

**PROCEEDINGS OF THE ST. JOHN THE BAPTIST PARISH SCHOOL BOARD
LAPLACE, LA – MEETING OF OCTOBER 18, 2018**

The Chair called the meeting to order and read the following call:

HONORABLE MEMBERS OF THE SCHOOL BOARD
Parish of St. John the Baptist

Dear Board Member:

Upon call of the President, the St. John the Baptist Parish School Board will meet in regular session at Godchaux Grammar Cafeteria, 1600 Highway 44, Reserve, Louisiana, on Thursday, October 18, 2018 at 6:00 p.m.

An agenda for the meeting is attached.

Sincerely, s/Kevin R. George
Superintendent/Secretary

ITEM 1. CALL TO ORDER, INVOCATION, PLEDGE OF ALLEGIANCE

The Chair called the meeting to order at 6:02 p.m. He called for the invocation, followed by the Pledge of Allegiance.

ITEM 2. ROLL CALL OF MEMBERS: The Chair called for Public Comment.

PRESENT: Holden, Keller, Sanders, DeFrancesch, Jones, Johnson, Wise, Wallace, Triche, Burl
ABSENT: Mitchell

There were 10 members present and 1 member absent.

ITEM 3. APPROVAL OF MINUTES: The Chair called for Public Comment.

Ms. Carolyn Batiste stated that she wanted to point out that in the minutes of the last meeting, it is stated that the Board hired a consultant for nearly \$87,000 and there was not an RFP or RFQ and she wanted to know why that procedure was not followed in this case.

ITEM 3a. Approval of Minutes of the Meeting of September 20, 2018.

MOTION BY: Triche

SECOND BY: Sanders

MOTION: To approve the minutes from the meeting of September 20, 2018.

No objections.

The motion carried.

Roll Call:

10 Yeas - Holden, Keller, Sanders, DeFrancesch, Jones, Johnson, Wise, Wallace, Triche, Burl

1 Absent – Mitchell

ITEM 4. SUPERINTENDENT’S REPORT. Mr. Kevin R. George, Superintendent.

ITEM 4a. Public Comment. East St. John High School Alumni Association

The East St. John High School Alumni Association presented a mock check for \$26,455.28, state \$5950 will go to the ESJH Athletic Dept. and \$20,500 will be presented in the form of scholarships.

The District Attorney’s Office was not asked to review any materials related to this issue.

ITEM 5. EDUCATION PRESENTATIONS AND RECOGNITIONS BY THE BOARD OR STAFF

ITEM 5a. Public Comment. Head Start Update / Reports

Mrs. Patricia Triche presented the Board with monthly reports.

The District Attorney’s Office was not asked to review any materials related to this issue.

ITEM 5b. Public Comment. Dr. Juanita Hill – Student Awards – Perfect LEAP 2025 & ACT Achievement

In the absence of Dr. Hill, Mrs. Patricia Triche presented the following students with certificates:



2017-2018 PERFECT LEAP 2025 & ACT ACHIEVEMENT



Student	School	Assessment	Content Area	Score	17-18 Grade Level
JAZ THOMPSON	JLO	LEAP 2025	ELA	850	3 RD
THERON GROSS	LES	LEAP 2025	MATH	850	4 TH
REESE BOGART	ESJP	LEAP 2025	ELA	850	5 th
AMARI ANDERSON	LPE	LEAP 2025	ELA	850	6 TH
KAITLYN GOMEZ	ESJH	LEAP 2025	E2	850	10 TH
DEIRAY CEASER	ESJH	ACT	COMPOSITE	28	12 TH
TAMIYAH GROSS	ESJH	ACT	COMPOSITE	28	10 TH
WESLEY PATTERSON	ESJH	ACT	COMPOSITE	28	12 TH
DONALD WATKINS	ESJH	ACT	COMPOSITE	28	12 TH
SELA PIERCE	ESJH	ACT	COMPOSITE	29	12 TH
ANTHONY WARD	ESJH	ACT	COMPOSITE	29	12 TH
CARLIN BARTHOLOMEW	ESJH	ACT	COMPOSITE	30	12 TH
NIALL PIERCE	ESJH	ACT	COMPOSITE	30	10 TH
BRIAN PRICE	ESJH	ACT	COMPOSITE	30	12 TH
JOSHUA GILLIAM	ESJH	ACT	COMPOSITE	33	12 TH

Dr. Juanita M. Hill
Supervisor of SIS,
Accountability & Testing

ITEM 5c. Public Comment. Mr. Cory Butler – Update on Enrollment

Mr. Cory Butler presented the following information to the Board:

**OCTOBER 1st ENROLLMENT COMPARISON OVER
THE PAST THREE YEARS
2016-2018**



Site	Enrollment Year 2016-2017	Enrollment Year 2017-2018	Enrollment Year 2018-2019	Yearly Enrollment Progress by School +/-	MFP 2016-2017	MFP 2017-2018	MFP 2018-2019
East St. John High	1395	1424	1233	-191	1395	1424	1232
Laplace Elementary	1045	1028	936	-92	1045	1028	936
East St. John Elem.	614	401	429	+28	574	401	429
West St. John High	185	193	189	-4	185	193	189
West St. John Elem.	294	305	298	-7	263	269	263
Fifth Ward Elem.	388	497	458	-39	388	459	428
Lake Pontchartrain Elem.	614	677	746	+69	507	567	638
St. John Development Center	113	105	0	-105	11	7	0
John L. Ory Magnet	457	457	429	-25	457	457	429
Garyville/Mt. Airy Magnet	319	370	472	+102	319	370	390
St. John Success Academy	67	61	45	-16	67	61	45
Emily C. Watkins	471	491	453	-38	471	456	421
e-Learning Program	36	25	35	+10	36	25	35
STEM Program			225	+225			225
St. John The Baptist Central Office	33	33	37	+4	33	33	37
St. John Alternative Program	14	24	34	+10	14	24	34
Other		2	2	0		2	2
Total	6045	6096	6021		5765	5776	5733
		+51	-75			+11	-43

** A decrease of (-75) students enrolled and down (-43) students towards MFP funding for the 2018-2019 school session. **

The District Attorney’s Office was not asked to review any materials related to this issue.

ITEM 6. PERSONNEL MATTERS

ITEM 6a. Public Comment. Mrs. Serina Duke – Introduction of New Job Description: Human Resources Facilitator

This item was for introduction only.

The District Attorney’s Office was not asked to review any materials related to this issue.

**St. John Parish School System
Job Description**

Job Title: *Human Resources Facilitator*
Reports To: Human Resources Director
Terms of Employment: 12 months
Salary Range: Central Office Facilitator Salary Schedule
Scope of Responsibilities: The Human Resources Facilitator shall support functions of the Human Resources office; monitor, facilitate, manage and support school employee evaluations; assist in the hiring process and human resources support for employees of St. John the Baptist Parish School District.

For individuals with a disability, hiring decisions will be based on the individual’s ability to perform the essential functions of the job with or without a reasonable accommodation.

