inappropriate considering the totality of the circumstances. The following are examples of inappropriate boundary invasions which should be avoided by employees or non-employee volunteers.

- Touching children when there is no educational or medical reason to do so.
- Flirting with students or sharing personal information.
- A staff member making comments about a student’s body.
- Off color remarks or telling of inappropriate jokes to student(s).
- Having a “special” relationship or giving more than normal individual attention to a particular student.
- A staff member working consistently with an individual student behind a closed door.
- Giving a student rides alone in a non-emergency situation.
- Sending notes, emails, letters, or making phone calls to a student instead of communicating through the parent(s).
- Giving gifts to a student.
- Frequent socializing with a student at school and/or away from school.
- Getting a student out of other classes to see the staff member without educational purposes.
- Inviting students to the staff member’s home.
- A combination of any of the above.

This list is not an exhaustive list. If a staff member engages in such behaviors, there may be great cause for concern based on the profiles of individuals who became sexual abusers. The bottom line is that such behaviors can cross the line from professional and caring into personal and dangerous and with rare exceptions are not acceptable.
IV. TRAINING

All employees will receive annual Sexual Abuse and Awareness training. In addition, this training will be provided for students and parents at the student orientation meetings. Training will include but not be limited to the following:

1. Definitions
2. Effect of Sexual Harassment
3. Behavioral Warning Signs
4. Physical/Emotional Warning Signs
5. Boundaries and inappropriate boundary invasions
6. Perpetrator Behaviors (Trolling, Grooming and Lulling)
7. Green Flag Behaviors
8. Yellow Flag Behaviors
9. Red Flag Behaviors
10. How and when to report

V. REPORTING PROCEDURES

Any person who believes he or she has been the victim of sexual Harassment by an employee or non-employee volunteer of the Caddo Parish School board, or any person with knowledge or belief of conduct which may constitute sexual harassment of an employee/student or inappropriate boundary invasion of a student should report the alleged acts immediately to an appropriate School Board employee as designated by this policy. If the complaint involves the employee designated by this policy to receive the report, the report should be made to the highest ranking administrator at the particular school or other site designated by this policy to receive such reports or directly to the Assistant Superintendent of Human Resources. If criminal activity is involved, a victim should also report the incident to the police. The School Board encourages the reporting party or complainant to use the report form which is available in the administrative office of each building, the Personnel Office or the Employee Assistance Office.

A. In each School Building. The building principal is to designate the administrators to receive oral or written reports of sexual reports of sexual harassment or inappropriate boundary invasion of a student at the school building level. The principal, assistant principal, coordinator and counselor will be designated and others if necessary to provide both male and female representation. Students are encouraged to make reports to a counselor. Upon receipt of a report involving an employee or non-employee volunteer, the administrator, coordinator or counselor must notify the Principal, Director or Supervisor. If the report was given verbally, the administrator, coordinator or counselor shall reduce it to written form within 24 hours and forward it to the proper authorities. Failure to forward any sexual harassment report or complaint as provided herein will result in disciplinary action. Complaints may also be filed directly with the appropriate Director of Personnel (Certified or Classified.)
B. Other Sites. The person in charge of each site is responsible for receiving oral or written reports. The site supervisor may designate another person to receive complaints. Upon receipt of a report, the designated person shall follow the procedure outlined in the above paragraph A.

C. System-wide. If the complaint involves the person designated to receive the complaint at his or her school or site, then the complaint shall be filed with the receiver’s supervisor or directly with the appropriate Director of Personnel (Certified or Classified). If the complaint involves the Superintendent of Schools, the complaint shall be filed with the President of the Caddo Parish School Board. If the complaint involves any Caddo Parish School Board member, the complaint shall be filed with the Superintendent of Schools.

D. Notice of Policy. Each principal or other person in charge of a building or site owned or operated by the Caddo Parish School Board shall conspicuously post in each building or site the names of the persons designated to receive complaints, including a mailing address and telephone number, together with a copy of this policy.

E. Malicious False Accusations. A complainant whether employee, student, or non-employee volunteer whose allegations are found to be both false and brought with malicious intent will be subject to appropriate disciplinary action which may include, but is not limited to, written warning, demotion, transfer, suspension, expulsion, or dismissal.

F. By the authority of this policy, upon receipt of a report of complaint alleging sexual harassment of any employee or student, or inappropriate boundary invasion of a student, an investigation will be conducted. Once the investigation is completed, all findings shall be reported to the appropriate Personnel Director (Certified or Classified). Neither the certified or Classified Personnel Director shall be a part of the investigation process. Their office shall be responsible for the decision-making process and recommendation to the Superintendent.

VI. INQUIRIES

A. Informal Resolution

1. The Principal, Director, or Supervisor or other person in charge will review the verbal and written complaint with sensitivity and discretion and will explore alternatives for resolution with the complainant. The Reviewer may attempt informal resolution and, in the course of that attempt, may contact the alleged offender and the Principal, Director or Supervisor of the unit in which the alleged offender works.
2. If an informal resolution can be achieved, the site Supervisor should resolve the complaint at the lowest level possible. The following guidelines may help the reviewer to resolve the informal complaint:

   a. The reviewer may interview and question the accused
   b. Inform the accused of the complaint
   c. Review the organizational sexual harassment policy with the accused.
   d. Inform the accused that he or she must immediately stop any harassment that is going on or face swift disciplinary action.

3. After the reviewer has conferenced with the complainant and accused and the complainant is satisfied with the action taken by the reviewer, the reviewer should provide both the complainant and the accused with a written copy of the informal resolution. A copy of the final action shall be filed with the appropriate record keeping system. Allegations involving employees (including employee/employee or employee/student) involving incidents of harassment shall be filed in the Department of Security. Allegations involving students (student/student incidents of harassment) shall be filed at the school level. At this point no record of action should be put into the personnel records of either individual. Extreme care should be taken to provide as much confidentiality to both parties as far as the work setting will provide.

B. Formal Resolution

1. If the incident cannot be resolved through informal procedures, The reviewer shall request that a formal investigation be conducted. When a complaint has been reached formal stage, the following procedures shall be followed:

2. Formal complaint(s) at the school level

   a. The principal shall forward to the Director of Security a letter requesting that a formal investigation be conducted of this complaint.
   b. The Security Director shall insure that a formal investigation of this complaint is conducted.
   c. Once the investigation has been completed, the Director of Security is responsible for forwarding a completed report to the appropriate Personnel Director (Certified or Classified).
   d. The appropriate Personnel Director (Certified or Classified) shall take the appropriate action(s).
   e. The appropriate Personnel Director (Certified or Classified) is responsible for providing a written response to the complainant of his/her right to appeal if not satisfied with the results and actions against the accused.
3. Formal complaint(s) at other locations

a. The complaint receiver shall forward a written request to the appropriate Director.

b. The Director shall review the complaint and forward to the Director of Security a letter requesting that a formal investigation be conducted of this complaint.

c. The Director of Security shall insure that a formal investigation of this complaint is conducted.

d. Once the investigation has been completed, the Director of Security is responsible for forwarding a completed report to the appropriate Personnel Director.

e. The Personnel Director shall take the appropriate action(s).

f. The appropriate Personnel Director is responsible for providing a written response to the complainant of the completed actions.

g. The response from the appropriate Personnel Director shall advise the complainant of his/her rights to appeal if not satisfied with the results and actions against the accused.

VII. INVESTIGATIONS

A. The investigator will conduct a thorough investigation that results in a formal written report of the investigator’s findings of fact. During the investigation the investigator may seek the advice and assistance of the CPSB attorney or the Assistant to the Superintendent - Personnel, Policy and Legal matters in conducting the investigation. The investigation should normally be completed within thirty (30) working days from the date of notification. The investigator shall provide a written report of the status of the investigation within ten (10) working days to the appropriate office which requested the investigation.

B. The investigation may consist of personal interviews with the complainant, the individuals against whom the complaint is filed, and others who may have knowledge of the alleged incidents or circumstances giving rise to the complaint. The investigation may consist of any other methods and documents deemed pertinent by the investigator.

VIII. ACTIONS

A. In determining whether alleged conduct constitutes sexual harassment, the appropriate Personnel Director should consider the surrounding circumstances the nature of the sexual advances, relationships between the parties involved and the context in which the alleged incidents occurred.

B. Upon receipt of a recommendation that the complaint is valid involving an employee or non-employee volunteer, which has not been informally resolved, the Superintendent of Schools will take such action as appropriate based on the results of the investigation.
C. The result of the investigation of each complaint filed will be reported in writing to the complainant and the alleged harasser by the appropriate Personnel Director (Certified or Classified). The report will document any action taken as a result of the complaint.

D. At any time during a formal investigation personnel action is deemed

E. All formal records of sexual harassment proceedings will be maintained at the Department of Security. No such records of procedures should be maintained at the school location, other work sites or personnel records. Additionally, no record of an unfounded or unsubstantiated complaint will be filed in an employee’s personnel file.

IX. RETALIATION PROHIBITED

Disciplinary action shall be taken against any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment complaint. Retaliation includes, but is not limited to any form of intimidation, reprisal or harassment at the time of a report or any time after a report.

X. NON-HARASSMENT

The School Board recognizes that not every advance or consent of a sexual nature constitutes harassment. The criteria for judging whether an incident of sexual harassment or harassment should be based on its own merits.

XI. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

Submission of a complaint or report of sexual harassment will not affect the individual’s future employment, promotion, grades, or work assignments. These procedures do not deny the right of any individual to pursue other avenues of recourse which may include the Board’s Grievance policy, filing charges with the Equal Employment Opportunity Commission, the Office for Civil Rights, initiating civil action or seeking redress under state criminal and/or federal law.

XII. SEXUAL HARASSMENT AS SEXUAL ABUSE OR CRIMINAL ACTIVITY

Under certain circumstances, sexual harassment of a student may constitute sexual abuse under the Louisiana Children's Code. In such situations, School Board personnel shall comply with Article 609(A) of the Louisiana Children's Code and directly report the sexual abuse to the Child Protection Unit of the Louisiana Department of Social Services. Also, activity of a criminal nature should be reported by the victim to the police.

XIII. DISCIPLINE

Any action taken pursuant to this policy will be consistent with requirements of applicable statutes and School Board policies. The School Board and Superintendent of Schools will take such disciplinary action
for employees and non-employee volunteers it deems necessary and
appropriate, including warning, transfer, suspension or immediate
discharge to end sexual harassment and prevent its recurrence.

Adopted: February 16, 1994
Amended: January 23, 2001
Reviewed &
Reenacted: May 22, 2002
Revised: July 20, 2010
GBCA - STAFF CONFLICTS OF INTEREST

The Caddo Parish School Board as a public body administers public funds and occupies a position of public trust relative thereto. Such a position of public trust demands that, in the performance of his duties, every employee of this system should exercise great caution to avoid possible conflicts of interest and any business, professional or financial relationship which, as it relates to his employment, may give the appearance of impropriety.

No employee should accept any outside employment or any proffered gift or loan which will in any manner adversely affect the proper discharge and performance of his duty and responsibility to the public school system.

No employee of this system should use his position of employment or exercise his influence therein so as to secure any contract involving an expenditure of public funds to any partnership of which he is a member or to any corporation in which he is a stockholder, officer, director or employee or to any other person or firm from whom or which he derives a pecuniary benefit.

This policy is designed chiefly to serve as a guide for employees to avoid possible conflicts between their employment and outside interests. No policy can expressly cover every contingency. In most situations a possible conflict will be evident. In those situations where doubt may exist as to the propriety of certain relationships or activities, employees are encouraged to make a full disclosure of the facts to the Superintendent prior to entering such relationships or engaging in such activities.

Adopted: April 4, 1979
Reviewed &
Reenacted: May 22, 2002
The Alcohol and Drug Testing Program is not to be confused with the Employee Assistance Program. (EAP) These programs are located in the same office but function under different policies and procedures. A brief description of each program is outlined below:

- **EMPLOYEE ASSISTANCE PROGRAM (EAP) AS IT RELATES TO THE ALCOHOL AND DRUG TESTING POLICY**

  The EAP Office is serviced by a Certified Employee Assistance Professional (CEAP). The EAP Office functions to service employees who are experiencing problems and are seeking assistance. Acceptance of EAP services is completely voluntary. Employees may contact this office in various ways. Some employees visit this office of their own volition, known as a self-referral; while others are recommended to the EAP Office by their supervisor, known as a supervisory-referral. Accepting (and using) EAP services through either method is voluntary. Employees using EAP services will not have their employment jeopardized. The EAP Office is a helping service system with no punitive or judicial authority.

- **ALCOHOL/DRUG TESTING AND TREATMENT PROGRAM**

  This program is serviced by a certified Substance Abuse Professional (SAP). This program specifically services:

  1. the CPSB Alcohol and Drug Testing Policy

  2. the Department of Transportation (DOT) Requirements for Mandatory Drug Testing for all Safety/Security Sensitive Position (CDL License Holders), within the CPSB. This includes all Bus Drivers, and other CDL holders, and all employees whose principal responsibility is to operate or maintain vehicles owned by the CPSB

  3. the Drug-Free Workplace Requirements

  4. the Workers Compensation Alcohol and Drug Testing Requirements
I. STATEMENT OF PURPOSE

A. Caddo Parish School Board (CPSB) fully supports the idea of alcohol and drug-free workplaces for employees and students. The CPSB respects the individual's rights to privacy and also believes that the safety and well-being of its students and employees require that it take legally permissible steps to prevent or eliminate the use or abuse of drugs in the workplace; or the use of alcohol (on the job) by its employees. The CPSB adopts this policy to maintain the safe and efficient operation of its schools, ensure the physical safety of the children of Caddo Parish, and decrease the potential spread of drug use among its students. The CPSB has a compelling interest and commitment to eliminate illegal and unauthorized drug use (including the unauthorized use of alcohol), drug users, drug activities, and drug effects from all of its workplaces. Drug abuse is one of the most serious problems confronting our society today. Unfortunately, neither our workplaces nor our schools are immune from the drug scourge causing such problems. The Board's policy is designed to prevent drug users from obtaining employment positions and to aid in detecting those employees in such positions who use drugs so that they may undergo treatment as a prerequisite to keeping to their jobs.

B. CPSB policy prohibits the unlawful manufacture, distribution, dispensation, possession, or intoxication due to or the use of a controlled substance or alcohol by its employees in any workplace or property owned, leased, or used by the CPSB. This policy also applies to any school-sponsored or supervised activity and to any school board-owned or leased vehicle including school buses.

C. Accordingly, it shall be the policy of the CPSB to vigorously comply with the requirements of the Drug-Free Workplace Act of 1988, and to implement the alcohol and drug testing program herein contained in accordance with Act 1036 of the 1990 session of the Louisiana Legislature (now R.S. 49:1001, et. seq) and the Omnibus Transportation Employee Testing Act of 1991: (USC 49:31306) Federal Register/Volume 59, No.31, (Public Law 102-143, 22Title V). Employees subject to the federal act shall be subject to an alcohol and drug testing program that will fulfill the requirements of C.F.R. 49 Part 382 and C.F.R. 49 Part 40.

II. DEFINITIONS

Adulterated specimen. A specimen that contains a substance that is not expected to be present in human urine, or contains a substance expected to be present but is at a concentration so high that it is not consistent with human urine.

Alcohol. The intoxication agent in the beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including methyl or isopropyl alcohol.

Alcohol concentration. The alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by a breath test under this part.

Alcohol confirmation test. A subsequent test using an EBT, following a screening test with a result of 0.02 or greater, that provides quantitative data about the alcohol concentration.
Alcohol screening device (ASD). A breath or saliva device, other than an EBT, that is approved by the National Highway Traffic Safety Administration (NHTSA) and placed on a conforming products list (CPL) for such devices.

Alcohol screening test. An analytic procedure to determine whether an employee may have a prohibited concentration of alcohol in a breath or saliva specimen.

Alcohol use. The drinking or swallowing of any beverage, liquid mixture or preparation (including any medication), containing alcohol.

CAP-FUDT-certified laboratory. A laboratory certified for forensic urine drug testing by the College of American Pathologists.

Chain of custody. The procedure used to document the handling of urine specimen from the time the employee gives the specimen to the collector until the specimen is destroyed.

Collection site. A place selected by the CPSB where employees present themselves for the purpose of providing a urine specimen for a drug test, or breath or saliva for an alcohol test.

Confirmation (or confirmatory) drug test. A second analytical procedure performed on a urine specimen to identify and quantify the presence of a specific drug or drug metabolite.

Confirmatory test. A second analytical procedure to identify the presence of a specific drug or metabolite which is independent of the initial test and which uses a different technique and chemical principle from that of the initial test in order to ensure reliability and accuracy.

Confirmed drug test. A confirmation test result received by an MRO from a laboratory.

Confirmation (or confirmatory) validity test. A second test performed on a urine specimen to further support a validity test result.

Controlled Substances. Marijuana, cocaine, amphetamines, opiates, and phencyclidine (PCP).

Designated Supervisor. A Caddo Parish School Board employee trained and authorized to make a determination that reasonable suspicion exists to require an employee to undergo an alcohol or drug test. These designated supervisors are identified by the following positions: Superintendent; Assistant Superintendents (of any position); Directors (of any position) or in their absence, a trained Assistant Director; Cafeteria Managers; School Principals, or in their absence, their trained designee, and only at their assigned school; Transportation Department Supervisors, or in their absence, their trained designee; Maintenance Department Supervisors, or in their absence, their trained designee; and the Technology Manager.

DOT. The United States Department of Transportation.

Drugs. The drugs or controlled substances for which tests are required under this policy are marijuana, cocaine, amphetamines, phencyclidine (PCP), and opiates.
Initial drug test. The test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

Initial validity test. The first test used to determine if a specimen is adulterated, diluted, or substituted.

Invalid drug test. The result of a drug test for a urine specimen that contains an unidentified adulterant or an unidentified interfering substance, has abnormal physical characteristics, or has an endogenous substance at an abnormal concentration that prevents the laboratory from completing or obtaining a valid drug test result.

Laboratory. Any U.S. laboratory certified by HHS under the National Laboratory Certification Program as meeting the minimum standards of Subpart C or the HHS Mandatory Guidelines for Federal Workplace Drug Testing Programs.

Medical Review Officer (MRO). A person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results.

NIDA. The National Institute on Drug Abuse.

NIDA Guidelines. The Mandatory Guidelines for Federal Workplace Drug Testing Programs as published in the Federal Register, Volume 53, No. 69, and any revised guidelines issued by the National Institute on Drug Abuse.

Percent by weight of alcohol. The measurement of alcohol in the blood based upon grams of alcohol per one hundred cubic centimeters of blood.

Positive alcohol test. A result of 0.02 or higher on an alcohol confirmation test.

Positive drug test. A confirmation test which identifies the presence of drugs or controlled substances, or which shows adulteration, or is invalid.

Primary specimen. In drug testing, the urine specimen bottle that is opened and tested by a first laboratory to determine whether the employee has a drug or drug metabolite in his or her system; and for the purpose of validity testing. The primary specimen is distinguished from the split specimen, defined in this section

Sample. Urine, blood, saliva, or hair.

Specimen bottle. The bottle that, after being sealed and labeled according to the procedures in this policy, is used to hold the urine specimen during transportation to the laboratory.

Split specimen. In drug testing, a part of the urine specimen that is sent to a first laboratory and retained unopened, and which is transported to a second laboratory in the event that the employee requests that it be tested following a verified positive test of the primary specimen or a verified adulterated or substituted test result.

Substance Abuse Professional (SAP). A person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare. For the purpose of this entire policy, a Substance Abuse Professional (SAP) is defined as a: medical
doctor, and/or doctor of osteopathy; as well as a licensed or certified psychologist, social worker, and employee assistance professional; and a alcohol and drug abuse counselor certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission (NATICK). State-certified alcohol and drug counselors are not certified to perform DOT evaluations.

**Substituted specimen.** A specimen with creatinine and specific gravity values that are so diminished that they are not consistent with human urine.

**Verified test.** A drug test result or validity testing result from a certified laboratory that has undergone review and final determination by the MRO.

### III. EMPLOYEE PROHIBITIONS

A. The CPSB shall promote and enforce all of its alcohol and drug-free workplace and school policies. Accordingly, the following activities by any employee are prohibited:

1. The use, possession, manufacture, distribution, dispensation or sale of alcohol or a controlled substance on any property of the school board and in any vehicle owned or leased by the school board or during working hours and/or during extracurricular school related activities.

2. The storage of any illegal drugs, drug paraphernalia, alcohol or controlled substances in any lockers, desks, automobiles, school buses or in any other school board property of any kind or character.

3. Being intoxicated or under the influence of an unauthorized controlled substance, illegal drug or alcohol on school board property, in school board-owned, contracted or leased vehicles, or during working hours and/or extracurricular-school related activities.

4. Any use of alcohol, drugs, or controlled substances off school board property that adversely affects the employee's job performance, or the safety of others at work.

5. Switching, substituting, diluting, adulterating or conspiring to adulterate, switch, substitute, or dilute any urine or blood sample submitted for testing.

6. Refusing to consent or submit to a breath, saliva, urine or blood sample for testing when requested to do so by an authorized school board official, when the employee occupies a safety/security sensitive position or when the employee is required to submit to a post-accident, reasonable suspicion, or rehabilitation (follow-up) testing.

7. Refusing to submit to an inspection of any school board property or school-owned, contracted or leased vehicles by authorized school board officials.

8. Refusing to enter and/or follow the requirements of any alcohol or drug treatment, counseling or recovery program in which the employee is enrolled or required to participate by the school board under this policy.
9. Failure to notify the personnel office of any arrest or conviction under any criminal drug statute or any alcohol-related arrest or conviction within five days of the arrest or conviction.

10. Refusal (if requested) to sign a statement of agreement to abide by the school board employee alcohol/drug testing policy.

11. Refusal by an employee who is required to maintain a commercial driver’s license, or who is holding a safety/security sensitive position job, to sign an acknowledgment statement that he/she will submit to random testing for alcohol and/or drugs as long as the employee is in a safety/security sensitive position or required to have a commercial driver’s license to perform his or her duties.

12. Refusing to properly and fully complete necessary documents and consent forms as requested prior to testing.

13. Refusing to complete the toxicology chain-of-custody procedures after submission of a urine, saliva or blood specimen.

IV. TESTING PROCEDURES

A. All testing/screening shall be conducted according to applicable state and federal laws and regulations.

B. The designated sample collection site, the laboratory and Medical Review Officer (MRO) shall comply with the guidelines for alcohol and drug testing procedures as designated by state and federal regulations.

C. All procedures used in alcohol and/or drug testing programs, including collection, sealing and labeling of samples, chain-of-custody, storage and transport of specimens, handling of bio-hazardous waste, alcohol and drug testing, reporting of results, review of results and confidentiality of alcohol and drug testing, must be performed according to R.S. 49:1001 et. seq. Testing procedures and facilities used for tests administered to persons subject to DOT regulations shall conform to the requirements of the Code of Regulations, Title 49, Part 40, et. seq. and Part 382, et. seq.

D. Collection of forensic urine specimens shall be collected with a rigorous chain-of-custody, security of the specimen, and with regard to the privacy of the individual. Handling and disposal of bio-hazardous waste shall be according to proper safety procedures.

E. The collection site shall collect enough urine to provide for a split sample, except when an employee not subject to DOT regulations is unable to provide a sufficient amount of urine to permit a split sample. Each specimen shall be subdivided, secured, and labeled and a part of the specimen shall be retained in a secure manner to prevent the possibility of tampering. If the confirmation test results are positive or show adulteration, the employee may have the retained part tested by a second confirmation test done independently at another certified laboratory, if the employee requests the second confirmation test not later than 72 hours after being advised of the results of the first confirmation test. An employee may request the second sample to be tested at another certified laboratory at his or her own expense.
F. Direct observation of the employee during collection of the urine specimen shall not be allowed except under the following circumstances as set forth in R.S. 49:1006:

a. There is reason to believe that the individual may alter or substitute the specimen; or

b. The individual has provided a urine specimen that falls outside the acceptable temperature range as listed in the NIDA guidelines; or

c. The last urine specimen provided by the individual was verified by the MRO as being adulterated based upon the determination of the laboratory; or

d. The collection site person observes conduct indicating an attempt to substitute or adulterate the sample; or

e. The individual has previously been determined to have a urine specimen positive for one or more of the drugs; the testing of which is regulated by 49:1001 et. seq., and is being tested for purposes of follow-up testing upon or after return to service.

G. If the collection of a urine sample is performed under direct observation, such direct observation shall be conducted by a person of the same gender. A designated representative of the CPSB shall review and concur in advance with any decision by the collection site person to obtain a specimen under direct observation.

H. Alcohol and/or drug testing of employee specimens shall be performed in compliance with the requirement of a NIDA-Certified or CAP-FUDT certified laboratory.

I. All tests that are confirmed positive shall be reviewed by the MRO according to 49:1001 et. seq. Negative results will not be reviewed by the MRO, but shall be reported directly from the laboratory to the EAP Office.

J. A confirmation drug test is a test which has been determined to be positive by the MRO. The MRO shall perform analytical procedures to identify the presence of a specific drug or metabolite independent of the initial drug test and using a different technique and chemical principle from that of the initial drug test to ensure reliability and accuracy. Gas chromatography/mass spectrometry (GC/MS) is the only authorized confirmation method for cocaine, marijuana, opiates, amphetamines, and phencyclidine (PCP).

K. A positive alcohol test is any test reported by the testing facility that registers 0.02 or greater on an evidential breath testing (EBT) machine.

L. All test results will be maintained at the EAP Office for reasons of confidentiality.

M. Employees who are required to submit to testing shall be required to report to the location of the sample collection site with appropriate photo-identification within two(2) hours of the notification by their supervisor.
V. POSITIVE TEST RESULTS AND ACTIONS TAKEN THEREAFTER

A. Alcohol

1. If there was, at the time of testing, 0.02 percent or less by weight of alcohol in the employee's blood, no action is required.

2. If there was, at the time of testing, 0.02 to 0.039 percent by weight of alcohol in the employee's blood, the employee shall be removed from his position for a period of twenty-four (24) hours following the administration of the test, and shall be required to undergo a return to duty test with a result indicating an alcohol concentration of less than 0.02 before returning to his position. If an employee continues to have a prohibited alcohol concentration (0.02 to 0.039) eight (8) hours after the first test, the employee shall be subject to evaluation by a Substance Abuse Professional (SAP).

3. If there was, at the time of testing, 0.04 percent or higher by weight of alcohol in the employee's blood, the employee shall be immediately removed from his position, and cannot again perform any job duties until he completes the SAP evaluation, referral, and education/treatment process set forth in Section VIII of this policy and undergoes a return to duty test with a result indicating an alcohol concentration of less than 0.02. The employee may also be subject to other disciplinary action as determined by the Certified or Classified Personnel Director.

4. If the employee refuses to submit to alcohol testing, the CPSB shall treat this refusal as if the employee had tested at the 0.04 level.

B. Drugs

1. If the employee has a verified positive, adulterated, invalid, or substituted drug test result, he shall be immediately removed from his position, and cannot again perform any job duties until he completes the SAP evaluation, referral, and education/treatment process set forth in Section VIII of this policy and undergoes a return to duty drug test with a verified negative test result for controlled substances. The employee may also be subject to other disciplinary action as determined by the Certified or Classified Personnel Director.

2. If the employee refuses to submit to drug testing, the Caddo Parish School Board shall treat this refusal as if the employee had received a confirmed positive drug test.

VI. TYPES OF ALCOHOL AND DRUG TESTING

All testing/screening shall be conducted according to applicable state and federal laws and regulations. The following administrative procedures will be used to implement the provisions of this policy.

A. Post-Accident Testing
1. Testing of an employee following an accident for use of controlled substances or to determine whether the employee was under the influence of alcoholic beverages may be performed when the circumstances include, among other things:

   a. Observable phenomena, such as direct observation of drug use or possession and/or the physical symptoms of being intoxicated from alcohol and/or drugs; or

   b. Information provided by reliable and credible sources or independently verified about alcohol or drug use prior to the accident or at the time of the accident.

2. Alcohol and controlled substance testing shall be conducted (1) after all fatal accidents regardless whether a citation was issued or not, or (2) when a citation is issued and bodily injury to a person or disabling damage to a motor vehicle occurs.

3. Any employee subject to post-accident testing shall remain readily available for a period of eight (8) hours for alcohol and thirty-two (32) hours for drugs for such testing. Any employee not available for such testing may be deemed by the CPSB to have refused to submit to testing. Such a refusal shall be treated as if the employee recorded a 0.04 or greater test result for alcohol and a positive test result for controlled substances and shall subject the employee to the actions provided for in Section V herein.

4. The employee shall not use alcohol for eight (8) hours after the accident or until he or she undergoes post-accident testing, whichever comes first.

5. If an alcohol test is not administered within two (2) hours following the accident or if a drug test is not administered within thirty-two (32) hours following the accident, the CPSB shall prepare and maintain records stating why the tests were not administered. These tests will not be given if not administered within eight (8) hours after the accident for alcohol or thirty-two (32) hours for drugs.

6. Tests conducted by authorized federal, state, or local officials will fulfill post-accident testing requirements provided they conform to applicable legal requirements and the results are obtained by the school board.

7. Designated supervisors, as defined by this policy, shall immediately investigate all reports of job-related accidents or injuries involving an employee under their supervision to determine what circumstances may have contributed to the accident. Such investigation shall include a consideration of all circumstances to determine whether the employee was intoxicated at the time of the accident due to alcohol and/or drugs. If there is reasonable suspicion to believe that the employee was intoxicated or under the influence of controlled substances at the time of the job-related accident or injury, or if the circumstances indicate the need for the school system to establish that the employee was not under the influence of alcohol and/or controlled substances, the designated supervisors, as defined by this policy, may demand the employee submit himself or herself to be tested for alcohol and/or any
B. **Reasonable Suspicion Testing**

1. Any employee may be required to provide a urine, saliva, and/or blood sample when there is reasonable suspicion that the employee is using controlled substances or alcohol or is under the influence of either while on the job.

2. Employees shall be tested for alcohol and/or controlled substances when the CPSB has reasonable suspicion to believe that the employee has violated the prohibitions in this policy concerning alcohol and/or controlled substances, or if the employee’s behavior and appearance indicate alcohol or drug use. The CPSB’s determination that reasonable suspicion exists to require an alcohol and/or drug test must be based on a specific, contemporaneous, articulable observations by a designated supervisor, as defined by this policy, concerning the appearance, behavior, speech, or body odors of employees. The observations may include indications of the chronic and withdrawal effects of controlled substances. The CPSB cannot allow an employee to remain on duty if alcohol and/or drug use is suspected.

3. A written record shall be made of the observations leading to an alcohol or controlled substances reasonable suspicion test, and shall be signed by the designated supervisor, as defined by this policy, who made the observations within 24 hours of the observed behavior or before the results of the alcohol or controlled substances tests are released, whichever is earlier. The written record shall be made by completing the forms "Reasonable Suspicion Checklist for Supervisors" and "Reasonable Suspicion Checklist" attached hereto as Attachments "A" and "B". This written record shall be forwarded to the EAP Office to be maintained in the EAP Office.

4. Any designated supervisor, as defined by this policy, who because of existing circumstances reasonably suspects that an employee is using alcohol and/or drugs while on the job may request that the employee undergo alcohol and/or drug testing. A designated supervisor, as defined by this policy, may use any of the following observable signs as indicators: observation of drug use; apparent drug or alcohol intoxication; abnormal erratic behavior; recent arrest for alcohol and/or drug-related offenses; written reports from apparently reliable and credible sources; or evidence that the employee tampered with a previous drug test.

5. Any person who has reason to believe that an employee is either using alcohol and/or drugs while on the job, or is under the influence of alcohol and/or drugs while on the job, may contact that employee's designated supervisor and request that the designated supervisor observe the employee and determine if reasonable suspicion exists to require an alcohol and/or drug test.

6. If reasonable suspicion exists to require alcohol testing, the employee shall not be permitted to perform, or continue to perform his job...
function until an alcohol test is administered and the employee's alcohol concentration measures less than 0.02, or, 24 hours have elapsed following the determination that there is reasonable suspicion to believe that the employee has violated the prohibitions in this policy concerning the use of alcohol.

7. An employee may be tested when the employee engages in an unsafe on-the-job activity which clearly poses a threat to life or serious personal injury or to the overall operation of the CPSB, and there is reasonable suspicion that alcohol and/or drugs contributed to the activity or incident.

8. As to employees subject to DOT regulations, reasonable suspicion testing under this policy is authorized only if the required observations are made during, just preceding, or just after the period of work day that the employee is performing a safety/security sensitive function.

9. The following additional mandates apply to employees subject to DOT regulations:

   a. Alcohol testing must be conducted within two (2) hours following the determination of reasonable suspicion. If the testing is not conducted within two (2) hours, the CPSB must prepare and maintain on file a record stating the reason why the test was not promptly conducted.

   b. If the alcohol test is not conducted within eight (8) hours after the determination of reasonable suspicion, the CPSB shall cease attempts to conduct the test and shall state in the records the reason for not administering the test. These records must be submitted to the appropriate DOT department officials upon request.

C. **Random Drug & Alcohol Testing**

Random alcohol and/or drug testing for employees in safety/security sensitive positions listed in Part X of this policy shall be performed and administered as follows:

1. The selection of employees for random alcohol and controlled substances testing shall be made by a scientifically valid method, such as a random number table or a computer-based random number generator that is matched with employees’ Social Security numbers, payroll identification numbers, or other comparable identifying numbers.

2. Each employee selected for random alcohol and controlled substance testing under the selection process used shall have an equal chance of being tested each time selections are made.

3. Confidentiality is required to protect the integrity of the testing program. Planned testing dates and the identity of the designated employees must be kept in the strictest confidence. Due to the random selection method, each employee may be subject to testing each time a test is conducted.
4. Employees selected for random testing and each such individual first line supervisors should be notified the same day the test is scheduled, preferably within two (2) hours of the scheduled test.

5. Designated employees shall be required to report to the location of the sample collection site with appropriate photo-identification within two (2) hours of the notification by their supervisor.

6. As to employees subject to the DOT regulations, the CPSB shall select a number of employees to equal an annual rate of not less than twenty-five (25) percent for alcohol and fifty (50) percent for drugs of the total number of employees subject to alcohol and drug testing. The dates for administering random testing must be spread reasonably through the calendar year.

D. Rehabilitation (Follow-Up) Testing

1. In order to monitor employee compliance with any rehabilitation or treatment agreement, alcohol and/or drug testing shall be performed.

2. Continued employment shall be contingent upon each employee's personal responsibility toward maintaining organizational standards and productivity. Monitoring for the presence of alcohol and drug(s) use will be frequent and unannounced. Urine specimens will be collected under direct observation. Blood, saliva, hair and/or urine may be used as samples for monitoring alcohol and/or drug use. Rehabilitation/EAP testing will continue for 24-months, starting with the date of the positive confirmed drug or alcohol test. Employees who are found to be using alcohol and/or drugs during rehabilitation or treatment shall be subject to termination.

3. Employees participating in rehabilitation or treatment shall be subject to a minimum of six (6) unannounced follow-up alcohol and/or controlled substances tests administered by the CPSB during the twelve (12) month period following entry into the rehabilitation and treatment program. Additionally, the SAP may:
   a. Direct additional testing during this period or for an additional period up to a period of sixty (60) days from the date the employee returns to work; or
   b. Terminate the requirement for follow-up testing in excess of the minimum at any time; or
   c. Conduct follow-up drug testing on an employee during the follow-up alcohol-testing period, when the SAP has reason to suspect drug involvement.

E. Voluntary Testing

Voluntary testing applies to employees who may wish to test at various times to confirm their personal alcohol and/or drug-free status. This will provide employees an opportunity to demonstrate their commitment to the goal of an
alcohol and drug-free workplace in their work setting and to set an example for other employees. Such testing will be limited by budget constraints and the number of personnel tested will be controlled by the Assistant Superintendent of Human Resources (or his/her designee).

F. Pre-Employment Testing

1. All employees whose duties require a commercial driver's license (CDL), or whose principal responsibility includes operating or maintaining a CPSB vehicle, shall undergo an alcohol and drug test prior to the first time the employee performs his job functions for the CPSB. No such employee (new or transferred) can perform his job functions unless a pre-employment alcohol test result in a concentration level less than 0.02 and a negative drug test verified by the MRO is received by the CPSB. Testing shall occur:

   a. Before the first time that such an employee performs a job function after being newly hired; or

   b. Before the first time that such an employee performs a job function after being transferred to such position within the Caddo Parish School System.

2. If pre-employment tests indicate an alcohol concentration of 0.02 or greater but less than 0.04, such employee cannot perform or be allowed to perform a job function until his or her alcohol concentration falls below 0.02 on a subsequent test. The employee cannot be re-tested any sooner than eight (8) hours following the previous test.

G. Return-to-Duty Testing

1. An employee who has violated any of the employee prohibitions provisions of this policy shall be evaluated, treated (where indicated), and tested with a result indicating a concentration of less than 0.02 for alcohol, and negative for controlled substances, received before returning to duty.

2. A positive result on a return-to-duty alcohol or drug test indicates a problem that has not been resolved; the employee may not re-test without being evaluated by the SAP.

3. The decision to return the employee to work and to conduct alcohol and drug testing rests with the CPSB. The SAP is to advise the CPSB as to whether the employee has complied with the recommended rehabilitation or treatment program.

   A. The CPSB may conduct alcohol and/or drug testing during the employee's rehabilitation or treatment program.

V. SUPERVISORY AND EMPLOYEE TRAINING PROGRAM

A. Supervisors

1. All designated supervisors, as defined by this policy, shall receive at least
one (1) hour of training on alcohol misuse and one (1) additional hour of training on controlled substances use. The training will be used by the designated supervisor to determine whether reasonable suspicion exists to require an employee to undergo testing under the policy. The training shall include the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances. The training shall also include education on the physical and psychological effects of substance, how to identify substance abusers, how to properly document job performance, when and how to make a referral, how to properly conduct reasonable and random suspicion drug testing and support they can receive from the Employee Assistance Office. This training will be provided every other year.

2. The EAP Office shall maintain written records of all employees who are required to submit to post-accident and/or reasonable suspicion alcohol and/or drug tests. Additionally, the EAP Office shall report to the Superintendent, on a monthly basis, the number of employees required to undergo such testing by each designated supervisor, and of those tested, the number of positive and negative alcohol and/or drug test results.

3. A designated supervisor shall be subject to disciplinary action if he repeatedly refers employees for reasonable suspicion alcohol and/or drug testing and those employees are found to have negative test results.

B. Employees

The CPSB shall provide employees with information about alcohol and drug misuse. All employees must sign the CPSB=s notice of the availability of materials.

VI. CONSEQUENCES FOR VIOLATION OF POLICY

A. Termination

Any employee engaged in the manufacture, sale, trafficking or distribution of any drug identified in Schedules I, II, III, IV, or V of 21 U.S.C. 812 on any property of the school board at any time or in any vehicle owned or leased by the school board at any time, or during his/her working hours, regardless of location or activity, shall be subject to immediate termination and shall not be eligible for rehabilitation.

B. Disciplinary Action up to and Including Termination

1. Compliance with this CPSB Employee Alcohol and Drug Testing Policy is a condition of employment. Any employee who violates this policy shall be subject to disciplinary action, which may include termination.

2. Any employee who, in accordance with this policy, provides a sample that is determined to be positive for the presence of alcohol or drugs after a confirmatory test, will be required to report to the EAP Office and undergo an assessment, evaluation, rehabilitation, or treatment by a SAP or be subject to disciplinary action.
3. Any employee with a confirmed alcohol and/or drug positive test result shall be given the opportunity for treatment and rehabilitation if all of the following conditions are met:

a. employee has not had a previous confirmed alcohol and/or drug positive test administered through the EAP office of the CPSB;

b. his/her work performance has been identified as satisfactory;

c. he/she is not on current suspension for work performance deficiencies or other personnel problems;

d. he/she has not been convicted of any prior alcohol and/or drug use, abuse, sale, distribution, trafficking or other alcohol and/or drug related crimes; and

e. the employee agrees to work harmoniously with the EAP Office.

4. Employees referred to the EAP Office because of a confirmed alcohol and/or drug positive test result must immediately cease any alcohol abuse or drug use. They must subject themselves to periodic unannounced testing for 24-months and must comply with all other conditions of assessment, counseling and/or treatment.

5. Employees who undergo rehabilitation or treatment for alcohol or drug abuse and continue to work must meet all standards of conduct established by the school board and other regulatory guidelines to include the DOT requirements, as well as a satisfactory job performance.

6. Based upon appropriate documentation and established standards of job performance, the school board may terminate any employee who violates this policy or fails to properly perform his/her job during the 24-month rehabilitation or treatment period. Any confirmed positive alcohol/drug-test result during this period of rehabilitation or treatment shall subject the employee to immediate termination.

7. Employees entering rehabilitation and treatment must demonstrate a commitment to the rehabilitation by formally enrolling and actively participating in rehabilitation and treatment as outlined by the EAP Office SAP.

8. The Superintendent or his designee may, upon notification of any positive alcohol and/or drug screening test obtained pursuant to this policy, immediately suspend the employee with pay pending confirmatory test, and, upon notification of a confirmed positive alcohol and/or drug test, may suspend the employee with or without pay pending a decision regarding rehabilitation, treatment, termination or other disciplinary action.
9. Refusal by an employee to submit to an alcohol and/or controlled substances test when required by this policy to do so, shall be cause to terminate an employee for willful neglect of duty.

10. Any employee with an alcohol confirmation test or a confirmed drug test received by the MRO may be terminated for neglect of duty, incompetence, and/or failing to follow CPSB policy.

11. Failure of any supervisor to enforce the provisions of this policy will result in disciplinary action for willful neglect of duty.

12. Any employee who tests positive for alcohol or a controlled substance shall be assessed by the SAP. The SAP will conduct an evaluation, provide education, counseling, and/or rehabilitation treatment based upon the employee=s needs. The employee shall be provided the opportunity for treatment and rehabilitation if he/she meets the qualifications and requirements for participation in such programs. The employee who meets the participation standards shall be required to enter a rehabilitation or treatment program as prescribed by the EAP Office. If the employee is unwilling to pursue a rehabilitation or a treatment program or fails to make satisfactory progress within such program, the employee shall be subject to termination.

VII. WORKERS’ COMPENSATION ALCOHOL AND DRUG TESTING

A. These standards apply to all employees who are covered by the Louisiana Labor and Workers’ Compensation Law. For the purpose of establishing evidence relating to Workers’ Compensation claims, the CPSB shall administer an alcohol and/or drug test to all employees after a job-related accident.

B. For purposes of proving intoxication, all supervisors and Certified or Classified Personnel Director shall rely on the following presumptions set forth in R.S. 23:1081 or as such standards are hereafter amended by the Louisiana Legislature:

1. If there was, at the time of the accident, 0.05 percent or less by weight of alcohol in the employee's blood, it shall be presumed that the employee was not intoxicated.

2. If there was, at the time of the accident, an excess of 0.05 percent but less than 0.08 percent by weight of alcohol in the employee's blood, such fact shall not give rise to any presumption that the employee was or was not intoxicated, but such fact may be considered with other competent evidence in determining whether the employee was intoxicated.

3. If there was, at the time of the accident, 0.08 percent or more by weight of alcohol in the employee's blood, it shall be presumed that the employee was intoxicated.

4. Percent by weight of alcohol in the blood shall be based upon grams of alcohol per one hundred cubic centimeters of blood.

5. If there was, at the time of the accident, evidence of either on or off the job use of a non-prescribed controlled substance as defined in 21
U.S.C. 812, Schedules I, II, III, IV, and V, then it shall be presumed that the employee was intoxicated.

C. **Use as Evidence**

The results of any alcohol and/or drug test administered under this policy shall be considered admissible evidence in any proceeding related to R.S. 23:1021 *et seq.* (workers’ compensation) or R.S. 23:1601(10) (claim for unemployment compensation) and in any other administrative proceeding, hearing or civil litigation where the use of alcohol/or drugs by the employee is relevant.

D. **Intoxication Finding**

A finding of intoxication at the time of a job-related accident, as a result of testing or an injured employee's refusal to submit to testing shall result in a legal presumption that the accident was caused by intoxication and neither workers’ compensation benefits nor unemployment compensation benefits will be allowed as set forth in the Louisiana statute(s).

E. **Workers’ Compensation Benefits**

When an employee is injured because of a job-related accident and after alcohol/drug testing, is determined to be intoxicated under the standards set for in R.S. 23:1081 or the employee refused to submit immediately to such testing, then in accordance with state law such employee shall be presumed to be intoxicated at the time of the accident and may be denied workers' compensation benefits in addition to any other disciplinary action that my be authorized.

F. **Unemployment Compensation**

A positive alcohol and/or drug confirmatory test result may be used as a basis to terminate an employee for wrongful conduct and to deny unemployment compensation as set forth in R.S. 23:1601, or as the basis for any other disciplinary action.
G. Grievance Procedure

Action to terminate an employee under this policy shall be subject to the grievance procedure and/or any due process hearing that may be required by law.

VIII. ALCOHOL AND/OR DRUG REHABILITATION FOR EMPLOYEES

A. Voluntary Rehabilitation

1. The following policies apply to employees who do not occupy safety/security sensitive positions:

   a. Any employee can voluntarily seek counseling, treatment, or rehabilitation through the EAP Office. Upon voluntary entry into the program, the employee may be tested to establish methods of treatment, level of abuse and types of drugs within the individual’s system. If the employee admits to alcohol and/or drug use, urine testing may not be necessary for the purpose of this policy. These employees will not be reported back to their supervisor or any other CPSB authority as long as they are making satisfactory progress in the rehabilitation program. If an employee has entered rehabilitation on a voluntary basis, and then receives a positive alcohol and/or drug test, thereafter all positive drug test(s) will be reported to the Certified or Classified Personnel Director. All employees are expected to stop using alcohol and/or drugs after voluntarily entering rehabilitation. Additional confirmed alcohol and/or drug use after entering rehabilitation is considered as a failure of the rehabilitation program. These employees, even though voluntarily identified, shall be required to remain drug free while in the rehabilitation program and shall be tested for twenty-four (24) months.

   b. Employees entering treatment or rehabilitation on a voluntary basis will be tested as outlined in Part VII, Section D (Rehabilitation/Follow-Up Testing) of this policy. Employees who do not complete this course of action or fail to respond to these requirements will be reported back to their supervisor and the Certified or Classified Personnel Director for administrative action.

2. The following policies apply to employees who occupy Safety/Security Sensitive Positions:

   a. Employees who occupy a safety/security sensitive position or who are subject to DOT regulations, and who admit to alcohol misuse or controlled substances use are not subject to the referral, evaluation and treatment requirements of this policy, provided that:

      1. The admission in accordance with the voluntary self-identification policy contained in this section;

      2. The employee does not self identify in order to avoid testing under the requirements of this policy;

      3. The employee makes the admission of alcohol misuse or controlled substances use prior to performing a safety sensitive function i.e., prior to reporting for duty; and
4. The employee does not perform a safety sensitive function until he has been evaluated and has successfully completed education or treatment requirements in accordance with the self identification program guidelines of this policy.

b. The voluntary self-identification policy provides as follows:

1. The CPSB will not take adverse action against an employee making a voluntary admission of alcohol misuse or controlled substances use within the parameters of the policy;

2. The employee will be allowed sufficient opportunity to seek evaluation, education, or treatment to establish control over the employee's drug or alcohol problem;

3. The employee will be permitted to return to safety sensitive duties only upon successful completion of an educational or treatment program, as determined by a drug and alcohol abuse evaluation expert, i.e. employee assistance professional, substance abuse professional, or a qualified drug and alcohol counselor;

4. Prior to participating in a safety sensitive function, the employee shall undergo a return to duty test with a result indicating an alcohol concentration of less than 0.02 and/or a controlled substance test with a verified negative test result for controlled substances use.

B. Rehabilitation for Supervisory Referrals Identified through Reasonable Suspicion Causes

Employees who test positive through reasonable suspicion testing or are found to have drugs in their possession, or admit to drug use, or which are otherwise identified as being involved with illegal drugs or the use of alcohol on the job, will be referred to the EAP Office. Employees referred to the EAP Office for alcohol and/or drug problems will be required to enter a course of treatment as outlined by the EAP Office. These individuals will be required to remain in the EAP program for a period of twenty-four (24) months and will be tested as outlined in Part VII, Section D (Rehabilitation/Follow-Up Testing) of this policy. Employees who do not complete this course of action or fail to respond to these requirements will be reported back to their supervisor and the Personnel Director for administrative action.

IX. CADDO PARISH SCHOOL BOARD AND EMPLOYEE RECORDS ACCESS AND RETENTION POLICY

In accordance with R.S. 49:1011A, any employee, confirmed positive, upon his/her written request, shall have the right of access within seven (7) working days to records relating to his/her alcohol and/or drug test and any records relating to the suspension/revocation-of-certification proceedings. The employee may contact the EAP Office for assistance about his or her records. The CPSB EAP Office shall maintain records covered under the DOT Policy for a period of five (5) years. All other records will be maintained in accordance with the applicable federal or state law.

X. CONFIDENTIALITY
The CPSB is sensitive to the confidentiality needs of employees and accordingly establishes the following guidelines:

A. This policy requires, except to the extent necessary to conduct any administrative or disciplinary proceedings, or to engage in any civil litigation where the use of drugs or alcohol by the employee is relevant or to comply with any state reporting statutes, will ensure that all information relating to the results of alcohol and/or drug-testing is kept confidential.

B. Documents relating to the results of the alcohol and drug testing policy shall be maintained at the EAP Office and shall not be placed in the employee's personnel file.

C. The employee's confidentiality shall be protected to the extent required by law. Employees shall be identified through their Social Security number or some other alternate method of identification.

D. All disciplinary proceedings resulting from a violation of this policy will be conducted in strict accordance with applicable state or federal law.

**XI. SAFETY/SECURITY POSITIONS**

Random alcohol and/or drug testing shall be performed and administered pursuant to this policy for the following employees in safety/security sensitive positions:

1. Bus Drivers
2. Bus Aides
3. Transportation Mechanics involved in maintenance or repair of vehicles used to transport students
4. Driver Education Instructors
5. Vocational Shop Instructors
6. Security Personnel
7. Custodians
8. Vehicle Drivers Requiring Any Commercial Drivers License
9. Pest Exterminators
10. Mechanical/Electrical Repair-persons
11. Plumbers
12. Tractor Drivers
13. Warehouse/Maintenance Personnel
14. Employees whose principal responsibility includes operating or maintaining a CPSB vehicle
15. Cafeteria Personnel
16. Supervisors who exercise direct supervision over those listed above.

Adopted: November 18, 1993
Revised: January 01, 1995
Revised: August 19, 1998
Revised: November 18, 2003
Caddo Parish School Board
POLICY MANUAL
File: GBCB

GBCB - STAFF CONDUCT
(Drug-Free Workplace)

Caddo Parish School Board supports the objective to provide and maintain a drug-free workplace as defined in the Drug-Free Workplace Act of 1988. Manufacturing, distributing, possessing and using illegal controlled substances in or on school board property presents serious problems and risks for employees with resulting negative effects on children, co-workers, families and the public. The intent of this policy is to prohibit unlawful actions related to illegal controlled substances in the workplace by employees.

Drug-Free Workplace Certification

In order to meet the requirements for certification that the Board maintains a drug-free workplace (Drug-Free Workplace Act of 1988, 34CFR Part 85, Sub-part F) for federal grants, the Board assigns responsibility to the Director of Personnel for:

A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.

B. Establishing a drug-free awareness program to inform employees about:

(1) The dangers of drug abuse in the workplace;

(2) The policy of maintaining a drug-free workplace;

(3) The availability of drug counseling, rehabilitation and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

C. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (A).

D. Notifying the employee in the statement required by paragraph (A) that, as a condition of employment under the grant, the employee will:

(1) Abide by the terms of the statement; and

(2) Notify the Board of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
E. Notifying the appropriate federal agency within ten days after receiving notice under subparagraph (D) (2), from an employee or otherwise receiving actual notice of such conviction.

F. Taking one of the following actions, within 30 days of receiving notice under subparagraph (D) (2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination; or

(2) Requiring such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

G. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A), (B), (C), (D), (E), and (F).

(For purposes of this Drug-Free Workplace policy and for certification that Caddo Parish School Board maintains a drug-free workplace, the term "workplace" will mean any Caddo Parish School Board property or any other site for the performance of work done in connection with a federal grant received by the School Board.)

Statement of Notice that Illegal Drugs are Prohibited on School Board Property

Employees of Caddo Parish School Board are explicitly prohibited from unlawfully manufacturing, making, distributing, dispensing, selling, possessing or using illegal controlled substances in the workplace. (Illegal controlled substances are defined in Schedules I through V of Section 202 of the Controlled Substance Act (21 USC 812) and further defined by regulation at 21CFR 1300.11 through 1300.15. The workplace is any Caddo Parish School Board property or any other site where work is performed by employees in connection with a federal grant.)

Any employee who will be engaged in work funded by a grant subject to the Drug-Free Workplace requirements will be given a copy of this statement and will be required to acknowledge receipt of it.

As a condition of employment under a grant subject to the Drug-Free Workplace requirements, any employee whose work is funded by the grant will:

(1) Abide by the terms of this statement; and
(2) Notify the Caddo Parish School Board Personnel Department of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

Any employee engaged in work funded by a grant subject to Drug-Free Workplace requirements who is convicted of a criminal drug statute violation occurring in the workplace will be subject to immediate discharge for willful neglect of duty, subject, however, to any pre-termination hearing prescribed by law.

Adopted: June 21, 1989
Reviewed & Reenacted: May 22, 2002
GBCB - Staff Conduct
(Employee Notice of Criminal Proceedings)

Whenever an employee is arrested for, or otherwise charged with, committing a criminal offense, other than a minor traffic violation*, that employee shall notify his or her supervisor and the appropriate Director of Personnel of such occurrence and of all subsequent proceedings pertaining to that arrest or charge. Notice shall be given in accordance with a regulation established by the Superintendent. The failure to give prompt and proper notice as required may constitute grounds for dismissal.

*"a minor traffic violation" is a violation which is not punishable by imprisonment or by revocation or suspension of the operator’s license.

Adopted: March 15, 2000
GBCB-R – Staff Conduct
Employee Notice of Criminal Proceedings

I. When an employee is arrested for committing a criminal offense (other than a minor traffic violation), that employee must notify his or her supervisor and the appropriate Director of Personnel of the arrest, in writing, within five (5) calendar days of the arrest. The notice must include the following information if then known:

a. the date and place of the arrest

b. the name of the arresting agency; e.g., Shreveport Police Department, Caddo Parish Sheriff’s Office, the FBI, etc.

c. the number assigned to the arrest report

d. the laws or ordinances allegedly violated

e. the acceptance, rejection or other disposition of the charge giving rise to the arrest by the prosecuting attorney’s office; e.g., District Attorney, U.S. Attorney, etc. [If the charge(s) has/have been accepted, the procedure set forth in Section II below will also apply.]

f. the location and duration of initial incarceration, if any

g. the amount and type of bail, if any, required for the employee’s release from incarceration.

II. When a criminal prosecution is initiated in court against any employee by way of indictment, bill of information, or affidavit for committing any offense (“other than a minor traffic violation”), that employee must provide his or her supervisor and the appropriate Director of Personnel each with copy of the indictment, bill of information, or affidavit within five (5) calendar days of his or her arrest or service of summons. In lieu of such indictment, bill of information, or affidavit, the employee so charged may notify his or her supervisor and the appropriate Director of Personnel of the following information in writing.

a. the date of arrest or service of summons

b. the name of the court in which the proceedings are pending

c. the docket number assigned to the court proceedings

d. the laws of ordinances allegedly violated

e. the location and duration of the initial incarceration, if any

f. the amount and type of bond required for the employee’s release, pending trial.
III. Within five (5) calendar days of the scheduling of any court hearing or trial in connection with the criminal prosecution, the affected employee shall give written notice to the appropriate Director of Personnel of the nature or purpose of the hearing or trial and the date and time the hearing or trial has been scheduled. The affected employee also shall notify the appropriate Director of Personnel, in writing, within five (5) calendar days of the disposition of the matter made subject of the hearing or the trial and of what was its disposition. The affected employee shall also provide the appropriate Director of Personnel, in writing, any additional information and documents concerning the criminal prosecution which the Director may require.

* [Any incarcerated employee may authorize another person to act on that employee’s behalf in notifying or providing documents to that employee’s supervisor and the appropriate Director of Personnel.]

Adopted: March 15, 2000
All employees are responsible and accountable for adhering to all Caddo Parish School Board policies and to all state and federal laws governing the operation of the school system. Employees therefore have a duty to promptly and confidentially report any illegal or unethical act, practice or activity of which they are aware whether or by a Caddo Parish School Board member, employee or official or by an outside agency transacting business with the school board. It is the policy of the Caddo Parish School Board to protect employees who have reported such activities in keeping with Caddo Parish School Board policies and procedures.

Matters to be reported include any illegal, fraudulent, or dishonest activity arising in connection with school system operations or activities. Unethical activities to be reported under this policy are those acts or practices that are prohibited by the Louisiana code of Governmental Ethics (La. R.S. 42:1101-42:1170).

Reports of illegal or unethical acts, practices or activities shall be made confidentially to one’s immediate supervisor, except when the act, practice or activity involves the supervisor, in which event the report shall be made to the Superintendent or his designee. Reports of illegal or unethical acts, practices or activities involving the Superintendent shall be made to the Chief Internal Auditor.

Retaliation Prohibited

Caddo Parish School Board employees and officials shall not take retaliatory action, or threaten retaliatory action against any person who in good faith and pursuant to this policy reports any workplace practice, act or activity against any person who in good faith and pursuant to this policy reports any workplace practice, act or activity which he or she reasonably believes to be in violation of any state or federal law, including the state code of ethics for public employees or elected public officials, or against anyone who in good faith, and after having informed the school board thereof: (1) discloses or threatens to disclose a workplace act, practice or activity that is a violation of law; (2) provides information to or testifies before any public body conducting an investigation, hearing or inquiry into any violation of the law; or (3) objects to or refuses to participate in an employment act, practice or activity that is in violation of law.

The term “Retaliation” shall include, but not be limited to, any form of intimidation, reprisal, harassment or adverse change in the terms and conditions of employment, either at the time the report is made or any time thereafter.
GBCB-R – Staff Conduct (Reporting of Illegal or Unethical Activities)  
(Guidelines for Implementation)

Each department or division head (or their designee) will be responsible for conducting a review of the policy with all members of their staff.

The initial report may be made verbally; however, a written report must be submitted within five working days thereafter. The written report must include, at a minimum, the name(s) of alleged violators, description and date of the alleged violation, and the signature of the person making the report.

A copy of the policy and of a sample reporting form will be posted in a conspicuous location at each worksite with instructions on how and to whom report should be made.

Investigation of Illegal or Unethical Acts

All reports of illegal or unethical acts as defined by policy GBCB will be investigated by the supervisor, the Superintendent, or the Chief Internal Auditor, as the case may be, within 15 days from receipt of the report. The employee making the report shall be notified by the Superintendent or Director of Auditing and Risk Management, as the case may be, when the investigation is begun and approximately when it will be concluded. Caddo Parish School Board officers and employees involved in the investigation shall keep the identity of the reporting employee confidential, to the extent possible, unless the employee authorizes the disclosure of his identity in writing. A determination as to whether the report should be further investigated by the Superintendent or his/her designee, will be made on an individual basis. A copy of the official report, including all supporting documents, will be kept on file in the Personnel office. After an investigation is completed, the reporting employee shall be advised of a summary of the results of the investigation, except that personnel actions taken as a result of the investigation may be kept confidential.

Reporting of Retaliation

An employee who believes that they have been retaliated against for reporting illegal or unethical actions should advise his/her supervisor, or the Superintendent, or the official indicated in the following matrix:

<table>
<thead>
<tr>
<th>If perceived retaliation is by</th>
<th>then</th>
<th>Advise in writing within thirty (30) days to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Supervisor</td>
<td></td>
<td>1. Department Head (with copy to Superintendent)</td>
</tr>
<tr>
<td>2. Department Head</td>
<td></td>
<td>2. Superintendent</td>
</tr>
<tr>
<td>3. Superintendent</td>
<td></td>
<td>3. Chief Internal Auditor</td>
</tr>
</tbody>
</table>

CPSB employees shall provide the written charge of retaliation to the Department Head, Superintendent or Chief Internal Auditor no later than thirty (30) days after the occurrence of the alleged retaliatory action. The Department Head or Superintendent shall take appropriate action to investigate and address complaints of retaliation and respond within thirty (30) days, to the charge of retaliatory action. Only in cases where the Superintendent is perceived to have taken a retaliatory action should the employee send such charge to the Chief Internal Auditor and the Chief
Internal Auditor must provide a summary report of his findings to the CPSB President and the reporting employee within thirty (30) days.

If the person advised of the retaliatory action does not satisfactorily resolve the employee’s complaint, the employee may obtain protection under this policy by providing a written note and documentation to the CPSB President that specifies the alleged retaliatory action and the relief requested within 10 working days from the mailing of the response from the department head, superintendent, or Chief Internal Auditor as the case may be. The Board during its next regularly scheduled board meeting shall decide if and when it will hear the appeal of the employee claiming retaliation. The superintendent shall provide copies of the written note and documentation that was provided to the CPSB president to the Board no later than the Friday before the board meeting that the Board will decide whether to hear the appeal of the employee claiming retaliation. If the Board decides not to hear the appeal, its action shall be deemed final.

If the Board decides to hear the employee appeal, the CPSB shall conduct an appeal hearing based on documents presented utilizing the following procedure to determine if a violation of this policy has occurred. The Board may reverse or modify any action taken against the CPSB employee.

Claim of Retaliation Board Appeal Procedure

Administration shall provide a copy of the initial report of illegal or unethical activity, all supporting, rebutting, and investigation documentation to the CPSB and the employee claiming retaliation on the Friday prior to the appeal hearing. If the employee claiming retaliation would like to submit any documents for review by the board, they must present the documents to the Superintendent no later than noon on the Thursday before the appeal hearing. All documents are to be maintained in confidence. All documents must be presented utilizing this process or the documents will not be considered by the Board.

Any person whose competency or character will be discussed shall be given notice at least 24 hours in advance of the appeal hearing. Any person whose competency or character will be discussed shall have the opportunity to have the matter discussed in closed executive session.

The party claiming retaliation and administration will each have 10 minutes to present argument. The Board in its discretion may provide additional time for argument.

The Board will then decide as to whether to grant relief to the employee claiming retaliation.

Adopted: October 21, 1998
Revised: March 15, 2000
September 17, 2002
May 17, 2005
File: GBCB-R – Staff Conduct
Dress Code for Teachers, Administrators and Office Staff

All employees have a responsibility to model appropriate dress in order to maintain respect and establish credibility which is reflected by authority figures. It is therefore the policy of the Caddo Parish School Board that teachers, administrators and office staff dress in a professional manner. Under no circumstances should employees wear clothing which would be a violation of the Student Dress Code.

Adopted: June 17, 2008
GBCB – Staff Conduct
Cellular Telephone/Electronic Communication Device Usage/Board Member Contact

Employees are prohibited from using personal cellular telephones, pagers, beepers or other electronic communication devices during the workday unless otherwise authorized or upon prior approval of their immediate supervisor.

Employees may use the above-described devices during breaks or in emergency situations.

Employees shall only contact board members utilizing email account(s), mailing addresses, or phone number(s) designated by the Caddo Parish School board member as maintained at the main office. Board members’ official contact information and district supported emails where everyone can email individual board members and blocking will not be allowed by staff or board members will also be posted on the website at www.caddo.k12.la.us. Nothing in this policy will prohibit individual board members from providing other means by which employees may contact them or from personally speaking to employees.

Adopted: May 15, 2001
Revised: November 18, 2008
GBCB – Staff Conduct
Employee Job Performance (Participation in Unauthorized Studies Prohibited)

It is the policy of the Caddo Parish School Board that employees perform their jobs in accordance with their job description and in accordance with supervisor(s) directives. Accordingly, no employee while on duty or on Caddo Parish School Board property shall conduct or participate in any unauthorized studies, surveys, or investigations.

Adopted: October 16, 2007
GBCB - STAFF CONDUCT
SUSPENSION AND DISMISSAL FOR JOB INTERFERENCE

It shall be the policy of the Caddo Parish School Board that no employee shall knowingly aid, or engage in any activity for the purpose of causing disruption or interference with the performance of his or her job duties or duties of other employees, or conduct that is otherwise detrimental to the efficient and orderly operation of the Caddo Parish public school system for which the employee is employed. Unless otherwise prohibited by law or Board policy, any employee found to have violated this policy may be subject to disciplinary action, up to and including termination.

Adopted: March 17, 2009
GBE - STAFF HEALTH AND SAFETY
(Cafeteria Employees)

It is the policy of the Caddo Parish School Board that all cafeteria employees showing up with positive Wasserman tests who continue to take treatment render them permanently non-infectious be continued as employees in our cafeterias.

Additionally, the services of those employees who show up with active cases of tuberculosis shall be discontinued immediately.

Adopted: December 1, 1948
Revised: November 27, 2001
It shall be the policy of the Caddo Parish School Board to require persons who are employed in high risk positions - bus drivers with Diabetes Mellitus to comply with the listed procedures for employment:

1. A person is physically disqualified for driving a school bus if he or she is diabetic and is being treated with insulin or chlorpropamide.

2. A diabetic person may be considered physically qualified to drive a school bus if:
   a. he or she is being treated with a sulfonylurea drug other than chlorpropamide, and
   b. he or she has been taking the same drug for more than one year, and
   c. he or she has not had an episode of hypoglycemia while taking the drug.

3. A non-diabetic person is physically disqualified for driving a school bus if he or she has a medical condition that causes hypoglycemia or is under long-term treatment with a drug that causes risk of hypoglycemia.

Certification that the diabetic meets these requirements must be furnished by school board physicians.

Adopted: August 5, 1987
GBE - STAFF HEALTH SAFETY
(Bus Drivers)

It shall be the policy of the Caddo Parish School Board to have bus drivers receive pre-employment and annual physical examinations that include the following procedures:

A. Health examination history
B. Electrocardiogram (EKG)
C. List of medications used
D. Laboratory procedures, i.e., blood test, urinalysis, etc.
E. Physical examination by a physician
F. Screening for alcohol and drugs

Adopted: February 21, 1979
Revised: November 27, 2001
Current knowledge concerning Acquired Immune Deficiency Syndrome (AIDS) indicates that AIDS is spread through sexual contact and through the blood route. Consequently, it is not a serious health threat to persons in casual contact with a patient.

If an employee of the Caddo Parish School Board is diagnosed as having AIDS, the continued attendance of the employee at work will be permitted only when a written statement from the employee's physician is provided, stating that the employee's health safely allows such attendance. This required physician's statement must consider and address the risks and benefits to both the infected employee and to others in the work environment. It must also take into account the behavior, neurological development and physical condition of the employee, as well as the expected type of interaction of the employee with others in the work environment. Any restrictions or precautions necessary to safeguard the employee's health and the health of others with whom the employee comes into contact should be set forth.

If the physician's statement indicates that the health of the employee does not safely allow his continued attendance at work, the employee will remain off work until the employee's physician verifies that the employee can safely return to the regular work environment.

The Caddo Parish School Board will have the option of requiring a medical review from a physician of its own choosing.

Adopted: January 8, 1986
GBEA - STAFF PROTECTION
(Safe Schools)

It is the policy of the Caddo Parish School Board that all employees be provided a workplace free from recognized dangers of hazards that are causing or likely to cause serious injury or death.

Adopted: July 19, 1995
Revised: November 27, 2001

Legal Reference: Louisiana Revised Statutes 17:416.9
Any employee who reasonably and in good faith believes that imminent danger exists, may request the principal to investigate and resolve the situation. If the employee is not satisfied with the response to his request, the employee may pursue due process in the following order:

1. Parish superintendent - Who shall notify the school board and undertake to resolve the situation within six (6) months of the request.

2. State superintendent or his designee - The request shall be made, in writing, listing the grounds for the request and signed by the employee or his representative. Copies shall be provided to the school principal not later than the time of inspection ordered by the state superintendent.

3. An employee has the right to request anonymity for himself or others in respect to copies of the request.

4. If the state superintendent determines there are reasonable grounds for an inspection, local school officials shall cooperate fully therewith.

5. If no reasonable grounds for an inspection exists, the state superintendent will notify the principal and employee in writing.

6. If the state superintendent should determine that an imminent danger exists and that there is reasonable probability that serious injury or death could result to an employee, he may issue an order by state law restraining any such condition, practice, method, process or means in the school and specify the appropriate steps to be taken.

   In the event such restraining order should be issued, prompt notification of the school board, superintendent, principal and employee is necessary.

7. Administration shall take such action as is reasonably necessary to avoid, correct or remove such danger as exists and prevent employees from being exposed or subjected thereto.

Adopted: November 27, 2001

Legal Reference: Louisiana Revised Statute 17416.9
GBG - STAFF PARTICIPATION IN POLITICAL ACTIVITIES

We believe that employees have citizenship responsibilities and political rights to all other citizens and that they should feel free to enjoy those rights and fulfill those responsibilities just as other citizens do.

We believe that employees should fulfill their citizenship responsibility in qualifying to vote and doing so on every occasion.

Employees should be free to support candidates of their choice, exercising their own good judgment.

However, employees shall not be a part of any political activity during office hours or while on duty. This includes making contributions to campaign funds, soliciting contributions to campaign funds, or promoting any candidate by distributing cards, pictures, or handbills, making telephone contacts, or in any other way.

Additionally, no political activities should be carried on during school hours or the workday, and that no school influence should be exerted in any way.

Adopted: January 5, 1966
Revised: August 18, 1971
November 27, 2001
GBI - STAFF GIFTS AND SOLICITATIONS

The Caddo Parish School Board prohibits acceptance by any of its employees of gifts or favors which exceed a nominal value or any unusual or frequent entertainment from individuals or firms who conduct business with the Caddo Parish School Board. A letter bearing the signature of the superintendent to this effect should be mailed to all firms and individuals conducting business with the board or who might be considered for an appointment to do professional work, such as architects and engineers.

Adopted: July 15, 1970
Reviewed & Reenacted: May 22, 2002
The Caddo Parish School Board believes in and supports the concept of free enterprise. The board also believes that its practices and procedures must reflect fair treatment to all vendors and agents as well as to the employees and pupils of the school system. In keeping with these philosophies, control must be placed on the use of public buildings for the purpose of demonstrating products, explaining services and/or selling or attempting to sell said products or services. Accordingly, vendors, solicitors and/or representatives of agencies, companies or associations shall not be permitted to meet with employees of Caddo Parish School Board in the public schools or related buildings for the purpose of demonstrating products, explaining services and/or selling or attempting to sell said products or services. Exceptions are as follows:

(1) This procedure shall not apply to those instances where the board and/or the administration deem said presentations in the schools to school employees may be in the best interest of Caddo Parish School Board, its employees and the community i.e., presentation of textbooks, curriculum materials, etc.

(2) This procedure shall not apply to insurance agents whose companies have been approved for payroll deductions by the Caddo Parish School Board. However, these agents are not to go to faculty lounges or teachers' roam. Presentations are limited-to coverage approved for payroll deduction only and must be presented at regularly scheduled faculty meetings. A follow-up meeting for all those not present at faculty meetings may be arranged by the appropriate administrators so that all employees are aware of the benefits which are available to them. No other insurance agents or coverage other than that provided by payroll deduction is permitted.

(3) This procedure does not apply to the responsibilities for the conduct of Caddo Parish School Board business fulfilled by the administrative staff.

Adopted: November 19, 1986
Reviewed & Reenacted: May 22, 2002
The Caddo Parish School Board and central office staff assigns much authority and responsibility to principals of the schools in the parish. The following provisions for financial management must be adhered to by each principal charged with the operation of a school.

1. Financial records must be maintained in accordance with the record keeping procedures manual provided by the superintendent.

2. A principal shall neither make nor permit the purchase or the incurring of any obligations which exceeds the cash assets available for such use.

3. All obligations incurred and expenditures made shall be in accordance with policies of the school board and state purchasing laws.

4. All funds received from students for the purchase of class rings, pictures or similar projects shall constitute trust funds and shall be used for no other purpose. Any other use shall constitute a misappropriation of those funds.

5. All obligations of the school must be paid and the books closed not later than June 30 of each year and a final report made to the director of auditing.

6. Recommendations made in audit reports must be adhered to by principals responsible for the school. Any exception to audit recommendations must be explained in writing by the principal to the superintendent. The superintendent will then decide if further action is required and will recommend the nature of the action to the board.

Any deviation from this policy will be dealt with according to law. Principals shall be responsible for the maintenance of current and proper financial records and will be personally liable for purchases which exceed the financial resources of the school.

Adopted: February 17, 1971
Reviewed & Reenacted: May 22, 2002
GBK – SMOKING PROHIBITED WITHIN SCHOOL BOARD OWNED PROPERTIES—Staff/Visitors (SMOKE FREE ENVIRONMENT)

The Caddo Parish School Board is dedicated to providing a healthy, productive environment for students, staff and parents. Therefore, smoking and the use of smokeless tobacco is prohibited in any school board owned building, or on the grounds of any school or school property except in an area specifically designated as a smoking area.

Employees are encouraged to take advantage of community and/or school sponsored programs that assist in the discontinuance of smoking and tobacco usage.

Adopted: March 2, 1998
Revised: November 27, 2001
February 20, 2007

Legal Reference: Louisiana Revised Statute 17:240
Louisiana Clean Indoor Air Act
GBM - STAFF COMPLAINTS AND GRIEVANCES
(Meetings with Employees)

It is the policy of the Caddo Parish School Board for the Executive Committee to hold at least two meetings per year, at which time any employee may appear before the committee to make any complaints or offer any suggestions he may desire and that the meetings be held without supervisory personnel present, unless the committee so desires.

Adopted: December 6, 1967
Amended: September 23, 1992
GBM - STAFF COMPLAINTS AND GRIEVANCES

The following grievance procedure is established to provide a way for the Caddo Parish School Board and its employees to resolve a grievance that may occur between them. It is the intent of this procedure to provide a simple, straightforward way to resolve grievances at the lowest possible administrative level, as fairly and as quickly as possible.

No reprisals of any kind shall be taken by the board or by any member of the Administration against the grievant or any other participant in the grievance procedure by reason of such participation.

Grievances should be processed in a manner that does not interfere with the employee's work and the normal operation of the school system.

It is understood that employees have legitimate questions that pertain to their jobs and are not necessarily grievances. If it is determined that a claim brought pursuant to this policy does not meet the definition of grievance the employee shall be notified. The personnel department always stands ready to assist employees in finding solutions to their problems.

Part I. Definition

A. Board
   Board shall mean the Caddo Parish School Board

B. Employee
   Employee(s) shall mean any person(s) regularly employed by the Caddo Parish School Board, either full or part-time.

C. Grievance
   Grievance shall mean a claim by an employee of the violation, misinterpretation or inequitable application of any of the board policies, rules or regulations under which such employee works. The term "grievance" shall not apply in any manner in which (1) a method of review is not prescribed by law, or (2) the board is without authority to act.

D. Days
   Days shall mean school days or work days. The days at each level may be extended by mutual agreement of persons involved in resolving the grievance.

E. Immediate Supervisor
   Immediate supervisor means the principal or that employee possessing supervisory and administrative authority next in rank above the grievant.

F. Transcript
   A written, printed, or typed copy of the testimony.

Part II Procedure

If at all possible the employee who has a grievance should first make every effort to have it settled through a conference with his/her immediate supervisor prior to filing an official grievance.
Level One

A. Grievant(s) shall make a request for formal resolution of the grievance on form GBM-R1 to the principal or for personnel not based at the school site to the immediate supervisor within five (5) working days of the occurrence of the event upon which it is based. If the request is not submitted within the time prescribed, the employee shall have no further right with respect to the claim or grievance.

B. Within five (5) working days of the receipt of the grievance the principal and/or immediate supervisor and the grievant(s) shall meet to attempt to resolve the grievance. The principal or the immediate supervisor shall receive, investigate and consider information from all affected parties he/she believes is necessary to resolve the complaint.

C. Within five (5) working days following the meeting between the grievant(s), principal and/or immediate supervisor, the principal or immediate supervisor shall deliver his written decision by hand to the grievant(s) if possible. If not, the decision shall be sent by certified mail return receipt requested. The principal or immediate supervisor shall document the date(s) of Grievant’s receipt of the written decision.

Level Two

A. If the grievant(s) is not satisfied with the disposition at Level One, then within five (5) working days of receipt of the decision, the grievant(s) may appeal the Level One disposition by submitting a written request to the Superintendent’s office. If the request is not submitted to the Superintendent’s office within the time prescribed, the grievant(s) shall have no further right with respect to the claim or grievance.

B. The Superintendent’s designee shall then assign the grievance to the supervisor of the person who made the decision at Level One.

C. The Supervisor at Level Two shall schedule a meeting with the grievant(s) within ten (10) working days after the appeal is lodged in the Superintendent’s office. Notice of the Level Two conference shall be given to the grievant(s) as well as to the individual(s) who rendered the decision at Level One. Documentation from the Level One conference is to be presented as well as any other pertinent file materials.

D. Within five (5) working days following the Level Two conference the Supervisor shall deliver his written decision by hand to the grievant(s) if possible. If not, the decision shall be sent to grievant(s) by certified mail return receipt requested. Copies of the decision shall be sent to the other decision makers and affected parties. The Supervisor shall document the date(s) of Grievant’s receipt of the written decision.

Level Three

A. If the grievant(s) is not satisfied with the disposition at Level Two, then within five (5) working days of receipt of the decision, the grievant(s) may appeal the Level Two disposition by submitting a written request to the Superintendent’s office. If the request is not submitted to the Superintendent’s office within the time prescribed, the grievant(s) shall have no further right with respect to the claim or grievance.

B. The Superintendent or designee shall schedule a meeting with the grievant(s) within fifteen (15) working days after the appeal is lodged at this level in the Superintendent’s office. Notice of the Level Three conference shall be given to the grievant(s) as well as to the individual(s) who rendered the decisions at Levels One and Two. Documentation from Levels One and Two conferences are to be presented as well as any other pertinent file materials.
C. Within five (5) working days following the Level Three conference the Superintendent or designee shall send his/her written decision by certified mail to the grievant(s) with copies to the other decision makers and affected parties. The Superintendent or designee shall document the date(s) of receipt of the written decision by the grievant(s).

Level Four

A. If the grievant(s) is not satisfied with the Level Three disposition, the grievant may within five (5) working days of the date of receipt of the Level Three decision request a full hearing before the Superintendent or designee of the grievance. If the request is not submitted to the Superintendent’s office within the time prescribed, the grievant(s) shall have no further right with respect to the claim or grievance.

B. The Superintendent or designee shall schedule the full hearing with grievant(s) within twenty (20) working days of the request for a full hearing. The Superintendent or designee may receive at the hearing written statements of witnesses, other written materials and/or interview witnesses, if relevant to the grievance. The hearing is an informal meeting or hearing controlled by the Superintendent or designee. The purpose of the hearing is to resolve the grievance. The hearing shall be recorded by the Superintendent or designee. A transcript shall be provided if the matter is not resolved prior to the matter being presented to the board. At the conclusion of the hearing, the Superintendent or designee shall make a written recommendation to the School Board for disposition of the grievance at a meeting of the School Board but not more than thirty (30) working days following the hearing. The matter is then placed on the agenda for disposition by the board.

Board Administrative Procedure

Administration shall provide a copy of the superintendent’s or superintendent’s designee’s written recommendation for disposition of the grievance, a copy of the transcript, the grievance form and all reasons for decisions at all levels, all supporting, rebutting and investigation documentation at all levels, affidavits, and memorandum of counsel if applicable to the board and the grievant on the Monday one week prior to the appeal hearing date (mail out deadline). If the grievant would like to submit any additional documents (briefs or arguments only – no new evidence) for review by the board, they must present the documents to the Superintendent no later than noon on the Friday before the mail out deadline. All documents are to be maintained in confidence. All documents must be presented utilizing this process or the Board will not consider the documents. The board appeal packet containing this information shall be made available to the board on BoardDocs or by hard copy as requested by board members.

The Caddo Parish School Board will dispose of the grievance without argument from the parties unless the board votes otherwise. If the board votes to allow oral argument, the matter shall be rescheduled to allow the parties time to prepare.

Oral Argument

If the board allows oral argument, the following procedures shall be followed:

The board president shall allow board counsel to outline all rules for participants and provide recommended rulings to the board regarding objections and other matters raised by the participants.
The grievant and administration will each have 10 minutes to present argument. Grievant shall make his/her argument first followed by administration. Grievant may reserve any portion of his/her argument time for rebuttal.

Once oral arguments are completed, the Board President will ask each board member whether they have any questions of the grievant or administration. Questions are limited to two questions per board member and are not intended to solicit evidence not presented in the board appeal packet. The Board President will call on each board member who desires to ask a question. Appropriate decorum shall be maintained at all times. Inappropriate references to employees or their representatives shall not be allowed and will be called out of order and not tolerated.

The Board President shall then ask for the superintendent’s recommendation.

Any person whose competency or character will be discussed shall be given notice at least 24 hours in advance of the appeal hearing. Any person whose competency or character will be discussed shall have the opportunity to have the matter discussed in closed executive session.

Disposition

The Caddo Parish School Board shall dispose of the grievance in open session. Once a motion is made to dispose of the grievance in open session, there shall be no discussion regarding the motion except to clarify the motion. The Caddo Parish School Board may affirm, reverse or modify the recommendation of the superintendent.

General Matters

A. Whenever the Human Resources Executive director, superintendent or superintendent’s designee accesses the personnel file of a grievant, the Human Resources Executive Director, the superintendent or superintendent’s designee shall provide notice of the fact and the name and title of the person who was permitted access to the grievant’s personnel file. (See GBM-R2)

B. If the Board will consider matters contained within the personnel file of the grievant, the board must vote to access the personnel file of the grievant unless the grievant consents to board member access and signs the appropriate waiver (See GBM-R3). If grievant does not consent to board member access, the board will place the matter on the agenda to vote regarding accessing the grievant’s personnel file at the next regularly scheduled board meeting. The board hearing will then be placed on the agenda for the following regularly scheduled board meeting.

C. The individual board members shall maintain confidentiality of the personnel documents accessed. Written notice regarding the board members’ access to the grievant’s personnel file shall be sent to the grievant. (See GBM-R4)

D. A Grievant is entitled to representation of his/her choice at all levels of these procedures after Level One. The grievant who chooses to have a representative, shall provide advance notice of the name of the representative and whether the representative is an attorney at least five (5) working days prior to a meeting or scheduled hearing.
Adopted: June 19, 1974
Amended: February 6, 1985
December 16, 1987
November 1, 1989
December 13, 1995
April 15, 1998
June 18, 2002
June 15, 2004
December 20, 2005
December 14, 2010
May 17, 2011
NAME: _____________________________ POSITION: _____________________________

SCHOOL/WORK SITE: _____________________________

Level I  Date submitted to Level I ________________

Please advise as to which school board policy/rule or law you believe has been violated/misinterpreted or inequitably applied to you?