Performance Responsibilities/ Essential Functions

1. Software manager for Talent Ed platforms, all components and district needs associated with this software, used to evaluate employees and house district forms annually.
2. Creates forms and processes within the Talent Ed platform, ensuring that employees have the appropriate forms and processes which align to their position.
3. Provides support for employees with tasks associated with the Talent Ed software, serving as the “go to” person when employees need support with the Talent Ed software or changes need to be made.
4. Aligns Talent Ed, EEPASS and COMPASS Information Systems (LDOE), ensuring that the rosters for each program are the same, the information in Talent Ed is the same as necessary for CIS upload, completing the annual CIS upload with a goal of 100%.
5. Creates and disseminate monthly and quarterly progress reports to school administration and provide support for task completion. Identify incomplete tasks and inform principals of overdue tasks, providing support through completion.
6. Assists with development and maintenance of job descriptions.
7. Drafts and issues correspondence as needed.
8. Effectively reads and interprets information, presents numerical data in a resourceful manner, and skillfully gathers and analyzes information
9. Maintains the district website Human Resources page.
10. Maintains employee confidence and protects operations by keeping human resource information confidential.
11. Supports all Human Resources functions, including but not limited to onboarding, assignment letters, transfer processes and employment verifications.
12. Compiles and submit Department of Justice Reports.
13. Collaborates regularly with school and district administrators.
14. Performs other duties as assigned by the Human Resources Director.

WORK ENVIRONMENT

The Human Resources Facilitator is required to: 1) work in a classroom type setting, climate controlled environment adhering to school board energy policy; 2) sometimes work evenings, as required by job responsibilities and supervisor; 3) work in assigned schools and attend meetings in various locations locally and outside the parish.

COMMUNICATION SKILLS

The Human Resources Facilitator must be able to: 1) effectively communicate in English both orally and in writing; 2) have the ability to accurately give and receive information via telecommunication system; 3) communicate successfully and professionally with the public; 4) accurately compile data, summarize information and provide written reports to supervisor; 5) have ability to represent school system at various public functions.

PHYSICAL INVOLVEMENT

Must be able to operate office equipment. Standing, walking, reaching, bending, lifting up to 10-50 pounds is sometimes required. Ability to provide own transportation to schools, work locations, and meeting sites. Mobility skills necessary to access a variety of work locations.

MENTAL INVOLVEMENT

The English Learner Coach must: 1) understand and interpret written and verbal instructions from supervisor; 2) must be able to work independently with minimal supervision; 3) have ability to work collaboratively with Principals and faculty and staff at assigned school sites. 4) comply with federal, state, and parish regulations.

HUMAN RELATIONS INVOLVEMENT

The English Learner Coach must be: 1) able to work compatibly in group settings; 2) able to respond positively to supervision and to accept suggestions for improvement; 3) able to use resourcefulness, tact, and sensitivity in meeting and assisting persons who make inquiries about the St. John the Baptist Parish English Learner Program, as well as work positively with other departments.

MINIMUM QUALIFICATIONS

Education/Certification – Master’s degree, 5 years administrative experience with a Louisiana Educational Leader certificate.

PREFERRED QUALIFICATIONS

Five years of successful school or district leadership experience. Experience in working Talent Ed, EEPASS and or COMPASS information systems to evaluate employees.

APPROVED: _____ DATE: _____

REVIEWED AND AGREED TO: _____ DATE: _____

Board Approved:

Revised:

ITEM 6b. Public Comment. Mrs. Serina Duke – Request Approval of Revised Job Description: Head Start Nurse

MOTION BY: Wise

SECOND BY: Sanders

MOTION: To approve the Revised Job Description: Head Start Nurse

No objections.

The motion carried.

Roll Call:

10 Yeas – Holden, Keller, Sanders, DeFrancesch, Jones, Johnson, Wise, Wallace, Triche, Burl

1 Absent – Mitchell

The District Attorney’s Office was not asked to review any materials related to this issue.

ITEM 7. BUSINESS AND FINANCE

ITEM 7a. Felix Boughton – Monthly Budget to Actual

The Chair called for Public Comment.

The following information was shared:

GENERAL FUND REVENUES

Code	Type	Original Appropriation	Revised Budget	Difference
01	Local revenues	\$31,448,059	\$31,448,059	\$0
02	State revenues	\$29,438,182	\$31,065,912	\$1,627,730
04	Other revenues	\$2,345,200	\$2,345,200	\$0
	Total Revenues	<u>\$63,231,441</u>	<u>\$64,859,171</u>	\$1,627,730

GENERAL FUND EXPENDITURES

Code	Type	Original Appropriation	Revised Budget	Difference
11	Regular Education	\$27,110,047	\$27,203,304	\$93,257
12	Special Education	\$10,418,993	\$10,559,122	\$140,129
13	Vocational Ed	\$1,622,717	\$1,431,832	-\$190,885
14	Other Instruction	\$1,953,068	\$2,122,914	\$169,846
15	Special Programs	\$680,471	\$643,670	-\$36,801
21	Pupil Support	\$4,925,446	\$5,116,629	\$191,183
22	Instructional Staff	\$942,395	\$1,088,707	\$146,312
23	General Admin	\$1,771,897	\$1,744,626	-\$27,271
24	School Adm	\$5,530,680	\$5,711,313	\$180,633
25	Business Adm	\$763,448	\$766,036	\$2,588
26	Maintenance	\$7,583,081	\$7,827,340	\$244,259
27	Transportation	\$4,245,387	\$4,219,092	-\$26,295
28	Central Services	\$1,014,142	\$1,014,840	\$698
50	Other	\$1,484,481	\$1,484,481	\$0
		<u>\$70,046,253</u>	<u>\$70,933,906</u>	\$887,653

Current Year Projected Deficit	<u>-\$6,814,812</u>	<u>-\$6,074,735</u>
Beginning Total Fund Balance	\$14,826,856	\$14,826,856
Ending Total Fund Balance	<u>\$8,012,044</u> **	<u>\$8,752,121</u> **

** \$ 3,464,000 assigned for retiree insurance

The District Attorney’s Office was not asked to review any materials related to this issue.

ITEM 7b. Public Comment. Mr. Felix Boughton – Authorize administration to accept bids on alligator hunting and egg collection on east and west bank section 16th property

MOTION BY: Keller

SECOND BY: Wallace

MOTION: To table.

No objections.

The motion carried.

Roll Call:

10 Yeas – Holden, Keller, Sanders, DeFrancesch, Jones, Johnson, Wise, Wallace, Triche, Burl

1 Absent – Mitchell

The District Attorney's Office strongly advises the Board to table this matter and direct administration to work with our office to ensure full compliance with the relevant state law.

ITEM 7c. Public Comment. Mr. Peter Montz – Request Board approval to solicit bids for six school buses

Mr. Montz stated that in order to take advantage of the funding for these buses, we must replace 6 buses currently being utilize. We do have the option of purchasing all 6 now, or spread out the purchase over 2-3 years. Also, the buses that are being replaced must be rendered inoperable.

MOTION BY: Sanders

SECOND BY: DeFrancesch

MOTION: To authorize administration to solicit bids for 6 School Buses.

Following further discussion, there was a

SUBSTITUTE MOTION BY: Wise and Sanders

SECOND BY: DeFrancesch

MOTION: To authorize administration to solicit bids for 2 School Buses per year for 3 years.

No objections.

The motion carried.

Roll Call:

10 Yeas – Holden, Keller, Sanders, DeFrancesch, Jones, Johnson, Wise, Wallace, Triche, Burl

1 Absent – Mitchell

The District Attorney's Office was not asked to review any materials related to this issue.

ITEM 7d. Public Comment. Mr. Peter Montz – Request Board approval to enter into a Land Lease Agreement with New Cingular Wireless PCS, LLC

MOTION BY: Holden

SECOND BY: Sanders

MOTION: To approve the Land Lease Agreement with New Cingular Wireless, PCS, LLC

Following discussion, there was a

SUBSTITUTE MOTION BY: Wise

SECOND BY: Keller

MOTION: To table

No objections.

The motion carried.

Roll Call:

10 Yeas – Holden, Keller, Sanders, DeFrancesch, Jones, Johnson, Wise, Wallace, Triche, Burl

1 Absent – Mitchell

The District Attorney's Office strongly advises the Board to direct administration to include our recommendations from the July 11, 2018 memo or present to the Board the reasons such suggestions should not be included.

ITEM 8. OLD BUSINESS

ITEM 8a. Public Comment.

Ms. Carolyn Batiste asked the Board to refrain from making any changes to policies until after the School Board elections next month so that all changes can be made by the incoming School Board.

ITEM 8a. Ms. Iman Montgomery – Request Approval of New/Revised Policy: EBBC – Emergency/Crisis Management

Ms. Montgomery stated that all revisions to policies presented tonight are state mandated revisions.

MOTION BY: Sanders

SECOND BY: Johnson

MOTION: To approve New/Revised Policy: EBBC – Emergency/Crisis Management

No objections.

The motion carried.

Roll Call:

10 Yeas – Holden, Keller, Sanders, DeFrancesch, Jones, Johnson, Wise, Wallace, Triche, Burl

1 Absent – Mitchell

The District Attorney's Office was not asked to review any materials related to this issue.

EBBC: EMERGENCY/CRISIS MANAGEMENT

CRISIS MANAGEMENT AND RESPONSE

Unanticipated tragic events can quickly escalate into a school-wide catastrophe if not dealt with immediately and effectively. School personnel shall plan in advance for the welfare, safety, and care of students and staff members. Every school shall be required to have a *Crisis Management and Response Plan*. A *Crisis Management and Response Plan* means a plan to address school safety and the incidence of a shooting or other violence at schools, on school buses, and at school-related activities; to respond effectively to such incidents; and to ensure that every student, teacher, and school employee has access to a safe, secure, and orderly school that is conducive to learning. Such plans shall also address the management of any other emergency situation.

The *Crisis Management and Response Plan* shall be prepared by each public school principal jointly with local law enforcement, fire, public safety, and emergency preparedness officials. In preparing the plan, the principal and such officials shall consider and include, if appropriate, input from students enrolled in the school and their parents, teachers at the school, other school employees, and community leaders. The plan, which shall focus on preventing the loss of life and the injury of students and teachers and other school employees, shall detail the roles and responsibilities of each school employee and the relevant coordination agreements, services, and security measures of a school and provide for parental notification in the event of a shooting or other violent incident or emergency situation. The plan may also provide for the counseling of students by mental health professionals, encouraging peer helper programs, and identifying students who may have experienced rejection or other traumatic life events.

Each principal, jointly with local law enforcement, fire, public safety, school resource officers, and emergency preparedness officials, shall review the plan at least once annually and shall revise the plan as necessary. In reviewing and revising the plan, the principal and such officials shall consider and include input, if appropriate, from students enrolled in the school and their parents, teachers at the school, other school employees, and community leaders. Each principal shall submit such plan in writing to the Superintendent for approval at least once annually, including upon each revision, and shall notify all teachers and other school employees of the contents of the plan and any revisions made to it.

Within the first thirty (30) days of each school year, each principal shall conduct a safety drill to rehearse the components of the *Crisis Management and Response Plan*. Not later than seven (7) days after the drill, the principal shall submit a written report summarizing the details of the drill to the Superintendent.

The Superintendent shall make an annual report to the School Board on the status of the plan of each school under the School Board’s jurisdiction.

OTHER EMERGENCY DRILLS

The St. John the Baptist Parish School Board shall require procedures be planned by the principal and faculty of each school to assure orderly movement and evacuation of students to the safest area in the event of fire, weather, or other disasters. Practice drills shall be used to ensure the effectiveness of the procedures.

Every separate administration building shall conduct practice drills as well.

New policy: October 17, 2013
Revised: August, 2018

Ref: La. Rev. Stat. Ann. '17:416.16, 40:1578.6; *Louisiana Handbook for School Administrators*, Bulletin 741, *Louisiana School Transportation Specifications and Procedures*, Bulletin 119, Louisiana Department of Education; *Life Safety Code*, National Fire Protection Association; Board minutes, 10-17-13.

ITEM 8b. Public Comment. Ms. Iman Montgomery – Request Approval of New/Revised Policy: JGCF – Behavioral Health Services for Students

MOTION BY: Sanders

SECOND BY: Holden

MOTION: To approve New/Revised Policy: JGCF – Behavioral Health Services for Students

No objections.

The motion carried.

Roll Call:

10 Yeas – Holden, Keller, Sanders, DeFrancesch, Jones, Johnson, Wise, Wallace, Triche, Burl

1 Absent – Mitchell

The District Attorney’s Office was not asked to review any materials related to this issue.

JGCF: BEHAVIORAL HEALTH SERVICES FOR STUDENTS

The St. John the Baptist Parish School Board recognizes the connection between a student’s social, emotional, and mental well-being and the student’s academic success. The School Board desires to assist students in developing the social and emotional skills needed for participation in the educational environment and society at large. In addition to any support services provided by the School Board, the School Board shall allow behavioral health providers to provide behavioral health services to a student at school during school hours if the student’s parent or legal guardian provides a written request for such behavioral health provider and services to the Superintendent or Superintendent’s designee, and all other requirements of La. Rev. Stat. Ann. §§17:173 and 17:3996(B)(45), this policy, and any administrative procedures are met.

A behavioral health provider who provides services according to this policy shall:

1. Maintain general liability insurance coverage in an amount not less than \$1,000,000.00 per occurrence and \$1,000,000.00 per aggregate and provide a certificate of insurance naming the public school as the certificate holder.
2. Complete a criminal background check conducted by the Louisiana State Police and shall pay all related costs.

Behavioral health services shall be permitted during school hours if the student’s parent or legal guardian presents a behavioral health evaluation performed by an evaluator chosen by the parent or legal guardian and the evaluation indicates that the services are necessary during school hours to assist the student with behavioral health impairments that the evaluator determines are interfering with the student’s ability to thrive in the educational setting. A behavioral health evaluation presented by the parent or legal guardian of a student shall not be construed as an independent educational evaluation for purposes of determining if a student meets the criteria established for eligibility for special education and related services.