Date of Violation: _____________________________

Statement of Facts:

Relief Sought:

Date of Level I hearing: _____________________________

Disposition of grievance at Level I (attached):

____________________________________________________

Signature of Supervisor          Date

Level II

Date grievance submitted to Level II: _____________________________

Representation to be present: (yes / no). If yes, give name/title or position____________________; Attorney representation (yes / no). If yes, give name and contact information. _____________________________

Date of Level II hearing: _____________________________

Disposition of grievance at Level II (attached):

____________________________________________________

Signature of Supervisor          Date
Level III
Date grievance submitted to Level III: _________________________
Representative to be present: (yes/no) If yes, give name/title.
______________________________________; Attorney representation (yes / no). If yes,
give name and contact information. _______________________________
Date of Level III hearing: _________________________
Disposition of grievance at Level III (attached):

____________________________________________________
Signature of Superintendent’s Designee Date

Level IV
Date grievance submitted to Level IV: _________________________
Representative to be present: (yes/no) if yes, give name/title.
______________________________________; Attorney representation (yes / no). If yes, give name and contact information.
_______________________________________
Disposition of grievance at Level IV (attached):

____________________________________________________
Signature of Superintendent’s designee Date
In accordance with Policy GBM, "__________" is (Grievant’s name) hereby given notice of the fact that his/her personnel file was accessed by the _________________ (Person’s name and Title) on the ____________ day of ____________, 20___.

I hereby certify that this notice was sent in writing to the grievant at the last known address on the _____________ day of ____________, 20___.

__________________________________________
(Name of official sending notice)
Waiver Of Notice And Consent Of Board Member Access To Personnel File Information

I, ________________________________, hereby consent to members of the Caddo Parish School Board having access to information in my personnel file in order to review my alleged grievance at Level IV. I hereby waive the requirements under LSA-RS 17:81 that the Caddo Parish School Board must vote by a majority of the membership of the Board to access my personnel files. I understand that board members will maintain my personnel file information in confidence. I further waive any further notice that board members accessed my personnel file.

_________________________               __________________
Grievant                      Date
In accordance with Policy GBM, ____________________________ is (Grievant’s name) hereby given notice of the fact that his/her personnel file was accessed by the members of the Caddo Parish School Board as a result of the vote of the board on the _________ day of ____________, 20__. 

I hereby certify that this notice was sent in writing to the grievant at the last known address on the _____________ day of ____________, 20__.

________________________________________

Adopted: June 19, 1974
Amended: February 6, 1985
December 16, 1987
November 1, 1989
December 13, 1995
April 15, 1998
June 18, 2002
June 15, 2004
GBM - STAFF COMPLAINTS AND GRIEVANCES
(Title IX of the Education Amendments of 1972)

It is the policy of the Caddo Parish School Board not to discriminate on the basis of sex in its educational programs, activities or employment practices as required by Title IX of the Education Amendments of 1972.

Adopted: June 15, 1977
Reviewed & Reenacted: May 22, 2002
GBM - STAFF COMPLAINTS AND GRIEVANCES
(Title IX of the Education Amendments of 1972)

Grievance Procedure for All Students and Employees
Of the Caddo Parish School Board

The purpose of this statement is to provide an orderly procedure for the
resolution of employee and student complaints related to the provisions of
Title IX, which prohibits discrimination on the basis of sex in educational
programs, activities or employment practices. An equitable solution of such
complaints should be secured at the most immediate administrative level, as
fairly and as expeditiously as possible.

Part I. Definitions

A. Board
   Board shall mean the Caddo Parish School Board.

B. Employee
   Employee shall mean any person regularly employed by the Caddo Parish
   School Board, either full or part-time.

C. Student
   Student shall mean any person who attends any one of the schools of
   the Caddo Parish School Board.

D. Grievance
   Grievance shall mean a claim by an employee or student of a violation
   of Title IX of the Education Amendments of 1972 which bans discrimination
   on the basis of sex in the school's educational programs, activities or
   employment policies.

E. Days
   Days shall mean school or work days.

F. Immediate Supervisor
   Immediate supervisor shall mean the teacher, principal or that employee
   possessing supervisory and administrative authority next in rank above
   the grievant.

Part II. Procedure**

The employee or student who has a grievance that is related to Title IX
should first attempt to have it settled through conference with his immediate
supervisor. The time limit specified at each of the following levels should
be observed. By mutual agreement, the parties involved may extend the specified
time. If the aggrieved so desires, a fellow employee, student or another person
(non-attorney may accompany him at all levels of this procedure.
No reprisals of any kind shall be taken by the board or by any member of the administration against any grievant or any other participant in the grievance procedure by reason of such participation.

All decisions rendered at all levels of the grievance procedure, except at the informal stage, shall be in writing setting forth the decisions and the reasons therefor. Decisions rendered shall be transmitted promptly to all interested parties.

**Informal Level**

Every effort should be made to resolve the grievance on an informal basis between the teacher, principal or immediate supervisor and the aggrieved.

A. The employee may discuss the grievance with the immediate supervisor or principal with the intent to resolve the matter informally. The immediate supervisor or principal shall attempt to adjust the alleged violation as it relates to Title IX and respond verbally.

B. Any student (or the student's parents) may discuss the grievance with the teacher or principal. The teacher or principal shall attempt to adjust the alleged violation as it relates to Title IX and respond verbally.

**Level One**

In the event the grievance is not resolved informally, then a formal grievance must be lodged by the employee or student or the student's parents with the immediate supervisor or principal in writing. Such grievance shall be lodged within ten days of the occurrence of the event upon which it is based, or the grievance may proceed to level two.

**Level Two**

The grievance and the written decision of the immediate supervisor or principal shall be presented to the assistant superintendent for administration and personnel who is also coordinator for Title IX for the Caddo Parish School Board. He shall schedule a conference with the aggrieved employee or student as soon as possible after receiving notification from the employee or student. He shall also investigate the grievance, conferring with the parties involved and other administrative staff. He shall advise the aggrieved employee or student and other parties involved of his findings and decisions in the matter.

If the grievance is not satisfactorily resolved within ten days, the aggrieved may proceed to level three...
Level Three
The records and decisions from levels one and two shall be presented to the superintendent of the Caddo Parish School System. The superintendent may choose to review all written decisions and transcripts of previous meetings and issue a written decision or conduct a hearing himself with all persons who participated at level two and issue a written decision.

If the grievance is not satisfactorily resolved within ten days, the aggrieved may proceed to level four.

Level Four*
The entire record shall be presented to the executive committee of the board. The executive committee may act on the written record as presented or conduct a hearing before making its decision. The executive committee may affirm, reverse or modify the decision of the superintendent. The decision of the executive committee shall be final, unless within ten days thereafter the employee files a written appeal to the full board. Challenges by other board members must be made at the following board meeting.

Adopted: June 15, 1977
Amended: February 6, 1985*;
December 16, 1987**
GBM - STAFF COMPLAINTS AND GRIEVANCES

(GSction 504 of the Rehabilitation Act of 1973)

Grievance Procedure for all Students, Parents/Guardians and Employees of the Caddo Parish School Board

The purpose of this statement is to provide an orderly procedure for the resolution of employee, student and parents/guardians' complaints related to the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination against qualified persons with a handicap solely on the basis of handicap in programs, activities or employment practices. An equitable solution of such complaints should be secured at the most immediate administrative level, as fairly and as expeditiously as possible.

Part I. Definitions

A. Board
   Board shall mean the Caddo Parish School Board.

B. Employee
   Employee shall mean any person regularly employed by the Caddo Parish School Board, either full or part-time.

C. Student
   Student shall mean any person who is regularly enrolled in one of the schools of the Caddo Parish School Board.

D. Parent/Guardian
   Parent/Guardian shall mean any person who is the parent or legal guardian of a student regularly enrolled in one of the schools of the Caddo Parish School Board.

E. Person With a Handicap
   A person with a handicap is defined as any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment.

F. Grievance
   Grievance shall mean a claim by an employee, student, or parent/guardian of a violation under Section 504 of the Rehabilitation Act of 1973 which bans discrimination against qualified handicapped persons solely on the basis of handicap in program, activities or employment policies.
G. Immediate Supervisor

Immediate supervisor shall mean the teacher, principal or that employee possessing supervisory and administrative authority next in rank above the grievant.

Part II. Procedure

A. Every effort should be made to resolve the grievance at the school or department level between the principal or immediate supervisor and the aggrieved.

B. If grievance is not resolved in step A above, the following procedure applies:

1. The complainant shall notify the Section 504 Coordinator in writing of the alleged violation. Mail to:
   Section 504 Coordinator, Caddo Parish School Board, P. O. Box 32000, Shreveport, LA 71130-2000.

2. Section 504 Coordinator will refer grievance to appropriate division for review and resolution. The written decision of the division will be presented to Section 504 Coordinator.

3. If grievance is not resolved in step 2, the Section 504 Coordinator will meet with division personnel and the complainant. The Section 504 Coordinator may review all written decisions and transcripts of previous meetings or may investigate the grievance, conferring with parties involved and other administrative staff. The allegation may be upheld and necessary corrective action taken or the allegation may be dismissed as having no substance as a violation of Section 504 and the matter closed.

4. The complainant may, if not receiving desired satisfaction in steps 2 and/or 3, request in writing an appointment with the Superintendent of Schools, Caddo Parish School System, (Request for the appointment will be made to the Section 504 Coordinator, who will establish the appointment at a date and time mutually agreeable to all parties.

5. The complainant may, if not receiving desired satisfaction in steps 2, 3, and/or 4, request in writing a hearing before the Caddo Parish School Board. (The request to be made to the Section 504 Coordinator. The hearing will be scheduled at a date and time mutually agreeable to all parties.

Adopted: May 19, 1993
GBN/JP – CADDO PUBLIC SCHOOLS NETWORK ACCEPTABLE USE

The Caddo Parish School Board, hereinafter referred to as “CPSB”, is providing employees and students with access to the district’s electronic communication system. This electronic communication system is defined as the district’s hardware and software components necessary to achieve connectivity and communicate between telephones, servers and workstations, the application programs that reside on those servers and workstations that are executed by users, the files created by those application programs or users, the files downloaded or copied by users, the Internet and or any other networks accessed via the district’s electronic communication system is hereinafter referred to as the “Caddo Public Schools Network” or “CPSN”. The CPSN has been established to support the educational and administrative efforts of the Caddo Public School system. The CPSN does include Internet connection and the formulation of an Intranet consisting of schools, administrative offices and other district locations over which voice, data and video transmit. The CPSN has not been established as a public access service or public forum.

The CPSB believes it is necessary for all students, their parents or guardians, and employees to become aware of the acceptable use of the electronic communication system. Any person using computers or other electronic information resources shall be required to use such equipment and resources in a responsible, legal manner. The CPSB retains the right to monitor all usage and files for compliance to all regulations, policies and/or procedures.

The Internet is a vast global computer network that provides access to major universities around the world, governmental agencies, other school systems, and commercial providers of data banks. The CPSB shall establish appropriate guidelines for exploring and using Internet resources within the school district to enhance teaching and learning activities. The CPSB shall incorporate the use of computer-related technology or the use of Internet service provider technology designed to block access or exposure to any harmful materials or information, such as sites that contain obscene, pornographic, pervasively vulgar,
excessively violent, or sexually harassing information or material. Sites that contain information on the manufacturing of bombs or other incendiary devices shall also be prohibited. However, the CPSB does not prohibit authorized employees or students from having unfiltered or unrestricted access to Internet or online services, including online services of newspapers with daily circulation or at least 1,000 for legitimate scientific or education purposes approved by the CPSB.

It shall be the policy of the CPSB that any use of the CPSN that adversely affect its operation in pursuit of teaching and learning or jeopardizes its use or performance for other community members is prohibited and may result in loss of CPSN privileges, suspension of the student, or other appropriate disciplinary action. The CPSB does not condone the use of the CPSN for any illegal or inappropriate activities and shall not be responsible for any such use by employees or students. Parents shall be made aware that CPSN usage is only partially controllable by supervision.

In as much as it is feasible, students will use the CPSN only under the direct supervision of a teacher or other professional designated by the teacher.

**USE OF CPSN (including the INTERNET) REGULATIONS**

The CPSB provides access to the Internet, via the CPSN, to students and employees. The Internet is a very exciting educational tool that can greatly benefit schools. Research, collaborative learning, and exchange of educational ideas and information are regularly pursued on the Internet. The CPSB believes that there are appropriate regulations to maximize effective educational use of the Internet and minimize abuse of the opportunity being provided to our schools. Ethical, efficient and legal use of any network is the key to a successful linkage with the Internet. Accordingly, regulations for participation by any users on the CPSN or Internet accessed via the CPSN shall include but not be limited to the following:

1. Users must demonstrate honest, integrity, and respect for others at all times. Appropriate manners and language shall be required.
2. No photographs, personal addresses, personal phone numbers, or last names will be permitted in student use of the CPSN.

3. Illegal activities, including copyright or contract violations shall not be permitted. The CPSN may not be used for financial or commercial gain.

4. Threatening, profane, or abusive messages shall be forbidden.

5. No activities shall be allowed which may damage or interrupt equipment or any networking system.

6. Any attempt to alter, harm or destroy the data of another user of the CPSN or a user of another network accessed via the CPSN shall be forbidden.

7. No user is permitted to upload, or create, a computer virus on the Internet or any networking system.

8. Resources offered by the CPSN and paid for by the CPSB may not be willfully wasted.

9. A user shall not attempt to access any CPSN resources or entities not previously authorized by the teacher.

10. Invading the privacy of another user, or using their account, shall not be tolerated.

11. Posting personal messages without the author’s consent shall be forbidden.

12. Sending or posting anonymous messages shall be forbidden.

13. Perusing or otherwise accessing obscene or pornographic material, or using profanity in messages shall be forbidden.

14. Perusing or otherwise accessing information on manufacturing bombs or other incendiary devices shall be forbidden.
15. Product advertising, political lobbying, or sending messages involving illegal activities shall not be permitted. Violations shall be reported to the teacher/supervisor when evidence of such is encountered on the Internet.

16. Any subscriptions to list servers, bulletin boards, or on-line services shall be approved by the Superintendent or his designee prior to any such usage.

17. When a security problem is detected, it shall be reported immediately to the teacher/supervisor. The problem shall not be demonstrated to other users.

18. Suspension of CPSN privileges shall automatically result for a user who accesses, sends, receives, or configures electronically any profane or obscene language or pictures.

19. The CPSN is considered a limited forum; therefore the district may restrict your right to free speech for valid educational reasons or violation of CPSB policy.

20. Each user is responsible for the backup of their files/documents.

No one shall be permitted to use the CPSN unless the completed Caddo Parish School Board Electronic Communication System Informed Consent Agreement has been submitted to the Superintendent or designee.

USE OF E-MAIL AND VOICE MAIL REGULATIONS

The CPSB provides electronic mail (e-mail) to its employees and students and telephone voice mail access to its employees. These communication systems are the property of the CPSB and are subject to monitoring at any time, with or without notice, at the sole discretion of the Superintendent or designee. Accordingly, regulations for participation by anyone using e-mail or voice mail shall include but not be limited to the following:

1. Users must demonstrate honest, integrity, and respect for others at all times. Appropriate manners and language shall be required.
2. No individual student shall be permitted to have an e-mail account except as required as an element of an instructional program under the direct supervision of the teacher or other professional designated by the teacher. Otherwise, only teachers and classes as a whole may be permitted to use e-mail. E-mail is not guaranteed to be private on the Internet. Therefore, only appropriate teacher or class messages shall be allowed.

3. No CPSN user shall be permitted to engage into any form of "Instant Message Services" such as chat rooms, etc. via the CPSN.

4. No CPSN user shall engage in unauthorized access, including so called “hacking” and other unlawful activities via the CPSN.

5. No CPSN user shall disclose, use, and disseminate any personal information regarding himself or herself or any other person via the CPSN except as required as an element of an instructional program under the direct supervision of the teacher or other professional designated by the teacher.

6. No CPSN user shall post contact information (e.g. address, phone number) about himself or herself or any other person via the CPSN except as required as an element of an instructional program under the direct supervision of the teacher or other professional designated by the teacher.

7. No student shall agree to meet with anyone they may have met online with parent/guardian approval. Any contact of this nature or the receipt of any message that the student feels is inappropriate should be reported to the teacher / administration immediately.

8. Threatening, profane, abusive or any messages that contain obscene, pornographic, pervasively vulgar, excessively violent, or sexually harassing information or material shall be forbidden.

9. Any messages that are derogatory, defamatory, obscene or otherwise inappropriate for the school or workplace shall be forbidden. The content of these messages shall include but not limited to remarks about an individual, group or organization’s race, age, disability, religion, national origin, physical attributes or sexual orientation.
10. The policies of the CPSB concerning discrimination, sexual harassment, threats, and workplace violence apply in full to e-mail, voice mail, Internet or other network use.

11. The e-mail and voice mail systems are intended for educational and business use and the CPSB reserves the right to review, audit, and disclose all matters sent or retrieved over the CPSN or placed into its storage.

12. All communications sent in e-mail or voice mail via CPSN may not disclose any confidential or proprietary CPSB information. With proper permission from the Superintendent or his designee, employees may send selected information in an encrypted form.

DISCIPLINE AND DUE PROCESS

Compliance with this CPSB policy is a condition of employment. Any employee who violates this policy shall be subject to disciplinary action that may include up to and including employment termination.

Any student who violates this policy may be punished by suspension, expulsion or other disciplinary action or they may be provided with alternative educational opportunities. In all middle and high schools, students shall be held strictly accountable for their actions.

Caddo Public Schools will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through CPSN.

The results of any investigation conducted under this policy shall be considered admissible evidence in any proceeding related to workers’ compensation or claims for unemployment compensation and in any other administrative proceeding, hearing or civil litigation when the inappropriate use of CPSN or computers is relevant. Action to discipline/terminate an employee or student under this policy shall be subject to any due process hearing that may be required by law and/or CPSB policy.

CPSN TERMS AND CONDITIONS

CPSN will only be used for lawful purposes. Unlawful transmission of material in violation of Federal and/or State laws could lead
to prosecution of an individual or individuals responsible for the unlawful action. The user will abide by the terms of this policy and will be held responsible for any unethical or illegal activity. Any violation of the terms of this policy will mean loss of online privileges and/or disciplinary measures by the parish and school administrators. Any inappropriate activity by the user that constitutes a criminal offense is the legal responsibility of the user and his/her parents and not the school or school district.

DISTRICT LIMITATION OF LIABILITY

The CPSB makes no warranties of any kind, either express or implied, that the functions or services provided on or through CPSN will be error free or without defect. The CPSB will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The CPSB is not responsible for the accuracy or quality of the information stored on or through CPSN. The CPSB will not be responsible for financial obligations arising through the unauthorized use of CPSN.

Caddo Parish School Board Electronic Communication System Informed Consent Agreement FOR EMPLOYEES

The Caddo Parish School Board, hereinafter referred to as "CPSB", is providing employees and students with access to the district’s electronic communication system. This electronic communication system is defined as the district’s hardware and software components necessary to achieve connectivity and communicate between telephones, servers and workstations, the application programs that reside on those servers and workstations that are executed by users, the files created by those application programs or users and the files downloaded or copied by users is hereinafter referred to as the "Caddo Public Schools Network" or "CPSN". The CPSN has been established to support the educational and administrative efforts of the Caddo Public School system. The CPSN does include Internet connection and the formulation of an Intranet consisting of schools, administrative offices and other district locations over which voice, data and video transmit. The CPSN has not been established as a public access service or public forum.
The Caddo Parish School Board (CPSB) reserves the right to monitor email messages, Internet use and other electronic files, including voice mail messages created by employees in specific cases where there is good cause for monitoring or some legal obligation to do so. All employees are required to consent to such monitoring as a condition of Internet, Email, network and voice mail use. Despite the use of any passwords, employees should not assume that any electronic communication is private. Highly confidential information or data should be transmitted in other ways.

It is permissible for employees to use the CPSN email, voice and Internet systems for incidental personal purposes. The CPSB encourages the use of the Internet, voice mail and email because they make communication more efficient and immediate. However, Internet, voice, and email service are CPSB property and during working hours they are to be used only for CPSB purposes. All employees are asked to restrict personal use of email to times outside working hours or during lunch break. Every employee has a responsibility to maintain and enhance CPSB’s public image and to use CPSN email, voice mail and Internet access in a productive manner.

The CPSN email, voice, and Internet system may not be used for any purpose that is illegal, against CPSB policy or for personal monetary gain.

The CPSN email, voice, and Internet system may not be used for transmitting, retrieving or storing any communications of a sexually harassing nature or materials that are obscene or pornographic. Harassment of any kind is prohibited. No abusive, profane or offensive language may be transmitted through the CPSN email system. The CPSB policies regarding sexual harassment apply in full to email, Intranet or Internet use.

CPSN email, voice and Internet access may not be used for transmitting, retrieving or storing any communications of a discriminatory or harassing nature. No messages with derogatory or inflammatory remarks about an individual’s race, age, disability, religion, national origin, physical attributes or sexual orientation may be transmitted or forwarded using CPSN
systems. Any communication defaming another person, group or organization is strictly prohibited. The CPSB policies regarding discrimination apply in full to email, Intranet or Internet use.

All communication sent by employees via the CPSN email and voice systems may not disclose any confidential or proprietary CPSB information. With proper permission from the administration, employees may send selected information in an encrypted form. The Information Technology Department must approve any encryption programs.

Employees may not use the CPSN email, voice or Internet systems to transmit, copy, retrieve or forward copyrighted or trademark material that does not belong to the CPSB. Every employee who obtains access to other organizations’ or individuals’ materials must respect all copyrights and trademarks and not copy, retrieve, modify or forward copyrighted or trademarked materials, except with permission of the copyright or trademark holder.

Each employee is responsible for the content of all text, audio or images that he or she places on or sends over the CPSN email, voice or Internet systems. Employees may not hide their identities or represent that any email or other electronic communications were sent from someone else or someone from another organization. Employees should include their names or initials, in all messages communicated on the CPSN email, voice or Internet systems.

If an employee receives unsolicited email from outside the CPSN system that appears to violate CPSB policy, the employee should immediately notify his or her supervisor.

If an employee receives an email or voice mail that constitutes a threat to an employee, student or the CPSB, the employee shall immediately notify his supervisor, the Information Technology department, and the Security department.

To prevent the downloading of viruses that could contaminate the email or Internet system, employees should not download software from the Internet without prior authorization. Any and all software that is downloaded from the Internet must be registered.
with the Information Technology department and checked for viruses before installation and use.

ACKNOWLEDGEMENT

I understand that the policy guidelines on acceptable use of email, voice, and Internet services are available on the district’s website at www.caddo.k12.la.us. I understand that the use of the CPSB’s equipment for private purposes is limited as set forth in the policy. As part of the CPSB and Caddo Public School system and a user of the CPSN gateway to the Internet, voice and email systems, I understand that the Internet, voice mail and email policy applies to me. I have read the policy and agree to follow all policies and procedures that are set forth therein for the duration of my employment with the CPSB. I am aware that violations of this policy on acceptable email, voice and Internet systems use may subject me to disciplinary action, up to and including termination of my employment from the CPSB. Furthermore, I understand that the CPSB reserves the right to amend this document at any time without further notice to me.

_________________________ _________________________
Last Name       First Name
(please print)

Signature       Date

Social security number / Employee I. D. number
The Caddo Parish School Board is pleased to offer students access to a computer network for electronic educational resources and the Internet. To gain access to these electronic services and the Internet, all students must obtain parental permission as verified by the signatures on the form below. Should a parent prefer that a student not have such access, use of the computers is still possible for more traditional purposes such as educational software or word processing.

What is possible?

Access to networked electronic resources on the Caddo Public School Intranet or the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange class communication with other Internet users around the world. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the school are to use all networked electronic resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family’s right to decide whether or not to apply for access.

What is expected?

Students are responsible for appropriate behavior on the school’s computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. Caddo Parish School Board Policies for student behavior and discipline as well as general school rules for behavior and communications apply. It is expected that users will comply with district policies and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if
abused. The user is personally responsible for his/her actions in accessing and utilizing the district’s computer resources. Students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

What are the rules?

Privacy—Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity will insure that students are using the system responsibly. Students should never disclose any personal or contact information about themselves or any other person.

No individual student shall be permitted to have an e-mail account except as required as an element of an instructional program under the direct supervision of the teacher or other professional designated by the teacher. Otherwise, only teachers and classes as a whole may be permitted to use e-mail.

E-mail is not guaranteed to be private on the Internet. Therefore, only appropriate teacher or class messages shall be allowed.

Storage capacity—Students are expected to remain within allocated disk space and delete other material that take up excessive storage space.

Illegal copying—Students should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from the Network Administrator. Nor should students copy other people's work or intrude into other people’s files.

Inappropriate materials or language—No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is never view, send or access materials that you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.
Succinct Advice for Students

These are guidelines to follow to prevent the loss of network privileges at school.

1. Do not use a computer to harm other people or their work.
2. Do not damage the computer or the network in any way.
3. Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
4. Do not violate copyright laws.
5. Do not view, send, or display offensive messages or pictures.
6. Do not share your password with another person.
7. Do not waste limited resources such as disk space or printing capacity.
8. Do not attempt unauthorized access into others folders, work or files, including so-called “hacking”.
9. Do notify an adult immediately, if by accident, you encounter materials which violate the rules of appropriate use.
10. Do not agree to meet with anyone you may have met online without parent/guardian approval. Any contact of this nature or the receipt of any message that makes you feel uncomfortable is inappropriate and should be reported to the teacher/administration immediately.
11. Do not disclose, use, and disseminate any personal information regarding yourself or any other person via the Caddo Public Schools Network (CPSN).
12. Do not post contact information (e.g. address, phone number) about yourself or any other person via the Caddo Public Schools Network (CPSN).
13. BE PREPARED to be held accountable for your actions and for the loss of privileges if the policies of acceptable use or Internet safety are violated.
CADDU PUBLIC SCHOOLS
PARENT/GUARDIAN PERMISSION FORM

Caddo Parish School Board Electronic Communication System Informed Consent Agreement For Students

Student name ________________________________________________
(please print)

School name _________________________________________________

As a parent or guardian of a student at a public school in Caddo parish, I have read the above information about the appropriate use of computers at the school and I understand this agreement will be kept on file at the school. (Questions should be directed to the principal for clarification.)

My child may use e-mail (class) and the Internet while at school according to the rules outlined. _______

I would prefer that my child not use e-mail (class) and the Internet while at school. _______

Parent Name (print) ______________________________

Parent Signature ________________________________

DATE: ______________________________

PARENT PERMISSION FOR THE PUBLICATION OF STUDENT WORK/PICTURES

I understand that from time-to-time the school may wish to publish examples of students’ projects, photographs of students, and other work on an Internet accessible World Wide Web server.

My child’s work can be published on the Internet and photographs of my child can be published. ____________

I would prefer that my child’s work and picture not be published on the Internet. ____________

Parent Name (print) _________________________________

Parent Signature ________________________________

DATE: ______________________________
As a user of the school computer network, I agree to comply with the above stated rules and to use the network in a constructive manner.

Student Name (print) _____________________________________

Student Signature _______________________________________

DATE: ________________________________

Copies of this form are available for download from the district’s website -
www.caddo.k12.la.us

Revised:  October 19, 2004
Policy GBN-R: Electronic Communications between Employees and Students at their schools

If an employee believes that it is necessary to electronically communicate with a student enrolled at the school where he/she works, the employee shall follow the rules:

A. Definitions:

Employee shall mean any person employed by the Caddo Parish School Board.

Student shall mean any person who attends school at a Caddo Parish School.

School for the purposes of this policy shall mean the facility where both the employee is assigned and the student receives instruction.

Electronic Communications shall mean the multiple means available for making such contacts, including those that facilitate direct communication, including but not limited to voice or text-based telecommunication devices, or both, and computers, and those that facilitate indirect communication using an intermediate method, including but not limited to Internet-based social networks (Facebook, MySpace, Twitter, etc).

B. Use Of Caddo Parish School Board Equipment For Electronic Communications and Special Use of Personal Electronic Equipment.

All electronic communications by an employee at a school to a student enrolled at that school relative to the educational services provided to the student shall use a means provided by or otherwise made available by the school system for educational purposes. The CPSB recognizes the limitations of its communication system and the convenience associated with Employees utilizing their own personal electronic communication devices for relaying information and assignments to their students. The CPSB allows its employees to use their own personal electronic communication devices for communications between the employee and the employee’s students if the communications are for an educational purpose and the communication is timely reported to the building administrator. The CPSB prohibits the use of electronic communications between employees and students for a purpose not related to educational services.

C. Reporting.

The occurrence of any electronic communication made by an employee at a school to a student enrolled at that school or that is received by an employee at a school from a student enrolled at that school using a means other than one provided by the school system shall be reported by the employee to the building administrator within one week (1) of the communication. Records of any such reported communication shall be maintained by the building administrator for a period of at least one year.
D. Failure to Comply. If an employee violates this policy, the employee will be subject to disciplinary action up to and including termination of employment.

E. Violations of Policy--Investigation. Violations of this policy shall be investigated and acted upon in accordance with Policy JGA-R--Impermissible Corporal Punishment.

F. Notification to Parent. This policy shall be published on the Caddo Parish School Board website and annually in the student handbook. A parent or other person responsible for a child's school attendance may request that the child not be contacted through electronic communication by any school employee unless the purpose of such communication is directly related to the child's educational services and is sent to and received by more than one student at the school.

G. Policy Publication. This policy shall be published on the Caddo Parish School Board website, at the Central office, at all school sites and annually in the student handbook.

H. Mandatory Reporting. Notwithstanding this policy, nothing in this policy shall prohibit or deter the employee's mandatory reporting duties for abuse/neglect as provided under CPSB policy JO-R, state, and/or federal law.

Adopted: November 17, 2009
Revised: December 15, 2009

Legal References: LSA-RS 17:81Q
GCA - PROFESSIONAL STAFF POSITIONS
Qualifications and Duties of Assistant Superintendent
(Job Description)

Assistant Superintendent for Administration and Personnel

Area of Responsibility
Working under the superintendent, assists in carrying out parish personnel and administrative policies; supervises and directs personnel services; compiles and prepares special reports for various groups; interprets and insures administration of board policies by schools and develops, directs and coordinates training and professional growth of personnel.

Principal Duties
Administers, directs and supervises the director of personnel, supervisors of certified personnel and clerical staff in the administration and personnel department.

Directs and supervises the parish personnel recruiting, selecting, assigning, transferring, evaluation and dismissal programs and policies,

Supervises, directs and administers the maintenance of personnel, records job descriptions and staffing formulas.

Attends meetings, workshops, seminars and other organizational meetings that discuss and relate new techniques, practices and procedures in personnel management.

Recommends personnel and administration policies, interprets existing policies and insures administration of board policies by schools.

Develops, directs and coordinates in-service training and professional growth of personnel.

Oversees compilation, preparation and distribution of statistical and other data for Federal, state and local reports.

Audits promotional policies and programs, certification and salary schedules.

Performs related duties as required.

Preferred Attainment Levels

Education Related

Ability equal to that resulting from satisfactory completion of courses required for graduation from an accredited college or university with a master's degree.
Experience Related

Capability equivalent to that normally achieved through 7 to 10 years of professional experience.

Skill Related

Should satisfy Louisiana requirements for a teaching certificate with a parish or city school superintendent's authorization.

Personal Characteristics

Ability to plan, organize and oversee the work of assigned personnel.

Ability to work tactfully and harmoniously with schools, staff, agencies, parents and/or the public.

Physical stamina and emotional stability to work effectively under pressure and to keep all aspects of the job under control.

Neat, well-groomed appearance.
GCA - PROFESSIONAL STAFF POSITIONS
Qualifications and Duties of Assistant Superintendent
(Job Description)

Assistant Superintendent of Instruction and Curriculum

Area of Responsibility
Working under the superintendent, administers the instructional program by developing curriculums, courses of study and programs of extra-curricular activities; supervises and trains administrators, principals, and teachers; appraises the effectiveness of instructional programs; and develops and institutes new or improved educational programs.

Principal Duties
Provides for the development and implementation of long-and short-range plans for achieving instructional goals and objectives and recommending such plans to the superintendent.

Recommends specific policies, procedures., plans and programs for attaining current instructional objectives and provides leadership in solving major problems.

Recommends and/or approves as authorized, the selection and appointment of key personnel and assigns responsibility and authority within the instructional division.

Implements effective controls for measuring the performance of key administrators against established objectives in the instructional division.

Provides for executive, administrative and instructional development to meet present and future organizational needs.

Appraises the division's performance and progress through effective controls and reports of division activities and through contacts and conferences with key subordinates. Initiates corrective action where required

Stays abreast of trends and developments in the fields of elementary and secondary education that may affect the well-being and future of the school system and applies the best new techniques and knowledge to instructional operations.

Manages instructional division affairs aggressively and imaginatively with emphasis on systematically maintaining and improving quality in Caddo Parish schools.

Performs related duties as required.
Preferred Attainment Levels

Education Related

Ability equal to that resulting from satisfactory completion of courses required for graduation from an accredited college or university with a Master's degree.

Experience Related

Capability equivalent to that normally achieved through 7 to 10 years of progressive professional experience.

Skill Related

Should satisfy Louisiana requirements for a teaching certificate with a parish or city school superintendent's authorization.

Personal Characteristics

Ability to plan, organize and oversee the work of assigned personnel.

Ability to work tactfully and harmoniously with schools, staff, agencies, parents and/or the public.

Physical stamina and emotional stability to work effectively under pressure and to keep all aspects of the job under control.

Ability to command the respect and liking of students.

Neat, well-groomed appearance.
GCA - PROFESSIONAL STAFF POSITIONS
Qualifications and Duties of Assistant Superintendent
(Job Description)

Assistant Superintendent of Business Affairs

Area of Responsibility
Working under the superintendent, administers and manages all business affairs of the parish; oversees purchase, control, safeguard and delivers materials, supplies and equipment to parish components; accounts for reports, manages funds and monies of the parish; plans new district facilities, repairs, remodels, updates and maintains existing facilities, and insures property against loss; oversees food services in the parish; insures delivery of electronic data processing services to the parish and supervises the transportation of the parish's pupils.

Principal Duties
Administers, directs and supervises the director of finance the school food services department, the school plant department and the transportation department.

Recommends plans to the school board for providing adequate financial support for the school system.

Directs the preparation and execution of the budget.

Sees that school funds are spent in a manner which provides the maximum amount of good education for each dollar spent.

Formulates and recommends to the school board salary schedules for employees.

Keeps accurate records of all business transactions.

Makes financial reports to the State Board of Education, Caddo Parish School Board and federal agencies.

Insures that economical, safe and efficient transportation for school children is provided in accordance with regulations of the school board.

Assumes responsibility for all purchases for the school system, maintains the entire school plant, provides custodial services for all facilities and grounds, operates lunchroom and administers all food services.

Oversees the functions of building repair, modernization, remodeling and new construction.

Purchases and acquires insurance on school properties and equipment and implements other procedures to safeguard and account for parish property.
Attends meetings, workshops, seminars and other organizational meetings that discuss and relate new techniques, practices and procedures in business management. Implements these ideas into the operation of his division.

Speaks to and attends various community and semi-professional meetings to inform parish patrons of school activities, plans and programs.

Performs related duties as required.

Preferred Attainment Levels

Education Related

Ability equal to that resulting from satisfactory completion of courses required for graduation from an accredited college or university with a Master's degree.

Experience Related

Capability equivalent to that normally achieved through 7 to 10 years of progressive professional experience.

Skill Related

Should satisfy Louisiana requirements for a teaching certificate with a parish or city school superintendent's authorization.

Personal Characteristics

Ability to plan, organize and oversee the work of assigned personnel.

Ability to work tactfully and harmoniously with schools, staff, agencies, parents and/or the public.

Physical stamina and emotional stability to work effectively under pressure and to keep all aspects of the job under control.

Neat, well-groomed appearance.
Assistant Superintendent for Community Affairs

Area of Responsibility
Working under the superintendent, directs and supervises activities of a division responsible for public relations, human relations, student affairs, and attendance and census; and assists the planning, development and implementation of a sound educational program.

Principal Duties
Directs and supervises the affairs of public relations, student relations, human relations, and attendance and census.

Plans, organizes and presents a program to help improve human relations in a desegregated school system.

Plans, organizes and presents meetings, workshops, seminars and in-service training to orient teachers, parents, students, administrators, citizens advisory groups and others to the operation of the desegregation plan and the progress being made in its implementation.

Works with civic leaders, principals, teachers and administrators to solicit community support for the parish schools, oversees the formulation and execution of activities to encourage students attending private schools to attend public schools and insures the development and implementation of the majority to minority (M-M program).

Considers and acts upon all requests for exemption from attendance districts.

Counsels with administrators, students and parents regarding suspensions, expulsions and discipline.

Attends or works with various groups and boards including the parish school board and citizens' advisory committee

Performs related duties as required.

Preferred Attainment Levels

  Education Related

  Ability equal to that resulting from satisfactory completion of courses, required for graduation from an accredited college or university with a Master's degree.
Experience Related

Capability equivalent to that normally achieved through 7 to 10 years of progressive professional experience.

Skill Related

Should satisfy Louisiana requirements for a teaching certificate with a parish or city school superintendent's authorization.

Personal Characteristics

Ability to plan, organize and oversee the work of assigned personnel.

Ability to work tactfully and harmoniously with schools, staff, agencies, parents and/or the public.

Physical stamina and emotional stability to work effectively under pressure and to keep all aspects of the job under control.

Ability to hold records, reports and conversations in confidence.

Neat, well-groomed appearance.
GCA - PROFESSIONAL STAFF POSITIONS (School Staffing Formula)

Each school will be allotted professional staff on the following basis:

<table>
<thead>
<tr>
<th>K-5</th>
<th>K-6</th>
<th>K-8</th>
<th>6-8</th>
<th>K-12</th>
<th>7-12</th>
<th>9-12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1 for K - 6</td>
<td>1 for 7 - 12</td>
</tr>
<tr>
<td>Assistant Principal</td>
<td>1 : 600</td>
<td>1 : 600</td>
<td>1 : &lt; 600</td>
<td>2 : &gt; 599</td>
<td>3 : 1200</td>
<td>1 : 600, 2 : &gt; 600</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>1 : &gt; 1000 and &lt; 1200</td>
<td>1 : &gt; 1500 for 7-12</td>
<td>1 : &gt; 1500 for 7-12</td>
<td>1 : &gt; 1500 for 7-12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Librarian</td>
<td>1</td>
<td>1</td>
<td>1 : &lt; 600</td>
<td>1 elem., 1 middle: &gt; 600</td>
<td>1</td>
<td>1 for K-6 and 1 for 7-12</td>
</tr>
<tr>
<td>Teachers</td>
<td>Gr. K-1*, 1:22</td>
<td>Gr. K-1*, 1:22</td>
<td>Gr. 2-3, 1:22</td>
<td>Gr. 2-3, 1:22</td>
<td>Gr. 4-5, 1:25</td>
<td>Gr. 4-5, 1:25</td>
</tr>
</tbody>
</table>

For the A/B Block Schedule in High Schools, staffing will be based on the number of seats needed. The number of students (regular education and special education inclusion) x 8 results in the number of seats needed.

To make the staffing more equitable, a tiered system will be used to determine the number of classes needed.

<table>
<thead>
<tr>
<th># of Students</th>
<th>Class Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt; 1,800 total students</td>
<td>30:1</td>
</tr>
<tr>
<td>1,000 to 1,799 total students</td>
<td>28:1</td>
</tr>
<tr>
<td>800 to 999 total students</td>
<td>26:1</td>
</tr>
<tr>
<td>500 to 799 total students</td>
<td>24:1</td>
</tr>
<tr>
<td>&lt; 500 total students</td>
<td>18:1</td>
</tr>
</tbody>
</table>

The number of classes needed divided by six (6) results in the number of regular teachers allotted to each school.

Art, Music, and P.E. Teachers | 2 : < 300, 3 : > 300 |
Additional Enrichment Position | 1 : > 600, 2 : > 800 |
Discoveries Teachers | 1 per qualifying class for Grades K-8 |
Special Education Teachers | 1 per qualifying class |
GCA - PROFESSIONAL STAFF POSITIONS

(School Staffing Formula)

*The ratio of 1:20 is for schools labeled with three stars or less. Schools labeled with four and five stars may request to have this ratio. Class sizes may range up to 22 in Kindergarten and Grade 1 with the principal’s recommendation and director’s approval.

Additional staffing may be allocated by the superintendent within budgetary (General and Grant Funds) and space limitations to meet programmatic needs based on the following class size ranges for scheduling purposes.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Ranges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 3</td>
<td>17 – 23</td>
</tr>
<tr>
<td>Grades 4, 5</td>
<td>17 – 25</td>
</tr>
<tr>
<td>Grades 6 – 8</td>
<td>20 – 27 (core classes)</td>
</tr>
<tr>
<td>Grades 9 – 12</td>
<td>20 – 27 (core classes)</td>
</tr>
</tbody>
</table>

Class sizes falling outside these ranges must be approved by the superintendent.

Special education students mainstreamed at least 50% of the day are to be included in the allocation of regular education teachers.

The Caddo Parish School Board authorizes principals, with the approval of their immediate supervisor and the personnel department, to exchange vacant administrative positions (assistant principals, counselors, coordinators) or teachers to reduce the teacher-pupil ratio. This exchange must be equal to or less than the dollar value of the vacant administrative position(s).

Music/band, art and physical education are required at all levels.

Adopted:    July 1974
Amended:    August, 1976; November, 1976
            July 25, 1978; June 6, 1979; January 16, 1980;
            October 2, 1985; January 21, 1987;
            June 17, 1987 (Budget Adoption)
            August 3, 1988
            June 19, 2001
            June 18, 2002
            May 20, 2003 (Budget Adoption)
            June 17, 2003
            May 18, 2004 (Budget Adoption)
            June 15, 2004
            June 27, 2006
            March 18, 2008
            June 15, 2010
            May 24, 2011
            May 31, 2011
GCA - PROFESSIONAL STAFF POSITIONS
(New Administrative Positions)

All new positions and the job descriptions for those positions that are to be placed on the administrative scale of the compensation plan must be specifically approved by the board.

The policy considers anyone serving as supervisory personnel should be brought to the board for approval and not be approved as part of the budgetary process.

Adopted: August 17, 1977
Revised: June 18, 2002

Cross Reference: GCCA, Posting of Professional Staff Vacancies (Promotion Procedure)
GCB - PROFESSIONAL STAFF POSITIONS
Contractual Professional Medical Services

Caddo Parish School Board has a need for professional medical services for students, applicants for employment, and employees. It is the intent of the Board to review the need for such services and to appoint competent qualified physicians.

The selection procedure of physicians shall be as follows:

The local American Medical Association will be notified of the type of services needed by the school system.

The responses from the interested physicians will be studied and reviewed in terms of services and cost.

Physicians shall be recommended by the staff to the Board. Upon approval by the Board, a contractual agreement will be signed by both parties for a period of one year.

Thereafter, the contract will be considered for renewal annually by the Board.

Adopted: November 4, 1987
The Caddo Parish School Board shall follow requirements of R.S. 17:413 in regard to teacher contracts.

New employees shall be issued a contract at the time of their employment. Each probationary teacher shall receive a contract annually for the next three years after evaluations by his principal and supervisor unless it is determined that he is not to be continued in employment.

If evaluations are not satisfactory and the teacher is not to be issued a new contract, he shall be notified by May 15. If the probationary teacher does not wish to accept a contract for any reason, he should notify the principal by May 15.

Teachers completing their third year shall be issued Contract 4 (continuing contract) which is valid until one of the parties notifies the other in writing that the contract is to be terminated.

Legal Reference: Louisiana Revised Statute 17:413
Reference: Caddo Parish School Board
Handbook for Teacher Personnel
4th edition, 1972
GCBA - PROFESSIONAL STAFF SALARY SCHEDULES

The Employee Classification and Compensation Plan as recommended by Peat, Marwick, Mitchell and Company in June, 1974 was adopted by the board in its amended form on December 18, 1974.

This plan includes all positions except principal, assistant principal, counselor, school-based coordinator, teacher and aide.

Adopted: December 18, 1974
GCBA-R - PROFESSIONAL STAFF SALARY SCHEDULES

Guidelines for the position classification and compensation plan follow:

Annual Increments
One-year step increments for the first seven (7) years in the salary grades will be granted.

Career increments are provided for service beginning at step 8. Employees shall serve two (2) years at step 8 before advancing to step 9.

Five (5) years of in-grade service in steps 9-12 shall be required before advancing to subsequent steps.

At the beginning of each fiscal year, employees who have been with the board six months or longer shall be advanced one step in their grade until they reach the career increment level.

To advance between career increments, an employee must serve in the same position or a position within the same grade a total of two (2) years beyond step 8 or five (5) years beyond subsequent steps.

Step increases shall not be granted to personnel who have attained their grade's maximum salary.

State mandated pay increments shall increase employees' pay regardless of their salary's relation to grade maximums or their career increment waiting periods.

If state funding to the board is increased through formula adjustments (increases in minimum salaries) adjustments shall not be granted to employees who exceed grade maximums when general state funding increases are provided.

Promotion
When an employee is appointed to a position with a higher grade, he shall be placed at the new position's base salary or in the new grade on a step at least 1.5% above the individual's present salary. If the promoted employee has completed more than six months satisfactory service with the board, yearly step increments shall occur in the new grade.

If a promotion results in an employee's placement in the career increment level, in-grade service credit shall be reduced to 0 years. At the completion of each subsequent fiscal year, the employee shall receive one year's service credit toward future career increments in the new grade.
When promotions occur from the teacher or principal salary schedules to the administrative salary schedule, the promotion shall be applied only after converting teacher or principal salaries with the following formula:

\[
\text{Converted salary} = \frac{225 \times \text{contract days}}{\text{Teacher or principal salary}}
\]

Teachers or principals promoted to central administrative positions shall be placed on a step with a salary equal to or above their converted salary in their promoted salary grade. Salary increments would then proceed under the plan's advancement rules.

**New Employees**

All new employees of the board will be placed at the position's base salary. Exceptions must have approval of the superintendent.

A new employee's salary may be established on a step above the position's base salary, but shall not be placed on a step more than 1.5% above their previous salary and in no case above step 4.

**Reemployment**

If a former employee is rehired within two years into a position with the same grade as the one previously held, he shall be placed on a step with a salary equal to his previous salary.

If the administrative and non-administrative salary schedules have been incremented, they shall be placed on a step immediately above their former salary. In no case shall the new salary exceed the maximum for the grade.

Former employees rehired after two years into a position with the same grade as the one previously held or rehired for a position in a different salary grade shall be treated as new employees.

**Leave of Absence**

Employees returning from leave of absence shall be placed at their old salary plus an earned step increment for the period of absence.

If they are assigned to a position with a different salary grade, they shall receive the minimum for the new grade, computed as a new employee, or their old salary, whichever is greater.

**Job Reevaluation and Reclassification and New Positions**

The Caddo Parish School Board will maintain a position evaluation committee for the purpose of job reevaluation and classification and the establishment of new positions.
The committee shall consist of the assistant superintendent for administration and personnel as an ex-officio member and five administrators selected by the superintendent from the following:

- Personnel office
- Instruction and curriculum office
- Business affairs office
- Community affairs office
- Appropriate department head (director level or above) or assistant superintendent for the position under review

When the duties and responsibilities of an established position are permanently and significantly changed or if a department head feels a position is misclassified, the following actions shall be taken:

1. The responsible department head should notify the assistant superintendent for administration and personnel and request a position reevaluation.

2. Within 30 days of the request, the assistant superintendent for administration and personnel should determine if a significant change in position duties has occurred or if the position is otherwise misclassified. If in his judgment reevaluation is necessary, he should notify the position evaluation committee.

3. Within 30 days of notice from the assistant superintendent for administration and personnel, the position evaluation committee should meet and reevaluate the position and forward its action to the responsible assistant superintendent for recommendation and to the superintendent for review and appropriate action.

When an administrator's or non-administrator's position is reclassified to a higher category, the employee shall be placed on the step in the new grade immediately above the employee's current salary.

If the reevaluation is effective with the beginning of a fiscal year, the employee shall first be placed on his new step in the new grade before granting the yearly step increase.

An employee shall not be paid less than the grade base nor more than the grade maximum when a reevaluation increases a position's grade.

When an employee's position is reclassified to a lower grade, no salary reduction shall occur. If the employee's salary is above the maximum of the new grade, no annual salary increments shall be granted until the
maximum of the grade is increased. If the individual's salary has not reached the maximum of the new grade, the following rules shall apply to annual step increases:

1. At the conclusion of the fiscal year during which the job reevaluation and/or reclassification occurred, an increase should be granted to the step immediately above the current salary in the old grade.

2. At the end of the succeeding fiscal years, increases should be granted that conform to steps in the new grade until the grade maximum is attained.

A job description shall be prepared for new positions. The position shall be evaluated and assigned to a salary grade by the position evaluation committee before the position is advertised, an employment offer is tendered or a salary is established.

The position evaluation committee shall review approximately 20% of the board's administrative and non-administrative positions annually. The committee shall examine the positions and determine if any changes in duties have occurred that justify position reclassification.

*Voluntary Transfer to a Lower Grade or Demotion*

If employees are transferred at their own request to a position with a lower grade or demoted, the employee shall be immediately placed on the same annual step in the lower grade as the employee's current annual step.

*Involuntary Transfer*

When an employee is given an involuntary transfer to a position with a lower grade (e.g., staff reduction due to program cutback), no salary reduction should immediately occur. If the employee's salary is above the maximum of the new grade, no annual salary increments should be granted until the maximum for the grade is increased. If the individual's salary has not reached the maximum of the new category, the following rules should apply to annual step increases:

1. At the conclusion of the fiscal year during which the involuntary transfer occurred, an increase should be granted to the step immediately above the current salary in the old grade; and

2. At the end of the succeeding school year, increases should be granted that conform to steps in the new grade until the grade maximum is attained.

*Adopted: March 2, 1977*
GCBA-R - Six-Month Trial Period

Employees should successfully complete a six-month trial period in any job to which they are promoted. If for any reason employees are transferred back to their former position or a position within the same grade as their former position during the six-month trial period, salaries should be immediately reduced to the amount earned prior to promotion. If a fiscal increment has been awarded during the trial period, the employee should receive an appropriate step increment within the old grade.
Effective with the 2000-2001 year, a fulltime teacher who holds a valid Louisiana regular teacher certificate shall be paid an annual stipend of $1,000 upon receipt of certification from the National Board for Professional Teaching Standards. The annual stipend shall continue to be paid annually as long as the teacher teaches in Caddo Parish fulltime and maintains his or her national certification.

This stipend will be paid from budgeted funds and/or donated funds.

Adopted: April 16, 2002
Revised: June 18, 2002
In an effort to continue in the area of performance as a basis for receiving salary increments, debate teachers in Caddo Parish senior high schools shall be compensated beyond their base pay at the following rate:

$420 for participation in four qualifying tournaments, including one major North Louisiana tournament, with a minimum of four debate teams per tournament.

$420 for participation in four or more additional qualifying tournaments with a minimum of four debate teams per tournament.

$136 for coaching those individual events not listed for drama teachers to prepare students for tournament competition (for example, oratory and extemporaneous speaking), or for hosting a tournament or for maintaining membership in the National Forensic League.

The teacher of debate can expect to earn any combination of these three amounts up to a maximum of $965 per year. Payment will be made at the end of the school year for work performed during the course of the year.

Adopted: May 21, 1975
Revised: August 18, 1999
GCBB - PROFESSIONAL STAFF SUPPLEMENTARY PAY PLANS
(Compensation for Drama Teachers)

A compensation scale not to exceed $465 per year is established for drama teachers at the high school level with compensation to be $420 for one major production, $420 for two minor productions and $136 for competition in a minimum of two Louisiana forensic qualifying tournaments. A major production would require 100 hours of after school work and a minor production would require 50 hours or more. Determination is made at the end of the school year to ascertain that portion for which one would be compensated depending on the work during the course of the year.

The teacher of drama can expect to earn any combination of these amounts up to a maximum of $976 per year. Payment will be made at the end of the school year for work performed during the course of the year.

Adopted: March 19, 1975
Revised: August 18, 1999
GCBB - PROFESSIONAL STAFF SUPPLEMENTARY PAY PLANS
(Compensation for Music Specialists)

As a basis for receiving extra compensation, music specialists in the Caddo Parish School System shall be compensated beyond their base pay at the following rates:

**Elementary Music Specialist**

<table>
<thead>
<tr>
<th>Compensation</th>
<th>Activity(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$150.00</td>
<td>For presentation of Christmas Concert</td>
</tr>
<tr>
<td>$150.00</td>
<td>For presentation of Spring Concert</td>
</tr>
<tr>
<td>$200.00</td>
<td>For participation in District VIII Large Ensemble Festival</td>
</tr>
<tr>
<td>$100.00</td>
<td>For participation in Caddo Parish Elementary Honor Band</td>
</tr>
<tr>
<td>$200.00</td>
<td>For participation in the Elementary Music Showcase</td>
</tr>
<tr>
<td>$150.00</td>
<td>For four community performances</td>
</tr>
<tr>
<td>$50.00</td>
<td>Choice of one of the following: PTA Concert, Central Office Concert, Festival Chairman</td>
</tr>
</tbody>
</table>

Any itinerant elementary music specialist who teaches at additional schools can be expected to earn $100.00 per school for the following activities performed at each school: Christmas Concert, District VIII Large Ensemble Festival.

**Itinerant String Teacher**

$100.00 For 20% participation - 1st Round District All-State Auditions. Elementary/Middle School teacher ONLY - for presentation of one concert in addition to those listed below.
$150.00  For presentation of Christmas Concert
$150.00  For presentation of Spring Concert
$200.00  For 20% participation in District VIII Solo and Small Ensemble Festival
$250.00  For participation in District VIII Large Ensemble Festival
$200.00  For participation in Caddo Parish Honor Orchestra
$100.00  For two community performances
$50.00   Choice of one of the following:
          PTA Concert
          Graduation
          Festival Chairman

Any string teacher who teaches at additional schools can be expected to earn $100.00 per school for the following activities performed at each school: Christmas Concert, District VIII Large Ensemble Festival. Combined orchestras will be considered as one school's performance.

**Middle School Choral Teacher**

$150.00  For presentation of Christmas Concert
$150.00  For presentation of Spring Concert
$150.00  For 20% participation in District VIII Solo and Small Ensemble Festival
$200.00  For participation in District VIII Large Ensemble Festival
$150.00  For participation in Caddo Parish Honor Choir
$150.00  For four community performances
$50.00   Choice of one of the following:
          PTA Concert
          Central Office Concert
          Festival Chairman
Any itinerant middle school choral teacher who teaches at additional schools can be expected to earn $100-00 per school for the following activities performed at each school: Christmas Concert, District VIII Large Ensemble Festival. Combined choirs will be considered as one school's performance.

**High School Choral Teacher**

<table>
<thead>
<tr>
<th>Amount</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>$100.00</td>
<td>For 20% presentation - District All-State Auditions</td>
</tr>
<tr>
<td>$150.00</td>
<td>For presentation of Christmas Concert</td>
</tr>
<tr>
<td>$150.00</td>
<td>For presentation of Spring Concert</td>
</tr>
<tr>
<td>$200.00</td>
<td>For 30% participation in District VIII Solo and Small Ensemble Festival</td>
</tr>
<tr>
<td>$250.00</td>
<td>For participation in District VIII Large Ensemble Festival</td>
</tr>
<tr>
<td>$200.00</td>
<td>For participation in Caddo Parish Honor Choir</td>
</tr>
<tr>
<td>$100.00</td>
<td>For two community performances</td>
</tr>
<tr>
<td>$50.00</td>
<td>Choice of one of the following:</td>
</tr>
<tr>
<td></td>
<td>PTA Concert</td>
</tr>
<tr>
<td></td>
<td>Graduation</td>
</tr>
<tr>
<td></td>
<td>Festival Chairman</td>
</tr>
</tbody>
</table>

Any itinerant high school choral teacher who teaches at additional schools can be expected to earn $100.00 per school for the following activities performed at each school: Christmas Concert, District VIII Large Ensemble Festival. Combined choirs will be considered as one school's performance.

**Middle or High School Piano Instructor**

<table>
<thead>
<tr>
<th>Amount</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>$250.00</td>
<td>For two recitals or major performances involving 90% of the enrolled students.</td>
</tr>
<tr>
<td>$250.00</td>
<td>For participation in at least one local festival involving 90% of the enrolled students.</td>
</tr>
</tbody>
</table>
$200.00                     For two PTA or ArtBreak performances
                             which may involve less than 90% of
                             the enrolled students.

$250.00                     For four community performances which
                             may involve less than 90% but at least
                             20% of the enrolled students in such
                             places as churches, malls, nursing
                             homes, etc.

$50.00                      Choice of one of the following:
                             PTA Concert
                             Graduation
                             Festival Chairman
                             
Any itinerant middle or high school piano instructor who teaches at additional schools can be expected to earn $100.00 per school for the following activities performed at each school: One recital or major performance involving 90% of the enrolled students, one local festival involving 50% of the enrolled students.

Middle School Band Director

$150.00                     For presentation of Christmas Concert

$150.00                     For presentation of Spring Concert

$150.00                     For 30% participation in District VIII Solo
                             and Small Ensemble Festival

$250.00                     For participation in District VIII Large
                             Ensemble Festival

$150.00                     For participation in Caddo Parish Honor
                             Band

$100.00                     For participation in District VIII Honor Band

$50.00                      For two community performances

Select one of the following:

$100.00                     For participation in two parades per school
                             year

$100.00                     For two PTA performances
$100.00  For presentation of two stage band performances

Any itinerant middle school band director who teaches at additional schools can be expected to earn $100.00 per school for the following activities performed at each school: Christmas Concert, District VIII Large Ensemble Festival. Combined bands will be considered as one school's performance.

High School Band Director

$100.00  For 20% participation - District All-State (first round) auditions

$200.00  For participation in LMEA Marching Band Festival

$300.00  For presentation of a minimum of six programs or half-time performances at school sponsored football games

$250.00  For participation in three parades per school year

$150.00  For presentation of Christmas Concert

$150.00  For presentation of Spring Concert

$100.00  For 30% participation in District VIII Solo and Small Ensemble Festival

$250.00  For participation in District VIII Large Ensemble Festival

$200.00  For participation in Caddo Parish Honor Band

$100.00  For participation in District VIII Honor Band

$100.00  For two community performances

$100.00  For presentation of two stage band performances
For high school magnet programs not offering a marching program, compensation will be received for the following activities in lieu of the marching festival, football performances and parades.

$350.00             For five community performances
$200.00             For presentation of four stage band performances
$150.00             For presentation of two PTA performances
$50.00              For performance of band at graduation

An itinerant high school band director who teaches at additional schools can be expected to earn $100.00 per school for the following activities performed at each school: Christmas Concert, District V11 Large Ensemble Festival. Combined bands will be considered as one school's performance.

Adopted: March 2, 1977
Revised: January 18, 1995
GCBC - PROFESSIONAL STAFF FRINGE BENEFITS
(Employer's Teacher Retirement Contributions)

The Caddo Parish School Board permits the payment of employer’s retirement contributions to retirement systems when employees are on paid military leave.

Adopted: May 19, 1971
Revised: June 18, 2002
GCBC - PROFESSIONAL STAFF FRINGE BENEFITS
(Employee Assistance and Health Promotion Program)

I. **Scope**

The underlying concept of this policy is regard for each person as an individual as well as an employee. The Caddo Parish School Board recognizes that employees may have personal problems that could affect their overall job performance. Some of these problems are excessive absences, behavior that is causing a disruption at the work site, safety violations, alcohol/drug abuse, and financial problems, all of which may contribute to the employee's poor job performance, high medical claims or even death.

II. **Objective**

The objective of this policy is to increase health promotion and provide employees assistance through the Employee Assistance Program (EAP.). The purpose of the EAP is to help employees by providing problem-identification/assessment, reduce stress, short-term problem resolution, workplace consultation, crisis intervention, supervisor and employee education, referral and follow-up services.

III. **Stress Reduction**

The Caddo Parish School Board recognizes that stress is a normal part of the work environment and cannot be eliminated in its entirety. However, to the extent possible the Caddo Parish School Board desires that employees work in an environment that is as free from stress as possible. It is recommended that if an employee believes that his environment is unduly stressful that he/she seek the services of the EAP office. The Caddo Parish School Board encourages its employees to be aware of their stress levels and communicate stressful situations to their supervisors before stress develops into a problem. Employees and employers together can effectively manage work related stress, and the Caddo Parish School Board encourages supervisors to foster a work environment in which employees can comfortably talk about work related stress. Some employees may be reluctant to admit that they are experiencing adverse affects as a result of stress. This policy acknowledges that any employee, at whatever level, can experience stress at work. The Caddo Parish School Board considers that seeking help and support should be seen as a positive approach to be encouraged and dealt with without jeopardy, and not to be viewed in any sense as an admission of weakness.

IV. **EAP Services and Conditions**

1. The Caddo Parish School Board assigns responsibility for planning and implementation of the Employee Assistance Program to the Human Resources Division.
2. The EAP will provide awareness and education programs to inform supervisors and employees about the harmful effects of alcohol and other drugs, the effects of poor job performance, and other negative conditions that are not accepted in a healthy workplace.

3. Good health practices are encouraged for all employees. The EAP may provide education and employee participation programs promoting healthy living.

4. The EAP will provide training and education for supervisors to help them identify employees whose work performance may be substandard or affected by alcohol/drug abuse.

5. The EAP will provide counseling or it can refer employees to other professional counseling and assessment services. Assessment(s) may include drug screening, physical and/or psychological testing and referral.

V. Voluntary Use of the EAP

Employees can voluntarily use the EAP and will not have their employment or job security jeopardized because of participation in any EAP activity including assessment, counseling or treatment. EAP participation, however, does not preclude disciplinary action for behavior or conduct that is unacceptable or in violation of Caddo Parish School Board policy. In cases where an employee is seeking assistance for alcohol and drug abuse concerns, the Caddo Parish School Board Staff Conduct on Alcohol/Drug Testing and Treatment Policy, GBCB, will prevail. In this instance extreme care will be taken to inform the employee of the consequences for subsequent positive test results. An employee's request for counseling or treatment will not serve as a basis for denial of benefits, promotional opportunities or the termination of employment. Voluntary use of the EAP is confidential and this information will not be reported to any person within the Caddo Parish School System, unless mandated by federal and/or state law.

Supervisory Referrals

1. This type of referral is when the supervisor or principal encourages the use of the Employee Assistance Program when the performance of an employee appears to be a contributing factor causing disruption in the workplace. The supervisor may use this type of referral for the purpose of helping the employee.

   The decision to accept assessment, treatment and/or referral is the responsibility of the employee.

VI. Fitness-for-Duty/Management Directed Referral

This type of referral is used to address employee situations that require immediate attention and for which an employee should not be allowed to remain
in the workplace until the problem is resolved. This type of referral may only be issued by the Superintendent, Assistant Superintendent, or the Director of Certified or Classified Personnel (as appropriate). The purpose of the referral is to address extraordinary situations where an employee poses a potential hazard or risk to themselves or others in the workplace. It may also be used to determine an employee’s fitness to perform the job functions.

Some reasons for this type of referral include, but are not limited to:

1. Violence or threats of violence in the workplace;
2. Suicidal/safety risk;
3. Confirmed or self-reported drug/alcohol use in the workplace/safety risk (see Policy GBCB).

The Employee may be (1) referred to the EAP office or (2) allowed to obtain services from a health care provider selected by the employee who practices in the same area/field of expertise that the EAP office would utilize as a referral to the employee (HCP). If employee obtains services under this program the employee may use all entitled insurance benefits. Any costs not covered by the employee's insurance benefits are the responsibility of the employee.

The employee has the right to accept or refuse the services. However, if the employee refuses services under this type of referral, appropriate administrative action(s) may be taken concerning the job performance or conduct issue that prompted the referral. These administrative action(s) may include, but are not limited to: oral or written reprimand, suspension with pay, suspension without pay, or termination.

If the employee participates in the referral process, the employee agrees that the EAP office will be contacted in advance of the appointment (whether to EAP provider or HCP selected by the employee) to provide background information about the employee and details of the job performance or conduct issue that is of concern. The employee will be required to sign a release authorizing the EAP office or HCP to release certain limited information and reports to a designated School Board administrator (either the Superintendent, Assistant Superintendent, or Director of Certified or Classified Personnel). This information shall be limited to the following: whether the employee kept the initial EAP or HCA appointment; whether the employee agreed or disagreed to follow the EAP’s or HCA’s recommendations; continuing compliance updates and progress toward fitness for duty; specific recommendations, if any, for allowing the employee to return to work; and closure of services. The EAP office or HCP shall provide this information to the designated School Board administrator (either the Superintendent, Assistant Superintendent, or Director of Certified or Classified Personnel) upon their request for information.
VII. Benefits

All appropriate leave-of-absence policies and group insurance coverage will apply to EAP services as outlined in the organization's insurance plan.

VIII. Records

1. All records created within the EAP shall be stored and maintained within the Employee Assistance Office. These records shall not become part of any employee's personnel file.

2. All records maintained by the EAP will be destroyed according to federal or state coding of the subject matter.

3. Employees have access to their records but the release of that information to another agency, in-house department or the general public (verbally or written) requires a signature from the employees, except when mandated by federal or state law.

IX. Confidentiality

All referrals to the EAP office will be treated as confidential. All employees working in the EAP office and other employees within the district having access to confidential referral information shall sign a statement indicating that he/she will maintain the information submitted to the EAP office or to the designated Administrator confidential. Information may only be shared as necessary to perform the job duties of the individual employee having access to the confidential information. Failure to maintain the confidence of the information submitted will result in a disciplinary action which may include oral or written reprimand, suspension with pay, suspension without pay, or termination.

X. Referral

The EAP may make a referral to an outside agency or other appropriate sources; however, it is the employee's choice to accept this referral. If the employee accepts the EAP referral, the employee may use all entitled insurance benefits. Any costs not covered by the employee's insurance benefits are the responsibility of the employee; therefore, the employee is responsible for payment arrangements of these services.

Adopted: November 18, 2003
Revised: January 19, 2010
Revised: November 16, 2010
GCBC/GDBC – ELIGIBILITY FOR EMPLOYEE INSURANCE COVERAGE

For the purpose of determining eligibility for employee insurance, an active employee is (1) any CPSB employee whose membership in either the Louisiana School Employees’ Retirement System (LSERS) or the Teachers’ Retirement System of Louisiana (TRSL) is mandatory, (2) any CPSB employee who elects to participate in another qualified state retirement system in lieu of the LSERS/TRSL or (3) an elected Caddo Parish School Board Member.

Any employee currently covered outside these criteria shall be allowed to continue coverage until termination of active employment, or until other loss of eligibility.

Adopted: May 20, 2003
GCBD - PROFESSIONAL STAFF LEAVES AND ABSENCE
(Board of Elementary and Secondary Education Membership Meetings)

Employees who are elected or appointed to the State Board of Elementary and Secondary Education are authorized to use professional leave time for this purpose. There will be no loss of pay or other benefits.

Adopted: April 18, 1984
Reviewed
& Reenacted: May 22, 2002
GCBD - PROFESSIONAL STAFF LEAVES AND ABSENCES
(Leaves for Jury Duty)

Any employee of the Caddo Parish School System, upon call or subpoena to serve on a federal, state or district petit or trial jury, shall be granted a leave of absence for the period of time required for such jury duty. Such a leave of absence shall be granted without loss of sick, emergency or personal leave or any other benefit, and shall not be deemed to interrupt service accumulated toward sabbatical leave.

No person subpoenaed for jury duty as stated in the above paragraph shall suffer loss of salary because of being granted such leave of absence. For the period of time during which one serves on a jury, the employee shall be paid his regular salary, and will retain the amount received as juror.

The following administrative procedures are to be followed in implementing this policy:

A. Employees who have been subpoenaed for jury duty should present to their immediate superior a copy of the subpoena.

B. The superior should attach the employee's subpoena to the principal's absence report.

Adopted: January 21, 1981
Amended: March 5, 1986
Reviewed & Reenacted: May 22, 2002

Legal Reference: R.S. 17:1210
GCB/A - PROFESSIONAL STAFF LEAVES AND ABSENCES
(Assault and Battery)

In compliance with Louisiana Revised Statute 17:1201C, the following policy is adopted by the Caddo Parish School Board:

Any member of the teaching staff of the public schools who is injured or disabled while acting in his official capacity as a result of an assault or battery by any student or person shall receive sick leave without reduction in pay and without reduction in accrued sick leave days while disabled as a result of such assault or battery. The member of the teaching staff shall be required to present a certificate from a physician certifying such injury and disability.

SICK LEAVE FOR PHYSICAL CONTACT WITH A STUDENT

Any member of the teaching staff of the public schools who, while acting in his official capacity, is injured or disabled as a result of physical contact with a student while providing physical assistance to a student to prevent danger or risk of injury to the student shall receive sick leave for a period up to one calendar year without reduction in pay and without reduction in accrued sick leave days while injured or disabled as a result of rendering such assistance. Such member of the teaching staff shall be required to present a certificate from a physician certifying such injury or disability.

IN ADDITION TO OTHER AUTHORIZED SICK LEAVE

The sick leave authorized by this policy shall be in addition to all other sick leave shall not be accumulated from year to year, nor shall such additional sick leave be compensated for at death or retirement or compensated for in any other manner except as provided in this policy.

SICK LEAVE/WORKERS’COMPENSATION

Should any teacher become injured or disabled while acting in his official capacity, other than an assault, the teacher shall be entitled to appropriate workers’ compensation benefits and/or sick leave benefits at the teacher’s option, for the period of time while injured or disabled. Any benefits received, however, shall not exceed the total amount of the regular salary the teacher was receiving at the time of the disability.

Legal Ref: Louisiana R.S. 17:1201
Amended by Act 55, 1976
Amended: September 15, 1999
December 20, 2005
GCBD - PROFESSIONAL STAFF LEAVES AND ABSENCES
(Teacher/Elected Officials Attendance at Meetings)

Teachers/staff who are elected to positions on the Parish Commission or City Council shall be granted a maximum of three one-half days per month without pay to attend meetings.

Adopted: September 5, 1972
Revised: June 18, 2002
It shall be the policy that the Caddo Parish School Board may grant leaves of absence, without pay, for periods not exceeding one year, to any regularly employed teacher or other employee who requests such leave, in writing, whenever in the discretion of the board such leave is in the best interests of the Caddo Parish School Board.

The written request shall contain the reason(s) for the request, an explanation of why the employee believes granting the leave is in the best interest of the school system and a recommendation for approval or disapproval from the immediate supervisor of the employee requesting the leave.

The Chief Operating Officer, shall make a recommendation to the board accompanied by written justification.

The granting of such leave shall not affect any tenure rights which the applicant may have acquired prior thereto.

The Caddo Parish School Board shall grant a leave of absence, without pay, to any regularly employed teacher or other employee who is president of a statewide professional education organization with a membership of more than ten thousand members, during his or her term of office, not to exceed two years. The granting of such leave shall not affect any tenure rights which may have been acquired prior thereto.

Adopted: June 18, 1997
Revised: June 18, 2002

Legal Reference: Louisiana R.S. 17:1186
GCBD/B - PROFESSIONAL STAFF LEAVES AND ABSENCES
(Extended Sick Leave/Teacher)

AMOUNT OF LEAVE AVAILABLE

The Caddo Parish School Board ("Board") shall permit each teacher to take up to ninety days of extended sick leave in each six-year period of employment which may be used for personal illness or illness of an immediate family member in the manner provided in this policy at any time the teacher has no remaining regular sick leave (current or accumulated) balance.

DEFINITION OF TERMS

As used in this policy the following terms shall have the following meanings:

"Teacher" means any employee who holds a teacher’s certificate and whose legal employment requires such teacher’s certificate.

"Child" means biological son or daughter, an adopted son or daughter, a foster son or daughter, a stepson or daughter, or a legal ward of a teacher who is either under the age of eighteen, or who is eighteen years of age but under twenty-four years of age and a full-time student, or who is nineteen years of age or older and incapable of self-care because of mental or physical disability.

"Immediate family member" means a spouse, parent or child of a teacher.

"Parent" means the biological parent of a teacher or an individual who stood in loco parentis to the teacher.

NON-CUMULATIVE

Unused extended sick leave days during any six-year period of employment shall not cumulate or carry forward into the next six-year period of employment.

TRANSFERABLE

The balance of days of extended sick leave available to a teacher shall transfer with such teacher from one public school employer to another without loss of days and without restoration of days.

INTERRUPTIONS OF SERVICE

Interruptions of service between periods of employment with a public school employer shall not be included in any calculation of a six-year period. Any employment with any public school employer, regardless of when it occurs, shall be included in any determination of the balance of days of extended sick leave available to a teacher.
LEAVE TIME IS REGULAR SERVICE TIME

All time while on extended sick leave is regular service time for all purposes for which service time is calculated or used.

PAY WHILE ON LEAVE

Any teacher on extended sick leave shall be paid sixty-five (65%) percent of the salary paid to the teacher at the time the extended sick leave began.

PROHIBITION OF OTHER EMPLOYMENT

No teacher may undertake additional gainful employment while on extended sick leave, unless all of the following conditions are met:

(a) The teacher can demonstrate that he or she will be working not more than twenty hours a week in a part-time job that he has been working for not less than one hundred and twenty days prior to the beginning of any period of extended sick leave; and

(b) The physician who certifies the medical necessity of the leave indicates that such part-time work does not impair the purpose for which the extended sick leave is required.

Any violation of this prohibition will require the teacher to return to the Board all compensation paid during any week of extended leave in which the teacher worked in violation of this policy and to reimburse the Board all related employment costs attributable to such period as calculated by the Board, without any restoration of such days.

PHYSICIAN STATEMENT REQUIRED

On every occasion when a teacher uses extended sick leave, a statement from a licensed physician certifying that the leave is medically necessary for the teacher or that the immediate family member’s illness is serious and requires the presence of the teacher shall, whenever possible, be presented prior to granting such leave.

(a) If the Board, superintendent, or his/her designee, upon review of the application, questions the validity or accuracy of the certification, the Board may require the teacher or the immediate family member, as a condition for continued extended leave, to be examined by a licensed physician selected by the Board. In such a case, the Board shall pay all costs of the examination and any tests determined to be necessary. If the physician selected by the Board finds medical necessity, the leave shall be granted.

(b) If the physician selected by the Board disagrees with the certification of the physician selected by the teacher or the immediate family member, then the Board may require the teacher, as a condition for continued extension of sick leave to be examined by a third licensed appropriate physician whose name appears next in the rotation of physicians on a list of
Established by the local medical society for such purpose and maintained by the Board. All costs of an examination and any required tests by the third doctor shall be paid by the Board. The opinion of the third physician shall be determinative of the issue.

(c) The opinion of all physicians consulted in determining medical necessity of the extended sick leave shall be submitted to the Board in the form of a sworn statement. All information contained in any statement from a physician shall be confidential and shall not be subject to the public records law.

Adopted: September 15, 1999
Revised: November 18, 2008
It shall be the policy of the Caddo Parish School Board to allow its employees to donate sick leave days to other employees who are suffering from a serious health condition as defined in this policy.

PART I. DEFINITIONS

A. BOARD - Shall mean the Caddo Parish School Board.
B. EMPLOYEE - Shall mean any person who is employed full-time by the Caddo Parish School Board.
C. EMPLOYEE’S DAILY RATE OF PAY - Shall mean the employee’s rate of pay as determined by the Payroll Department.
D. EMPLOYEE DONEE - Shall mean any person who is employed full-time by the Board who is personally suffering from a Serious Health Condition or is a primary care-giver to a family member with a Serious Health Condition.
E. EMPLOYEE DONOR - Shall mean any person who is employed full-time by the Caddo Parish School Board that desires to donate his or her sick leave days to an Employee Donee.
F. FAMILY MEMBER - Shall mean the Employee Donee’s husband, wife, son, or daughter; also means the Employee Donee’s father or mother if they reside with the Employee Donee.
G. SERIOUS HEALTH CONDITION - Shall mean an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, residential medical care facility or continuing treatment by a health care provider.
H. LONG TERM INPATIENT CARE – Shall mean either (1) inpatient care provided for more than seven (7) consecutive days or (2) inpatient care for a series of inpatient treatments for the same or similar serious health condition that results in the Employee donee’s exhaustion of all available compensable leave.
I. SICK LEAVE DONATION FORM - Shall mean the Sick Leave Act of Donation Form established by the Caddo Parish School Board.

PART II. REQUIREMENTS FOR DONATION OF SICK LEAVE DAYS

A. EMPLOYEE DONEE - Employee Donee or Family Member must suffer a Serious Health Condition verified by his/her treating physician. Employee Donee may not receive donations of sick leave days from other Caddo Parish School Board employees unless the Employee Donee has exhausted all compensable leave days (vacation leave, sick leave, extended leave, catastrophic leave, medical sabbatical leave, etc.) available to the
Employee Donee. Employee Donee must be (1) personally suffering from a serious health condition or (2) a primary caregiver to a family member that is suffering from a serious health condition.

B. EMPLOYEE DONOR - Only persons employed full-time by the Board with accumulated unused sick leave in excess of 25 days may make a donation of sick leave days to another full-time employee. In order for an Employee Donor to donate leave time to an Employee Donee, the Employee Donor’s daily rate of pay must be equal to or greater than the Employee Donee’s daily rate of pay. Once the sick leave days have been accepted by the Employee Donee, and approved by administration, such sick leave days are removed from the Employee Donor’s accumulated sick leave balance and may be used by the Employee Donee. Donated sick leave days will be subtracted from the accumulated sick leave of the Employee Donor which will reduce the Employee Donor’s retirement credit and may reduce the Employee Donor’s severance pay.

PART III. APPROVAL OF DONATION BY ADMINISTRATION

A. Once the act of donation (Form 1) has been properly executed by the Employee Donor and accepted by the Employee Donee, the donation form must be submitted to the appropriate personnel director (Certified or Classified) based on the Employee Donee’s status.

B. The appropriate personnel director shall determine whether the Employee Donee is eligible to receive donated sick leave days and whether the Employee donor is eligible to donate sick leave days.

C. In order for Employee Donee to be eligible to receive sick leave days the following criteria must be met:

   1. Employee Donee or family member as defined in this policy must be suffering from a serious health condition certified by his or her treating physician; and
   2. Employee Donee must not have any compensable leave time available for use.

D. In order for Employee Donor to be eligible to donate sick leave days, the following criteria must be met:

   1. Employee Donor must be employed full-time by the Caddo Parish School Board;
2. Employee Donor must maintain a balance of at least 25 sick leave days after the donation of sick leave days to the Employee Donee; and

3. Employee Donor must have the same or higher daily rate of pay as the Employee Donee.

E. Once the appropriate personnel director has evaluated the information provided in Paragraph C & D above, he shall notify the Employee Donor, Employee Donee and payroll of the approval and the number of sick leave days approved for transfer from the Employee Donor to the Employee Donee.

F. If the appropriate personnel director denies or disapproves the transfer of sick leave days, he shall notify the Employee Donor and Employee Donee, in writing, no later than five days after the donation form is submitted to his office for approval. The notice shall be based solely on the criteria referred to in Part III C & D.

G. If the Employee Donee disagrees with the decision of the personnel director, the employee may appeal to Superintendent or the Superintendent’s designee, in writing, no later than five days after the personnel director mails the written notice of denial.

H. If the Employee Donee disagrees with the decision of the Superintendent or the Superintendent’s designee, the Employee Donee may appeal to the board by making a written request to the Board president within five days of the decision of the Superintendent or the Superintendent’s designee.
GCBD - PROFESSIONAL STAFF LEAVES AND ABSENCES
(Sick Leave and Emergencies-Teachers)

All teachers employed in the Caddo Parish School System shall be allowed twelve days of absence per school year for illness and emergencies without loss of pay. Unused sick leave shall be accumulated to the credit of the employee without limitation.

Upon initial employment a teacher shall not be allowed any sick leave until he reports for duty and actually performs work. The minimum of 12 days of sick leave for an employee shall be based on the employee beginning work at the beginning of the school year. In the case of an employee beginning work in the first month of the school year, 12 days of sick leave shall be allowed. If an employee begins work in the second month of a school year, 11 days of sick leave shall be allowed. If an employee begins work in the third month of the school year, 10 days of sick leave shall be allowed. If an employee begins work in the fourth month of the school year, 9 days of sick leave shall be allowed; and the number of days of sick leave shall continue to be prorated for an employee who begins work until the eighth month of the school year, where only 5 days of sick leave shall be allowed.

Current sick leave days and pay for teachers, under R.S. 17:1201, shall be granted by the Superintendent in the case of the following emergencies:

1. Sickness on the part of the teacher.

2. Death or very serious illness on the part of members of the immediate family of the teacher - the immediate family of the teacher for this purpose being husband, wife, child, parents, grandparents, sister or brother.

3. In case of other emergencies not covered by the above authorization, the teacher may present the matter to the school board for ruling. The board broadly defines emergency as:

   "An emergency is an occurrence that is not anticipated and cannot be planned. Emergencies shall include death in the immediate family, court summons and personal business which cannot be attended after school hours. In order for the emergency leave to be paid, it must be approved by the Superintendent or his designee."

Accumulated leave shall be used for personal illness of the employee only. The Superintendent may, however, grant the use of accumulated sick leave for an emergency involving death or very serious illness of any of the following family members - husband, wife, son, daughter, father, mother, grandfather, grandmother, sister, brother, mother-in-law, father-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, grandmother-in-law, grandfather-in-law, step children or anyone for whom they are the primary caregiver - when the illness is certified by the treating physician.

When an employee is absent for six or more consecutive working days because of personal illness, he shall be required to present a certificate from a physician certifying such illness.
The above policy supersedes all previous policies for sickness and days allowed for personal emergencies.

Adopted: June 5, 1974
Amended: July 25, 1978
January 3, 1990
May 27, 1992 (retroactive to August 22, 1991)
May 19, 1993
April 19, 1995
September 15, 1999
June 18, 2002
GCBD - PROFESSIONAL STAFF LEAVES AND ABSENCES
Professional and Support Staff Leaves and Absences
(Sick Leave and Emergencies - 12 Month Employees)

The following policy is applicable to central office clerical staff, administrators, professional staff, maintenance and custodial who are employed for 12 months.

Sick leave days shall be granted in the following manner:

1. Full-time employment less than three years earns one day sick or emergency leave per month.

2. Three years but less than ten years employment earns one and one-fourth days leave per month.

3. Ten years or more of service earns one and one-third days leave per month.

When an employee is absent for six or more consecutive days because of personal illness, he shall present a certificate from a physician certifying such illness.

Sick leave shall be granted in the case of the following emergencies:

1. Sickness on the part of the employee.

2. Death or very serious illness on the part of immediate family of the employee - the immediate family being husband, wife, child, parents, grandparents, sister or brother.

3. In case of other emergencies not covered by the above authorization, the employee may present the matter to the Superintendent for ruling. The board broadly defines emergency as:

   "An emergency is an occurrence that is not anticipated and cannot be planned. Emergencies shall include death in the immediate family, court summonses and personal business which cannot be attended after working hours. In order for the emergency leave to be paid, it must be approved by the Superintendent or his designee."