In addition, the parent or legal guardian of a student receiving services from a behavioral service provider shall be required to execute a *consent to release information* form between the provider and the School Board.

Behavioral health services may be provided during instructional time in English, reading, mathematics, and science if the School Board and the behavioral health provider mutually agree that it is in the best interest of the student.

The School Board shall not enter into a contract or an exclusive agreement with a behavioral health provider that prohibits the parent or legal guardian from choosing the behavioral health provider for the student. However the provisions of this paragraph shall not impair any existing contract on the effective date of this policy, or the renewal thereof.

The cost of all behavioral health services provided to a student shall be the sole responsibility of the parent or legal guardian, individually or through an applicable health insurance policy, Medicaid, or other third-party payor, other than the School Board, that has made funds available for the payment for the services provided.

While on a school campus, a behavioral service provider shall comply with, and abide by, the terms of any *Individualized Education Plan, Individualized Accommodation Plan, Section 504 Plan, Behavior Management Plan, or Individualized Health Plan* applicable to a student who is a patient of the provider. The services furnished by a provider shall be incorporated into a written treatment plan applicable to a student.

The School Board shall establish reporting requirements for a behavioral health provider related to the student's progress and student and school safety concerns as related to the student's educational program.

The Superintendent shall approve administrative procedures to provide for student safety and effective implementation of this policy.

The School Board may establish sanctions, including termination of a provider's authorization to provide services on any school campus, against a behavioral health provider for failure to comply with the provisions of this policy and associated procedures and/or any other School Board policy and procedures.

DEFINITIONS

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

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

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

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

- Diagnosis.
- Type of intervention.
- Length of intervention.
- Identification of a student's goals.
- Identification of impact of student behavior on a student's educational program.

The authority of a student's Individualized Education Program Team or Section 504 Committee to determine appropriate services for a student pursuant to applicable federal and state law shall not be superseded by any provisions of this policy.

New policy: August, 2018

Ref: 20 USC Section 1232 (g-i) (*Family Educational Rights and Privacy Act*); La. Rev. Stat. Ann. §§17:7, 17:73.

ITEM 8c. Public Comment. Ms. Iman Montgomery – Request Approval of New/Revised Policy: Employee Use of Social Media

MOTION BY: Triche

SECOND BY: DeFrancesch

MOTION: To approve New/Revised Policy: Employee Use of Social Media

No objections.

The motion carried.

Roll Call:

10 Yeas – Holden, Keller, Sanders, DeFrancesch, Jones, Johnson, Wise, Wallace, Triche, Burl

1 Absent – Mitchell

The District Attorney's Office was not asked to review any materials related to this issue.

EMPLOYEE USE OF SOCIAL MEDIA

The St. John the Baptist Parish School Board recognizes the importance of incorporating current technology tools, including new methods of electronic communication, into the classroom to enhance student learning. It further recognizes the importance of employees, students and parents engaging, learning, collaborating and sharing in digital environments as part of 21st Century learning. The St. John the Baptist Parish School Board strives to ensure that electronic communication tools incorporated into the school curriculum are used responsibly and safely. As practicable, the St. John the Baptist Parish School Board shall provide access to secure social media tools and St. John the Baptist Parish School Board approved technologies for use during instructional time and for school-sponsored activities in accordance with policies *EFA, Computer and Internet Use for Employees* and *IFBGA, Student Computer Access and Use*.

The St. John the Baptist Parish School Board acknowledges that employees may engage in the use of social media during their personal time. Employees who use social media for personal purposes must be mindful that they are responsible for their public conduct even when not acting in their capacities as school system employees. All employees, including student teachers and independent contractors shall comply with the requirements of this policy when using electronic social media for personal purposes.

For the purposes of this policy, *social media* includes, but is not limited to, personal websites, web logs (blogs), wikis, social network sites, online forums,

virtual worlds, video-sharing websites and any other social media generally available to the public or consumers that does not fall within the St. John the Baptist Parish School Board’s technologies network (e.g., Web 2.0 tools, MySpace, Facebook, Twitter, LinkedIn, Flickr, YouTube, Instagram, Snapchat).

SOCIAL MEDIA COMMUNICATIONS INVOLVING STUDENTS

Employees shall maintain a professional relationships with students at all times in accordance with policies GAMJA, *Electronic Communications Between Employees and Students*, and GBRA, *Employee Conduct*. All electronic communications with students who are currently enrolled in the school system must be school-related and within the scope of the employees’ professional responsibilities, unless otherwise authorized by this policy. School personnel using School Board-controlled technological resources and social media tools to communicate directly with students or to comment on student matters through use of the Internet shall abide by all policies governing such activities. An employee seeking to utilize and/or establish a non-school-controlled social media website for instructional or other school-related purposes shall obtain prior written approval from the Superintendent or his/her designee and principal and meet any applicable requirements of policies EFA, *Computer and Internet Use for Employees*, and IFBGA, *Student Computer Access and Use*.

The use of electronic media for communicating with students and parents is considered an extension of the employee’s workplace responsibilities. Accordingly, the St. John the Baptist Parish School Board shall expect employees to use professional judgment when using social media or other electronic communications.

EMPLOYEE PERSONAL USE OF SOCIAL MEDIA

The St. John the Baptist Parish School Board respects the right of employees to use social media as a medium of self-expression on their personal time. As role models for the school system’s students, however, employees shall be responsible for their public conduct even when they are not performing their job duties as employees of the School Board. Employees shall be held to the same professional standards in their public use of social media and other electronic communications as they are for any other public conduct. Furthermore, employees remain subject to applicable state and federal laws, St. John the Baptist Parish School Board policies, and administrative regulations and procedures, even if communicating with others concerning personal and private matters. If an employee’s use of social media interferes with the employee’s ability to effectively perform his or her job duties, the employee shall be subject to disciplinary action, up to and including termination of employment.

POSTING TO SOCIAL MEDIA SITES

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

1. Employees shall not post confidential information about students, employees or School Board business.
2. Employees shall be professional in all Internet postings related to or referencing the School Board, students and other employees.
3. Employees shall not use the school system’s logo or other copyrighted material of the School Board without express, written consent from the St. John the Baptist Parish School Board.
4. Employees shall not use Internet postings to libel or defame the St. John the Baptist Parish School Board, individual School Board members, students or any employees.
5. Employees shall not use Internet postings to harass, bully or intimidate other employees or students in violation of policy JCDAF, *Bullying or Hazing*, or state and federal laws.
6. Employees shall not post inappropriate content that negatively impacts their ability to perform their jobs.
7. Employees shall not use Internet postings to engage in any other conduct that violates St. John the Baptist Parish School Board policy and administrative regulations or procedures or state and federal laws.
8. Employees’ comments related to a school shall always meet the highest standards of professional discretion. When posting, even on the strictest settings, employees shall act on the assumption that all postings are in the public domain.
9. Employees shall not make statements that in any way violate any of the school’s or School Board’s policies, administrative regulations or procedures, including those concerning discrimination or harassment.
10. Employees shall not disclose any confidential information of the school, or confidential information obtained during the course of his/her employment, about any individuals or organizations, including students and/or their families.

CONSEQUENCES

School Board personnel shall monitor online activities of employees who access the Internet using school technological resources. Additionally, the Superintendent or his/her designee may periodically conduct public Internet searches to determine if an employee has engaged in conduct that violates this policy. Any employee who has been found by the Superintendent to have violated this policy may be subject to disciplinary action, up to and including dismissal.

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

New policy: _____, 2018

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

ITEM 8d. Public Comment. Ms. Iman Montgomery – Request Approval of New/Revised Policy: McKinney Vento Act Dispute Resolution Process

MOTION BY: Sanders

SECOND BY: Johnson

MOTION: To approve New/Revised Policy: McKinney Vento Act Dispute Resolution Process

No objections.

The motion carried.

Roll Call:

10 Yeas – Holden, Keller, Sanders, DeFrancesch, Jones, Johnson, Wise, Wallace, Triche, Burl

1 Absent – Mitchell

The District Attorney’s Office was not asked to review any materials related to this issue.

Revised 8/2018

St. John the Baptist Parish School System
Title I - Part A
McKinney Vento — Homeless Children and Youth Plan

Title I reserves funds for supplemental instructional school supplies and student uniforms. Title I will allocate funds for the Homeless Education Program to be used in all schools that serve homeless students including Targeted Assistance and School Wide Schools. The Homeless Education Staff is included in Staff Development under the Title I plan.

Title I ensures that the educational rights and protections for children and youth experiencing homelessness are met according to Title X, Part C. At the beginning of every school year the school counselors and other school personnel are in-serviced on the effective implementation of the McKinney Vento Act. Schools are provided packets of information on how to adequately in-service faculty members on McKinney Vento. Packets of information are provided for both teachers and parents on assisting with identifying homeless students.

Parish Title I Homeless Education Program will ensure that the following guidelines will be adhered to:
Identification and Enrollment

- All School Registration Packets MUST have a copy of the McKinney-Vento Questionnaire.
- Schools must immediately enroll students in homeless situations, even if they do not have required documents, such as school records, medical records, proof of residency, legal guardianship, and other documents. The term "enroll" is defined as attending classes and participating fully in school activities. Students are eligible to enroll in any public school that non-homeless students who live in the attendance area are eligible to attend, or in their school of origin.

School Of Origin

- Schools must keep homeless students in their schools of origin, to the extent feasible, unless it is against the parent or guardian's wishes. Students are permitted to remain in their schools of origin for the duration of their homelessness or until the end of any academic year in which they move into permanent housing." School of Origin" is defined as the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.

Unaccompanied Youth

- The McKinney-Vento Act required schools to enroll unaccompanied youth in school immediately, even if they lack a parent or guardian or documents typically required for school enrollment. School administrators and enrollment personnel may wonder what their duties are to contact parents or report the enrollment of unaccompanied youth to child welfare agencies or law enforcement. There is no general reporting requirement regarding unaccompanied youth.

Awaiting Foster Care

- There is no formal homeless policy in LA for students awaiting foster care placement. However, state practice is that any student initially placed in temporary or short-term foster care is considered homeless while arrangements for long-term placements are being made. Decisions on the homeless status of students in foster care, as with all situations, are determined on a case-by case basis.

Transportation

- Schools must provide transportation to the school of origin, at the request of the parent or guardian, or, in the case of an unaccompanied child or youth, at the request of the district's Homeless Liaison. (Title I funds may NOT be used for this purpose.) The LEA Homeless Liaison shall ensure that parents, guardians, caretakers and unaccompanied youth are fully informed of all transportation services, including to the school of origin, and are assisted in accessing transportation service.

Removal of Barriers to Enrollment

- Schools must review and revise any policies that may act as barriers to the enrollment of homeless children and youths in schools. In reviewing and revising such policies, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records, other documentation, and guardianship.

Dispute Resolution

- If a dispute arises over school selection or enrollment in a school, the child or youth shall be immediately admitted to the school which enrollment is sought, pending resolution of the dispute. The parent, guardian, caretaker or unaccompanied youth shall be provided with a written explanation of the school's decision regarding school selection or enrollment, including the rights of the parent, guardian, or youth to appeal the decision.

Homeless Liaison

- School counselors serve as a liaison for homeless children and youths to ensure that homeless children and youths are identified, enroll and have a full and equal opportunity to succeed in schools. Homeless families, children, and youths shall receive eligible educational services including Head Start and Even Start programs, preschool, tutoring services, and referrals to health care services, dental services, mental health services, and other appropriate services.

Parent Resources

- Parents, guardians or caretakers 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. Public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services under this Act, such as schools, libraries and community service agencies.

Maintenance of Records

- Schools and LEA maintain student records indicating enrollment status, resources provided, academic monitoring, and parental contacts.

St. John the Baptist Parish School System
McKinney Vento Act
Dispute Resolution Process Policy

The No Child Left Behind, Title X, Part C, McKinney-Vento Homeless Assistance Act acknowledges that disputes may arise between the school district and homeless students/parents/guardians when the student is denied enrollment in school or is placed in a school other than the one requested by students/parents/guardians. The purpose of the McKinney-Vento Homeless Assistance Act is to ensure that homeless students enroll in school immediately and continue their education with as little disruption as possible. The **St. John Parish School Board** dispute resolution process follows the guidelines set forth in the McKinney-Vento Homeless Assistance Act and in accordance with The Louisiana Handbook for School Administrators, Bulletin 741, Section 341, which is available online at the following website address: <http://www.doe.louisiana.gov/osr/las/28v115.doc>. This bulletin contains detailed procedures established for resolving complaints filed against the Department of Education or a local education agency pursuant to provisions of the Elementary and Secondary Education Act of 1965, 20 U.S.C. §6301, et. seq. (ESEA).

The following process will be used in a case where a dispute occurs regarding the education of a homeless child or youth.

Dispute Resolution Process

1. If a dispute arises over school selection or enrollment, the child/youth must be immediately enrolled in the school in which he/she is seeking enrollment, pending the resolution of the dispute (five days). The dispute process may be initiated by the parent/guardian, unaccompanied youth, principal or other school officials.
2. The parent/guardian or unaccompanied youth must be referred to the Homeless Liaison, provided a written explanation of the school's decision to deny enrollment or school selection and the rights of Homeless parents/guardians/unaccompanied youth, including the right to appeal any school district decision.
3. When the parent/guardian/unaccompanied youth is referred to the Homeless Liaison, the liaison will carry out the dispute resolution process within a reasonable amount of time.

4. After reviewing pertinent information related to the dispute, the Homeless Liaison shall provide the parent with a decision in writing within five (5) days of the receipt of the written complaint.
5. If the written resolution is not acceptable to the parent/guardian/unaccompanied youth, the Homeless Liaison will forward the dispute to the State Homeless Coordinator.

*Dispute Resolution Process Forms included.