Unused sick leave shall be accumulated to the credit of the employee without limitation. This accumulated leave shall be used for personal illness of the employee only and provided that when an employee is absent for six or more consecutive working days because of personal illness, he/she shall be required to present a certificate from a physician certifying such illness.
The Superintendent may, however, grant the use of accumulated sick leave for an emergency involving death or very serious illness of any of the following family members -- husband, wife, son, daughter, father, mother, sister, brother, grandfather, grandmother, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandmother-in-law, grandfather-in-law, step children or anyone for whom they are the primary caregiver - when the illness is certified by the treating physician.

Adopted: October 20, 1976;
Reviewed & Reenacted: May 22, 2002
GCBD/C - PROFESSIONAL STAFF LEAVES AND ABSENCES
(Catastrophic Illness Leave)

It shall be the policy of the Caddo Parish School Board to allow up to thirty (30) additional paid leave days in each six year period of employment to an employee suffering from catastrophic illness as defined herein. Unused catastrophic leave shall not cumulate or carry forward into the next six year period of employment.

Part I: Definitions

A. Board
   Board shall mean the Caddo Parish School Board.

B. Catastrophic Illness
   The term Catastrophic Illness shall mean personal illness resulting in the total and continuous inability of the employee to perform each and every duty of his or her employment position with the Board.

C. Employee
   Employee shall mean any person who is employed full time by the Caddo Parish School Board as a teacher or bus driver.

Part II: Exclusions

An employee shall not be eligible for paid leave under this policy:

a. for any period during which the employee’s condition does not meet the definition of “Catastrophic Illness” set forth in Part I above;

b. for any period during which the employee is not under the care of a physician;

c. for any illness or condition caused by or resulting from an intentionally self-inflicted injury;

d. for any illness or condition caused by or resulting from the employee’s participation in an assault or battery or any criminal act whatsoever;

e. for any illness or condition caused by or resulting from an employment related accident;
f. for any period during which the employee is engaged in any gainful employment or in any self-employment; and,

g. for any period during which the employee is not under the care of a physician (the Board retains the right to have the employee evaluated by a physician of its choice and at its expense on an ongoing basis).

Part III: Procedure

In the event of catastrophic illness, and only after all current, accumulated and extended sick leave days have been used, an employee may request of the Caddo Parish School Board that he or she be placed on Catastrophic Illness Leave for a period not to exceed thirty (30) days in each six year period of employment. The request must be in writing and be accompanied by a written statement of a licensed physician certifying that the leave is medically necessary and that the illness or condition of the employee meets the definition of “catastrophic illness” hereinabove set forth. Should the Board, upon review of the request, question the validity or accuracy of the medical certification, the Board may require the employee to be examined by a licensed physician selected by the Board and at the Board’s expense to ensure such leave is medically justifiable. Pay while on Catastrophic Illness Leave shall be fifty percent (50%) of the salary being paid to the employee at the time Extended Sick Leave began.

An employee suffering from catastrophic illness, who has exhausted all of his or her current, accumulated and extended sick leave benefits, may also utilize any of the following options for which he or she may qualify:

1. Leave without pay.
2. Family and Medical Leave Act (FMLA).
3. Purchase of disability insurance at employee’s expense.

La. R.S. 17:47 (D), 500.2 and 1202
Adopted: December 15, 1999
In accordance with the Family and Medical Leave Act of 1993, the Caddo Parish School Board (“School Board”) is required to provide up to 12 weeks of unpaid leave in each leave year to eligible employees. An employee is eligible for unpaid leave under the FMLA if he has been employed by the school board for at least one year and has had at least 1,250 hours of service during the previous one-year period.

FMLA leave may be approved for:

1. The birth of the employee’s child or subsequent care;
2. The placement of a child with the employee for adoption or foster care;
3. In order to care for the spouse, child or parent of the employee who has a serious health condition; or
4. When the serious health condition of the employee renders the employee unable to perform the functions of his position.

If leave is requested for the birth of the employee’s child or the placement with the employee of a child for adoption or foster care, leave must be taken within 12 months after the birth or placement of the child. Intermittent or reduced schedule leave is available under the FMLA for the serious health condition of a family member or employee. Intermittent or reduced schedule leave for birth of a child, placement for adoption of a foster child requires the agreement of the School Board. If a teacher’s period of absence on intermittent leave amounts to 20% of the classroom time, the teacher may be required to take continuous leave throughout the treatment period or be placed in an equivalent position that would not be so disruptive to the classroom.

A teacher may be required to extend leave through the end of the semester if the intended date of return is within 2 or 3 weeks of the semester ending date on which leave began and length of the leave.

In order to prepare for the employee’s absence during FMLA leave, the School Board requires a 30-day written notice of the intent to take leave due to the birth or adoption of a child or for any planned/foreseeable medical treatment. If, due to emergency or unforeseen circumstances in which the employee is unable to provide such notice before taking leave, notice and/or request as soon as possible and practical is expected. When the leave is foreseeable based on planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the school system to the approval of the health care provider.

The employee shall be permitted to substitute any current, then accumulated sick leave and/or annual leave, for any FMLA time requested and approved. The School Board may require an employee to first use any current or accumulated sick leave, personal and/or annual leave time for any part of the 12-week FMLA leave period. If partial and/or fully paid medical leave is taken (to include worker’s compensation), the time taken shall run concurrently as FMLA leave.
Provisions will be made to maintain benefit coverage for medical care and dental care for employees taking FMLA leave subject to the employee’s obligation to continue payment of the employee’s share of the insurance premium.

While on FMLA leave (where FMLA leave runs concurrently with paid leave), insurance premiums will be made by payroll deduction when possible. Otherwise, payments for insurance premiums will be payable in cash or by check to the school system at the same time they would be made if by payroll deduction. The employee has the option of prepaying insurance premiums.

On return from FMLA leave, an employee is entitled to be returned to the same position the employee held when leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. The specific work location of an employee returning from FMLA leave will be at the discretion of the superintendent or superintendent’s designee.

An employee returning to service at the end of the leave period for personal medical reasons shall be required to present to the personnel department a letter from his or her doctor certifying that the employee is able to return to work and perform the major functions of the job to which the employee is returning. Any necessary accommodations required to perform the major function(s) of the job shall be noted prior to return to work.

When requesting leave for the serious health condition of a family member or for the employee’s own serious health condition, the school board requires that the employee provide certification issued by the attending health care provider of the need for leave.

If the School Board finds reason to doubt the validity of the certification, it may require, at its own expense, a second medical opinion from a health care provider designated or approved by the School Board. Should the second opinion differ from the original certification provided by the employee, the School Board may, at its own expense, require that the employee obtain a third opinion. The opinion of the third health care provider, designated or approved by both the School Board and the employee, is final and binding.

While the employee is on FMLA leave, the School Board will require subsequent medical recertification on a reasonable basis that the employee cannot return to work because of the employee’s own illness or the illness of a family member for whom the employee is needed to provide care.

In any case, where both husband and wife are employed by the School Board, the aggregate number of work weeks of FMLA leave to which both may be entitled is limited to 12 weeks during any one-year period where FMLA leave is sought for the birth of a child, placement of a child for adoption or foster care, or to care for a family member with a serious health condition.

DEFINITIONS:

Family Member – means the spouse, child or parent of the employee.
Leave Year – The 12-month period from July 1 to June 30 (the fiscal year of the school board) of the 12-month period since the employee’s last exercise of FMLA rights.

Serious Health Condition – an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, residential medical care facility or continuing treatment by a health care provider. What constitutes continuing treatment by a health care provider is more fully defined under the implementing regulations of the FMLA.

Teacher – means any employee whose principal function is to teach and instruct students in a class, a small group, or an individual setting and includes athletic coaches, driving instructors and special education assistants such as a signer for the hearing impaired. It does not include teacher aides who do not have as their principal function actual teaching or instruction, or auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers, bus drivers or other primarily non-instructional employees.

Adopted: January 20, 1999
GCBD/GCBD-R/GDBD/GDBD-R - PROFESSIONAL STAFF LEAVES AND ABSENCES
(Military Leave)

In order to assure that School Board employees who are also military reservists will be treated fairly regarding their employment in the event they may be called to active duty, the following procedures will apply:

1. In accordance with applicable state statutes and School Board policy (GCBD/GDBD; GDBD/GCBD), employee-reservists called to active duty will be granted leaves of absence with the guaranteed right to return to the position they left when called into service.

2. Thereafter, in the event of a national or state emergency, the School Board will pay such employees an amount which when combined with their base pay for military service will equal but not exceed their regular School Board salary. This arrangement is not to exceed twenty-six (26) weeks.

3. Any employee who, as a member of the Armed Forces Reserves, is ordered to duty with troops or for field exercises, or for instruction during his or her regular work year, shall be granted leave of absence up to fifteen (15) days in any one calendar year for this purpose without loss of pay.

4. Employees who will be ordered to duty with the Armed Forces Reserves shall notify their principal or supervisor of the fact as early as possible so that proper scheduling arrangements can be made. In the event any employee is ordered to duty as specified above, the employee shall, within three (3) days of receipt of his or her orders, notify the Personnel Department of the fact and shall provide the Director of Personnel with a copy of the official orders showing his or her reporting date and release date, if available.

5. Employee-reservists are responsible for notifying the school system’s personnel department regarding where his/her check is to be mailed.

6. The Personnel Department is responsible for instituting record keeping systems which will document such leaves of absence and any payments made as a result thereof.

Adopted: November 14, 1990
Revised: September 17, 1997
November 27, 2001
September 20, 2005
GCBD - PROFESSIONAL STAFF LEAVES AND ABSENCES
(Military Leave)

Military leaves of absence shall be granted to regularly employed teachers serving in the armed forces of the United States for a period dating from induction, enlistment, enrollment, or call to service. The teacher must send a copy of his enlistment orders to the superintendent in order for his military leave to be granted.

All tenure rights accrued until entrance into service shall not be affected.

All regularly employed personnel called into military service shall be returned to the position they left when they were called into service and the board shall give due consideration to this personnel for any promotion that might arise while in military service.

Teachers on military leave who return to their positions shall be allowed experience credit for the number of years they served in the military up to sixty months.

Reference: Caddo Parish School Board
Handbook for Teacher Personnel,
4th edition, 1972
Legal Reference: Louisiana R.S. 17:1215 through 17:1217
GCBD - PROFESSIONAL LEAVES AND ABSENCES
(Positions Eligible for Sabbatical Leave)

It is the policy of the Caddo Parish School Board to grant leaves to "members of the teaching staff" which include classroom teachers, counselors, coordinators, librarians, principals and assistant principals assigned to schools and supervisors of attendance and welfare.

Adopted: November 17, 1976
Amended: May 18, 1977
            September 15, 1999

Legal Ref: R.S. 17:231
         R.S. 1171
SABBATICAL LEAVE AGREEMENT

Pursuant to LRS 17:1187, I hereby understand and agree that as a condition of my being granted sabbatical leave by the Caddo Parish School Board for ____________________________ and in order to be (Use semesters or exact date)
eligible for compensation during such leave, I will return to service in the Caddo Parish School System for one semester for each semester of leave following the expiration date of such leave. Should I fail to carry out the provisions of this agreement for any reason other than incapacitating fitness as certified by two physicians, I shall forfeit all compensation received during the leave period unless I have accepted immediate employment at the expiration of such leave in a state operated educational agency, department, school, college or university in which event I shall forfeit only that portion of the compensation paid to me by the Caddo Parish School Board during the leave period. Should I fail to return to work from sabbatical leave, I understand that monies due the Caddo Parish School Board by me become due in full on the day I fail to report back to work.

_________________________               ________________________________
(Witness)                                    (Signature)

_________________________               ________________________________
(Date)                                        (Date)

This agreement must accompany your request for sabbatical leave.

Adopted: November 16, 1977
Amended: July 2, 1980; November 2, 1983
September 15, 1999
GCB - PROFESSIONAL STAFF LEAVES AND ABSENCES
(Sabbatical Leaves)

It is the policy of the Caddo Parish School Board to follow the Louisiana statutes and interpretations by the Attorney General on sabbatical leaves.

Reference: Louisiana Revised Statutes 17:1171 through 17:1186
It shall be the policy of the Caddo Parish School Board to grant maternity leaves to all female employees of the board in keeping with Revised Statute 17:1211 State of Louisiana and in accord with Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972. 42 U.S.C. 2000e et seq.

The superintendent is hereby directed to publish rules and regulations for the administration of this policy.

All previous policies pertaining to maternity leaves are rescinded.

Adopted: January 21, 1976
PROFESSIONAL AND SUPPORT STAFF LEAVES AND ABSENCES
(Maternity Leaves)

The following administrative rules and regulations relating to maternity leaves are published for the guidance of female employees of the Caddo Parish School Board:

1. All female employees of the Caddo Parish School Board who are regularly employed by the board shall be eligible for maternity leave.

2. The request for maternity leave shall be submitted in writing to the superintendent and/or immediate supervisor at least 60 days before the expected birth of the child. All requests for maternity leaves will be accompanied by a physician's confirmation of the pregnancy and the expected date of birth.

3. An employee may choose the date she wishes to commence her leave provided her physician certifies in writing that she will be able to fulfill her duties to the date the maternity leave will commence.

4. During maternity leave, the employee may use any or all of her sick leave during the time of actual illness or disability. The employee shall provide the district with a statement from her physician certifying when to commence and terminate sick leave. Compensation for absence during maternity leave will be limited to the number of days of sick leave, regardless of the actual time the employee may be absent from her job.

5. Prior to returning to work following the birth of the child, the employee shall provide a physician's certificate that personal health is adequate for fulltime employment.

6. Each holder of a maternity leave is required to notify the personnel office in writing thirty days in advance of her intention to return to work.

7. No maternity leave shall last for a period longer than one year and six months following the birth of the child. Failure to return to work at the expiration of one year and six months period will terminate their employment.

8. All female employees shall be eligible for consecutive maternity leaves, time and other factors applying as for single maternity leaves.

9. An employee adopting a child may receive a maternity leave.

Adopted: January 21, 1976
Revised: March 6, 1991
GCBD - PROFESSIONAL STAFF LEAVES AND ABSENCES
(Sabbatical Leave: Time for Filing, Notification of Approval or Denial)

The following procedures shall apply with respect to the filing of applications for sabbatical leave by teachers and to the notification of approval or denial thereof by the superintendent:

Applications for sabbatical leave shall be made on a form to be provided by the superintendent. Applications shall be sent to the superintendent by registered mail at least sixty days preceding the beginning of the semester of the school year for which the leave is requested, except that, where a teacher has become ill during a semester and requests sabbatical leave for the purpose of recuperating from such illness, it shall be sufficient if the application is mailed thirty days before the date upon which the requested leave is to commence.

The superintendent shall inform the teacher of the approval or denial of such leave at least thirty days preceding the beginning of the semester of the school year for which the leave is requested, except that, where a teacher has become ill during a semester and has requested sabbatical leave for the purpose of recuperating from such illness, the superintendent shall inform the teacher of the approval or denial of such leave as soon as possible after receipt of his request for leave.

Adopted: January 21, 1981
Amended: September 15, 1999

Legal Reference: R.S. 17:1172
As amended by Act 1342 of 1999
It shall be the policy of the Caddo Parish School Board that:

(A) Each person granted sabbatical leave shall sign an agreement with the school board stipulating that, as a condition of his sabbatical leave and in order to be eligible for compensation during such leave, he will return to service in the Caddo Parish School System for one semester for each semester of leave following the expiration of his leave.

(B) Except as otherwise provided in Subsection (C), should a person taking sabbatical leave fail to return to service for one semester for each semester of leave following the expiration of such leave for any reason other than incapacitating illness as certified by two physicians, that person shall forfeit all compensation received during the leave period.

(C) In the event the person taking sabbatical leave fails to return to service in the Caddo Parish School System for one semester for each semester of leave following the expiration of sabbatical leave, but immediately begins employment with a state operated educational agency, department, school, college or university, he shall be required to reimburse the Caddo Parish School Board, that portion of the compensation paid to him by the Caddo Parish School Board while he was on leave.

(D) The Caddo Parish School Board may waive the forfeiture of pay and obligation to return only when it deems such waiver to be in the best interest of the school system. Such a waiver will be granted only when the circumstances which prevent the return of the teacher to the system, immediately following the leave, were not anticipated by the teacher at the time the leave was taken and were beyond the control of the teacher to prevent.

(E) Monies due by persons failing to return from sabbatical leave become due in full on the day they fall to report back to work.

Adopted: November 16, 1977
Amended: December 19, 1979
Amended: July 2, 1980
Amended: November 2, 1983
Legal Reference: Louisiana R.S. 17:1187
Each person granted sabbatical medical leave is prohibited from undertaking any gainful employment during such leave unless the conditions set forth in R.S.17:1177A(1)(a), (b) and (c) are met.

Each person on sabbatical leave for the purpose of professional or cultural improvement during each semester of leave shall do the following:

1. Pursue a program of study earning at least nine undergraduate credit hours, nine graduate credit hours or be certified a full-time student at an institution of higher learning accredited by the board of education of the state or territory in which the institution is located. Upon the written affidavit of any person to the superintendent of the city or parish school system where such person is employed stating that he is unable to obtain sufficient graduate or undergraduate course work to meet the requirements as stated, the superintendent may waive the requirements to the extent that the person may pursue a program of study earning at least ten undergraduate credit hours or six graduate credit hours; if less than fifteen weeks is so spent the number of weeks less than fifteen not so spent shall be spent in one of the two alternatives listed below:

   (a) Pursue a program of independent study, research, authorship or investigation which involved an approximately equivalent amount of work, and which is approved by the employing school board, or

   (b) Engage in travel which is so planned as to be of definite educational value and which is approved by the employing school board.

2. Each person granted sabbatical leave as a condition of the leave shall be prohibited from being employed by any public or private elementary or secondary school in Louisiana or in any other state.

Adopted: October 3, 1984
Revised: September 15, 1999

Legal Reference: R.S. 17:1177 as amended by Act 1342 of 1999
It is the policy of the Caddo Parish School Board to follow the Louisiana statutes and interpretations by the Attorney General on sabbatical leaves.

All sabbatical leaves for the purpose of professional or cultural improvement or for the purpose of rest and recuperation shall be granted on the basis of semesters only.

Any sabbatical leave shall be the two semesters immediately following any twelve or more consecutive semesters of active service in the parish, or for the one semester immediately following any six or more consecutive semesters of service.

The term "semester" as it relates to all employees, except as otherwise provided herein, has reference to the usual fall and spring period as defined by the Caddo Parish School Board school calendar.

The semesters for the following categories shall consist of the following periods:

<table>
<thead>
<tr>
<th>Principal:</th>
<th>Regular Semester Plus:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior High</td>
<td>19 days</td>
</tr>
<tr>
<td>Junior High</td>
<td>9 days</td>
</tr>
<tr>
<td>Elementary</td>
<td>6 days</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assistant Principal:</th>
<th>Regular Semester Plus:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior High</td>
<td>9 days</td>
</tr>
<tr>
<td>Junior High</td>
<td>6 days</td>
</tr>
<tr>
<td>Elementary</td>
<td>6 days</td>
</tr>
</tbody>
</table>

The semester is defined for the following categories as the Regular Semester Plus 5 days:

Curriculum Coordinator
Counselor
Librarian

*If the initial date of employment of an employee is not more than 15 working days after the beginning of the semester, that employee may be considered for a sabbatical leave. This applies only to the initial semester of employment; subsequent semesters must be a complete semester of employment.

Adopted: November 16, 1977
Revised: April 18, 1984
September 15, 1999

Legal Reference: Louisiana R.S. 17:1171
Attorney General Opinion #77-155
GCBD/E5 - PROFESSIONAL STAFF LEAVES AND ABSENCES
(Sabbatical Medical Leave)

ELIGIBILITY

Members of the teaching staff shall be eligible for sabbatical medical leave for the two semesters immediately following any twelve or more consecutive semesters of active service in the parish, or for one semester immediately following any six or more consecutive semesters of active service in the parish.

EMPLOYMENT PROHIBITION

Every person on sabbatical medical leave is prohibited from undertaking any gainful employment during such leave unless all of the following conditions are met:

(A) The teacher can demonstrate that he will be working not more than twenty hours a week in a part-time job that he has been working for not less than one hundred and twenty days prior to the beginning of such leave.

(B) The physician who certifies the medical necessity of the leave indicates that such part-time work does not impair the purpose for which the leave is granted.

(C) The Caddo Parish School Board authorizes such part-time work.

Violation of the prohibition in this subsection shall result in the sabbatical medical leave being rescinded.

PHYSICIAN’S STATEMENT

Every application for sabbatical medical leave shall be accompanied by a statement from a licensed physician certifying that the leave is medically necessary.

(A) If the Board, Superintendent, or his/her designee, upon review of the application, questions the validity or accuracy of the certification, the Board may require the applicant, as a condition for continued consideration of the application, to be examined by a licensed physician selected by the Board. In such a case, the Board shall pay all costs of the examination and any tests determined to be necessary. If the physician selected by the Board finds medical necessity, the leave application shall be granted.

(B) If the physician selected by the Board disagrees with the certification of the physician selected by the applicant, then the Board may require the applicant, as a condition for continued consideration of the application, to be examined by a third licensed appropriate physician whose name appears next in the rotation of physicians on a list established by the local medical society for such purpose and maintained by the Board. All costs of an examination and any required tests by a third doctors shall be paid by the Board. The opinion of the third physician shall be determinative of the issue.
(C) The opinion of all physicians consulted as provided in this paragraph shall be submitted to the Board in the form of a sworn statement. All information contained in any statement from a physician shall be confidential and shall not be subject to the public records law.

Adopted: February 20, 1980
Revised: September 15, 1999
December 20, 2005
GCBD - PROFESSIONAL STAFF LEAVES AND ABSENCES
(Accumulation of Sick Leave)

It shall be the policy of the Caddo Parish School Board that sick leave when not used in any year, shall be accumulated to the credit of all employees certificated and non-certificated without limitation.

 Adopted: January 22, 1975
Revised: June 18, 2002
SUPERINTENDENT'S DIRECTIVE REGARDING ABSENCES FROM SCHOOL

Principals are to notify their respective School Directors in advance of being absent from school. A designated assistant principal is to be named by the principal to be responsible for the operation of the school during this time. The office staff at the school must know the person in charge in order for the school to function properly during the absence of the principal. For those schools that do not have assistant principal, another responsible individual should be designated by the principal and known by the school office staff.

The absences of all employees assigned to the school location must be reported by the principal on the bi-weekly or monthly payroll absence report.

This is intended to clarify reporting procedures and improve employee and community relations. There has been some misunderstanding and lack of communication in the past.

Administrative Directive: November 17, 1978
Amended: September 15, 1999
September 18, 2001
GCBD/B - PROFESSIONAL STAFF LEAVES AND ABSENCES
(Extended Sick Leave/Teacher)

AMOUNT OF LEAVE AVAILABLE

The Caddo Parish School Board (“Board”) shall permit each teacher to take up to ninety days of extended sick leave in each six-year period of employment which may be used for personal illness or illness of an immediate family member in the manner provided in this policy at any time the teacher has no remaining regular sick leave (current or accumulated) balance.

DEFINITION OF TERMS

As used in this policy the following terms shall have the following meanings:

“Child” means biological son or daughter, an adopted son or daughter, a foster son or daughter, a stepson or daughter, or a legal ward of a teacher who is either under the age of eighteen, or who is eighteen years of age but under twenty-fours years of age and a full-time student, or who is nineteen years of age or older and incapable of self-care because of mental or physical disability.

“Immediate family member” means a spouse, parent or child of a teacher.

“Parent” means the biological parent of a teacher or an individual who stood in loco parentis to the teacher.

NON-CUMULATIVE

Unused extended sick leave days during any six-year period of employment shall not cumulate or carry forward into the next six-year period of employment.

TRANSFERABLE

The balance of days of extended of leave available to a teacher shall transfer with such teacher from one public school employer to another without loss of days and without restoration of days.

INTERRUPTIONS OF SERVICE

Interruptions of service between periods of employment with a public school employer shall not be included in any calculation of a six-year period. Any employment with any public school employer, regardless of when it occurs, shall be included in any determination of the balance of days of extended of sick leave available to a teacher.
LEAVE TIME IS REGULAR SERVICE TIME

All time while on extended sick leave is regular service time for all purposes for which service time is calculated or used.

PAY WHILE ON LEAVE

Any teacher on extended sick leave shall be paid sixty-five (65%) percent of the salary paid to the teacher at the time the extended sick leave began.

PROHIBITION OF OTHER EMPLOYMENT

No teacher may undertake additional gainful employment while on extended sick leave, unless all of the following conditions are met:

(a) The teacher can demonstrate that he or she will be working not more than twenty hours a week in a part-time job that he has been working for not less than one hundred and twenty days prior to the beginning of any period of extended sick leave; and

(b) The physician who certifies the medical necessity of the leave indicates that such part-time work does not impair the purpose for which the extended sick leave is required.

Any violation of this prohibition will require the teacher to return to the Board all compensation paid during any week of extended leave in which the teacher worked in violation of this policy and to reimburse the Board all related employment costs attributable to such period as calculated by the Board, without any restoration of such days.

PHYSICIAN STATEMENT REQUIRED

On every occasion when a teacher uses extended sick leave, a statement from a licensed physician certifying that the leave is medically necessary for the teacher or that the immediate family member’s illness is serious and requires the presence of the teacher shall, whenever possible, be presented prior to granting such leave.

(a) If the Board, superintendent, or his/her designee, upon review of the application, questions the validity or accuracy of the certification, the Board may require the teacher or the immediate family member, as a condition for continued extended leave, to be examined by a licensed physician selected by the Board. In such a case, the Board shall pay all costs of the examination and any tests determined to be necessary. If the physician selected by the Board finds medical necessity, the leave shall be granted.
(b) If the physician selected by the Board disagrees with the certification of the physician selected by the teacher or the immediate family member, then the Board may require the teacher, as a condition for continued extension of sick leave, to be examined by a third licensed appropriate physician whose name appears next in the rotation of physicians on a list established by the local medical society for such purpose and maintained by the Board. All costs of an examination and any required tests by the third doctor shall be paid by the Board. The opinion of the third physician shall be determinative of the issue.

(c) The opinion of all physicians consulted in determining medical necessity of the extended sick leave shall be submitted to the Board in the form of a sworn statement. All information contained in any statement from a physician shall be confidential and shall not be subject to the public records law.

Adopted: September 15, 1999
GCBD - PROFESSIONAL STAFF LEAVES AND ABSENCES
(Urgent Personal Leave)

It shall be the policy of the Caddo Parish School Board to allow all employees two (2) days unquestioned absence annually for urgent personal reasons. These days shall be deducted from the employee's accumulated sick leave without loss of pay. The reason for the absence reported on the absence report must state "urgent personal reason."

The superintendent or his designee is authorized to approve absences for reasons other than personal illness or emergency up to three (3) days a year with loss of full pay based on a written request in advance to the superintendent.

Any reason to be absent beyond that which is stated above must be in writing and presented to the Caddo Parish School Board for approval.

Any unauthorized absences shall serve as grounds for dismissal of any employee.

Adopted: November 2, 1976
Amended: June 6, 1979; October 3, 1979

Legal Ref: Louisiana Revised Statutes 17:1208 as amended by Act 519
It shall be the policy of the Caddo Parish School Board to allow its employees to donate sick leave days to other employees who are suffering from a serious health condition as defined in this policy.

PART I. DEFINITIONS

A. BOARD - Shall mean the Caddo Parish School Board.

B. EMPLOYEE - Shall mean any person who is employed full-time by the Caddo Parish School Board.

C. EMPLOYEE’S DAILY RATE OF PAY - Shall mean the employee’s rate of pay as determined by the Payroll Department.

D. EMPLOYEE DONEE - Shall mean any person who is employed full-time by the Board who is personally suffering from a Serious Health Condition or is a primary care-giver to a family member with a Serious Health Condition.

E. EMPLOYEE DONOR - Shall mean any person who is employed full-time by the Caddo Parish School Board that desires to donate his or her sick leave days to an Employee Donee.

F. FAMILY MEMBER - Shall mean the Employee Donee’s husband, wife, son, or daughter; also means the Employee Donee’s father or mother if they reside with the Employee Donee.

G. SERIOUS HEALTH CONDITION - Shall mean an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, residential medical care facility or continuing treatment by a health care provider.

H. LONG TERM INPATIENT CARE - Shall mean either (1) inpatient care provided for more than seven (7) consecutive days or (2) inpatient care for a series of inpatient treatments for the same or similar serious health condition that results in the Employee donee’s exhaustion of all available compensable leave.

I. SICK LEAVE DONATION FORM - Shall mean the Sick Leave Act of Donation Form established by the Caddo Parish School Board.

PART II. REQUIREMENTS FOR DONATION OF SICK LEAVE DAYS

A. EMPLOYEE DONEE - Employee Donee or Family Member must suffer a Serious Health Condition verified by his/her treating physician. Employee Donee may not receive donations of sick leave days from other Caddo Parish School Board employees unless the Employee Donee has exhausted all compensable leave days (vacation leave, sick leave, extended leave, catastrophic leave, medical sabbatical leave, etc.) available to the
Employee Donee. Employee Donee must be (1) personally suffering from a serious health condition or (2) a primary caregiver to a family member that is suffering from a serious health condition.

B. EMPLOYEE DONOR - Only persons employed full-time by the Board with accumulated unused sick leave in excess of 25 days may make a donation of sick leave days to another full-time employee. In order for an Employee Donor to donate leave time to an Employee Donee, the Employee Donor’s daily rate of pay must be equal to or greater than the Employee Donee’s daily rate of pay. Once the sick leave days have been accepted by the Employee Donee, and approved by administration, such sick leave days are removed from the Employee Donor’s accumulated sick leave balance and may be used by the Employee Donee. Donated sick leave days will be subtracted from the accumulated sick leave of the Employee Donor which will reduce the Employee Donor’s retirement credit and may reduce the Employee Donor’s severance pay.

PART III. APPROVAL OF DONATION BY ADMINISTRATION

A. Once the act of donation (Form 1) has been properly executed by the Employee Donor and accepted by the Employee Donee, the donation form must be submitted to the appropriate personnel director (Certified or Classified) based on the Employee Donee’s status.

B. The appropriate personnel director shall determine whether the Employee Donee is eligible to receive donated sick leave days and whether the Employee donor is eligible to donate sick leave days.

C. In order for Employee Donee to be eligible to receive sick leave days the following criteria must be met:

1. Employee Donee or family member as defined in this policy must be suffering from a serious health condition certified by his or her treating physician; and
2. Employee Donee must not have any compensable leave time available for use.

D. In order for Employee Donor to be eligible to donate sick leave days, the following criteria must be met:

1. Employee Donor must be employed full-time by the Caddo Parish School Board;
2. Employee Donor must maintain a balance of at least 25 sick leave days after the donation of sick leave days to the Employee Donee; and
3. Employee Donor must have the same or higher daily rate of pay as the Employee Donee.

E. Once the appropriate personnel director has evaluated the information provided in Paragraph C & D above, he shall notify the Employee Donor, Employee Donee and payroll of the approval and the number of sick leave days approved for transfer from the Employee Donor to the Employee Donee.

F. If the appropriate personnel director denies or disapproves the transfer of sick leave days, he shall notify the Employee Donor and Employee Donee, in writing, no later than five days after the donation form is submitted to his office for approval. The notice shall be based solely on the criteria referred to in Part III C & D.

G. If the Employee Donee disagrees with the decision of the personnel director, the employee may appeal to Superintendent or the Superintendent’s designee, in writing, no later than five days after the personnel director mails the written notice of denial.

H. If the Employee Donee disagrees with the decision of the Superintendent or the Superintendent’s designee, the Employee Donee may appeal to the board by making a written request to the Board president within five days of the decision of the Superintendent or the Superintendent’s designee.

Adopted: May 18, 2004
Revised: December 18, 2007
GCBE - PROFESSIONAL STAFF LEAVES AND ABSENCES
(Holidays and Vacation Days-12 Month Employees)

Full-time 12 month employees such as school bookkeepers, central office clerical personnel and central office administrators shall be eligible for vacation as follows:

The earning of vacation shall be based on the equivalent of years of full-time service and shall be creditable at the end of each month in accordance with the following schedule:

1. Less than 12 years of service at the rate of .83 day of vacation for each month of regular employment, Equivalent to 10 days per year.

2. 12 years of service at the rate of 1.25 day of vacation for each month of regular employment. Equivalent to 15 days per year.

Employees shall accrue vacation days from date of employment. The earned vacation days shall be taken at a time approved by the employee's supervisor.

No more than five (5) vacation days may accumulate from one year to the next with supervisor’s approval.

Employees whose services are terminated shall be paid for the vacation time earned.

Full-time 12 month employees, such as school bookkeepers, central office clerical personnel and central office administrators shall be eligible for paid holidays as follows. Each department will maintain sufficient personnel to keep the central office open during the holiday seasons.

The school board offices are closed on:

- January 1   Thanksgiving Day & the Friday following
- Good Friday December 24, 25
- July 4*     December 31
- Labor Day   Martin Luther King Jr's Birthday
- President’s Day   Memorial Day

The days when a minimum staff is maintained are:

- Spring Break
- Christmas - Varies with school holidays each year

*When July 4th falls on Thursday, the following Friday will also be awarded as time off, and when July 4th falls on Tuesday, the preceding Monday will be awarded as time off.

Adopted: October 20, 1976
Revised: November 28, 1990
January 27, 1993
June 18, 2002
GCC Professional Staff Recruiting and Hiring
(Third Party Out of the United States Recruiters)

It shall be the policy of the Caddo Parish School Board that administration seeks the approval of the Board before utilizing the services of a third party recruiter in order to recruit persons not located in the United States to staff vacancies in the school system. Administration will be required to present documentation to support their recommendation or a particular recruiter or recruiting company which shall include past performance, relationship with persons recruited and references.

Adopted: October 20, 2009
It shall be the policy of the Caddo Parish School Board to select teachers and all other certified personnel from recommendations made by the Superintendent. It shall be the responsibility of the Superintendent to ensure that all persons recommended have proper certification and are qualified for the position. The Caddo Parish School Board firmly believes that well qualified and appropriately certificated teachers are the key to improving teaching, learning, and student performance. The Caddo Parish School Board directs its Superintendent and delegated staff as a top priority to seek, employ, and assign teachers who are so certificated. The Superintendent is directed to prepare Administrative Regulations to carry out this policy. The Caddo Parish School Board has accepted and adopted the minimum scores as set forth by the State Superintendent and approved by the State Board of Elementary and Secondary Education as a prerequisite for regular employment consideration in the public schools of Caddo Parish.

The Superintendent or his/her delegate shall consult with the principal regarding any recommendation he/she may make for the hiring or placement of any teacher or other certified personnel at the school in which the principal is employed. The Superintendent or his/her delegate shall also consult with teachers regarding any recommendations he/she may make for the hiring or placement of a principal at the school in which such teachers are employed.

Adopted: October 2, 1974
Revised: September 20, 1978
    February 7, 1979
    June 18, 1980
    August 19, 1981
    August 17, 1994
    August 19, 1998
    September 19, 2000
Reviewed
& reenacted: September 18, 2001

Legal Reference: LA.RS 17:81 (A)
GCC/GDD - EMPLOYMENT—REQUESTS FOR INFORMATION FROM SCHOOL BOARD EMPLOYERS REGARDING APPLICANT PRIOR SEXUAL MISCONDUCT WITH STUDENTS

I. PROCEDURE FOR REQUESTING INFORMATION FROM PRIOR OR CURRENT SCHOOL BOARD EMPLOYER

A. Prior to hiring any applicant for employment by the Caddo Parish School Board, the personnel department shall request, in writing, that the applicant's current or previous employer, if such employer is a city, parish, or other local public school board, provide information regarding any instances of the applicant’s sexual misconduct with students, if such information exists.

B. Prior to hiring any employee the personnel department shall request that the applicant sign a statement authorizing the Caddo Parish School Board to obtain from the applicant's current or previous employer who is either a city, parish or other local school board any and all information relative to all instances of sexual misconduct with students. The applicant shall also hold the current or previous employer and the Caddo Parish School Board harmless due to the disclosure of the information and release them from any and all liability due to disclosure of the information.

C. Administration shall not hire any person who does not sign the statement referred to in paragraph B of this policy.

D. Administration may only employ any applicant on a conditional basis until it receives and reviews the information requested.

E. Any information obtained pursuant to this policy shall be used only for the purpose of evaluating an applicant's qualifications for employment in the position for which the applicant has applied.

F. No member of the Caddo Parish School Board or school employee employed by the board shall disclose any information obtained pursuant to this policy to any person, other than the applicant, who is not directly involved in the process of evaluating the applicant's qualifications for employment.

II. RESPONSE BY THE CADDO PARISH TO REQUESTS FOR DISCLOSURE OF SEXUAL MISCONDUCT INFORMATION

Whenever another city, parish or other local public school board makes a written request of the Caddo Parish School Board for information regarding any instance of sexual misconduct by a current or previous employee and the requesting public school board provides a statement signed by the applicant authorizing the release of the information and
releasing the Caddo Parish School Board from all liability resulting from the disclosure of the information, the personnel department shall provide the information requested not later than twenty business days after receiving the request.

Adopted: November 27, 2007

Reference LSA-17:81.9
GCC-R - PROFESSIONAL STAFF RECRUITING
(Objective Criteria for Employment of Teaching Personnel)

Recruitment of Applicants

The methods by which applicants are recruited to fill existing vacancies and new teaching positions are:

I  Application submitted voluntarily by the candidates,
II  Actively recruiting on college and university campuses,
III  Referrals from placement bureaus,
IV  Observe and interview student teachers assigned in Caddo Parish Schools.

Selection of Applicants

In the selection of applicants for teaching positions, effort is made to select teachers who show the most promise of success. Selection procedures include:

I  Applicants complete formal application blanks,
II  Require that applicants have a bachelor's degree and proper Certification,
III  The quality of the college transcript will serve to indicate the academic preparation,
IV  Recommendation or report from former principal,
V  Recommendation from cooperating teacher, college supervising teacher, major professor and others for those who have not taught,
VI  Personal interviews with applicants,
VII  Handwritten statement of approximately 150 words stating employment objectives and reasons for wanting to teach in Caddo Parish,
VIII  Applicants are encouraged to visit the school and community prior to appointment to a position.
Applicants are ranked according to the quality of:

A. Academic Preparation - Certified Teacher - Bachelor's Degree

1. Grade point average - 2.0 to 2.4  
   0 points
2. Grade point average - 2.5 to 2.9  
   50 points
3. Grade point average - 3.0 to 3.4  
   100 points
4. Grade point average - 3.5 to 4.0  
   200 points

B. Personal Interview (appearance, speech, self-confidence, interest in teaching and professionalism) - Personnel Department

100 points

C. Professional References

1. Cooperating teacher or principal  
   50 points
2. College supervising teacher and major professor  
   25 points
3. Other professors  
   25 points

Determination of Eligibility

Upon completion of all application procedures, an eligibility grouping is determined for each candidate as follows:

The total points for academic preparation, personal interview and professional reference are-added and an assignment is made to the proper priority group.

<table>
<thead>
<tr>
<th>Priority Group</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>325-400 points</td>
</tr>
<tr>
<td>B</td>
<td>324-275 points</td>
</tr>
<tr>
<td>C</td>
<td>274-175 points</td>
</tr>
<tr>
<td>D</td>
<td>174-150 points</td>
</tr>
<tr>
<td>E</td>
<td>149- 0 points</td>
</tr>
</tbody>
</table>
Priority Group A

This is the preferred group and all candidates in this group are considered for employment before candidates in all other priority groups are considered.

Priority Group B

This group is considered as satisfactory, meaning that the credentials are above average. Those in this group are considered for employment after those in Group A.

Priority Group C

This group is considered as average, meaning that the credentials meet minimum standards for employment.

Priority Group D

These are marginal candidates and are employable only in emergency situations. These applicants are usually lacking in one or more of the basic requirements for full contract employment. They are employable on a temporary basis for one year only.

Priority Group E

The persons in this group are not employable.

By May 1, each spring, each applicant is notified of the likelihood of employment. Applicants are kept active through one school year. By October 1, each year, all "old applications" are placed on inactive file for four years unless they are renewed by the applicant.

Employment Procedures

I. All applicants seeking employment must first apply through the personnel office. All credentials must be in order before considered for employment.

II. When the possibility of a vacancy exists, the personnel department will work with the principal to determine the specific subject area or grade.

III. After all criteria has been met, supervisors may interview applicants and complete an interview form to be returned to the personnel office indicating approval or disapproval for employment.
IV. Approved applicants will be ranked by the personnel staff according to employment criteria. The following steps are to be followed in the employment and placement process of applicants:

A. Ideally three or more applicants for a position will be selected and considered for interviews. This number may vary depending on the availability of applicants. The principal or his designee and the personnel department will select the applicants to be interviewed. If the principal and designee are unavailable, the personnel department will select the applicants for interviews.

B. Normally interviews with the principal will be conducted at the school. However, interviews may be conducted, at the discretion of the personnel office, in the central office complex.

C. The principal or his designee will complete an interview form rating applicants according to preference. This preference will be given priority consideration.

D. After a review of all data, the personnel department will employ and assign applicants.

E. All determined vacancies will be staffed during the summer no later than the last week in July.

F. The personnel department will orient all new employees to salary and benefits and initiate records for personnel and payroll.

V. The personnel department will monitor all school staffs to ensure compliance with the school system's staffing formula and to maintain a reasonable staff racial composition in each school. (Refer to policy GCI, Professional Staff Assignments and Transfers).

VI. Exceptions to the above procedures may be made by the personnel department with the approval of the Superintendent.

VII. The school director responsible for principal evaluation and school effectiveness has the responsibility to assist the personnel department in administering the school board staffing policy. School principals are also responsible to ensure that board policy on staffing is followed.

VIII. The following defines the roles of the Department of Certified Personnel and administrators.

A. The Department of Certified Personnel shall have as its top priority the recruitment of teachers who hold or are eligible to hold state certification appropriate to their assignment.
B. The Department of Certified Personnel shall screen all candidates for a vacant position and identify those who have full state certification appropriate to the position or are eligible for same.

C. The Department of Certified Personnel shall provide the administrators and directors the supply of teachers eligible for interviews fully noting those candidates who hold or are eligible to hold full certification appropriate to the position.

D. Administrators and directors shall be required to first interview those who hold or are eligible to hold certification appropriate to the position and are qualified for the position. Administrators are obligated to hire the candidate who is best qualified and who holds or is eligible to hold certification appropriate to the position.

E. In those instances where there does not exist a qualified and fully certified candidate, the administrator must notify the director with the rationale and seek approval for the exception. Administrators shall not “hold” a position vacant as long as there is a qualified and certified teacher available.

F. Teachers who are “surplused”, fully certified, and qualified for a position are to be given first priority for placement when a vacancy occurs.

G. The Department of Certified Personnel shall maintain a record of hires, noting the level of certification of the hire.

H. The Department of Certified Personnel shall report to the Chief Operating Officer and the Superintendent any identified irregularities with the interview or selection process in a timely fashion so that an investigation can proceed with haste.

I. Administrators are expected to administer this policy and administrative regulations in an ethical, professional and timely manner.
GCD - PROFESSIONAL STAFF HIRING – Former Board Members
(Professional and Support Staff Hiring)

In accordance with the Code of Governmental Ethics and in order to avoid even the appearance of impropriety or the exercise of influence or favoritism, it is the policy of the Caddo Parish School Board that no member or former member thereof shall be employed or considered for employment, nor shall any application for employment by such member or former member be accepted until twenty-four months have elapsed from the termination of his or her service on the Caddo Parish School Board.

Adopted: March 3, 1982
Revised: September 18, 2001
Revised: November 16, 2004
La.R.S. 42:1121
GCD: Professional Staff Hiring
Interview Process-Teaching Positions

It is the policy of the Caddo Parish School Board that every effort will be made to place a certified teacher in every classroom. Once the Human Resources Department has screened applicants for a teaching position and insured appropriate certification, a list of at least three applicants (or less if there is less than three qualified applicants) shall be submitted to the principal where there is an opening for interview. The principal shall interview the three applicants. If the principal does not select one of the applicants, he/she shall put his/her decision in writing and submit it to the Human Resources Department. The Human Resources Department shall then submit three more qualified applicants to the principal for interview. This process is to be continued until the classroom is staffed with a certified teacher.

If no teacher is selected by the principal after the first two rounds of interviews, all information is to be submitted to the superintendent. A current list of all classes staffed by non-certified teachers will be sent to the CPSB members on a routine basis.

Adopted: July 20, 2010
GCE - PARTTIME AND SUBSTITUTE PROFESSIONAL STAFF
(Temporary Teachers)

It shall be the policy of the Caddo Parish School Board that temporary teachers must meet all employment requirements in order to receive regular pay. Day-by-day substitute teachers will receive substitute pay.

This policy rescinds the 1974 school board action placing day-by-day substitute teachers on regular pay after the fortieth day.

Adopted: February 7, 1979
The Caddo Parish School Board, recognizing the desires of some retired teachers and administrators to work as day-by-day substitute teachers or as external assessors in the Louisiana New Teacher Assessment Program, hereby adopts the following policy:

Any person on retirement under the Teachers' Retirement System of Louisiana and who did not participate in the Deferred Retirement Option Plan may be employed during the periods of July 1 through June 30 of any year provided his/her earnings in such employment does not exceed fifty percent of his/her average final compensation for such period as determined by the Teachers' Retirement System.

In implementing the policy, the Caddo Parish School Board will comply with the provisions of Louisiana R.S. 11:707 and file the reports required thereunder.

Any person who retired from the Teachers' Retirement System of Louisiana and participated in the Deferred Retirement Option Plan and becomes employed or reemployed by Caddo Parish School Board shall have his/her total benefit suspended for the duration of such employment in compliance with R. S. 11:791(A).

However, any retired teacher or administrator who is reemployed as a Substitute teacher and/or as a new teacher assessor is exempt from the provisions of the previous paragraph as long as he/she is reemployed no more than ten days a month as a day-by-day substitute teacher and/or as an assessor.

After working ten days in a month as a substitute teacher and/or as an assessor, the suspension of benefits shall apply to the remainder of the month. The suspension of benefits may occur after the end of the fiscal year and after a complete employment report is received by the Teachers' Retirement System of Louisiana from Caddo Parish School Board.

Adopted: March 3, 1976
Amended: August 3, 1977
January 20, 1982
May 17, 1995
February 21, 1996
The Caddo Parish School Board shall follow state law in the matter of probation and tenure.

The tenure laws are found in Louisiana Revised Statutes of 1950, Title 17:441 et seq., and in part, provide the following:

The word “teacher” means (1) any employee of any parish or city school board who holds a teacher’s certificate and whose legal employment requires such certificate; and (2) any school lunch supervisor employed by a parish or city school board who holds a special parish school lunch supervisor’s certificate issued by the department of education of the state of Louisiana and whose employment requires such certificate.

Each teacher shall serve a probationary term of three years beginning from the date of his first appointment in the parish. Probationary teachers may be dismissed by the school board at any time during a three year period upon the written recommendation of the parish superintendent, accompanied by valid reasons for dismissal in accordance with GCG-R.

If not notified in writing by the board at the expiration of the probationary period that the teacher has been discharged, such teacher shall automatically become a permanent teacher in the parish.

Legal Reference: Revised Statute 17:441, et seq.
Reference: Caddo Parish School Board Handbook for Teacher Personnel
Revised as of Act 988, 1985
Reviewed: May 22, 2002
Revised: April 19, 2011
GCG –R PROFESSIONAL STAFF PROBATION AND TENURE  
(Procedures for termination of Probationary teachers)

Whenever a probationary teacher as defined under LSA-RS 17:441 et seq is recommended for termination to the board by the superintendent, the following procedures shall be followed:

1. Teacher shall be given notice at least 20 days prior to the board taking action on the request for termination;
2. The Superintendent shall provide teacher and the board with a copy of the reasons for termination as well as any supporting documentation;
3. Teacher will be allowed to present documentary evidence to rebut or refute the reasons submitted by the Superintendent; said evidence to be presented to the superintendent’s office by teacher no later than five (5) days before the board is to take action; and
4. The board will make its decision based on the documentary evidence presented without oral argument unless the board decides to require argument.

Adopted: April 19, 2011
GCI - PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

The Caddo Parish School Board recognizes the need to place all employees in positions where they may be the most effective and productive.

The assignment of faculty and staff to schools will be made in such a manner that schools do not become identifiable as intended for students of a particular race, color or national origin.

Each transfer request will be considered on its own merit and evaluated in terms of its effect on the unit requested. Personnel transfers will seek to establish and maintain a proper balance of youth, experience, and specialized instructional competence in each school to provide quality education to pupils served. Transfers will be based on valid instructional and/or administrative needs of the school system.

Adopted: July 15, 1981
Revised: June 18, 2002
GCI-R - TEACHER REQUEST FOR TRANSFER PROCEDURE
(Teachers currently holding a valid Louisiana Teaching Certificate.)

I. Certified teachers will receive a transfer request packet no later than the first week of February of the current school year. Transfer request packets will also be made available in the Certified Personnel Department.

A. Transfer packets will include a current vacancy list which will include all positions staffed by non-certified teachers.

B. Updated vacancy lists will be available in the Certified Personnel Department. Updated lists will be sent to schools for posting.

II. Certified Teachers will be responsible for returning the Teacher Request for Transfer form to the Certified Personnel Department by the end of the work day on March 1st of the current school year. (Should March 1st fall on Saturday, Sunday, or a recognized holiday, the first working day after March 1st would be the deadline.)

A. Requests received after March 1st will not be considered unless teachers can show evidence of extenuating circumstances that prevented completion of requirements by the approved deadline. Consideration of late requests must have signed approval by the Chief Operating Officer.

B. Teachers need not list requests for every vacancy. Consideration may be given for positions which become available after the transfer request deadline.

C. Request packet information is to be released only to principals of those schools for which the teacher is requesting transfer consideration.

III. The Certified Personnel Department will process transfer request information and forward to appropriate principals. (March)

IV. Principals will begin the interview process on April 1st of the current school year by responding to applicant requests and scheduling appropriate interviews. Principals will respond to all requests for transfers by return correspondence. Principals will be responsible for interviewing those teachers for whom he/she believes to be best suited to staff vacant positions within the school’s staffing needs. Principals will complete an interview documentation form, retaining one copy at the school and forwarding one copy to the Certified Personnel Department. Teachers requesting transfers to schools need to contact principals beginning April 15th of the current year.

Note: Principals should document all contacts with regard to transfer requests.
V. Principals will forward recommendations for transfers to the Certified Personnel Department by May 15th of the current school year for consideration.

VI. Information will be reviewed by the Certified Personnel Department’s staff and appropriate paperwork will be completed to process approved transfers.

VII. The Director of Certified Personnel, acting under the authority of the Superintendent, shall, prior to August 1, be responsible for approving the principal's recommendation for transfer.

VIII. Teachers and principals will be notified in writing of transfer request approvals. (June)

IX. Any request for a lateral transfer of teaching personnel initiated on/or after August 1 of the upcoming school year must have the consensus of both principals involved. (Losing principal - school from which teacher is being transferred; Gaining Principal - school to which teacher is being transferred) and a replacement teacher must be secured prior to granting the transfer.

Note: Lateral transfers refer to a move from one teaching position to another without an increase in pay. Transfers to positions for which teachers will gain monetary benefits will be considered a promotion or an upgrade in pay and will not require the consensus of principals. The Chief Operating Officer will review and make the appropriate determination of these requests.

Adopted: February 18, 1998
Revised: January 23, 2001
GCJ - PROFESSIONAL STAFF TIME SCHEDULES
(Administrative and Supervisory Personnel)

Minimum days for elementary school principals 195
Minimum days for middle school assistant principals 195
Minimum days for middle school principals 200
Minimum days for high school assistant principals 200
Minimum days for senior high school principals 220

Adopted: March 17, 1971
Amended: May 18, 1977
Revised: June 18, 2002
Revised: October 15, 2002
GCJ - PROFESSIONAL STAFF TIME SCHEDULES
(Teachers)

Teachers are required to report to their school fifteen (15) minutes prior to official start of the school day and remain fifteen (15) minutes after school is dismissed. Teachers are expected to be available to both students and parents who need a conference time that is reasonable before or after the school day.

In cases of emergency*, before school and after school time may be extended. Within twenty-four hours after the assessment of emergency, a written description of the emergency must be submitted by the principal to the appropriate cluster Director. While an effort should be made to schedule parental conferences during planning time, teachers shall be notified 24 hours prior to any conference scheduled before or after school. These conferences shall be scheduled at a time when a member of the administrative team is on campus.

Teachers are expected to remain at school throughout the day unless some unusual circumstances require them to leave. In case one must leave, it should be with the knowledge and permission of the principal or his/her designee.

* An emergency is an occurrence that is not anticipated and cannot be planned.

Reference: Caddo Parish School Board
Handbook for Teacher Personnel,
4th edition, 1972
Revised: June 18, 2002
The Caddo Parish School Board firmly believes that teachers should be afforded a period of time for lunch unencumbered with school duties on a daily basis. This policy is occasioned by the action of the Caddo Parish School Board on March 17, 1999, authorizing the hiring of aides in each elementary school so that this Caddo Parish School Board intent could be implemented. The Caddo Parish School Board realizes that unique circumstances or needs of a school, on an isolated basis, may require the assistance of a teacher(s) during a lunch period and such a circumstance may interfere with the intent of this policy. However, the Administrative Regulations that follow shall address remedies for such occasions. The Caddo Parish School Board also acknowledges that continuation of such a policy while intended to be on-going, is contingent upon annual funding for the appropriate aides. The Superintendent is directed to prepare Administrative Regulations to carry out this policy.

Adopted: September 19, 2000
GCJ-R – Professional Staff Time Schedules
Duty Free Lunch – Administrative Regulations and Procedures

1. Principals have the responsibility to schedule for teachers a daily duty-free lunch period.

2. Principals have the responsibility to assign available aides and other personnel so as to provide adequate supervision of children when in the cafeteria for lunch.

3. Principals have the managerial responsibility to assure orderly expectations and standards for student behavior in the cafeteria. Principals have the responsibility to determine when, in cases of emergency and with good reason, a teacher’s presence is needed in the cafeteria to assure appropriate student behavior and decorum. It may be appropriate for the first few days (generally not to exceed 3 days) of school to have teachers assist with establishing the routine for students and expected behaviors in the cafeteria.

4. Should a principal need to have a teacher present in the cafeteria on an infrequent basis, then the principal shall solicit volunteers. Only if there is no available volunteer, the principal has the responsibility to select a teacher and make every effort to rotate teachers.

5. Principals shall establish appropriate expectations for teachers with regard to their role in preparing students for lunch so as to interface cooperatively with the aides and other personnel.

6. Principals are to file with the cluster director a statement of assurance or a plan no later than two weeks after the first day of school for use of aides and other personnel and that teachers have a scheduled daily, duty-free lunch period.

7. When the occasion warrants that principals need a teacher to assist in the cafeteria and such assistance interferes with the teacher’s duty-free lunch period, the principal shall notify the cluster director in writing the reason for the assignment, the name of the teacher(s) affected.

8. The director shall monitor each school to assure implementation of the Caddo Parish School Board’s policy and administrative regulations.

Adopted: September 19, 2001
GCJ - PROFESSIONAL STAFF TIME SCHEDULES
(Planning Time for Elementary Teachers)

It shall be the policy of the Caddo Parish School Board, effective with the 1979-80 school year, that elementary teachers will be given a minimum of thirty minutes per day or one hundred fifty minutes per week unencumbered time at the discretion of the individual school administrator.

Adopted: May 16, 1979
It shall be the policy of the Caddo Parish School Board to have extended employment guidelines for the cooperative distributive and cooperative office education coordinators.

Adopted: May 17, 1978
GCJ-R - PROFESSIONAL STAFF WORK SCHEDULE
(Extended Employment Guidelines for Cooperative Distributive Education and Cooperative Office Education Coordinators)

For the purposes of these guidelines, extended employment is defined to be the months of June and August. Consideration, however, should be given to the fact that cooperative coordinators are on call by students, parents and employers throughout the year - including weekends, holidays and the month of July. The responsibilities of the cooperative coordinator have been divided into four areas: employment-related procedures, student-related procedures, instructional-related procedures and administrative related procedures. This outline by no means limits the coordinator to only these responsibilities. Exhibiting the professionalism that each coordinator should possess, any situation will be handled as the need arises.

Employment Related Procedures

1. Write thank-you letters to participating employers and others when applicable.
2. Canvas the community for new businesses or shopping areas for prospective training stations.
3. Check with current employers about needs.
4. Contact inactive employers about future employment.
5. Follow up, throughout the summer, with employers after student placement.
6. Educate the general public about cooperative employment programs (civic appearances, mailouts, media publicity, etc.)

Student Related Procedures

1. Hold orientation sessions to prepare students for interviews.
2. Counsel with individuals and groups.
3. Meet with students not yet employed to discuss employment possibilities.
4. Participate in appropriate activities of vocational-related youth organizations.
5. Plan recruitment activities and presentations for coming year.
6. Provide and coordinate summer employment opportunities not otherwise available.
Instructional-Related Procedures

1. Prepare materials for orientation sessions.

2. Integrate new materials and/or equipment into the instructional program.

3. Review, revise and develop instructional and promotional materials.

4. Visit business community (viewing operation of new equipment or techniques, learning employer expectations, etc.).

5. Conduct in-service with other coordinators.

6. Attend appropriate professional meetings.

7. Participate in instructional in-service as planned by the vocational supervisor.

Administrative-Related Procedures

1. Bring student and employer files up-to-date.

2. Confer with administrative staff on schedule changes.

3. Review cumulative records and transcripts of incoming students.

4. Schedule new students into the program.

5. Meet with school principal twice a month to advise him of all program activities.

As a result of carrying out these and other worthwhile related activities, the following advantages of eleven-month employment should be evident:

1. Improve continuity in program activities since coordination can be performed with little interruption.

2. Additional job experience opportunities are provided for students through summer employment.

3. Extremely worthwhile curriculum projects can be initiated and developed during the summer months.

4. New training station contacts can be developed best when business activity is at a slower pace and businessmen are more readily available for conferences and consultation.

5. Prospective enrollees can and should be placed prior to the opening of school.
GCJ - PROFESSIONAL STAFF WORK SCHEDULE
(Extended Employment Guidelines for Agriculture Teachers)

It shall be the policy of the Caddo Parish School Board to have established extended employment guidelines for agriculture teachers for a period of one year and that vocational agriculture be phased out and replaced with agribusiness.

Adopted: May 17, 1978
GCJ-R - PROFESSIONAL STAFF WORK SCHEDULE
(Extended Employment Guidelines for Agriculture Teachers)

The agriculture teacher will:

1. Meet with the school principal each week to advise him of all agriculture activities for the previous week and plans for the following week. The school principal may require this to be in writing.

2. Meet with the agriculture supervisor once a month for the purpose of advising him of all agriculture activities.

3. Inventory all equipment, books and supplies at the beginning of the summer and at the end of the summer.

4. Have a Cooperative Agriculture Education Program with the goal to have at least a minimum of 11 students participating in the program. This is a program that combines classroom work correlated with practical on-the-job work experience in an agribusiness work station. This will involve the following activities:
   a. Pre-employment orientation sessions with incoming agriculture students.
   b. Canvas the community for agriculture training stations.
   c. Placement of incoming students,
   d. Follow-up throughout the summer, with employers after student placement.
   e. Counsel with students as needed.

5. Prepare a list of incoming freshmen and begin visits to each home to inform students and parents about the agriculture program curriculum and student responsibilities. (The number of freshmen will be reported to the school principal and agriculture supervisor.)

6. Attend with students the State F.F.A. Convention. This will involve meeting with parents of members who will be going to the State convention.

7. Provide at least two functions during the summer months for the F.F.A. membership. This will include such functions as field trips, work days, judging trips, etc.

8. Plan agriculture activities at school for students as appropriate with materials, supplies and equipment.
9. Continue supervision of student projects either at school or at home. Records must be maintained and at the conclusion of the projects the agriculture teacher will review records of selected projects with the school principal.

10. Begin selecting and training judging teams for areas such as soil and forestry. The teacher will meet with team members and give each a copy of the information that they will need to study for contests.

11. Attend and participate in instructional in-service meetings as planned by the agriculture supervisor.

12. Participate with students in the F.F.A. leadership conference and teachers in-service workshops held each year at the Youth Center in Bunkie, Louisiana.


14. Assist local farmers with agriculture problems if requested. The names, addresses and telephone numbers of all adults receiving help will be reported in writing to the school principal indicating what service was provided. This will be on a limited basis because of responsibilities that must be met with students.

15. Visit graduating seniors once urging each to continue with his vocational objectives. This will depend on how successful the teacher has been with the student during the school year.

16. Attend the Louisiana Vocational Agriculture Teacher Association meeting during the Louisiana Vocational Association Conference held each year in the month of August.

17. Check all vocational supplies and equipment orders into the classroom.

18. Meet at least once with Advisory Council members. A copy of the agenda will be provided the school principal for his evaluation.

19. All vacations, as approved, will be taken during the month of July. Vacations may be scheduled at another time with written approval of the principal if a valid reason is presented.
GCLA - PROFESSIONAL STAFF VISITATIONS AND CONFERENCES
(Principals Attendance at Conventions)

I. Elementary School Principal

A. Five principals may attend the national elementary school principals' convention at school board expense.

B. Five principals may attend a regional elementary school principals' meeting at school board expense.

C. Five principals may attend the national elementary school principals' convention at their own expense.

D. Five principals may attend the regional elementary school principals' convention at their own expense.

E. A principal may attend a convention no more often than every third year at his own expense. Exceptions are to be handled by the assistant superintendent for administration, who will be consulted for all trips.

F. At the regular elementary principals' meeting in October, the first five principals on the national list and the first five principals on the regional list will state their intentions. These two names will be transferred to the end of the list at the October meeting, regardless of the decision of the principal. There will be no swapping of places on the list.

II. Junior High School Principals

A. Two principals may attend a national convention at school board expense.

B. One principal may attend a regional convention at school board expense.

C. Two principals may attend a national convention at their own expense.

D. One principal may attend a regional convention at his own expense.

E. Exceptions are to be handled by the assistant superintendent for administration, who will be consulted for all trips.
F. Selections are to be made not later than October each year.

III. Senior High School Principals

A. Three senior high principals may attend a convention at school board expense. No more than two of the three may go to the same convention. One principal must attend the Southern Association of Colleges and Schools convention each year.

B. Two principals may attend a convention at their own expense.

C. Exceptions are to be handled by the assistant superintendent for administration, who will be consulted for all trips.

D. Selections are to be made not later than October each year.

Adopted: July 17, 1972
GCN - EVALUATION OF PROFESSIONAL STAFF

It is the policy of Caddo Parish School Board that all certified and professional employees will be evaluated according to the laws of the State of Louisiana and the regulations and procedures adopted by the State Board of Elementary and Secondary Education as described in Bulletin 1525. Caddo Parish School Board will prepare and adopt a Performance Evaluation Plan in compliance with Bulletin 1525. Caddo Parish School Board, the Superintendent and staff will implement the plan as written.

Adopted: August 18, 1993
GCN-R - ANNUAL NOTIFICATION FOR THE SUPERINTENDENTS EVALUATION

The president of the school board will conduct performance observations and evaluations of the superintendent according to the provisions of the superintendent's contract and the requirements of the Caddo Performance Evaluation Plan.

The contract year and the plan year begin in July and end in June, starting in the term of one president and ending in the term of his/her successor.

No later than September 30 of each year the assistant superintendent for human resources shall notify the president and other school board members regarding contract and plan evaluation requirements including time lines. The assistant superintendent shall supply the forms and procedures required to complete the plan evaluation.

The outgoing president will inform the incoming president regarding the status of the observation and evaluation process in January. The now president will receive any completed plan observation and evaluation forms along with any forms yet to be completed.

The assistant superintendent shall notify the president no later than March 30 of each year regarding plan requirements that have not been completed.

The president shall complete all required plan conferences and evaluation forms and shall notify the superintendent that the post-evaluation conference will be held no later than the regular board meeting in May. The president shall also provide written notice to the superintendent of his/her contract evaluation and the school board executive session in which the evaluation will be discussed.

The president and the superintendent will sign the required plan evaluation forms within five days following the conference.

The assistant superintendent shall notify the superintendent and the president that school system goals and objectives for the succeeding school year should be established by July 1.

Adopted: October 19, 1994
GCO - PROFESSIONAL STAFF PROMOTIONS
Hiring LTRS Retirees

The Caddo Parish School Board shall follow state law whenever hiring anyone who is a retiree of the Louisiana Teachers Retirement System of Louisiana (LTRS).

It is the Board’s preference that before a LTRS retiree is hired for a position that there not be any qualified non-retiree applicants for the position.

LTRS retirees who are filling a teaching position shall be hired for one school year only and shall report for duty not more than three days before the school year begins. LTRS retiree administrators shall be hired for a one-year term only. All other positions held by LTRS retirees shall be vacated on the last day of the school year.

All recommendations will be in the mailout to board members designated as retirees.

Adopted: June 15, 2010 (Delayed Implementation, see Board action dated July 20, 2010.)
GCO - PROFESSIONAL STAFF PROMOTIONS
(Board Appointed Positions)

The Superintendent shall be required to submit for approval by the board recommendations for assistant principals, principals, supervisors, managers, directors and assistant superintendents.

All persons who are to be employed or promoted to positions on the administrative scale of the compensation plan must be approved by the board.

The superintendent will submit a written recommendation and a copy of the applicant’s resume to board members at least one week in advance of the board meeting. The recommendation will include a statement of assurance that the applicant has distinguished himself/herself in the position held at the time he/she seeks a promotion and that the applicant meets all qualifications for the position.

The applicant(s) for the above positions must provide during the application process a plan of action which includes the applicant’s vision and objectives. The plan of action of the applicant recommended for the position must be submitted with other documentation to the board when the recommendation is made by the superintendent to the board.

The superintendent shall also submit the actual salary of the person being promoted or appointed to the Board either before or at the time the recommendation is being submitted to the board.

Adopted: August 9, 1967
Revised: March 6, 1974; August 17, 1977; January 3, 1979; September 5, 1979; September 21, 1994; August 19, 1998; February 12, 2009; May 18, 2010
GCO - Board Voting Procedures
(Board Appointed Positions)

Whenever the Superintendent makes personnel recommendations for promotions, all persons recommended for promotion may be voted on as a group by consent of the board members. If any board member requests that a recommendation for promotion be separated, the board president along with the superintendent shall separate that recommendation from the others, and it shall be voted on separately from the other promotional recommendations.

Adopted: December 18, 2007
The appointment of administrators and supervisors is made by the Caddo Parish School Board upon recommendation of the Superintendent of Schools. To ensure adequate consideration of applicants, this regulation sets forth the policy statements and establishes procedures for identifying and advertising available positions, processing applicants and selecting candidates to be recommended to the Board for appointment.

The following procedures have been initiated in order that all professional personnel will have an opportunity to seek appointed positions in administration and supervision as they occur.

1. General

The selection of highly competent educational leaders to be recommended for appointment to administrative or supervisory positions is among the most important responsibilities of the Office of Superintendent. The school system seeks to employ individuals with an outstanding background of training and experience as revealed in personnel records and in personal qualities that indicate an ability to work effectively with young people and adults.

2. Advertising Available Positions

The Superintendent's Office shall announce vacancies that exist and job descriptions of such positions which are to be filled. Positions will be advertised for two (2) weeks.

The closing date for applications to be received will appear on the position advertisement. The work year and salary range will be stated. Inquiries should be made to the appropriate Director of Personnel. The requirements and procedures for making application will be outlined.

3. Applicants and Qualifications

Properly qualified candidates may make application for the positions desired. To be qualified to seek a position, all applicants must have acquired at least the skills required in the job description for the position sought. In the instance of a position requiring a state certification, a qualified candidate is a person who has fully completed the education requirements, received the appropriate state certification, including appropriate administrative/supervisory endorsement and participation in a school leadership preparation program and acquired at least the skills required in the job description for the position sought.
Applications will not be considered unless all materials, including appropriate administrative/supervisory endorsement, have been received. Applicants holding provisional certification will not be considered unless no properly qualified candidates are found to have the skills the job requires.

1. References and Credentials

References on a specified form shall be submitted by persons knowledgeable of the applicant's skills and performance. All applicants shall be requested to sign a statement authorizing the district to obtain confidential statements from the references provided by the applicant. Failure to sign a statement authorizing the confidentiality of the references obtained shall not jeopardize the applicant's position. However, all persons contacted for references on behalf of the applicant who have not given their permission for confidential statements shall be notified that their recommendations may not be held in confidence.

The applicant shall submit or have on file up-to-date transcripts of all graduate and undergraduate work. Official transcripts containing the seal of the institution of higher education and an official signature of the appropriate official are desired. Official copies are permissible.

Applicants shall submit to the Assistant Superintendent of Human Resources a letter of application and a resume containing, at a minimum, information of professional activities and community service. The Assistant Superintendent for Human Resources shall provide any other supporting data on each applicant.

2. Application

When a vacancy occurs in the administrative and/or supervisory staff of the school system, any teacher or any person holding any other position shall have the right, upon his/her own initiative, to make application.

3. The Screening and Interview Committees

The Screening and Interview Committees will consider applicants whose credentials meet certification requirements and specific position requirements.

The Screening Committee shall be composed of (1) one or more Assistant Superintendents, (2) the immediate Supervisor of the vacant position, (3) the appropriate Personnel Director, and (4) the appropriate school director.
The interview committee shall be composed of the above individuals but in the case of the position of principal, the interview committee shall also include a parent leader, school improvement team leader, and the director of special education. The Assistant Superintendent of Human Resources will serve as chairperson of the each committee. Notwithstanding the above, the Superintendent may modify the composition of the Screening and Interview Committees depending on the position(s) being filled.

Each applicant shall sign a statement authorizing the Screening and Interview committees and the superintendent to review the applicant’s file. Each member of the Screening and Interview Committees shall sign a statement indicating that the member will not discuss or divulge any of the contents of the applicant’s personnel file or any deliberations of the committees.

Each member of the committee will evaluate each applicant’s file, including their resume’, in terms of the applicants’ readiness and match for the vacant position. Following the review, each applicant will be discussed and considered. The top applicants as agreed to by the committee will be invited for an interview with the supervisor of the vacant position and the next supervisor up in the chain of command.

The major purpose of the interview is to obtain detailed information concerning the preparation and experience of a candidate and the candidate’s reaction to specific job related questions and ability to act under stress.

When all available information on the applicants selected for an interview has been received through questioning and a rating scale, except in the case of an applicant for school principal, in which case additional information secured by the appropriate school director through consultation with the faculty, staff, and parents is considered; the members of the committee who conduct the interviews will recommend the top applicants, not in any rank order, to the superintendent for final decision by the superintendent for recommendation to the board of education.

The Superintendent then may accept the committee's recommendation or he/she may choose to seek other candidates for the position.

4. Ranking of Applicants

Applicants are ranked according to their rating on the interview conducted by the committee. Ratings are based on information received in the following categories (25 points per category):
a. Mission: Knowledgeable about the primary mission of the school/program; strong commitment to the mission; keen desire to achieve.

b. Problem-Solving Abilities: Analysis and judgment; skill in seeking out data, weighing alternatives, devising a plan of action.

c. Communication Skills: Effective oral communication appropriate to all levels of audiences; persuasive.

d. Leadership/Management: Exercise of control, balanced by effective use of delegation; decisiveness.

e. Participated in an administrative internship (district or college/university sponsored, has non-traditional leadership experience and/or has experience as a school supervisor/administrator.

f. Personal and Professional Stability: Performance under pressure treating others with respect, concern and appreciation; open to continued growth.

When the Superintendent has made the final decision, the recommendation is submitted to the School Board for consideration and appropriate action. Candidates appointed by the Board are advised of their appointment by the Superintendent.

Whenever a person has applied for a position but is not selected to interview in order to fill the position, administration shall send a letter to the person thanking the person for applying for the position and encouraging the person to apply for other positions in the future.

Whenever a person has interviewed for a position but is not selected by the Board to fill the position, administration shall send a letter to the person including the following information: (1) the position has been filled by another applicant; (2) thanking the person for applying for the position; and (3) encouraging the person to apply for other positions in the future.

Adopted: June 19, 1974
Revised: March 5, 1980; June 4, 1980;
October 21, 1981; March 20, 1985
October 19, 1994, August 19, 1998
February 16, 2000, February 12, 2009
July 21, 2009

Cross Ref: GCA, Professional Staff Positions
(New Administrative Positions)
GCPA - REDUCTION IN PROFESSIONAL STAFF WORK FORCE (Certified Personnel)

It shall be the policy of the Caddo Parish School Board to maintain a fair and balanced educational program consistent with the functions and responsibilities of the Caddo Parish Public Schools. When faced with declining student enrollment, program changes or financial exigency which necessitates a reduction in force greater than can be accomplished through attrition and appropriate reassignment, this reduction in force policy will be employed.

This policy (and policy GDPA for REDUCTION IN SUPPORT STAFF WORK FORCE) is the only procedure that may be used in a reduction in force associated with the general fund budget. Except as otherwise provided herein, any existing procedure for reconsidering or examining an employee discharge, nonreappointment, or grievance will not be considered in implementing a reduction in force. Similarly, no personnel action other than a reduction in force may be considered under this policy.

All feasible alternatives to the layoffs of employees will be considered prior to the implementation of the reduction in force policy. The determination for the need to implement reduction in force procedures will be made by the School Board upon the recommendation of the Superintendent.

GLOSSARY OF TERMINOLOGY

Certified Personnel
Any employee who holds a teacher's certificate and whose legal employment requires such teacher's certificate and/or is paid on the teacher’s salary schedule.

Category of Employment
Category of employment is defined as an activity assignment classification such as: administrator, teacher (elementary, secondary), counselor, coordinator, clerical, etc. based on the employee’s job description.

Seniority
Seniority is defined as the total years of employment in the Caddo School System. In the case of broken service, the total years of employment in the (as defined by LSA-RS 17:441 et seq). If an employee has not acquired tenure and has broken service, only those years since the last employment date shall be counted toward seniority.

Financial Exigency
Financial exigency is any decline in the Board's financial resources that is brought about by decline in enrollment or by other action or events that compel a reduction in the Board's current operations budget.

Temporary Position
Temporary position is a position established for a limited period of time.

Temporary or Provisional Employment
Any employee employed on (1) temporary or provisional status under the provisions of a temporary credential/certificate/license or out-of-state provisional teaching certificate; or (2) a temporary basis for replacement of persons on medical, sabbatical, or maternity leave.
Reduction in force will be on a system-wide basis within categories of employees and not on a building-by-building basis.

Therefore, in making decisions regarding the reduction in force of certified and classified personnel in the various categories of employment persons with certain certifications/licensures, qualifications and skills necessary to provide a balanced educational program and to maintain and operate the school system will be retained.

Positions will be reduced based on the following procedure:

1. A determination is made by administration regarding the professional services including the areas of certification/licensure needed to maintain a quality balanced educational program;
2. A determination shall then be made as to the categories (by job descriptions) to be reduced in accordance with the school system needs.

Persons employed in the categories designated for reduction above shall be reduced by seniority based on the following criteria, in priority order:

1. Temporary or provisional employees within the categories of positions being reduced;
2. Non tenured employees within the categories being reduced;
3. Tenured employees within the categories being reduced;
4. Performance as indicated by observations and evaluations;
5. Academic preparation, if applicable, within the employee’s field.

Employees on Board approved leaves of absence will be treated in the same manner as other regularly employed personnel insofar as application of the Reduction in Force Policy is concerned.

Notice to Individual Employees

At least thirty calendar days prior to the layoff date, employees designated for layoff will be notified by certified mail, return receipt requested or signed acknowledgement of notification. The notices shall include a statement of the conditions requiring layoff and a copy of the Reduction in Force Policy.

Recall Procedures

Three calendar years after the effective date of a Layoff action, pursuant to this policy's provisions, the Board shall not replace an employee who has been laid-off in a particular category, without first offering a position to that employee in the reduced category. Personnel laid-off who were employed as provisional or temporary employment will not be subject to recall. An employee who becomes certified and/or qualified in another category may be recalled before another employee in that category who has less seniority in the school system. If there is a need for personnel in any category and there are no laid-off personnel on the recall list in that category, any qualified personnel on the recall list may be offered those positions on a seniority basis.
The recall procedure shall ensure employees that they will be recalled in the reverse order of layoff. Any employee recalled within three calendar years after layoff will be restored to the same tenure status, current and accumulated sick leave which he or she had on the effective date he or she was laid-off. Recall offers shall be made by certified mail, return receipt requested, and the employee shall be notified that he must submit written acceptance within ten (10) calendar days after receipt of the letter. Acceptance shall be in writing. If the employee does not accept the position within ten (10) calendar days after receipt of the letter or rejects the position, the name of the employee will be removed from the recall list. It shall be the responsibility of employees on the recall list to inform the personnel office, in writing, of changes in address.

Appeal

An employee who receives a layoff notice may file a grievance at Level II of the grievance procedure. The grievance must be in writing and filed within ten (10) school days of the date of the employee’s layoff data. Failure of the employee to timely submit such a grievance shall constitute a waiver on the part of the employee of his right to challenge his layoff under this policy.

The grievance must specify all grounds on which it is contended that the decision was arbitrary or capricious and must also include a short plain statement of facts that the employee believes will support his contention.

Other Provisions Governing Employees on Layoff

Employees placed on layoff may engage in other employment or become eligible to receive unemployment insurance benefits, as provided by law without jeopardizing his or her employment status under this policy. Employees who are laid-off are eligible for day-by-day substitute work under the provisions of this policy. An employee recalled to a position after having been placed on layoff shall be placed on the appropriate salary schedule at the same step at the time the layoff was effective. An employee accepting assignment to a lesser position will be placed in the pay grade for that lesser position on the same step at the time the layoff was effective.

Reemployment rights will be terminated under the following conditions:

1. The employee resigns or retires,

2. If the employee does not accept the position within 10 calendar days after receipt of the recall letter or rejects the position or does not report to work within 10 calendar days after the date specified in the recall letter and has no valid reason, the name of the employee would be removed from the recall list,

3. The employee has been on layoff for a period of time equal to the employee's category seniority time or for three calendar years whichever is the lesser.

Revised and updated: October 28, 1981
Revised: March 20, 2001
May 18, 2004
GCPA-R - REDUCTION IN PROFESSIONAL STAFF WORK FORCE

As enrollments change, some staffs must be reduced to meet the staffing formula. When this is necessary, the following procedure is used:

1. The principal (in keeping with the staffing formula) will determine the level or subject where a position will be reduced. He/She is responsible for scheduling. If the principal is not able to determine the level or subject, then the Division of School Services and the Personnel Department will assist in the decision.

2. When the level or subject is determined, the principal will work with the Division of School Services and the Personnel Department to declare the person(s) to be reduced.

3. Reduction procedure:
   a. A volunteer of the appropriate subject field will take precedence over any mandatory transfer:
   b. Those teaching in a temporary capacity will be reduced first (specifically, those on a temporary certificate or those employed in temporary positions).
   c. The teacher with the least period of service in Caddo Parish, who is now assigned to the school, will be reduced first.
   d. If the principal eliminates a curriculum offering (e.g. Latin or vocal music) than the teacher assigned to that position will be excess to the school and will be considered for transfer to other positions in the parish.
   e. Those occupying positions other than classroom teachers (coordinators, counselors, coaches, band directors, librarians, assistant principals, curriculum specialists, etc.) will have the option of replacing a teacher with less experience (in the parish) in their school or transferring to a school where their particular classification has a vacancy. The principal will recommend the one to be reduced. The basis for his decision will be determined by the instructional needs of the school and must be approved by the Division of School Services and the Personnel Department. There will be a racial mix if there are two or more who remain in the same category.
f. Whenever a teacher is excess in a school he/she will be made aware of the vacancies available. When the available positions for which he/she is certified have been presented, a decision to accept placement must be made by the teacher within fifteen days or otherwise be terminated.

g. When there is no available assignment for a regularly certified teacher, he/she will continue to serve in his/her present school until a vacancy occurs or until the end of the contract year.

Administrative Regulation

Revised and updated: October 28, 1981
Revised: March 20, 2001
May 18, 2004
GCPC - RETIREMENT OF PROFESSIONAL STAFF MEMBERS

Compulsory retirement for professional and support personnel of the Caddo Parish School Board shall be the end of the fiscal year in which the employee becomes seventy (70) years of age.

Legal Reference:  R.S. 17:634, Louisiana Revised Statutes of 1950,

Adopted: January  3, 1979
GCPC - RETIREMENT OF PROFESSIONAL STAFF MEMBERS
(Purchase of Retirement Service for Periods of Time Not Previously Covered)

As a result of changes in the availability of retirement benefits for professional staff members over the years and as a result of inadequate information being provided professional staff members by the State as these changes occurred, the board believes that every professional staff member should be given an opportunity to apply for and receive those benefits applicable to earlier periods of employment now available for purchase. Accordingly, the board approves the expenditure of funds for that portion representing the employer contribution of the retirement payment required by the employee to purchase retirement benefits for past service not previously covered or paid for. The board's contribution shall not exceed that for which it would have had responsibility in the past had the employee been a participant in the retirement system earlier. The board will not contribute to the employee's share or to any penalties or interest. *With regards to part-time or substitute employment, the board will not contribute the employer's portion of the retirement payment accrued during any period of part-time or substitute employment.

Adopted: January 16, 1980
Revised: January 4, 1984 *
### GDA – SUPPORT STAFF POSITIONS
(School Staffing Formula)

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*High schools are allowed 1 additional bookkeeper, Grade G, 260 days, if the schools activity funds are in excess of $1,000,000. Disbursements must be verified through the Internal Auditing Department and are subject to change with each school year.

*All schools should have at least one secretary and one office clerk.

*Library Clerks will be assigned to schools with a student enrollment of 750 and above.

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Adopted: June 6, 1979
Revised: June 12, 1985
Revised: August 5, 1987
Revised: May 31, 2011
GDBC/GCBC  ELIGIBILITY FOR EMPLOYEE INSURANCE COVERAGE

For the purpose of determining eligibility for employee insurance, an active employee is (1) any CPSB employee whose membership in either the Louisiana School Employees’ Retirement System (LSERS) or the Teachers’ Retirement System of Louisiana (TRSL) is mandatory, (2) any CPSB employee who elects to participate in another qualified state retirement system in lieu of the LSERS/TRSL or (3) an elected Caddo Parish School Board Member.

Any employee currently covered outside these criteria shall be allowed to continue coverage until termination of active employment, or until other loss of eligibility.

Adopted:  May 20, 2003
GDBD – SUPPORT STAFF LEAVES AND ABSENCES
Extended Sick Leave for Classified Support Personnel (Other than School Bus Operators)

AMOUNT OF LEAVE AVAILABLE

The Caddo Parish School Board ("Board") shall permit each support employee who has been employed by the Caddo Parish School Board for at least one (1) year to take up to ninety days of extended sick leave in each six-year period of employment which may be used for personal illness or illness of an immediate family member in the manner provided in this policy at any time the support employee has no remaining regular sick leave (current or accumulated) balance.

DEFINITION OF TERMS

As used in this policy the following terms shall have the following meanings:

"Child" means biological son or daughter, an adopted son or daughter, a foster son or daughter, a stepson or daughter, or a legal ward of a support employee who is either under the age of eighteen, or who is eighteen years of age but under twenty-four years of age and a full-time student, or who is nineteen years of age or older and incapable of self-care because of mental or physical disability.

"Immediate family member" means a spouse, parent or child of a support employee.

"Parent“ means the biological parent of a support employee or an individual who stood in loco parentis to the support employee.

NON-CUMULATIVE

Unused extended sick leave days during any six-year period of employment shall not cumulate or carry forward into the next six-year period of employment.

TRANSFERABLE

The balance of days of extended of leave available to a support employee shall not transfer to any other public school employee or to any other public school employer without loss of days and without restoration of days.

INTERRUPTIONS OF SERVICE

Interruptions of service between periods of employment with a public school employer shall not be included in any calculation of a six-year period. Any employment with any other public school employer, regardless of when it occurs, shall not be included in any determination of the balance of days of extended of sick leave available to a support employee.

LEAVE TIME IS REGULAR SERVICE TIME

All time while on extended sick leave is regular service time for all purposes for which service time is calculated or used.
Any support employee on extended sick leave shall be paid sixty-five (65%) percent of the salary paid to the support employee at the time the extended sick leave began.

**PROHIBITION OF OTHER EMPLOYMENT**

No support employee may undertake additional gainful employment while on extended sick leave, unless all of the following conditions are met:

(a) The support employee can demonstrate that he or she will be working not more than twenty hours a week in a part-time job that he has been working for not less than one hundred and twenty days prior to the beginning of any period of extended sick leave; and

(b) The physician who certifies the medical necessity of the leave indicates that such part-time work does not impair the purpose for which the extended sick leave is required.

Any violation of this prohibition will require the support employee to return to the Board all compensation paid during any week of extended leave in which the support employee worked in violation of this policy and to reimburse the Board all related employment costs attributable to such period as calculated by the Board, without any restoration of such days.

**PHYSICIAN STATEMENT REQUIRED**

On every occasion when a support employee uses extended sick leave, a statement from a licensed physician certifying that the leave is medically necessary for the support employee or that the immediate family member’s illness is serious and requires the presence of the support employee shall, whenever possible, be presented prior to granting such leave.

(a) If the Board, superintendent, or his/her designee, upon review of the application, questions the validity or accuracy of the certification, the Board may require the support employee or the immediate family member, as a condition for continued extended leave, to be examined by a licensed physician selected by the Board. In such a case, the Board shall pay all costs of the examination and any tests determined to be necessary. If the physician selected by the Board finds medical necessity, the leave shall be granted.

(b) If the physician selected by the Board disagrees with the certification of the physician selected by the support employee or the immediate family member, then the Board may require the support employee or immediate family member, as a condition for continued extension of sick leave, to be examined by a third licensed appropriate physician whose name appears next in the rotation of physicians on a list established by the local medical society for such purpose and maintained by the Board. All costs of an examination and any required tests by the third doctor shall be paid by the Board. The opinion of the third physician shall be determinative of the issue.
(c) The opinion of all physicians consulted in determining medical necessity of the extended sick leave shall be submitted to the Board in the form of a sworn statement. All information contained in any statement from a physician shall be confidential and shall not be subject to the public records law.

Adopted: April 22, 2008

Revised: November 18, 2008
The Caddo Parish School Board ("Board") shall permit each bus driver to take up to ninety days of extended sick leave in each six-year period of employment which may be used for personal illness or illness of an immediate family member in the manner provided in this policy at any time the bus driver has no remaining regular sick leave (current or accumulated) balance.

**DEFINITION OF TERMS**

As used in this policy the following terms shall have the following meanings:

"Child" means biological son or daughter, an adopted son or daughter, a foster son or daughter, a stepson or daughter, or a legal ward of a bus driver who is either under the age of eighteen, or who is eighteen years of age but under twenty-four years of age and a full-time student, or who is nineteen years of age or older and incapable of self-care because of mental or physical disability.

"Immediate family member" means a spouse, parent or child of a bus driver.

"Parent" means the biological parent of a bus driver or an individual who stood in loco parentis to the bus driver.

**NON-CUMULATIVE**

Unused extended sick leave days during any six-year period of employment shall not cumulate or carry forward into the next six-year period of employment.

**TRANSFERABLE**

The balance of days of extended of leave available to a bus driver shall transfer with such bus driver from one public school employer to another without loss of days and without restoration of days.

**INTERRUPTIONS OF SERVICE**

Interruptions of service between periods of employment with a public school employer shall not be included in any calculation of a six-year period. Any employment with any public school employer, regardless of when it occurs, shall be included in any determination of the balance of days of extended of sick leave available to a bus driver.

**LEAVE TIME IS REGULAR SERVICE TIME**

All time while on extended sick leave is regular service time for all purposes for which service time is calculated or used.
PAY WHILE ON LEAVE

Any bus driver on extended sick leave shall be paid sixty-five (65%) percent of the salary paid to the bus driver at the time the extended sick leave began.

PROHIBITION OF OTHER EMPLOYMENT

No bus driver may undertake additional gainful employment while on extended sick leave, unless all of the following conditions are met:

(a) The bus driver can demonstrate that he or she will be working not more than twenty hours a week in a part-time job that he has been working for not less than one hundred and twenty days prior to the beginning of any period of extended sick leave; and

(b) The physician who certifies the medical necessity of the leave indicates that such part-time work does not impair the purpose for which the extended sick leave is required.

Any violation of this prohibition will require the bus driver to return to the Board all compensation paid during any week of extended leave in which the bus driver worked in violation of this policy and to reimburse the Board all related employment costs attributable to such period as calculated by the Board, without any restoration of such days.

PHYSICIAN STATEMENT REQUIRED

On every occasion when a bus driver uses extended sick leave, a statement from a licensed physician certifying that the leave is medically necessary for the bus driver or that the immediate family member’s illness is serious and requires the presence of the bus driver shall, whenever possible, be presented prior to granting such leave.

(a) If the Board, superintendent, or his/her designee, upon review of the application, questions the validity or accuracy of the certification, the Board may require the bus driver or the immediate family member, as a condition for continued extended leave, to be examined by a licensed physician selected by the Board. In such a case, the Board shall pay all costs of the examination and any tests determined to be necessary. If the physician selected by the Board finds medical necessity, the leave shall be granted.

(b) If the physician selected by the Board disagrees with the certification of the physician selected by the bus driver or the immediate family member, then the Board may require the bus driver, as a condition for continued extension of sick leave, to be examined by a third licensed appropriate physician whose name appears next in the rotation of physicians on a list established by the local medical society for such purpose and maintained by the Board. All costs of an examination and any required tests by the third doctor shall be paid by the Board. The opinion of the third physician shall be determinative of the issue.
(C) The opinion of all physicians consulted in determining medical necessity of the extended sick leave shall be submitted to the Board in the form of a sworn statement. All information contained in any statement from a physician shall be confidential and shall not be subject to the public records law.

Adopted: November 15, 1995
Revised: September 15, 1999

Legal Ref: Louisiana Revised Statutes 17:500.2
GDBD/A - SCHOOL BUS DRIVER’S LEAVES AND ABSENCES
(Assault and Battery)

SICK LEAVE FOR ASSAULT AND BATTERY

In compliance with Louisiana R.S. 17:500.1, the following policy is adopted by the Caddo Parish School Board:

Any school bus driver who is injured or incapacitated while acting in his official capacity as a result of physical assault or battery by any student or person shall receive sick leave without reduction in pay while incapacitated as a result of such injury. The school bus driver shall be required to present a certificate from a physician certifying such injury and disability.

IN ADDITION TO OTHER AUTHORIZED SICK LEAVE

The sick leave authorized by this policy shall be in addition to all other sick leave and shall not be accumulated from year to year, nor shall such additional sick leave be compensated for at death or retirement or compensated for in any other manner except as provided in this policy.

SICK LEAVE/WORKER’S COMPENSATION

Should any school bus driver become injured or disabled while acting in his official capacity, other than an assault, the school bus driver shall be entitled to appropriate worker’s compensation benefits and/or sick leave benefits at the school bus driver’s option, for the period of time while injured or disabled. Any benefits received, however, shall not exceed the total amount of the regular salary the school bus driver was receiving at the time of disability.

Legal Ref: Louisiana R.S. 17:500.1

Adopted: September 15, 1999
SICK LEAVE FOR ASSAULT AND BATTERY

In compliance with Louisiana R.S. 17:1201C, the following policy is adopted by the Caddo Parish School Board:

Any public school employee who is injured or disabled while acting in his official capacity as a result of an assault or battery by any student or person shall receive sick leave without reduction in pay and without reduction in accrued sick leave days while disabled as a result of such assault or battery. The employee shall be required to present a certificate from a physician certifying such injury and disability.

SICK LEAVE FOR PHYSICAL CONTACT WITH A STUDENT

Any public school employee, other than a school bus driver who, while acting in his official capacity, is injured or disabled as a result of physical contact with a student while providing physical assistance to a student to prevent danger or risk of injury to the student shall receive sick leave for a period up to ninety days without reduction in pay and without reduction in accrued sick leave days while injured or disabled as a result of rendering such assistance. Such public school employee shall be required to present a certificate from a physician certifying such injury or disability.

IN ADDITION TO OTHER AUTHORIZED SICK LEAVE

The sick leave authorized by this policy shall be in addition to all other sick leave shall and shall not be accumulated from year to year, nor shall such additional sick leave be compensated for at death or retirement or compensated for in any other manner except as provided in this policy.

SICK LEAVE/WORKER’S COMPENSATION

Should any public school employee become injured or disabled while acting in his official capacity, other than an assault, the employee shall be entitled to appropriate worker’s compensation benefits and/or sick leave benefits at the employee’s option, for the period of time while injured or disabled. Any benefits received, however, shall not exceed the total amount of the regular salary the employee was receiving at the time of disability.

Legal Ref: Louisiana R.S. 17:1206.1
Amended: September 15, 1999
GDBD/D – School Bus Driver Leaves and Absences  
(Sick Leave and Emergencies)

All school bus drivers employed in the Caddo Parish School System shall be allowed twelve days of absence per school year for illness and emergencies without loss of pay. Unused sick leave shall be accumulated to the credit of the school bus driver without limitation.

The minimum of 12 days of sick leave for a school bus driver shall be based on the employee beginning work at the beginning of the school year. In the case of a school bus driver beginning work in the first month of the school year, 12 days sick leave shall be allowed. If a school bus driver begins work in the second month of a school year, 11 days of sick leave shall be allowed. If a school bus driver begins work in the third month of the school year, 10 days of sick leave shall be allowed. If a school bus driver begins work in the fourth month of the school year, 9 days of sick leave shall be allowed; and the number of days of sick leave shall continue to be prorated for a school bus driver who begins work until the eighth month of the school year, where only 5 days of sick leave shall be allowed.

Current sick leave days and pay for school bus drivers, under R.S. 17:500, shall be granted by the Superintendent in the case of the following emergencies:

1. Sickness on the part of the school bus driver.

2. Death or very serious illness on the part of members of the immediate family of the school bus driver – the immediate family of the school bus driver for this purpose being husband, wife, child, parents, grandparents, sister or brother.

3. In case of other emergencies not covered by the above authorization, the school bus driver may present the matter to the school board for ruling. The Board broadly defines an emergency as:

   “An emergency is an occurrence that is not anticipated and cannot be planned. Emergencies shall include death in the immediate family, court summons and personal business which cannot be attended to during school hours. In order for the emergency leave to be paid, it must be approved by the Superintendent or his designee.”

Accumulated leave shall be used for personal illness of the school bus driver only. The Superintendent may, however, grant the use of accumulated sick leave for an emergency involving death or very serious illness of any of the following family members – husband, wife, son, daughter, father, mother, grandfather, grandmother, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandmother-in-law, grandfather-in-law, step children or anyone for whom they are the primary caregiver – when the illness is certified by the treating physician.
When a school bus driver is absent for six or more consecutive working days because of personal illness, he shall be required to present a certificate from a physician certifying such illness.

The above policy supersedes all previous policies for sickness and days allowed for personal emergencies.

Adopted: September 15, 1999
Legal Ref: R.S. 17:500 as amended by Act 663 of 1999
GDBD/D1 – LEAVES AND ABSENCES FOR EMPLOYEES WHO WORK LESS THAN 12 MONTHS
(Sick Leave and Emergencies)

All school employees who work less than 12 months employed in the Caddo Parish School System shall be allowed twelve days of absence per school year for illness and emergencies without loss of pay. Unused sick leave shall be accumulated to the credit of the school bus driver without limitation.

The minimum of 12 days of sick leave for a school employee employed for less than 12 months shall be based on the employee beginning work at the beginning of the school year. In the case of a school employee who works less than 12 months beginning work in the first month of the school year, 12 days sick leave shall be allowed. If such an employee begins work in the second month of a school year, 11 days of sick leave shall be allowed. If such an employee begins work in the third month of the school year, 10 days of sick leave shall be allowed. If such an employee begins work in the fourth month of the school year, 9 days of sick leave shall be allowed; and the number of days of sick leave shall continue to be prorated for such an employee who begins work until the eight month of the school year, where only 5 days of sick leave shall be allowed.

Current sick leave days and pay for school employees who work less than 12 months, under R.S. 17:1206, shall be granted by the Superintendent in the case of the following emergencies:

1. Sickness on the part of such an employee.

2. Death or very serious illness on the part of members of the immediate family of the school employee – the immediate family of such an employee for this purpose being husband, wife, child, parents, grandparents, sister or brother.

3. In case of other emergencies not covered by the above authorization, the school employee may present the matter to the school board for ruling. The Board broadly defines an emergency as:

   “An emergency is an occurrence that is not anticipated and cannot be planned. Emergencies shall include death in the immediate family, court summons and personal business which cannot be attended to school hours. In order for the emergency leave to be paid, it must be approved by the Superintendent or his designee.”

Accumulated leave shall be used for personal illness of the school employee only. The Superintendent may, however, grant the use of accumulated sick leave for an emergency involving death or very serious illness of any of the following family members – husband, wife, son, daughter, father, mother, grandfather, grandmother, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandmother-in-law, grandfather-in-law, step children or anyone for whom they are the primary caregiver—when the illness is certified by the treating physician.
When a school employee is absent for six or more consecutive working days because of personal illness, he shall be required to present a certificate from a physician certifying such illness.

The above policy supersedes all previous policies for sickness and days allowed for personal emergencies.

Adopted:    September 15, 1999

Legal Ref:  R.S. 17:1206
GDBD - SUPPORT STAFF LEAVES AND ABSENCES
(Sick Leave and Emergencies)
(Work Year Less than 12 Months)

The following policy is applicable to non-certificated personnel who are employed less than twelve (12) months such as aides, cafeteria personnel, secretaries, sweepers and custodians.

The employee shall be allowed a minimum of 12 days leave of absence, as sick leave or in case of other emergencies, per school year, without loss of pay. Provided that when an employee is absent for six or more consecutive days because of personal illness, he shall present a certificate from a physician certifying such illness.

Sick leave shall be granted in the case of the following emergencies:

1. Sickness on the part of the employee.

2. Death or very serious illness on the part of members of the immediate family of the employee - the immediate family being husband, wife, child, parents, grandparents, sister or brother.

3. In case of other emergencies not caused by the above authorization, the employee may present the matter to the superintendent for ruling. The board broadly defines emergency as:

   "An emergency is an occurrence that is not anticipated and cannot be planned. Emergencies shall include death in the immediate family, court summonses, and personal business which cannot be attended after working hours. In order for the emergency leave to be paid, it must be approved by the superintendent or his designee."

Unused sick leave shall be accumulated to the credit of the employee without limitation. This accumulated leave shall be used for personal illness of the employee only and provided that when an employee is absent for six or more consecutive working days because of personal illness, he/she shall be required to present a certificate from a physician certifying such illness. The Superintendent may, however, grant the use of accumulated sick leave for an emergency involving death or very serious illness of any of the following family members--husband, wife, son, daughter, father, mother, sister, brother, grandfather, grandmother, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandmother-in-law, grandfather-in-law, step children or anyone for whom they are the primary caregiver - when the illness is certified by the treating physician.

Adopted: October 20, 1976;
Reviewed & Reenacted: May 22, 2002
GDBD - SUPPORT STAFF LEAVES AND ABSENCES
(Leaves for Jury Duty)

Any employee of the Caddo Parish School System, upon call or subpoena to serve on a federal, state or district petit or trial jury, shall be granted a leave of absence for the period of time required for such jury duty. Such a leave of absence shall be granted without loss of sick, emergency or personal leave or any other benefit, and shall not be deemed to interrupt service accumulated toward sabbatical leave.

No person subpoenaed for jury duty as stated in the above paragraph shall suffer loss of salary because of being granted such leave of absence. For the period of time during which one serves on a jury, the employee shall be paid his regular salary, and will retain the amount received as juror.

The following administrative procedures are to be followed in implementing this policy:

A. Employees who have been subpoenaed for jury duty should present to their immediate superior a copy of the subpoena.

B. The superior should attach the employee's subpoena to the principal's absence report.

Adopted: January 21, 1981
Amended: March 5, 1986
Reviewed & Reenacted: May 22, 2002

Legal Reference: R.S. 17:1210
GDBD - SUPPORT STAFF LEAVES AND ABSENCES
(Urgent Personal Leave)

It shall be the policy of the Caddo Parish School Board to allow all employees two (2) days unquestioned absence annually for urgent personal reasons. These days shall be deducted from the employee's accumulated sick leave without loss of pay. The reason for the absence reported on the absence report must state "urgent personal reason."

The superintendent or his designee is authorized to approve absences for reasons other than personal illness or emergency up to three (3) days a year with loss of full pay based on a written request in advance to the superintendent.

Any requests to be absent beyond that which is stated above must be in writing and presented to the Caddo Parish School Board for approval.

Any unauthorized absences shall serve as grounds for dismissal of any employee.

Adopted: November 2, 1976
Amended: June 6, 1979; October 3, 1979

Legal Ref: Louisiana Revised Statutes 17:1208 as amended by Act 519
GDBD/GDBD-R/GCBD/GCBD-R - PROFESSIONAL STAFF LEAVES AND ABSENCES

(Military Leave)

In order to assure that School Board employees who are also military reservists will be treated fairly regarding their employment in the event they may be called to active duty, the following procedures will apply:

1. In accordance with applicable state statutes and School Board policy (GCBD/GDBD; GDBD/GCBD), employee-reservists called to active duty will be granted leaves of absence with the guaranteed right to return to the position they left when called into service.

2. Thereafter, in the event of a national or state emergency, the School Board will pay such employees an amount which when combined with their base pay for military service will equal but not exceed their regular School Board salary. This arrangement is not to exceed twenty-six (26) weeks.

3. Any employee who, as a member of the Armed Forces Reserves, is ordered to duty with troops or for field exercises, or for instruction during his or her regular work year, shall be granted leave of absence up to fifteen (15) days in any one calendar year for this purpose without loss of pay.

4. Employees who will be ordered to duty with the Armed Forces Reserves shall notify their principal or supervisor of the fact as early as possible so that proper scheduling arrangements can be made. In the event any employee is ordered to duty as specified above, the employee shall, within three (3) days of receipt of his or her orders, notify the Personnel Department of the fact and shall provide the Director of Personnel with a copy of the official orders showing his or her reporting date and release date, if available.

5. Employee-reservists are responsible for notifying the school system's personnel department regarding where his/her check is to be mailed.

6. The Personnel Department is responsible for instituting record keeping systems which will document such leaves of absence and any payments made as a result thereof.

Adopted: November 14, 1990
Revised: September 17, 1997
November 27, 2001
September 20, 2005
GDBE – SUPPORT STAFF VACATIONS AND HOLIDAYS
(12 Month maintenance and Custodial Employees)

The following board policy shall apply to holidays and vacations:

Holidays (Paid)

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
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<tr>
<td>New Year’s Day</td>
<td>Thanksgiving Day</td>
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<tr>
<td>Martin Luther King Jr’s</td>
<td>Friday after Thanksgiving Day</td>
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<tr>
<td>Birthday</td>
<td>Christmas Eve</td>
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<tr>
<td>Good Friday</td>
<td>Christmas Day</td>
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<tr>
<td>Memorial Day</td>
<td>New Year’s Eve Day</td>
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<tr>
<td>July 4*</td>
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<td>Labor Day</td>
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*When July 4 falls on Thursday, the following Friday will also be awarded as time off, and when July 4 falls on Tuesday, the preceding Monday will be awarded as time off.

Discretionary day

Employees shall be awarded one additional day (discretionary day) to be taken during either the winter break or during spring break as established by the annual school calendar. Employees shall submit requests for the discretionary day to their immediate supervisor for approval. Supervisors shall not unreasonably withhold approval of the employee’s request. Supervisors shall, however, maintain sufficient personnel available for their respective departments in order to meet the needs of the school district prior to approval of the requested discretionary day.

All requests for discretionary days shall be submitted for approval no later than two weeks prior to the beginning of winter break or spring break, whichever is applicable. If an employee fails to request or take a discretionary day during either the winter or spring break, the discretionary day shall be lost and the employee will not be entitled to payment for the day not taken. Discretionary days shall not accrue.

Vacations

Employees shall accrue vacation days from date of employment. The earned vacation days shall be taken at a time approved by the employee’s supervisor.

Vacation days may not accumulate from one year to the next.

Employees whose services are terminated shall be paid for the vacation time earned.

This earning of vacation shall be based on the equivalent of years of fulltime employment and shall be creditable at the end of each calendar month in accordance with the following general schedule:

1. Less than 10 years of service, at the rate of .83 day of vacation for each month of regular employment. Equivalent to 10 days of vacation per year.
2. Ten years but less than 18 years of service at the rate of 1.25 days of vacation for each month of regular employment. Equivalent to 15 days of vacation per year.
3. 18 years or more of service at the rate of 1.67 days of vacation for each month of regular employment. Equivalent to 20 days of vacation per year.

Adopted: October 20, 1976
Revised: November 28, 1990
January 27, 1993
June 18, 2003
September 20, 2005
GDCA - POSTING OF SUPPORT STAFF VACANCIES

It is the policy of the Caddo Parish School Board that as new positions are created, a written notice giving vacancy, qualifications and particulars on the job will be posted in each school and the central office.

Adopted: December 13, 1972
GDD - SUPPORT STAFF HIRING – Former Board Members
(Professional and Support Staff Hiring)

In accordance with the Code of Governmental Ethics and in order to avoid even the appearance of impropriety or the exercise of influence or favoritism, it is the policy of the Caddo Parish School Board that no member or former member thereof shall be employed or considered for employment, nor shall any application for employment by such member or former member be accepted until twenty-four months have elapsed from the termination of his or her service on the Caddo Parish School Board.

Adopted: March 3, 1982
Revised: September 18, 2001
Revised: November 16, 2004
La.R.S. 42:1121
GDD - SUPPORT STAFF HIRING

It is the policy of the Caddo Parish School Board that its employees shall be selected, retained and promoted on the basis of fitness, merit and efficiency. Job openings are to be anticipated and well publicized throughout the system so that qualified employees of the board and others will have a full opportunity to present applications for consideration. Applications are to be evaluated for fitness of qualifications. Each employee is expected to give faithful and competent service and the continuation of his employment shall be based only on good behavior, efficiency, the necessity of the work, and the appropriation of sufficient funds.

Adopted: December 13, 1972
I. PROCEDURE FOR REQUESTING INFORMATION FROM PRIOR OR CURRENT SCHOOL BOARD EMPLOYER

A. Prior to hiring any applicant for employment by the Caddo Parish School Board, the personnel department shall request, in writing, that the applicant's current or previous employer, if such employer is a city, parish, or other local public school board, provide information regarding any instances of the applicant’s sexual misconduct with students, if such information exists.

B. Prior to hiring any employee the personnel department shall request that the applicant sign a statement authorizing the Caddo Parish School Board to obtain from the applicant’s current or previous employer who is either a city, parish or other local school board any and all information relative to all instances of sexual misconduct with students. The applicant shall also hold the current or previous employer and the Caddo Parish School Board harmless due to the disclosure of the information and release them from any and all liability due to disclosure of the information.

C. Administration shall not hire any person who does not sign the statement referred to in paragraph B of this policy.

D. Administration may only employ any applicant on a conditional basis until it receives and reviews the information requested.

E. Any information obtained pursuant to this policy shall be used only for the purpose of evaluating an applicant's qualifications for employment in the position for which the applicant has applied.

F. No member of the Caddo Parish School Board or school employee employed by the board shall disclose any information obtained pursuant to this policy to any person, other than the applicant, who is not directly involved in the process of evaluating the applicant’s qualifications for employment.

II. RESPONSE BY THE CADDO PARISH TO REQUESTS FOR DISCLOSURE OF SEXUAL MISCONDUCT INFORMATION

Whenever another city, parish or other local public school board makes a written request of the Caddo Parish School Board for information regarding any instance of sexual misconduct by a current or previous employee and the requesting public school board provides a statement signed by the applicant authorizing the release of the information and
releasing the Caddo Parish School Board from all liability resulting from the disclosure of the information, the personnel department shall provide the information requested not later than twenty business days after receiving the request.

Adopted: November 27, 2007

Reference LSA-17:81.9
GDD-R - CLASSIFIED EMPLOYEE HIRING AND TRANSFER PROCEDURE

This procedure is presented as a means by which all Caddo Parish classified job vacancies will be staffed (except bus drivers).

Except when a lateral transfer is requested, the process shall begin by posting the job vacancy. The job vacancy notice/announcement shall:

1. Be posted for a minimum of ten working days in a conspicuous location in each school board facility.

2. Summarize the minimum qualifications and training required to fill the vacant position.

3. Provide the address and location to which applications may be submitted.

4. State the name, address, and telephone number to whom inquiries and requests for formal application may be made.

5. Emphasize that CPSB is an Equal Opportunity Employer that encourages the application of all qualified individuals without restriction based on sex.

6. Note that it is the policy of CPSB that its employees shall be selected, retained and promoted on the basis of fitness, merit and efficiency. (CPSB Policy GDD).

7. For purpose of this policy, the following terms shall have the following meaning:
   a. Fitness means - suitable, appropriate, prepared
   b. Merit means - strict legal right of the party
   c. Efficiency means - adequate in performance

Job vacancy notices/announcements shall be well-publicized throughout the system so that qualified employees of the board and others will have a full opportunity to present application for consideration.

LATERAL TRANSFER

If a classified employee makes it known in writing to the personnel department that he/she would like to transfer into a prospective job vacancy of the same grade which is held (lateral transfer), then:

1. The desire of the employee to transfer shall be made known to the supervisor of the prospective vacant position.

2. A determination to effect the transfer or not shall be made by the Director of Classified Personnel after consultation with the immediate supervisor for the prospective vacancy. In such case, where the immediate supervisor and the Director of Classified Personnel disagree, additional personnel in the chain of supervision will assist in making a determination.
3. If the decision to transfer is made, then the employee's vacated position shall be advertised or announced.

4. If the decision is made not to transfer, the employee shall be notified of the decision and advised of his/her right to apply once the prospective vacancy is advertised.

STAFFING FULLTIME CLASSIFIED POSITIONS WITH QUALIFIED PART-TIME EMPLOYEES

Except when a lateral transfer is requested, approved vacancies for fulltime classified positions shall be advertised in accordance with Caddo Parish School Board advertisement and hiring procedure GDD-R. All employees must meet the qualifications for fitness, merit and efficiency as established in Policy GDD in order to be selected to fill a vacancy.

Those employees who currently hold part-time positions directly related in duties and responsibilities to the approved vacancy shall be given the opportunity for first consideration to staff the position. (1) Part-time employees presently working at the school site or within a specific department who complete the appropriate application process will be given primary consideration to staff the approved vacancy. (2) When a part-time employee, currently working at the school site or within a specific department, is not selected, the vacancy will then be open for selection from part-time employees whose job duties and responsibilities are directly related to the approved vacancy, that currently hold part-time positions within the school system.

If no part-time employee is selected to staff the vacant position, the Director of Classified Personnel will then review the process and open the approved vacancy to other applicants within the school system and to outside applicants that have expressed an interest in the position through the selection process as outlined in policy GDD-R.

SELECTION PROCESS

The selection process for staffing classified job vacancies shall be conducted in a lawful non-discriminatory manner pursuant to the requirements of Title VII of the Civil Rights Act of 1964. When applicants are to be interviewed for staffing:

1. An interview questionnaire, approved in consultation with the supervisor, shall be prepared containing employment related questions to be utilized in the conduct of interviewing for the vacant position. The interviewer or interview committee when utilized shall ask of each applicant the same questions in addition to whatever other related follow-up questions the interviewer or interview committee may deem appropriate. The same interviewer or interview committee shall interview all applicants to be interviewed. Each interviewed applicant's performance shall be summarized briefly in writing by the interviewer or each member of the interview committee. The summaries shall be presented to and maintained by the personnel department.
2. At the end of the advertisement period, a list of all applicants will be
provided to the personnel department administrator responsible for staffing the
vacant position. From the list, the supervisor of the vacant position may
recommend persons to be considered for inclusion on the list of those to be
interviewed. The personnel department administrator will screen the list of
applicants to identify the most qualified. He/She will identify the applicants
having the level of training, education, experience, evaluations, and longevity
most compatible with the job requirements of the vacant position. This screened
list of applicants (not less than 3 people unless the applicant list contains
less than 3 individuals) will be presented to the supervisor responsible for
conducting the interviews or making a recommendation to staff the vacancy.

3. When the interviews are completed, the supervisor of the vacant position shall
present a written recommendation to the Director of Classified Personnel and
indicate the reason(s) for the recommendation. If none of the screened
applicants are deemed suitable for the vacancy, this shall be presented in
writing to the Director of Classified Personnel when this determination is
made. The Director of Classified Personnel, acting under the authority of the
Assistant Superintendent of Support Services, shall make the final
determination.

4. The Director of Classified Personnel will be responsible for approving the
supervisor's recommendation. The entire interview and recommendation process
should be completed within six weeks following the close of the advertisement
period. The Director of Classified Personnel is authorized, with the approval
of the Assistant Superintendent of Support Services, to fill any vacancy if he
or she does not receive a written recommendation from the supervisor of the
vacant position within the six-week period.

Note: Each employee who has the authority to interview applicants and make
recommendations and/or decisions of whom to select to fill vacancies shall be
required to attend training on equal opportunity and non-discriminatory employment
practices and interviewing, prior to interviewing applicants for staffing
positions. The training is to be presented not less than annually for all newly
hired or promoted employees who may be called upon to interview applicants and make
recommendations to staff vacancies. Employees who have not received the training
shall not be involved, in any manner, in the recommendation or decision-making
process.

Adopted:   March 18, 1998
Revised:   February 18, 2003
It is the policy of the Caddo Parish School Board that new employees shall serve a probationary period of not less than six months. A performance review for the purpose of evaluating and improving the performance of new classified employees is to be made by the immediate supervisor at the completion of the second and fifth months, at which time the evaluations shall be discussed with the employee. One copy of the performance review shall be given to the employee concerned, one to the personnel director and one shall be retained by the supervisor. At the end of the probationary period of six months, the employee will receive written verification of his status from the personnel director. Persons may be dismissed without right of appeal during the probationary period.

When appointed to a higher classification, an employee shall serve a probationary period of three months in the new position and shall receive a performance review from his supervisor at the completion of the first, second and third months. At the time he begins the probationary period, he shall be placed at a salary point in the new classification. At the completion of his probationary period, the employee will receive written verification of his status from the personnel director and either be reinstated in his former classification or remain in the higher classification.

Adopted: December 13, 1972
GDI - SUPPORT STAFF ASSIGNMENTS AND TRANSFERS
Employment, Assignment and Removal of Bus Drivers

The following rules, regulations and procedures concerning the employment, assignment and removal of bus drivers shall apply.

EMPLOYMENT

Regular Driver

1. Bus drivers shall be assigned to the regular driver seniority list using the date of regular employment as a bus driver. If two or more drivers are hired on the same day, seniority will be determined alphabetically or in descending alphabetical order in alternate years. All drivers employed will come from the substitute driver list.

Substitute Driver

2. Factors to be used in the employment of new drivers from the substitute driver list shall include length of service as a substitute driver, the payroll record to determine that the substitute has been working, the Office of Driver Records report, the ability of the substitute to adapt to the route and the individual's work performance.

Drivers shall not be permitted to drive their bus more than five miles before reaching the first pick-up point.

ANNUAL SENIORITY MEETING (BUMPING)

3. Each summer, a meeting of all bus drivers will be held for the purpose of giving them the opportunity for assignment to vacancies. Assignments will be on the basis of seniority. Routes that are left open after bumping will not be offered at a future bumping session. Drivers shall not be permitted to drive their bus more than five miles before reaching the first pick-up point. Vacancies which occur as a result of retirement, resignation, administrative changes, new routes, dismissal or death after the annual seniority meeting may be assigned to a new driver on a temporary basis for the remainder of the school year.

4. The superintendent may approve administrative changes in school bus routes when it benefits the school board financially or when it is in the best interest of the students served. Administrative changes for financial reasons shall be those changes required to equalize the number of students on routes due to population shifts,
consolidation and elimination of routes that do not result in the termination of a bus driver. Administrative changes that are made for reasons other than financial shall appear on the bump sheet. Drivers assigned to a special route during the year shall retain seniority in the route from which she/he was assigned.

5. In the event that one or more school bus operators must be removed due to the abolition, discontinuance, or consolidation of routes, the principal of seniority shall apply, so that the last school bus operator hired to serve within the school system to be affected shall be the first to be removed in accordance with R.S. 17:493.

6. Drivers must be physically capable of driving any bus owned by the Caddo Parish School Board.

The administration of this policy shall be assigned to the personnel department of the school board.

Adopted: October 1, 1975
Amended: June 26, 1985, July 6, 1988
Revised: June 19, 1991
The Federal Fair Labor Standards Act (FLSA, as amended) regulates overtime pay and compensatory time in lieu of overtime pay for covered employees. Caddo Parish School Board will comply with the following regulations:

**COVERED EMPLOYEES**

Hourly and salaried non-professional employees are covered by the overtime provisions of the wage and hour regulations of the FLSA. Caddo Parish School Board employees who are covered include: foremen, skilled and trade employees, cafeteria managers, laborers, clerical employees, bus drivers and aides, teacher aides -- generally the non-professional employees paid on the classified salary schedule.

**DEFINITION OF OVERTIME**

Overtime occurs when a covered employee works more than forty (40) hours in a work week. Vacation and holiday leave will be included as time worked in determining overtime worked in a work week.

**OVERTIME COMPENSATION**

Covered employees will receive one and one-half times their regular rate of pay for overtime hours worked. Caddo Parish School Board may choose to provide compensatory time off for overtime hours worked in lieu of overtime pay. Compensatory time will be at the rate of one and one half hours for each hour of overtime worked.

**REQUIREMENTS FOR USE OF COMPENSATORY TIME**

The department head who is authorizing overtime work must establish an agreement with the employee for compensatory time before the overtime work is performed.

Employees cannot accrue more than 240 hours of compensatory time (480 in an emergency activity). Overtime worked in excess of this maximum must be paid at one and one-half times the employee's rate of pay at the time the payment is made.

Employees who have accrued compensatory time will be permitted to take time off within a reasonable period after making a request if the use of the compensatory time does not unduly disrupt the operation of the department.
An employee who has unused accrued compensatory time off at the time of termination must be paid one and one-half times his/her current rate or the average rate of the last three years, whichever is higher.

Adopted: March 16, 1994
Revised: April 19, 1995
GDN - EVALUATION OF SUPPORT STAFF

It is the policy of the Caddo Parish School Board that at any time the employee's performance warrants, a review will be made and discussed with the employee. Sixty days prior to the end of the fiscal year, each employee will receive a performance review which shall be the basis for his advancement to the next step on the salary schedule pertaining to his classification.

Adopted: December 13, 1972
Revised: April 16, 2002
It shall be the policy of the Caddo Parish School Board to maintain a fair and balanced educational program consistent with the functions and responsibilities of the Caddo Parish Public Schools. When faced with declining student enrollment, program changes or financial exigency which necessitates a reduction in force greater than can be accomplished through attrition and appropriate reassignment, this reduction in force policy will be employed.

This policy (and policy GCPA for REDUCTION IN PROFESSIONAL STAFF WORK FORCE) is the only procedure that may be used in a reduction in force associated with the general fund budget. Except as otherwise provided herein, any existing procedure for reconsidering or examining an employee discharge, nonreappointment, or grievance will not be considered in implementing a reduction in force. Similarly, no personnel action other than a reduction in force may be considered under this policy.

All feasible alternatives to the layoffs of employees will be considered prior to the implementation of the reduction in force policy. The determination for the need to implement reduction in force procedures will be made by the School Board upon the recommendation of the Superintendent.

GLOSSARY OF TERMINOLOGY

Classified Personnel
Any employee who does not hold or is not required to hold a teacher's Certificate and is not paid on the teacher salary schedule.

Category of Employment
Category of employment is defined as an activity assignment classification based on the employee's job description.

Full-time Employment
Persons employed in positions other than temporary or substitute.

Seniority
Seniority is defined as the total years of full-time employment in the Caddo School System. In the case of broken service, the total years of employment in the Caddo School System shall apply if the employee has acquired tenure (as defined by LSA-RS 17:491 et seq). If an employee has not acquired tenure and has broken service, only those years since the last employment date shall be counted toward seniority.

Financial Exigency
Financial exigency is any decline in the Board’s financial resources that is brought about by decline in enrollment or by other action or events that compel a reduction in the Board's current operations budget.

Temporary Position
Temporary position is a position established for a limited period of time.
Reduction in force will be on a system-wide basis within categories of employees and not on a building-by-building basis.

Therefore, in making decisions regarding the reduction in force of certificated and classified personnel in the various categories of employment persons with certain certifications/licensures, qualifications and skills necessary to provide a balanced educational program and to maintain and operate the school system will be retained.

**Classified Personnel**

Positions will be reduced based on the following procedure:

1. A determination is made by administration regarding the support services needed to maintain a quality balanced educational program;

2. A determination shall then be made as to the categories (by job descriptions) to be reduced in accordance with the school system needs;

3. Temporary positions within the categories to be reduced shall be eliminated first.

Persons employed in the categories designated for reduction shall be reduced based on the following criteria, in priority order:

1. Employees with an overall unsatisfactory performance as indicated by the most recent observations and evaluations; no evaluations shall be considered which occurs after the board votes to begin the reduction in force process.

2. Seniority as defined in this policy.

**Notice to Individual Employees**

At least thirty calendar days prior to the layoff date employees designated for layoff will be notified by certified mail, return receipt requested or signed acknowledgement of notification. The notices shall include a statement of the conditions requiring layoff and a copy of the Reduction in Force Policy.

**Recall Procedures**

Three calendar years after the effective date of a layoff action, pursuant to this policy's provisions, the Board shall not replace an employee who has been laid-off in a particular category, without first offering a position to that employee in the reduced category. Personnel laid-off who were employed in a temporary position will not be subject to recall. If there is a need for personnel in any category and there are no laid-off personnel on the recall list in that category, any qualified personnel on the recall list may be offered those positions on a seniority basis.
The recall procedure shall ensure employees that they will be recalled in the reverse order of layoff. Any employee recalled within three calendar years after layoff will be restored to the same tenure status, benefits, current and accumulated sick leave which he or she had on the effective date he or she was laid-off. Recall offers shall be made by certified mail, return receipt requested, and the employee shall be notified that he must submit written acceptance within ten (10) calendar days after receipt of the letter. Acceptance shall be in writing. If the employee does not accept the position within ten (10) calendar days after receipt of the letter or rejects the position, the name of the employee will be removed from the recall list. It shall be the responsibility of employees on the recall list to inform the personnel office, in writing, of changes in address.

Appeal

An employee who receives a layoff notice may file a grievance at Level II of the grievance procedure. The grievance must be in writing and filed within ten (10) school days of the date of the employee's layoff date. Failure of the employee to timely submit such a grievance shall constitute a waiver on the part of the employee of his right to challenge his layoff under this policy.

The grievance must specify all grounds on which it is contended that the decision was arbitrary or capricious and must also include a short plain statement of facts that the employee believes will support his contention.

Other Provisions Governing Employees on Layoff

Employees placed on layoff may engage in other employment or become eligible to receive unemployment insurance benefits, as provided by law without jeopardizing his or her employment status under this policy. Employees who are laid-off are eligible for day-by-day substitute work under the provisions of this policy. An employee recalled to a position after having been placed on layoff shall be placed on the appropriate salary schedule at the same step at the time the layoff was effective. An employee accepting assignment to a lesser position will be placed in the pay grade for that lesser position on the same step at the time the layoff was effective.

Reemployment rights will be terminated under the following conditions:

1. The employee resigns or retires,

2. If the employee does not accept the position within 10 calendar days after receipt of the recall letter or rejects the position or does not report to work within 10 calendar days after the date specified in the recall letter and has no valid reason, the name of the employee would be removed from the recall list,

3. The employee has been on layoff for a period of time equal to the employee's category seniority time or for three calendar years whichever is the lesser.
GDPC - RETIREMENT OF SUPPORT STAFF MEMBERS
(Purchase of Retirement Service for Periods of Time Not Previously Covered)

As a result of changes in the availability of retirement benefits for support staff members over the years and as a result of inadequate information being provided support staff members by the State as these changes occurred, the board believes that every support staff member should be given an opportunity to apply for and receive those benefits applicable to earlier periods of employment now available for purchase. Accordingly, the board approves the expenditure of funds for that portion representing the employer contribution of the retirement payment required by the employee to purchase retirement benefits for past service not previously covered or paid for. The board's contribution shall not exceed that for which it would have had responsibility in the past had the employee been a participant in the retirement system earlier. The board will not contribute to the employee's share or to any penalties or interest.

Adopted: January 15, 1980
It shall be the policy of the Caddo Parish School Board that disciplinary action involving non-tenured support or classified employees shall result from the written recommendation of the principal of the school or the head of the department to which the employee has been assigned to work. Non-tenured support employees may be disciplined or discharged by the superintendent of schools or his designee, the Director of Classified Personnel.

Recommendations for disciplinary action or dismissal will be forwarded to the Director of Classified Personnel accompanied by documentation of due process at the school or department level.

The Director of Classified Personnel will conference with the employee and may include appropriate supervisory personnel with knowledge of the events forming the basis for the recommendation.

The employee shall have the opportunity to present information and rebuttal relevant to the events contained in the documentation supporting the recommendation. The Director of Classified Personnel may grant additional time as he/she deems appropriate for the employee to gather supplemental information.

After consideration of all information presented, the Director of Classified Personnel shall notify the employee in writing within five (5) working days of his/her decision and/or disciplinary action to be taken.

The employee may within ten (10) working days of receipt of the written decision appeal the action to the Caddo Parish School Board as provided in Policy GBM. (Staff Complaints and Grievances)

Legal Ref. LRS 17:81.5

Definitions:

Non-tenured Support or Classified Employee
Those employees who have not attained tenure in accordance with applicable provisions of law and whose dismissal is not a result of a reduction in force. This policy does not apply to probationary employees under the tenure statutes.

Disciplinary Actions
The authority of the superintendent of schools and/or his/her designee, the director of Classified Personnel to warn, suspend, demote, dismiss or terminate non-tenured support or classified employees for just cause.

Due Process
Informing the employee of the particular misconduct of which the employee is accused and giving the employee an opportunity to explain the employee’s version of the facts.

Adopted: December 13, 1972
Revised: June 19, 2001
Consult The School Administrator's Guide to the EPS/NSBA System 1975 revised edition, for a full explanation of the codes and descriptors which follow. Use the checklist to record the contents of your own district policy manual. Your checkmarks will indicate which descriptors are covered in your manual.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<td>Negotiations Goals</td>
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<td>HAA</td>
<td>Negotiations Priority Objectives</td>
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<td>HB</td>
<td>Negotiations Legal Status</td>
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<tr>
<td>HC</td>
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<td>HD</td>
<td>School Board Negotiating Powers and Duties</td>
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<td>HE</td>
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<td>HF</td>
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<tr>
<td>HP</td>
<td>Negotiated Amendments and Renegotiations Procedures</td>
</tr>
</tbody>
</table>
SECTION I: INSTRUCTION
Consult The School Administrator's Guide to the EPS/NSBA System 1975 revised edition, for a full explanation of the codes and descriptors which follow. Use the checklist to record the contents of your own district policy manual. Your checkmarks will indicate which descriptors are covered in your manual.

IA       Instructional Goals
IAA      Instructional Priority Objectives

IB       Academic Freedom

IC       School Year
ICA      School Calendar
ICS      Extended School Year

ID       School Day
SN       Pertains to the hours when schools are open for instructional purposes.

IE       Organization of Instruction
SN       The policy which sets forth the district's basic pattern as to grade level organization—that is, whether it is a K-8, 9-12 district or a K-6, 7-9, 10-12 district or otherwise and whether it operates special trades schools, adult schools, and the like.

IF       Curriculum Development
IFA      Curriculum Research
IFB      Pilot Projects
IFC      Pilot Project Evaluation
IFD      Curriculum Adoption
IFE      Curriculum Guides and Course Outlines

IG       Curriculum Design
IGA      Basic Instructional Program
SN       This descriptor refers to the 3 R's and all other subjects of the school district's essential curriculum, including many if not all of the sub-categories of IGA. These subcategories are listed separately because certain aspects of the basic instructional program require separate statements of policy.

IGAA     Citizenship Education
IGAB     Human Relations Education
IGAC     Teaching About Religion
IGAD     Occupational Education
IGADA    Work Experience Opportunities
IGAE     Health Education
IGAF     Physical Education
IGAG     Teaching About Drugs, Alcohol, and Tobacco
IGAH     Family Life Education
IGAI     Sex Education
IGAJ     Driver Education

IGB      Special Instructional Programs and Accommodations
IGBA     Programs for Handicapped Students
IGBB     Programs for Gifted Students
IGBC     Programs for Disadvantaged Students
IGBD     Programs for Pregnant Students
IGBE     Remedial Instruction
SECTION I: INSTRUCTION
(Continued)

IGBF  Bilingual Instruction
IGBG  Homebound Instruction
IGBH  Alternative School Programs
IGBI  English as a Second Language

IGC  Extended Instructional Programs
IGCA  Summer Schools
IGCB  Travel Study
IGCC  Honors Program
IGCD  Advanced College Placement (Also LEB)
IGCE  School Camps

IGD  Cocurricular and Interscholastic Programs
IGDA  Student Organizations
IGDB  Student Publications
IGDC  Student Social Events
IGDD  Student Performances
IGDE  Student Activities Fees
IGDF  Student Fund-Raising Activities
IGDG  Student Activities Funds Management
IGDH  Contests for Students
IGDI  Intramural Programs
IGDJ  Interscholastic Athletics

IGE  Adult Education Programs
IGEA  Adult Basic Education
IGEB  Adult High School Programs
IGEC  Adult Occupational Education

IH  Instructional Arrangements
IHA  Grouping for Instruction
IHB  Class Size
IHC  Scheduling for Instruction

IHD  Student Schedules and Course Loads
IHE  Team Teaching
IHF  Differentiated Staffing
IHG  Independent Study
IHH  Individualized Instruction
IHHA  Individual Help
IHI  Contracting for Instruction
IHIA  Performance Contracting
IHK  Minicourses
IHH  Open Classrooms
IHL  Nongraded Classrooms
II  Instructional Resources
IIA  Instructional Materials

IIAA  Textbook Selection and Adoption
IIAB  Supplementary Materials Selection and Adoption
IIAC  Library Materials Selection and Adoption
IIAD  Special interest Materials (Also KFA)

IIB  Instructional Services
IIBA  Teacher Aides
IIBB  Resource Teachers
IIBC  Instructional Materials Centers
IIBD  School Libraries
IIBDA  Professional Libraries

Section I-2nd of 3 pages
SECTION I: INSTRUCTION
(Continued)

IIBE           Instructional Television
IIBF           Instructional Radio
IIBG           Computer Assisted Instruction

IIC           Community Instructional Resources (Also KF)

IIICA         Field Trips and Excursions
IICB           Community Resource Persons
IICC           School Volunteers

II           Guidance Program

IK           Academic Achievement

IKA           Grading Systems
IKAA          Final Examinations
IKAB          Student Progress Reports to Parents
IKAC          Student Conferences
IKAD          Parent Conferences

IKB           Homework
IKC           Class Rankings

IKD           Honor Rolls

IKE           Promotion and Retention of Students
IKEA          Make-Up Opportunities
IKEB          Acceleration

IKF           Graduation Requirements
IKFA          Early Graduation
IKFB          Graduation Exercises

IL           Testing Programs
ILA           Test Selection and Adoption
ILB           Test Administration
ILC           Use and Dissemination of Test Results

IM           Evaluation of Instructional Programs (Also AFE)

IN           Miscellaneous Instructional Policies
SN           This term does not call for a policy. Its purpose is to establish a category.

INA           Teaching Methods
INB           Teaching About Controversial Issues
INC           Controversial Speakers

IND           School Ceremonies and Observances
INDA          Patriotic Exercises
INDB          Flag Displays
INE           Assemblies
INF           School Fairs

ING           Animals in the School

INH           Class Interruptions

Section I-3rd of 3 pages
ICA - SCHOOL CALENDAR

The Caddo Parish School Board shall adopt a school calendar annually that meets the standards specified in Louisiana State Department of Education Bulletin 741.

Adoption of the calendar shall be no later than February 28 of the previous year.

Adopted: February 18, 1987
ID - PROFESSIONAL STAFF TIME SCHEDULES
(Teachers)

Teachers are required to report to their school fifteen (15) minutes prior to official start of the school day and remain fifteen (15) minutes after school is dismissed. Teachers are expected to be available to both students and parents who need a conference time that is reasonable before or after the school day.

In cases of emergency*, before school and after school time may be extended. within twenty-four hours after the assessment of emergency, a written description of the emergency must be submitted by the principal to the appropriate cluster director. While an effort should be made to schedule parental conferences during planning time, teachers shall be notified 24 hours prior to any conference scheduled before or after school. These conferences shall be scheduled at a time when a member of the administrative team is on campus.

Teachers are expected to remain at school throughout the day unless some unusual circumstances require them to leave. In case one must leave, it should be with the knowledge and permission of the principal or his/her designee.

*An emergency is an occurrence that is not anticipated and cannot be planned.

Reference: Caddo Parish School Board
Handbook for Teacher Personnel

Revised: June 18, 2002
IE - ORGANIZATION OF INSTRUCTION

The Caddo Parish School Board adopted the following administrative structure for schools:

- K-5: Elementary school
- 6-8: Middle school
- 9-12: Senior high school

Adopted: June 4, 1975
Amended: November 17, 1976
Revised: June 18, 2002
IF - CURRICULUM DEVELOPMENT

The Caddo Parish School System will provide a variety of programs that are instructionally sound, research-based, and inclusive of a wide range of opportunities designed to meet the needs of all students.

The board has the responsibility and the authority of the school district's curriculum within the limits specified by the state and that support the goals developed for the Caddo Parish School System.

In discharging this responsibility, the board will approve and adopt basic instructional materials for that curriculum as recommended by the superintendent.

The board assigns to the superintendent the responsibility of developing and implementing the administrative regulations needed for this policy.

Adopted: December 13, 1995
Reviewed &
Re-enacted: May 22, 2002
IFA - CURRICULUM RESEARCH

Participation by the Caddo Parish School Board in the South Central Laboratory and Southwest Education Development Laboratory was approved by the Caddo Parish School Board. The board agrees to use the services of the groups when helpful.

Adopted: April 5, 1967
Revised: June 18, 2002
Science education is an active discipline that involves questioning, reasoning, experimenting, analyzing and interpreting data, and solving problems. The science classroom needs to be designed to encourage these types of activities. As stated in the Louisiana Science Education Act (Act 473), “support and guidance for teachers regarding effective ways to help students understand, analyze, critique and objectively review scientific theories being studied including, but not limited to, evolution, the origins of life, global warming, and human cloning” will be provided by the Caddo Parish School Board. The following guidelines have been suggested to help teachers select activities that allow students to think critically about scientific theories.

1. Science teachers will utilize the Grade Level Expectations and activities outlined in the Louisiana Comprehensive Curriculum and use materials presented in the textbook supplied by the school system.

2. Supplemental materials may be used to assist students in reviewing, analyzing and critiquing scientific theories in an objective manner. These materials must be scientific in nature and must support learning that involves critical thinking and logical explanations based on empirical evidence.

3. Supplemental instructional materials and classroom activities must not promote any religious doctrine or promote discrimination for or against religion or non-religion.

4. Supplemental instructional materials and classroom activities must be those not otherwise prohibited by the Louisiana Board of Elementary and Secondary Education.

Reference: Louisiana Act 473 of 2008

Adopted: June 15, 2010
IGA - BASIC INSTRUCTIONAL PROGRAM
(Multiphasal Program)

I. Two Phases

   General
   Enriched/Enriched with Honors Designation

II. Grading

<table>
<thead>
<tr>
<th></th>
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<tr>
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</tbody>
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III. Criteria for Phasing

A. Placement

1. Achievement test scores (composite) Weight
   General
   Enriched/Enriched with Honors
   Designation

   General  0 - 70%
   Enriched/Enriched with Honors 71 - 99%

2. Grades

   General - Low to average grades
   Enriched - Average to excellent overall grades

3. Teacher's Recommendation 33%

B. Rephasing

1. Achievement test scores (composite) 40%
2. Grades - present grades 30%
3. Teacher's recommendations 30%
   (present teacher)

Note: Honors is a segment of the enriched phase and not a separate category. The "Honors" designation indicates the use of the enriched curricula with higher expectations and more assigned work.
Even though a student does not meet the specified criteria for a particular phase prior to registration, he may choose the challenge of a higher phase. However, any request for a lower phase will require reevaluation. If the reevaluation indicates that the student should remain in the current phase, then the decision is final.

The philosophy of mobility of students between phases is continued as a fundamental policy of the phasal program. School principals, teachers, and counselors should be sensitive and responsive to the needs of students to change phases.

Adopted: February 7, 1979
Revised: May 7, 1980
Revised: July 3, 1990
Amended: January 2, 1991
IGA - BASIC INSTRUCTIONAL PROGRAM
(Health Education)

In accordance with the provisions of Title 17, Section 275 of the Louisiana Revised Statutes of 1950 relative to the required courses of education in public schools:

It shall be the policy of the Caddo Parish School Board that all junior and senior high schools shall provide instruction to female students in grades 8 and 12 in the proper procedure for breast self-examination and the need for an annual Pap test for cervical cancer. Such instruction may be provided in the context of courses in the study of health, physical education or such other appropriate curriculum or instruction period. This instruction may be taught by a school nurse or physician.

No student shall be required to take such instruction if her parent or tutor submits a written statement indicating that such instruction conflicts with the religious beliefs of the student.

Adopted: January 21, 1981

Legal Reference: Senate Bill No. 160, Act 789
Louisiana Regular Session, 1980
It is the policy of the Caddo Parish School Board to provide students the opportunity to participate in Off Campus Physical Education courses as an option for high school students who have developed skills beyond the District’s instructional level. In order for the student to participate in the program the student must submit a district application indicating the type of course to be provided off-campus. The application must include the goals and objectives of the course as well as a summarization of the daily activities to accomplish the goals. Instruction shall be provided only on week days, Monday through Friday, and must meet state attendance requirements in order for the student to receive credit.

The Athletic Coordinator with appropriate certifications or a designated Physical Education instructor with the appropriate certifications will serve as the teacher of record for Off-Campus Physical Education student grades. Students participating in Off-Campus Physical Education courses will be provided a general letter grade based on performance and attendance beginning school year 2009-10.

The District will develop an off-campus Physical Education on site visitation plan. The Supervisor of Health and Physical Education or his designee will implement the plans to make sure of compliance with Off-Campus Physical Education guidelines.

Each Off-Campus Physical Education course must be approved based upon its own merits with the appropriate documentation being submitted. The instructor’s resume must be provided and the parent and student must submit a signed Hold Harmless Permission Slip. No course shall be approved unless the instructor provides a certificate of insurance naming the Caddo Parish School Board as an additional insured.

Each course must be approved by the athletic coordinator, principal, and director of high schools.

Adopted: June 16, 2009
IGAG - TEACHING ABOUT DRUGS AND ALCOHOL

The superintendent shall put in effect in Caddo Parish Act 167 of 1934 which provides for the teaching in all grades in the public schools of this state above the seventh grade the evils and injurious effects on the human system of the use of alcohol and narcotics.

Adopted: July, 1934
IGAJ - DRIVER EDUCATION PROGRAM

It shall be the policy of the Caddo Parish School Board for driver education to be conducted in the high schools like any other elective course.

Schools will be responsible for accepting only the number of students who can be "driven off" between the hours of 8:00 a.m. and 3:00 p.m. during the regular school year. The enrollment will be restricted to freshmen and sophomores who meet the age requirement. The principal and supervisor of driver education will monitor the program on a continuing basis to insure that all students will complete the driving requirement of the program.

The summer program will be available to all students as a fee program. The fee established would insure that there will be no cost to the Caddo Parish School Board.

Implementation of the program listed below will eliminate the backlog for behind-the-wheel summer driving. This action will increase the number of participants for the summer fee program.

1. Designate a specific number (23-25) of students per class period.
2. Make maximum use of each car for six (6) periods per day.
3. Students should enroll in driver education by choice only. (Only freshmen and sophomore students who meet the age requirements will be eligible.)
4. Teach one classroom phase per year. This should be done the first thirty (30) days of each school year.
5. Cars should be available immediately after the classroom phase is completed.
6. Driver education should appear on the registration sheet in order to determine the number of students requesting the course.

Adopted: July 19, 1978
IGB - SPECIAL INSTRUCTIONAL PROGRAMS AND ACCOMMODATIONS
(Least Restrictive Environment)

The Caddo Parish School Board is keenly aware that each individual has unique attributes which make respect for the individual mandatory. We believe it is our responsibility to provide the means necessary to permit the development of all pupils in all of their many interests and abilities. The education of students with exceptional needs resulting from handicaps will be done in an instructional program specifically designed to meet the needs of each student.

The Caddo Parish School Board assures that handicapped students will be provided with a free and appropriate public education in a setting which includes a continuum of services; regular classes, special classes, special schools, home instruction and instruction in hospitals or institutions. The education program provided will be in a least restrictive environment as determined by the Individualized Educational Plan (IEP) committee. In all instances, the IEP committee determines the extent to which an individual with exceptional needs participates in regular education with non-handicapped students. The IEP committee has a responsibility to consider the regular classroom setting as the primary educational environment. To facilitate this the neighborhood school will contain reasonable accommodations to facilitate access by handicapped students. The IEP committee has the responsibility as required by law and the Caddo Parish School Board's commitment to provide the full continuum of services available in establishing the appropriate program to develop the student's abilities and to provide opportunities to develop and maintain continuing relationships with nonhandicapped peers.

Adopted: August 15, 1990
I. Philosophy

1. In this policy statement "athletics" refers to the interschool competitive sports program.

2. Athletics are an integral part of the school program and serve as a means of achieving many of the goals of education.

3. Participation in athletic programs should contribute to health and happiness, physical skill, emotional maturity and high morality.

4. Cooperation and competition are important components of American life. Athletics afford an important opportunity to learn to compete fairly; to learn the value of sacrifice, hard work and cooperation; to learn to experience defeat without whimpering and victory without gloating; and to learn self-discipline in compliance with the rules of the game and of good sportsmanship.

5. Positive values do not automatically accrue to the participant. They can only be achieved through the careful direction and guidance of parents, the school staff, school board and the community. The coach holds a central role in developing positive values.

6. Recognition is given to the following dangerous practices:
   
a. Winning at all costs. Cheating, deceit, unsportsmanlike acts, and unethical practices must never be condoned. Game officials must not be blamed for defeats. Victory or defeat should be accepted in a sportsmanlike manner.

b. Glorifying star athletes. The outstanding athlete should not be honored to the exclusion of other members of the team. In general, team effort and success should be recognized rather than the prowess of individual star players.

C. Centering school life around athletic teams. Although athletics can properly be used to build school spirit and serve as a cohesive agent, they are only one phase of the total school program. No phase of the academic program should be neglected due to overemphasis of the athletic program.

7. Members of the athletic teams should not be accorded special benefits or privileges.

8. All persons connected with the athletic program should exemplify these traits of character: Sportsmanship, sobriety, honesty and emotional and moral stability.

9. The demeanor of coaches during contests is of particular importance because tensions are high. Players and spectators get clues from
the coach which influence their behavior either positively or negatively. It is important that the coach control his temper, con-
done only sportsmanlike play on the field and support the officials.

10. All athletic programs are important. Schools should attempt to expand the opportunities of participants. No one sport should take prece-
dence over others.

11. The schedule for practice in the various sports should be planned so that there will be a minimum overlapping between sports. During the time a sport is in season, that sport should have priority over others. Out of season practice - fall track, spring football, etc. - should be planned for minimum interference with the sport in season.

12. There should be no competition for players between coaches within a school. Coaches have an obligation to counsel students, regarding the sports they may be most successful in; however, the final decision is with the student. In the large high school, and with the increase in competition, only a few students can participate well in all sports.

13. All athletic programs should be conducted in the spirit of and in accordance with the rules and regulations of the Louisiana High School Athletic Association and the rules of the Caddo Parish School Board.

14. One enters competitions with the expectation of winning, but not at all costs. Coaches and players are expected to work hard and strive for perfection.

15. All coaches shall be employees of the Caddo Parish School Board and should accept the premise that their teaching function is primary.

16. In compliance with current HEW guidelines, girls will be permitted to compete on teams except in contact sports. When there are requests for girls' teams and when those teams are to be separate from boys, the request is to be presented through the head coach, to the principal, to the superintendent.

17. The athletic program is not designed to fill the needs of all the students of a school; rather, it is a program for the physically gifted. However, efforts should be made to provide opportunities for participation to as many students as possible. Multiple teams and schedules are encouraged. In situations which permit, the playing of substitutes is encouraged. Coaches should encourage students to participate in the many fine athletic activities sponsored by SPAR, churches and other organizations.

II. Assignment of Coaching Duties

The head coach will be employed and assigned in accordance with the policy of the Caddo Parish School Board.

The organization of athletic administration shall follow this structure:
Caddo Parish School Board . . . Policy making

Superintendent . . . . . . Develop plans of implementation and advise the board

Supervisor of Health, ____________
P.E. and Athletics

Coordination between schools: schedules, facilities, equipment, advise superintendent on common needs

Principal . . . . . . . . Develop plans of implementation within the school. Advise superintendent

Head Coach. . . . . . . Administer program for athletics for that school.

For example:
1. Assignment of Coaches and assistant coaches
2. Determination of eligibility of players
3. Develop playing schedule
4. Approve all Athletic purchases
5. Coordination of use of facilities within school
6. Advise principal in matters relating to school athletic program

Coaches. . . . . . . . . Develop and execute program in compliance with policy established by CPSB and LHAA

Assistant Coaches . . . . . . Assist coach to carry out program of activity in assigned sport in specific area assigned
III. Varsity Sports, Seasons

1. There are four sports recognized as major:

   - Football: August 1 - November 10 + Playoff
   - Basketball: October 15 - February 10 + Playoff
   - Track: February 1 - May 10 + State Meets
   - Baseball: February 1 - May 10 + State Meets

2. There are two sports recognized as minor:

   - Tennis: February 15 - April 15 + State Tournaments
   - Golf: February 15 - April 15 + State Tournaments

3. A school may develop other local teams such as swimming, wrestling, volleyball, but such teams will not be funded by the Caddo Parish School Board. At such time as other teams need to be recognized on a parish level, it will be upon the request of principals to the Superintendent who will advise the board.

4. Each year at the time the principal makes staff assignments for the succeeding year, he will make coaching assignments on the advice of the head coach. It is desirable to have those who work as coaches to be involved throughout the year; however, it is possible for a person to be employed as coach of only one sport. No coach may head more than two sports and those sports may not overlap in season.

5. Minimum Participation

   The season is generally prescribed by the league that teams play in. The minimum games for each sport to be recognized as a full season are:

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<th>Sport</th>
<th>Varsity</th>
<th>Junior Varsity</th>
<th>9th</th>
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<tr>
<td>Football</td>
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<td>5</td>
<td>5</td>
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<tr>
<td>Basketball</td>
<td>22</td>
<td>20</td>
<td>12</td>
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<td>TOURNAMENTS</td>
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<td>Track (Meets)</td>
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<td>Baseball</td>
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<tr>
<td>Golf (Matches)</td>
<td>8</td>
<td>(Minimum 6 players)</td>
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</tr>
<tr>
<td>Tennis (Matches)</td>
<td>8</td>
<td>(Minimum 10 players)</td>
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6. The salaries of those who coach will begin with the school year and continue through August as other teachers' salaries, effective August, 1976.

   The head coach will verify the performance of coaches to the principal who will report the additional work to the payroll department with a copy to the parish supervisor of health, physical education, safety and athletics.

*Amended October 20, 1976
In the event that a coach has not fulfilled a season as earlier indicated, appropriate adjustment will be made on his salary check.

IV. Safeguarding the Health of the High School Athlete

A. One of the objectives of athletic participation is improved fitness and health. At the same time, it is realized that there are inherent hazards to the participants. The school and coaching staff have the responsibility to give maximum protection against injury. Coaches will give careful consideration to the statement:

"Participation in high school athletics is a privilege involving both rights and responsibilities. The athlete's responsibilities are to play fair, to give his best, to keep in training and to conduct himself with credit to his sport and his school. In turn, he has the right to optimal protection against injury as this may be assured through good conditioning and technical instruction, proper regulation and conditions of play and adequate health supervision."*

B. In order to insure safety and protect the health of athletes, coaches will give careful attention to the following factors:

1. Proper conditioning helps to prevent injuries by hardening the body and increasing resistance to fatigue.
   a. Prospective players should be given directions and activities for pre-season conditioning.
   b. There should be a minimum of two weeks of practice before the first official game.
   c. Players should be required to warm up thoroughly prior to participation.
   d. Injured players should be removed from the contest immediately.

2. Careful Coaching leads to skillful performance, which lowers incidence of injuries.
   a. Emphasis should be placed on safety in teaching techniques and elements of play.

*The Committee on Injury in Sports of the American Medical Association and the National Federation of State High School Athletic Associations.
3. Good officiating promotes enjoyment of the game as well as protection of players.
   a. Players and coaches should be thoroughly schooled in the rules of the game.
   b. Rules and regulations should be strictly enforced in the practice periods as well as in games.
   c. The best qualified officials should be employed.

4. Right equipment and facilities serve a unique purpose in protecting the players.
   a. Adequate protective equipment should be provided for all sports.
   b. Careful attention should be given to proper-fitting and adjustment of equipment.
   c. Equipment should be properly maintained. Worn out items should be discarded.
   d. Play areas should be checked for hazards.

5. Adequate medical care is a necessity in the prevention and control of athletic injuries.
   a. A pre-season medical examination should be given to all prospective athletes.
   b. A physician should be present at all football games and at other scheduled competitive activities when possible.
   c. The physician should make the decision as to whether an athlete should return to play or practice following injury during games or practice.
   d. Care given by coaches and trainers to injured players should be limited to first aid and medically prescribed services.
V. Joint Use of Facilities

A. The Supervisor of Health, Safety, Physical Education and Athletics shall assign facilities which are used jointly by several schools for use by a designated school on a particular date. No principal or coach may make final agreements for the use of facilities without the consent of this supervisor.

VI. Scheduling Athletic Contests

A. In general, the scheduling of athletic contests should be between schools of equal classification and comparable size. Principals of individual schools shall be (primarily) responsible for scheduling contests. Out of state travel shall be limited to 250 miles from the City of Shreveport unless special permission is given by the Superintendent.

VII. Financing Athletics

A. Accurate accounts of all receipts and disbursements of the athletic program in each school shall be kept. All proceeds from athletic contests shall be deposited in the local school fund to the credit of the athletic account. One bank account is kept for all of the individual school accounts.

B. Each local school shall have an athletic fund which may be disbursed upon the signature of the principal.

C. All athletic accounts are subject to audit and the overall financial supervision of the Director of Finance of the Caddo Parish School Board. An annual audit of athletic accounts will be made in compliance with board policy.

VIII. Staff Relationships

A. Loyalty and cooperation of all coaching staff members is of prime importance. Differences of opinion and criticisms should be cleared in official channels and never aired to the public.

IX. Information Releases

A. Coaches heading various sports will give information regarding their respective teams and their opponents.

B. All information regarding school policy, athletic department policy, personnel, etc., is to be released through the superintendent's office.

C. No coach is to make any uncomplimentary statement regarding school policy, opposing teams, or officials. Protests or constructive criticism should be directed to the proper official group.
X. Eligibility

A. The principal and coach shall be equally responsible for the eligibility of players.

B. Five days prior to the first contest in each sport eligibility lists will be submitted to the Supervisor of Health, Safety, Physical Education and Athletics, who in turn, will submit the list to the Superintendent. Supplementary lists shall be filed when new players are added to the squad. Lists must be signed by both principal and the head coach.

XI. Residence Rule

A. Majority to minority transfers will not create immediate athletic eligibility unless the student has attended middle school in the attendance zone of the high school he/she wishes to attend for at least one calendar year.

B. A student who transfers to a magnet high school, a traditional high school with a magnet program, or the magnet curriculum of a dual curriculum high school with school board and or court approval shall be eligible to represent the magnet high school in athletic competition immediately if the transfer is at the beginning of the school year at the lowest level of entry offered by the school. If entry occurs a grade level above the lowest grade level offered in the school or after the beginning of the school year, the student shall be ineligible at the magnet school for one calendar year.

XII. Eligibility when District Attendance Lines Change

A. In the event of changes in district lines, or the creation of a new school, seniors who fall in a new district and who have participated in a sport in the original school may have the option of remaining in the former school or attending the new school.

XIII. Limit of Games -

A. The Louisiana High School Athletic Association will apply with the following exceptions:

1. Schools will not participate in bowl or post-season games.

2. Regularly scheduled baseball games will be limited to 20 games. Each tournament shall be considered one game and included in the total-number of 20.

3. Football games will not be scheduled prior to the opening of school.
4. One out-of-parish scrimmage or jamboree will be permitted prior to the regular football season.

XIV. Teaching Load

A. Head coaches shall teach a minimum of three classes per day. The other three periods are for the purpose of planning and athletic administration.

B. Assistant coaches shall teach a minimum of five classes per day.

C. All coaches are subject to "duty" as assigned by the principal.

D. Sixth period athletics is permissible with that period only serving in lieu of physical education instruction. That period may count as one of the periods of teaching assignment - the number of students involved should be comparable to other class periods.

XV. Equipment Purchasing

A. Purchases from the athletic fund must have prior approval of the head coach and the principal and should be in keeping with the Caddo Parish School Board policy relating to purchasing.

XVI. Dismissal Time of Team Members

A. Coaches will clear with the principal for dismissal of team members who will be making scheduled trips.

XVII. Coaches Officiating

A. Coaches will not be excused from school or coaching duties to officiate. This is not intended to eliminate mutual assistance in conducting local track meets.

XVIII. Equipment Not Returned

A. Any student who has school equipment charged against him will not be given an athletic award or receive his school records until his account is cleared.

XIX. Team Trips

A. Season schedules shall be filed with the Supervisor of Health, Safety, Physical Education and Athletics prior to the opening of the season. All team trips must be approved by the head coach and principal.
XX. Salesmen

A. No salesman is to go into any school to advertise, sell, demonstrate or show athletic, sports or related equipment without permission of the principal.

B. Salesman shall be encouraged to visit coaches during administrative planning periods, and not during class period.

Approved: March 17, 1976
Revised: March 20, 1986
December 3, 1986
December 19, 1990
June 18, 2002
IGD - COCURRICULAR AND INTERSCHOLASTIC PROGRAMS
(Eligibility Requirements for Participation in Extracurricular Activities Grade 6-8)

1. A student must have a 1.5 grade-point average and have passed five subjects per nine weeks to participate in extracurricular activities.

A. Eligibility will be determined by grade-point average at the end of the nine week period.

B. Grade-point averages shall be computed based on all subjects taken and for which letter grades are reported during any nine week period.

C. A student falling below requirements during any nine week period shall be placed on probation for the next nine week period. If a student fails to meet the requirements during the probationary nine week period, he/she will be ineligible to participate in any extracurricular activities until such time as the required grade-point average is achieved, which shall be at the end of a nine week reporting period.

D. These eligibility requirements shall apply to all extracurricular activities offered by a school and shall include grades 6-8.

E. No school may require a higher grade-point average for participation unless such grade-point average is required for a national or state charter.

F. Each school may seek waivers for 2% of their school's total enrollment for participation in extracurricular activities.

G. Waivers must be approved by the school building level screening committee and the Director of Middle Schools. Schools must submit a plan of remediation before approval is granted.

Note: If any person connected with the school system asks a teacher to adjust any student's grade, in violation of these guidelines, that person will be brought before the School Board for disciplinary action. Refer to Act 556 of 1989 Legislative Session.

Adopted: August 1, 1984
Amended: March 20, 1986
December 3, 1986
December 19, 1990
IGD - COCURRICULAR AND INTERSCHOLASTIC PROGRAMS
(Eligibility Requirements for Participation in Extracurricular Activities for Grades 9-12)

1. All students will enter ninth grade eligible for participation in extracurricular activities. A student must have a 2.0 grade-point average and pass five subjects per semester to participate in extracurricular activities.

   A. Eligibility shall be determined by grade-point averages on a 4.0 scale for general courses and on a 5.0 scale for enriched courses. Semester grades shall include final exams which will be used to determine grade-point average.

   B. A student failing below the eligibility requirements shall be placed on probation for the next semester. If the student fails to meet the required standards, then he/she will be ineligible to participate in extracurricular activities until the end of the semester.

   C. Grade-point average shall be computed based on all subjects taken and for which letter grades are reported during any semester.

   D. These eligibility requirements shall apply to all extracurricular activities offered by a school and shall include grades 9-12.

   E. No school may require a higher grade-point average for participation unless such grade-point average is required for a national or state charter.

   F. Each school may seek waivers for 2% of their school's total enrollment for participation in extracurricular activities.

   G. Waivers to these requirements must be approved by the school building level screening committee and the director of high schools. Schools must submit a plan of remediation before approval is granted.

Note: If any person connected with the school system asks a teacher to adjust any student's grade, in violation of these guidelines, that person will be brought before the School Board for disciplinary action. Refer to Act 556 of 1989 Legislative Session.

Adopted: August 1, 1984
Amended: March 20, 1986
December 3, 1986
December 19, 1990
IGDA - STUDENT ORGANIZATIONS
(Policy Statement and Rules and Regulations Pertaining to Student Elections and Extracurricular Activities in Caddo Parish Schools)

1. The principal of each school shall be responsible for distributing annually, written policies and rules which govern:
   a. Elections and/or appointments of students to various student held offices
   b. Formation of clubs
   c. Extracurricular and other activities in which students participate

2. Under the direction of the principal each school will form an advisory group composed of students and faculty members. The composition of the advisory body will be representative of the ethnic makeup of the student body and faculty.

   The function of the advisory committee will be to:
   a. Advise the school authorities on the coordination of existing extracurricular activities and the need for new activities
   b. Supervise elections
   c. Publicize the various organizations within a school so that all students will know the requirements for being a part of any organization or activity sponsored by the school
   d. Supervise the selection, election and/or judging of danceline and cheerleading teams. Schools opting for the selection and/or judging process must use an odd number of judges with minority representation.

3. Voting machines (provided they are available from the state custodian) will be used for the two major elections, to be designated by the principal, held in each school annually. The school board will bear the cost of furnishing the machines for the two major elections.

4. Ballots and a record of results of elections will be preserved for one calendar year following each election. The results of any election will be made a matter of record and the number of votes recorded for each person in the election shall be made public.

5. Each principal, with the assistance of the school advisory group and with the approval of the superintendent, or designee, shall establish procedures that will insure minority representation for the student governing body, cheerleader and danceline squads.

6. From selected, elected or judged squads, school may create competitive cheerleader and danceline teams as outlined in the Title IX Settlement Agreement.

Adopted: November, 1972
Revised: March 5, 1975
Revised: March 20, 2001
IGDC - STUDENT SOCIAL EVENTS

It shall be the policy of the Caddo Parish School Board to permit the faculty and principal of each school to set not more than two parties each year and that the expenses be handled in such a way as not to cause hardship or embarrassment. Moreover, individual birthday parties should be eliminated.

Adopted: September 7, 1960
IGDF - STUDENT FUND-RAISING ACTIVITIES
(Coin Operated Game Machines)

It shall be the policy of the Caddo Parish School Board that coin operated game machines be prohibited in any school of Caddo Parish.

Adopted: November 4, 1981
IGDF - STUDENT FUND-RAISING ACTIVITIES

The Caddo Parish School Board prohibits the sale of candy and cold drinks and similar confections to students in all elementary and junior high schools in the parish during the school day, it being understood that the school day begins when the building opens in the morning and ends after children leave the school in the afternoon following dismissal of classes.

Adopted: July 1, 1959
IGDF - STUDENT FUND-RAISING ACTIVITIES
(Band Uniforms)

It is the policy of the Caddo Parish School Board that it should pay the same price for all band uniforms throughout the system.

Low bids will be accepted with anything exceeding that amount being paid by the individual schools.

There shall be no public solicitation of funds to make up a difference between the bid price and the actual purchase price.

Adopted: December 20, 1967
IGDF - STUDENT FUND-RAISING ACTIVITIES

The Caddo Parish School Board grants permission to any school, at the discretion of the principal, to operate a school store in which items such as paper, pencils and other similar materials used by students in classrooms may be sold by the school.

Adopted: July 1, 1959
IGDG - STUDENT ACTIVITIES FUNDS MANAGEMENT
(Accountability for School Funds and School Support Organizations)

The "School Activity Funds Accounting, Auditing, and Financial Reporting" manual published by the legislative auditor for the State of Louisiana makes the following statement: "Monies or property derived directly or, indirectly through the use of school facilities or funds received by a public official (including individual school employees) become public property or funds. Monies thus derived should be handled and safeguarded as if the funds were tax proceeds."

Therefore, it is the policy of the Caddo Parish School Board that all fund raising activities conducted during the school day, on school board property, using school employees and/or students, for school or school related purposes shall be properly controlled and have reasonable accountability applied. This requires that all such funds shall be considered "public funds" and shall be deposited into the official checking account of the individual school and all state and local rules and regulations concerning financial management be applied.

In addition, any school support organization; i.e., parent club or booster club, which uses the name of a public school as the principal portion of their name and raises funds independent of the school, shall be required to meet all of the following conditions:

1. Maintain minutes of all meetings of the organization and have duly elected officers. Appoint the school principal or a representative school employee designated by the principal to serve on the executive board of the organization.

2. Provide the school principal with a copy of periodic (at least quarterly) financial reports showing all receipts and expenditures by source along with a summary of revenue, expenditures and investments. The financial reports must be signed by an officer of the organization.

3. All fund raising activities of the organization must be approved in advance by the school principal using CPSB Report On Fund Raising Project (Form IA-81). These forms shall also be completed and filed as required upon completion of the fund raising activity.

Failure of any organization to meet the above conditions shall void that organization's privilege to use the name of the school or to raise funds on the representation that the funds are in fact to be used for the betterment of the school or school related matters.

Adopted: October 20, 1993
Reviewed &
Re-enacted: May 22, 2002
IGDJ - INTERSCHOLASTIC ATHLETICS
(Athletic Equipment, Initial Issue)

It shall be the policy of the Caddo Parish School Board that every new high school or middle school that is opened shall be provided an initial issue of athletic equipment sufficient in quality and quantity to insure the pupils of the school may safely and adequately participate in the competitive activities of the league to which it is assigned. After the initial issue of athletic equipment, it shall be the responsibility of the high school to provide for the repair and replacement of its athletic equipment. After the initial issue of athletic equipment, it shall be the responsibility of the middle school to provide for the repair and replacement of its athletic equipment with the middle school athletics allotment provided by Caddo Parish School Board for this purpose and/or with funds acquired through fund raising activities.

Adopted: November 7, 1984
IGEB - ADULT HIGH SCHOOL PROGRAMS
(AGE WAIVERS FOR GED TESTING)

It shall be the policy of the Caddo Parish School Board that age waivers for General Equivalency Development (GED) testing shall be authorized and granted by the Supervisor of Adult Education in keeping with State Board policies.


Adopted: April 7, 1982
IHD - STUDENT SCHEDULES AND COURSE LOADS
(Early Out)

It shall be the policy of the Caddo Parish School Board for students to attend a minimum of 360 instructional minutes a day each year for four years (8 semesters). In order to be eligible to receive Carnegie credit for a course, students must be present 94% of the required time. If a student is enrolled in Distributive Education Clubs of America (DECA), Cooperative Office Education (COE), attending college, or any other educational extension of the Caddo Parish School System that would allow them to leave the campus, then that student shall be allowed to return to the campus to participate in extra curricular activities as long as he/she meets the requirements/eligibility for that activity. A hardship request to attend less than the required instructional minutes referenced above may be petitioned to the principal by a senior with 20 or more Carnegie units, with written permission by the parent and approval of the principal and Area Director. A fifth year senior may attend only the classes needed for graduation.

Adopted: May 16, 1984
Amended: February 20, 2001
Revised: August 17, 2010
IIAA - TEXTBOOK SELECTION AND ADOPTION

Section I

SELECTION POLICY FOR LIBRARY MATERIALS

Many materials are used in the school's instructional and enrichment program. They may be located in the library media center and other departments of the school.

The materials may include books, magazines, newspapers, pamphlets, pictures, charts, film, filmstrips, slides, tapes, records, transparencies, and other materials that may become available to develop and enrich the curriculum according to the basic course of study.

1. Statement of Philosophy
The primary objective of the library media center is to implement, enrich and support the educational program of the school. Other objectives are concerned with

   1. the development of reading skills, literary taste, lifetime reading habits, discrimination in choice of materials and
   2. instruction in the use of materials and libraries.

We subscribe to the principles as stated in the LIBRARY BILL OF RIGHTS FOR SCHOOL LIBRARY MEDIA CENTER PROGRAMS.

Media personnel are concerned with generating understanding of American freedoms through the development of informed and responsible citizens. To this end the American Association of School Librarians asserts that the responsibility of the school library media center is

   To provide a comprehensive collection of library materials selected in compliance with basic, written selection principles, and to provide maximum accessibility to these materials.

   To provide materials that will support the curriculum, taking into consideration the individual's needs, and the varied interests, abilities, socioeconomic backgrounds and maturity levels of the students served.

   To provide materials for teachers and students that will encourage growth in knowledge, and that will develop literary, cultural and aesthetic appreciation, and ethical standards.

   To provide materials which reflect the ideas and beliefs of religious, social, political, historical and ethnic groups and their contribution to the American and world heritage and culture thereby enabling students to develop an intellectual integrity in forming judgments.

   To provide a written statement approved by the local boards of education of the procedures for meeting the challenge of censorship of materials in school library centers.

   To provide qualified professional personnel to serve teachers and students.
II. Responsibility for Selection of Library Materials

The Caddo Parish School Board is legally responsible for selection of materials used in the schools of the system.

The actual and final responsibility for selection and recommendation for purchase is delegated to the superintendent who in turn delegates to the professionally trained personnel within the school system.

III. Selection of Library Materials

A. Sources

1. Materials are purchased at the local school level from the annual state library allotment and federal funds when available.
2. Materials are also purchased from M & S funds, the parish library account and school monies.

B. Recommendations for selection of library materials

1. The selection of materials shall be a cooperative, continuing process by the librarian.
2. Librarians may examine books from various publishers before preparing book orders. Book examination is to be conducted at a designated site.