**Louisiana Department of Education
Compliant Procedures For
The Elementary and Secondary Education Act of 1965**

If the Lafourche Parish School Board Title I Program is not providing services in accordance with the state and federal regulations, a parent may file a complaint in accordance with The Louisiana Handbook for School Administrators, Bulletin 741, Section 341, which is available online at the following website address: <http://www.doa.louisiana.gov/osr/lac/28v115/28vl15.doc>. Parents may also request a copy of this bulletin by calling the Department's toll-free number 1-877453-2721. This bulletin contains detailed procedures established for resolving complaints filed against the Department of Education or a local education agency pursuant to provisions of the Elementary and Secondary Education Act of 1965, 20 U.S.C. 136301, et. seq. (ESEA).

Summarized from the above handbook, complaints of the Louisiana Department of Education must (1) be in writing and (2) describe a violation of the law or a violation of federal statutes or regulations.

The written complaint must include:

- A Statement of the violation of a requirement of a pertinent federal statute or regulation;
- The facts on which the statement is based, including the name of the local education agency;
- A proposed solution for the problem;
- The parent's signature and contact information;
- Only violations occurring within the past year.

A parent is notified when a complaint has been received by the Department, and complaints will be resolved within 60 days of receiving the complaint, unless the timeline has been extended. The parent will receive a written decision addressing each violation and will also be informed of the right to request that the Secretary of the United States Department of Education review the decision made by the Louisiana Department of Education.

St. John the Baptist Parish School District
McKinney Vento
Homeless Dispute Resolution

Dispute Form

When a dispute arises over enrollment or school selection, this form must be completed by the parent/guardian/unaccompanied youth, principal/school officials and forwarded to the District Homeless Liaison within 24 hours.

(Liaison Contact Information: Erica Merrick, 118 West 10th Street, Reserve, LA 70084, Phone: 985-536-1106; Fax: 985-536-6461; Email: emerrick@stjohn.k12.la.us)

Date Submitted:	Student Name:
Student ID #:	Person Initiating Dispute:
Relationship to student:	Contact Number: _____ (H) _____ (C)
Current School Placement:	School in Dispute:
<p>You must include a brief written explanation to support your appeal in the space provided:</p> <hr style="border: 0.5px solid black;"/> <hr style="border: 0.5px solid black;"/> <hr style="border: 0.5px solid black;"/> <hr style="border: 0.5px solid black;"/> <hr style="border: 0.5px solid black;"/>	

Signature of person submitting dispute form: _____

Signature of Principal/School Official: _____

Copy sent to District Homeless Liaison
Date _____

Copy Given to Parent/Guardian/Unaccompanied Youth
Date _____

-----For Homeless Liaison Office Use-----

Date Received: _____ Initial _____

St. John the Baptist Parish School District
McKinney Vento — Homeless
 Dispute Resolution — Action Taken

Student's Name _____ Date _____ Grade _____
 _____ Student ID # _____

Current School Placement: _____ School in Dispute: _____

District Action on Compliant _____

Action Taken within _____ school days after receiving notice of complaint

Did the Homeless Liaison resolve the dispute? _____ Yes _____ No

If the dispute was resolved, describe the action taken by the Homeless Liaison to resolve the dispute to the satisfaction of parent/guardian.

Action taken by St. John the Baptist Parish School Board to resolve the dispute (if necessary)

I agree with this decision.

I disagree with this decision.

I request an appeal with the State Homeless Coordinator at (225)342-0153 or (877)453-2721

Comments _____

Parent/Guardian/Unaccompanied Youth Signature _____

Homeless Liaison Signature _____

Copies To:

Homeless Liaison Principal

Other School Personnel Parent/Guardian/Unaccompanied Youth

State Coordinator

ITEM 9. NEW BUSINESS 9a. Public Comment. Ms. Iman Montgomery – Introduction of New/Revised Policy: IFBGA – Computer and Internet Usage

This item was for introduction only.

The District Attorney’s Office was not asked to review any materials related to this issue.

IFBGA: COMPUTER AND INTERNET USE

The St. John the Baptist Parish School Board believes it is necessary for all persons to become aware of acceptable use of computers. Any person using computers or other electronic information resources shall be required to use such equipment and resources in a responsible, legal manner. All users, including students, employees, or any other users of School Board computers, hardware, and School Board network shall abide by all policies of the School Board and any applicable administrative regulations and procedures. The School Board retains the right to monitor all computer usage and files for compliance to all regulations and/or procedures.

Age and grade appropriate classroom instruction shall be provided regarding Internet and cell phone safety. Such instruction shall include appropriate online behavior, interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response, as well as areas of concern as authorized in state and federal law.

In addition, the School Board, in conjunction with local law enforcement agencies, shall develop and distribute age and grade appropriate information to each student regarding Internet and cell phone safety and online content that is a threat to school safety. The information shall include the following:

- Instruction on how to detect potential threats to school safety exhibited online, including posting on any social media platform.
- Visual examples of possible threats.
- The process for reporting potential threats, which shall be in accordance with the procedures referenced in policy *EBBB, School and Student Safety*.

Such information shall be either distributed to or explained to students and school personnel at the beginning of each school year and shall be posted on an easily accessible page of the School Board’s website and the website of each school.

If information reported to a school is deemed a potential threat to school safety, the school shall present the written form and any further evidence to local law enforcement.

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 School Board shall establish appropriate guidelines for exploring and using Internet resources within the school district to enhance learning and teaching activities. The School Board 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 which contain information on the manufacturing of bombs or other incendiary devices shall also be prohibited. However, the School Board 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 of at least 1,000, for legitimate scientific or educational purposes approved by the School Board.

It shall be the policy of the St. John the Baptist Parish School Board that any use of the Internet that adversely affects 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 Internet privileges, suspension of the student, or other appropriate disciplinary action. The School Board does not condone the use of the Internet for any illegal or inappropriate activities and shall not be responsible for any such use by staff or students. Parents shall be made aware that Internet usage is only partially controllable by supervision.

Students may use the Internet only if under the direct supervision of a teacher or other professional designated by the teacher.

USE OF INTERNET REGULATIONS

The School Board provides access to the Internet to students, teachers, staff and administrators. The Internet is a very exciting educational tool which can greatly benefit schools. Research, collaborative learning, and exchange of educational ideas and information are regularly pursued on the Internet. The School Board 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 anyone on the Internet 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. 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 photographs, personal addresses, personal phone numbers, or last names will be permitted in student use of the Internet.
4. Illegal activities, including copyright or contract violations shall not be permitted. The Internet may not be used for financial or commercial gain.
5. Threatening, profane, or abusive messages shall be forbidden.
6. No activities shall be allowed which may damage or interrupt equipment or any networking system.
7. Any attempt to alter, harm or destroy the data of another user of the Internet, or any network on the Internet shall be forbidden.
8. No user is permitted to upload, or create, a computer virus on the Internet or any networking system.
9. Resources offered by the Internet and paid for by the School Board may not be willfully wasted.
10. A user shall not attempt to access any Internet resources or entities not previously authorized by the teacher.
11. Invading the privacy of another user, or using their account, shall not be tolerated.
12. Posting personal messages without the author’s consent shall be forbidden.
13. Sending or posting anonymous messages shall be forbidden.
14. Perusing or otherwise accessing obscene or pornographic material, or using profanity in messages shall be forbidden.
15. Perusing or otherwise accessing information on manufacturing bombs or other incendiary devices shall be forbidden.
16. Product advertising, political lobbying, or sending messages involving illegal activities shall not be permitted. Violations shall be reported to the teacher when evidence of such is encountered on the Internet.
17. Any subscriptions to list servers, bulletin boards, or on-line services shall be approved by the Superintendent or his/her designee prior to any such usage.
18. When a security problem is detected, it shall be reported immediately to the teacher. The problem shall not be demonstrated to other users.
19. Suspension shall automatically result for a user who accesses, sends, receives, or configures electronically any profane or obscene language or pictures.