C. Criteria to be considered in the selection of library materials

1. Does the material meet the philosophy of the instructional program, K-12?
2. Is it among the best of its kind available?
3. Does it implement or enrich the course of study?
4. Are its contents, vocabulary and format suitable for the students?
5. Does it have literary merit and interest appeal?
6. Does it appear on one or more approved lists or in a reviewing media?
7. Has some member of the staff read and examined the material and recommended the title for purchase?
8. When appropriate, has the specialist been consulted?
9. Does it fulfill the responsibility of the school library as expressed in the LIBRARY BILL OF RIGHTS FOR LIBRARY MEDIA PROGRAMS?
10. Does it contribute to a balanced presentation of the subject matter in relation to current holdings?
11. Is the value commensurate with the cost?
D. Materials offered to the schools as gifts are accepted with the understanding that they will be evaluated on the basis of the criteria set forth above and only those meeting these standards are added to the collection. Disposal of the remaining materials is left to the discretion of the individual school librarian.

E. Sponsored materials should not only meet the same evaluation standards as any other items being considered for purchase but also the following criteria as well:

1. Is the primary purpose of the material to educate rather than to promote sales?
2. Does the sponsoring concern display more advertising than is acceptable to our selection standards?

F. Sets of materials and periodicals are purchased only to fill a definite need.

G. Out-of-date or no longer useful materials are withdrawn from the collection.

H. Worn or missing standard items are replaced periodically.

IV. Questioned or Challenged Library Materials

A. Procedure

1. The student and his/her parents should contact the student's teacher or the librarian. If a satisfactory conclusion cannot be reached, then the principal should be contacted.
2. Any other citizen should contact the principal of the school involved. Other school personnel should direct complaints to the principal if they receive them.
3. The principal should assure the citizen that his/her opinion will be considered and that his/her interest is welcome. The citizen's request should then be discussed.
4. If, after discussion, the complainant would like to continue the complaint, the principal would explain the procedure adopted by the Caddo Parish School System for handling such requests. The citizen should be given a copy of the 'Citizen's Request for Reconsideration of Library Material.'
5. The citizen will complete the form and return to the principal.
6. The principal will determine whether materials in question should be withdrawn immediately pending a decision of the School Review Committee.

Composition of the School Review Committee appointed by the principal.

a. Principal of the school, chairman
b. Librarian
c. PTA representative
7. The material will be reviewed by the School Review Committee in light of the objections raised. This reviewing shall be done at the earliest possible time after the material has been questioned. A definite routine will be followed to insure that the incident is given due importance and treated objectively and unemotionally.

8. The citizen has the right to appeal the school's decision to the superintendent's office.

9. Finally, the superintendent's decision may be appealed to the school board.
CADDY PARISH SCHOOL BOARD
POLICY MANUAL
File: IIAA

Sample Form
CITIZEN'S REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

Author ____________________________ Hardcover _______ Paperback _______ Other _______
Title ____________________________________________________________________________
Publisher (if known)_______________________________________________________________
Request initiated by _______________________________________________________________
Telephone ______________________ Address ___________________________________________
City ___________________________________ Zip Code _________________________________
Complainant Represents
________ ____________________________
______ Organization (specify) ____________________________
______ Other Group (identify) ____________________________

(If objection is to material other than a book, change wording of the following
questions so that they apply.)

1. To what in the book do you object? (Please be specific; cite pages.)
__________________________________________________________________________
__________________________________________________________________________
2. What do you feel might be the result of reading this book? _______________
__________________________________________________________________________
__________________________________________________________________________
3. For what age group would you recommend this book? _________________
__________________________________________________________________________
__________________________________________________________________________
4. Please provide specific examples of positive aspects of this book. Le. message, style, etc.?_____________________________________________________
__________________________________________________________________________
__________________________________________________________________________
5. Did YOU read the entire book? ______ What parts? _________________________
__________________________________________________________________________

6. Are you aware of the judgment of this book by literary critics? ______

__________________________________________________________________________
7. What do you believe is the theme of this book?
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

8. What would you like your library/school to do about this book?

_________ Do not assign to my child
_________ Do not lend it to my child
_________ Withdraw it from all readers/students as well as my child
_________ Send it back to staff selection official for reevaluation

9. In its place, what book of equal literary quality would you recommend that would convey as valuable a picture and perspective of the subject treated?
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

_____________________________________

Signature of Complainant
V. Sources for Selection of Library Materials

A. Books

1. Books can be examined at

   (a) Exhibit of books from various publishers at a designated site.
   (b) Bookstores
   (c) Publishers booths at conventions
   (d) Other libraries (school and public)

2. Book Lists

   (a) H. W. Wilson Company Standard Catalog for High School Libraries, Junior High School Library Catalog, Children's Catalog, The Elementary School Library Collection by Giver
   (b) A.L.A. Basic Book Collection for High Schools, Basic Book Collection for Elementary Grades, Patterns in Reading, Book Bait, Doors to More Mature Reading
   (c) National Council of Teachers of English, Books for You, Your Reading, Adventuring with Books, Books and the Teenage Reader, High-interest-Easy Reading for Junior and Senior High Students
   (d) Bowker. Beat Books for Children, Growing Up with Books
   (e) Lists of Specialized Material: National Council of Teachers of Mathematics, National Council of Teachers of Science, National Council of Teachers of Social Studies
   (f) Bibliographies in textbooks and teacher manuals

3. List of Current Books

   (b) Education periodicals, such as Elementary English, English Journal
   (c) Professional materials: Phi Delta Kappa Educational Foundation, Today's Education, Reading Teacher

B. Other Library Material

1. Examination

   (a) At publishers' exhibits
   (b) At other libraries
   (c) Material can be ordered for preview purposes

2. Reviews of new audiovisual materials appear periodically in various education and library periodicals, such as Media Review Digest, School Media Quarterly, Horn book, Book List, Previews (formerly in Library Journal), Learning Resources (formerly in Audiovisual Instructional)
Section II

SELECTION OF SUPPLEMENTARY INSTRUCTIONAL MATERIALS FOR CLASSROOM USE

The selection of supplementary instructional materials for classroom use will adhere to the same selection criteria for selection of library materials as set forth in this policy. (Section I, IIIC.)

Questioned or Challenged Supplementary Instructional Materials for Classroom Use

Regarding the policy statements about questioned or challenged library materials, the same procedures apply with the addition of the following criteria:

A. Procedure

1. The student and his parents should contact the student's teacher. The teacher will offer an alternate book selection in the same genre and the same approximate length which is age appropriate. The teacher, parents, and student will discuss an appropriate course of study for the book. The teacher approved alternate selection will be graded according to the same criteria as that of the assigned book. If a satisfactory conclusion cannot be reached, then the principal should be contacted.

2. Any other citizen should contact the principal of the school involved. Other school personnel should direct complaints to the principal if they receive them.

3. The principal should assure the citizen that his/her opinion will be considered and that his/her interest is welcomed. The citizens request should then be discussed.

4. If, after discussion, the complainant would like to continue the complaint, the principal would explain the procedure adopted by the Caddo Parish School System for handling such requests. The citizen should be given a copy of the "Citizen's Request for Reconsideration of Supplementary Instructional Material for Classroom Use."

5. The citizen will complete the form and return to the principal.

6. The principal will determine whether materials in question should be withdrawn immediately pending a decision of the School Review Committee.

Composition of the School Review Committee appointed by the principal.

1. Principal of the school, chairperson
2. Teacher
3. PTA representative

7. The material will be reviewed by the School Review Committee in light of the objections raised. This reviewing shall be done at the earliest possible time after the material has been questioned. A definite routine will be followed to insure that the incident is given due importance and treated objectively and unemotionally.

8. The citizen has the right to appeal the school's decision to the superintendent's office.

9. Finally, the superintendent's decision may be appealed to the school board.
Sample Form
CITIZEN'S REQUEST FOR RECONSIDERATION OF SUPPLEMENTARY INSTRUCTIONAL MATERIALS FOR CLASSROOM USE

Author:________________________________   Hardcover   Paperback   Other
Title:_____________________________________________________________________________
Publisher: (if known)_______________________________________________________________
Request initiated by________________________________________________________________
Telephone:_____________________  Address:__________________________________________
City_______________________________               Zip Code_________________________

Complainant Represents:

__________ Self

__________ Organization (specify)

__________ Other Group (identify)

(If objection is to material other than a book, change wording of the following questions so that they apply.)

1. To what in the book do you object? (Please be specific; cite pages.)

__________

2. What do you feel might be the result of reading this book?

______________________________________

3. For what age group would you recommend this book?

______________________________________

4. Did you read the entire book? _________ What parts?

______________________________________

5. What did you find positive about the book?

______________________________________

6. Are you aware of the judgment of this book by literary critics?

______________________________________

What do you believe is the theme of this book?

______________________________________

______________________________________
8. What would you like your school to do about this book?
   _____ Do not assign/lend it to my child
   _____ Withdraw it from all readers/students as well as my child
   _____ Send it back to staff selection official for reevaluation

9. In its place, what book of equal literary quality would you recommend that would convey as valuable a picture and perspective of the subject treated?

___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

_________________________
Signature of Complainant
Section III.

CADDO PARISH SCHOOL BOARD TEXTBOOK SELECTION PROCEDURE

I. Philosophy Regarding Textbooks

Public education is one of the most important functions of government, and its purpose is to provide a continuous flow of competent citizens prepared for a productive and satisfying life. The public school should be the institution which provides an environment in which children from homes that vary widely in religious, political, social and economic beliefs can come together in a spirit of mutual respect, acceptance and understanding.

Textbooks are the resource most often used to bring the student into contact with the desired curriculum. They contain the accumulated knowledge and technology of our past and our social heritage. It is essential that textbooks provide the most important knowledge in a well-organized form suitable to the learning ability of the pupils. Finally, textbooks are important because they tend to unify the knowledge of man providing a common language, a common arithmetic, a common technology, common traditions and common goals.

For all of the above reasons, it is important for this school system to devote a great deal of careful study to selection of textbooks.

II. Objectives

A. To select materials that will support the curriculum taking into consideration individual needs, and the varied interests, abilities, socioeconomic backgrounds and maturity levels of the students served

B. To select materials for teachers and students that will encourage growth in knowledge and skills and that will develop literary, cultural and aesthetic appreciation and ethical standards

III. Responsibility for Selection of Textbooks

The State Superintendent of Education has the responsibility for selection of textbooks with the approval of the State Board of Education.

A. State Textbook Adoption Procedures

STATE SUPERINTENDENT

STATE COMMITTEE

LIST OF STATE ADOPTED TEXTBOOKS

PARISH SUPERINTENDENT

GENERAL TEXTBOOK CHAIRMAN

PARISH COMMITTEES

LIST OF PARISH ADOPTED TEXTBOOKS

LIST OF PARISH ADOPTED TEXTBOOKS FILED WITH STATE DEPARTMENT OF EDUCATION
B. Local Textbook Adoption Procedures

1. The parish superintendent or his/her representative has the responsibility for selecting textbooks for the parish.

2. A general textbook chairman is appointed by the Superintendent or his/her representative.

3. Committees for each curriculum are appointed by the parish representative.
   a. Form letters (sample copy attached) stating the responsibility of the committee are sent to all teachers and administrators in each area. Teachers and administrators are given the opportunity to volunteer for service on committees, thus forming a "pool" for selection by parish supervisors.
   b. Composition of the Committee
      The local adoption committee will be composed of administrators, teachers (at least one of whom should be special education), parents and/or community representatives with equitable representation by ethnic origin, gender, etc. reflective of the student constituency.

      One supervisor from the Central Office is named chairperson of the committee. The committees are further divided according to elementary, middle, and secondary so that the supervisor for each area will chair the committees for that discipline, i.e., middle school math, secondary social studies, elementary language arts, etc.

      One principal (representing level for which the selection is being made elementary, middle, secondary)

      Parents and/or community representatives

      Several teachers including at least one special education teacher

   c. Committee members are to receive special training in textbook selection criteria, voting procedure and integrity of interaction with publishers.
4. The adoption process shall adhere to the following established timelines set forth by the state.
   a. Participation in state caravan must occur before February 1 in the school year of the adoption.
   b. Local school systems must hold textbook adoption between February 1 and April 15 in the school year of the state adoption.
   c. The State Office of Educational Support must be notified as to the locally adopted textbooks and the school system's plan for implementation by April 15 in the school year of the adoption.

5. State Textbook Caravan Participation
   a. The caravan affords all school systems an equal opportunity to preview all state adopted textbooks and ancillary materials with on site availability of publishers to answer questions.
   b. All school systems, public, private and parochial, are eligible to participate in the caravan.

6. Local Hearings
   a. Local school systems may use the state caravan as the single opportunity for publishers' presentations.
   b. Local school system may use the state as a vehicle for identifying those publishers to be called back for local presentations.

7. Sampling
   a. Publishers are to furnish examination copies only at the written request of the local school system textbook adoption coordinator.
   b. Samples are to be limited to sufficient quantities to facilitate the designated local adoption committee members only.
   c. Other persons choosing to examine samples must use samples provided by State Department at predesignated sites for public review.
   d. No other examination copies will be permitted.
   e. Publishers must notify local school systems, in writing, of the need to have samples returned.
f. If notified by publishers, all samples received by local school systems must be picked up by the publisher within thirty days after the local adoption.

g. Publishers must make all necessary arrangements for sample returns at publisher's expense.

8. Each committee using the "Criteria for Evaluating Textbooks" evaluates the textbooks on the state approved list, chooses most appropriate textbooks, and reports to the general textbook chairman.

9. The general textbook chairman submits the list of suggested textbooks to the parish superintendent along with a tabulation sheet (Criteria for Evaluating Textbooks) from each committee and a list of the members of each committee. The official report of the evaluation results is to be kept on file for a minimum of three years.

10. The parish superintendent submits the list of suggested textbooks to the parish school board.

C. Notifying State of Local Textbook Selections

1. The State Department must be notified of all textbook titles selected by discipline/course.

2. Said notification must be accompanied by the school system's plan for implementation of texts.

3. The total plan for implementation must be submitted. This plan must address the number of books to be ordered by subject, course, and grade level. If lack of funds prevents total implementation during the school year following the adoption, the plan for remaining implementation in future years must also be indicated.

4. Said notifications must be made by April 15 in the school year of the state adoption.

D. Notifying School of Locally Selected Textbooks

1. Each school will receive a list of all components of the basal including those items purchasable with textbook funds and those items to be supplied by the publishers at no cost.

2. The principal is responsible for ordering textbooks for his/her school from the parish approved list and for keeping an accurate textbook inventory.
E. Criteria for Local Committee to Use in Evaluating Textbooks

Scoring goes 1 to 5 with one (1) representing the lowest score and five (5) representing the highest score. The same rating scales are to be used for supplementary materials.

EVALUATION

1. Philosophy

|__1__|__2__|__3__|__4__|__5__|
|____|____|____|____|____|

a. Consistent with the philosophy of instruction in Caddo Parish
b. Systematic and sequential development of skills

EVALUATION

|__1__|__2__|__3__|__4__|__5__|
|____|____|____|____|____|

2. Content

|__1__|__2__|__3__|__4__|__5__|
|____|____|____|____|____|

a. Variety of selections appropriate for all students
b. Material will meet the objectives of the instructional program
c. Range of material can meet curriculum needs, maturity levels and interests of pupils
d. Material is acceptable in content and style to the majority of the community
e. Diagnostic materials are available
f. Guidebooks provide teachers with appropriate help
g. Ancillary materials meet all adoption guidelines

8. Textbooks should meet guidelines for adoption approved by the State Board of Elementary and Secondary Education.

3. Format

|__1__|__2__|__3__|__4__|__5__|
|____|____|____|____|____|

a. Appealing to pupils
b. Durable
c. Appropriate print and page arrangement
d. Illustrations authentic and appropriate to the content

EVALUATION

4. Cost

|__1__|__2__|__3__|__4__|__5__|
|____|____|____|____|____|

a. Reasonable
b. Comprehensive (Does not require purchase of many other materials, or if so, they are considered in total cost.)
IV. Policy for School and Student Use of Textbooks

A. School

1. The Principal

Within the textbook allotment assigned the school and according to the regulations set by the school system, the principal has the responsibility for determining what textbooks are needed in the school and for ordering and distributing those books.

2. The school shall have a system of accounting for each textbook.

   a. A school inventory of textbooks shall be kept up-to-date.
   b. Each textbook shall be issued to students in such a way that it can be identified with the student to whom it is issued.

B. Student

Each student is responsible for the textbooks issued to him/her.

If a student loses or damages a textbook he/she shall be expected to pay the proportionate cost of the textbook. The life expectancy of most textbooks is five years.

V. Discarding Policy

The principal is responsible for discarding textbooks in his/her school subject to R.S. 17:8:1

VI. Gifts Policy

A. The principal is responsible for acceptance, placement and use of any gift materials to the school.

B. Materials given to the school may not contain advertising. (In some cases the name of the publisher is a firm that is not in the publishing business and that may be construed as advertising. However, it is acceptable to receive and use such materials.)

C. Items on the "Criteria for Evaluating Textbooks" should be used in the evaluation of gift materials.

D. School personnel, other than the principal, considering gift materials will follow the procedure outlined above.
VII. Challenged Textbooks

Occasional objections to a selected textbook may be made by the public, despite the efforts expended to select materials carefully.

1. When the complaint occurs and a reasonable explanation by the school employee does not satisfy the complainant, he/she should be referred to the principal. The principal may choose to withhold the book pending further investigation, or he/she may choose to continue using the books until after investigation.

2. The principal will confer with teacher(s) who use the challenged material.

3. If the complainant is not satisfied with the principal's report, he/she may file a written complaint which the principal submits to a school review committee. The superintendent is notified of the case.

4. The school review committee examines the questioned materials, meets to discuss materials, prepares a report, and files a copy of the report with the principal of the school and the superintendent.

Composition of School Review Committee

a. Principal of school
b. Assistant Principal of Instruction or Coordinator
c. A teacher from the subject area
d. Parent-teacher organization representative
e. A student, if at the middle or senior high level

5. The complainant is informed in writing by the principal of the decision of the school review committee. If the complainant is dissatisfied with the decision submitted by the school review committee, he/she may appeal to the superintendent.

6. If the complainant is not satisfied with the action taken by the superintendent, he/she may appeal to the Caddo Parish School Board.

VIII. Lost and Damaged Textbooks

A. Damaged but Usable

1. Lack of cover(s), spine of book separated, graffiti, torn pages, water-damaged but readable, answers written on pages, writing or drawing on pages. These conditions are existing in or on the textbook, but the textbook is still usable. School personnel would determine fees to be assessed on usable damaged textbooks.
B. Lost or Damaged Textbooks

1. Student must pay a percentage of the original purchase price:
   - New - 100%
   - Good condition - 75%
   - Fair condition - 50%
   - Poor condition - 25%

2. A record will be kept of the book's condition at the time of issue.

C. Damaged-Nonusable Textbooks

These are textbooks inadequate for instructional purposes. The condition of the book should be checked and noted before issue and the condition established. Student should pay the same percentage as for lost textbooks.
(FORM LETTER)
TEXTBOOK ADOPTION COMMITTEE MEMBER
Name _________________________________________    Home Phone _________________________
Home Address ________________________________________________________________________
School ___________________________________________ Present Grades Taught
Areas of Certification
___________________________________________________________________________________
Subjects You Now Teach
Areas in which you feel you could critique educational materials:
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
Would you be willing to work during school hours? ________________________
Would you be willing to work after school? ________________________________
Have you ever served on a textbook adoption committee? ______________________
If so, what kind? _________________________________________________________________
State or parish level? ________________________ When _________________________________
Additional information you wish to furnish:
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
Signature ___________________________________________________________ Date: ________________________________
Sample Form

CITIZEN'S REQUEST FOR RECONSIDERATION OF TEXTBOOKS

Author: __________________________________________ Hardcover Consumable

Title: ____________________________________________

Publisher: _______________________________________

Request initiated by: _______________________________________

Telephone: ____________________ Address: ________________________________

City ________________________________ Zip Code ________________________________

Complainant Represents:

_________ Self

_________ Organization (specify)

_________ Other Group (identify)

1. To what in the book do you object? (Please be specific; cite pages.)

2. What do you feel might be the result of using this book? (Specify passage/unit/chapter.)

3. What did you find positive about the passage/unit/chapter?

4. What would you like your school to do about this book?

- Do not assign/lend it to my child
- Withdraw it from all students as well as my child
- Send it back to staff selection official for reevaluation

Amended: February 18, 1987

November 15, 1995

Signature of Complainant
IICA – Participation in Special Events  
(Mardi Gras parades, other parades, festivals, special events)

It shall be the policy of the Caddo Parish School Board that school sponsored groups be allowed to participate in special events (Mardi Gras parades, other parades, festivals, etc.) with the recommendation of the school’s site based administrator and the approvals as indicated on the Special Events Request Form – IICA-SE.

Adopted: October 19, 2004
SPECIAL EVENTS REQUEST

Date: ___________

ALL BLANKS MUST BE COMPLETED

School___________________________________________________________

Teacher/Employee Requesting Trip___________________________________________
(Signature)

Type of Trip_____________________________________________________________

Destination______________________________________________________________

Date and Duration of Trip___________________________________________________

Number of Students Involved________________________________________________

Mode of Transportation____________________________________________________

Cost of Trip______________________________________________________________

*Mode of Funding_________________________________________________________

Travel or Booking Agent? Yes _____ No _____ If yes, provide name of agency and adequate
proof of insurance and bonding capacity (Attach proof).

Responsible Person(s)______________________________________________________

Purpose of Trip___________________________________________________________

I recommend approval of this trip_____________________________________________

(Principal’s Signature)

*Special Education Director must sign if IDEA funded.

For Office Use

____ Approve  ___ Disapprove ________________________________________________

Special

____ Approve  ___ Disapprove ________________________________________________

School

____ Approve  ___ Disapprove ________________________________________________

Chief

____ Approve  ___ Disapprove ________________________________________________

Assi

____ Approve  ___ Disapprove ________________________________________________

Superi
It shall be the policy of the Caddo Parish School Board to permit educational trips for students.

Any trip planned for any organized school group which deviates from the regular field trip policy must be submitted to the principal for approval, and the principal must then submit it to the appropriate director. Approval by the Superintendent or his/her designee must be given before planning for the trip is finalized.

A written request must be submitted to the appropriate instructional director thirty days in advance of the date the trip will begin.

The written request for the trip must include the purpose of the trip, the location, the number of students involved, the mode of transportation, the mode of funding, the estimated cost, and the inclusive dates.

If a travel agent or booking agent is utilized to provide or arrange for transportation or lodging, the travel agent or booking agent is required to provide adequate proof of insurance and be bonded. Such insurance coverage and bonding capacity shall be sufficient to insure recovery of all monetary advances as a result of nonperformance.

Adopted:  August 3, 1983
Amended: June 20, 1984
Revised:  February 15, 2005

La. R.S. 17:176.1
IK - ACADEMIC ACHIEVEMENT
(Awarding of One-Half Carnegie Units)

One-half unit of credit may be awarded by the school for one semester of work successfully completed in a one-unit course listed on the academic and vocational course offerings taken in proper sequence.

Adopted: May 20, 198/
IKA - GRADING POLICY

I. Grading Policy. It shall be the policy of the Caddo Parish School Board that the grading scale shall be a percent-based grade. The only exception to a percent-based grade is for elementary music, art, physical education, and conduct, which will be a letter grade only.

High Schools: Method of computation of semester grades: The semester examination will count for 10-20% of a student’s grade. The decision as to the amount of value placed on semester examinations will be made by a majority of the faculty at each school with approval by the principal.

At the high school level, points shall accumulate until the end of the semester. A report card reflecting the progress of each student will be sent to parents at mid-semester. Final grades on the report card reflect scores earned from the first day of the semester through the last day of the semester (or the course for full-year courses). If the percentage of scores reflects a passing grade according to the grading scale, the student shall receive the appropriate Carnegie credit.

If homework is considered as a portion of a student’s grade, it shall not count for more than ten percent (10%) of the grade.

Elementary and Middle Schools: At the elementary and middle school levels, each grading period will be reported as a discrete unit indicating only the work accomplished during that nine weeks (ten weeks for extended school year) with equitable distribution of total points among the grading periods. Points shall be converted to a percentage at the end of each grading period, and the appropriate letter grade assigned in accordance with the Caddo Parish grading scale. Letter grades only will be assigned for elementary music, art, physical education and conduct. Quality point values will be assigned to each letter grade according to the scale below. The final grade will be determined by dividing the sum of quality points by the number of grading periods. A resulting grade-point average of not less than .75 is required to earn a “D” letter grade. In all other cases, fractions of .5 or higher are to be rounded up to the next highest letter grade equivalent, and fractions of less than .5 are rounded off to the lower letter grade equivalent.

At the elementary level, one letter grade will be assigned for language development, which includes Grammar/Mechanics (40%), Process Writing (40%), and Spelling (20%). Handwriting is a motor skill that is constantly being developed; therefore, students will receive individual progress marks (✓ or -) rather than a letter grade.

If homework is considered as a portion of a student’s grade, it shall not count for more than ten percent (10%) of the grade.

Kindergarten: At the kindergarten level, students are not assigned grades. Reporting to parents indicates “Satisfactory” or “Needs Improvement.”

II. Caddo Parish Grading Scale

90 - 100 = A
80 - 89 = B
70 - 79 = C
60 - 69 = D
0 - 59 = F
III. WEIGHTED GRADING FOR TWO PHASES IN HIGH SCHOOL

<table>
<thead>
<tr>
<th>Enriched</th>
<th>General</th>
</tr>
</thead>
<tbody>
<tr>
<td>A – 5</td>
<td>A – 4</td>
</tr>
<tr>
<td>B – 4</td>
<td>B – 3</td>
</tr>
<tr>
<td>C – 3</td>
<td>C – 2</td>
</tr>
<tr>
<td>D – 2</td>
<td>D – 1</td>
</tr>
<tr>
<td>F – 0</td>
<td>F – 0</td>
</tr>
</tbody>
</table>

IV. QUALITY POINT VALUES FOR ELEMENTARY AND MIDDLE SCHOOLS

A-4
B-3
C-2
D-1
F-0

Adopted: October 16, 1985
Revised: November 6, 1985

July 9, 1986
June 24, 1992
October 1, 2002
July 21, 2009
Weighting of Grades in Non-Phased Subjects (continued)

Advanced Computer Programming Course
Computer Science III
Computer Science IV
Computer Science V
Clinical Laboratory
International Studies Program
Human Anatomy and Physiology

Adopted: August 2, 1978
Revised: October 18, 1978; September 19, 1979;
August 5, 1981; March 3, 1982;
February 2, 1983; October 5, 1983;
June 6, 1984; September 18, 1985;
November 20, 1985; August 19, 1987
March 16, 1988; August 26, 1992
IKAB - STUDENT PROGRESS REPORTS TO PARENTS
(Grade Reporting Period)

The Caddo Parish School Board adopts a nine-week grade reporting period with the stipulation that parents of pupils who are achieving at "D" and "F" levels be notified at the end of the fourth week. Notification of the parents shall be ultimately the responsibility of the principal.

Adopted: March 21, 1973
IKAD - PARENT CONFERENCES

(Tape Recording and Video Taping of Parent Conferences, IEP Conferences, Hearings with Parents and Other Conferences and Meetings Involving Parents and Caddo Parish School Board Personnel)

Audio taping, video taping and any other electronic means of recording shall not be permitted in any parent conferences, hearings with parents or any other conferences or meetings involving parents and Caddo Parish School Board personnel without the express written consent of all persons in attendance at such conference or meeting. Should any person in attendance at the conference or meeting object to the electronic recording of the conference or meeting, no electronic recording of the conference or meeting shall be permitted. No person, parent or Caddo Parish School Board employee, shall be required to participate in any conference or meeting which is being recorded electronically without their written consent.

If a meeting or conference is electronically recorded, the recording becomes an educational record subject to the confidentiality requirements of the Family Educational Rights and Privacy Act, the Individuals with Disabilities Educational Act (if the subject of the discussion relates to a child with disabilities) and their respective implementing regulations.

Given an IEP conference, a parent/guardian request to the Director of Special Education to tape record/video tape the IEP conference shall be permitted under the following circumstances:

- The parent/guardian presents with and/or documentation of a disability requiring such accommodation to ensure their meaningful participation in and full understanding of the IEP proceedings.
- The parent/guardian is identified as a Non-English speaking participant, and such accommodation is needed to ensure their meaningful participation in and full understanding of the IEP proceedings.
- The parent/guardian is illiterate and cannot read/write in English and such accommodation to ensure their meaningful participation in and full understanding of the IEP proceedings.
- In such circumstances, the school system may also audio/video tape the IEP conference.

If a request is made by any participant in the conference or meeting to electronically record the proceedings, permission to electronically record shall be obtained, in writing, from all participants prior to the commencement of the conference or meeting. The permission document shall provide the following information for all participants.
Date and time of the meeting or conference.
Purpose of the meeting or conference.
The names of all participants.
The name of the person who will be recording.
The name of the person who will be the custodian of the recording.
A statement permitting or denying permission to electronically record to be signed by each participant.
The type of recording permitted, i.e. audio, video or other.
Authorization by the custodian of the recording to permit all participants of the conference or meeting to have access to the recording and to make copies thereof, if desired.

Adopted: June 6, 1990
Amended: September 4, 1991;
June 24, 1992
April 20, 2004
 IKD - HONOR ROLLS

In order to achieve honor roll status at the elementary level, a student must have a minimum 3.0 grade point average, out of a possible 4.0, with no grade lower than a "C" in any subject including conduct.

Adopted: February 15, 1995
IKE - PROMOTION AND RETENTION OF STUDENTS
(Basic Skills Program - K-3)

A. Parents will be encouraged to enroll all pupils in the preschool program (kindergarten and the four-year old program when eligible.)

B. Classes for kindergarten pupils will be staffed on a 1:25 ratio. Kindergarten teachers will look carefully at the pupils at the end of the year to determine those who would profit from an additional year in kindergarten experiences (with parental consent).

C. Classes for first grade pupils will be staffed with carefully selected teachers with a 1:25 ratio. Pupils will be required to master the reading skills in the primer* and the mathematics skills in 1A. If a pupil has not completed these requirements by the end of first grade, one of the following plans will be followed:

(1) Assignment will be made to a transitional class, based on test results and other pertinent data gathered by the coordinator, teacher, counselor and principal.

(2) Additional time will be spent in the first grade in the Basic Skills Program (the immature, slow moving or low-achieving pupil who needs more time in a regular developmental program).

Transitional classes will be staffed by Basic Skills Therapists who will have specialized training in diagnostic and remedial techniques.

D. By the end of the second grade, a pupil must have mastered the basic reading and mathematics skills in 1B. If these requirements have not been met, one of the following plans will be followed:

(1) Assignment will be made to a transitional class.

(2) Additional time will be spent in the second grade in the Basic Skills Program.

E. By the end of the third grade, a pupil will have mastered the basic reading and mathematics skills for 2B or continue in a transitional class.

*Receiving instruction at primer level for the initial year of plan (1979-80).
Extended Time

One year of required extended time will be given in the Basic Skills Program according to the criteria for K-3.

A second year of extended time may be given if, in the judgment of the principal, teachers and instructional staff, it would be appropriate for the pupil's continued progress in grades 1-6.

Extended time may be given in grades 4-6 if, in the judgment of the principal, teachers and instructional staff, it would be appropriate for the pupil's continued progress.

A pupil will be given no more than two years extended time for instructional purposes in the K-6 program.

In the event that a pupil's mathematics placement is at or above grade level and reading is below, reading progress will be the determining factor in placement. If reading is at or above grade level, and mathematics is below, reading progress will still be the determining factor.

Proper placement of pupils will be made in May according to the Basic Skills Program criteria. If a child attends summer-school or receives tutoring during the summer, the school will test in September to determine proper placement.

Basic Skills Therapists

Basic Skills Therapists will be trained. Principals will use them to the best advantage of the pupils in that particular building.

Form BSP-3

Form BSP-3 will be sent at mid-term with the report card to parents of pupils who will be required to receive extended time in K-3.

Form BSP-3 will be sent at mid-term with the report card to parents of pupils in grades 4-6 who, in the judgment of the principal, teachers and instructional staff, would benefit from extended time.

Adopted: January 16, 1980
IKE: GRADE CLASSIFICATION – HIGH SCHOOL

Grade classification in grades 9-12 is based on the number of years in High School and the number of Carnegie units earned.

- 9th Grade - 1 year in High School and 0 - 4½ Credits
- 10th Grade - 2 years in High School and 5 - 10½ Credits
- 11th Grade - 3 years in High School and 11 - 16½ Credits
- 12th Grade - 4 years in High School and 17 or more

Credits

To participate in senior activities and the graduation ceremony, a student must receive a SEBESE exit document (high school diploma, GED, Certificate of Achievement, Skills Certificate, or Certificate of Coursework Activities Completion) or locally awarded Certificate of Merit. A student must be enrolled in a district-approved academic or work-study program for the full day during the fall and spring terms. A student may not schedule English IV before he/she has earned a minimum of 16 Carnegie units and is in his/her fourth year in high school.

Adopted: August 17, 2010
IKF: GRADUATION REQUIREMENTS

1. To be eligible for graduation, students shall meet or exceed the policies and standards set forth by the State Board of Elementary and Secondary Education as listed in Bulletin 741 and the Caddo Parish School Board Pupil Progression Plan.

2. Students working toward a high school diploma must successfully meet all Carnegie unit and Graduate Exit Examination requirements and be enrolled in a full day of district approved academic or work study programs during the fall and spring terms to participate in graduation ceremonies.

3. Students with disabilities, identified as eligible to participate in Alternate Assessment, must successfully meet all state guidelines.

4. The Board may impose additional requirements permitted statutorily.

Adopted: August 17, 2010
### IKF - GRADUATION REQUIREMENTS

Minimum Requirements for High School Graduation  
(Effective for Incoming Freshmen 1985-86 Through 1993-94 School Years)

<table>
<thead>
<tr>
<th>Subject</th>
<th>Units</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ENGLISH</strong></td>
<td>4</td>
<td>English 1, 11, and III, in consecutive order; and English IV or Business English</td>
</tr>
</tbody>
</table>
| **MATHEMATICS**     | 3     | Algebra I and one of the following options:  
  (1) Algebra II and Geometry; or (2) Algebra II or Geometry and one of the following: Advanced Mathematics, Calculus, Consumer Mathematics, Business Mathematics, or Integrated Algebra/Geometry |
| **SCIENCE**         | 3     | Biology and two of the following: General Science or Physical Science (but not both), Earth Science, Chemistry, Chemistry II, Physics, Physics II, Aerospace Science, Environmental Science, Principles of Technology, Biology II, or both Vocational Agriculture I and II for one unit of required science credit for incoming freshmen 1989-90 and thereafter. |
| **SOCIAL STUDIES**  | 3     | American History; one-half unit of Civics, one-half unit of Free Enterprise, and one of the following: World History, World Geography, or Western Civilization. |
| **HEALTH AND PHYSICAL EDUCATION** | 2 | Health and Physical Education I and Health and Physical Education II, or Adapted Physical Education for eligible special education students. |
| **ELECTIVES**       | 8     |                                                                                                 |
| **TOTAL**           | 23    |                                                                                                 |

Adopted: August, 1976  
IKF - GRADUATION REQUIREMENTS
Minimum Requirements for High School Graduation
(Effective for incoming Freshmen 1994-95 and Thereafter)

The Caddo Parish School Board requires the following units for graduation:

ENGLISH
4 Units
Shall be English I, II, and III, in consecutive order; and English IV of Business English.

MATHEMATICS
3 Units
OPTION I
Shall be Algebra I and two of the following courses: Algebra II, either Geometry or Applied Geometry (effective 1996-97 school year), Advanced Mathematics, Calculus and either Consumer Mathematics or Business Mathematics; or

OPTION II
Shall be either Applied Algebra 1A or Integrated Algebra/Geometry, Algebra I, and one of the following courses: Algebra II, either Geometry or Applied Geometry (effective 1996-97 school year), Advanced Mathematics, Calculus, and either Consumer Mathematics or Business Mathematics; or

OPTION III
Shall be Applied Algebra 1A and Applied Algebra IB and one of the following courses: Algebra II, either Geometry or Applied Geometry, (effective 1996-97 school year), Advanced Mathematics, Calculus, or Business Mathematics.

SCIENCE
3 Units
Shall be Biology and two of the following courses: General Science or Physical Science (but not both), Earth Science, Chemistry, Chemistry II, Physics, Physics II, Aerospace Science, Environmental Science, Principles of Technology, Biology II, or both Vocational Agriculture I and II for one unit of required science credit.

SOCIAL STUDIES
3 Units
Shall be American History; one-half unit of Civics, one-half unit of Free Enterprise, and one of the following courses: World History, World Geography, or Western Civilization.

HEALTH EDUCATION
1/2 Unit
PHYSICAL EDUCATION

1 1/2 Units

Shall be Physical Education I and II, or Adapted Physical Education for eligible special education students.

NOTE: The substitution of ROTC is permissible. A maximum of four units may be used toward graduation.

ELECTIVES

8 Units

TOTAL

23 Units

Adopted: August, 1976
Amended: September 19, 1979
         September 7, 1983
         January 18, 1995
IKF - GRADUATION REQUIREMENTS

THE STATE BOARD OF ELEMENTARY AND SECONDARY EDUCATION
HONORS CURRICULUM
(Effective for Incoming Freshmen 1994-95 and Thereafter)

ENGLISH 4 Units
    English I, II, III, IV
    (No substitutions)

MATHEMATICS 4 Units
    Algebra I; Algebra II; Geometry; and one additional
    unit to be selected from Calculus, Trigonometry, or
    Advanced Mathematics

NATURAL SCIENCE 3 Units
    Biology; Chemistry; and Earth Science or Physics

SOCIAL STUDIES 3 Units
    United States History, World History; and World Geography
    or Western Civilization

FREE ENTERPRISE 1/2 Unit
    Civics 1/2 Unit

FINE ARTS SURVEY 1 Unit
    Any two units of credit in band, orchestra, choir,
    dance, art, or drama may be substituted for one unit
    of Fine Arts Survey

FOREIGN LANGUAGE 2 Units
    (in same language)

PHYSICAL EDUCATION 1 1/2 Units

HEALTH EDUCATION 1/2 Unit

COMPUTER SCIENCE 1/2 Unit

ELECTIVES 3 1/2 Units

TOTAL 24 Units

Adopted: January 18, 1995
IKF - GRADUATION REQUIREMENTS

THE STATE BOARD OF ELEMENTARY AND SECONDARY EDUCATION
HONORS CURRICULUM
(Effective for incoming Freshmen Prior to the 1994-95 School Year)

ENGLISH 4 Units
   English I, II, III, IV
   (No substitutions)

MATHEMATICS 4 Units
   Algebra I; Algebra II; Geometry; and one additional
   unit to be selected from Calculus, Trigonometry, or
   Advanced Mathematics

NATURAL SCIENCE 3 Units
   Biology; Chemistry; and Earth Science or Physics

SOCIAL STUDIES 3 Units
   United States History; World History; and World Geography
   or Western Civilization

FREE ENTERPRISE 1/2 Unit
   Civics 1/2 Unit

FINE ARTS SURVEY 1 Unit
   Any two units of credit in band, orchestra, choir',
   dance, art, or drama may be substituted for one
   unit of Fine Arts Survey

FOREIGN LANGUAGE 2 Units
   (in same language)

HEALTH AND PHYSICAL EDUCATION 2 Units

COMPUTER SCIENCE/COMPUTER LITERACY 1/2 Unit

ELECTIVES 3 1/2 Units

TOTAL 24 Units

Adopted: January 18, 1995
Students who have attended schools in Caddo Parish but did not graduate shall henceforth be granted high school diplomas or equivalency certificates in accordance with rules and regulations of the State Department of Education as set out in Circular #4253, dated August 12, 1975, entitled "Issuance of Diplomas and Certificates of High School Equivalency to Non-Veterans, Veterans and Members of the United States Armed Forces." The superintendent cited examples of the operation of the plan and stated that in carrying out the policies established by the State Department of Education, Caddo Parish would make two exceptions, as follows:

1. The veteran or non-veteran applying for a regular diploma or an equivalency diploma shall be eligible to make his request through the high school serving the school population in which his residence is located, or the high school which he was attending at the time of dropout, or the high school which he would have attended because of his residence at the time of last school attendance in Caddo Parish.

2. Applications for the regular diploma or the equivalency diploma by the veteran or non-veteran will not be processed prior to the date the individual would have graduated with his regular graduating class.

Adopted: August 1, 1962
IKFB – Graduation Exercises

The Caddo Parish School Board recognizes the importance of graduation ceremonies. There shall be two high school graduation ceremonies. One will be held in May of each year for those students who meet the requirements for the Standard Graduation Exercise Procedure - Section A or the Specially Approved for Participation in Graduation Exercises Procedure - Section B of this policy. There will also be a summer graduation program in August of each year for students who did not meet the requirements of this policy before their class graduation date.

The following are the criteria for which students may participate in graduation ceremonies:

A. Standard Graduation Exercise Procedure

Caddo Parish School Board students who have fulfilled all academic and attendance requirements and passed all parts of the Graduation Exit Exam (GEE) and qualify for a state-approved diploma and/or a state approved certificate of achievement for Special Education are eligible to participate in the school graduation ceremony.

B. Specially Approved for Participation in Graduation Exercises Procedure Utilizing School Review and Exit Committee (SREC)

Students may participate in their school graduation exercises upon approval of the SREC. The SREC committee will be composed of the school principal, all school assistant principals, all school counselors, the senior class advisor and the high school director.

1. Procedure for Students Specially Approved for Participation in Graduation Exercises (Non-Foreign Exchange students)

Students utilizing the Specially Approved for Participation in Graduation Exercises procedure must present two letters of recommendation from their teachers and meet the following criteria:

1) Fulfill all attendance and Carnegie unit requirements for a state approved diploma or a state approved certificate of achievement for special education;
2) Have a grade point average of 2.0 or greater;
3) Have had no suspension or expulsion during the entire high school tenure;
4) Have displayed a good attitude toward fellow classmates and school staff; and
5) Have signed an agreement to attend summer remediation and to take the summer retest(s) as necessary to meet the requirements to obtain a state diploma.

The student and parent or guardian must sign a document indicating that they understand that participating in the graduation exercises under this Section will not confer a diploma upon the
student unless the student passes all portions of the graduation exit exam and meets all other requirements for a state diploma or certificate of achievement for special education students.

Once the SREC makes a determination that the student meets all of the requirements in this Section, the student may participate in the May graduation ceremony.

2. Procedure for Students Specially Approved for Participation in Graduation Exercises (Foreign Exchange students)

Foreign Exchange Students who would like to be recognized during their attending school graduation ceremony must present two letters of recommendation from their teachers to the SREC and meet the following criteria:

1) Have a grade point average of 2.0 or greater;
2) Have had no suspension or expulsion during the entire high school tenure;
3) Have displayed a good attitude toward fellow classmates and school staff; and
4) Have not participated in a previous Caddo Parish High School graduation exercise.

The student and parent, guardian or sponsor must sign a document indicating that they understand that participating in the graduation exercises under the this Section will not confer a diploma upon the student unless the student passes all portions of the graduation exit exam and meets all other requirements for a state diploma or certificate of achievement for special education students.

Once the SREC makes a determination that the student meets all of the requirements in this Section, the student may be recognized during the May graduation ceremony.

C. School Programs and Ceremonial Procedures:

Whenever a high school has students that are participating in graduation exercises under both sections A and B of this policy, the school must provide a program delineating the students and their respective criteria for participating in the graduation exercise. All students meeting the qualifications for the Standard Graduation diploma shall be separated from and receive their diplomas before the students who are specially Approved for Participation in Graduation Exercises.
D. Summer Graduation

There will be a summer graduation in August of each year for students who did not meet the requirements of this policy before their class graduation date. When these students meet the requirements for a state approved diploma and/or a state approved certificate of achievement for special education, the senior counselor will notify the student with confirmation of passing all requirements for graduation and the student shall be allowed to have active participation in summer graduation.

Approved: April 22, 2008
IKFB - GRADUATION EXERCISES

(Graduation)

The dress for the two formal graduation programs shall be caps and gowns unless it should prove impossible for the school to make arrangements for their rental at a nominal fee.

Adopted: December 7, 1955
The Caddo Parish School Board, in compliance with the State Board of Elementary and Secondary Education (BESE), holds proper test security and administration to be of utmost importance and deems any violation of test security to be serious.

Formal and informal assessments are used in Caddo Parish Schools to: meet local, state and federal requirements, provide diagnostic information, determine grade or program placement, determine student admission to magnet schools, validate and/or award credits, assess individual or group performance, assess instructional program effectiveness, provide information for counseling students and provide information for curriculum planning and decision making.

Assessment and testing programs consist of the following types:

- Louisiana statewide accountability testing programs prescribed by the Louisiana Legislature, BESE, and/or the Louisiana Department of Education.

- Parish wide criterion-referenced testing programs in reading, language arts and mathematics.

- Screening, readiness tests and/or checklists as well as nationally published tests.

- College admissions and armed services testing agencies.

- Individual pupil appraisal evaluations for suspected handicapped and gifted student performance.

- Informal testing, inventories and activities designated by teachers to assess student performance.

- All alternate assessments.

Caddo Parish School System shall take every precaution to assure that all state and local tests administered within the school system shall be conducted in such a manner so as not to compromise in any way testing results. Testing materials and procedures shall be properly supervised in strict compliance with the regulations outlined by BESE and the Caddo Parish School Board Policy. Any teachers or other school personnel or students who breach test security or allows breaches in test security shall be disciplined in accordance with the provisions of R. S. 17:416 et seq., R. S. 17:441 et seq., policy and regulation adopted by the BESE, and any and all applicable laws that may be enacted by the Louisiana Legislature.

Adopted:  February 17, 1999
Revised:  October 15, 2002
Revised:  January 20, 2004
IL-R - TEST SECURITY

It shall be a violation of test security for any person to do any of the following:

a. Administer test in a manner that is inconsistent with the administrative instructions provided by the Louisiana Department of Education (LDE) which would give examinees an unfair advantage or disadvantage;

b. Give examinees access to test questions prior to testing: NO ONE IS TO HAVE THE OPPORTUNITY TO EXAMINE ANY TEST ITEM AT ANY TIME EXCEPT THE STUDENT DURING THE TEST OR THE TEST ADMINISTRATORS PROVIDING THE ACCOMMODATIONS "TESTS READ ALOUD" OR COMMUNICATION ASSISTANCE" FOR STUDENTS DETERMINED TO BE ELIGIBLE FOR THOSE ACCOMMODATIONS;

c. Copy, reproduce, discuss, or use in any manner inconsistent with test regulations all or part of any secure test booklet or answer document, or any supplementary secure material (e.g., writing prompts, science tasks);

d. Coach examinees in any manner during testing or alter or interfere with examinees' responses in any manner;

e. Provide answers to students in any manner during the test, including provision of cues, clues, hints, and/or actual answers in any form-- written, printed, verbal or nonverbal;

f. Administer published parallel, previously administered, or current forms of the a test (e.g., Louisiana Educational Assessment Program for the 21st Century [LEAP 21], Graduate Exit Examination for the 21st Century [GEE 21], Graduation Examination ["old" GEE], LEAP Alternative Assessment [LAA], or Forms K, L, and M and all new forms of the Iowa Tests) as a practice test; such parallel forms of a test must be kept in a predetermined, locked, secure area at the district office;

g. Fail to follow security regulations for distribution and return of secure test materials (test booklets, answer documents, supplementary secure materials (e.g., writing prompts, science tasks), as well as overages as directed;

h. Fail to account for and secure test materials before, during, or after testing; all secure materials must be kept in predetermined, locked storage at both the district and school levels; secure materials MUST NEVER be left in open areas or unattended;

i. Conduct testing in environments that differ from the usual classroom environment without prior written permission from the Louisiana Department of Education, Division of Student Standards and Assessments (Appendix A);

j. Fail to report any testing irregularities to the District Test Coordinator (a "testing irregularity" is any incident in test handling or administration that leads to a question regarding the security of the test or the accuracy of the test data) who must report such incidents to the Division of Student Standards and Assessments;
k. Participate in, direct, aid, counsel, assist in, encourage, or fail to report any of the acts prohibited in this section.

The Caddo Parish School Board has developed and adopted a district test security policy that is in compliance with the state test security policy adopted by the State Board of Elementary and Secondary Education (BESE). A "Statement of Assurance" regarding the Caddo Parish School Board test security policy will be submitted annually to the Louisiana Department of Education, Division of Student Standards and Assessments (Appendix B). This statement will include the name of the individual designated by the Caddo Parish Superintendent to procure test materials. This policy provides:

a. For the security of the test materials during testing, test booklets, answer documents, supplemental secure materials (e.g., writing prompts, science tasks), observation sheets, video tapes, completed observation sheet, and keys to the predetermined, locked, secure storage area;

b. For the storage of all test materials, except test administrator's manuals, in a predetermined, secure, locked area before, during, and after testing;

c. For an agenda and a record of the district-wide training on test security and test administration, which has been developed and will be presented annually to all school personnel with access to test materials by school personnel means any contact with or handling the materials, but does not include reviewing tests or analyzing test items, which are prohibited); A copy of the district test security policy will be distributed to all personnel and placed in personal files (Appendices C, D, and E).

d. A list of personnel authorized to have access to the predetermined, locked, secure storage area (Appendices F and G);

e. Procedures for investigating any testing irregularities, including violations in test security, such as plagiarism and excessive wrong-to-right-erasures identified through erasure analysis.

f. Procedures the investigation of employees accused of irregularities or improprieties in the administration of standardized tests, as required by amended R.S. 1781.6;

g. Procedures for the investigation of any missing test booklets, answer documents, or supplementary secure materials (e.g. writing p[projects, science tasks);

h. Procedures for ensuring the security of individual student test data in electronic format.

Security Procedures

Test materials, including all test booklets, answer documents, and supplementary secure materials, containing secure test questions, shall be kept secure and accounted for in accordance with the procedure specified in the examination program.
administration manuals and other communications provided by the Louisiana Department of Education. Secure test materials include test booklets, supplementary secure material and answer documents. The security procedures shall include, but are not limited to, the following:

a. All test booklets, answer documents, and supplementary secure materials (e.g. writing prompts, science tasks), shall be kept in a predetermined, secure, locked storage area to which only the principal and test coordinator have access prior to and after administration of any test; test administrators are to be given access to the tests and supplementary secure materials, only on the day the test is to be administered, and these items are to be retrieved immediately after testing is completed for the day and stored in the predetermined, locked, secure location each day of testing.

b. All test booklets, answer documents and supplementary secure materials shall be accounted for and written documentation kept by test administrators and proctors for each point at which test materials are distributed and returned.

b. Any discrepancies noted in the number of serial numbers of test booklets and answer documents and supplementary secure materials or the quantity received from contractors shall be reported to the District Test Coordinator by the School Principal prior to the administration of the test, who will immediately report such discrepancies to the Director, Division of Student Standards and Assessments (LDE) prior to the administration of the test.

c. In the event the test or answer documents, or supplementary secure materials, are determined to be missing while in the possession of the school, the school Principal shall immediately notify by telephone the District Test Coordinator, who will notify by telephone the Director of the Division of Student Standards and Assessments (LDE). The District Test Coordinator shall investigate the cause of the discrepancy and provide the LDE with a report of the investigation within thirty (30) calendar days of the initiation of the investigation. At a minimum, the report shall include the nature of the situation, the time and place of occurrence, and the names of the persons involved in or witnesses to the occurrence and a plan for corrective action. Officials from the Louisiana Department of Education are authorized to conduct additional investigations.

ONLY trained personnel shall be allowed to have access to or administer any standardized tests.

The Caddo Parish Superintendent shall annually designate one individual in the district who is authorized to procure test materials that are utilized in testing programs administered by or through BESE or the Louisiana Department of Education. The name of the individual designated will be provided in writing to the Director, Division of Student Services and Assessments (LDE) and included on the "Statement of Assurance."
Testing shall be conducted in class-sized groups. [Bulletin 741 (2.038.01 - .02) states that K-3 classroom enrollment should be no more than 26 students, and in grades 4 - 12 no more than 33 . . . Class size for exceptional students is generally smaller (Bulletin 741, 2.038.05)]. Permission for testing in environments that differ from the usual classroom environment must be obtained in writing from Louisiana Department of Education, Division of Student Standards and Assessments at least thirty (30) days prior to testing. If the Division of Student Standards and Assessments approves testing outside the usual classroom environment, Caddo Parish must provide at least one proctor for every 30 students.

The State Superintendent of Education may disallow test results, which may have been achieved in a manner, which is in violation of test security. Caddo Parish will follow the procedures established by the Louisiana Department of Education to identify:

a. Improbable achievement of test score gains in consecutive years;

b. Situations in which collaboration between or among individuals which may have occurred during the testing process;

c. A verification of the number of all tests distributed and the number of tests returned;

d. Excessive wrong-to-right erasures for multiple-choice tests;

e. Any violation to written composition or open-ended responses that involves plagiarism;

f. Any other situation that may result in invalidation of test results.

In cases where test results are not accepted because of breach of test security or action by the Louisiana Department of Education, any programmatic, evaluative, or graduation criteria dependent upon the data shall be deemed not to have been met. Individuals shall adhere to all procedures specified in all operational manuals that govern mandated testing programs.

Any individual (s) who knowingly engage(s) in any activity during testing which results in invalidation of scores derived from the Louisiana Educational Assessment Program for the 21st Century (LEAP 21), Graduation Exit Examination for the 21st Century (GEE 21), or Graduate Exit Examination (“old” GEE) shall forfeit the test results and will be allowed to retake the test at the next test administration.

Anyone known to be involved in the presentation of forged, counterfeit, or altered identification for the purposes of obtaining admission to a test administration site in Caddo Parish for any test administered by or through BESE or the Louisiana Department of Education shall have breached test security. Any individual(s) who knowingly cause(s) or allow(s) the presentation of forged, counterfeit, or altered identification for the purpose of obtaining admission to any test administration site in Caddo Parish shall forfeit all test scores but will be allowed to retake the test at the next test administration.

Caddo Parish must ensure that individual student test data are protected from unauthorized access and disclosure. The District Test Coordinator and other authorized users of the LEAP Web Reporting System will maintain the security of passwords, any disks or CD’s with downloaded individual student test data, and
student-level test data open on a computer screen. The District Test Coordinator will be responsible for providing training regarding the security and confidentiality of individual student data (including paper and electronic formats) and of aggregated data of fewer than ten students.

Caddo Parish supervisory staff will conduct site visits during testing to observe test administration procedures and to ensure that appropriate test security procedures are being followed.

Duties and Responsibilities

The responsibilities of the District Test Coordinator (DTC):

a. Attend regional test coordinators' meeting conducted by the State Department of Education;

b. Coordinate/conduct district training sessions in district test security policy for all test coordinators;

c. Receive and secure all test materials (test booklets, answer documents, supplemental secure material and test administrator's manuals)

d. Coordinate the distribution of testing materials to schools;

e. Report discrepancies and irregularities to the Superintendent/Designee of Caddo Parish Schools;

f. Maintain written documentation of testing materials;

g. Coordinate with the Chief Academic Officer/School Directors site visits during testing to observe test administration procedures and to ensure appropriate test security procedures are being followed;

h. Coordinate the return of test materials as directed by the Louisiana Department of Education;

i. Adhere to all policies and procedures as mandated by the Louisiana Legislature and adopted by BESE, and the Louisiana Department of Education.

Responsibilities of the School Principal

The Principals are the chief administrators of the testing programs in their schools. They set the tone - before, during, and after testing. The principal shall:

a. Oversee and be responsible for school adherence to test security policies, regulations, administration procedures, schedules and time lines; for ensuring that the system wide school test schedule will take precedence over all other testing;

b. Attend parish inservice for testing, complete all necessary paper requirements related to school test administration and related information according to specified time lines;
c. Appoint school test coordinator(s) and supervise faculty testing inservice. This inservice MUST include informing the faculty of test security policies and procedures;

d. Provide for a predetermined, locked, secure area for all test materials to which only the Principal and the School Test Coordinator(s) have access;

e. Guarantee the school environment is conducive to testing;

f. Assign trained and certified personnel to administer test(s); any deviation from this rule must be approved by the Chief Academic Officer. Requests must be made in writing 2 weeks prior to the test administration;

g. Supervise administration of tests and secure distribution, collection and storage of all testing materials following the completion of each day’s testing;

h. Keep written documentation of all discrepancies and record how each discrepancy was handled;

i. Report any testing discrepancies immediately to the District Test Coordinator. If testing materials are missing, an investigation shall be conducted according to the procedures outlined in this policy;

j. Investigate any known or alleged breach of test security with the full support and cooperation of the School Test Coordinator, the District Test Coordinator, the Caddo Parish School Board and the Louisiana Department of Education;

k. Verify totals of secure materials packed for return to the District Test Coordinator.

Responsibilities of the School Test Coordinator

a. Attend parish inservice for testing/test security;

b. Attend or present faculty inservice on test administration with emphasis on test security;

c. Keep testing materials in a predetermined, locked, secure area until the time of testing;

d. Keep written documentation of distribution and collection of testing materials each day of testing (Appendices H and I);

e. Report any testing discrepancies immediately to the School Principal;

f. Supervise administration of tests;

g. Verify totals and number range of all secure materials packed for return to the District Test Coordinator;

h. Pack all testing materials according to guidelines;

i. Return all testing materials with signed secure materials verification forms to the District Test Coordinator according to instructions. (Appendix J)
Responsibilities of Test Administrators (to include regular education teachers, special education teachers, teachers of homebound students, and teachers of 504 students);

a. Attend the school testing inservice;

b. Adhere to all test administrators' procedures as directed in the test administrator's manual and instructions provided at the testing inservice;

c. Report discrepancies to School Test Coordinator immediately;

d. Adhere to all test security measures as outlined in the administrator's manual, this policy and state policy. (Appendix K)

Caddo Parish School Board in compliance with BESE has established the following procedures for addressing violations of test security.

Procedures for Addressing Violations of Test Security:

(Note: Change order of procedures)

Violations of Test Security by School System Personnel

1. Suspected Violations

   a. The district test coordinator shall initiate an investigation upon the district’s determination of an irregularity or breach of security or upon notification of an irregularity by the State Department of Education.
   
b. If it is determined that school personnel have been involved in a breach of test security, a letter will be written to inform such person(s) that an investigation of the situation will be conducted. If tenure law covers the person(s), the Human Resources (Personnel) Department of the Caddo Parish School System will follow the state law and school board policy for investigating tenured personnel.

2. Any teacher(s), administrator or other school personnel who breach test security or allow breaches in test security shall be disciplined in accordance with the provisions of R. S. 17:416 et seq., R. S. 17:441 et seq., by the amended R.S. 17:81.6; the policy and regulations adopted by BESE, and any and all applicable laws that may be enacted by the Louisiana Legislature.

3. Upon Notification of violations, the following procedures will be employed:

   a. The Superintendent/Designee will meet with the District Test Coordinator and the Principal of the cited school immediately;
   
b. The Superintendent/Designee shall convene an investigative team whose membership is appropriate to the alleged violation such as but not limited to, the following: Director of Security, District Test Coordinator, Area/Cluster Director, Principal, Personnel Director;

Page 7 of 11
a. The District Test Coordinator will examine the predetermined, locked, secure storage area and review all testing procedures and related forms of the cited school and report the finding to the investigative team;

b. Immediately following the review of the testing procedures and related forms, data will be gathered from school level personnel who may have information pertaining to the alleged infraction;

c. Interviews regarding testing administration and security procedures shall be conducted with the principal, school test coordinator(s), test administrator(s), and proctor(s) at the identified schools. All individuals who had access to the test materials at any time must be interviewed.

d. Interviews shall be conducted with students in the identified classes regarding testing procedures, layout of the classroom, access to test materials before the test, and access to unauthorized materials during testing.

e. The findings of the investigation and meetings held shall be reported verbally and in writing to the District Superintendent who will then report said findings to the Director of Student Standards and Assessments of the Louisiana Department of Education within thirty (30) calendar days of the initiation of the investigation;

f. Schools identified by the LDE as having "suspected violations" shall be required to submit a plan for implementing and maintaining test security at the school. The Principal shall initiate the development of this plan, which must be submitted to the District Test Coordinator.

4. Confirmed violations

   (a) Confirmed violations shall precipitate a meeting with the investigative team whose membership is appropriate to the alleged violation such as, but not limited to, the following: Director of Security, District Test Coordinator, Area/Cluster Director, Personnel Director, Principal (if applicable);

   (b) A meeting shall be conducted to include any and all persons in violation of test security policy;

   (c) The Superintendent will notify the board of the findings;

   (d) Violation(s) shall be handled according to district personnel policies and state laws regarding tenure;
(e) Schools identified as by the LDE as in violation of test security due to “plagiarism, teacher interference, or use of unauthorized materials” shall be required to submit a plan for implementation and maintenance of test security at the school; and submit said plan to the District Test Coordinator; and shall be placed on probation with the system for the next testing cycle, beginning June 1;

(f) The Louisiana Department of Education staff will conduct site visits to schools with prior violations of test security or other testing irregularities. Other schools will be randomly selected.

Violations of Test Security by Students:

(a) Students who are in breach of test security will adhere to all procedures stated in the Test Security Policy approved by BESE.

(b) A committee consisting at a minimum of the principal, School Test Coordinator and the test administrator shall convene to review the testing situation and determine whether to void the test score of the student;

(c) Should the school committee decide to void the test score, a written report of the incident must be filed with the District Test Coordinator;

(d) The District Test Coordinator sends a letter to the Louisiana Department of Education (LDE), Division of Student Standards and Assessments, to document the committee decision to void the response(s);

(e) The LDE notifies the test-scoring contractor of confirmed voids;

(f) The District Test Coordinator will notify the parents of students found in violation of test security in writing of the incident and the consequences accompanying the student's violation (i.e. the voiding of the test, resulting in a score of zero).

Anonymous Complaints:

Persons registering anonymous complaints, either at the school, district, or the state level, shall be required to complete an Anonymous Complaint Recording Form (ACRF) with the District Test Coordinator who, upon receipt of this statement, will conduct a full investigation into the allegations. (Appendix L)

For persons who refuse to complete the ACRF, the following procedures will be invoked:
(a) District Level - the District Test Coordinator will complete the ACRF; conduct an investigation and report findings to the Superintendent.

(b) School Level - the Principal will complete the ACRF; notify the district Test Coordinator immediately; the District Test Coordinator will conduct an investigation and report findings to the Superintendent.

Special Circumstances

Homebound Students:

(a) **504 /special programs officials** will notify the District Test Coordinator of all homebound students who are eligible to be tested at least two weeks prior to each test administration.

(b) After review of the IEP/IAP by pupil appraisal/504 personnel and the School Principal, homebound students will be categorized in one of the following testing categories and a written list of students in each category will be kept on file and the original list sent to the District Test Coordinator.

1) School-site testing: These students will be tested at a school site during the state designated testing time and/or retesting time by a specified test administrator who has been trained in test security. The parent is responsible for student transportation to the testing site.

2) Home-testing: Those students who have written authoritative documentation of inability to get to the testing site will be tested at home, under appropriate supervision, by the designated test administrator.

3) Those unable to test: Those students will be required to have documentation by a doctor of such inability to be tested.

4) Homebound instructors shall inform homebound students of the appeals process.

(c) Homebound teachers shall attend a test security training session at the student’s home school. (Appendix M).

Nonpublic and Home Schooling Students:

(a) Shall be tested at a site determined by District Test Coordinator prior to each testing cycle.
(b) Shall be notified of state testing cycles through the local newspaper.

(c) No fee will be charged for testing, although state policy allows districts to charge a testing fee, which shall be refunded upon the student's enrollment in the system.

(d) Students may take LEAP 21 at either the spring or summer administration prior to enrollment. It is the responsibility of the parent to contact the District Test Coordinator to register for the test.

(e) The nonpublic school and parent (or home schooling parent) is responsible for providing the District Test Coordinator, at least 10 working days prior to the testing date, with any documentation required for requested standard testing accommodations.

   a. Students with disabilities who have a current 1508 evaluation will participate in on-level LEAP 21 testing. Promotion decisions for these students will adhere to those policies as outlined in the High-Stakes Testing Policy for students with disabilities participating in on-level testing.

   b. Students who participate in the spring administration and score at the "Unsatisfactory" achievement level are eligible to retake the LEAP 21 at the summer administration.

   c. Students who score at the "Unsatisfactory" achievement level are not required to attend summer school offered by Caddo Parish to be eligible to take the summer retest.

   d. Only those students who score at the "Unsatisfactory" achievement level after participation in both the spring and summer administration of the LEAP 21 and who attend the summer school offered by the local school system are eligible for the appeals process or the policy override, provided all criteria are met.

   e. Students who participate in the spring administration only or summer administration only and score at the "Unsatisfactory" achievement level are not eligible for the appeals process or the policy override. These students are not eligible to take The Iowa Tests for placement purposes.

   f. Students transferring into Caddo Parish after the LEAP 21 summer retest but prior to February 15th are required to take the Form M of The Iowa Tests for grade placement.

   g. Students taking The Iowa Tests are not eligible for either a retest or the appeals process. These students may be eligible for the policy override based upon a decision by the School Building Level Committee (SBLC).

Note: Items d-l SBESE APPROVED: May 25, 2000
Approved: October 1, 2002
Revised: January 20, 2004
PERMISSION FORM
FOR
TESTING IN ENVIRONMENTS DIFFERENT
FROM THE USUAL CLASSROOM SETTING

As required by the State Board of Elementary and Secondary Education's Test Security Policy, permission for testing in environments that differ from the usual classroom setting must be requested in writing at least 30 days prior to testing. This form must be completed and returned to the Louisiana Department of Education, Division of Student Standards and Assessments, P. O. Box 94064, Baton Rouge, LA 70804-9064 OR fax (225) 342-1136.

District: ___________________________ School: ___________________________ Date of Request: ___________________________

Test(s): ___________________________ Testing Dates: ___________________________

Description of requested changes in environment for testing:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Rationale for request:

________________________________________________________________________

________________________________________________________________________

Number of students to be tested in environment described: __________

Number of proctors to be used: __________
(There must be at least one proctor for every 30 students. All proctors must be trained.)

District Test Coordinator's Name (printed or typed) ___________________________

School Test Coordinator's Name (printed or typed) ___________________________

District Test Coordinator's Signature ___________________________

School Test Coordinator's Signature ___________________________

_______________________________________________________________
Louisiana Department of Education use only.

Division of Student Standards and Assessments ___________________________

Date Approved ___________________________
PROFESSIONAL DEVELOPMENT TRAINING
ON
TEST SECURITY AND TEST ADMINISTRATION

AGENDA

Accountability and Testing
4th and 8th Grade High Stakes Testing
Test Security Policy
Erasure Analysis Procedures Policy
Frequently Asked Questions
Special Populations/Accommodations
Home Study Students
Answer Document Coding
Test Administration
Packing Test Materials for Return
STATEMENT OF ASSURANCE
TEST SECURITY POLICY

Caddo Parish School System

2002-2003

I hereby certify that, as required by the Test Security Policies of the Caddo Parish School System and the State Board of Elementary and Secondary Education, I have attended the prescribed parish-wide professional development training on test security and test administration. I understand and will adhere to all provisions of the Parish and State Test Security Policy.

__________________________
Date of Training

__________________________
Person with access to testing material (Signature)

__________________________
School Test Coordinator

__________________________
Principal

__________________________
Date

This form must be maintained by the school administrator at each school site.
CADDIO PARISH SCHOOL SYSTEM

Test Security and Administration

SCHOOL NAME

I hereby certify that the location described below adheres to the provisions of State and Parish Test Security Policies. This area must be a predetermined, locked, secure area with access limited to principal and testing coordinator listed on this form. It must be locked and/or under the supervision of the principal and the testing coordinator listed on this form. All sorting, distribution, and receipt of test materials must be done in this room.

Detailed Description of Predetermined, Locked, Secure Area:

List of Person(s) with Access to Area:

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<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
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Signature of School Principal  

Date

Signature of School Test Coordinator  

Date

** Please return this completed form to Rosemary Woodard, District Test Coordinator by October 16, 2002. **
## Caddo Parish Test Security and Administration
### Record of Distribution and Receipt of Secure Test Items
**GEE 21 – ENGLISH LANGUAGE ARTS**

<table>
<thead>
<tr>
<th>Date/time Received</th>
<th>Security Range</th>
<th>Number Received</th>
<th>Secure Material Initial upon receipt</th>
<th>Number Returned</th>
<th>Date/Time Returned</th>
<th>Signatures required upon return of secure documents</th>
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<td>Supplemental Material</td>
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</table>

I verify this is a true and correct distribution and receipt record of secure materials during the current test administration.

School Test Coordinator Signature

Date

A copy of this form must be maintained by the school administrator at each school site.
Appendix J

Caddo Parish Test Security and Administration
Record of Transmittal of Secure Testing Materials

The signatures below indicate that all secure materials listed on the attached packing sheet have been accounted for and packaged for shipment to testing vendors.

<table>
<thead>
<tr>
<th>School Test Coordinator's Signature</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Principal's Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Signature of Person Receiving Testing Material</td>
<td>Date</td>
</tr>
</tbody>
</table>
Complaints received at the school level **SHALL** be reported to the District Test Coordinator by phone **IMMEDIATELY**.

This form shall be used at the district and school levels to document anonymous complaints. Original of this form must be submitted to the District Test Coordinator within 24 hours of the receipt of the complaint.
ILC - USE AND DISSEMINATION OF TEST RESULTS  
(Release of Test Scores by School)

It is the intent of Caddo Parish School Board to make the average test scores achieved by its respective schools available to the public. In compliance with LSA-R.S. 17:391.7.B. Caddo Parish School Board authorizes the release of the average test scores on individual schools to the public following the annual presentation of the report to the Board by its staff. The report is to be made available for review to the public following acceptance of the report by Caddo Parish School Board.

Adopted: June 7, 1989
INA - TEACHING METHODS
(Lesson Plans)

It shall be the policy of the Caddo Parish School Board that every teacher be required to have written teaching plans every day.

Adopted: March 1, 1978
Reviewed & Re-enacted: May 22, 2002
IND – SCHOOL CEREMONIES AND OBSERVANCES
(Prayer in Schools)

The Caddo Parish School Board recognizes the personal importance of religion and prayer and the rights of all individuals protected under the Constitution of the United States. Therefore, the board adopts the following guidelines set forth in LSA-R.S. 17:2115.1 - 2115.10.

Official Prayer
No school shall adopt or use any official or standard prayer. When a voluntary, student-initiated, student-led prayer is offered, it shall be done in accordance with the religious views of the student offering the prayer.

Student Participation
No student shall be required to participate in any prayer or other religious activity at school.

Student-Initiated Prayer
No rule or policy shall deny any student the right to participate in voluntary, student-initiated, student-led prayer.

Student Meetings
No rule or policy shall prevent any student who is responsible for or presiding over a meeting of a school organization or assembly from calling upon a student volunteer to offer an inspirational quotation or statement, offer a voluntary prayer, or lead in silent meditation, at the sole option of the student volunteer.

Selection of Student Volunteers
When students are called upon to offer an inspirational quotation or statement, offer a prayer, or lead in silent meditation, such students shall be selected at random by a student from among student volunteers without respect to their individual religious beliefs or lack thereof. No student shall be called upon to offer an inspirational quotation or statement, voluntary prayer, or lead in silent meditation unless the student chosen has volunteered to do so.

Classroom Time
Classroom instructional time shall not be used for student expression protected by the provisions of LSA-R.S. 17:2115.1 through 2115.10. The teacher is responsible for implementing the curriculum which he or she is employed to teach and shall require that group student expression take place before class or after class or at other times unencumbered by designated instructional activities. Such expression by an individual student, performed privately, without interruption of or distraction from classroom activities shall not be inhibited.

School Grounds
No rule or policy shall prevent a student from participating in a voluntary, student-initiated, student-led prayer on school property before or after school or during free time.
Student Organizations
No student organization shall be denied recognition or any privilege or benefit solely because it is religious in nature, has religious affiliation, or has no religious affiliation.

Commencement Address
When a high school student is invited to speak at a commencement ceremony for his or her school, school officials shall not censor the speech for religious content.

Athletic Teams
No rule or policy shall prohibit members of athletic teams from engaging in voluntary, student-initiated, student-led prayer.

Adopted: August 16, 1995
IND - SCHOOL CEREMONIES AND OBSERVANCES  
(Veterans' Day)

The Caddo Parish School Board shall continue its policy of planned programs in recognition of that date each year through flag raising ceremonies, programs at student assemblies and social studies assignments in order to show recognition of and appreciation for the contributions and sacrifices made by American veterans in defense of our country.

Adopted: June 4, 1969  
Reviewed &  
Re-enacted: May 22, 2002
It shall be the policy of the Caddo Parish School Board to authorize the principal of each school to establish a brief time for silent meditation at the start of each school day for those students and teachers desiring to participate. The brief time of silent meditation shall not be intended or identified as a religious exercise.

Adopted: November 3, 1976
Legal Ref: Louisiana R.S. 17:2115
SECTION J: STUDENTS

Consult The School Administrator's Guide to the EPS/NSBA System 1975 revised edition, for a full explanation of the codes and descriptors which follow. Use the checklist to record the contents of your own district policy manual. Your checkmarks will indicate which descriptors are covered in your manual.

JA          Student Policies Goals
JAA         Student Policies Priority Objectives

JB          Equal Educational Opportunities

JC          School Attendance Areas

JD          School Census

JE          Student Attendance
SN This term does not require a policy. Its function is to establish a category.

JEA         Compulsory Attendance Ages
JEB         Entrance Age

JEC          School Admissions
JECA        Admission of Resident Students
JECB        Admission of Nonresident Students
JECA          Admission of Exchange Students
JECCB        Admission of Interdistrict Transfer Students

JECC        Assignment of Students to Schools
JECD        Assignment of Students to Classes
JECE        Student Withdrawal From School

JED          Student Absences and Excuses

JEDA        Truancy

JEDB        Student Dismissal Precautions

JEE          Student Attendance Accounting

JEF          Released Time for Students
JEFA        Open Campus
JEFB        Released Time for Religious Instruction
JEG          Exclusions and Exemptions From School Attendance

JF          Student Rights and Responsibilities

JFA          Student Due Process Rights
JFB          Student Involvement in Decisionmaking (Also ABC)
JFBA        Student Government

JFC          Student Conduct

JFCB        Student Dress Code

JFCB        Care of School Property by Students
JFCC        Student Conduct on School Buses (Also EEACC)
JFCD        Underground Student Publications

JFCCE        Secret Societies

JFCF        Hazing

JFCG        Smoking by Students
JFCH        Alcohol Use by Students

JFCI        Student Drug Abuse

JFCJ        Dangerous Weapons in the Schools

JFD          Students of Legal Age

JFE          Pregnant Students

Section J- 1st of 2 pages
SECTION J: STUDENTS
(Continued)

JFF           Married Students
JFG           Interrogations and Searches
JFH           Student Complaints and Grievances
JFI           Student Demonstrations and Strikes

JG           Student Discipline
JGA           Corporal Punishment
JGB           Detention of Students
JGC           Probation of Students
JGD           Student Suspension
JGE           Student Expulsion
JGF           Removal of a Student from the Classroom

JH           Student Welfare
JHA           Student Insurance Program
JHB           Student Aid Programs
JHC           Student Health Services and Requirements
JHCA          Physical Examinations of Students
JHCB          Inoculations of Students
JHCC          Communicable Diseases
JHCD          Administering Medicines to Students
JHD           Student Psychological Services
JHDA          Psychological Testing of Students
JHE           Student Social Services
JHEA          Home Visits
JHF           Student Safety
    SN This and following descriptors refer to policies in addition to Those covered in the EBC sequence, which see.
JHFA          Supervision of Students
JHFB          Student Safety Patrols
JHFC          Student Bicycle Use
JHFD          Student Automobile Use

JI           Student Awards and Scholarships

JJ           Student Volunteers for School and Public Service

JK           Employment of Students
    SN Pertains to the employment of students by the school district and any other student employment matters other than work-study employment. See IGADA, Work Experience Opportunities.

JL           Student Gifts and Solicitations
    SN The policy pertaining to the giving of gifts by students and student organizations and solicitations, such as charity appeals, by students and student organizations. See also GBI, Staff Gifts and solicitations and IGDF, Student Fund-Raising Activities.

JM           Staff-Student Relations (Also GBH)

JN           Student Fees, Fines, and Charges

JO           Student Records
In compliance with federal regulations, the Caddo Parish School Board approved the following mandate regarding Title IX Education Amendments of 1972:

Students, their parents and employees of the Caddo Parish School System are hereby notified that this school system does not discriminate on the basis of sex and is required by Title IX of the Education Amendments of 1972 not to discriminate on the basis of sex in its educational program, activities and employment practices.

Adopted: November 5, 1975
JB - EQUAL EDUCATIONAL OPPORTUNITIES
Equal Employment and Educational Opportunities for Qualified Handicapped Persons (Rehabilitation Act of 1973, Section 504)

In compliance with federal regulations, the Caddo Parish School Board approved the following mandate regarding Section 504 of the Rehabilitation Act of 1973:

"Qualified handicapped persons will not be discriminated against on the basis of handicap in any program, activity or employment practice.

Handicapped person is defined as any person who has a physical or mental impairment which substantially limits one or more life activities, has a record of such impairment, or is regarded as having such an impairment."

Adopted: June 15, 1977
JB- EQUAL EDUCATION OPPORTUNITIES HOMELESS EDUCATION

The Caddo Parish School Board (district) recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law, will give special attention to ensure that homeless children in the school district have access to a free and appropriate public education.

I. Homeless students are individuals who lack a fixed, regular and adequate nighttime residence and include the following:

Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.

Children and youth who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.

Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.

Migratory children who meet one of the above-described circumstances.

II. Enrollment/Placement

The best interest of the child, with parental involvement shall be considered, in determining whether the child should be enrolled in the school of origin or the school that non-homeless students who live in the attendance area in which the homeless child or youth is actually living are eligible to attend. To the extent feasible, and in accordance with the child or youth's best interest, the child or youth should continue his or her education in the school of origin, except when contrary to the wishes of the parent or guardian. If the youth is unaccompanied by a parent or guardian, the homeless coordinator will consider the views of the youth in deciding where the youth will be educated. The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere.
The school selected shall immediately enroll the homeless child or youth, even if the child or youth is unable to produce records normally required for enrollment, such as previous academic records, immunization records, proof of residency or other documentation. However, the district may require a parent or guardian of a homeless child or youth to submit contact information.

The district shall provide a written explanation, including a statement regarding the right of appeal, to the homeless child or youth's parent or guardian, or to the homeless youth if unaccompanied, if the district sends the child or youth to a school other than the school of origin or other than a school requested by the parent or guardian.

If a dispute arises over school selection or enrollment in a school, the child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. The child, youth, parent or guardian shall be referred to the district homeless coordinator, who will carry out the dispute resolution process as expeditiously as possible.

For the purposes of this policy, "school of origin" is defined as the school that the student attended when permanently housed or the school in which the student was last enrolled.

III. Services

Each homeless child or youth shall be provided services comparable to services offered to other students in the district including, but not limited to, transportation services; educational services for which the child meets the eligibility criteria, such as educational programs for disadvantaged students, students with disabilities and gifted and talented students; vocational programs and technical education; school meals programs; preschool programs; before- and after-school care programs; and programs for students with limited English proficiency. Homeless students will not be segregated in a separate school or in a separate program within a school based on the students' status as homeless.
IV. Transportation

In the event that it is in the best interest of the homeless child or youth to attend the school of origin, transportation to and from that school will be provided at the request of the parent or guardian or, in the case of an unaccompanied youth, the homeless coordinator. If the student's temporary housing is outside the district of the school of origin and the district lines of the Caddo Parish School Board, then the district will work with the school of origin to agree on a method to apportion the responsibility and costs for transporting the child. If an agreement cannot be reached, the costs will be shared equally.

V. Records

Any records ordinarily kept by the school, including immunization records, academic records, birth certificates, guardianship records and evaluations for special services or programs of each homeless child or youth shall be maintained so that appropriate services may be given the student, so that necessary referrals can be made and so that records may be transferred in a timely fashion when a homeless child or youth enters a new school district. Copies of records shall be made available upon request to students or parents in accordance with the Family Educational Rights and Privacy Act and Caddo Parish School Board policy.

VI. Coordinator

One individual shall act as the district's homeless coordinator:

The district will inform school personnel, service providers and advocates working with homeless families of the duties of the district homeless coordinator. The homeless coordinator will ensure that:

1. Homeless children and youths are identified by school personnel and through coordination activities with other entities and agencies.
2. Homeless children and youths enroll in, and have a full and equal opportunity to succeed in, schools in the district.
3. Homeless families, children and youths receive educational services for which such families, children and youths are eligible, including Head Start, Even Start and preschool programs administered by the district and referrals to health care services, dental services, mental health services and other appropriate services.
4. The parents or guardians of homeless children and youths are
informed of the educational and related opportunities
available to their children and are provided with meaningful
opportunities to participate in the education of their
children.
5. Public notice of the educational rights of homeless children
and youths is disseminated where such children and youths
receive services, such as schools, family shelters and soup
kitchens.
6. Enrollment disputes are mediated in accordance with law.
7. The parent or guardian of a homeless child or youth, and
any unaccompanied youth, is fully informed of all
transportation services, including transportation to the
school of origin and is assisted in accessing
transportation to the school selected.
8. Unaccompanied youths will be assisted in placement or
enrollment decisions, their views will be considered and
they will be provided notice of the right to appeal.
9. Children or youths who need to obtain immunizations, or
immunization or medical records, will receive assistance.

VII. Discipline – Not Required To Enroll

Nothing in this policy shall require the enrollment of any child not
permitted by another school system to attend school, either permanently or
temporarily, as a result of Disciplinary Actions.

Adopted: September 16, 2003

LSA-R.S. 17:438; Subtitle B of Title VII of the McKinney Vento Homeless
Assistance Act (42 U.S.C. 11431 et seq).
It is the policy of the Caddo Parish School Board to assure that each child or youth residing within its jurisdiction has access to the same, free, appropriate public education on the same basis as children and youth with established residences.

Enrollment of homeless children and youth

1. Homeless parents of children and homeless youth shall notify the Caddo Parish Office of The Education of Homeless Children and Youth so that office may assist with enrollment and school placement.

2. The homeless coordinator or designated representative shall inform the appropriate principal of the enrollment of the child or youth. A telecopy of the Letter of Notification will precede the enrollment process. A hard copy will be forwarded to the school the same day.

3. The homeless coordinator shall provide the school and the school selected staff with names and pertinent information so the appropriate social services can be administered.

4. Upon registration the principal shall immediately complete a form for the release of student record information. The principal may request assistance from the homeless coordinator to assist in the completing of the form.

5. Children and youth shall be immediately enrolled in free and appropriate programs, regardless of the time during the school year when the student seeks enrollment. If the school requires proof of residency through such documents as lease agreement, utility receipts, or similar documents, such requirements shall be waived. If a student has not withdrawn from his/her previous school, enrollment into the new school shall be permitted.

6. Appropriate school personnel shall telephone the previously attended school for a telecopy transmittal of the student's records, including immunization records, if such information is needed for immediate enrollment. The school principal or designee may contact the homeless coordinator for assistance.

7. The enrollment process shall include the necessary forms: Registration, free/reduced lunch meal, transportation, etc., which will expedite the enrollment process for both school personnel and parents.

8. In an effort to protect homeless children and youth and their families who are fleeing domestic violence, appropriate staff will be determined at the time of enrollment who may or may not pick up the student from school.
II. School Placement

Homeless Children and Youth are Entitled to Placement if:

• The district will continue a homeless child or youth's education in the school of origin for the remainder of the academic school year, or for the following academic year and shall enroll the child or youth in the attendance area in which the child or youth is living, whichever is in the best interest of the child or youth.

• The district shall continue a child or youth's education in the school of origin for the remainder of the academic year, or for the following academic year and shall enroll the child or youth in the attendance area in which the child or youth is living and whichever is in the best interest of the child or youth.

• Each child or youth shall be allowed to enroll in and attend the school where the student's shelter or temporary residence is located, whichever is in the child or youth's best interest.

• The parent of the child or youth shall have input in determining the best interest of the child or youth for the purposes of school placement.

III. Persons Entitled To Placement

Homeless Children and Youth are Entitled to Placement if:

1. The homeless child or his parent resides in the District at the time he applies for admission;

2. The homeless child and guardian or other person having lawful control under an order of a court resides in the District at the time he applies for admission;

3. The homeless child has established a separate residence in the District apart from his parent, guardian, or other person having lawful control under an order of the court and has demonstrated that his presence in the District is not for the primary purpose of attending public schools (runaway, unattached youth);

4. The homeless child or youth is living with friends or relatives. The homeless child or youth shall be allowed to enroll in school without delays or conditions related to guardianship;

5. The homeless child is a youth residing in a shelter;

6. The homeless child or youth is living on his/her own and seeking to enroll in school. The homeless child or youth shall be allowed to enroll after appropriate referrals have been made to child protective services agencies and School Social Work Services, etc.
IV. Resolving Grievances

Level I -- A complaint regarding the placement or education of a homeless child or youth shall first be presented orally and informally to the district's homeless coordinator. If the complaint is not promptly resolved, the complainant may present a formal written complaint (grievance) to the homeless coordinator. The written charge must include the following information: date of filing, description of alleged grievances, the name of the person or persons involved and a recapitulation of the action taken during the information charge stage. Within five (5) school days after receiving the complaint, the homeless coordinator shall state a decision in writing to the complainant, with supporting evidence and reasons. In addition, the coordinator will inform the superintendent of the formal complaint and the disposition. If the dispute is not resolved within five school days, the matter shall be reported to the state Education of Homeless Children and Youth Coordinator by telephone or telecopy records via fax.

Level II -- Within five (5) school days after receiving the decision at Level I, the complainant may appeal the decision to the superintendent by filing a written appeals package. This package shall consist of the complainant's grievance and the decisions rendered at Level I. The superintendent will arrange for a personal conference with the complainant at his or her earliest mutual convenience. Within five (5) school days after receiving the complaint, the superintendent shall state a decision in writing to the complainant, with supporting evidence and reasons.

Level III -- If resolution is not reached in Level II, a similar written appeals package shall be directed through the superintendent to the Caddo Parish School Board requesting a hearing before the Board at the next regular scheduled or specially called meeting.

Adopted: September 16, 2003

JE - STUDENT ATTENDANCE
(Attendance Policy for High Schools)

The Caddo Parish School Board adopted the following policy for attendance in high schools:

1. Secondary students must be present a minimum of eighty-one (81) days per semester to be eligible to receive credit for the courses taken. Exception can be made only in the event of temporary or extended personal illness, serious illness in the family substantiated by a practicing physician, death in the immediate family and certain recognized religious holidays or other extenuating circumstances approved by the Parish Supervisor of Child Welfare and Attendance in consultation with the principal and for students attending school-selected or approved activities.

2. Based on the state and local policies, the student should accept responsibility for his or her absence. When a student returns to school after being absent he has three (3) days or a number of days equal to the number of days of consecutive absences, whichever is greater, following his return to class to make up his work.

3. Three tardies equal one absence.

4. When a student has accumulated five (5) absences during the semester in any class, parent contact will be made by phone or letter.

5. When a student has accumulated ten (10) absences in a semester in any class he and his parents will be required to have a conference with the principal or his designee and will be advised that being absent "x" number of additional times will result in the student being present less than eighty-one days for that particular semester. Subsequently, he will automatically receive a failing grade in the subject(s) where present days total less than eighty-one (81).

Adopted: February 7, 1979
Revised: June 17, 2008
JE - STUDENT ATTENDANCE
Attendance Guidelines for Students
(Attendance Appeals Committee Procedures)

In accordance with new attendance requirements for public school students adopted on July 28, 1983, by the Board of Elementary and Secondary Education, the current school board discipline policy on August 17, 1983, the school board's decision establishing an appeals committee on April 4, 1984, and an Attorney General's opinion (83-834) on December 6, 1983, the following attendance guidelines are to be implemented:

1. A student in high school must be present a minimum of eighty days per semester to be eligible to receive credit for courses taken. If a course in high school is given only for yearly credit, the student must be in attendance 160 days per year.

2. A student in an elementary or middle school must attend a minimum of 160 days per year in order to receive passing grades.

3. Exception is to be made in the event of temporary or extended personal illness, serious illness in the family substantiated by a practicing physician, death in the immediate family and certain recognized religious holidays or other extenuating circumstances approved by the Parish Supervisor of Child Welfare and Attendance in consultation with the principal, and for students attending school-selected or approved activities. Days suspended will be considered unexcused.

4. A parent's written excuse for personal illness may be accepted only if the student would still be in attendance eighty days per semester or 160 days per year. Doctor's statements should be kept on file in a central location in each school.

5. If a student is denied credit or promotion because of excessive absenteeism, he or his parents shall be informed of this decision in writing by the principal of the school or his designee. A copy is to be forwarded to the Director of Child Welfare and Attendance. The Assistant Superintendent of Community Services and Information will review the action taken. Parents may appeal the decision by writing a letter within five (5) school days to the Superintendent or his designee stating reasons for appeal. An attendance appeals committee will review information submitted to determine whether absences may be classified as excused. Serious, unavoidable occurrences under which the student or his legal guardian had no control will be given consideration by the committee. The attendance appeals committee has the authority to waive the two days requirement for presenting the excuse as stated in the policy when deemed necessary.
Parents may appeal the decision of the Appeals Committee to the Administrative Committee of the Caddo Parish School Board if they desire. They may be present for the Administrative Committee Meeting to provide additional information upon request.

Adopted: April 18, 1984
Amended: September 20, 1984
JEB - Entrance Age

A child must be six years of age on or before December 31 of the school year in which he is entering to be admitted.

Adopted: July, 1944
Legal Reference: Louisiana Revised Statutes 17:222
JEC - SCHOOL ADMISSIONS
(Foreign Students)

Authority is granted to school administrators to allow foreign non-immigrant students to attend Caddo Parish schools.

Adopted: May 21, 1975
JECB - ADMISSION OF NONRESIDENT STUDENTS

The Caddo Parish School Board, in compliance with Revised Statute 17:222.1, shall not fail to enroll a child of school age in a regular, special education or alternative program who is temporarily living in Caddo Parish and has not established a permanent address.

This policy shall not require enrollment of a student excluded from another school system for disciplinary reasons or for violations of a state law."

Adopted: November 15, 1989
JECC - Assignment of Students to Schools
K-8 Magnet Schools Entrance

A. The admissions policy for applicants to Kindergarten through grade 5 at the K-8 magnet schools is based upon the following criteria: sibling preference, admissions test scores, and diversity.

I. First preference for seats in Kindergarten through grade 5 will be given to siblings of enrolled students. Applicants who meet the qualifications for admission to the K-8 Magnet School, and who have siblings presently enrolled in the school who will be enrolled at that school for the school year in which the applicant is applying, will be admitted first. This admission will be made without regard to race and without consideration of race.

Admissions to the remaining seats available in Kindergarten through grade 5 at a K-8 Magnet School after siblings are placed will be made as follows:

a. First, 60% of the seats will be filled based upon ranked admissions test scores, without regard to race and without consideration of race.

b. Then, in order to achieve diversity, 40% of the seats will be filled from a pool of applicants who meet the criteria for admission to the magnet school and who meet any of the following socio-economic designations:

   (1) Applicant is qualified for free and reduced lunch;
   (2) Applicant is qualified for Medicaid;
   (3) Applicant is qualified for La. CHIPS;
   (4) Applicant’s parents’ income level and family size are at a level considered by federal guidelines to economically disadvantaged;
   (5) Applicant is homeless;
   (6) Applicant lives in subsidized (Section 8) housing;
   (7) Applicant is enrolled in ECE at a Title I school;
   (8) Applicant’s parents receive Aid to Families with Dependent Children (Food Stamps);
   (9) Applicant is enrolled in Head Start;
   (10) Applicant is assigned to a Title I school.

This admission will be made without regard to race and without consideration of race.

III. Thereafter, if seats are still available in Kindergarten through grade 5, applicants will be placed according to their ranked admissions test scores, without regard to race and without consideration of race.

When admissions are made based upon ranked admissions test scores, only one ranking list of all applicants will be used. Applicants will be ranked according to their admissions test score, without regard to race and without consideration of race.
B Any student currently enrolled in grade 5 in a K-8 Magnet School may remain at that K-8 Magnet School for grade 6, if the student continues to meet the requirements to be enrolled in that K-8 Magnet School, and no admissions test will be required. This admission will be without regard to race and without consideration of race.

C The admissions policy at the K-8 Magnet Schools for applicants to grades 6 through 8 who are not currently enrolled in the K-8 Magnet Schools, and who meet the qualifications for admissions for entrance to the K-8 Magnet Schools, is as follows:

I First Preference will be given to siblings of enrolled students. Applicants who meet the qualifications for admission to the middle magnet school, and who have siblings presently enrolled in the school who will be enrolled at that school for the school year in which the applicant is applying, will be admitted first. This admission will be made without regard to race and without consideration of race.

II All remaining seats after placement of siblings will be assigned to applicants who meet or exceed the required admissions test score, without regard to race and without consideration of race.

III When admissions are made based upon ranked admissions test scores, only one ranking list of all applicants will be used. Applicants will be ranked according to their admissions test score, without regard to race and without consideration of race.

IV K-8 Magnet School Principals are required to engage in aggressive recruitment of students who might not otherwise apply to the magnet schools, to work to improve admissions test scores for potential student applicants, and to work to improve admissions test scores for potential student applicants, and to administer the admissions test at multiple times and at multiple locations. Also, the K-8 Magnet School Principals are required to make a written report to the Superintendent each year documenting the specific measures taken to accomplish these directives.

D The Board will review this policy with input from staff two years after its adoption, and every two years thereafter, to determine if revisions are needed.

Adopted November 16, 2006
JECC-ASSIGNMENT OF STUDENTS TO SCHOOLS
Elementary Magnet Schools Entrance (K-5)

The admissions policy for the elementary magnet schools is based upon the following criteria: sibling preference, admissions test scores, and diversity.

I. First preference will be given to siblings of enrolled students. Applicants who meet the qualifications for admission to the magnet school, and who have siblings presently enrolled in the school who will be enrolled at that school for the school year in which the applicant is applying will be admitted first. This admission will be made without regard to race and without consideration of race.

II. Admissions to the remaining seats available at a magnet school after siblings are placed will be made as follows:

a. First, 60% of the seats will be filled based upon ranked admissions test scores, without regard to race and without consideration of race.

b. Then, in order to achieve diversity, 40% of the seats will be filled from a pool of applicants who meet the criteria for admission to the magnet school and who meet any of the following socio-economic designations:

(1) Applicant is qualified for free and reduced lunch;
(2) Applicant is qualified for Medicaid;
(3) Applicant is qualified for La. CHIPS;
(4) Applicant’s parents’ income level and family size are at a level considered by federal guidelines to be economically disadvantaged;
(5) Applicant is homeless;
(6) Applicant lives in subsidized (section 8) housing;
(7) Applicant is enrolled in ECE at a Title I school;
(8) Applicant’s parents receive Aid to Families with Dependent Children (Food Stamps);
(9) Applicant is enrolled in Head Start;
(10) Applicant is assigned to a Title I school.

This admission will be made without regard to race and without consideration of race.
III. Thereafter, if seats are still available, applicants will be placed according to their ranked admissions test scores, without regard to race and without consideration of race.

When admissions are made based upon ranked admissions test scores, only one ranking list of all applicants will be used. Applicants will be ranked according to their admissions test score, without regard to race and without consideration of race.

IV. The Board will review this policy with input from staff two years after its adoption and every two years thereafter, to determine if revisions are needed.

Adopted: September 20, 2005
Revised: November 16, 2006
JECC - ASSIGNMENT OF STUDENTS TO SCHOOLS
High School Magnet Schools
(ADMISSION, RETENTION, REMOVAL, OR RETURN TO NEIGHBORHOOD SCHOOLS)

Admission to Magnet Program:

In order to be admitted into a magnet program in Caddo Parish, the parents/student must:

1. Meet all requirements for GPA, standardized test scores, and attendance for the magnet program as established by the Caddo Parish School Board,
2. Have parental/guardian consent and support,
3. Make application and have application approved by the principal of the magnet school, and
4. Execute a magnet contract for at least one school year.

A student who moves into Caddo Parish from another school district and has been enrolled in a comparable magnet program in the district from which the student moved may be considered for admission in a magnet program if all admission requirements are met and there is room available in the magnet program.

Retention In the Magnet Program:

In order to remain in a magnet program in Caddo Parish Schools, a student must maintain the proper cumulative GPA and conform to behavior standards for the magnet program. Unless there are unusual circumstances or infractions of the rules of the magnet program, students will be placed on probation or under advisement before they are removed from the magnet program. The magnet school will maintain documentation that the student and the parents/guardians were notified, in writing, of this probation/advisement period and the terms and conditions associated with it. It is strongly recommended that ninth grade students be placed on probation or under advisement for the next year rather than removed from the magnet program.

Removal from the Magnet Program:

Except in unusual circumstances, students will be removed from a magnet program only after they have been placed on probation or under advisement and the terms of the probation/advisement explained, in writing, to both the student and the parents/guardians.

The decision to remove a student from the magnet program is made by the magnet principal only after receiving input from assistant principals, counselors and teachers. Each of the student’s teachers will prepare a Student Evaluation Sheet.

It is strongly recommended that seniors in a magnet program be allowed to finish their last year in that magnet program. Every effort should be made to identify problem students and reassign them if necessary before their senior year.
Students returning to the neighborhood school shall do so with the approval of the neighborhood principal. If the student is under administrative probation for discipline, that student may be assigned to the School away from School if the administrative probation contract is violated during the school year.

The appeal process for removal of a student from a magnet program is outlined in the following steps:

1. Parents/student may request a conference with the magnet school principal.

2. If still not satisfied with the decision, the parents/student may request a conference with the appropriate director in the central office. The director may uphold the decision of the magnet school principal or, if circumstances warrant, return the student to the magnet program under administrative probation.

3. If the parents/student are not satisfied with the decision of the director, they may appeal the director's decision to the superintendent. The decision of the superintendent is final.

Return to a Neighborhood School:

Parents/students desiring to leave a magnet program may return to a neighborhood school or apply for admission to another magnet program at the end of a school year. Except in extenuating circumstances, no transfers between magnet schools or from a magnet school to a neighborhood school will be authorized after the school year begins.

If extenuating circumstances exist, the contract with the magnet school may be terminated during the school year with the agreement of both the magnet principal and the neighborhood principal. Documentation such as a physician’s statement may be required. The parents/student may use the appeal process described above if they are not satisfied about the decision of the magnet/neighborhood principals.

Adopted: August 16, 1995
JECC - Assignment of Students to Schools
Middle Magnet Schools Entrance (Grades 6-8)

It is the policy of the Caddo Parish School Board that assignment of applicants who meet the qualifications for admissions for entrance to the Middle Magnet Schools follow the procedures as listed.

I. First Preference will be given to siblings of enrolled students. Applicants who meet the qualifications for admission to the middle magnet school, and who have siblings presently enrolled in the school who will be enrolled at that school for the school year in which the applicant is applying, will be admitted first. This admission will be made without regard to race and without consideration of race.

II. All remaining seats after placement of siblings will be assigned to applicants who meet or exceed the required admissions test score, without regard to race and without consideration of race.

III. When admissions are made based upon ranked admissions test scores, only one ranking list of all applicants will be used. Applicants will be ranked according to their admissions test score, without regard to race and without consideration of race.

IV. Middle Magnet School Principals are required to engage in aggressive recruitment of students who might not otherwise apply to the magnet schools, to work to improve admissions test scores for potential student applicants, and to administer the admissions test at multiple times and at multiple locations. Also, the Middle Magnet School Principals are required to make a written report to the Superintendent each year documenting the specific measures taken to accomplish these directives.

The Board will review this policy with input from staff two years after its adoption, and every two years thereafter, to determine if revisions are needed.

Adopted: September 20, 2005
Revised: November 16, 2006
JECC - ASSIGNMENT OF STUDENTS TO SCHOOLS

The following paragraph appears in the July, 1981 Consent Decree under which the Caddo Parish School Board is currently (September, 1981) operating:

Except for the reasons outlined in this paragraph (1), the Board shall not permit a student to transfer out of a mandatory assignment district. Transfers from a mandatory assignment district may be made under the following circumstances: (i) majority to minority transfers as provided in Part 11, Section F of this Decree, (ii) attendance at a magnet or laboratory school within the guidelines set forth in Part 11 of this Decree, (iii) certified medical need, (iv) hardship and (v) curriculum necessity. Hardship and curriculum transfers shall be granted in a manner consistent with the goals of equal educational opportunity and quality education.

The principal of each school shall be responsible for monitoring and enforcing the attendance zone assignments for his or her school, and the central office staff shall develop administrative procedures.

Students found out-of-district shall be returned to their district school immediately. No consideration will be given to an application of transfer for the remainder of the school year. Transfers must be renewed annually. M-M transfers shall remain in effect for a least one school year.

When considering hardship type requests, a true distinction between mere inconvenience and hardship will be made on a case by case basis.

In granting medical transfers, the central office staff will have the authority to make placement assignments.

The majority to minority transfer (M-M) provision is employed as a device to further provide desegregated school experiences for both black and white students by voluntary means. The Caddo Parish School Board is entitled to establish reasonable rules and regulations consistent with that purpose, but also, consistent with the goals of equal educational opportunity, quality education and efficient administration.

The Caddo Parish School Board deems appropriate to the continuity of the efficient education of children that M-M transfers be placed into effect only at the beginning of each school year in the absence of exceptional circumstances.
Student transfer applications must be submitted by April 15. The only exceptions are listed as follows:

A. Parent(s) or person with legal custody made a bona fide move either inside the parish or from another city to Caddo Parish April 15 or after.

B. Child was enrolled in a private or parochial school on April 15.

C. A medical emergency substantiated by a physician's statement. Must be directly the cause of application's lateness.

D. Parent(s) was/were notified that child could not return to a magnet program April 15 or later.

M-M transfers should not be used as a device to circumvent disciplinary policies and procedures of the Caddo Parish School Board. The initiation of the transfer request procedure shall not terminate or interfere with any disciplinary procedures which may be in progress at the time of the request.

The Caddo Parish School Board will provide transportation for majority to minority transfer students to the school nearest their attendance zone to which the majority to minority transfer would apply.

Students transferred majority to minority may remain through graduation or the highest grade if they desire even when the racial composition of the school changes and their race becomes the majority race, provided there is no change in that district in which the student resides.

Transfers are not processed to schools on an M-M basis when the ratio of races is separated by less than one percent.

Students whose attendance zone assignments change after nine weeks of school shall be allowed to remain at the original school if they choose. Parents will be responsible for providing transportation.

Any student who is going to be a senior shall be allowed to remain at the high school presently enrolled and graduate with his/her class.

The Executive Committee is authorized to act on behalf of the Board on transfer appeals. The decision of the Executive Committee may be appealed to the Board within ten days.
RETURN TO NEIGHBORHOOD SCHOOL FOR CONDUCT VIOLATIONS

Any Student attending a school by reason of an M-M transfer, medical transfer, curriculum transfer or hardship transfer who receives four out of school suspensions within one single school year shall pending a hearing either be expelled to an alternative setting in accordance with state law or returned to the neighborhood school in the student's original attendance zone at the beginning of the next school year or immediately after serving the expulsion term. Nothing in this paragraph will prohibit a principal from denying the renewal of a hardship, medical or curriculum necessity transfer when there has been a decline in student attendance and behavior.

Notwithstanding the contract signed by the student and/or the parent governing a student's attendance at a magnet school or a school with a magnet component, any student attending a magnet school or a school with a magnet component who receives four out of school suspensions within one single school year shall pending a hearing be either expelled to an alternative setting or returned to the neighborhood school in the student's attendance zone at the beginning of the next school year or immediately after serving the expulsion term. Nothing in this paragraph will prohibit a principal from not renewing the student contract for attendance at the magnet school or participating in a magnet program at a school when the student fails to abide by the contract provisions.

Unless otherwise required by State or Federal law, any student expelled for violating state law and/or the student code of conduct shall be returned to the neighborhood school in the student's attendance zone after serving the expulsion term or upon approval of the board.

Students who have been removed from a school based on this policy shall not be eligible for a M-M transfer, medical transfer, hardship transfer, curriculum transfer, magnet school or magnet component placement unless and until student has completed two full semesters at his neighborhood school with a satisfactory disciplinary record.

Adopted: June 1, 1973
Amended: August 5, 1973; September 5, 1973
August 20, 1975; December 2, 1981
April 7, 1982; November 16, 1983
January 16, 1985; April 4, 1990
August 21, 1991; December 18, 2001;
June 16, 2009
JECC - Assignment of Students to Schools
Middle Magnet Schools Entrance

It is the policy of the Caddo Parish School Board that assignment of applicants who meet the qualifications for admissions for entrance to the Middle Magnet Schools follow the procedures as listed.

I. First Preference will be given to siblings of enrolled students. Applicants who meet the qualifications for admission to the middle magnet school, and who have siblings presently enrolled in the school who will be enrolled at that school for the school year in which the applicant is applying, will be admitted first. This admission will be made without regard to race and without consideration of race.

II. Any student currently enrolled in grade 5 at Herndon Magnet School may remain at Herndon Magnet School for grade 6, if the student continues to meet the requirements to be enrolled in Herndon Magnet School, and no admissions test will be required. This admission will be made without regard to race and without consideration of race.

III. All remaining seats after placement of siblings will be assigned to applicants who meet or exceed the required admissions test score, without regard to race and without consideration of race.

IV. When admissions are made based upon ranked admissions test scores, only one ranking list of all applicants will be used. Applicants will be ranked according to their admissions test score, without regard to race and without consideration of race.

V. Middle Magnet School Principals are required to engage in aggressive recruitment of students who might not otherwise apply to the magnet schools, to work to improve admissions test scores for potential student applicants, and to work to improve admissions test scores for potential student applicants, and to administer the admissions test at multiple times and at multiple locations. Also, the Middle Magnet School Principals are required to make a written report to the Superintendent each year documenting the specific measures taken to accomplish these directives.

The Board will review this policy with input from staff two years after its adoption, and every two years thereafter, to determine if revisions are needed.

Adopted: September 20, 2005
Revised: November 16, 2006
JECC-R - ASSIGNMENT OF STUDENTS TO SCHOOLS

The following paragraph appears in the July, 1973 consent decree under which the Caddo Parish School Board is currently (February 10, 1977) operating.

"The school board shall permit a student attending a school in which his race is in the majority to attend another school where his race is in the minority. The central office staff shall assure that each student availing himself of this provision, commonly known as majority to minority transfers (M - M), be given full support, including transportation where practical. Except for properly certified medical reasons, no other transfers from the school assigned shall be allowed."

Adopted: June 1, 1973

Additional board action on transfers follow:

"...that transfer of majority to minority in a particular year shall continue until the person graduates even though the racial composition of the school changes during that period of time, provided there is no change in that district in which the student resides."

Adopted: August 20, 1975

The administrative committee is authorized to act on behalf of the board on transfers and appeals, subject to the board as a whole,

Adopted: September 5, 1973

Transfers are being granted for a particular curriculum need not furnished in the home district. The student will furnish his own transportation.

August 5, 1970
JEDA - TRUANCY

Truancy is defined as repeated or habitual unauthorized absence of a child from school who is subject to the compulsory school attendance laws of the State of Louisiana.

In order to ensure that students attend school regularly and benefit from the program of instruction, the superintendent shall establish and maintain a program to reduce unexcused absences. The program shall include a method for evaluation and accountability for each school. A report shall be furnished each semester by the Attendance Department to the superintendent who will report by school to the board on the number of students who have accumulated fifteen days of unexcused absences and the action taken on each. A copy of the report will be provided to the Juvenile Court for Caddo Parish.

Before the beginning of each school year, the Attendance Department shall provide each principal with a list of students scheduled to attend that principal's school who accumulated thirty or more unexcused absences during this prior school year. The supervisors of child welfare and attendance will contact the parent(s) or guardian(s) of each student on the list during the summer months and document each contact after explaining the problem and the consequences of continued unexcused absences provided under Caddo Parish School Board Policy and state law. The following guidelines shall apply for students on the historical truant list.

1. The school shall contact the parent(s) or guardian(s) each day the student is absent to confirm that they are aware the student is absent and to request an explanation for the absence.

2. After the fifth unexcused absence, the principal shall request a parent conference, if possible, at the school and will develop an intervention plan for the student utilizing any resources available at the school level such as the Student Assistance Team, Building Level Screening Committee, school psychologist, social worker, counselor, or a referral to an agency in the community that is acceptable to the parent(s) or guardian(s). Consequences of continued unexcused absence shall be reviewed. A referral to the Caddo Parish Juvenile Court will be made if the parent(s) or guardian(s) refused to attend.

3. Upon the eighth unexcused absence, the principal shall notify the Attendance Department. The supervisor of child welfare and attendance will make a referral to the Caddo Parish Juvenile Court including the student's name, identification number, school, grade, number of absences for the current and prior school years, and any other information needed by the court. The principal may delay the referral to the court until fifteen
unexcused absences if the principal believes that a referral is not needed in the case of a particular student. In the event of such delay in referring the student, the principal shall notify the attendance department to notify the parent(s) or guardian(s) by letter when a referral to the Juvenile Court is made.

4. The principal shall make electronic referrals to the Attendance Department as a student accumulated twenty, thirty, forty, or fifty absences. The Attendance Department shall notify the Juvenile Court after initial referral of any student who continues to accumulate unexcused absences. The following guidelines shall apply for students not on the historical truant list.

1. The school shall contact the parent(s) or guardian(s) each day the student is absent to confirm that they are aware the student is absent and to request an explanation for the absence.

2. After the fifth unexcused absence, the parent shall be notified, in writing, by the principal and of the possible consequences of continued unexcused absence.

3. Upon the tenth unexcused absence, an electronic referral shall be made by the principal to the Attendance Department. The principal shall request a conference, if possible, at the school with the parent(s) or guardian(s) and will develop an intervention plan for the student utilizing any resources available at the school level such as the Student Assistance Team, Building Level Screening Committee, school psychologist, social worker, counselor, or referral to an agency in the community that is acceptable to the parent(s) or guardian(s). Consequences of continued unexcused absence shall be reviewed. If the parent(s) or guardian(s) refuses to attend the conference, a referral will be made to the Caddo Parish Juvenile Court.

4. At fifteen days of unexcused absence, the principal shall notify the Attendance Department. The supervisor of child welfare and attendance will make a referral to the Caddo Parish Juvenile Court. It shall be the responsibility of the Attendance Department to notify parent(s) or guardian(s) by certified letter when a referral to the Juvenile Court is made.

5. The principal shall make electronic referrals to the Attendance Department when the student has twenty, thirty, forty, or fifty absences. It shall
be the responsibility of the Attendance Department to notify the Juvenile Court after the initial referral of any student who continues to accumulate unexcused absences.

The standards set forth in this policy are minimum standards. Individual schools, school directors and the system as a whole, are encouraged to develop and utilize improved methods and practices for dealing with truancy even though such standards may be more restrictive than the standards set forth in this policy.

The Attendance Department is authorized to establish written guidelines for implementation of this policy and is encouraged to provide inservice for principals, assistant principals, teachers, counselors, or other employees involved in the student attendance accounting process.

Adopted: July 24, 1996
JEDA-R Truancy
Steps in Addressing Truancy

The Attendance and Census Department, in conjunction with Volunteers for Youth Justice, the Caddo Parish District Attorney for Juvenile Court, and the Truance Assessment and Service Center, has developed a new plan to address truancy among students in Caddo Parish. As a result of this initiative, staff members from these offices now meet on a regular basis, a FINS officer has been assigned to each Supervisor of Child Welfare, and mass conference for students with excessive unexcused absences is held every two weeks at the Juvenile Justice Complex. Listed below are the steps for addressing truancy:

Responsibilities of the School

1. The school shall contact the parent(s) or guardian(s) each day the student is absent to confirm that the parent is aware that the student is absent and to request an explanation for the absence. This shall be documented on the back of the attendance card.

2. The school shall send a letter upon the third unexcused absence requesting a parent conference in person or via phone. The attendance clerk shall document the results on the Third Unexcused Absence Form. The school shall forward a copy of the completed form to the assigned Supervisor of Child Welfare on a weekly basis.

Responsibilities of Central Office Staff:

3. Upon the fifth unexcused absence:
   a. Historical Truant - central office shall send a letter of notification that a mandatory conference has been requested with Juvenile Court.
   b. Data Processing will generate the List of Students with Five Unexcused Absences for Historically Truant Students daily. The form will be forwarded to FINS officers and TASC personnel.

4. Upon the eighth unexcused absence:
   a. Non-Historical Truant - central office shall send a letter of notification to the parent that a court referral has been submitted to Juvenile Court.
   b. Data Processing will generate a List of Students with Eight or More Unexcused Absences bi-weekly (cumulative report). The form will be forwarded to FINS officers and TASC personnel.

5. Upon the fifteenth unexcused absence:
   a. Non-Historical Truant - central office shall send a letter of notification that a mandatory conference has been requested with Juvenile Court.
   b. Historical Truant - central office shall send a letter of notification that a court petition will be filed if the parent has failed to cooperated with any previous requests/attend any conferences.

6. Upon the twentieth unexcused absence:
   a. A court petition will be filed.
   b. The list of Students with Twenty (20) Unexcused Absences monthly (cumulative report) will be generated by Data Processing.

Adopted: June 15, 2010
We affirm that the compulsory school attendance law (R.S. 17:221 as amended by Act 109 of 1964) is designed to protect and guarantee the rights of children to take advantage of educational opportunities provided by the State of Louisiana. The basic responsibility for regular daily attendance is assigned by law to the parents of the child. We are keenly aware that we share with the parents this responsibility. We recognize that each day's absence interrupts the learning process and results in gaps in the child's attainment of skills and knowledge.

Exemptions from school attendance as defined by the State of Louisiana Department of Education are:

A. Children mentally, physically, or emotionally incapacitated to perform school duties,

B. Children temporarily excused for personal illness, serious illness in the family substantiated by a parish supervisor of child welfare and attendance or a certificate from a practicing physician, death in the immediate family, and certain recognized religious holidays.

C. Children exempt by statute.

Attendance Procedures For All Schools:

A. The homeroom or first period teacher is responsible for taking attendance in his class;

B. Attendance will be taken immediately after the tardy bell on attendance cards and in the roll book;

C. The homeroom teacher will complete the card and place it in an envelope and in the location from which it will be collected;
   1. The card must include all census information and all telephone numbers at which parents may be contacted.
   2. Cards must include codes to indicate tardiness, excused and unexcused absences.
   3. One card will be marked "NONE" with all holidays and total days in each report period shown on the card. This is to be sent to the office in the envelope if no students are absent.

D. Student assistants will pick up the cards and bring them to the office during the first period. Students who are not in class when the tardy bell rings will come through the office.

E. Attendance records will be delegated to the principal's designee.
F. The attendance secretary will maintain a master list of teachers to be used in checking envelopes. She will alphabetize attendance cards and type up the absentee sheet to be delivered to teachers during the last period. The attendance cards will be reassembled by homeroom and placed in teachers' boxes.

G. The attendance secretary will be responsible for check-ins and check-outs in the absence of the assistant principal. Check-ins and checkouts will be marked excused or unexcused. A student may check in with a note or a phone call from a parent or by permission from the assistant principal. A student may check out after telephone contact with a parent or guardian.

H. Home contact will be attempted on a daily basis for student absences.

I. In the middle and senior high schools, each teacher will be required to turn in a discrepancy form to the office each day. Negative reports are required. The statement 'absent from my class, but not on the sheet,' or "present in my class, but not on the sheets" may be used. In the elementary schools, discrepancy forms are to be turned in as needed.

J. The principal or his designee will be responsible for checking on follow-up and discrepancies.

K. Any time a student leaves the classroom, he must have a note from the teacher.

L. No student will leave the campus during the lunch period except those students with a medical excuse that has been approved by a doctor of medicine and then only with the permission of the principal or his designee.

M. The principal and his staff will make a strong effort to inform the community of the importance of regular school attendance. The parent is responsible for the regular attendance of his child. If the school is not able to reach the parent regarding a students absence, the parents should either call the school or send a note regarding the absence upon the child's return to school.

Attendance Procedures for Elementary Schools:

A. The same procedures are used in elementary schools as in the middle and high schools.

B. Discrepancy forms are turned in as needed.

Minutes Required for Student Attendance by Period/Day

Elementary Schools (330 Minute a Day)

25% or less (82 minutes or less) of a students instructional day is equal to 0 day attendance.

More than 25% but not more than 50% (83-165 minutes) of a students instructional day is equal to .5 day attendance. More than 50% (166-330 Minutes) of a student's instructional day is equal to one day attendance.
Middle Schools (7 Periods)

Attendance for one period or less is equal to 0 day attendance.

Attendance for 2-3 periods is equal to .5 day attendance.

Attendance for 4-7 periods is equal to one day of attendance.

Note: For schools counting attendance by periods, a student shall be present for more than 50% of a period to be counted as being in attendance for that period.

High Schools (6 Periods)

Attendance for one period is equal to 0 day attendance.

Attendance for 2-3 periods is equal to .5 day attendance.

Attendance for 4-6 periods is equal to one day attendance.

Note: For schools counting attendance by periods, a student shall be present for more than 50% of a period to be counted as being in attendance for that period.

Adopted: July 15, 1970
Updated: April, 1987
Revised: July 19, 1995
JEF - RELEASED TIME FOR STUDENTS
(Attendance to Pay Affairs)

It shall be the policy of the Caddo Parish School Board that programs which require an admission charge be permitted during school hours and after school hours only if an individual, a school group or other organization donates funds through the school account for the admission and that no students are denied of this opportunity. No direct contributions can be required from students.

No students are to be dismissed to attend such programs either at a school or at any central place until a special request has been made and approved by the Curriculum and Instruction Division.

Adopted: July, 1945
Memorandum: December 7, 1971
Revised: November 17, 1993
JFCA - STUDENT DRESS CODE

It is the responsibility of the Caddo Parish School Board to provide an educational atmosphere conducive to learning.

With this responsibility in mind, the board adopts a dress code which meets the following criteria:

1. Assures the basic rights of individuals granted under the Constitution of the United States.
2. Is applicable from early childhood through the completion of high school.
3. Meets the requirements and guidelines provided by title IX.
4. Promotes an educational atmosphere conducive to wholesome learning.

Student Dress Code

The basic responsibility for the appearance of the students of Caddo Parish Schools rests with the parents and the students themselves.

Parents have the obligation, and within certain prescribed bounds, the right to determine their student’s dress. Students are to dress in apparel that is modest, tasteful, and that does not interfere with or distract from the educational process or rights of others. Students and their clothing should be neat, clean and well groomed and must meet the following guidelines:

1. Attire must not be destructive to school property.
2. For health reasons, shoes must be worn. Hosiery is required with closed shoes.
3. Only tops designed to be worn outside of pants, shorts or skirts shall be worn in that manner.
4. Pants, shorts and skirts must be worn at the waist. No "sagging" is permitted.
5. Headwear or hair rollers are prohibited in the building. Unnatural hair color (green, blue, etc.) is prohibited.
6. Body piercing jewelry cannot be worn except in the ears.
7. Shirts, sweaters, jackets, and other tops worn over leggings must be no shorter than four inches above the knee. Skirt length should be no more than four inches above the knee.
8. Sunglasses are prohibited in the building unless they are prescribed.
9. Bare midriffs, see-through garments, white undergarment type Tee shirts, bare backs, halter tops, tank tops, tube tops and cutoffs cannot be worn. There are to be no holes or tears in clothing on school campus.
10. Loose-fitting shorts may be worn by students that are no more than four inches above the knee when standing. All shorts must be hemmed. Cutoff shorts, rolled-up jeans, sweats, athletic or spandex shorts cannot be worn. No other article of clothing can be worn beneath the shorts for viewing.
11. Obscene, profane language or provocative pictures on clothing or jewelry are prohibited.

12. Satanic, cult or gang related symbolism in any form is prohibited on school campuses.

13. Drug related symbols in any form including advertisements or promotion of alcohol or tobacco, are prohibited on school campuses.

14. Principals, after consultation with their School Improvement Committee, have the discretion to adjust the dress code to fit unique situations as long as the decision does not interfere with the requirements of Title IX.

A teacher will also be allowed to restrict manner of dress or length of hair when it pertains to the health and/or safety of a student in that teacher's specific area.

Adopted:  June 15, 1977
Revised:  July 6, 1983
            August 20,1986
            December 6, 1989
            May 15, 1991
            July 19, 1995
            June 19, 2001
            April 16, 2002
JFCA - STUDENT DRESS CODE

It shall be the policy of the Caddo Parish School Board to permit student dress and hair styles to be left to the discretion of the principal in each school as long as the decision does not interfere with the policies of the Title IX Education Amendments of 1972.

Adopted: September 6, 1967
Amended: November 5, 1975
JFCA – Student Dress Code (School Uniforms)

Based on the premise that a safe and disciplined learning environment is a prerequisite to a quality learning environment, it shall be the policy of the Caddo Parish School Board, to make school uniforms mandatory on a school-by-school basis either by (1) board action or (2) school community action where survey results indicate agreement to make uniforms mandatory by a majority of parents (based on a 50% or greater return), faculty, and staff.

General guidelines governing the school uniform policy will apply and are indicated below:

1. The decision of the board or a school community to move to a mandatory uniform policy will be done on a school-by-school basis.

2. A standard survey (developed by the superintendent and staff) will be used parishwide for school community action.

3. A timeline, approved by the superintendent, will be developed in the spring preceding the year of implementation.

4. Once school uniforms are mandated on a school-by-school basis, uniforms are required for all students. Exemptions may be granted only for the following:
   
   a. An established religious tenet requiring the wearing of specific garb/dress,
   
   b. Physical disability or certified medical condition that prevents the wearing of all or part of the school uniform, or
   
   c. Constitutionally protected rights.

Parents may apply for an exemption by making a written request to the school principal no later than the month of May prior to the year of implementation; For new students moving into the school community during the school year, the exemption request must be completed within two weeks following enrollment.
5. School uniforms, as defined in this policy, refer to conformity in student dress. Specific uniform attire will be recommended by the school and approved by the superintendent.

6. Each school shall establish a committee, or use an existing school committee, to monitor the implementation of the policy.

7. Each school principal shall be responsible to seek financial assistance, where necessary, from external sources when a determination is made that a student cannot be outfitted in the mandatory uniform due to extreme family financial hardship. The superintendent shall be informed of any problems arising in meeting this standard.

8. The superintendent shall develop regulations for the enforcement of this policy which shall contain an appeal procedure for parents whose exemption request has been denied.

Adopted: February 16, 2000
Amended: July 17, 2007
JFCA-R – Uniform Policy
(Guidelines for Policy Implementation)

I. Initiation of School Uniform Process

The initiative should be driven by interest from the school and the community.

II. Timeline

The deadline for completion of the entire process is the first Friday in May preceding the year of implementation. Caddo Parish Schools Site Uniform (Form 3 – attached) must be approved by the superintendent.

The process includes establishment of a school committee, faculty and staff polling, parent survey analysis, decisions regarding school uniform type, color, cost and vendor(s) and submission of Forms 3 and 4 (attached) to the appropriate director.

III. Survey

Surveys will be considered every two years for those schools that are not in uniform. The Caddo Parish Schools-Site Uniform Survey (Form 1 attached) will be used parishwide and sent home to parents/guardians of every student enrolled in the school. Parents will have a vote for each of their children in the school. The faculty and support staff will also be surveyed (Form 2 attached) and their votes will be part of the tally. No individual vote will be released to ensure confidentiality.

IV. Required Percentages

The principal will verify on Caddo Parish Schools Site Uniform (Form 3) that the required 75% of parents/guardians (based on 75% survey return), faculty and staff has been fulfilled.

V. Description of School Uniform

The principal must verify on Caddo Parish schools Site Uniform (Form 4) a description of the uniform, cost and vendor(s) to be approved by the appropriate director and the superintendent. For continuity within the parish, khaki pants/skirts/shorts/skorts are required.

VI. Request for District Funds

The principal should exhaust all efforts to secure funds prior to making a request to the district. The principal shall inform the appropriate director and the superintendent of problems arising from students having extreme family financial hardship. Caddo Parish Schools-Site Uniform (Form 5 attached) must be used to make application for district funds.
VII. Exemptions and Due Process

Exemption from a school’s mandatory uniform policy may be granted only for the following: an established religious tenet requiring the wearing of specific garb/dress; physical disability or certified medical condition that prevents the wearing of all or part of the school uniform; or constitutionally protected rights.

Step 1: Application

Parents may apply for an exemption by making a written request to the school principal no later than the month of May prior to the year of implementation. For new students moving into the district during the school year, the exemption request must be completed within two weeks following enrollment. The exemption will be reviewed by the principal and school committee. The principal shall notify the parent, in writing, within five (5) working days of the decision.

Step 2: Parent’s Request Denied by the Principal

a) The parent may, within five (5) working days of receipt of the principal’s response, appeal to the appropriate school director by writing a letter and enclosing a copy of the principal’s response.
b) The director shall review the appeal and respond to the parent, in writing, within ten (10) working days.

Step 3: Lack of Resolution at Step 2

a) The parent may, within five (5) working days of receipt of the director’s response, appeal to the superintendent by writing a letter and enclosing copies of the previous responses.
b) The superintendent shall review the appeal and respond, in writing, to the parent with ten (10) working days.

Step 4: Lack of Resolution at Step 3

a) The parent may, within five (5) working days of receipt of the superintendent’s request, appeal to the Caddo Parish school Board by writing a letter and enclosing copies of the previous responses.
b) The Caddo Parish School Board shall review the appeal on the record and respond, in writing, to the parent with fifteen (15) working days.
c) The Caddo Parish School Board’s decision shall be final.

Note: The principal must maintain documentation of all final decisions regarding exemption requests.

Adopted: July 23, 2002
JFCF - HAZING

Hazing shall not be permitted. No initiation activities shall be conducted before membership is confirmed. Any plans for initiation activities shall be presented, in writing, by the president of a club/organization to the sponsor and principal for written approval no later than ten (10) school days before an initiation date. The plan shall include a detailed description of the activity, the date, time and location, and any other information requested by the sponsor or principal.

OPERATIONAL DEFINITIONS

Initiation - the rites, ceremonies, ordeals or instructions with which one is made a member of some experience or sphere of activity.

Hazing - To harass by exacting unnecessary or disagreeable work; to harass by banter, ridicule, criticism or an activity that risks the health or safety of an individual.

Adopted: July 24, 1991
JFCF - ANTI-HAZING POLICY

I. HAZING IMPERMISSIBLE

No forms of Hazing shall be permitted or condoned by the Caddo Parish School Board. In accordance with state law, all students, teachers, and other school employees shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

No initiation activities shall be conducted before membership is confirmed. Any plans for initiation activities shall be presented, in writing, by the president of a club/organization to the sponsor and principal for written approval no later than ten (10) school days before an initiation date. The plan shall include a detailed description of the activity, the date, time and location, and any other information requested by the sponsor or principal.

II. OPERATIONAL DEFINITIONS

A. Initiation - the rites, ceremonies, methods, or instructions with which one is made a member of some experience or sphere of activity.

B. Hazing - 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.

III. PROHIBITED ACTIONS

A. Hazing as defined in this policy is prohibited.

B. Solicitation to engage in hazing is prohibited.

C. Aiding and abetting another person who engages in hazing is prohibited.

IV. CONSENT IS NOT A DEFENSE

The consent of the hazing victim is not a defense.

V. NOTICE OF POLICY

Each principal or other person in charge of a building or site owned or operated by the Caddo Parish School Board shall conspicuously post in each building or site the names of the persons designated to receive complaints, including a mailing address and telephone number, together with a copy of this policy.
VI. Reporting of Hazing and Investigation

A. Any student who believes he or she has been the victim of hazing should report the alleged acts immediately to the person designated to receive complaints at the particular school or other site that the student regularly attends regardless of the location where the hazing occurs.

B. The person designated to receive complaints shall immediately investigate the complaint. The investigation shall include the name of the complainant, a written statement from the complainant, a description of the incident and a list of witnesses. The person designated to receive the complaint shall contact all witnesses and obtain statements.

C. The person designated to receive complaints shall report incidents involving the battery of a student to the School Resource Officer.

Discipline and Appeal Process

Students shall be disciplined in accordance with Policy JG.

Adopted: July 24, 1991
Revised: August 17, 2004
I. BULLYING IMPERMISSIBLE
No forms of bullying shall be permitted or condoned by the Caddo Parish School Board. All students, teachers, and other school employees shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

II. BULLYING DEFINED
Bullying is a form of abuse. It is comprised of repeated acts over time that involves a real or perceived imbalance of power with the more powerful individual or group abusing those who are less powerful. The power imbalance may be social power and/or physical power.

Forms of bullying include but or not limited to physical, emotional, verbal, electronic (cyber), and sexual.

Examples of physical bullying include:
- Causing physical injuries
- Stealing
- Punching
- Shoving
- Fighting
- Slapping
- Debagging
- Wedgies
- Attacking
- School pranks
- Teasing and abusing

Examples of emotional/indirect bullying include:
- Spreading bad rumors about people
- Keeping certain people out of a "group"
- Getting certain people to "gang up" on others (It also could be considered physical bullying)
- Ignoring people on purpose - the silent treatment
- Harassment
- Provocation
- Whispering to another in front of someone -whispering campaign
- Keeping secrets away from a so-called friend

Examples of verbal bullying are:
- Teasing people in a mean way, or cussing someone
- Name calling
- Commenting meanly on someone's looks, clothes, body, or anything else
- Tormenting
- Harassment
- Profanity
Bullying also can happen on-line or electronically. This form of harassment is known as cyber-bullying. It occurs when someone bullies through the Internet, mobile phones or other electronic means. Examples include:

- Sending mean spirited text, e-mail, or instant messages.
- Posting inappropriate pictures or messages about others in blogs or on Web sites.
- Using someone else's user name to spread rumors or lies about someone.

Sexual bullying is "any bullying behavior, whether physical or non-physical, that is based on a person’s sexuality or gender. It is when sexuality or gender is used as a weapon by boys or girls towards other boys or girls - although it is more commonly directed at girls. It can be carried out to a person’s face, behind their back or through the use of technology."

III. PROHIBITED ACTIONS
A. Bullying as defined in this policy is prohibited.
B. Solicitation to engage in bullying is prohibited.
C. Aiding and abetting another person who engages in bullying is prohibited.

IV. CONSENT IS NOT A DEFENSE
The consent of the bullying victim is not a defense.

V. NOTICE OF POLICY
Annual notice to parents and students describing the full range of prohibited conduct shall be placed in the student handbook annually and distributed to students. Each principal or other person in charge of a building or site owned or operated by the Caddo Parish School shall conspicuously post in each building or site the names of the persons designated to receive complaints, including a mailing address and telephone number together with a copy of this policy.

VI. REPORTING OF BULLYING AND INVESTIGATION
A. Any student who believes that he or she has been a victim of bullying should report the alleged acts immediately to the person designated to receive complaints at the particular school or other site that the student regularly attends regardless of the location where the bullying occurs.
B. The person designated to receive the complaints shall immediately investigate the complaint. The investigation shall include the name of the complainant, a written statement from the complainant, a description of the incident and list of witnesses. The person designated to receive the complaint shall contact all witnesses and obtain statements within 30 days.
C. The person designated to receive complaints shall report incidents involving the battery of a student to the school resource officer.
VII. DISCIPLINE AND APPEAL PROCESS

Students may be disciplined for off campus bullying the same as if the bullying occurred on campus if the actions of the perpetrator substantially interferes 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.

Students violating this policy shall be disciplined in accordance with policy JG.

Adopted: September 21, 2010
JFCI - Substance Abuse Education and Discipline Policy

Philosophy

All students have the right to attend school in an environment conducive to learning. Since substance abuse is illegal and interferes with learning, the school system shall strive to provide drug-free schools for all students.

No person may use, possess, sell or distribute alcohol or other controlled substances, nor may they use or possess drug paraphernalia, on school property or at a school-sponsored event, except drugs prescribed by a physician in which case policy JHCD shall be followed. The terms “other controlled substances or alcoholic beverages” shall refer throughout this policy to the use of all substances including but not limited to alcohol, inhalants, cannabis, cocaine, stimulants, depressants, narcotics, hallucinogens, “designer drugs,” and anabolic steroids. The inappropriate use of prescription and over-the-counter drugs shall also be prohibited. (R.S. 14:91.7)

Caddo schools’ substance abuse prevention education clearly and consistently teaches that substance abuse is wrong and harmful by using current, age-appropriate materials. There is no “responsible” illicit drug use: abstinence from alcohol and other substance abuse is desirable and shall be promoted. Substance abuse can lead to the illness of chemical dependency. Students who self-refer for drug problems shall not risk disciplinary action.

It is in the best interest of this community that Caddo Schools promote and maintain drug-free schools. School personnel, students, parents, and community members must work together toward our mutual goal of drug-free schools.

Education

Every student in grades K-9 shall receive a minimum of sixteen contact hours every year in drug prevention education. Students in grades 10-12 shall receive a minimum of eight hours in drug prevention education every year. Each local education agency is required to establish and maintain in every school a grade-appropriate drug prevention program.

Each principal shall annually document that students in grades K-9 have been provided the sixteen hours of alcohol, drug and substance abuse education and students in grades 10-12, eight hours by providing the completion dates of the required curricula. (R.S. 17:402-405 as amended)

R.S. 14:403.1 requires that a “Student Assistance Team” of not less than six members consisting of at least one administrator, teacher, guidance counselor, parent representative, and a school support person, be formed
at each school. The purpose of this team is to plan age-appropriate drug prevention programs at each school site and to make recommendations regarding treatment, counseling, or other appropriate action in regard to individual students.

Drug programs developed by community members or groups for presentation in schools shall be screened prior to presentation by a drug education review committee of educators to ensure quality and consistency in regard to drug education. The committee will be selected and chaired by the administrator of the drug education program.

**Enforcement**

1. **Use and Possession or Distribution**

A school principal shall suspend from school or suspend from riding on any school bus any pupil who uses or possesses alcoholic beverages or any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law, in any form, in school buildings, on school grounds, school events, or on school buses owned by, contracted to, or jointly owned by any city or parish school board. A principal may suspend a pupil for using or possessing tobacco or devises used to light tobacco.

Any student, sixteen 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 event pursuant to a hearing as provided for by R.S. 17:416C (1) shall be expelled from school for a minimum of four complete semesters unless such student has agreed to participate and participates full time in a juvenile drug court program operated by a court of this state as required for such student by the appropriate authority. Such student may be placed by the school system in an alternative education program for suspended and expelled students approved by the State Board of Elementary and Secondary Education.

Any student under sixteen years of age in grades 6-12 who is found guilty of the offenses cited in the preceding paragraph shall be expelled for a minimum of two complete semesters unless such student has agreed to participate and participates full time in a juvenile drug court program operated by a court of this state as required for such student by the appropriate authority. Such student may be placed by the school system in an alternative education program for suspended and expelled students approved by the State Board of Elementary and Secondary Education.

A student in grades k-5, found guilty of the above cited offenses pursuant to a hearing, shall be referred to the school board through a recommendation for action by the superintendent.
Any student arrested for possession of or intentional distribution of, or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property shall be referred by the school principal or his designee, within five days after such arrest, for testing or screening by a qualified medical professional for evidence of abuse of alcohol, illegal narcotics, drugs or other controlled dangerous substances.

2. **Confiscation of Controlled Dangerous Substances**

   (a) Upon the seizure by any public school teacher, principal, school security guard, or administrator of any controlled dangerous substance as defined in R.S. 40:961(7), the principal or his designated administrator shall report the confiscation of such material to the appropriate law enforcement officials.

   (b) Any material required by subparagraph (a) of this section to be reported to law enforcement officials shall be retained and secured by the school principal in such a manner as to prevent the destruction, alteration, or disappearance of it until such time as the law enforcement authority either takes custody of the material or provides notice to the school principal that it no longer be retained. In the case that it need not be retained, the school principal shall contact law enforcement officials who shall be responsible for disposing of the material. Every effort shall be made to positively identify the substance and document before its disposal. The failure of any principal or designated administrator to report the confiscation of such material or failure to retain and secure such material shall be reported by the law enforcement authority to the employing school board which shall take disciplinary action.

3. **Legal Defense of Staff**

   If any teacher, principal, school security guard or administrator in the public school system is sued for damages by any student, the parent of any student, or other person qualified to bring suit on behalf of the student based upon a search of that student’s person, desk, locker, or any other area of a school building or grounds set aside specifically for the student’s personal use, when the teacher, principal, school security guard, or administrator reasonably believed that the student had illegal drugs, alcohol or other materials, the possession of which is a violation of the parish or city school board policy on his person, or had reasonable belief that such desk, locker or other area contained such items, or based upon a search using a metal detector, it shall be the responsibility of the school board employing such teacher, principal, school security guard, or administrator to provide the defendant with legal defense, including reasonable attorney’s fees, investigatory costs, and other related expenses.
4. **Referral Required**

(a) Any student arrested for intentional distribution of, or possession with intent to distribute any illegal narcotic, drug or other controlled substance on school property shall be referred by the school principal or his designee, within five days after such arrest, for testing or screening, by a qualified medical professional for evidence of abuse of alcohol, illegal narcotics, drugs or other controlled dangerous substances.

(b) If evidence of abuse is found, the student shall be referred to an alcohol and drug abuse treatment professional chosen by the student’s parent or tutor. If the student is found by the professional to be in need of treatment, and if the student agrees to cooperate in the recommended treatment, as certified in writing by the medical professional, such documentation may be used to initiate reopening the student’s case. The school board shall take into consideration the student’s agreement to receive treatment as a positive factor in the final decision relative to any final disciplinary action.

(c) The parent or tutor of the pupil may, within five days after the decision is rendered, request the school board to review the findings of the superintendent or his 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 his designee, the school board may affirm, modify, or reverse the action previously taken.

(d) The parent or tutor of the pupil may, within ten days, appeal to the First Judicial District Court for Caddo Parish an adverse ruling of the school board upholding the action of the superintendent or his designee.

5. **Previously Expelled Students**

No student who has been expelled from any public or nonpublic school within or outside the state of Louisiana for possessing, possessing with intent to distribute, or distributing, selling, giving, or loaning while on school property or on a school bus any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law shall be admitted to any public elementary or secondary school in the state until the student has enrolled and participated in an appropriate rehabilitation or counseling program related to the reason or reasons for the student’s expulsion.

**Drug Free Zones**

A drug free zone is an area inclusive of any property used for school purposes by any school, within one thousand feet of any such property, and school buses.
Drug free zone signs shall be located in a visible manner on or near each school and in each school bus indicating that such area is a drug free zone, that such zone extends to one thousand feet of school property, and that a felony violation of the Uniform Controlled Dangerous Substances Law will subject the offender to severe penalties under the law. (R.S. 17:405)

Legal Reference: R.S. 17:402-405; R.S. 14:403.1; Act 909 of 1990
R.S. 17:416 (c) (2)(a) (ii) and (b) (ii) as amended 2003

Adopted: June 2, 1982
Revised: February 19, 1991
September 23, 1992
July 19, 1995
January 22, 1997
September 16, 2003
June 17, 2008
Pregnancy shall not affect the rights and privileges of students to receive a public education nor to take part in any extracurricular activities or honors offered by the school.

Pregnancy is not a cause for immediate discontinuance of school attendance, but the student's counselor, teacher or principal shall be informed of the pregnancy as soon as the condition has been established.

In the event of pregnancy, the student shall elect either of the following procedures concerning her education:

A. If the pregnant student wishes to remain in the regular school, approval from her physician must be obtained. The physician's statement shall advise whether or not attendance and full participation in the regular school program is medically feasible.

B. If the pregnant student wishes to enroll in the parish's alternative program, she may do so by applying through the office of the guidance counselor in the school where she is enrolled.

C. If the pregnant student chooses to leave school and not continue her education, every effort will be made to reinstate her the following year.

In the event the pregnant student chooses to remain in school, regular attendance is required.

Adopted: January 21, 1976
JFF - MARRIED STUDENTS

It shall be the policy of the Caddo Parish School Board that married students shall have the same educational opportunities - curricular and extra-curricular - as unmarried students. They shall be expected to assume the same responsibilities and abide by the same rules and regulations governing all other students.

Adopted: April 2, 1975
JFG - INTERROGATIONS AND SEARCHES

(Student Search and Seizure)
A. The Caddo Parish School Board is the exclusive owner of all public school buildings and all desks and lockers within the building assigned to any student and any other area of any public school building or grounds set aside specifically for the personal use of the students.

B. Any teacher, principal, school security guard or administrator employed by the Caddo Parish School Board, having articulable facts which would lead one reasonably to believe that any public school building, desk, locker or other area of the public school grounds contains any weapons, illegal drugs, alcohol, stolen goods or other materials or objects, the possession of which is a violation of the law or Caddo Parish School Board policy, may search such building, desk, locker or other area of said public school grounds.

C. Any teacher, principal, school security guard, or administrator may search the person of a student or his personal effects when, based on the attendant circumstances at the time of the search, there are reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, a school rule, or a school board policy. (Such a search shall be conducted in a manner that is reasonably related to the purpose of the search and not excessively intrusive in light of the age or sex of the student and the nature of the suspected offense.)

Random searches with a metal detector of students or their personal effects may be conducted at any time, provided they are conducted without deliberate touching of the student.

D. Nothing contained in this policy shall be construed to afford a student any expectation of privacy which would not otherwise exist under the statutes or laws of this state.

E. No actions taken pursuant to this policy by any teacher, principal, school security guard or administrator, employed by the Caddo Parish School Board shall be taken maliciously or with willful and deliberate intent to harass, embarrass or intimidate any student.

F. If any teacher, principal, school security guard or administrator, employed by the Caddo Parish School Board, should be sued for damages by any student, the parent of such student or by any other person on behalf of such student, based upon a search conducted in compliance with this policy, the Caddo Parish School Board shall provide such teacher, principal, school security guard or Administrator with a legal defense thereto. Should a judgment for damages be rendered against said teacher, principal, school security guard or administrator in such suit, the Caddo Parish School Board shall indemnify him fully against said judgment including principle, interest and cost.

G. If in any suit brought against any teacher, principal, school security guard or administrator employed by the Caddo Parish School Board as stated in subsection (E) above, there is a specific finding that the action of the teacher, principal, school security guard or administrator was malicious and
willfully and deliberately intended to harass, embarrass or intimidate the student, the Caddo Parish School Board shall not indemnify such teacher, principal, school security guard or administrator in the event a judgment for damages shall be rendered against him.

H. Whenever a search is conducted pursuant to this policy, it is recommended that a witness shall be present during the search, if possible, and that a written record shall be made thereof of the person conducting the search and shall include the name or names of the persons involved, the circumstances leading to the search and the results of the same. This record shall be filed and maintained in the principal's office and a copy forwarded to the superintendent's office.

I. Upon the seizure by any Caddo Parish school teacher, principal, school security guard, or administrator of any firearm, bomb, knife, or other implement which can be used as a weapon and the careless use of which might inflict harm or injury or any controlled dangerous substance as defined in R.S. 40:961(7), the principal or his designated administrator shall report the confiscation of such implement or material to the appropriate law enforcement officials. The principal or his designated administrator may report the confiscation of any other implement or material.

J. Any implement or material as described above is to be reported to law enforcement officials and shall be retained and secured by the school principal in such a manner as to prevent the destruction, alteration, or disappearance of it until such time as the law enforcement authority either takes custody of the implement or material or provides notice to the school principal that it need no longer be retained. In the case that it need not be retained, the school principal shall contact his immediate supervisor regarding disposal of the item. A written record is to be maintained by the principal of all such occurrences.

K. The failure of any principal or designated administrator to report the confiscation of such implement or material or the failure to retain and secure such implement or material shall be reported by the law enforcement authority to the employing school board which shall take appropriate disciplinary action pursuant to its policy. A recommendation for disciplinary action shall be made by the immediate supervisor through the superintendent to the Caddo Parish School Board.

Adopted: December 21, 1977
Revised: March 3,1982; January 5,1983; December 14,1994

Legal References: Louisiana R.S. 17.416.3
JFH - STUDENT COMPLAINTS AND GRIEVANCES
(Title IX of the Education Amendments of 1972)

Grievance Procedure for All Students and Employees of the Caddo Parish School Board

The purpose of this statement is to provide an orderly procedure for the resolution of employee and student complaints related to the provisions of Title IX, which prohibits discrimination on the basis of sex in educational programs, activities or employment practices. An equitable solution of such complaints should be secured at the most immediate administrative level, as fairly and as expeditiously as possible.

Part I. Definitions

A. **Board**
   Board shall mean the Caddo Parish School Board.

B. **Employee**
   Employee shall mean any person regularly employed by the Caddo Parish School Board, either full or part-time.

C. **Student**
   Student shall mean any person who attends any one of the schools of the Caddo Parish School Board.

D. **Grievance**
   Grievance shall mean a claim by an employee or student of a violation of Title IX of the Education Amendments of 1972 which bans discrimination on the basis of sex in the school's educational programs, activities or employment policies.

E. **Days**
   Days shall mean school or work days.

F. **Immediate Supervisor**
   Immediate supervisor shall mean the teacher, principal or that employee possessing supervisory and administrative authority next in rank above the grievant.

Part II. Procedure**

The employee or student who has a grievance that is related to Title IX should first attempt to have it settled through conference with his immediate supervisor. The time limit specified at each of the following levels should be observed. By mutual agreement, the parties involved may extend the
specified time. If the aggrieved so desires, a fellow employee, student or another person (non-attorney) may accompany him at all levels of this procedure.

No reprisals of any kind shall be taken by the board or by any member of the administration against any grievant or any other participant in the grievance procedure by reason of such participation.

All decisions rendered at all levels of the grievance procedure, except at the informal stage, shall be in writing setting forth the decisions and the reasons therefor. Decisions rendered shall be transmitted promptly to all interested parties.

Informal Level
Every effort should be made to resolve the grievance on an informal basis between the teacher, principal or immediate supervisor and the aggrieved.

A. The employee may discuss the grievance with the immediate supervisor or principal with the intent to resolve the matter informally. The immediate supervisor or principal shall attempt to adjust the alleged violation as it relates to Title IX and respond verbally.

B. Any student (or the student's parents) may discuss the grievance with the teacher or principal. The teacher or principal shall attempt to adjust the alleged violation as it relates to Title IX and respond verbally.

Level One
In the event the grievance is not resolved informally, then a formal grievance must be lodged by the employee or student or the student's parents with the immediate supervisor or principal in writing. Such grievance shall be lodged within ten days of the occurrence of the event upon which it is based, or the grievance may proceed to level two.

Level Two
The grievance and the written decision of the immediate supervisor or principal shall be presented to the assistant superintendent for administration and personnel who is also coordinator for Title IX for the Caddo Parish School Board. He shall schedule a conference with the aggrieved employee or student as soon as possible after receiving notification from the employee or student. He shall also investigate the grievance, conferring with the parties involved and other administrative staff. He shall advise the aggrieved employee or student and other parties involved of his findings and decisions in the matter.

If the grievance is not satisfactorily resolved within ten days, the aggrieved may proceed to level three ...
Level Three
The records and decisions from levels one and two shall be presented to the superintendent of the Caddo Parish School System. The superintendent may choose to review all written decisions and transcripts of previous meetings and issue a written decision or conduct a hearing himself with all persons who participated at level two and issue an written decision.

If the grievance is not satisfactorily resolved within ten days, the aggrieved may proceed to level four.

Level Four*
The entire record shall be presented to the executive committee of the board. The executive committee may act on the written record as presented or conduct a hearing before making its decision. The executive committee may affirm, reverse or modify the decision of the superintendent. The decision of the executive committee shall be final, unless within ten days thereafter the employee files a written appeal to the full board. Challenges by other board members must be made at the following board meeting.

Adopted: June 15, 1977
Amended: February 6, 1985*;
December 16, 1987**
JFH - STUDENT COMPLAINTS AND GRIEVANCES
(Title IX of the Education Amendments of 1972)

It is the policy of the Caddo Parish School Board not to discriminate on the basis of sex in its educational programs, activities or employment practices as required by Title IX of the Education Amendments of 1972.

Adopted: June 15, 1977
### Reasonable suspicion determined for Alcohol

**Mark items that apply and describe specifics**

1. **WALKING/BALANCE:**
   - Stumbling
   - Staggering
   - Falling
   - Swaying
   - Unsteady
   - Holding On
   - Shakes/Tremors
   - Unable to Stand

2. **SPEECH:**
   - Shouting
   - Whispering
   - Slow
   - Rambling
   - Slurred
   - Slobbering
   - Incoherent

3. **ACTIONS:**
   - Resisting communications
   - Insulting
   - Hostile
   - Drowsy
   - Fighting/Insubordinate
   - Profanity
   - Threatening
   - Erratic
   - Crying
   - Hyperactive
   - Indifferent
   - Paranoia/Fear
   - Disorientation
   - Possession of Alcohol
   - Observable alcohol/drug use
   - Lashing Out/Threats

4. **EYES:**
   - Bloodshot
   - Watery
   - Dilated
   - Glassy
   - Droopy
   - Closed
   - Wearing sunglasses

5. **FACE:**
   - Flushed
   - Pale
   - Sweaty

6. **APPEARANCE/CLOTHING:**
   - Disheveled
   - Messy
   - Dirty
   - Having Odor
   - Partially dressed
   - Stains on clothing

7. **BREATH:**
   - Alcohol odor
   - Faint alcohol odor
   - No alcohol odor

8. **MOVEMENTS:**
   - Fumbling
   - Jerky
   - Slow
   - Nervous
   - Hyperactive
   - Poor Perception

9. **EATING/CHEWING:**
   - Gum
   - Candy
   - Mints
   - Tobacco
   - Other

**OTHER OBSERVATIONS:**

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**Did student admit to using alcohol:**
- **Yes**
- **No**

**When:**

**Substance:**

**How Much:**

**Where taken:**

**WITNESSED BY:**

**Signature**

**Title**

**Date**

**Time**

**a.m.**

**p.m.**
JG - STUDENT BEHAVIOR

FOREWORD

Caddo Parish Public School System is implementing the PBIS framework across the entire district. Positive Behavioral Interventions and Supports (PBIS) is a proven, research and evidence-based discipline program that emphasizes school-wide systems of support that include strategies for defining, teaching, modeling and supporting appropriate student behaviors to create positive school environments. The PBIS framework requires that each school and teacher defines and teaches core behavioral expectations, acknowledges appropriate student behavior and establishes a consistent continuum of consequences of problem behavior. The Student Code of Conduct compliments and supports the district-wide implementation of PBIS to foster student academic and behavioral success.

In addition to their district-wide Code, each school must develop its own PBIS plan. This plan must include activities for teaching and encouraging expected behaviors. Each school must communicate its PBIS plan to its parents/caregivers and students - including strategies for teaching and reinforcing behavior and strategies for providing consequences for both positive and negative behavior.

Academic success is directly correlated with instructional time received by the student.

In the effort to fully implement Positive Behavioral Interventions and Supports and reduce the loss of instructional time due to out-of-school suspensions and expulsions, the Caddo Parish Public School System expects that each school, when appropriate, will utilize a wide variety of corrective strategies that do not remove children from valuable instructional time.

Corrective Strategies may include but are not limited to:

- Contact and/or conference with parent/guardian
- Behavioral contracts and/or Behavior Support Plans
- Enrollment in a Check-in/Check-out (CICO)
- Home/school communication system
- Reflective activity
- Loss of privilege
- Schedule adjustment
- Referral to the school counselor
- Refer the student to the SBLC
- After-school detention
- In School Isolation with academic assignments
- In School Detention
- Supervised work assignment

I. PHILOSOPHY OF DISCIPLINE

Every student is entitled to an education which shall be offered in an orderly, healthy atmosphere, both physical and emotional, and to firm, fair treatment in all matters pertaining to school life.
Every child shall comply with all rules and regulations of both the state and the Caddo Parish School Board having to do with student behavior. In a democracy there exist many privileges and freedoms, all of which are dependent on observance of certain rules and regulations. It should be made very clear that any student, by his own failure to comply with school regulations, may lose his right to a public education.

Each teacher in Caddo Parish is responsible for providing an environment that will bring about effective learning, thus enabling each student to achieve his maximum potential.

The home shares responsibility in the education of youth, and the attitude of the home toward school is reflected by the student.

II. DEFINITION OF DISCIPLINE
Discipline is a standard of behavior, which is demonstrated by appropriate conduct in all situations. Any student whose behavior is not conducive to a viable learning environment shall be subjected to disciplinary action in accordance with the policies, methods, and procedures hereinafter set forth.

III. DEFINITION OF DISCIPLINARY ACTION
Disciplinary action is the method and process whereby appropriate and acceptable standards of conduct and order are maintained. It involves the acts of correcting, restricting, withholding of privileges and the administration of other penalties and punishments commensurate to the particular infraction of rules and/or regulations.

IV. DISCIPLINE AND THE LAW
Responsibilities of the Principal
In order to exercise the proper disciplinary control of the school in which one is assigned through the authority granted by the Caddo Parish School Board and the Louisiana State Law R.S. 17:416 each school principal shall:

1. Implement the Caddo Parish School Board Policy in a consistent manner.

2. Inform all teachers, students and other employees of the discipline policies and procedures adopted by the Caddo Parish School Board each year and documentation must be on file.

3. Support teachers, bus drivers and parents whenever possible in fulfilling the commitment made by school board policy.

4. Plan effective inservices to help teachers and other employees understand Louisiana school laws and how the laws relate to their position.
5. Use professional skills and understanding to prevent small incidents from becoming major problems.

6. Develop means of communication with parents and the community concerning discipline problems, school board policies and state discipline laws.

7. Receive, review and act upon reports from teachers regarding violations of Revised Statute 17:416 (A). Failure to act upon such a report requires that the principal notify the superintendent and the employee making the referral in writing of the reasons for inaction.

8. Maintain school records with accurate personal data of students, including current address and phone numbers, both home and emergency.

9. Maintain a standardized format for denoting parental contact as dictated by policy.

Responsibilities of the Teacher

In fulfilling one’s obligations to the student, the public and the profession, the teacher shall:

1. Start and end classes on time.

2. Supervise all students and correct misbehavior of students wherever it occurs.

3. Organize work in a manner that will encourage student interest and involvement for the full period of instruction.

4. Use professional skill and understanding to prevent small classroom incidents from becoming major problems.

5. Deal justly and impartially with all students under supervision.

6. Support the Caddo Parish School Board’s policies and the school in which one is assigned.

7. Maintain school records with accurate personal data of students, including addresses and phone numbers, both home and emergency.

8. Be responsible for solving routine problems and holding conferences with parents concerning problems encountered by their children.

9. Address routine problems and make parental contacts along with maintaining documentation.

10. Call for assistance from administrative staff or other teachers if the situation requires it.

11. Enforce rules and regulations concerning conduct and make reports to the principal or designee of violations.
Responsibilities of the Student

In fulfilling one’s obligations each student should:

1. Comply with all regulations of the Caddo Parish School Board discipline policy.

2. Provide classroom teachers with accurate personal data, including address and phone numbers, both home and emergency.

3. Respect the authority of all teachers and other school personnel as well as the rights of other students.

4. Attend school on a regular basis reporting to all classes on time.

5. Follow the school’s dress code.

6. Abide by regulations set by the school and the Transportation Department concerning travel to and from school, at bus stops, on school buses, and travel to and from school-sponsored events.

7. Comply with the regulations pertaining to use and operation of private vehicles on the school grounds as follows:
   a. Private vehicles must be registered with the school and parked in the student lot.
   b. Automobiles are to be vacated immediately on arrival and should be reentered only at the time of authorized departure.
   c. The parking of privately owned vehicles on school campuses by students constitutes consent by the students to the search of such vehicles by the school principal or designee(s).

8. Cooperate with searches using metal detectors by the principal or designee(s).

9. Complete all assignments.

Responsibilities of the Parent or Guardian in the School and Community

Parental visits to the schools are encouraged. Visitors must receive authorization from the principal or designee. A parent should:

1. Recognize and understand that the teacher must enforce school rules and regulations.

2. Teach the child to have respect for the law, authority, the rights of others, for private and public property.

3. Communicate with teachers regarding their child’s academic and behavioral progress.
4. Ensure prompt and regular school attendance and compliance with attendance policies and procedures.

5. Provide current address and phone numbers to school personnel for parental contact.

6. Maintain the child's physical and mental health by providing periodic health examinations.

7. Attend conferences with teachers and other school personnel as required by Louisiana Law. A parent who willfully refuses to attend a conference, meeting or hearing shall be referred to a court exercising juvenile jurisdiction pursuant to Children's Code Article 730(8) and 731.

8. Show an interest in school by attending school functions and participating in the Parent-Teacher Association and other school-related organizations.

9. Arrange time for study at home and work with the school by implementing recommendations made in the best interest of the child.

10. Encourage the child to respect the diversity of others.

11. Emphasize the importance of being prepared for school by providing materials and supplies.

12. Respect and support school rules.

Unauthorized Visitors on Campus

Only those persons who have presented themselves to the school office and who have received approval of the principal or his designee to visit may be considered authorized. A search by use of a metal detector or by the principal or designee(s) may be conducted on reasonable suspicion.

School Bus Conduct

Students must conduct themselves in a manner that promotes safety and follow rules of the Transportation Department whether riding the bus to and from their home or school sponsored activities. The principal may suspend from school or suspend from riding the bus any student who commits any infraction set forth in R.S.17:416 utilizing the same procedures applicable to suspension and expulsion from school. School personnel must review the rules for riding school buses with all students at the beginning of each semester (Bulletin 1191).

Safety Instructions and Behavior Rules for School Bus Riders

School bus transportation is a PRIVILEGE. The safety and welfare of student riders depends on proper behavior and observance of the following rules and regulations. Any pupil who violates any of these rules will be reported to the proper authority and his/her privilege of transportation may be denied. These rules apply to STUDENT ACTIVITY TRIPS as well as regular bus routes to and from school.
1. The DRIVER is in FULL charge of the bus and its passengers and has authority to enforce all the rules. Respect the authority of the driver by obeying promptly and courteously. Students are to refrain from unnecessary conversation with the driver.

2. Students must BE ON TIME AT THE BUS STOP or loading stations. The BUS WILL NOT WAIT for those who are tardy. DO NOT run after the bus if rider is late. Drivers will NOT STOP for anyone running after a bus.

3. Wait for the bus to come to a COMPLETE stop before trying to get on or off the bus. If student must CROSS THE ROAD, wait for the DRIVER TO SIGNAL student across with his/her hand when he/she has determined all traffic has stopped. ALWAYS cross at least ten (10) feet in front of the bus, whether boarding or departing.

4. After boarding the bus, sit down and remain seated until the bus reaches student’s stop. THE DRIVER WILL ASSIGN SEATS and students shall sit in the seats assigned to them.

5. NO fighting, pushing, tripping, kicking, bullying or sexual harassment, etc. will be tolerated on the bus.

6. NO student will be allowed to use tobacco, drugs, alcohol, or light matches or lighters on the bus.

7. NO loud or boisterous speech, swearing or shouting on the bus or out the windows will be allowed. Rude and abusive language will not be tolerated.

8. DO NOT sit with more than the proper number in one seat.

9. DO NOT extend any part of student’s body out of the bus windows.

10. DO NOT throw anything in or out of the bus window. Any damages or costs incurred by a student throwing an object out of the bus will be the responsibility of the student’s parents or guardians and not the Caddo Parish School Board.

11. DO NOT eat or drink on the bus; eating or drinking may be allowed during special activity trips with trip sponsor preapproval.

12. DO NOT bring live animals, reptiles, insects, etc. on the bus.

13. DO NOT bring firearms, knives, explosive devices, firecrackers, glass objects other than eye glasses, or other dangerous materials aboard the bus. Such ITEMS WILL BE CONFISCATED and appropriate discipline will follow.

14. TREAT THE BUS WITH RESPECT. THE STUDENT OR HIS/HER PARENTS WILL PAY FOR ANY DAMAGES TO THE BUS.

15. Keep the aisle clear. Store personal items on your lap or under the seat.

16. Keep the bus clean.

17. USE HANDRAILS when boarding or departing the bus.

18. In the morning, students will be discharged ONLY at their regularly designated school stop. NO student will be allowed to get off at ANY OTHER PLACE.

19. In the afternoon, students will be discharged ONLY at their regularly designated stops. If other arrangements must be made, a NOTE OF PARENTAL PERMISSION must be presented to the PRINCIPAL prior to such needed change. The PRINCIPAL will then notify the bus driver in writing. Space must be available on the bus.

20. Students transported to an athletic, academic, or co-curricular activity will return to the point of departure on the bus. Exceptions can be made by school administration.

21. The primary focus of the bus driver is to operate the bus safely.

22. Occasionally, the bus driver may not be aware of all situations occurring on the bus. Therefore, the board encourages all students and parents to report inappropriate behavior such as bullying or sexual harassment to the bus driver or an administrator at the school immediately.
23. No cell phones or electronic communication devices are to be possessed or used on the bus except as authorized by board policy.
24. In summary, no distracting or dangerous activity will be allowed on the bus.

RESPONSIBILITIES OF BUS OPERATOR

2. Assign seats to student riders.
3. Supervise students and correct behavior as necessary.
4. Deal justly and impartially with all students.
5. Maintain records on student riders including addresses and phone numbers, both home and emergency.
6. Follow proper procedures in handling discipline problems.
7. Work closely with school administrator and make parental contact as necessary for behavior issues.
8. Prepare appropriate documentation.

V. INFRACTION OF SCHOOL RULES IN ELEMENTARY SCHOOLS

Students committing infractions may be punished by suspensions, expulsions or other disciplinary action; and/or they may be provided with alternative educational setting.

The following infractions constitute offenses for which students shall be held strictly accountable in all elementary schools and on school buses or at school sponsored events. Students suspended for 10 days or more or expelled shall remain under the supervision of the Caddo Parish School Board using alternative educational programs. Students suspended for less than 10 days may be allowed to attend an approved alternative education program.

NOTE: As prescribed in state law, “a pupil who is suspended or expelled shall receive no credit for work missed while suspended or expelled”.

1. Possessing weapons or using any tool or instrument to do bodily harm.
2. Battery of a teacher or any other school personnel (a student shall be removed permanently from a classroom or school bus for battery of a teacher, bus driver or other school personnel).
3. Threatening a teacher or any other school personnel
4. Initiating or instigating a confrontation
5. Participating in a fight. (If it can be clearly determined that a participant engaged only in self-defense, that participant shall be eligible to have the suspension rescinded.)
6. Possessing or using narcotics or alcohol on any school campus or school bus or at school-sponsored events (refer to Policy JFCI, Policy Manual)
7. Defacing, stealing or destroying school or personal property
8. Initiating any false alarms or bomb threats
9. Possessing an imitation weapon
10. Bullying or hazing students
11. Threatening a student with serious bodily injury
12. Possessing or using fireworks on any school campus, school bus or at school sponsored events
13. Possessing tobacco, lighters or matches or using tobacco on any school campus, school bus or school-sponsored events
14. Possessing, using and/or operating any electronic communication device unless otherwise authorized by the principal
15. Loitering on any school campus or school bus while under suspension or during truancy
16. Refusing to comply with any reasonable request of a teacher or other school personnel while they are performing their official responsibilities
17. Committing an act of defiance, either in language or action, on any school campus, school bus, or at school-sponsored events
18. Using forged notes or forged official forms
19. Leaking any class and/or school campus without permission
20. Violating the parish/school dress code on any school campus or school bus
21. Using profanity toward school personnel
22. Using profanity toward other students
23. Engaging in mutual displays of affection
24. Participating in gambling
25. Committing immoral practices or acts
26. Making unfounded charges against school personnel
27. Violating any publicized rule, approved by the superintendent, that is unique to the individual school, provided the school rule is not in conflict with the policies of the local school board and the laws of the State of Louisiana.

NOTE: Upon the second suspension, the principal shall require that a counseling session be held with the student and parent by the school counselor or designee. A third referral from the same class requires that a principal and teacher confer before disciplinary action is imposed as provided by R.S. 17:416.

VI. INFRACTION OF SCHOOL RULES IN MIDDLE AND HIGH SCHOOLS

Students committing infractions may be punished by suspensions, expulsions or other disciplinary actions; or they may be provided with an alternative educational setting. Students shall be held strictly accountable for their behavior while at school, on a school bus, or attending school-sponsored events. Students suspended for ten (10) days or more or expelled shall remain under the supervision of the Caddo Parish School Board using alternative educational programs. Students suspended for less than ten (10) days may be allowed to attend an approved alternative educational setting.

NOTE: As prescribed in state law, “a pupil who is suspended or expelled shall receive no credit for school work missed while suspended or expelled.”

Infractions:

1. Possessing weapons or using any tool or instrument to do bodily harm.
2. Battery of a teacher or any other school personnel (a student shall be removed permanently from a classroom or school bus for battery of a teacher, bus driver or other school personnel.)
3. Threatening a teacher or any other school personnel
4. Initiating or instigating a confrontation
5. Participating in a fight. (If it can be clearly determined that a participant engaged only in self-defense, that participant shall be eligible to have the suspension rescinded.)
6. Possessing or using any controlled substance or alcohol on any school campus, school bus or at school-sponsored events (refer to Policy JFCI, Policy Manual)
7. Defacing, stealing or destroying school or personal property
8. Initiating any false alarms and/or bomb threats
9. Bullying, threatening, or hazing students
10. Loitering on any school campus or school bus while under suspension or during truancy
11. Possessing tobacco, lighters or matches or using tobacco on any school campus, school bus or school-sponsored events
12. Possessing or using fireworks on any school campus, school bus or at school-sponsored events
13. Possessing, using and/or operating any electronic communication device, unless authorized by the principal
14. Refusing to comply with any reasonable request of a teacher or any other school personnel while they are performing their official responsibilities
15. Committing an act of defiance, either in language or action, on any school campus or school-sponsored event
16. Using forged notes or forged official forms
17. Leaving any class and/or school campus without permission
18. Violating the parish/school dress code on any school campus or school bus
19. Violating traffic and safety regulations
20. Using profanity toward school personnel
21. Using profanity toward other students
22. Failure to attend all assigned classes/skipping
23. Possessing dice
24. Participating in gambling
25. Engaging in mutual displays of affection
26. Committing immoral practices or acts
27. Making unfounded charges against school personnel
28. Violating any publicized rule, approved by the superintendent, that is unique to the individual school provided the school rule is not in conflict with the policies of the local school board and the laws of the State of Louisiana.