No one shall be permitted to use the Internet unless a completed Internet Usage Contract has been submitted to the Superintendent or designee.

Revised: April, 2009
Revised: March 21, 2013
Revised: September, 2018

Ref: 47 USC 254(h), *Children’s Internet Protection Act* (CIPA); La. Rev. Stat. Ann. §§17:81, 17:100.7, 17:280, 17:410; Board minutes, 4-2-09, 3-21-13.

ITEM 9b. Public Comment. Ms. Iman Montgomery – Introduction of New/Revised Policy: JCDAG – Threats of Terrorism or Violence

This item was for introduction only.

The District Attorney’s Office was not asked to review any materials related to this issue.

JCDAG: THREATS OF TERRORISM OR VIOLENCE

The St. John the Baptist Parish School Board is committed to providing a safe environment for the students and employees of its schools. Any potential threat of violence or terrorism to students and employees shall be addressed immediately in accordance with policy *EBBB, School and Student Safety*. If the threat is determined to be credible and imminent, the threat shall be reported immediately to a local law enforcement agency and the school shall initiate procedures outlined in policy *EBBC, Emergency/Crisis Management*.

Potential threats not rising to the level of reasonable belief which are not reported to law enforcement shall be referred immediately to school administrators for further investigation, in accordance with applicable procedures outlined in policy *JCDAF, Bullying and Hazing*.

DEFINITIONS

Threat of terrorism means communication, whether oral, visual, or written, including but not limited to electronic mail, letters, notes, social media posts, text messages, blogs, or posts on any social networking website, of any crime of violence that would reasonably cause any student, teacher, principal, or school employee to be in sustained fear for his safety, cause the evacuation of a building, or cause other serious disruption to the operation of a school.

Threat of violence means communication, whether oral, visual, or written, including but not limited to electronic mail, letters, notes, social media posts, text messages, blogs, or posts on any social networking website, of any intent to kill, maim, or cause great bodily harm to a student, teacher, principal, or school employee on school property or at any school function.

EVIDENCE

Whenever potential threats of violence or terrorism are reported to school administrators, any evidence related to a threat such as statements, writings, recordings, electronic messages, and photographs shall be collected and kept in a secure location.

MANDATORY EVALUATION

If a student is reported to a local law enforcement agency for threats of terrorism or violence, the student shall not be permitted to return to school until undergoing a formal mental health evaluation.

New policy: September, 2018

Ref: La. Rev. Stat. Ann. □□17:409.1, 17:409.2, 17:409.3, 17:409.5, 17:401, 17:416, 17:416.1, 17:416.13.

ITEM 9c. Public Comment. Ms. Iman Montgomery – Introduction of New/Revised Policy: JCDAF – Bullying and Hazing

This item was for introduction only.

The District Attorney’s Office was not asked to review any materials related to this issue.

JCDAF: BULLYING AND HAZING

The St. John the Baptist Parish School Board is committed to maintaining a safe, orderly, civil and positive learning environment so that no student is subject to bullying, hazing, or similar behavior while in school or participating in school-related activities. Students and their parents/guardians shall be notified that the school, school bus, and all other school environments are to be safe and secure for all. Therefore, all statements or actions of bullying, hazing, or similar behavior made on campus, at school-sponsored activities or events, on school buses, at school bus stops, and on the way to and from school shall not be tolerated. Even if made in a joking manner, these statements or actions of bullying, hazing, or similar behavior towards other students or school personnel shall be unacceptable.

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

Bullying shall mean:

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

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

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

NOTICE TO STUDENTS AND PARENTS

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

REPORTING

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

The reporting of incidents of bullying, hazing, or similar behavior shall be made on the *Bullying Report* form, which shall include an *affirmation of truth*. Any bullying, hazing, or similar behavior report submitted, regardless of recipient, shall use this form, but additional information may be provided.

Students and Parents

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

School Personnel

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

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

False Reports

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

INVESTIGATION PROCEDURE

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

1. **Timing**
The school shall begin an investigation of any complaint that is properly reported and that alleges the prohibited conduct the next business or school day after the report is received by the principal or his/her designee. The investigation shall be completed as expeditiously as possible, but not later than ten (10) school days after the date the written report of the incident is submitted to the principal or his/her designee. If additional information is received after the end of the ten-day period, the school principal or his/her designee shall amend all documents and reports required to reflect such information.
2. **Scope of Investigation**
An investigation shall include documented interviews of the reporter, the alleged victim, the alleged bully or offender, and any witnesses, and shall include obtaining oral, visual or written evidence, including, but not limited to statements, writings, recordings, electronic messages, and photographs. Interviews shall be conducted privately, separately, and confidentially. Unless necessary for the purpose of the investigation, the alleged offender and alleged victim shall not be interviewed together.

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

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

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

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

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

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

4. **Documentation**
At the conclusion of an investigation of bullying, hazing, or similar behavior, and after meeting with the parents or legal guardians, the principal or his/her designee or School Board shall:
 - A. Prepare a written report containing the findings of the investigation, including input from students' parents or legal guardians, and the decision by the principal or his/her designee or school system official. The document shall be placed in the school records of both students.
 - B. Promptly notify the reporter/complainant of the findings of the investigation and whether remedial action has been taken, if such release of information does not violate the law.
 - C. Keep reports/complaints and investigative reports confidential, except where disclosure is required to be made by applicable federal laws, rules, or regulations or by state law.
 - D. Maintain reports/complaints and investigative reports for three (3) years.
 - E. As applicable, provide a copy of any reports and investigative documents to the School Board for disciplinary measures, or to the Louisiana Department of Education, as necessary.

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

Handling Evidence

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

APPEAL

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

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

DISCIPLINARY ACTION

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

Students may be disciplined for off-campus bullying, hazing, or similar behavior the same as if the improper conduct occurred on campus, if the actions of the offender substantially 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.

PARENTAL RELIEF

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

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

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

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

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

TRAINING

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

RETALIATION

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

CHILD ABUSE

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

Revised: December 2, 2010
Revised: March 21, 2013
Revised: October 17, 2013
Revised: September, 2018

Ref: 20 USC 1232(g-i) (*Family Educational Rights and Privacy Act*); La. Rev. Stat. Ann. ' ' 14:40.3, 14:40.7, 14:40.8, 14:403, 17:105, 17:105.1, 17:183, 17:416, 17:416.1, 17:416.13; La. Children's Code, Art. 609, 730, 731; Davis v. Monroe County Board of Education, 119 S. Ct. 1661 (1991); Board minutes, 9-23-04, 12-2-10, 3-21-13, 10-17-13.