Note: Upon a second suspension, the principal shall require that a counseling session be held with the student and parent by the school counselor or designee. A third referral from the same class requires that a principal and teacher confer before disciplinary action is imposed as provided by R.S. 17:416.

Alternatives to Suspension or Expulsion Programs

Since academic achievement is associated with the amount of instructional time received by the student, the utilization of alternatives to suspension or expulsion is encouraged. Alternatives which may be used include the following: communication with parents, referral for counseling services, behavioral contracts, detention centers, using a team approach, corporal punishment (elementary and middle school), in-school suspensions, the time-out room, supervised work assignments and placement in approved alternative educational programs.
VII. PROCEDURAL POLICIES FOR DISCIPLINE CASES

Hearing by Principal

1. An informal hearing shall be conducted by the principal or designee prior to the suspension of any student unless the student’s presence in the school endangers persons or property or threatens disruption of the academic process. The principal shall be authorized to have the student immediately removed from the school. When necessary to determine responsibility for alleged misconduct, the principal or designee may suspend a student from school for a period of three (3) days pending an investigation. If the investigation determines that the student is not responsible for the misconduct, the suspension is rescinded.

2. The informal hearing between the principal or designee and the student shall take place immediately.

3. The school principal or designee shall advise the student in question of the particular misconduct of which the student is accused, as well as the basis for such accusation. The student shall be given the opportunity to explain his/her version of the facts. The principal or designee will call witnesses requested by the student. Witnesses are not required to be sworn in, and the proceedings shall be conducted informally, but subject to the control and direction of the principal or designee. The principal or designee should make every reasonable effort to reach a fair determination of the issue.

4. If the principal imposes a suspension of nine days or less, or a disciplinary action other than a recommendation for expulsion, no further hearing shall be required. The student is advised and provided with the enrollment form to attend the Short-Term Suspension Center during the suspension. A student must have a hearing with the superintendent or designee if recommendation is for ten (10) days or more.

5. Telephone contact shall be made or a certified letter sent to the parents or guardian responsible for the student when suspended or expelled. Following the suspension, a conference with the parents is required to consider readmission. The principal may allow a student to return without a parent conference if it is determined that readmitting the student is in the best interest of the student. A parent or guardian who willfully refuses to attend a conference, meeting or hearing regarding a student’s behavior shall be referred to a court exercising juvenile jurisdiction pursuant to Children’s Code Article 730 (8) and 731. Exception to these guidelines can be made where a student’s continued presence poses a significant threat to the welfare of others or to the educational atmosphere of the school.

6. In the event the suspension is for damages to property owned by the school system or property contracted by the school system, the notice shall advise the parent or guardian that the student will not be readmitted until payment in full has been made for such damage or until directed by the superintendent.

NOTE: The designee shall inform the principal of each instance of removal of a student from the school.
7. Student with disabilities. The Individuals with Disabilities Education Act of 2004 (IDEA ’04) clarifies the authority of school officials to take disciplinary action, including ordering a change in a student’s placement to an appropriate interim alternative educational setting, another setting, or suspension. This section contains requirements regarding the discipline of students with disabilities. All behavior incidents involving students with disabilities must be addressed using only the requirements of IDEA ’04. (See also Discipline Continuum Checklist contained in Caddo Parish Discipline Resource Manual for Teachers and Administrators).

A. Change in Placement. A change in placement occurs if a student with a disability is removed (suspended/expelled) from the student’s current placement for more than ten (10) consecutive school days and/or if a student is subjected to a series of removals that constitute a pattern, which cumulate to more than ten (10) school days in a school year. In school suspensions (ISS) shall not be counted in this ten (10) days if Free Appropriate Public Education (FAPE) is provided.

B. Authority of School Personnel. To the extent removal (suspension/expulsion) would be applied to children without disabilities, a school official may:

   i. Remove a student with disabilities to an appropriate interim alternative educational setting, another setting or suspension for not more than ten (10) consecutive school days for any violation of school rules.

   ii. Special Circumstances. Order a change in placement of a student with disabilities to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than forty-five (45) days if the student carries a weapon to school or to a school function; knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function; or has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of a State or local educational agency.

(a) The terms “weapon,” “illegal drugs,” and “controlled substance” are defined in Louisiana Bulletin 1706, Section 519; serious bodily injury is defined as bodily injury which involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

(b) If the removal is for more than ten (10) consecutive days or if the student is subjected to a series of removals that constitutes a pattern, which cumulates to more than ten (10) school days in a school year, only the IEP team has the authority to determine the interim alternative educational setting which must be selected so as to enable the student to continue to progress in the general curriculum and to continue to receive the services and modifications, including those described in the student’s current IEP, that will enable the student to meet the goals set out in the IEP.
(c) The interim alternative educational setting must also include services and modifications designed to address the behavior and prevent the behavior from recurring. Before sending a student to an education placement, which would be considered a more restrictive setting, the IEP team must complete a re-evaluation.

(d) Free Appropriate Public Education (FAPE) must be provided which includes: access to the general education curriculum; implementation of the student’s current IEP; and access to IOWA/LEAP 21/GEE preparation and remediation.

C. IEP Team Involvement. If a suspension exceeds ten (10) consecutive or cumulative school days, it will be considered to be a change of placement and the LEA must schedule an IEP team meeting immediately. The following procedural safeguards must be met:

i. A Manifestation Determination Review (MDR) must be conducted to determine if the behavior subject to disciplinary action is a manifestation of the student’s disability.

ii. A Functional Behavioral Assessment must be conducted to determine why the behavior occurred.

iii. A decision regarding the provision of FAPE must be made and the student must be provided services set up by the IEP team so that IEP goals can be reached.

iv. A Behavioral Intervention Plan must be developed. If a behavior plan currently exists, the IEP team must review and revise the behavior plan to address the behavior violation so that it does not recur. Those revisions must include strategies, supports, and other instructional programming to address the behavior.

D. Manifestation Determination Review (MDR). The manifestation review process is required whenever an action involving a removal of a student with disabilities from his or her current placement is being contemplated due to a violation of the code of student conduct.

The local educational agency, the parent, and relevant members of the IEP Team (as determined by the parent and the local educational agency) shall immediately review all relevant information in the student’s file, including the child’s IEP, any teacher observations, and any relevant information provided by the parents to determine -

(I) if the conduct in question was caused by, or had a direct and substantial relationship to, the child’s disability; or

(II) if the conduct in question was the direct result of the local educational agency’s failure to implement the IEP.
If the local educational agency, the parent, and relevant members of the IEP Team determine that either subclause (I) or (II) above is applicable for the child, the conduct shall be determined to be a manifestation of the child’s disability. With the exception of the special circumstances described in paragraph B ii above, if it is determined that the conduct was a manifestation of the child’s disability, the child shall be returned to the placement from which he was removed, unless the parent and the local educational agency agree to a change of placement as part of the modification of the behavioral intervention plan.

E. Notifications. Not later than the date on which the decision to take disciplinary action is made, the LEA shall notify the parents of that decision, and of all procedural safeguards.

F. Appeal Process
1. The parent of a child with a disability who disagrees with any decision regarding placement, or the manifestation determination under this subsection, or a local educational agency that believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others, may request a hearing.
2. A state hearing officer shall hear, and make a determination regarding, an appeal requested under subparagraph 7 F(1) above. The hearing officer may order a change in placement of a child with a disability. In such situations, the hearing officer may –
   (a) return a child with a disability to the placement from which the child was removed; or
   (b) order a change in placement of a child with a disability to an appropriate interim alternative educational setting for not more than 45 days if the hearing officer determines that maintaining the current placement of such child is substantially likely to result in injury to the child or to others.
3. When an appeal has been requested by either the parent or the local educational agency –
   (a) the child shall remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the time period imposed as discipline, whichever occurs first, unless the parent and the State or local educational agency agree otherwise; and
   (b) the State or local educational agency shall arrange for an expedited hearing, which shall occur within 20 school days of the date the hearing is requested and shall result in a determination within 10 school days after the hearing.

G. Protections for Children who have not been determined to be eligible for special education and related services. A child who has not been determined to be eligible for special education and related services and who has engaged in behavior that violated any rule or code of conduct of the local educational agency may assert any of the
protections provided for in IDEA if the LEA had knowledge (as determined in accordance with Paragraph (a) of this section) that the child was a child with a disability before the behavior that precipitated the disciplinary action occurred.

(a) Basis of knowledge. An LEA shall be deemed to have knowledge that a child is a child with a disability if before the behavior that precipitated the disciplinary action occurred

(i) the parent of the child has expressed concern in writing to supervisory or administrative personnel of the appropriate educational agency, or a teacher of the child, that the child is in need of special education and related services;
(ii) the parent of the child has requested an evaluation of the child; or
(iii) the teacher of the child, or other personnel of the local educational agency, has expressed specific concerns about a pattern of behavior demonstrated by the child, directly to the director of special education of such agency or to other supervisory personnel of the agency

(b) Exception
A local educational agency shall not be deemed to have knowledge that the child is a child with a disability if the parent of the child has not allowed an evaluation of the child or has refused services under IDEA or the child has been evaluated and it was determined that the child was not a child with a disability who engaged in comparable behavior.

(c) Conditions that apply if no basis of knowledge
If a local educational agency does not have knowledge that a child is a child with a disability prior to taking disciplinary measures against the child, the child may be subjected to disciplinary measures applied to children without disabilities who engaged in comparable behaviors.

(i) Limitations
If a request is made for an evaluation of a child during the time period in which the child is subjected to disciplinary measures under this subsection, the evaluation shall be conducted in an expedited manner. If the child is determined to be a child with a disability, taking into consideration information from the evaluation conducted by the agency and information provided by the parents, the agency shall provide special education and related services except that, pending the results of the evaluation, the child shall remain in the educational placement determined by school authorities.

I. Reporting Criminal Activity. Nothing in this policy shall prohibit school officials from reporting a crime committed by a student with a disability to appropriate law enforcement authority. School officials shall ensure that copies of the special education and disciplinary records of the child are transmitted for consideration by the appropriate authorities to whom the agency reports the crime.
Appeal from Order of Disciplinary Action

Individuals who feel that their rights may have been violated are provided the following appeal procedure.

1. The student, parents or other person responsible for the student shall first attempt to resolve the matter with the teacher or other school personnel responsible for imposing the disciplinary action. If not resolved with that person, an appeal to the principal shall be made.

2. In the event the matter is not resolved at the individual school level, the student, the parents or the party responsible for the student shall have the right to appeal the disciplinary action to the superintendent’s designee.

3. The superintendent’s designee shall conduct a hearing on the merits of the case under appeal. Upon the conclusion of the preliminary hearing, the superintendent’s designee shall determine whether the suspension or disciplinary action should be remitted or amended in any manner or if another corrective or disciplinary action shall be taken.

4. If the decision of the superintendent’s designee results in disciplinary action other than a suspension of nine days or less, then the student, the parents, or tutor may, within five days after the decision is rendered, request the Caddo Parish School Board to review the findings of the superintendent or designee at a time to be set by the school board; otherwise the decision of the superintendent or designee shall be final.

Expulsion

1. Any student after being suspended for committing any of the offenses cited in R.S. 17:416 may be expelled, upon recommendation by the principal of the public school in which said student is enrolled. The principal shall immediately suspend a student who is found carrying or possessing a firearm, a knife the blade of which equals or exceeds two inches in length, or another dangerous instrumentality, or who possesses, 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 for expulsion.

2. Any student who is suspended three times for an infraction shall be recommended for expulsion if a fourth suspension occurs during the same school year.

Hearing by Superintendent or Designee

1. A hearing by the superintendent or designee shall be conducted by request of school administration for all recommendations for alternative school placement or expulsion.

2. A hearing shall be conducted by the superintendent or designee within five school days from the date the student is given notice of the recommendation of expulsion (or suspension of ten days or more made by the principal).

3. The student shall be afforded the opportunity to know the charges, be given the opportunity to defend his/her actions, and be permitted to question and present evidence. The student must be accompanied by parent or guardian and may be represented by an attorney or any other persons of the student’s choice.
4. The principal and/or teacher may be represented by a person appointed by the superintendent.
5. Until the hearing takes place, the student shall remain suspended from school and all Caddo Parish School Board related school activities.
6. A hearing shall be held for special needs students when misconduct is not a manifestation of the student’s disability. The relevant disciplinary procedures applicable to students without disabilities may be applied in the same manner, except that a Free Appropriate Public Education (FAPE) must be provided.
7. Upon conclusion of the hearing, the superintendent or designee shall determine whether such student shall be expelled or if other corrective or disciplinary action shall be taken.
8. Records shall be maintained and made available upon request.

Appeal from Order of Expulsion

1. The parent or guardian may within five days after the decision request the Caddo Parish School Board to review the findings of the superintendent or designee.
2. The time for the hearing shall be set by the Caddo Parish School Board.
3. The school board may affirm, modify or reverse the action previously taken.
4. The testimony may be transcribed at one’s cost.
5. If the Caddo Parish School Board affirms the action of the superintendent or designee, the parent or guardian may within ten days appeal the decision to the First Judicial Court for Caddo Parish.

Direct Expulsion by the School Board

Any student convicted of a felony or who is incarcerated in a juvenile institution for an act which if committed by an adult would have constituted a felony may be expelled by the Caddo Parish School Board for a period of time as it may determine, provided any such expulsion shall require the vote of two-thirds of the elected members of the school board. A student committing such an act inside this state or outside may be sufficient cause for the superintendent to refuse admission to any school except upon review and approval of the majority of the elected members of the school board when a request for admission is made to the board.

Other Actions-Suspension of Student’s Drivers License

The principal shall notify the Department of Public Safety and Corrections, Office of Motor Vehicles, of any student between the ages of fourteen and eighteen who has been disciplined by suspension or expulsion from school or assigned to an alternative educational setting for ten or more consecutive days for any of the following infractions:
1. Sale or possession of drugs, alcohol, or any other illegal substance;  
2. The possession of a firearm; or  
3. An infraction involving assault or battery on a member of the school faculty or staff.

The principal shall complete and send Form JG-F no later than 30 days after the disciplinary action has become final and all delays for appeals have passed.

VIII. SCHOOL ATTENDANCE AND THE LAW

The Compulsory School Attendance Law (R.S. 17:221) is designed to protect and guarantee the rights of children to take advantage of educational opportunities provided by the State of Louisiana. The basic responsibility for regular attendance is assigned by law to the parents of the child. The school board is keenly aware that it shares with parents or guardians this responsibility. The school board recognizes that each day's absence interrupts the learning process and results in delays and deficiencies in the child's attainment of skills and knowledge. (R.S. 17:221 requires that children attend school each day scheduled by the school system.)

Exemptions

The following exemptions from school attendance, in accordance with R.S. 17:226, State of Louisiana are:

1. Children mentally, physically or emotionally incapacitated to perform school duties
2. Children temporarily excused for personal illness, serious illness in the family substantiated by a parish supervisor of child welfare and attendance or a certificate from a practicing physician, death in the immediate family, and certain recognized religious holidays
3. Children exempt by statute

Attendance Policy in Elementary and Middle Schools

1. Students must be present a minimum of 160 days per school year to be eligible for promotion. Exceptions can be made when substantiated by a practicing physician in the event of temporary or extended personal illness and serious illness in the family. Other exceptions are death in the immediate family, with appropriate verification, children whose religious faith requires absence for the observance of recognized holidays of the child’s own faith, natural catastrophe and/or disaster, attending school selected or approved activities or other extenuating circumstances approved by the parish supervisor of child welfare and attendance in consultation with the principal. The student shall present an excuse in writing within two school days after returning. Days suspended shall be considered unexcused. For any other extenuating circumstances, parents shall have the right to appeal the denial of promotion to the Attendance Appeal Committee.
2. The principal or his designee shall contact parents to ascertain reasons for absences and confer with them on the importance of school attendance. When a student returns to school after an excused absence, he has three days or a number of days equal
to the number of days of consecutive absences, whichever is greater, following return to class to make up work. Make-up work shall be permitted only when written excuses from parent(s) or guardian(s) have been received in accordance with this policy.

Attendance Policy In High School

1. Secondary students must be present a minimum of eighty one days per semester to be eligible to receive credit for the courses taken. Exceptions can be made when substantiated by a practicing physician in the event of temporary or extended personal illness and serious illness in the family. Other exceptions are death in the immediate family, with appropriate verification, children whose religious faith requires absence for the observance of recognized holidays of the child’s own faith, natural catastrophe and/or disaster, attending school selected or approved activities or other extenuating circumstances approved by the parish supervisor of child welfare and attendance in consultation with the principal. The student shall present his excuse in writing within two days after returning. Days suspended shall be considered unexcused. For any other extenuating circumstances, parents shall have the right to appeal to the Attendance Appeal Committee.

2. Based on state and local policies, the student shall accept responsibility for absences. When a student returns to school after an excused absence, the student has three days or a number of days equal to the number of days of consecutive absences, whichever is greater, following the return to class to make up work. Make-up work shall be permitted only when written excuses from parent(s) or guardian(s) have been received in accordance with this policy.

IX. TARDINESS TO SCHOOL

Students are expected to be in their seats when the tardy bell rings. This practice preserves instructional time and is necessary for maintaining an orderly environment conducive to learning and educational accountability. School shall follow the stated guidelines concerning unexcused tardiness to school developed by the Caddo Parish School Board.

Elementary Schools

First Tardy: Parent check-in with student and a verbal warning is issued.
Second Tardy: Parent check-in with student and a verbal warning is issued.
Third Tardy: Parent check-in with student receiving a standard tardy letter.
Fourth Tardy: Parent check-in with student along with a conference with the counselor or coordinator.
Fifth Tardy: Parent check-in with student with an administrative conference.
Sixth Tardy: Parent check-in with student and issued one-day recess detention
Seventh Tardy: Parent check-in with student and issued two days recess detention.
Eighth Tardy: Parent check-in with student and issued one day ISS or its equivalent.
Ninth Tardy: Parent check-in with student and issued two days ISS or its equivalent.
Tenth Tardy: Student is placed in ISS pending a CPSB administrative conference from the Attendance Department.
Accumulated tardies will terminate at the end of each semester. Penalties for repeated tardiness to assigned classes shall be developed by each school administration and school improvement committee. This shall be provided to the superintendent or designee for review and approval prior to implementation and publication. Parental contact must be made and documented prior to an out of school suspension for tardies.

Middle and High Schools

First Tardy: Warning from the classroom teacher and recorded.
Second Tardy: Parental contact with documentation from the classroom teacher.
Third Tardy: Refer to the administration or designee for a warning and parental contact.
Fourth Tardy: One day After School Detention or its equivalent with parental contact.
Fifth Tardy: Two days After School detention or its equivalent with parental contact.
Sixth Tardy: Suspension with a parent return.
Seventh, Eighth And Ninth Tardy: One day suspension.
Tenth Tardy: Suspended pending a hearing.

Accumulated tardies will terminate at the end of each semester. Penalties for repeated tardiness to assigned classes shall be developed by each school administration and school improvement committee. This shall be provided to the superintendent or designee for review and approval prior to implementation and publication. Parental contact must be made and documented prior to an out of school suspension for tardies.

Adopted: January 21, 1976
Revised: July 6, 1983
August 17, 1983
October 3, 1984
April 1987
June 1991
June 21, 1995
October 21, 1998
February 2000
June 19, 2001
April 16, 2002
September 16, 2003
August 17, 2004
December 7, 2004
May 17, 2005
October 18, 2005
February 21, 2006
June 19, 2007
June 17, 2008
August 18, 2009
June 15, 2010

Cross Reference: JFCI Dangerous Weapons in the School Possession of Firearms)
<table>
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<tr>
<th>INF#</th>
<th>CODE</th>
<th>INFRACTIONS</th>
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<th>3rd</th>
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<tbody>
<tr>
<td>1</td>
<td>14</td>
<td>Possessing Weapons</td>
<td>The principal renders due process due to the student and the student is suspended at least a minimum of (3) days and up to a maximum of (9) days during which time an expulsion hearing will be held. The principal shall file charges immediately if evidence is present. In the case of a student in grades Kindergarten through Grade Five who is found carrying or possessing a knife the blade of which equals or exceeds two inches in length, the principal may, but is not required to recommend the student’s expulsion.</td>
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<td>2</td>
<td>21</td>
<td>Battery of a teacher or other school personnel</td>
<td>Same as above</td>
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<td>3</td>
<td>07(D) 09(A)</td>
<td>Possessing or using any controlled substance or alcohol</td>
<td>Same as above</td>
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<td>4</td>
<td>05</td>
<td>Initiating any false alarms and/or bomb threats</td>
<td>Same as above</td>
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<td>5</td>
<td>02</td>
<td>Threatening a teacher or other school personnel</td>
<td>Same as above</td>
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<td>6</td>
<td>11 20 (S)</td>
<td>Defacing, stealing, or destroying school property.</td>
<td>The student is suspended for (1) to (3) days or it may be extended to (9) days with a parent return. The parent is required to pay for damages.</td>
<td>The student is suspended up to (5) days or it may be extended to (9) days with a parent return. The parent is required to pay for damages.</td>
<td>The student is suspended for (9) days pending an expulsion hearing. The parent is required to pay for damages.</td>
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<td>7</td>
<td>10</td>
<td>Initiating/instigating a confrontation</td>
<td>The student is assigned ISS for 3 days with a parent conference.</td>
<td>The student is suspended for (3) days with a parent return and referred for counseling.</td>
<td>The student is suspended for (5) days with a parent return and a student discipline contract.</td>
<td>The student is suspended up to (9) days pending an expulsion hearing.</td>
</tr>
<tr>
<td>8</td>
<td>16</td>
<td>Participating in a fight</td>
<td>The student is suspended for (1) to (3) days with a required parent conference.</td>
<td>The student is suspended for (3) days with a parent return and referred for counseling.</td>
<td>The student is suspended for (9) days pending an expulsion hearing.</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>05 06(H)</td>
<td>Bullying or hazing students</td>
<td>Same language as infraction #1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>05</td>
<td>Threatening a student with serious bodily harm</td>
<td>The student will receive counseling and will be placed in ISS for the remainder of the day or will be suspended up to (3) days and parental contact is made.</td>
<td>The student is suspended for (3) days with a parent return and referred for counseling.</td>
<td>The student is suspended up to (5) days with a parent return and a student discipline contract.</td>
<td>The student is suspended for (5) days pending an expulsion hearing.</td>
</tr>
<tr>
<td>11</td>
<td>15/17</td>
<td>Possessing or using fireworks</td>
<td>Same language as infraction #1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## ELEMENTARY PROGRESSIVE DISCIPLINARY DISPOSITIONS

<table>
<thead>
<tr>
<th>INFN #</th>
<th>STATE CODE</th>
<th>Infractions</th>
<th>1ST</th>
<th>2ND</th>
<th>3RD</th>
<th>4TH</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>08</td>
<td>Possessing tobacco, lighters, or matches</td>
<td>The student is assigned ISS for 3 days pending a parent conference.</td>
<td>The student is assigned ISS for (5) days with parental contact and referred for counseling.</td>
<td>The student is suspended for (3) days with a parent return and a student discipline contract.</td>
<td>The student is suspended up to (9) days pending an expulsion hearing.</td>
</tr>
<tr>
<td>13</td>
<td>08</td>
<td>Using tobacco</td>
<td>The student is assigned ISS for 3 days with a parent conference.</td>
<td>The student is suspended for (3) days with a parent return and referred for counseling.</td>
<td>The student is suspended for (5) days with a parent return and a student discipline contract.</td>
<td>The student is suspended up to (9) days pending an expulsion hearing.</td>
</tr>
<tr>
<td>14</td>
<td>01</td>
<td>Possession, use, operation of electronic devices</td>
<td>The item is willingly relinquished to teacher or administration/security is called. The item is returned to parent/guardian after (5) days.</td>
<td>The item is willingly relinquished to teacher or administration/security is called. The student is assigned (2) days ISS and parent contact is made. The item is returned to parent/guardian after (5) days.</td>
<td>The item is willingly relinquished to teacher or administration/security is called. The student is barred from attending (2) extra-curricular activities at the discretion of the principal. The item is returned to parent/guardian after (5) days.</td>
<td>The item is willingly relinquished to teacher or administration/security is called. The student is suspended for (3) days and referred for counseling. The item is returned to parent/guardian after (5) days.</td>
</tr>
<tr>
<td>15</td>
<td>01</td>
<td>Loitering on any school campus, bus or school sponsored-events while suspended</td>
<td>The principal contacts the parent and the student is released to the parent.</td>
<td>The principal contacts the Truancy Center and parents. The student is released to the Truancy Center or parents.</td>
<td>The principal contacts the SRO at the nearest high school and a citation is issued for trespassing.</td>
<td>The student’s suspension is extended up to (9) days pending an expulsion hearing.</td>
</tr>
<tr>
<td>16</td>
<td>05</td>
<td>Participating in gambling</td>
<td>The student is assigned 2 day (ISS), counseling and parental contact is made.</td>
<td>The student is suspended (2) days pending a parent return.</td>
<td>The student is suspended for (3) days with a parent return and referred for counseling.</td>
<td>The student is suspended up to (9) days pending an expulsion hearing.</td>
</tr>
<tr>
<td>17</td>
<td>01</td>
<td>Disobeying or refusing to comply with any reasonable request</td>
<td>The student will receive counseling and will be placed in ISS for the remainder of the day and parental contact is made. The student will complete a reflective activity while in ISS.</td>
<td>The student is suspended up to (3) days with a parent return and counseling and/or interventions are initiated.</td>
<td>The student is suspended up to (4) days with a parent return and a student discipline contract.</td>
<td>The student is suspended for (5) days pending an expulsion hearing.</td>
</tr>
<tr>
<td>18</td>
<td>05</td>
<td>Possession of an imitation weapon</td>
<td>The student is suspended for (3) days with a parent return.</td>
<td>The student is suspended up to (5) days with a parent return and referred for counseling.</td>
<td>The student is suspended for (9) days pending an expulsion hearing.</td>
<td></td>
</tr>
<tr>
<td>Infr#</td>
<td>State Code</td>
<td>Infractions</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>4&lt;sup&gt;th&lt;/sup&gt;</td>
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<td>-------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>19</td>
<td>03</td>
<td>Using forged notes or forged official forms</td>
<td>The student is assigned ASD or its equivalent for (1) day and parental contact is made.</td>
<td>The student is suspended for (3) days with a parent return.</td>
<td>The student is suspended for (5) days with a parent return and referred for counseling.</td>
<td>The student is suspended for (9) days pending an expulsion hearing.</td>
</tr>
<tr>
<td>20</td>
<td>18</td>
<td>Leaving class/school without permission</td>
<td>The student will receive counseling and/or intervention is initiated and parental contact is made.</td>
<td>The student is assigned ISS for two (2) days and parental contact is made. A behavior/contract plan is developed.</td>
<td>The student is suspended for two (2) days with a parent return.</td>
<td>The student is suspended for five (5) days pending an expulsion hearing.</td>
</tr>
<tr>
<td>21</td>
<td>01</td>
<td>Violating the parish/school dress code</td>
<td>Student returns to class after reviewing the policy and parent/guardian is called. Student is given an opportunity to change or school personnel may determine if the student needs assistance in obtaining proper attire.</td>
<td>Student is assigned (1) day of ASD or its equivalent with a mandatory parent conference and the opportunity to change clothing.</td>
<td>Student is assigned up to (3) days ISS and parental contact is made.</td>
<td>Student is suspended up to (3) days.</td>
</tr>
<tr>
<td>22</td>
<td>04</td>
<td>Using profanity toward school personnel</td>
<td>The student is assigned two (2) days ISS or ASD; the student will complete a reflective activity, and parental contact is made.</td>
<td>The student is suspended for three (3) days with a parent return; a behavior contract/plan is developed.</td>
<td>The student is suspended for (5) days with a parent return and student discipline contract.</td>
<td>The student is suspended up to (9) days pending an expulsion hearing.</td>
</tr>
<tr>
<td>23</td>
<td>04</td>
<td>Using profanity toward other students</td>
<td>The student will complete a reflective activity and parental contact is made.</td>
<td>The student is assigned to ISS or ASD.</td>
<td>The student is suspended for (5) days with a parent return and referred to the school psychologist/counselor/social worker/behavior intervention specialist.</td>
<td>The student is suspended up to (9) days pending an expulsion hearing.</td>
</tr>
<tr>
<td>24</td>
<td>05</td>
<td>Engaging in mutual displays of affection (kissing, etc.)</td>
<td>The student is assigned (2) days ASD or its equivalent and parental contact is made.</td>
<td>The student is assigned (2) days ISS pending a parent conference.</td>
<td>The student is suspended for (3) days with a parent return and referred for counseling.</td>
<td>The student is suspended for (5) days with a parent return and referred to the school psychologist/ counselor.</td>
</tr>
<tr>
<td>Infr#</td>
<td>State Code</td>
<td>Infractions</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>4&lt;sup&gt;th&lt;/sup&gt;</td>
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<td>--------------</td>
<td>--------------</td>
</tr>
<tr>
<td>25</td>
<td>05</td>
<td>Committing immoral practices or acts</td>
<td>The principal renders due process to the student and the student is suspended at least a minimum of (3) days and up to a maximum of (9) days pending an investigation. The student and parent/legal guardian are informed if the suspension is extended to include pending an expulsion hearing or rescinded.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>03</td>
<td>Making unfounded charges against school personnel</td>
<td>The principal renders due process to the student and the student is suspended at least a minimum of (3) days and up to a maximum of (9) days pending an investigation. The student and parent/legal guardian are informed if the suspension is extended to include pending an expulsion hearing or rescinded.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTE: As prescribed in state law, “a pupil who is suspended or expelled shall receive no credit for school work missed while suspended or expelled.” R.S.17:416(3e)
<table>
<thead>
<tr>
<th>INF #</th>
<th>State Code</th>
<th>INFRACTIONS</th>
<th>1&lt;sup&gt;ST&lt;/sup&gt;</th>
<th>2&lt;sup&gt;ND&lt;/sup&gt;</th>
<th>3&lt;sup&gt;RD&lt;/sup&gt;</th>
<th>4&lt;sup&gt;TH&lt;/sup&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>14</td>
<td>Possessing Weapons or using any tool or instrument to do bodily harm.</td>
<td>The principal renders due process due to the student and the student is suspended at least a minimum of (3) days and up to a maximum of (9) days during which time an expulsion hearing will be held. The principal shall file charges immediately if evidence is present.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>21</td>
<td>Battery of a teacher or other school personnel</td>
<td>Same as above</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>16</td>
<td>Group and/or Gang Fighting</td>
<td>Same as above</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>07(D) 09(A)</td>
<td>Possessing or using any controlled substance or alcohol</td>
<td>Same as above</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>09</td>
<td>Under the influence of alcohol.&lt;sup&gt;1&lt;/sup&gt;</td>
<td>The student will receive a (3) day suspension with mandatory counseling*</td>
<td>Same as Infraction #1, 1&lt;sup&gt;st&lt;/sup&gt; offense</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>05</td>
<td>Initiating any false alarms and/or bomb threats</td>
<td>Same as above</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>02</td>
<td>Threatening a teacher or other school personnel</td>
<td>Same as above</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>11 20(S)</td>
<td>Defacing, stealing, or destroying school property</td>
<td>Same as above</td>
<td>The parent is required to pay for damages</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>Initiating/instigating a confrontation</td>
<td>Student is subject to discretionary suspension up to (3) days and counseling with a parent conference.</td>
<td>The student is suspended for (5) days, refer for counseling and a parent conference is held on the student’s return.</td>
<td></td>
<td>The student is suspended for (9) days pending an expulsion hearing.</td>
</tr>
<tr>
<td>10</td>
<td>16</td>
<td>Participating in a fight</td>
<td>The student will receive a (3) day suspension with a parent conference and counseling. Administrative discretion will determine if charges are filed.&lt;sup&gt;2&lt;/sup&gt;</td>
<td>The student is suspended for (5) days with charges filed, referred for counseling and a parent conference is held on the student’s return.</td>
<td></td>
<td>The student is suspended for (9) days with charges filed pending an expulsion hearing.</td>
</tr>
<tr>
<td>11</td>
<td>05 06(H)</td>
<td>Bullying, threatening or hazarding students</td>
<td>Same language as infraction #1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>01</td>
<td>Loitering on any school campus, bus or school sponsored events while suspended.</td>
<td>The principal contacts the SRO/SLO, a citation is issued for trespassing and the parent is notified.</td>
<td>On the second infraction, the SRO/SLO is contacted and charges are filed for trespassing. The parent is notified.</td>
<td>The principal contacts the SRO, charges are filed and the suspension is extended up to (9) days pending an expulsion hearing. The parent is notified.</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>15/17</td>
<td>Possessing or using fireworks</td>
<td>Same language as infraction #1.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<sup>1</sup>In order to discipline student, teacher or administrator observing student must receive one (1) hour of training on alcohol misuse as described in Policy GBCB and must utilize Form JG – Reasonable Suspicion Checklist to describe observations indicating that student was under the influence of alcohol.

<sup>2</sup>Program developed by Drug Education and offered at no cost to student/parent.
<table>
<thead>
<tr>
<th>INFR#</th>
<th>State Code</th>
<th>INFRACTIONS</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>08</td>
<td>Possessing tobacco, lighters and matches.</td>
<td>The student is assigned (3) days ASD and parental contact is made.</td>
<td>The student is assigned (3) days ASD and parental contact is made.</td>
<td>The student is suspended for (2) days with a parent return.</td>
<td>The student is suspended for (9) days pending an expulsion hearing.</td>
</tr>
<tr>
<td>15</td>
<td>08</td>
<td>Using tobacco</td>
<td>The student is suspended for (2) days and parental contact is made.</td>
<td>The student is suspended for (3) days with a parent return and referred for counseling.</td>
<td>The student is suspended for (5) days with a parent return and referred for counseling.</td>
<td>The student is suspended up to (9) days pending an expulsion hearing.</td>
</tr>
<tr>
<td>16</td>
<td>01</td>
<td>Possession, use, operation of electronic devices</td>
<td>The item is willingly relinquished to teacher or administration/security is called. The item is returned to parent/guardian after (5) days.</td>
<td>The item is willingly relinquished to teacher or administration/security is called. The student is assigned (2) days ISS and parent contact is made. The item is returned to parent/guardian after (5) days.</td>
<td>The item is willingly relinquished to teacher or administration/security is called. The student is referred for counseling. The item is returned to parent/guardian after (5) days.</td>
<td>The item is willingly relinquished to teacher or administration/security is called. The student is referred for counseling. The item is returned to parent/guardian after (5) days.</td>
</tr>
<tr>
<td>17</td>
<td>01</td>
<td>Disobeying or refusing to comply with any reasonable request</td>
<td>The student is assigned ASD or its equivalent for (1) day and parental contact is made. The student will complete a reflective activity on current infraction. The student will come back to classroom with a parent return.</td>
<td>The student is assigned to ISS and a behavior contract/plan is developed.</td>
<td>The student is suspended for (3) days with a parent return and referred for counseling.</td>
<td>The student is suspended for five (5) days pending an expulsion hearing.</td>
</tr>
<tr>
<td>18</td>
<td>03</td>
<td>Using forged notes or forged official forms</td>
<td>The student is assigned to ASD or its equivalent for (2) days and parental contact is made.</td>
<td>The student is assigned to ISS for two (2) days and parental contact is made; a behavior contract/plan is developed. The student will come back to the classroom with a parent return.</td>
<td>The student is suspended for (5) days with a parent return and referred for counseling.</td>
<td>The student is suspended for (9) days pending an expulsion hearing.</td>
</tr>
<tr>
<td>19</td>
<td>18</td>
<td>Leaving class/school without permission/skipping.</td>
<td>The student is assigned ISS/ASD for two (2) days and parental contact is made; a behavior contract/plan is developed. The student will come back to the classroom with a parent return.</td>
<td>The student is suspended for two (2) days with a parent return.</td>
<td>The student is suspended for three (3) days with a parent return.</td>
<td>The student is suspended up to five (5) days pending an expulsion hearing.</td>
</tr>
<tr>
<td>20</td>
<td>01</td>
<td>Violating the district/school’s dress code</td>
<td>Student returns to class after reviewing the policy and parent/guardian is called. Student is given an opportunity to change or school personnel may determine if the student needs assistance in obtaining proper attire.</td>
<td>Student is assigned (1) day of ASD or its equivalent with a mandatory parent conference and the opportunity to change clothing.</td>
<td>Student is assigned up to (3) days ISS and parental contact is made.</td>
<td>Student is suspended up to (3) days.</td>
</tr>
<tr>
<td>21</td>
<td>17</td>
<td>Violating traffic and safety regulations</td>
<td>The principal holds a conference with the student and SRO concerning traffic safety. The parent is notified of revocation on the next infraction.</td>
<td>The principal revokes parking privileges for (5) school days and parental contact is made.</td>
<td>The principal revokes parking privileges for (15) school days with a parent conference.</td>
<td>The principal uses administrative discretion to revoke parking privileges up to the remainder of the school year.</td>
</tr>
</tbody>
</table>
MIDDLE AND HIGH SCHOOL PROGRESSIVE DISCIPLINARY DISPOSITIONS
MIDDLE AND HIGH SCHOOL PROGRESSIVE DISCIPLINARY DISPOSITIONS

<table>
<thead>
<tr>
<th>INFRA #</th>
<th>Site Code</th>
<th>INFRACTIONS</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
</tr>
</thead>
<tbody>
<tr>
<td>22</td>
<td>04</td>
<td>Using profanity toward school personnel</td>
<td>Same language as infraction #1</td>
<td>The student is suspended for two (2) days with a parent return; behavior contract/plan is developed.</td>
<td>The student is suspended for three (3) days with a parent return and referred to the counselor.</td>
<td>The student is suspended up to five (5) days pending an expulsion hearing.</td>
</tr>
<tr>
<td>23</td>
<td>04</td>
<td>Using profanity toward other students</td>
<td>The student is assigned ISS/ASD for two (2) days and parental contact is made.</td>
<td>The student is suspended for (2) days with a parent return.</td>
<td>The student is suspended for (3) days with a parent return and referred for counseling.</td>
<td>The student is suspended for (5) days with a parent return and referred to school psychologist/counselor/social worker/behavior intervention specialist.</td>
</tr>
<tr>
<td>24</td>
<td>05</td>
<td>Possession of dice</td>
<td>The student is assigned (2) days ISS and parental contact is made. The dice is confiscated.</td>
<td>The student is suspended for (2) days with a parent return.</td>
<td>The student is suspended for (3) days with a parent return and referred for counseling.</td>
<td>The student is suspended for (5) days with a parent return and referred to school psychologist/counselor/social worker/behavior intervention specialist.</td>
</tr>
<tr>
<td>25</td>
<td>05</td>
<td>Participating in gambling.</td>
<td>The student is suspended (2) days pending a parent return.</td>
<td>The student is suspended for (3) days with a parent return and referred for counseling.</td>
<td>The student is suspended up to (9) days pending an expulsion hearing.</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>05</td>
<td>Engaging in mutual displays of affection (kissing, etc.)</td>
<td>The student is assigned (2) days ASD or its equivalent and parental contact is made.</td>
<td>The student is assigned (2) days ISS pending a parent conference.</td>
<td>The student is suspended for (3) days with a parent return and referred for counseling.</td>
<td>The student is suspended for (5) days with a parent return and referred to school psychologist/counselor/social worker/behavior intervention specialist.</td>
</tr>
<tr>
<td>27</td>
<td>05</td>
<td>Committing immoral practices or acts</td>
<td>The principal renders due process to the student and the student is suspended at least a minimum of (3) days and up to a maximum of (9) days pending an investigation. The student and parent/legal guardian are informed if the suspension is extended to include pending an expulsion hearing or rescinded.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>03</td>
<td>Making unfounded charges against school personnel.</td>
<td>The principal renders due process to the student and the student is suspended at least a minimum of (3) days and up to a maximum of (9) days pending an investigation. The student and parent/legal guardian are informed if the suspension is extended to include pending an expulsion hearing or rescinded.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: As prescribed in state law, “a pupil who is suspended or expelled shall receive no credit for school work missed while suspended or expelled.” R.S.17:416(3e)
JG-E - NOTICE OF DISCIPLINARY HEARING

Notice is hereby given that a disciplinary hearing will be held in the office of __________________________, located at __________________________, on the __________ day of __________________________, 200___, concerning the charge that __________________________ did on the __________ day of __________________________, 200___, commit the following:

The student will have the right to present witnesses, ask questions and be represented by anyone of his choice who is eighteen (18) years of age or older.

Witnesses will not be sworn, the purpose being solely to determine whether the act described above was committed and the action, if any, to be taken by this office.

__________________________
Principal
Caddo Parish School Board
Policy Manual
File: JG-R

Caddo Parish School Board Model Master Plan for Improving Behavior and Discipline

The Caddo Parish School Board recognizing that good behavior and discipline of students are essential prerequisites to academic learning and success, and in accordance with the Model Master Plan as developed by the Board of Elementary and Secondary Education pursuant to La. R.S. 17:251 and 17:252, "the Education/Juvenile Justice Partnership Act," hereby adopts the following plan for improving student behavior and discipline.

I. In order to assure classroom management using positive behavioral supports and effective disciplinary tools:


B. Each Caddo Parish school shall:

1. Identify data-driven academic, career and technical, discipline/behavioral performance results in the School Improvement Plan (SIP);
2. Establish and use a school-based leadership team to meet on a regularly scheduled basis to review data and guide the positive behavior process; and
3. Establish a data-based decision making process, including:
   a. Uniform use of the two BESE approved forms to report incidents of alleged discipline violations (i.e., "School Behavior Report Form and School Bus Behavior Report Form");
   b. Consistent and appropriate use of the referral process; and
   c. Use a data-management system that allows graphical representation of discipline issues.

C. Each Caddo Parish school leadership team shall, to the extent possible:

1. Include representatives of the school administration, both regular and special education teachers, parents, guidance counselors, and school bus operators. Schools may utilize existing tams, e.g., the School Building Level Committee or the School Improvement Team.
2. Establish clearly defined behavioral expectations in five, or fewer, positive, simple rules. These rules shall be posted in prominent places around the school site, e.g. hallways, cafeterias, gymnasiaums, and classrooms. These rules shall be provided to parents and shall be known by all students and school staff. The following are examples of these types of basic rules: "Keep your hands to yourself", "respect others", and "be kind".

Page 1 of 9
3. use date to:
   a. make environmental changes as indicated by data. For instance, increase monitoring, schedule changes, or changes in recess structure to help alleviate congestion or overcrowding at certain times during the day.
   b. Monitor, evaluate and modify the school master plan, as needed, throughout the school year.

4. review the current Code of Student Conduct to assure that it is in compliance with R.S. 17:416.12, R.S. 17:416.13 AND section 4114 of No Child Left Behind (NCLB) to refine consequences that:
   a. create a reward/incentives program for positive student and teacher behavior and ensure the delivery of consistent reinforcement.
   b. Define consequences for rule violations that are clear, reasonable, and consistently enforced and which support maximum time instruction.

D. Each teacher in accordance with School Board policy shall develop lesson plans and teach expectations across each school setting by providing direct instruction on expected behaviors at the beginning of the school year and reinforced throughout the year for all students.

II. School Behavioral and Disciplinary Data

   The Board believes that it is necessary to establish a data system that permits regular and efficient monitoring and evaluation of the effectiveness of the implementation of a school-wide system of discipline.

A. School data collection shall include, but not be limited to:
   1. average referrals per day per month,
   2. referrals by problem behavior,
   3. referrals by location,
   4. referrals by time,
   5. referrals by student,
   6. referrals by staff,
   7. individual student report by month and by year,
   8. referrals by grade level.

B. Schools shall submit annual reports to the Discipline Policy Review Committee.
Caddo Parish School Board  
Policy Manual  
File: JG-R

C. The Board shall submit SIP reports annually to the Louisiana Department of Education.

III. Safe School Planning

A. Each school in accordance with district policy shall establish and maintain grade appropriate programs of alcohol, drug and substance prevention, education, information and counseling as provided in R.S. 17:404.

B. Each school shall have a plan, in accordance with Caddo Parish School Board Policy and with Sec. 4114, of No Child Left Behind, for keeping the school safe and drug-free that include:

1. appropriate and effective school discipline policies that prohibit disorderly conduct, the illegal possession of weapons, and the illegal use, possession, distribution, and sale of tobacco, alcohol, and/or other drugs.
2. security procedures at school and while students are on the way to and from school,
3. prevention activities that are designed to create and maintain safe, disciplined, and drug-free environments,
4. a crisis management plan for responding to violent or traumatic incidents on school grounds, and
5. a Code of Student Conduct (and as also required by R.S. 17:416.12 and R.S. 17:416.13) for all students that clearly states the responsibilities of students, teachers, and administrators in maintaining a classroom environment that:

   a. allows a teacher to communicate effectively with all student in the class;
   b. allows all students in the class to learn;
   c. allows all students and school employees to be treated respectfully;
   d. has consequences that are fair and developmentally appropriate;
   e. considers the student and the circumstances of the situation; and
   f. is enforced accordingly.

IV. School Zero Tolerance

The School Board shall review and revise any Zero Tolerance Policies to ensure:
A. That the policy is in compliance with R.S. 17:416.15
B. That the policy does not violate R.S. 17:416(H) which prohibits disciplinary action against any pupil reasonably acting in self defense, and
C. That inappropriate referrals are not made to agencies serving children.

V. School Suspensions/Expulsion and Alternative School Referrals

The School Board shall review its policies and procedures for handling suspensions and expulsions to ensure the policies are consistent with R.S. 17:416:

A. Each school shall review school board policies and procedures for handling suspensions and expulsions to ensure:

1. suspension/expulsion policies are consistently and fairly executed,
2. alternative interventions, consistent with best theory and practice, to suspensions/expulsions are used including, but not be limited to:
   a. counseling,
   b. conflict resolution,
   c. social and family responsibility,
   d. peer mediation, and
   e. stress and/or anger management.

B. Alternative Education Programs shall be designed to offer variations to traditional instructional programs and strategies for the purpose of increasing the likelihood that students who are unmotivated or unsuccessful in traditional programs or are disruptive in the traditional school environment remain in and be successful in school.

1. Each alternative school shall review and revise its standards to ensure that:
   a. appropriate referrals are being made,
   b. behavioral supports are being used, and
   c. children are learning in these environments
2. Pursuant to R.S.17:100.5, the Board shall annually evaluate its alternative schools. The evaluation shall:

a. include testing of basic skills for student participants,
b. include teacher, parent and student input in the evaluation process, and
c. be completed on the “Alternative Education Program: District Self-Evaluation Form” and submitted to the Louisiana Department of Education.

VI. Community Involvement and Inter-Agency Cooperation

A. Parental Involvement and Family Strengthening

1. As set forth in R.S. 17:406.1, the Board encourages effective approaches to involving families more fully as partners in the process of their children’s learning and requires the participation and coordination of these efforts with numerous state and local, public and private agencies.

2. The Board is committed to making connections through a variety of local and culturally sensitive methods to facilitate parents/family members access to local/regional family strengthening programs available in the community. Some recommended/suggested programs include: Families Helping Families Regional Family Resource Centers, Parent Information Resource Center, Juvenile Justice Families in Need of Services (FINs) programs and other family strengthening programs exhibiting peer to peer support systems and positive mental health initiatives.

3. Each school shall seek training to facilitate mutual understanding of research-based practices promoting positive relationships between parents, school personnel and community service providers.

B. Mental Health Programs

1. The mental health needs of Caddo Parish students shall be identified.

2. Match needs with available local resources including public, non-public and/or volunteer organizations.

3. Pending inclusion of mental health services in the Medicaid Health Services Program (School Based), the Board shall expand the availability of mental health services in schools.
Caddo Parish School Board
Policy Manual
File: JG-R

C. Agencies Serving Children

1. Caddo Parish Schools shall improve communication, coordination and collaboration between schools and agencies serving children.
2. Caddo Parish Schools shall foster cooperation regarding the sharing of data about children, youth and families involved agencies serving children, and
3. Caddo Parish Schools shall work in cooperation with schools/districts/communities/regional planning boards to facilitate the successful reentry and transition of youth formally in state custody into their diverse school/community settings in order to encourage the continuation of education and their access to other needed services in order to prevent recidivism.
4. Programs for students with special needs shall be designed so that students are challenged and engaged in school curriculum and that students are appropriately placed so they remain in school rather than being suspended/expelled or becoming drop-outs.

D. Transfer of student records

1. The principal of every Caddo Parish school shall transfer education records to correctional or health facilities pursuant to R.S. 17:112 as follows:
   a. upon written request of any authorized person on behalf of an education facility operated within any correctional or health facility, whether within or outside the state of Louisiana, where such student has become enrolled, or is seeking enrollment.
   b. Transfer of such records, whether by mail or otherwise, shall occur not later than 10 business days from the date of receipt of the written request.
   c. If the student has been expelled, the transferred records shall include the dates of the expulsion and the reason(s) for which the student was expelled.
   d. No education record of any student may be withheld as the result of lack of payment of any fine, debt, or other outstanding obligation.
   e. An education record of a student may be inspected by the student or his or her parent(s) in accordance the federal Family Education Rights and Privacy Act.

2. Caddo Parish Schools shall comply with La. R.S. 17:416 and NCLB regarding the transfer of education records to other schools as follows:
a. any student who has been suspended or expelled from any public or nonpublic school within or outside the state of Louisiana shall provide to any public school or school system in the state to which the student is seeking admission information on the dates of any suspensions or expulsions and the reason or reasons for which the student was suspended or expelled; or
b. 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 suspensions or expulsions and the reason or reasons for which the student was suspended or expelled.

E. Visiting Teacher/Child Welfare and Attendance Supervisor

1. Caddo Parish Schools will cooperate fully with the visiting teachers, or supervisors of child welfare and attendance.
2. Schools that serve children between the ages of six and eighteen years of age shall make available to visiting teachers, or supervisors of child welfare and attendance, such information will assist them in promoting the regular attendance and school adjustment of these children.
3. It shall be the duty of the principals, superintendents, or heads of the training and correctional schools to notify the visiting teachers, or supervisors of child welfare and attendance, when a child is to be released and/or returned to a parish.
4. Visiting teachers, or supervisors of child welfare and attendance, shall pursuant to R.S. 17:235:
   a. cooperate fully with the state departments of social services, labor, and health and hospitals, and with other state and local agencies, including interchange of confidential and privileged information,
   b. cooperate fully with juvenile and family court authorities, training and correctional schools, law enforcement officers, and
   c. make such referrals and conduct such investigations as seem necessary for the enforcement of school attendance laws, including interchange of confidential and privileged information.

F. Parent Orientation Pursuant to R.S. 17:235.1:

1. Caddo Parish Schools shall conduct a parent orientation according to the following guidelines:
a. the orientation shall not be less than 3 hours in duration,
b. shall provide each attending parent/guardian a certificate of completion,
c. shall provide each parent or guardian a copy of, and explain, school board policies which:

1. govern discipline of students, including but limited to, corporal punishment, detention, suspension, and expulsion of students,
2. govern the attendance of student and truancy sanctions,
3. govern the behavior and decorum expected of students at all times,
4. govern dress codes for students at all school functions, both in and out of school,
5. address any other such matters what the school board deems appropriate.

d. Shall explain:

1. existing school board grading systems,
2. standardized test procedures in effect, including but not limited to, preparation for test procedures to be followed on the testing days and an explanation of the test results,
3. policies governing promotion of students from grade to grade and procedures implemented when the student fails to attain sufficient standards of promotion,
4. other such matters that the school board deems appropriate.

2. The Board shall schedule not less than three orientations during the school year, and at various times during the day, in order to facilitate attendance with as little inconvenience to the parent as possible.

G. Statements of compliance pursuant to R.S. 17:235.2:

1. Each student in grades 4-12 shall sign a statement of compliance committing to do at least all of the following:

   a. attend school daily except for excused absences,
   b. arrive at school on time each day,
   c. demonstrate significant effort to completing all required homework assignments, and
   d. follow school and classroom rules.
2. Each homeroom teacher of students in grades 4-12 shall, on the first day of school each school year, provide information to and answer any questions from students relative to the statement of compliance.

3. Each parent/guardian of each student in grades 4-12 shall sign a statement of compliance committing to do all of the following:
   a. ensure that his child attends school daily except for school absences,
   b. ensure that his child arrives at school on time each day,
   c. ensure that his child completes all required homework assignments, and
   d. attend all required parent and teacher or parent and principal conferences.

4. The Board shall adopt rules and regulations that include:
   a. appropriate action to be taken against any student, parent or guardian who fails to comply with the signed statement, which may include the filing of a FINS complaint and
   b. guidelines specifying the amount of time necessary for teachers to disseminate and collect all statements of compliance.

Adopted: October 19, 2004
JG-R – Student Discipline
Student Use of Electronic Telecommunication Devices Prohibited Except in Emergency

A. No student shall use or operate any electronic telecommunication device including any facsimile system, radio paging service, mobile telephone service, cellular phone, intercom, or electro-mechanical paging system in any public elementary or secondary school building or on the grounds thereof, during the academic school day.

B. No student shall use or operate any electronic telecommunication device including any facsimile system, radio paging service, mobile telephone service, cellular phone, intercom, or electro-mechanical paging system on any school bus.

C. Nothing in this policy shall prohibit the use or operation of any electronic telecommunication device by any person, including students, in the event of an emergency. An emergency means an actual or imminent threat to public health or safety which may result in loss of life, injury, or property damage.

D. It will be considered "use" or "operation" of an electronic telecommunication device if the device is either visible, turned on or is in a mode capable of receiving or transmitting signals.

E. Students shall be disciplined for violations of this policy in accordance with policy JG as follows:

Elementary School students–

1. First offense—the item is willingly relinquished to teacher or administration/security is called. The item is returned to parent/guardian after (5) days;

2. Second offense—the item is willingly relinquished to teacher or administration/security is called. The student is assigned (2) days ISS and parent contact is made. The item is returned to parent/guardian after (5) days;

3. Third offense—the item is willingly relinquished to teacher or administration/security is called. The student is barred from attending (2) extra-curricular activities at the discretion of the principal. The item is returned to parent/guardian after (5) days; and

4. Fourth offense—the item is willingly relinquished to teacher or administration/security is called. The student is suspended for (3) days and referred for counseling. The item is returned to parent/guardian after (5) days. returned to parent; and the student is suspended for one (1) day with a parent return and a student discipline contract.
Middle and High School students—

1. First offense—the item is willingly relinquished to teacher or administration/security is called. The item is returned to parent/guardian after (5) days;

2. Second offense—the item is willingly relinquished to teacher or administration/security is called. The student is assigned (2) days ISS and parent contact is made. The item is returned to parent/guardian after (5) days;

3. Third offense– the item is willingly relinquished to teacher or administration/security is called. The student is barred from attending (2) extra-curricular activities at the discretion of the principal. The item is returned to parent/guardian after (5) days; and

4. Fourth offense—the item is willingly relinquished to teacher or administration/security is called. The student is suspended for (3) days and referred for counseling. The item is returned to parent/guardian after (5) days. Returned to parent; and the student is suspended for one (1) day with a parent return and a student discipline contract.

Adopted: September 16, 2003
Amended: August 17, 2004
Amended: December 18, 2007
Amended: August 18, 2009

LSA R.S. 17:239
La. Attorney General Opinion No. 03-0351
La. House Concurrent Resolution No. 172 of 2004
JGA - CORPORAL PUNISHMENT

The Caddo Parish School System has as its prime function the provision of educational opportunities for the school age population of the parish. The curricular activities provided by the system call attention to the unique attributes of the individual pupils. Caddo Parish Schools attempt to provide opportunities for maximum development of all pupils. These provisions provide equal opportunity for all pupils to develop at their individual rate—mentally, physically, and emotionally.

The Caddo Parish School Board envisions schools as places where pupils have many opportunities for success. These opportunities which often result in success for pupils help develop healthy self-concepts, give them status with their peers, and open avenues to self-directiveness. We accept the premise that successful experiences are bases for current and future learning.

Inasmuch as pupils react on the basis of previous experiences, we are committed to the continued quest of providing opportunities which result in patterns of behavior, not only acceptable to society, but which ultimately enable pupils to become contributing members of the democratic society in which they live. All appropriate means of developing positive behavior should be reflected through differentiated reading materials, multi-sensory aids, human resources and activities, which give pupils many opportunities to learn to accept responsibility for their own behavior.

The Caddo Parish School Board has adopted a discipline policy applicable to all students in the Caddo Parish Schools. In view of the Revised Louisiana Statutes of 1950, Section 223, Title 17, it becomes necessary for the system to outline procedures for corporal punishment in a reasonable manner.

Resolution

WHEREAS, Act 688 of 1976 mandates each Louisiana school board to adopt such rules and regulations as it deems necessary to implement and control any form of corporal punishment in the schools of each district; and

NOW, THEREFORE, BE IT RESOLVED that the Caddo Parish School Board does hereby adopt the following rules and regulations to implement and control corporal punishment in the schools of this parish.

Section I

The only type of corporal punishment which may be administered to students of this school system shall be as hereinafter defined and described and may be administered only by those persons designated and only under the conditions set forth in this resolution.
Section 2

(a) Corporal punishment for purposes of this resolution, and in this school system is defined as, and limited to, punishing or correcting a student by striking the student on the buttocks with a paddle provided by the school board a maximum of three (3) times. When such corporal punishment is administered to a student, it must be administered in a reasonable manner taking into consideration the age, size, emotional condition and health of the student. There will be only one paddle in each school; it shall be located in the principal's office. It shall be 24" by 5" by 3/8".

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

Section 3

Corporal punishment, as defined herein, shall be administered only by a principal, assistant principal, administrative coordinator or teacher after having obtained permission from the principal or his designee in each instance. Such corporal punishment shall be administered only in the office of the professional staff of the school with a witness present. A female professional shall be present if corporal punishment is administered to a female student.

Section 4

(a) Prior to the administering of corporal punishment as in the case with other disciplinary measures, the principal, assistant principal, administrative coordinator or teacher, as the case may be, shall advise the student of the particular misconduct of which he is accused as well as the basis for such accusation, and the pupil shall be given an opportunity to explain his or her version of the facts prior to imposition of such corporal punishment.

(b) A record of each incident of corporal punishment shall be kept which shall include the name of the student and the time, date, detail of the violation, form of discipline administered, the person administering such discipline and the witness thereto. The principal or assistant principal shall notify the parents, or person having legal custody of the student, by mailing a copy of the record of such violation and punishment in accordance with the discipline policy. A copy will also be sent to the supervisor of child welfare and attendance.

Adopted: November 17, 1976
Revised: July 6, 1983
JGA-R – Impermissible Corporal Punishment - Investigation

If a student, parent or other person files a complaint in writing with the Caddo Parish School Board accusing a school employee of impermissible corporal punishment or moral offenses involving students, the complaint will be investigated as follows:

Once the complaint is submitted in writing, the site-based administrator or designee shall:

1) Provide employee with a copy of written complaint and request a written response within 24 hours or on following school day. Employee may request an additional 24 hours or school day to provide written statement if circumstances warrant.
2) Initiate investigation.
3) Notify appropriate school director and the Department of Risk Management.
4) Meet with the employee within initial 24-hour investigative period to review allegations as contained in the written complaint. The employee may have representation at the meeting.
5) Submit written findings of the investigation to the school director.

The school director shall:

1) Contact the appropriate personnel director and advise of the complaint. The personnel director may place the employee on paid administrative leave pending results of the initial investigation if he/she feels it is in the best interest of the employee and/or the Caddo Parish school system.
2) Confer with the appropriate personnel director to review the findings of the investigation and determine if the security department should continue the investigation and/or whether the employee shall be placed on appropriate administrative leave. If the security department is assigned the investigation it shall present a status report within 10 school days. A reasonable attempt shall be made by security to complete the investigation within 30 school days. Written findings of the security investigation shall be presented to the appropriate personnel director.
3) Security investigation report will be sent to the Department of Risk Management.

Upon completion of the investigation, the appropriate personnel director shall:

1) Meet with the employee to review findings of the investigation. Employee may have representation present at the meeting.
2) Provide employee copies of investigative materials that may be used to initiate adverse personnel action against the employee.
3) Acquire proper parental consent prior to release of written statement taken from students.
4) Advise the employee of any recommendations that will be made to the superintendent regarding any personnel action.

5) Submit written recommendation to superintendent regarding any recommended personnel action.

Superintendent or his designee will notify the employee within 48 hours or two school days of the appropriate personnel action to be taken.

Documentation shall be maintained in accordance with the Louisiana School Employee Personnel Files Act.

Adopted: April 15, 2003

References: LSA-R.S. 17:81.6, 17:1231, et seq.
JGD - STUDENT SUSPENSION

Any student enrolled in the public schools of Caddo Parish shall be subject to suspension for the commission of any act or behavior on or off the school premises which interferes with the education of others, prevents the orderly operation of a school or threatens the physical well being of himself, other pupils or members of the school staff.

The procedure for suspensions provided in R.S. 17:416 shall be followed in all cases.

Adopted: May 19, 1971
JGE - STUDENT EXPULSION  
(Weapons and Drugs)

Any student enrolled in the public schools of Caddo Parish shall be immediately suspended and shall also be recommended for immediate expulsion by the principal for carrying or possessing a firearm or knife, the blade of which equals or exceeds two inches in length or who distributes, sells, gives or loans any controlled dangerous substance governed by the Uniform Controlled Dangerous Substance Law, on any campus or during any school-sponsored activity.

The due process procedures for expulsion provided in R.S. 17:416 and the Discipline Policy for Caddo Parish Schools shall be followed in all cases.

Students who are expelled for reasons above will stay out of school for the remainder of the school year and no less than one semester unless otherwise authorized by the superintendent or his designee.

Adopted: November 7, 1984 (JFCJ/Dangerous Weapons in the Schools)  
Amended: November 1, 1989 (Title Change with Revisions)  
March 17, 1993

Cross Reference: JG, Discipline Policy for Caddo Parish School Board
JGF - REMOVAL OF A STUDENT FROM THE CLASSROOM

Teachers and students will not be subjected to threats, verbal abuse, or imminent danger from one or more students. Whenever a student's behavior prevents orderly instruction or poses an immediate threat to the safety or well being of the teacher or other students, or when the student is disrespectful toward or threatens a teacher, that student may be immediately removed from the classroom. At the time of removal, the teacher shall immediately complete a standard referral form and send it to the principal or his designee.

The principal or his designee receiving the referral shall provide due process in accordance with law and conduct a counseling session with the student as may be appropriate to determine any disciplinary action necessary to correct the student's behavior. Such disciplinary action shall include: (1) In-school suspension; (2) Detention; (3) Suspension; (4) Initiation of expulsion hearings; (5) Assignment to an alternative school; (6) If suspended, the student may be required to complete all assigned schoolwork and homework which would have been assigned and completed by the student during suspension; and (7) Any other disciplinary measure authorized by the principal with the concurrence of the teacher or the building level committee pursuant to law and school board policy. A conference with the parent or legal guardian may be required by the teacher before the student is readmitted. Guidelines for in-school suspension and detention adopted by the school board December 14, 1994, shall be followed.

Upon the student's third removal from the same classroom, the teacher and principal shall discuss the student's pattern of disruptive behavior and the potentially appropriate disciplinary measure and teacher interventions before the principal implements a disciplinary measure. If appropriate, the Student Assistance Team or Building Level Committee may review the case upon referral. A conference shall be required prior to the student's readmission to the class. If the disruptive behavior persists, the teacher may request that the principal transfer the student into another setting.

A student who strikes a teacher, in addition to any other disciplinary action imposed, shall be permanently removed from the teacher's classroom unless the teacher objects to the permanent removal, or the principal determines with the concurrence of the Student Assistance Team or Building Level Committee that the striking of the teacher was entirely inadvertent.

Adopted: July 19, 1995
JGG - DISCIPLINE POLICY REVIEW COMMITTEE

The Caddo Parish School Board shall establish a discipline policy review committee composed of sixteen members as follows:

1. Five classroom teachers to be elected by their peers with at least one teacher each representing an elementary, middle, and high school.
2. One special education teacher to be elected by his/her peers.
3. Two guidance counselors to be elected by their peers.
4. Two principals to be elected by their peers, one representing an elementary or middle school and one representing a high school.
5. One school bus operator to be elected by his/her peers.
6. One child welfare and attendance supervisor to be elected by his/her peers.
7. One school board member to be elected by his/her peers.
8. The superintendent or his/her designee.
9. Two parents to be appointed by a method as provided by the rules and regulations adopted by the State Board of Elementary and Secondary Education.

The discipline policy review committee shall review all school board discipline policies and make recommendations to the school board for appropriate revisions to such policies.

The committee shall review the discipline policies annually. Following a public hearing on the recommendations of the discipline policy review committee, the policies shall delineate the specific consistent actions to be taken by teachers and other designated school employees to maintain order in the schools and on the school grounds. In addition, such policies shall contain specific consistent penalties which shall be imposed when pupils violate school discipline policies or state laws on school discipline. Copies of school board discipline policies shall be distributed to each school every school year. The board shall provide each pupil and his parent, tutor, or legal guardian with a copy of the board's current discipline policy. In addition, each school shall plan and conduct meetings necessary to fully inform all employees and pupils of all such policies within the first week of each school year. Meetings shall also be held throughout the school year as may be necessary to inform new employees and new pupils of such policies.
The administrators, teachers, and parents at each school shall meet during the school year and develop or review the discipline policy for their school and such policy shall be reviewed at least annually thereafter. In all cases, a school's discipline policy shall be in compliance with current state law and school board policies.

LSA-R.S. 17:416.8

Adopted: September 16, 2003
The following procedures shall be used to fill positions on the Discipline Policy Review Committee:

1. **School Board Member.** A school board member shall be elected by majority vote by other members of the school board.

2. **Superintendent or designee.** The superintendent will serve on the Committee or select a designee.

3. **Classroom Teachers.** Five regular education teachers and one special education teacher will be elected by their peers to serve on the Committee. The superintendent or designee will contact the principals at all elementary, middle, and high schools and notify them of vacancies on the Committee. The principal will submit names of volunteers within two (2) weeks following receipt of notification and submit the names to the superintendent or designee. A ballot will be prepared for each category (special education, elementary, middle, and high school teachers). Teachers throughout the District in their respective categories will be given one vote for their representative on the Committee. The teachers receiving the highest number of votes in the respective categories will serve as the representatives on the Committee. The next two teachers receiving the highest number of votes from the elementary, middle, or high school categories will fill the remaining vacancies.

4. **School Bus Operator: Child Welfare and Attendance.** The Superintendent or designee will contact the director of the appropriate divisions to notify employees of vacancies on the Committee. The director will notify eligible employees interested in serving. The names must be submitted to the director of the appropriate division within two (2) weeks of notification. The director of the appropriate divisions will place the names of the volunteers on a ballot to be elected by their peers in the appropriate categories. The person receiving the highest number of votes will be elected to serve on the committee.

5. **Guidance Counselors.** The Superintendent or designee will contact the Supervisor of Counselors to notify employees of two counselor vacancies on the Committee. The Supervisor of Counselors will notify eligible employees interested in serving. The names must be submitted to the Supervisor of Counselors within two (2) weeks of notification. The Supervisor of Counselors will place the names of the volunteers on a ballot to be elected by their peers.
6. **Principals.** The Superintendent or designee will contact the School Directors to notify employees of the two principal vacancies on the Committee. School Directors will notify eligible employees interested in serving in the respective categories (one high school and one elementary or middle school principal). The names must be submitted to the School Directors within two (2) weeks of notification. School Directors will place the names of the volunteers on a ballot to be elected by their peers. The two principals (one high school and one elementary or middle school) receiving the highest number of votes will be elected to serve on the committee.

7. **Parent Members.** The Superintendent or designee will contact the District President of the Caddo Parish Parent Teacher Association to fill the two parent volunteer vacancies on the Committee. The names must be submitted to the District President of the Caddo Parish Parent Teacher Association within two (2) weeks of the notification. If more than two parents volunteer, a lottery shall be used to determine the two parent volunteers.

8. **Certification of Results.** The supervisor of counselors, all principals, and appropriate directors will submit a completed verification form validating that proper procedures were followed and all ballots were returned to the Superintendent or designee.

9. **Election Results:** Once all ballots have been received, the Superintendent or designee will schedule a meeting to open, count, and validate them. A representative from each of the following will be invited to attend: the Caddo District Parent Teacher Association, teacher organization(s), transportation organization, supervisor of counselors, as well as the directors of special education, child welfare and attendance, transportation, and elementary/middle/high schools.

In the event of a tie for any committee representative, a lottery will be conducted during this meeting. The superintendent or designee will certify all election results and notify all elected committee members within 2 weeks of the election.

10. **Vacancies:** In the event a committee member vacates the position for which he/she has been elected, the superintendent will appoint an interim pending the next election. Elections will be held every two years.

Adopted: September 16, 2003
JHA - STUDENT INSURANCE PROGRAM
(Athletes Accident insurance Coverage)

It shall be the policy of the Caddo Parish School Board for all high schools to provide coverage of athletics under the Louisiana High Schools' Athletic Association Catastrophe Accident Insurance Program.

Adopted: February 18, 1981
JHA-R - STUDENT INSURANCE PROGRAM
(Athletes Accident Insurance Coverage)

I. High schools shall inform all parents who have children participating in sports of the following:

   A. Catastrophe insurance through the LHSAA is provided and paid by the school. Brief description of coverage is as follows:

      1. Up to $25,000 for medical and rehabilitation expenses after the deductible of $3,500 or the benefits collectible from other insurance sources, whichever is greater;
      2. Coverage for all students and personnel representing member schools while engaged in interscholastic sports activities under the jurisdiction of the LHSAA;
      3. Coverage for four (4) years from date deductible is satisfied;
      4. Coverage for supervised travel in a school-furnished vehicle;
      5. Additional death benefit of $1,000.

   B. Two additional types of accident insurance are available:

      1. Basic student coverage;
      2. Senior high interscholastic football coverage;
      3. Insurance forms will be sent to parents by schools.

   NOTE: Parents desiring coverage under the student insurance program shall complete the forms and return them to the appropriate school official with payment within the time allocated.

II. Schools shall obtain a notarized waiver signed by a parent or a legal guardian indicating they have been informed as to what insurance is provided and/or available and authorizing their child to participate in athletics. No pupil shall be permitted to participate in any athletic program until the school has received the waiver form appropriately signed and notarized.

   A copy of the policy shall be available in the school principal's office.

Administrative Regulation
Approved: August 19, 1981
JHA-E - STUDENT INSURANCE PROGRAM
(Athletes Accident Insurance Coverage)

W A I V E R

DATE __________________________________________

TO __________________________________________

(NAME OF SCHOOL)
Shreveport, Louisiana

ATTENTION __________________________________________

(SCHOOL PRINCIPAL)

Receipt is acknowledged of your letter advising us of the accident and hospitalization insurance provided and/or available for students participating in the athletic program of the school.

______________________________________________________ has my permission to

(NAME OF STUDENT)
participate in the following interscholastic sports during the year ________.

Football ________    Golf ________
Basketball ________    Track ________
Swimming ________    Tennis ________
Baseball ________    Volleyball ________
Softball ________    Other ________
(specify)

I understand the only accident and hospitalization insurance coverage provided through Caddo Parish School Board is the LHSAA Catastrophe Accident Insurance.

______________________________________________________

(SIGNATURE OF PARENT OR GUARDIAN)

BEFORE ME, ________________________________, a Notary Public, duly commissioned

and qualified, in and for the Parish of ____________________, State of Louisiana,

therein residing, PERSONALLY CAME AND APPEARED ________________________________,

whose signature is herein above written.

__________________________________________    ________________________________

(Date)                                          (Notary Public)

Note: Parents are encouraged to review their personal insurance policies relative to coverage of athletic injuries. If these athletic injuries are not covered, it is suggested the school insurance coverage be considered.
I. One type of accident insurance is available:
   A. Basic student coverage*
      NOTE: Basic coverage shall apply to junior high school athletics
      including football providing the participant does not play
      on a high school varsity football team.
   B. Insurance forms will be sent to parents by schools.
      NOTE: Parents desiring coverage under the school insurance program
      shall complete the forms and return them to the appropriate
      school official with payment within the time allocated.

II. Schools shall obtain a notarized waiver signed by a parent or a legal
    guardian indicating that they have been informed insurance is avail-
    able and authorizing their child to participate in junior high school
    athletics.
    No pupil shall be permitted to participate in any junior high
    school athletic program until the school has received the
    waiver form appropriately signed and notarized.

A copy of the policy shall be available in the school principal's office.

Administrative Regulation
Approved: August 19, 1981
JHA - STUDENT INSURANCE PROGRAM

Student insurance will be made available under these guidelines and will be treated entirely as an administrative matter:

1. Scheduled or limited coverage will be offered in order to keep the premium within the reach of the majority of students. Once the student insurance has been selected and implemented, it becomes primarily a matter between the student (or parent) and the insurance company, with the school participating only to the extent of filling out and turning over to the student (or parent) that portion of the claim form necessary to certify the time, location, and circumstances of the accident, and to identify the student as a participant in the insurance program.

2. The Caddo Parish School Board accepts no liability or responsibility in any way relating to policy sale agreements, claim arising therefrom, or any unforeseen complications recognizing that its sole interest is to make available to the parents of school children a good plan of coverage in the field of insurance.

Adopted: April 19, 1966
JHA-E - STUDENT INSURANCE PROGRAM
(Athletes Accident Insurance Coverage)

WAIVER

DATE __________________________

TO ___________________________
(Name of School)
Shreveport, Louisiana

ATTENTION _______________________
(School Principal)

Receipt is acknowledged of your letter advising us of the accident and hospitalization insurance provided and/or available for students participating in the junior high school athletic program.

_______________________________ has my permission to
(Name of Student)
participate in the following interscholastic sports during the year ________.

Football ________ Golf ________
Basketball ________ Track ________
Swimming ________ Tennis ________
Baseball ________ Volleyball ________
Softball ________ Other ________
(specify)

I understand the only accident and hospitalization insurance coverage provided through Caddo Parish School Board is the LHSAA Catastrophe Accident Insurance.

_______________________________ (Signature of Parent or Guardian)

BEFORE ME, _________________________________, a Notary Public, duly commissioned
and qualified, in and for the Parish of __________________, State of Louisiana, therein residing, PERSONALLY CAME AND APPEARED _________________________________, whose signature is herein above written.

_____________________________ (Date) ______________________________________ (Notary Public)

Note: Parents are encouraged to review their personal insurance policies relative to coverage of athletic injuries. If these athletic injuries are not covered, it is suggested the school insurance coverage be considered.
JHC  STUDENT HEALTH SERVICES AND REQUIREMENTS
WELLNESS POLICY

I. Preamble

Whereas, children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive;

Whereas, good health fosters student attendance and education;

Whereas, obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical inactivity and excessive calorie intake are the predominant causes of obesity;

Whereas, heart disease, cancer, stroke, and diabetes are responsible for two-thirds of deaths in the United States, and major risk factors for those diseases, including unhealthy eating habits, physical inactivity, and obesity, often are established in childhood;

Whereas, more high school students should participate in sufficient vigorous physical activity and attend daily physical education classes;

Whereas, very few children (2 to 19 years) eat a healthy diet consistent with the recommendations from My Pyramid;

Whereas, nationally, the items most commonly sold from school vending machines, school stores, and snack bars include low-nutrition foods and beverages;

Whereas, school districts around the country are facing significant fiscal and scheduling constraints; and

Whereas, community participation is essential to the development and implementation of successful school wellness policies;

Thus, the Caddo Parish School Board is committed to providing school environments that promote and protect children’s health, well-being, and ability to learn by supporting healthy eating and physical activity.

The Caddo Parish School Board has appointed the Superintendent of the Caddo Parish School Board to coordinate and assess the implementation of its wellness policy.

Therefore, it is the policy of the Caddo Parish School Board that:

A. The school district will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies;

B. All students in grades k-12 will have opportunities, support, and encouragement to be physically active on a regular basis;
C. Foods and beverages sold or served at school will meet the nutrition requirements as outlined in Bulletin 1196;

D. Foods and beverages sold in vending machines shall meet the requirements published by the Louisiana Legislature in Act 331 of 2005;

E. Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat;

F. To the maximum extent practical, all schools in our district will participate in available federal school meal programs (including the School Breakfast Program, National School Lunch Program, After School Care Programs (Snack) and Summer Food Service Program); and

G. Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.

II. Federal and State Requirements Shall Be Met

The Caddo Parish School Board will:

A. Offer a school lunch program with menus that meet the meal patterns and nutrition standards established by the U. S. Department of Agriculture and the Louisiana Department of Education, Office of School and Community Support;

B. Provide school breakfast and snack programs (where approved and applicable) with menus that meet the meal patterns and nutrition standards established by the U. S. Department of Agriculture and the Louisiana Department of Education, Office of School and Community Support;

C. Encourage school staff and families to participate in school meal programs;

D. Operate all Child Nutrition Programs with school foodservice staff who are qualified according to current professional standards (Policies of Operation, Bulletin 1196);

E. Establish food safety as a key component of all school food operations and ensure that the food service permit is current for the Food Service school site. Follow State Board of Education policies on competitive foods and extra food sales (refer to Bulletin 1196); and

F. Establish guidelines for all foods available on the school campus during the school day with the objective of promoting health and reducing obesity.
III. Promotion of Healthy Food Choices

The Caddo Parish School Board will provide:

A. Adequate time for breakfast and recommend 20 to 30 minutes for lunch;

B. The daily requirements from each food group according to the new USDA Food Pyramid which includes whole and enriched grain products, fresh, frozen, canned or dried fruits and vegetables; calcium-rich foods that are low-fat or nonfat and lean protein and protein alternatives;

C. School meals that use healthy food preparation techniques and serve appropriate portion sizes consistent with the current USDA standards;

D. School meals accessible to all students with a variety of delivery strategies;

E. A cafeteria environment conducive to a positive dining experience; and

F. Alternative food choices for students who have food allergies as documented by medical statements (Bulletin 1196).

IV. Discourage Sale or Intake of Food Items With Limited Nutritional Value

The Caddo Parish School Board will:

A. Encourage serving healthy food at school parties;

B. Discourage selling food items of limited nutritional value as fundraisers;

C. Encourage nutritious and appealing options (such as fruits, vegetables, nuts, beef jerky, reduced-fat milk, reduced-fat yogurt, reduced-fat cheese, 100% juice and water) whenever foods/beverages are sold or otherwise offered after school or other school functions;

D. Encourage the use of rewards other than food.

V. Nutrition Education

The Caddo Parish School Board will:

A. Promote and implement nutrition education that promotes lifelong healthful eating practices;

B. Use lessons that are age-appropriate, behaviorally focused content that is developmentally appropriate and culturally relevant;
C. Use lessons that are sequential and are correlated with standards, benchmarks, and grade level expectations;

D. Provide hands-on activities that are fun;

E. Focus on positive aspects of healthful eating behaviors; and

F. Promote social learning techniques such as role modeling, providing incentives, developing social resistance skills, overcoming barriers to behavioral changes and goal setting;

G. Strive toward hiring qualified, certified health education teachers; and

H. Provide staff development for teachers.

VI. Physical Education

The Caddo Parish School Board recognizes the importance of regular physical activity.

Both regular physical activity and nutrition mutually contribute to healthy citizens and reduce the incidence of diabetes, cardiovascular diseases, depression, obesity, and other chronic health problems. Federal Dietary Guidelines for Americans recommend that children and teenagers be physically active for an accumulation of at least 60 minutes daily. Since children spend the majority of their time at school during weekdays, it is imperative that schools provide students with opportunities to participate in physical activity.

Quality physical education programs include the following components:

1. Emphasizes knowledge and skills that promote a lifetime of physical activity.

2. Is based on standards that define what students should know and be able to do.

3. Keeps students active for most of the class time.

4. Provide different physical activity choices.

5. Meets needs of all students, especially those who are not athletically gifted.

6. Features cooperative, as well as competitive, games.
7. Develops students’ self-confidence and eliminates practices that humiliate students.

8. Assesses students on their progress in reaching goals, not on whether they achieve an absolute standard.


10. Teaches self-management skills, such as goal-setting and self-monitoring.

11. Actively teaches cooperation, fair play, and responsible participation in physical activity and is an enjoyable experience for students.

12. Focuses, at the high school level, on helping adolescents make the transition to a physically active adult lifestyle.

The Caddo Parish School Board will:

A. Promote and implement quality physical education programs that emphasize and promote participation in lifelong physical activities and reaching a health enhancing level of physical fitness among all students;

B. Strive toward providing students in grades K-8 with a minimum of 150 minutes per week of health and physical education;

C. Recommend that students in grades K-5 participate in planned, organized, moderate to vigorous physical activity for a minimum of 30 minutes each school day;

D. Strive toward having qualified, certified physical education teachers guide physical activity instruction in all elementary grades as well as in middle and high school physical education classes;

E. Provide staff development on standards implementation for physical education instructors;

F. Ensure that adequate safety policies and provisions are in place for physical education programs;

G. Strive toward ensuring that adequate equipment is in place and recommend that all students are able to be active for a minimum of 30 minutes per school day;

H. Provide a variety of fitness training, motor skills, and team work modules in the 270 hours of physical education required at the high school level for graduation;

I. Encourage the use of an instrument or program to evaluate students’ physical fitness;

J. Strive to provide age-appropriate equipment and facilities for implementing quality physical education programs.
VII. Physical Activity Opportunities

In order to improve health and fitness of our students and to prevent childhood obesity, the Caddo Parish School Board is placing increased emphasis on the importance of physical activity for students. The following recommendations are made in the best interest of students recognizing that schools, parents and communities will need to be creative in finding additional opportunities and resources for physical activity outside physical education classes.

The Caddo Parish School Board:

A. Recognizes that daily physical activity is essential to student welfare and academic performance;

B. Encourages physical activity during recess for elementary students, intramurals programs, integration in the academic curriculum, and clubs as well as in physical education programs;

C. Recommends daily recess for all children in K-5th grade.

D. Works with the community to create ways for students to participate in other physical activities in a safe location at times other than the school day;

E. Encourages parents and guardians to support students’ participation in physical activities, to be physically active role-models, and to include physical activities in family plans;

F. Encourages school staff to participate in physical activities to serve as role models;

G. Supports community-based physical activity programs based on Caddo Parish School Board policy.

VIII. Public Hearing

Prior to the implementation of this Wellness Policy, the Caddo Parish School Board has received input from parents through the PTA, Students Through the Nutrition Advisory Council, Representatives of the School Food Authority, School Administrators. This policy and any changes to said policy after its initial implementation shall be made after a public hearing is held.

IX. Assurance

The guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. 1779) and sections 9(f)(1) and 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758(f)(1), 1766(a), as those regulations and guidance apply to schools.

Adopted: June 27, 2006
JHC - STUDENT HEALTH SERVICES AND REQUIREMENTS
(Acquired Immune Deficiency Syndrome)

Current knowledge concerning Acquired Immune Deficiency Syndrome (AIDS) indicates that AIDS is spread through sexual contact and through the blood route. Consequently, it is not a serious health threat to persons in casual contact with a patient.

If a student is medically diagnosed as having AIDS, the continued attendance of the student in the regular education program will be permitted only when a written statement from the student's physician is provided stating that the student's health safely allows such attendance. The required physician's statement must consider and address the risks and benefits to both the infected student and to others in the regular educational setting. It must also take into account the behavior, neurological development and physical condition of the student, as well as the expected type of interaction of the student with others in the educational setting. Any restrictions or precautions necessary to safeguard the student's health and the health of others with whom the student comes into contact should be set forth.

If the physician's statement indicates that the health of the student does not allow his continued attendance in the regular education program, education services will be provided in a setting that is appropriate to the health status of the child. An alternative instruction program will be conducted under such circumstances as afford adequate protection to both the infected student and school employees in accordance with guidelines established by the child's physician in consultation with the parents or guardian of the student, school officials and a representative of the local public health unit. Such alternative instruction will continue to be provided until the physician indicates that the child can be safely returned to the regular education program.

The Caddo Parish School Board will have the option of requiring a medical review from a physician of its own choosing.

Adopted: January 8, 1986
JHCA - PHYSICAL EXAMINATIONS OF STUDENTS

All students who participate in interschool athletics shall be required to have an annual health examination. For the purposes of this policy, cheerleaders and dance line members are considered to be athletes.

Adopted: July, 1946
Revised: November 19, 1997
JHCB - INOCULATIONS OF STUDENTS

It shall be the policy of the Caddo Parish School Board to require immunization for students as stated in Louisiana Revised Statute 17:170.

Adopted: July 2, 1975
JHCC - COMMUNICABLE DISEASES
(Treatment of Pediculosis [Head Lice])

Schools bring large numbers of children into close contact daily, and therefore often serve as a focal point for the transmission of communicable diseases, including head lice infestation. Control depends greatly upon prompt case finding, efficient administrative handling of each case, effective treatment, and consistent methods of prevention.

The principal and staff are to remain constantly alert for head lice among pupils in the school. If head lice are either suspected or found on a student, the following procedure is to be administered:

1. The student is to be referred to the principal's office.

2. In a private area (not in the outer office), the pupil is to be checked for head lice. This is to be done by a person designated by the principal and/or the school nurse if available.

3. If head lice and/or eggs (nits) are found on the pupil, the parent is to be notified and the student sent home for treatment. A letter of explanation is to be sent with the child.

4. The pupil is not to return to school unless satisfactory proof can be shown that the pupil has had treatment and is now free of head lice and/or eggs (nits). A statement from a physician, approval by the school nurse, or approval by the principal or his designee is needed to confirm proof of treatment.

5. If a case of head lice is found in a particular class, a letter is to be sent to all parents of pupils in that room. It should advise the parent to provide a check of family members accordingly.

A student is not to be excluded from school once treated and nits are removed. The length of time that a child is absent is dependent on the parents' expediency in treating the child for lice and removing the eggs (nits). Absences will be excused upon submission of a physician's statement.

Adopted: June 4, 1986
JHCC - COMMUNICABLE DISEASES

It shall be the policy of the Caddo Parish School Board to cooperate with the Caddo-Shreveport Health Unit by giving weekly communicable disease reports of suspected cases of such diseases during the school year.

Adopted: July, 1946
JHCC - COMMUNICABLE DISEASES

Students who exhibit signs and symptoms of a communicable disease shall be excluded from school.

A communicable disease is herein defined as a disease that can be transmitted from one person to another. The list of diseases on the Louisiana Department of Health and Human Resources chart (see attached chart) shall serve as a guide. Diseases which are not listed will be handled on an individual basis.

Students who are not in a communicable state shall be permitted to return to school. Proof of non-communicability shall be written clearance from the Caddo Parish Health Unit, a licensed practicing physician or by approval of the school nurse if available. If the child has not been under the supervision of a private physician or under official isolation or quarantine by the health department, the recommendations on the health chart from the Louisiana Department of Health and Human Resources will be used to determine readmission to school.

The Caddo Parish School Board will have the option of requiring a medical review of its own choosing when determined necessary.

 Adopted: February 18, 1987
File:  JHCD – Student Allergies
Peanut/Severe Allergies or Anaphylaxis

The parent(s) shall provide a doctor’s statement outlining the extent of the child’s allergy. The principal will coordinate a meeting with the parents and the parties involved to discuss accommodations needed to protect the child. The student’s class and all faculty, including school nurse, bus drivers and enrichment teachers will be informed of the child’s allergy. Parent groups will be informed of the student’s allergy and encouraged to provide food that does not contain nuts or allergen during scheduled events.

A copy of the doctor’s statement will be sent to the Child Nutrition Programs department. A registered dietitian will consult with the physician if necessary and plan a daily meal pattern to be followed by the cafeteria staff.

The school will designate the classroom and a zone of the cafeteria as peanut free. The cafeteria will maintain an allergy-free table throughout the day, including breakfast and lunchtime. Food preparation at school will contain no peanut or peanut products/allergen. The student will be responsible for ensuring that he/she sits at this table. Any sandwich/sack lunch brought from home should be considered as having peanut/nut products/allergen. Those children will eat in another area of the cafeteria. Under no circumstances will lunches be taken from students.

Students will be trained regarding the student’s allergy, prevention and response (i.e. washing hands after eating nut products, recognizing the student’s allergy symptoms and telling an adult).

A procedure will be in place at the school to inform substitute teachers and all staff that accompanies the student on field trips/scheduled events of the student’s allergy. Teachers/individuals assigned to accompany the student on field trips, etc. will be knowledgeable about his allergy, his health management plan and trained to administer his medication.

Adopted:  May 13, 2009
JHCD – ADMINISTERING MEDICATIONS TO STUDENTS

It shall be the general policy of the Caddo Parish School Board that all students’ medication be administered by a parent. However, if a student is required to take oral medication or an injection during school hours and the parent/guardian cannot come to the school to administer the medication, it may be administered by trained school personnel in compliance with administrative regulations.

Adopted: October 2, 1974
Amended: November 15, 1995
Revised: August 21, 2001
JHCD-R - ADMINISTERING MEDICATIONS TO STUDENTS
The following regulations govern the administration of students' medication by trained school personnel:

1. The medication must be prescribed and written directions given by a licensed Louisiana physician or dentist or a licensed physician or dentist from an another state.

2. A written request and authorization from the parent or guardian for each medication must be delivered in person by the parent or guardian to the school in which the student is enrolled.

3. The medication must be provided to school personnel in a container that meets acceptable pharmacy standards and includes the student's name, the prescription number, if any, date, frequency, name of medication, dosage, route and physician's name or dentist's name.

4. Any employee shall have the right to request that another school board employee be present while he is administering the medication to a student to serve as a witness.

5. The principal shall be responsible for the following:
   A. Assigning a minimum of two unlicensed school staff members to successfully complete training required to administer medications in the school.
   B. Providing a safe and secure storage place for medications.
   C. Preventing the administration of medications without the appropriate documents signed by the parent or guardian and physician and without appropriate assessment and review by the school nurse.
   D. Keeping an accurate record of the administration of medication to a student.
   E. Authorizing the return to parent or guardian or disposal of all unused medicine.

6. Insulin dependent student may be allowed to self-administer medication by injections during school hours under the conditions listed below:
   A. School board medication forms must be completed by the parent or legal guardian.
   B. Physician shall provide a written protocol detailing the monitoring of the student’s blood sugar at school and the student’s ability to self-administer the insulin. Information about diet, exercise, recess, physical education, and emergency procedures shall be included.
   C. Parents shall provide all supplies needed for the student to monitor the blood sugar and to self-administer injections and a method of safe disposal of used supplies.

7. The principal, with the approval of the superintendent, may reject any request for the administration of medication at school. At that time, a reason, submitted in writing, will be given to the person making the request.

8. A copy of this statement of policy shall be delivered to each parent or guardian at the time of the request.

Approved: October 2, 1974
Revised: November 15, 1995
Revised: August 21, 2001
GENERAL INFORMATION ABOUT THIS STUDENT

NAME OF STUDENT _______________________ DATE OF BIRTH ______________________SEX_____

SCHOOL _____________________ GRADE _______ TEACHER _________________________________

NAME OF PARENT / GUARDIAN ______________________________________PHONE ______________

ADDRESS____________________________________________________________________________

Other persons to be notified in case of emergency if parent/guardian is unavailable:

NAME _____________________________________PHONE(HM)_______________ (WK)_____________

RELATIONSHIP_______________________________________________________________________

NAME _____________________________________PHONE(HM)_______________ (WK)_____________

RELATIONSHIP_______________________________________________________________________

STUDENT ALLERGIES: (List medication, food, etc. student is allergic to)
___________________________________________________________________________________

PARENT/GUARDIAN'S CONSENT

1. I hereby give permission for the school nurse or the designated unlicensed person, trained to administer medication at school, to give the following:

______________________________________________ to _______________________________

(Name of Medication)                           (Name of Student)

prescribed by: __________________________________________

(Name of Doctor or Dentist)

2. I give permission to the school nurse to share with appropriate school personnel, physicians or medical facility, information relative to the prescribed medication administration as the nurse determines necessary for my son/daughter's health and safety.

YES ____________

3. I understand I may retrieve the medication from the school at anytime and that the medication will be destroyed if it is not picked up within two weeks following termination of the order or two weeks beyond the end of the current school term.

4. I have administered the initial dose of ordered medicine at home and have allowed twelve (12) hours for observation of adverse reactions before asking school personnel to administer the medication: YES _______ NO _______

NOTE: All answers above must be "YES" before the medication may be administered at school by unlicensed personnel, unless other arrangements have been agreed an by parents and nurse.

NOTICE: Use this box only for a student who will administer his/her own medication, such as an asthma inhaler. Student will be required to record each dose.

Do you give permission for your son/daughter to self-administer medication if the school nurses determines it is safe and appropriate in the school setting?

YES _____       NO _____

Do you feel that your child is sufficiently responsible and informed to administer his/her own medication? YES_____ NO _____

Do you assume responsibility for your child's actions in his/her self-management of medication at school? YES_____ NO _____

Do you understand that regular medication orders must be provided for students who self-administer medication at school? YES_____ NO _____

SIGNATURE OF PARENT / GUARDIAN ____________________________________________________

RELATIONSHIP TO STUDENT _____________________________DATE: __________

RX NUMBER _________________________________________________________________________
(To be completed by a Louisiana Licensed Physician or Dentist)

STUDENT __________________________________________ DATE OF BIRTH ______________

NAME OF LICENSED PRESCRIBER _____________________________ TITLE ___________________

OFFICE PHONE ___________________________ EMERGENCY PHONE _______________________

PLEASE NOTE: Whenever possible, medication should be scheduled at times other than school hours. Only oral, inhalant by pro-measured aerosol, topical ointment for diaper rash, and emergency medications may be given at school by unlicensed personnel trained to give medication at school.

THE USE OF UNIT DOSE PACKAGING IS STRONGLY ENCOURAGED.

DIAGNOSIS: _________________________________________________________________________

OTHER MEDICAL CONDITIONS*: _________________________________________________________
*(If not a violation of confidentiality)

MEDICATION: ______________________ DESIRED EFFECTS: ____________________________

DOSAGE: ___________________________ FREQUENCY: _____________________________

HOUR OF ADMINISTRATION: ____________________________

SPECIFIC DIRECTIONS OR INFORMATION FOR ADMINISTRATION: _______________________________

DATE OF ORDER: ___________________ DISCONTINUATION DATE: ______________________

* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *

ADDITIONAL INFORMATION TO BE PROVIDED BY LICENSED PRESCRIBER:
1. Please list here contraindications to this medication or potential adverse effects specific to this student: ____________________________

2. List other medication( & ) being taken by this student: ____________________________

3. All medication orders must be renewed at the beginning of each school year. Date of next scheduled visit or when advised to return to prescriber: __________________

USE THIS SPACE ONLY FOR STUDENTS WHO WILL ADMINISTER THEIR OWN MEDICATION:
SUCH AS STUDENTS USING AN ASTHMA INHALER

Has this student been adequately instructed by you or your staff and demonstrated competence in self-administration of medication to the degree that he/she may self-administer his/her medication at school provided the school nurse has determined it is safe and appropriate for this student in this particular school setting?

YES _____ NO _____

If student uses inhaler:
Can inhaler be kept in office? YES _____ NO _____
Must inhaler be on student’s person at all times: YES _____ NO _____

SIGNATURE OF PHYSICIAN OR DENTIST
It shall be the policy of the Caddo Parish School Board that any Caddo Parish School Board high school designated as "home team" at any football game shall provide for an ambulance to be present at the football game no later than fifteen (15) minutes prior to the game. The ambulance shall remain at the game until fifteen (15) minutes after the game or for as long as needed in the event of an emergency. Should the ambulance be placed into use during the game, it shall return to the game to continue service availability after delivering the patient to the appropriate hospital. Payment for the ambulance service shall be the high school's "home team" responsibility.

Adopted: June 17, 1981
JI - Student Awards and Scholarships
(Purchase of Jackets)

It shall be the policy of the Caddo Parish School Board to purchase jackets for each member of a school athletic team that wins a team state championship. The amount shall not exceed $70 per jacket.

All jackets shall be purchased using public bidding procedures.

All jackets shall be awarded in compliance with rules and regulations as adopted by the Louisiana High School Athletic Association.

Adopted: June 24, 1992
The following policy with regard to drives and money raising efforts shall be followed by the Caddo Parish School Board:

Picture Taking
All picture taking be limited to one time a year except in the case of the senior high schools where taking of pictures of students is involved in the production of school annual and further, that all special picture sale campaigns in the school be eliminated and the sale of children's pictures to their parents be left completely on a voluntary basis.

School Parties
There shall be a limit of not more than two parties a year and the expenses involved for such parties shall be handled in a way that will not cause hardship or embarrassment to children. Moreover, any kind of birthday or similar party in classrooms should be eliminated.

Fund Raising Drives
There are three community-wide fund raising efforts existing that have been approved by the Caddo Parish School Board. These are: the United Fund, March of Dimes campaign and the Christmas Tuberculosis Seal sale. Only persons employed by the Caddo Parish School System be asked to contribute to these drives and that these drives where money is contributed by school children be eliminated from the public schools of Caddo Parish.

Finally, the Caddo Parish School Board prohibits any money raising effort whereby children would be asked to contribute to the purchase of a gift for any purpose.

Adopted: November 3, 1965
JL - STUDENT GIFTS AND SOLICITATIONS

No drives for money, clothing or food may be conducted in the separate classrooms of a school. All such drives seeking to raise money must be conducted by placing a suitable container or containers at proper places in the halls where children may be allowed to go of their own free will and contribute their money. Teachers should be permitted only to make announcements about such drives to their rooms at the proper time and such announcements should be permitted at school assemblies. Pressure of any type to get children to contribute to such drives for money, clothing or food should be prohibited.

The Caddo Parish School Board should prohibit pressure being brought to bear in any classroom or in an entire school in trying to get children to contribute 100% or to join various types of organizations on a 100% basis. Where membership of school children seems to be desirable in some outside activity, it should be secured on a completely voluntary basis, following simple announcements in the room that the opportunity for joining in the work is open to students.

All picture taking will be limited to one time a year, except in the case of the senior high schools where taking of pictures of students is involved in production of the school annual and further, that all special picture sales campaigns in the schools be eliminated and the sale of children's pictures to their parents be on a voluntary basis.

The board prohibits any money raising effort whereby children would be asked to contribute to the purchase of a gift for any purpose.

Adopted: September 7, 1960
Cross Reference: KI, Public Solicitations in the Schools
JO - STUDENT RECORDS  
(Reporting Cases of Child Abuse/Neglect)

In order to comply with Articles 603, 609 and 610 of the Louisiana Children’s Code, the Caddo Parish School Board establishes the following policy regarding the reporting of cases of child abuse and neglect.

1. School principals, teachers, counselors, nurses, healthcare providers, instructional aids, school staff members, and social workers must report the abuse or neglect of a child defined as follows:

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

   (a) The infliction, attempted infliction, or, as a result of inadequate supervision, the allowance of the infliction or attempted infliction of physical or mental injury upon the child by a parent or any other person.

   (b) The exploitation or overwork of a child by a parent or any other person.

   (c) The involvement of the child in any sexual act with a parent or any other person, or the aiding or toleration by the parent or the caretaker of the child’s sexual involvement with any other person or of the child’s involvement in pornographic displays, or any other involvement of a child in sexual activity constituting a crime under the laws of this state.

   "Neglect" means the refusal or unreasonable failure of a parent or caretaker to supply the child with necessary food, clothing, shelter, care, treatment, or counseling for any injury, illness, or condition of the child, as a result of which the child’s physical, mental, or emotional health and safety is substantially threatened or impaired.

Adopted: August 6, 1986
Amended: February 7, 1990
Reviewed: July 23, 2002
Revised: February 18, 2003

Louisiana Children’s Code Article 601, Article 603, Article 609 and Article 610.
JO-R – STUDENT RECORDS

(Reporting Cases of Child Abuse/Neglect)

1. Reports of Child Abuse/Neglect By Parent, Caretaker, Person who has an Interpersonal Relationship with Parent/Caretaker, or Person Residing With Caretaker.

Reports of child abuse/neglect where the offender is believed to be a parent, caretaker or a person who maintains an interpersonal dating or engagement relationship with the parent or caretaker, or a person living in the same residence with the parent or caretaker as a spouse whether married or not, shall be made immediately to the local child protection agency.

2. Reports of Child Abuse/Neglect – Other.

Reports of child abuse/neglect in which the abuse or neglect is believed to be perpetrated by someone other than a caretaker, a person who maintains an interpersonal dating or engagement relationship with the parent or caretaker, or a person living in the same residence with the parent or caretaker as a spouse whether married or not, and the caretaker is not believed to have any responsibility for the abuse or neglect shall be made immediately to the local law enforcement agency.

3. The report of child abuse/neglect should be made as soon as the school personnel becomes aware of the abuse or neglect. The initial report of abuse or neglect may be made orally, but the oral report shall be followed by a written report made within five days to the local child protection agency or, if necessary to the local law enforcement agency.

The report shall contain the following information, if known:

(1) The name, address, age, sex, and race of the child.

(2) The nature, extent, and cause of the child’s injuries or endangered condition, including any previous known or suspected abuse to this child or the child’s siblings.

(3) The name and address of the child’s parent(s) or other caretaker.

(4) The names and ages of all other members of the child’s household.
JO-R – STUDENT RECORDS
(Reporting Cases of Child Abuse/Neglect)

(5) The name and address of the reporter.

(6) An account of how this child came to the reporter’s attention.

(7) Any explanation of the cause of the child’s injury or condition offered by the child, the caretaker, or any other person.

(8) Any other information which the reporter believes might be important or relevant.

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

4. Failure to report child abuse or neglect could subject the offender to criminal prosecution as authorized by La R.S. 14:403(A)(I).

5. The filing of a report, known to be false, may subject the offender to criminal prosecution as authorized by La. R.S. 14:403(A)(3).

In cases where Child Protection Center personnel visit the school and request to interview and/or examine a child, this will be allowed after completion of Form JO-E.

Adopted: February 18, 2003

References: Louisiana Children’s Code Article 601, Article 603, Article 609 and Article 610; La. R.S. 14:403.
JO-E - STUDENT RECORDS
(Reporting Cases of Child Abuse/Neglect)

Examination or Interview of Child at School

I, the undersigned, and a representative of the Shreveport Child Protection Center and have reasonable cause to believe that ___________________________ is a child who must be examined or interviewed immediately.

__________________________    __________________________________
Date                (Signature of person representing Child Protection Center)

Note to School: File in Cumulative Record

Adopted: August 6, 1986
Amended: February 7, 1990
Reviewed: July 23, 2002
JO - STUDENT RECORDS
(Privacy)

It shall be the policy of the Caddo Parish School Board that a cumulative record of each student in the parish be installed and kept. It shall be the responsibility of the Superintendent of Schools to administer the following policies with regard to student records:

That any parent objecting to keeping cumulative records sign a statement to that effect and no record will be kept. An existing cumulative record on any student may be destroyed if a parent of the student submits such a request in writing to the principal.

That anecdotal records may become part of the child's educational records if they:

a. are related to the child's educational program;
b. are written, dated and signed by the observer;
c. describe only observable behavior;
d. specify the time and date of the observation, the circumstances surrounding the behavior and the relationship of the behavior to the child's educational program.

That any parent can study their child's (student's) records with teachers or counselors.

That except as otherwise provided herein, in order for any person to obtain information from the cumulative record file said information cannot be released without written permission from parent or owner of cumulative file (if owner is over 18 years of age).

That the central office be given the authority to remove cumulative records of students from the schools one year after the date the students graduated (age 19 for regular students, age 22 for special education students) or would have graduated had he continued in Caddo Parish schools. The record is to be destroyed by shredding or given to the student or parent upon request. The portion of the cumulative record to be destroyed contains such information as tests, health records and sample of work done by students. The permanent portion of the record containing the student's attendance and units of work will be archived at the central office.

In compliance with the Family Educational Rights and Privacy Act, (the "ACT") and its implementing regulations, it shall be the policy of the Caddo Parish School Board to provide parents of students and eligible students (those 18 or more years of age) who are or have been in attendance an opportunity to inspect and review their educational records. Except as otherwise provided herein, it shall also be the policy of the Caddo Parish School Board to require prior consent from the parent or the eligible student for disclosure of personally identifiable information in educational records. These provisions shall be in accord with the specifications, definitions and limitations stated in the Act.
The board is cognizant that penalty for failure to comply with provisions
of the Act is termination or withholding of funds for federal programs for
which
the U. S. Secretary of Education has administrative responsibility.

Procedures, rules and regulations for administration of the "Privacy Rights
of Parents and Students" follow:

Parents of students in attendance and eligible students in attendance in
schools shall be notified annually of their rights under the Family Educational
Rights and Privacy Act (the “Act”), and of the Caddo Parish School Board’s
privacy practices. Such rights and procedures for administration are listed
below.

I. Right to Inspect and Review Education and Health Records

The parent of a student or an eligible student (one who is
18 or more years of age) who is or has been in attendance
in school shall be permitted to inspect and review the
education records and health records of the student. These
records are listed in Part XIV of this document. Requests
to inspect and review an education record or health record
must be made in writing or in person. Responsible school
or central office personnel must comply with the request
within five working days if possible, but in no case longer
than 45 days. Personnel must respond to reasonable
requests for explanations and interpretation of such
records.

II. Limitation of Destruction of Education and Health Records

Records on which there is an outstanding request to inspect and review
shall not be destroyed.

Explanations resulting from hearings on challenged content or education
records shall be maintained in the record.

The record of disclosures of education records shall be maintained as
long as the record is maintained.

III. Amendment of Education Records

The parent of a student or eligible student may request that an education
record he or she feels to be inaccurate, misleading or in violation of
the privacy or other rights of the student be amended.

Responsible personnel will render a decision on the amendment in a
reasonable amount of time. If the request is refused, the parent or
eligible student will be notified of the right to a hearing.
IV. Right to Hearing

Responsible personnel shall, on request, provide the opportunity for a hearing to challenge the content of an education record. The hearing must be held within a reasonable period of time after receipt of the request (15 days if possible, and in no case longer than 45 days). The parent of the student or eligible student must be notified of the date, time and place reasonably in advance of the hearing.

V. Conduct of the Hearing

The hearing to challenge the content of an education record shall be conducted by a party designated by the superintendent who does not have a direct interest in the outcome. Parent or student must be given full and fair opportunity to present relevant evidence and may be assisted or represented by persons of his or her choice at his or her own expense including an attorney.

The decision, based solely upon evidence presented at the hearing, must be rendered in writing within a reasonable time (15 days if possible, and in no case longer than 45 days). It must include a summary of the evidence and reasons for the decision.

Should it be decided as a result of the hearing that the content is inaccurate, misleading, or in violation of the privacy or other rights of the student, the record shall be amended and the parent or eligible student so notified in writing. If the decision is the reverse, the parent or eligible student will be informed of the right to place in the record a statement commenting upon the contested information in the record and any reasons for disagreeing with the decision of the system.

VI. Disclosure of Personally Identifiable Information From Education Records

A. Written consent of a parent of a student or an eligible student prior to the disclosure of personally identifiable information from the education records of a student will be required except under conditions stated in the following paragraph. The written consent must be signed and dated by the parent of the student or the eligible student and must include a specification of the education records to be disclosed, purpose or purposes of disclosure, and the party or class of parties to whom disclosure is to be made.

B. Education records of Caddo Parish Public School students will be transferred or disclosed on request of school officials of a school in which a student seeks or intends to seek enrollment, to school officials in this system who have legitimate education interests, to certain authorized state and federal representatives specified in the Act, in connection with federal aid for which a student has applied or received, and to appropriate parties in connection with a health or safety emergency.
C. The school board or school board employees may disclose education records or information from education records without the consent of the parent or guardian of the student who is the subject of the records, to state and local law enforcement officials and other officials within the juvenile justice system. The school board or school board employee shall not be liable for the disclosure of any such information made in compliance with the following provisions of this policy:

1. The disclosure of the education records or of the information from the education records must be to state or local law enforcement officials or to other officials within the juvenile justice system.
2. The disclosure must comply with the provisions of this policy which is adopted pursuant to La.R.S. 17:81(N).
3. The disclosure must relate to the ability of the juvenile justice system to serve, prior to adjudication, the student whose records or whose information is to be disclosed.
4. The officials to whom the records or the information are disclosed shall certify in writing that the person, and any agency or organization with which that person is affiliated, will keep the personally identifiable portions of the records or the information confidential and will not disclose the information to any person or agency or organization except a person or agency or organization within the juvenile justice system who or which has an independent right to that information.
5. Any other provisions which are necessary to comply with federal laws or rules.

D. School officials in this system" are identified as teacher, counselor, school coordinator, assistant principal or principal at the school of attendance or other personnel (including clerical) at the central office level who are responsible for the instruction, health, attendance or behavior of the student. This also includes student teachers and practicum students in educational fields who are under the direct supervision of a Caddo Parish school employee.

E. "Legitimate educational interest" is defined as that interest necessary to the performance of the jobs of these school officials.

F. Access to Student Information by Military Recruiters

1. Access: Except as otherwise provided in paragraph (2) below, the school system will provide, upon request made by military recruiters, access to secondary school students’ names, addresses and telephone listings.
2. Consent: The parent of a secondary school student or an eligible secondary student (one who is 18 years of age or older) may request that the student’s name, address and telephone listing described in paragraph (1) above not be released without their prior written consent. The school system shall notify parents of the option to make such a request and shall comply with the request.
VII. Applicability: The term “secondary students” means students 17 years of age or older or in the eleventh grade or higher.

F. Directory Information
The Caddo Parish School Board may disclose appropriately designated directory information without written consent, unless the parent has advised the School System to the contrary in accordance with the School System procedures. The primary purpose of directory information is to allow the School System to include this type of information from the student’s education records in certain school publications. Examples include:

A program showing your student’s role in a drama production;
The annual yearbook; school newsletter; Honor Roll or other recognition lists; Graduation programs; and sports activity sheets, such as for football, wrestling, etc., showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

The School system has designated the following information as directory information:

- Student’s Name
- Participation in officially recognized activities and sports
- Parent’s Name
- Weight and height of members of athletic teams
- Address
- Degree, honors, and awards received
- Telephone listing
- The most recent educational agency or institution attended
- Photograph
- Grade level
- Dates of Attendance

Parents shall be given a reasonable amount of time after the beginning of each school year or after the student’s initial enrollment in Caddo Parish schools during any school year to advise the student’s school that any or all directory information not be disclosed.

VII. Record of Disclosure

A record of each request for and access to personally identifiable information from educational records and health records of students must be maintained with the records. The records must indicate the parties requesting the information, the legitimate interest of the parties, the purpose for access, date and signature. If a parent refuses consent for disclosure of educational records, the superintendent will designate a hearing officer to weight the refusal and determine action to be taken.
VIII. Disclosure of Protected Health Information

A. Protected health Information is defined as individually identifiable information that relates to a student’s health, health care, or payment for health care.

B. Written consent of a parent of a student or an eligible student prior to the disclosure of protected health information from the health records of a student will be required except under conditions stated in the following paragraphs. The written consent must be signed and dated by the parent of the student or the eligible student and must include a specification of the health records to be disclosed, purpose or purposes of disclosure, and the party or class of parties to whom disclosure is to be made.

C. A student’s PHI (Protected Health Information) may be used and disclosed to carry out treatment, payment and health care operations. A student’s PHI may also be disclosed to contact a parent regarding appointments, to inform a parent of potential treatment options or alternatives, or health related benefits or services which may be of interest to a parent. Further, a student’s PHI may be disclosed to a family member, relative, close friend or other person identified by a parent to be involved in the student’s health care. Finally, a student’s PHI will be used and disclosed when required by federal, state or local law.

D. A student’s PHI may be disclosed under the following special circumstances:

1. A student’s PHI may be disclosed to public health authorities that are authorized by law to collect information for the purpose of:
   a. maintaining vital records, such as births and deaths;
   b. preventing or controlling disease, injury or disability;
   c. notifying a person regarding potential exposure to a communicable disease;
   d. notifying a person regarding a potential risk for spreading or contracting a disease or condition;
   e. reporting reactions to drugs or problems with products or devices;
   f. notifying individuals if a product or device they may be using has been recalled; or
   g. reporting child abuse, neglect or domestic violence.

2. A student’s PHI may be disclosed to a health oversight agency for activities authorized by law. Oversight activities can include, for example, investigations, inspections, audits, survey, licensure and disciplinary actions; civil, administrative, and criminal procedures or actions; or other activities necessary for the government to monitor government programs, compliance with civil rights laws and the health care system in general.

3. A student’s PHI may be disclosed in response to a court or administrative order, if the student is involved in a lawsuit or similar proceeding. A student’s PHI may be disclosed in response to a discovery request, subpoena, or other lawful process by another party involved in the dispute.
4. A student’s PHI may be disclosed so long as applicable legal requirements are met, for law enforcement purposes. The Caddo Parish School System may release the minimum necessary information if asked to do so by a law enforcement official:
   a. In response to a proper court order or similar process;
   b. In response to a subpoena for a student’s PHI;
   c. About criminal conduct involving the Caddo Parish School System;
   d. Suspicion that death has occurred as a result of criminal conduct;
   e. In the event that a crime occurs on the premises of any Caddo Parish School Board property; or
   f. Medical emergency (not on the premises of a Caddo Parish School Board property) and it is likely that a crime has occurred.

5. If a student becomes an inmate of a correctional institution or falls under the custody of a law enforcement official, the Caddo Parish School system may release medical information about the student to the correctional institution or law enforcement official. This release would be necessary for the institution to provide the student with health care; to protect the student’s health and safety or the health and safety of others; or for the safety and security of the correctional institution.

6. If the student is an organ donor, the Caddo Parish School System may release medical information to organizations that handle organ procurement or organ, eye or tissue transplantation or to an organ donation bank, as necessary to facilitate organ or tissue donation and transplantation.

7. A student’s PHI may be disclosed when necessary to reduce or prevent a serious threat to a student’s health and safety or the health and safety of another individual or the public. Under these circumstances, the Caddo Parish School System will only make disclosures to a person or organization able to help prevent the threat.

8. A student’s PHI may be disclosed to federal officials for intelligence, counterintelligence, or other national security activities authorized by law.

10. Medical information about a student may be disclosed to authorized federal officials so they may provide protection to the President, other authorized persons or foreign heads of state or conduct special investigations.

IX. Right to Request Restrictions on Disclosure of Protected Health Information.

A parent has the right to request a restriction or limitation on the medical information used or disclosed about his child for treatment, payment or health care operations. However, the Caddo Parish School
Board is not required to agree to such request. A parent has the right to request a limit on the medical information disclosed about a student to someone who is involved in the student's care or the payment for the student's care, like a family member or friend. However, the Caddo Parish School Board is not required to agree to the request. A student’s parent may not prohibit the student’s other parent from receiving this information unless he is prohibited by court order or other law. If the Caddo Parish School Board does agree, the request will be complied with unless the information is needed to provide the student emergency treatment. To request restrictions, the request must be in writing to the Caddo Parish School Board at the address listed above. The request must state (1) what information is to be limited; (2) whether the request is to limit the use, disclosure or both; and (3) to whom the limits apply. The form to request for a restriction/limitation on medical information disclosed is available at the Caddo Parish School Board.

X. Right To An Accounting of Disclosures of Protected Health Information.

A parent has the right to receive an accounting of disclosures of his child’s protected health information made to individuals or entities other than to him, except for disclosures to carry out treatment, payment and health care operations as provided above; to persons involved in his child’s care or for other notification purposes as provided by law; for national security or intelligence purposes as provided by law; to correctional institutions or law enforcement officials as provided by law; or that occurred prior to April 13, 2003. This right applies to disclosures made during the time period of up to six years from the date of the request.

To request an accounting of disclosures, a parent must submit a written request to Dominic Salinas, at the Caddo Parish School Board, 1961 Midway, Shreveport, LA 71108. The request must state a time period, which may not exceed six years. There is no charge for the first request for accounting within a twelve-month period; however, a fee may be charged for the administrative costs of retrieving, copying, mailing, and any other activities associated with any additional requests for accounting. The parent will be notified of the costs involved and will have the option to withdraw the request at that time, before any costs are incurred.

XI. Request for Confidential Communications Concerning Medical Matters.

A parent has a right to request that the school system's employees communicate with him about his child’s medical matters in a certain way or at a certain location. The School System will accommodate all reasonable requests to the best of our ability. The parent will not be asked the reason for the request. The request must specify how or where the parent wishes to be contacted.

XII. Right to File a Complaint.

If a parent believes his child’s privacy rights have been violated, he may file a complaint with the Caddo Parish School Board or with the Secretary of the Department of Health and Human Services. To file a complaint with the Caddo Parish School Board, contact Dominic Salinas at the address listed above. All complaints must be submitted in writing.
XIII. Right to Provide an Authorization for other Uses and Disclosures of Protected Health Information.

A written authorization will be obtained for uses and disclosures that are not identified by this notice or permitted by applicable law. Any authorization to the Caddo Parish School Board regarding the use and disclosure of a student's PHI may be revoked at any time in writing. After revocation of an authorization, the Caddo Parish School Board will no longer use or disclose a student’s PHI for the reasons described in the authorization. Please note, we are required to retain records of the student’s care.

XIV. Types and Locations of Student Records

<table>
<thead>
<tr>
<th>Record</th>
<th>Location</th>
<th>Responsible Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cumulative Record</td>
<td>School</td>
<td>Principal</td>
</tr>
<tr>
<td>Permanent Record</td>
<td>School or Central Office</td>
<td>Principal</td>
</tr>
<tr>
<td>CR-2 in Jr. High</td>
<td>Central Office</td>
<td></td>
</tr>
<tr>
<td>SA-12 in Sr. High (Grades and Credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Record</td>
<td>School</td>
<td>Principal</td>
</tr>
<tr>
<td>Elementary Register (CR-1)</td>
<td>School</td>
<td>Principal</td>
</tr>
<tr>
<td>Attendance Card</td>
<td>School</td>
<td>Principal</td>
</tr>
<tr>
<td>Days Present and Absent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificate of High School credits or High School Transcript grades, credits, date of graduation)</td>
<td>School or Central Office</td>
<td>Principal</td>
</tr>
<tr>
<td>IEP</td>
<td>Classroom</td>
<td>Special Education Teachers</td>
</tr>
<tr>
<td>Confidential Record (Evaluation reports, medical reports, placement records, records or parent contact, anecdotal records)</td>
<td>School Office Special Education Office Central Office</td>
<td>Principal Supervisor of Special Education Director of Special Education</td>
</tr>
</tbody>
</table>

All records will be maintained in locked rooms or locked filing cabinets after hours to insure confidentiality. Permanent records on all students will be archived at the central office.

XV. Destruction of Student Records

All student records will be destroyed by shredding under the supervision of the Caddo Internal Auditor on or after the nineteenth birthday of regular education students and the twenty-second birthday of special education students. All closed distribution, copyrighted test protocols
of special education students will be destroyed every three years upon completion of the state-mandated reevaluation. Parents may request and receive these records (except for copyrighted test protocols before they are destroyed). Parents shall be so informed in the Caddo Parish Handbook for Parents, the standard Letter of Parental Rights, and the Parents Special Education Handbook.

Revised: July 23, 2002
Revised: October 19, 2004
Revised: November 16, 2006
By signing this form, you acknowledge that you have received a copy of Caddo Parish School Board Policy JO-R and the Caddo Parish Board Notice of Privacy Practices. Both Policy JO-R and the Notice of Privacy Practices provide information about how we may use and disclose your child’s education records and protected health information. We encourage you to read them in full.

I, ______________________________, hereby acknowledge that I received a copy of Caddo Parish School Board Policy JO-R and Caddo Parish School Board Notice of Privacy Practices.

Dated: ______________ ____________________________________________

Signature of Parent or Guardian

Name of child/children enrolled in Caddo Parish School
Effective Date of this Notice: _________________, 2004

CADDO PARISH SCHOOL BOARD
NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOUR CHILD MAY BE USED AND DISCLOSED, AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW THIS NOTICE CAREFULLY

A. OUR COMMITMENT TO YOUR CHILD’S PRIVACY

The Caddo Parish School Board is dedicated to maintaining the privacy of your child’s protected health information. Protected health information is individually identifiable information that relates to your child’s health, health care, or payment for health care. In conducting our business, we may create records regarding your child and the education and the medical treatment and services we provide to your child. We are required by law to maintain the confidentiality of educational and health information that identifies your child. We also are required by law to provide you with this notice of our legal duties and the privacy practices that we maintain in our practice concerning your child’s education records and protected health information. By federal and state law, we must follow the terms of the notice of privacy practices that we have in effect at the time. We realize that these laws are complicated, but we must provide you with the following important information:

How we may use and disclose your child’s education records and protected health information

Your privacy rights in your child’s education records and protected health information

Our obligation concerning the use an disclosure of your child’s education records and protected health information

We reserve the right to revise or amend this Notice of Privacy Practices. Any revision or amendment to this notice will be effective for all of your child’s education records and protected health information records that Caddo Parish School board has created or maintained in the past, and for any of your child’s education records and protected health information records that we may create or maintain.
in the future. The Caddo Parish School Board will post a copy of our current Notice in our offices in a visible location at all times, and you may request a copy of our most current Notice at any time.

B. IF YOU HAVE QUESTIONS ABOUT THIS NOTICE, PLEASE CONTACT:

   Dominic Salinas  
   1961 Midway  
   Shreveport, LA  71108  
   Telephone:  318/219-0191, ext. 402

C. WE MAY USE AND DISCLOSE YOUR CHILD’S PROTECTED HEALTH INFORMATION (PHI) IN THE FOLLOWING WAYS:

1. Treatment. We may use and disclose your child’s protected health information to provide, coordinate, or manage your child’s health care in any related services. This includes the coordination or management of your child’s health care with a third party that has already obtained your permission to have access to your child’s protected health information. We may disclose your child’s protected health information as necessary to doctors, nurses, counselors, physician’s assistants, nurse practitioners, therapists, or any other personnel involved in your child’s care. In addition, we may disclose your child’s health information to another physician or health care provider who, at the request of your child’s physician, becomes involved in your child’s care by providing assistance with your child’s health care diagnosis or treatment to your child’s physician.

2. Payment. We may use and disclose your child’s PHI in order to bill and collect payment for the services and items your child may receive from us.

3. Health Care Services – Evaluation. We may use and disclose your child’s PHI to help us evaluate how services are provided to your child. As examples of the ways in which we may use and disclose your child’s information for our operations, we may use your child’s PHI to evaluate the quality of care your child received from us and to plan how to effectively provide services. We may call your child’s name aloud in order to acknowledge your child’s presence and begin treatment, payment and health care operations.
4. **Appointment Reminders.** We may use and disclose your child’s PHI to contact you and remind you of an appointment. If you have an answering machine or voice mail, we may leave messages regarding your child’s appointment or we may tell a family member about your child’s appointment.

5. **Treatment Options.** We may use and disclose your child’s PHI to inform you of potential treatment options or alternatives for your child.

6. **Health-related Benefits and Services.** We may use and disclose your child’s PHI to inform you of health-related benefits or services that may be of interest to you.

7. **Other Involved in Your Child’s Healthcare.** Unless you object, we may disclose to a member of your family, a relative, a close friend or any other person you identify, your child’s protected health information that directly relates to that person’s involvement in your child’s health care. If you are unable to agree or object to such a disclosure, we may disclose such information as necessary if we determine that it is in your child’s best interest based on our professional judgment. We may use or disclose protected health information to notify or assist in notifying a family member, personal representative or any other person that is responsible for your child’s care of your child’s location, general condition, or death. Finally, we may use or disclose your child’s protected health information to an authorized public or private identity to assist in disaster relief efforts and to coordinate uses and disclosures to family or other individuals involved in your child’s health care.

8. **Disclosures Required by Law.** We will use and disclose your child’s PHI when we are required to do so by federal, state or local law.

D. **USE AND DISCLOSURE OF YOUR CHILD’S PHI IN CERTAIN SPECIAL CIRCUMSTANCES.**

1. **Public Health Risks.** We may disclose your child’s PHI to public health authorities that are authorized by law to collect information for the purpose of:

   - Maintaining vital records, such as births and deaths
• Preventing or controlling disease, injury or disability
• Notifying a person regarding potential exposure to a communicable disease
• Notifying a person regarding a potential risk for spreading or contracting a disease or condition
• Reporting reactions to drugs or problems with products or devices
• Notifying individuals if a product or device they may be using has been recalled
• Reporting child abuse, neglect or domestic violence

2. Health Oversight Activities. We may disclose your child’s PHI to a health oversight agency for activities authorized by law. Oversight activities can include, for example, investigations, inspections, audits, survey, licensure and disciplinary actions; civil administrative and criminal procedures or actions; or other activities necessary for the government to monitor government programs, compliance with civil rights laws and the health care system in general.

3. Lawsuits and Similar Proceedings. We may use and disclose your child’s PHI in response to a court or administrative order, if you or your child is involved in a lawsuit or similar proceeding. We may also disclose your child’s PHI in response to a discovery request, subpoena, or other lawful process by another party involved in the dispute.

4. Law Enforcement. We may also disclose your child’s PHI, so long as applicable legal requirements are met, for law enforcement purposes. We may release the minimum necessary information if asked to do so by a law enforcement official:

• In response to a proper court order or similar process
• In response to a subpoena for your child’s PHI
• About criminal conduct involving the Caddo Parish School System
• Suspicion that death has occurred as a result of criminal conduct
• In the event that a crime occurs on the premises of any Caddo parish School Board property
• Medical emergency (not on the premises of a Caddo Parish School board property) and it is likely that a crime has occurred

5. **Inmates.** If your child becomes an inmate of a correctional institution or falls under the custody of a law enforcement official, we may release medical information about the student to the correctional institution or law enforcement official. This release would be necessary for the institution to provide the student with health care; to protect your child’s health and safety or the health and safety of others; or for the safety and security of the correctional institution.

6. **Organ and Tissue donation.** If your child is an organ donor, we may release medical information to organizations that handle organ procurement or organ, eye or tissue transplantation or to an organ donation bank, as necessary to facilitate organ or tissue donation and transplantation.

7. **Serious Threats to Health or Safety.** We may use and disclose your child’s PHI when necessary to reduce or prevent a serious threat to your child’s health and safety or the health and safety of another individual or the public. Under these circumstances, we will only make disclosures to a person or organization able to help prevent the threat.

8. **National Security or Intelligence.** We may disclose your child’s PHI to federal officials for intelligence, counterintelligence, or other national security activities authorized by law.

9. **Protective Services for the President and Others.** We may disclose medical information about your child to authorized federal officials so they may provide protection to the president, other authorized persons or foreign heads of state or conduct special investigations.

10. **Valid Written Authorization.** We may disclose your child’s PHI pursuant to a validly executed written authorization.
E. YOUR RIGHTS REGARDING YOUR CHILD’S PHI

1. Inspect and Copy Your Child’s Health Record. You have the right to inspect or obtain a copy of your child’s health record, and to do so, you must submit a written request to Dominic Salinas at the Caddo parish School Board, 1961 Midway, Shreveport, LA 71108. The form for your request to inspect or copy your child’s health record is available at our office. If you request a copy of the information, we will charge a fee as permitted by Louisiana law for the costs of copying, mailing or other supplies associated with your request.

2. Amendment to Your Child’s Health Record. If you feel that medical information maintained by us is incorrect or incomplete, you may ask us to amend the information. You have the right to request an amendment to your child’s health record only during the time the information is kept by, or on behalf of, the Caddo Parish School Board. To request an amendment, your request must be made in writing and submitted to Dominic Salinas at the Caddo Parish School Board, 1961 Midway, Shreveport, LA 71108. In addition, you must provide a reason that supports your request. The form for your request for an amendment to your child’s health record is available at our office. We may deny your request for an amendment to your child’s health record if it is not in writing or does not include a reason that supports the request. In addition, we may deny your request if you ask us to amend information that:

   - Was not created by us
   - Was created by a person or entity that is no longer available to make the amendment
   - Is not part of the medical information kept by or for the Caddo Parish School Board
   - Is not part of the information which you permitted to inspect and copy; or
   - Is accurate and complete medical information

If your request for an amendment is denied, you have the right to file a statement of disagreement. The Caddo Parish School Board also has the right to prepare a
3. Request Restrictions. You have the right to request a restriction or limitation on the medical information we use or disclose about your child for treatment, payment or health care operations. However, we are not required to agree to your request. You also have the right to request a limit on the medical information we disclose about your child to someone who is involved in your child’s care or the payment for your child’s care, like a family member or friend. For example, you could request that we not use or disclose information about a medical procedure that your child had. We are not required to agree to your request. You may not prohibit a parent from receiving this information unless he is prohibited by court order or other law. If we do agree, we will comply with your request unless the information is needed to provide your child emergency treatment. To request restrictions, you must make your request in writing to the Caddo Parish School Board at the Caddo Parish School Board, 1961 Midway, Shreveport, LA 71108. In your request you must tell us (1) what information you want to limit; (2) whether you want to limit the use, disclosure or both; and (3) to whom you want the limits to apply. The form for your request for a restriction/limitation on medical information disclosed is available at our office.

4. Paper Copy of This Notice. You have the right to obtain a copy of this notice. You may ask us to give you a copy of the notice at any time, or you may obtain a copy of this notice at our website: www.caddo.k12.la.us.

5. Right to An Accounting of Disclosures. You have the right to receive an accounting of disclosures of your child’s protected health information made to individuals or entities other than to you except for disclosures to carry out treatment, payment and health care operations as provided above; to persons involved in your child’s care or for other notification purposes as provided by law; to correctional institutions or law enforcement officials as provided by law; or that occurred prior to April 14, 2003. This right applies to disclosures made during the time period of up to six years form the date of request.

6. Request Confidential Communications. You have the right to request that we communicate with you about your
child’s medical matters in a certain way or at a certain location. For example, you can ask we only contact you at work or by mail. We will accommodate all reasonable requests to the best of our ability. We will not ask you for the reason for your request. Your request must specify how or where you wish to be contacted.

7. **Right to File a Complaint.** If you believe your child’s privacy rights have been violated, you may file a complaint with the Caddo Parish School board or with the Secretary of the Department of Health and Human Services. To file a complaint with the Caddo Parish School Board, contact the Superintendent’s office at the Caddo Parish School Board, 1961 Midway, Shreveport, LA 71108. All complaints must be submitted in writing.

8. **Right to provide an Authorization for Other Uses and Disclosures.** We will obtain your written authorization for uses and disclosures that are not identified by this notice or permitted by applicable law. Any authorization you provide to us regarding the use and disclosure of your child’s PHI may be revoked at any time in writing. After you revoke your authorization, we will no longer use or disclose your child’s PHI for the reasons described in the authorization. Please note, we are required to retain records of your child’s care.
SECTION K: SCHOOL-COMMUNITY RELATIONS

Consult The School Administrator's Guide to the EPS/NSBA System 1975 revised edition, for a full explanation of the codes and descriptors which follow. Use the checklist to record the contents of your own district policy manual. Your checkmarks will indicate which descriptors are covered in your manual.

KA  School-Community Relations Goals
KAA  School-Community Relations Priority Objectives

KB  Public Information Program
KBA  Public’s Right to Know
KBB  School-Sponsored Information Media
KBC  News Media Relations
KBCA  News Releases
KBCB  News Conferences and Interviews
KBBC  News Media Services at Board Meetings (Also BDDI)
KBCD  Broadcasting and Taping of Board Meetings (Also BDDJ)
K BCE  Sports and Special Events News Coverage
KBD  Speaker Services
KBE  Bond Campaigns (Also FD)
KBF  Use of Students in Public Information Program

KC  Community Involvement in Decisionmaking (Also ABA)

KD  Public Participation at Board Meetings (Also BDDH)

KE  Staff Participation in Community Activities (Also GBF)

KF  Community Instructional Resources (Also IIC)
KFA  Special Interest Materials (Also IIAD)

KG  Community Use of School Facilities
KGA  Public Sales on School Property
KGB  Public Conduct on School Property
KGC  Smoking on School Premises at Public Functions

KH  Public Gifts to the Schools
SN Pertains to gifts offered by individuals or groups to either the district-at-large or to individual schools or school organizations. See also GBI, Staff Gifts and Solicitations and JL, Student Gifts and Solicitations.

KI  Public Solicitations in the Schools
SN Pertains to charity appeals and fund-raising campaigns for special purposes. See also IGDF, Student Fund-Raising Activities; GBI, Staff Gifts and Solicitations; and JL, Student Gifts and Solicitations.

KJ  Advertising in the Schools

KK  Visitors to the Schools

Section K- 1st of 2 pages
SECTION K: SCHOOL-COMMUNITY RELATIONS
(Continued)

KL       Public Complaints
KLA      Public Complaints About Policies
KLB      Public Complaints About the Curriculum or Instructional Materials
KLC      Public Complaints About Facilities or Services
KLD      Public Complaints About School Personnel

KM       Relations With community Organizations
KMA      Relations With Parents Organizations
KMB      Relations With Booster Organizations
KMC      Relations With Neighborhood Associations
KMD      Relations With Churches
KME      Relations With Youth Organizations
KMF      Relations With Private Social Service Organizations

KMG      Relations With Business Organizations
KMH      Relations With Labor Organizations
KMI      Relations With Political Organizations
KMJ      Relations With Indian Tribal Councils

KN       Relations With Governmental Authorities
SN PERTAINS TO AGENCIES OF GOVERNMENT OTHER THAN EDUCATION AGENCIES. See
Section L, Education Agency Relations.
KNA      Relations With Local Governmental Authorities
KNAA     Relations With Fiscal Authorities
KNAB     Relations With Taxation Authorities
KNAC     Relations With Election Authorities
KNAD     Relations With Anti-Poverty Authorities
KNAE     Relations With Housing Authorities
KNAF     Relations With Health Authorities
KNAG     Relations With Welfare Authorities
KNAH     Relations With Parks Authorities
KNAI     Relations With Recreation Authorities
KNAJ     Relations With Police Authorities
KNAK     Relations With Fire Authorities
KNAL     Relations With Civil Defense Authorities
KNAM     Relations With Environmental Authorities
KNAO     Relations With Planning Authorities
KNAO     Relations With Zoning Authorities
KNB      Relations With County Governmental Authorities
KNC      Relations With State Governmental Authorities
KND      Relations With Federal Governmental Authorities
It shall be the policy of the Caddo Parish School Board that proper decorum shall be maintained during all school board meetings. The operators of broadcasting and video equipment, cameras and lighting are to position themselves in the front of the CPSB room during official school board meetings. Operators should refrain from stationing themselves and/or their equipment on the board's platform after proceedings are underway.

Adopted: March 7, 1990
Amended: October 20, 1993
The superintendent shall be authorized to accept or reject questionnaires subjected to students of the parish without referring each one individually to the board; however, when the superintendent deems it advisable, he may refer any such questionnaire to the administrative committee, with the committee making the decision as to bringing the questionnaire to the board.

Adopted: June 9, 1967
KC - COMMUNITY INVOLVEMENT IN DECISION MAKING
(Appointment of Special Education Advisory Council Members)

In keeping with the requirements of the Louisiana State Department of Education Bulletin 1706, the Caddo Parish School Board will have an advisory council for special education that shall consist of no more than 20 persons. The Board recognizes that this council should represent a cross section of individuals which reflects the community population. In so doing, the Board will accept nominations from parent organizations and youth advocacy organizations which are registered with the school system. Four appointments will be made from these nominations. The balance of the membership shall be appointed from other nominations submitted to the Board. The Board will ensure that the membership shall consist of representation from each of the following groups:

A. Individuals with disabilities - two persons
B. Teachers of children in special education services - three persons
C. Teachers of non-disabled children - three persons
D. Parents of exceptional children - three persons
E. Parents of regular classroom children - three persons
F. State and local education program administrators - two persons
G. Special education administrators - two persons
H. Representatives of consumers, colleges and universities, or vocational/technical schools - two persons

Each council member can represent only one of the groups. Members may serve only one three-year term. Terms will be staggered -- approximately one-third will rotate yearly. Nominations will be submitted to the Caddo Parish School Board by May 2 of each year on the attached form. The Board will screen all nominations. The Board will appoint members at its meeting in June. New members will assume their positions July 1 of the year of their appointment. Appointments due to resignations will follow this policy. Individuals appointed due to resignations will complete the term of the member who resigned.

Adopted: January 27, 1993

Reviewed & Reenacted: May 22, 2002
KC-E - SPECIAL EDUCATION ADVISORY COUNCIL

NOMINATION FORM

NAME OF NOMINEE:___________________________________________________________________

ADDRESS:___________________________________________________________________________

HOME PHONE:______________________________   BUSINESS PHONE:________________________

Category of Nominee (check one):

_____ Individual with disability
_____ Teacher of children in special education services
_____ Teacher of non-disabled children
_____ Parent of exceptional child
_____ Parent of regular classroom child
_____ State and local education program administrator
_____ Special education program administrator
_____ Representative of consumer, college/university, or vocational-technical school

Qualification(s) of nominee to represent this category:

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

Name of organization and person making nomination:

________________________________________________________________________

________________________________________________________________________

Date: ___________________________
KC - COMMUNITY INVOLVEMENT IN DECISION MAKING
(Parental Review Committee for Sex Education Program)

The Caddo Parish School Board should appoint a Parental Review Committee (PRC) as required by Act 480. This committee will have as its purpose the review and approval of all books, films and other materials to be used in instruction in sex education (required by Act 480). In addition to the required approval of materials the PRC shall review and approve the curriculum presented by the staff to the Caddo Parish School Board, assess local needs and reactions, foster understanding and acceptance of the program and participate in the evaluation of the program. The PRC shall be appointed in the following manner and will function within the following guidelines:

1. Each school board member shall appoint one member to the PRC.

2. The appointee must have a child in grades 6-12 in the Caddo Parish Public School System during the entire term of service and the appointee must be a resident of the district from which he/she is appointed.

3. The appointee shall serve a two-year term and no appointee may serve more than two successive terms. As referred to herein "year" shall mean the calendar year.

4. The terms of appointees will be staggered such that appointment from odd-numbered districts shall expire at the end of odd-numbered years and the appointments from even-numbered districts shall expire at the end of even-numbered years.
   The term of initial appointees from the odd-numbered districts shall be for one year and shall expire at the end of 1987. The term of initial appointees from the even-numbered districts shall be for two years and shall expire at the end of 1988.

5. Vacancies for the unexpired terms will be filled in the same manner.

6. The PRC should use resource consultants such as teachers and health professionals.

7. A former member of the Sex Education Committee will not be eligible to serve on the Parental Review Committee.

Approved: January 7, 1987
Reviewed & Reenacted: May 22, 2002
KC - COMMUNITY INVOLVEMENT IN DECISIONMAKING
(Title 1 Policy Regarding Parental Involvement)

The Caddo Parish School Board Title 1 program will provide opportunities for parents of Chapter 1 students to become informed about the:

- Nature of the Title 1 program,
- Students selected to receive Title 1 services,
- Selection process,
- Instructional objectives to be addressed during remediation.

The Parishwide Advisory Council Meeting will take place during the first nine weeks of school and will enable parents to give feedback concerning the operation of the program and/or the need for additional parent involvement.

During the school year, parents will be notified of their children's progress and will be invited to discuss those progress reports with appropriate school personnel.

When planning and developing a Title 1 project for the Caddo Parish School Board Chapter 1 Staff will consult with parents whose children are eligible for the program and will convene annually to ensure parents an opportunity to meet with each other and with appropriate school officials for discussion of the program and activities affecting their children.

The discussion will include:

- Informing parents of their right to consult in the design and Implementation of the Chapter 1 project,
- Soliciting parents' input, and
- Providing parents opportunity to establish mechanisms for maintaining ongoing communication between parents and school officials.
If parents of eligible children desire further activities, the LEA may, upon request, provide reasonable support for these activities such as:

- Reasonable access to meeting space and materials,
- Provision of information concerning the Title 1 law, regulations, and
- Other resources, as appropriate.

The Title 1 Director will designate appropriate personnel to implement the parental involvement activities.

Adopted: October 1, 1986
Revised: June 18, 2002
KC - COMMUNITY INVOLVEMENT IN DECISIONMAKING
PARENT/FAMILY INVOLVEMENT POLICY

The Caddo Parish School Board recognizes that parents are the primary influence in children's lives and should be partners in the education of their children together with principals, teachers, support staff, and the Board. Parent involvement is the participation of parents in every facet of the education and development of children from birth to adulthood. We believe that parents have a two-fold responsibility, both legal and moral, to be totally committed in the education of their children, in the life of the schools where their children attend, and in the system's decision-making at every level. Furthermore, it is the belief of this Board that all parents can effectively exercise this responsibility.

Our vision for the education of Caddo's students includes parent/family/community involvement. We believe this to be absolutely essential for the positive emotional and social development, cultural growth and academic achievement of every child. In an effort to achieve this vision, the Board will commit to:

- Encourage high levels of parent involvement at every school.
- Take all necessary steps to establish effective communication and dialogue between parents and the Board and between parents and all other levels of the school system.
- Consider all suggestions, comments and initiatives of parents and Others.
- Encourage business and industry to support employee parental involvement in the school.
- Assure that parent/family involvement is accessible to families with diverse backgrounds and/or special needs.
- Avail parents the opportunity to use school facilities.

Adopted: May 21, 1997
Reviewed & Reenacted: May 22, 2002
KC-R - COMMUNITY INVOLVEMENT IN DECISIONMAKING
PARENT/FAMILY INVOLVEMENT POLICY

These guidelines should be used in the implementation of the Parent/Family Involvement Policy:

Encourage high levels of parent involvement at every school.
  • Encourage that an active parent-teacher organization is established in every school.
    Encourage that parents are active members of the school improvement council.

Take all necessary steps to establish effective communication and dialogue between parents and the Board and between parents and all other levels of the school system.
  • Encourage schools to have on-going communication with the home regularly. (fact sheet, letter, newsletter, handbook, pamphlet, mailgram, calendar, phone call, conference, home visit, marquees, etc.)
  • Encourage parents to communicate to schools, principals, teachers, counselors, and other staff members the positive efforts made on behalf of their children.

Consider all suggestions, comments and initiatives of parents and others.
  • Acknowledge input from parents and others in the community.

Encourage business and industry to support employee parental involvement in the schools.
  • Communicate to business and industry leaders the importance of employee flexible time for parental involvement.

Assure that parent/family involvement is accessible to families with diverse backgrounds and/or special needs.
  • Provide the necessary accommodations to encourage parental involvement of parents with special needs and/or diverse backgrounds.

Avail parents the opportunity to use school facilities.
  • Cooperate in the use of Caddo Parish School Board facilities for the purpose of school-related activities.

Adopted:       May 21, 1997
Reviewed & Reenacted:  May 22, 2002
Policy KG - Community Use of School Facilities
(Filming Companies Use of Facilities and Vehicles)

Caddo Parish School Board recognizes the importance of the film industry’s impact on economic development in Caddo Parish. The board also believes that the film industry provides a unique opportunity for Caddo Parish students to participate in the making of films and to gain knowledge regarding the methods utilized to produce films.

Due to the various requests by film companies to utilize school facilities and vehicles for filming and the deadlines uniquely associated with the film industry, the board authorizes the superintendent to enter into agreements with film companies for the use of facilities and vehicles for filming family movies or pictures intended to be rated no higher than PG13, when such use, in the superintendent’s opinion, does not substantially interfere with the use of the facility(ies) and/or vehicle(s) for educational purposes. Fees for the use of the facilities and/or vehicles shall be reasonable and based on the costs and expenses associated with the intended use.

All agreements are to be reviewed and approved by the Caddo Parish School Board general counsel prior to execution.

Adopted: March 21, 2006
KG - COMMUNITY USE OF SCHOOL FACILITIES
(Use of School Buildings by Outside Groups)

General Regulations

All reservations and arrangements for use of School Board property and facilities shall be made through the Office of Support Services, Caddo Parish School Board. Request for use of facilities should be made at least five (5) days in advance of the time they are to be used.

Approval for use of School Board property and/or facilities will be made through the Assistant Superintendent of Support Services based on availability, new construction projects and annual maintenance scheduling.

A Contract and Hold Harmless Agreement shall be executed by or on behalf of the group using School Board property and/or facilities by an authorized representative of the requesting group.

Use of School Board facilities including but not limited to gymnasiums, stadiums, athletic fields, tracks, auditoriums, cafeterias and classrooms by any outside organization must be approved and fees determined administratively, as set forth herein.

All fees are to be paid directly to the Office of Support Services and the School Board employee's remuneration will be paid therefrom.

Use of School Board property and facilities shall require an insurance certificate with a minimum of one million dollar ($1,000,000) coverage naming the Caddo Parish School Board as additional insured. (Caddo Parish School Board reserves the right to require additional coverage if the use of property is determined to have an increased liability expense.)

Lessee will be responsible for reimbursing the School Board for any loss of equipment or damage to equipment or property owned by the Caddo Parish School Board.

Any liability developing in connection with equipment and props brought onto School Board property or into any facility shall be the liability of the lessee.

Lessee will not be permitted to move equipment into a facility during the school day. Programs or activities cannot begin before the end of the school day. All equipment, props or related materials must be removed from School Board property prior to the beginning of the next school day. Equipment used on School Board property not involving a specific school site should be removed as soon as possible, but no later than twenty-four (24) hours from termination of lease.

All Fire Marshall regulations and state laws must be complied with. Smoking is prohibited on School Board property.
KG - COMMUNITY USE OF SCHOOL FACILITIES
(Use of School Buildings by Outside Groups)

School Board facilities and/or property shall be vacated by lessee not later than 11:00 p.m.

The use of school facilities for political activities during the school day is prohibited. The lease or use of school auditoriums for political rallies is prohibited.

Use of facilities in the nature of public relations or public interest will be left to the discretion of the Office of Support Services.

Long term use of school facilities (a use greater than that required for a single event or a use exceeding one (1) week by outside groups for any activity not involving tutoring or enrichment activities for Caddo Parish students shall be initially approved by the Caddo Parish School Board and shall not exceed a three (3) month term. In deciding whether to approve the long term use of a facility as described in this paragraph, the Caddo Parish School Board will determine that the proposed use does not interfere with the use of the facility for Caddo Parish School Board purposes. Thirty (30) days prior to the expiration of the initial term, or any additional term, Lessee shall notify the Caddo Parish School administration of its intent to renew its contract for use of its facility, Lessee will be given the option to renew with preference over others who apply for the use of the facility. If Lessee fails to timely notify the Caddo Parish School Board administration of its intent to renew its contract for use of the facility, the Caddo Parish School Board may lease the facility to any other person or entity, or decide to use the facility for other Caddo Parish School Board purposes.

Nothing in this policy shall obligate the Caddo Parish School Board to provide a facility for Lessee’s use if the facility under contract becomes unavailable due to mechanical failure, fire, flood, or any other condition making the facility unfit for use.

Lessee will be responsible to see that the facility used is left free of debris and in a reasonably clean condition.

Lessee shall not expect School Board employees to set up, move or rearrange equipment related to use of the property or facility.

If a custodian is not on regular working duty and is assigned duty in a facility lease agreement, he will be paid not less than three (3) hours. In all cases where custodial charges are applicable, fees will be charged from thirty (30) minutes prior to the event until thirty (30) minutes after the event to allow for opening and closing and securing the facility.

Details involving the use of cafeteria or kitchen facilities must additionally be worked out with the Director of Child Nutrition in the Central Office.
KG - COMMUNITY USE OF SCHOOL FACILITIES
(Use of School Buildings by Outside Groups)

If any kitchen facilities are used (with the exception of tables and chairs only) the cafeteria manager or principal must be present. The extent of the use of the facilities will determine the number of other cafeteria employees required to service the occasion. Cafeteria employees will be paid one day's salary or time and one-half (whichever is greater) for affairs catered by them. Cafeteria managers and cafeteria employees will be paid time and one-half for affairs requiring their presence, but catered by an outside service.

The School Board reserves the right to determine security needs for all lease agreements. Payment of security personnel shall be the responsibility of the lessee.
## PRICING GUIDELINES FOR SCHOOL BOARD PROPERTY

### Auditoriums

<table>
<thead>
<tr>
<th>Custodian called-out:</th>
<th>Facility Usage Fee</th>
<th>Custodial Fee (minimum 3 hrs)</th>
<th>Air Conditioning Fee (Mar 15 - Oct 30)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary</td>
<td>$50</td>
<td>$20 per hr.</td>
<td>$150</td>
</tr>
<tr>
<td>Middle</td>
<td>$60</td>
<td>$20 per hr.</td>
<td>$150</td>
</tr>
<tr>
<td>High</td>
<td>$75</td>
<td>$20 per hr.</td>
<td>$150</td>
</tr>
</tbody>
</table>

Custodian on regular duty:

| Elementary            | $50                | -0-                            | $150                                  |
| Middle                | $60                | -0-                            | $150                                  |
| High                  | $75                | -0-                            | $150                                  |

### Cafeterias

<table>
<thead>
<tr>
<th>Custodian called-out:</th>
<th>Facility Usage Fee</th>
<th>Custodial Fee (minimum 3 hrs)</th>
<th>Air Conditioning Fee (Mar 15 - Oct 30)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary</td>
<td>$25</td>
<td>$20 per hr.</td>
<td>$150</td>
</tr>
<tr>
<td>Middle</td>
<td>$25</td>
<td>$20 per hr.</td>
<td>$150</td>
</tr>
<tr>
<td>High</td>
<td>$25</td>
<td>$20 per hr.</td>
<td>$150</td>
</tr>
</tbody>
</table>

Custodian on regular duty:

| Elementary            | $25                | -0-                            | $150                                  |
| Middle                | $25                | -0-                            | $150                                  |
| High                  | $25                | -0-                            | $150                                  |

### Gymnasiums

<table>
<thead>
<tr>
<th>Custodian called-out:</th>
<th>Facility Usage Fee</th>
<th>Custodial Fee (minimum 3 hrs)</th>
<th>Air Conditioning Fee (Mar 15 - Oct 30)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary</td>
<td>$12 per hr.</td>
<td>$20 per hr.</td>
<td>$15 per hr.</td>
</tr>
<tr>
<td>Middle</td>
<td>$12 per hr.</td>
<td>$20 per hr.</td>
<td>$15 per hr.</td>
</tr>
<tr>
<td>High</td>
<td>$12 per hr.</td>
<td>$20 per hr.</td>
<td>$15 per hr.</td>
</tr>
</tbody>
</table>

Custodian on regular duty:

| Elementary            | $12 per hr.        | -0-                            | $15 per hr.                           |
| Middle                | $12 per hr.        | -0-                            | $15 per hr.                           |
| High                  | $12 per hr.        | -0-                            | $15 per hr.                           |
**KG - COMMUNITY USE OF SCHOOL FACILITIES**
(Use of School Building by Outside Groups)

**PRICING GUIDELINES FOR SCHOOL BOARD PROPERTY**

<table>
<thead>
<tr>
<th>Classrooms</th>
<th>Facility Usage Fee</th>
<th>Custodial Fee (minimum 3 hrs)</th>
<th>Air Conditioning Fee (Mar 15 - Oct 30)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custodian called-out:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elementary</td>
<td>$10</td>
<td>$20 per hr.</td>
<td>$5 per hr.</td>
</tr>
<tr>
<td>Middle</td>
<td>$10</td>
<td>$20 per hr.</td>
<td>$5 per hr.</td>
</tr>
<tr>
<td>High</td>
<td>$10</td>
<td>$20 per hr.</td>
<td>$5 per hr.</td>
</tr>
</tbody>
</table>

| Custodian on regular duty: |             |                               |                                        |
| Elementary              | $10         | -0-                            | $5 per hr.                             |
| Middle                  | $10         | -0-                            | $5 per hr.                             |
| High                    | $10         | -0-                            | $5 per hr.                             |

**Stadiums / Tracks**

<table>
<thead>
<tr>
<th>Custodian called-out:</th>
<th>Facility Usage Fee</th>
<th>Custodial Fee (minimum 3 hrs)</th>
<th>Lights</th>
<th>Amplification System</th>
<th>Clean up if required</th>
<th>Groundskeeper Fee</th>
<th>Line Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$100</td>
<td>$20 per hr. per person</td>
<td>$30</td>
<td>$20 per hr. (CPSB employee)</td>
<td>$20 per hr. per person</td>
<td>$20 per hr. per person</td>
<td>$50</td>
</tr>
</tbody>
</table>

**Football / Soccer / Lacrosse / Baseball Fields / Tennis Courts**

<table>
<thead>
<tr>
<th>Custodian called out:</th>
<th>Facility Usage Fee</th>
<th>Custodial Fee (minimum 3 hrs)</th>
<th>Lights</th>
<th>Line Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$60</td>
<td>$20 per hr. per person</td>
<td>$15 per hr.</td>
<td>$50</td>
</tr>
</tbody>
</table>

Adopted: July 3, 1974
Amended: August 20, 1980
    September 7, 1983
    May 16, 1990
    September 18, 1991
    March 18, 1998
    May 21, 2002
    June 21, 2005
CONTRACT AND HOLD HARMLESS AGREEMENT -- SCHOOL FACILITIES

ORGANIZATION ________________________________________________________________
SCHOOL REQUESTED __________________________________________________________
FACILITY REQUESTED __________________________________________________________
DATE AND TIME TO BE USED ____________________________________________________
PURPOSE _____________________________________________________________________
PRESIDENT OR RESPONSIBLE EXECUTIVE OF ORGANIZATION __________________________

This form, properly executed by an authorized officer of the using organization, and payment (if payment is required), must be returned by _______________________. If the organization no longer wishes to use the facility, the Assistant Superintendent of Support Services must be notified immediately.

In consideration of the use of school premises, I/we agree to indemnify and hold harmless the Caddo Parish School Board from and against any and all liability and claims for bodily injury, death, sickness, disease or any property damage arising out of our use of the premises of the Caddo Parish School Board, excluding, however, such liability and claims that result from the sole fault of the Caddo Parish School Board, its agents or employees.

I/ we agree to be responsible for reimbursing the school system for any loss of equipment or damage to equipment or property owned by the Caddo Parish School Board. I/we will be responsible to see that the facility used is left free of debris and in a reasonably clean condition.

If premises are to be used for an extended period of time or under circumstances where in the judgment of the school board a significant risk of accident may exist, a certificate of insurance will be required from the using organization.

A reasonable time is required for either party to cancel the agreement for use of the facilities and the conditions set forth.

Note: Failure to notify the Assistant Superintendent of Support Services of cancellation by the above date may forfeit the organization’s privilege of using school facilities in the future.

CADDO PARISH SCHOOL BOARD

SIGNATURE       SIGNATURE   Name of Assistant Superintendent
Assistant Superintendent of Support Services

TITLE

Copy: DATE OF AGREEMENT ________________________________
It shall be the policy of the Caddo Parish School Board to continue operation of the astronomical observatory, and all groups that desire to use the facility must schedule and use the building and equipment subject to administrative procedures determined by the superintendent and his staff.

Adopted: November 6, 1974
KGA - PUBLIC SALES ON SCHOOL PROPERTY

It is the policy of the Caddo Parish School Board that balloons not be sold at any Caddo Parish School Board athletic events by any parties.

Adopted: October 6, 1982
KH - PUBLIC GIFTS TO THE SCHOOLS
(Air Conditioning Units)

It shall be the policy of the Caddo Parish School Board to grant permission to individuals or groups such as the Parent Teacher Organization to place air conditioning units in administrative offices, lounges or other areas of the public schools provided the present wiring in the school is sufficient to contain it.

In granting the permission the board shall hold the individual or group responsible for the installation of the unit or units, and the individual or group shall secure the services of a licensed electrical contractor to install such unit.

Adopted: July 1, 1964
KI - PUBLIC SOLICITATIONS IN THE SCHOOLS

Solicitation of students to promote the merit of any product by brand name or trademark, or the interests of any commercial or other non-school agency shall not be permitted by the Caddo Parish School Board. This policy shall not, however, prevent the school system from receiving, via educational telecommunications networks, educational and current event programs specifically designed for middle and high school students simply because there may be some commercial advertisements associated therewith, provided that any such advertisements must be appropriate for and not inconsistent with the educational environment in which the programs are viewed, and provided further that such advertisements be previewed and approved by the principal of the school or his designee prior to being viewed by students.

The schools may, upon approval of the superintendent, cooperate in furthering the work of any non-profit, non-discriminatory community-wide social service agency, provided that such cooperation does not restrict or impair the educational program of the schools.

Adopted: June 2, 1976
Revised: January 3, 1990

Cross Reference: JL, Student Gifts and Solicitations
KI - PUBLIC SOLICITATION IN THE SCHOOLS
(Drives and Money Raising)

The following policy with regard to drives and money raising efforts shall be followed by the Caddo Parish School Board:

Picture Taking
All picture taking be limited to one time a year except in the case of the senior high schools where taking of pictures of students is involved in the production of school annual and further, that all special picture sale campaigns, in the school be eliminated and the sale of children's pictures to their parents be left completely on a voluntary basis.

School Parties
There shall be a limit of not more than two parties a year and the expenses involved for such parties shall be handled in a way that will not cause hardship or embarrassment to children. Moreover, any kind of birthday or similar party in classrooms should be eliminated.

Fund Raising Drives
There are three community-wide fund raising efforts existing that have been approved by the Caddo Parish School Board. These are: the United Fund, March of Dimes campaign and the Christmas Tuberculosis Seal sale. Only persons employed by the Caddo Parish School System be asked to contribute to these drives and that these drives where money is contributed by school children be eliminated from the public schools of Caddo Parish.

Finally, the Caddo Parish School Board prohibits any money raising effort whereby children would be asked to contribute to the purchase of a gift for any purpose.

Adopted: November 3, 1965
KJ - ADVERTISING IN THE SCHOOLS
(Audio Advertising at School Athletic Events)

It shall be the policy of the Caddo Parish School Board to permit advertising at athletic events. Such advertising is to be limited to interschool football, basketball, baseball and track.

Audio advertising may be provided through public address announcements during the game. The home athletic team will be responsible for procuring advertising for each event. All ads must be in good taste. Political advertising is to be prohibited. Other restrictions will include alcohol and tobacco products.

The principal will designate the auxiliary to sponsor the selling of ads. All proceeds must be accounted for in the school's athletic or general fund account.

Adopted: October 21, 1987
KM - RELATIONS WITH COMMUNITY ORGANIZATIONS
(Street Paving)

It shall be the policy of the Caddo Parish School Board to cooperate with citizens who wish to have their street paved. Such cooperation is dependent upon 60% of the property-owners signing a petition for the paving of the street.

Adopted: 1956
File: KMA: Relations with Civic Organizations
Change in School’s Name, Colors, or Mascot

It shall be the policy of the Caddo Parish School Board to act upon the superintendent’s recommendation regarding any change in a school’s name, colors, or mascot.

Being that a school is an integral part of the community, the board desires input from the community on these issues. The request for change may come from an individual, a group of concerned citizens, or from staff of an individual school. Such requests must be made in writing and submitted not less than 60 days prior to the board acting on the superintendent’s recommendation. Written requests to the superintendent shall, as a minimum, contain the following components:

A. Rational or reasoning for the change
B. Justification or purpose for the change (The message the board wishes to convey to the public through the change).
C. Significance or impact the change will have.

The board will conduct a public hearing to receive community input at the regular monthly meeting immediately preceding the meeting at which the board will consider and act upon the superintendent’s recommendation. The portfolio forming the basis for the superintendent’s recommendation will be presented during the hearing and contain the same components. The document will be available for public viewing until the day the board is scheduled to vote on the matter.

Adopted: May 13, 2009
To create a working relationship between the business community and the education community the Caddo Parish School Board has adopted a Adopt-A-School Policy.

Adopted: November 17, 1982
The Adopt-A-School Program was initiated by the Shreveport Chamber of Commerce and approved by the Caddo Parish School Board on June 17, 1981. The purpose of the Adopt-A-School Program is to create a working relationship between the business and education communities. This is achieved by involving people from the business sector in educational programs. Following are the guidelines of the Adopt-A-School Program:

1. The program is administered by the Shreveport Chamber of Commerce Education Foundation staff representative and a representative of the Caddo Parish School System Central Office staff appointed by the superintendent. In addition, a board consisting of members of the Shreveport Chamber of Commerce Adopt-A-School Committee and one director from Caddo Parish School System Central Office staff representing each of the three divisions (elementary, middle, and secondary) serve in an advisory capacity.

2. Each year, principals are advised of the program.

3. When potential adopters contact either the Chamber or the Caddo Parish School System, the names of unadopted schools and a list of the school's needs as defined by the principal shall be made available.

4. If initiation of an adoption begins at the school level, it is the responsibility of the principal to contact either of the Adopt-A-School administrators. A meeting will be held with the prospective adopter, the principal, and at least one of the Adopt-A-School administrators to discuss the program guidelines and requirements. If the two parties are compatible, the adoption will be approved.

5. Together, the adopter and the adoptee shall plan a program of work for one school year, from August to May (or from the month of adoption to May). The program of work can consist of services and assistance ranging from monetary support and the provision of materials, supplies and equipment to services in the form of human talent. A written outline of the agreed upon program shall be submitted in writing to the administrators of the Adopt-A-School Program.

6. When an adoption is approved:
   a. the superintendent will be informed.
   b. news releases will be issued through the Communications Departments of the Shreveport Chamber of Commerce and the Caddo Parish School System.
7. Each year in August, the principal of each adopted school shall meet with their respective adopters to determine if the adoption is to continue for the current school year. This communication shall include a needs assessment for the current school year and a written outline of planned activities. A copy of the needs assessment is also to be provided to the Adopt-A-School administrators. (Needs Assessment sheet attached)

8. A copy of the renewal agreement between each adopter/adopter must be submitted to the administrators of the Adopt-A-School Program at the beginning of each school year. (Renewal Agreement attached)

9. At the end of each school year, it will be the responsibility of the principal and the adopter to provide the administrators of the Adopt-A-School Program with a mutually agreed upon evaluation of the year's adoption activities. The evaluation shall provide a summary of the activities conducted during the year and the contribution each made to the school or the business.

10. It is the responsibility of the principals to maintain frequent communication with the adopters.

11. Under these guidelines, there will be no restrictions concerning the number of adopters a school may have. However, the administrators of the program will seek to pair an adopter with a school that has no adopter before an additional adopter for a school already adopted.

12. Each year, effort will be made to offer recognition to the businesses involved in the Adopt-A-School. The Caddo Parish School System and the Shreveport Chamber of Commerce will work together to accomplish this goal. The administrators of the Adopt-A-School Program will be responsible for determining what form this recognition will take.

Adopted: November 17, 1982
Revised: December 6, 1989
Caddo Parish Schools shall not regulate the off campus activities of students unless the off campus activity adversely affects the Caddo Parish School System.

This policy does not apply to school sponsored events that are located off campus.

Adopted: February 12, 2009
SECTION L: EDUCATION AGENCY RELATIONS

Consult The School Administrator's Guide to the EPS/NSBA System 1975 revised edition, for a full explanation of the codes and descriptors which follow. Use the checklist to record the contents of your own district policy manual. Your checkmarks will indicate which descriptors are covered in your manual.

LA Education Agency Relations Goals
LAA Education Agency Relations Priority Objectives
LB Relations With Other Schools and School Districts
LBA Shared Services
LBB Cooperative Educational Programs
LC Relations With Education Research and Service Centers
LD Relations With Cultural Institutions
SN Pertains to museums, public libraries, and the like.
LE Relations With Colleges and Universities
LEA Student Teaching and Internships
LEB Advanced College Placement (Also IGCD)
LF County Education Agency Relations
LG State Education Agency Relations
LH Federal Education Agency Relations
LI Relations With Educational Accreditation Agencies
LJ Professional Visitors and Observers
LC - RELATIONS WITH EDUCATION RESEARCH AND SERVICE CENTERS
(Guidelines for Conducting Research Projects Utilizing Instructional Time and Students)

It shall be the policy of the Caddo Parish School Board to cooperate with colleges and universities in promoting potentially useful research. Guidelines in connection with such research involving teachers and students are as follows:

1. It shall be related to the instructional goals of the system.

2. It shall be a meaningful project for the teacher within his present area of responsibility or his future area of responsibility.

3. It shall be conducted at no cost to the system.

4. It shall be of benefit to students.

5. It shall not be disruptive to the normal instructional procedures; that is,
   a. students will not be taken from the classroom to participate;
   b. procedures must be instructional in nature or conducted outside regular instructional time;
   c. procedures must not take teachers' time from assigned responsibilities.

6. A questionnaire or similar instrument for teachers shall be on a voluntary basis; no one shall be compelled to complete an instrument.

7. There shall be no infringement on teachers' or students' rights of privacy.

8. There shall be an agreement that the Caddo Parish School Board will have access to the results of the study and will have an opportunity to use any of the results to improve instruction.

9. The Caddo Parish School Board reserves the right to approve or disapprove a proposal.

Adopted: April 15, 1981
LD - RELATIONS WITH CULTURAL INSTITUTIONS

The board declares its desire to work in close cooperation and harmony with the cultural institutions of the city and parish and thereby encourages such cultural institutions or activities to submit to the administrative committee its requests for cooperative ventures on the part of the school board.

Current Practice Codified 1976
Adopted. March 7, 1962
LEA - STUDENT TEACHING AND INTERNSHIPS

The board, recognizing its responsibility to improve the quality of teacher training and the contributions student teachers can make to the Caddo Parish schools, encourages and authorizes the superintendent to arrange for the supervision and training of a reasonable number of such teachers in the Caddo Parish school system each year.

Adopted: March 16, 1966
The Caddo Parish School Board adopts priority goals and objectives each year in order to raise student performance. One of the learning options recognized by the board to expand learning opportunities for students is the ability for students to earn college credit while enrolled in high school.

It is therefore the policy of the Caddo Parish School Board that at a minimum, dual enrollment opportunities be provided in the core curriculum at all Caddo Parish high schools and that students be provided notice in writing beginning their freshman year of the opportunity to earn college credit while enrolled in high school.

Adopted: August 15, 2006
Revised: July 17, 2007
LI - RELATIONS WITH EDUCATIONAL ACCREDITATION AGENCIES

It shall be the policy of the Caddo Parish School Board to have:

1. All senior high schools continue their regional accreditation.

2. All junior high schools that include 9th grade continue or seek regional accreditation.

3. All elementary schools and junior high schools that do not have 9th grades do not seek regional accreditation.

Adopted: December 3, 1975