ITEM 9d. Public Comment. Iman Montgomery – Introduction of Revised Policy BBBE

This item was for introduction only.

The District Attorney's Office was not asked to review any materials related to this issue.

BBBE: BOARD MEMBER COMPENSATION AND EXPENSES

The St. John the Baptist Parish School Board shall provide an expense allowance and provide for expense reimbursement for its members in accordance with state law at a rate as set by the Board. Board members shall also be authorized to receive reimbursement for mileage going to and from meetings as well as reimbursement for actual travel and related expenses outside the jurisdictional boundaries of the Board while on official School Board business, all in accordance with Board policy.

Any action increasing or decreasing the compensation for Board members shall require a **two-thirds vote of the total membership**. Before any action is taken, however, the Board shall advertise the time and place where the meeting is to be held to consider the expense allowance in the official journal of the Board on at least two (2) separate days during the fifteen (15) days immediately preceding such meeting.

Board members may vote to reduce salaries for a future term. In addition, individual Board members may voluntarily reduce their compensation by failing to cash their paychecks or by donating back all or part of their compensation.

The President of the Board shall be entitled to receive one additional per diem allowance in his/her capacity as President. Members of the Executive Committee may receive an additional per diem per month of \$50.00, provided however, an executive committee member attending an executive committee meeting and a Board meeting on the same day shall not receive compensation for the executive committee meeting.

Revised: November, 1993
 Revised: August, 2003
 Revised: August, 2004
 Approved: October 15, 2009

Ref: La. Rev. Stat. Ann. §§17:56, 17:81
 Board minutes, 10-15-09

ITEM 9e. Public Comment. Iman Montgomery – Request Board approval on Health Insurance Renewal

Ms. Montgomery stated that Blue Cross/Blue Shield has offered a renewal with 0% change in premium. Also they are offering an additional “Skinny Plan” to employees that are interested.

MOTION BY: Keller

SECOND BY: DeFrancesch

MOTION: To accept Health Insurance Renewal with Blue Cross/Blue Shield with 0% change in premium.

No objections.

The motion carried.

Roll Call:

9 Yeas – Holden, Keller, Sanders, DeFrancesch, Jones, Johnson, Wise, Wallace, Triche

1 Nay – Burl

1 Absent – Mitchell

The District Attorney’s Office was not asked to review any materials related to this issue.

St John the Baptist Parish School Board
 Blue Cross 2019 Renewal

In Network	BLUE CROSS CURRENT 2019			ALTERNATE PLAN - CHOOSING ONE				
	Prem Blue 80 2000 E	Blue Saver 2500	HMO 80 2000 E	Blue Connect Copay 100/70A	Blue Connect Copay 100/70C	Blue Connect 80/60 \$1,000A	Blue Connect 80/60 \$1,000C	Blue Connect 50/50 \$2,000A
	Retirees out-of-State Nat Network	HDHP Nat Network	LA Network	OCHSNER	OCHSNER	OCHSNER	OCHSNER	OCHSNER
Lifetime Maximum Benefit	UNLIMITED	UNLIMITED	UNLIMITED	UNLIMITED	UNLIMITED	UNLIMITED	UNLIMITED	UNLIMITED
Calendar Year Deductible: Ind / Fam	\$2,000/\$6,000	\$2,500/\$5,000	\$2,000/\$6,000	NONE	NONE	\$1,000/\$3,000	\$1,000/\$3,000	\$2,000/\$4,000
Out-of-Pocket Maximum: Ind / Fam	\$5,750/\$11,500	\$3,350/\$6,700	\$5,750/\$11,500	\$2,000 / \$4000	\$2,000 / \$4000	\$4,750/\$9,500	\$4,750/\$9,500	\$6,350/\$12,700
Member Co-Insurance OON	20%	0%	20%	0%	0%	20%	20%	50%
Physician Office Visit: PCP / QBPC	\$40/QBC \$25	Ded, 0%	\$40/QBC \$25	\$20	\$20	\$20	\$20	\$20
Specialist Office Visit	\$55	Ded, 0%	\$55	\$50	\$50	\$55	\$55	\$55
Wellness/Preventative Services	0%	0%	0%	0%	0%	0%	0%	0%
In-Patient Hospital Stay	Ded, 20%	Ded, 0%	Ded, 20%	\$200/day/3 days	\$200/day/3 days	Ded, 20%	Ded, 20%	Ded, 50%
Professional	Ded, 20%	Ded, 0%	Ded, 20%	0%	0%	Ded, 20%	Ded, 20%	Ded, 50%
Out-Patient Facility	Ded, 20%	Ded, 0%	Ded, 20%	\$200 Co-pay	\$200 Co-pay	Ded, 20%	Ded, 20%	Ded, 50%
Professional	Ded, 20%	Ded, 0%	Ded, 20%	0%	0%	Ded, 20%	Ded, 20%	Ded, 50%
Lab & Low Tech Imaging	Ded, 20%	Ded, 0%	Ded, 20%	0%	0%	Ded, 20%	Ded, 20%	Ded, 50%
High Tech Imaging Services	Ded, 20%	Ded, 0%	Ded, 20%	0%	0%	Ded, 20%	Ded, 20%	Ded, 50%
Emergency Room Co-Pay	\$350	Ded, 0%	\$350	\$350 Copay	\$350 Copay	\$350 Copay	\$350 Copay	\$350
Urgent Care Co-Pay	\$55	Ded, 0%	\$55	\$50 Copay	\$50 Copay	\$55 Copay	\$55 Copay	\$55 Copay
Prescription Drugs								
Calendar Year Deductible	\$100/Person		\$100/Person					
Tier 1 Generic / Value Rx	\$15		\$15	\$7	\$15	\$7	\$15	\$7
Tier 2 Preferred / Preferred	\$40	Ded, 20%	\$40	\$30	\$40	\$30	\$40	\$30
Tier 3 Non Pre / NP Brand Generic Rx	\$70		\$70	\$70	\$70	\$70	\$70	\$70
Tier 4 Multi-Source / Specialty Rx	10% Spec Rx		10% Spec Rx	10% Spec Rx	10% Spec Rx	10% Spec Rx	10% Spec Rx	10% Spec Rx
Tier 5 Highest Cost Rx	Max \$150/Rx		Max \$150/Rx	Max \$150/Rx	Max \$150/Rx	Max \$150/Rx	Max \$150/Rx	Max \$150/Rx
Out-of-Network Benefits								
Calendar Year Deductible: Ind / Fam	\$4,000 / \$12,000	\$5,000 / \$10,000		\$1,000/\$3,000	\$1,000/\$3,000	\$2,000/\$6,000	\$2,000/\$6,000	\$4,000/\$12,000
Out-of-Pocket Maximum: Ind / Fam	\$11,500/\$23,000	\$6,700/\$13,400	N/A	\$4,000/\$8,000	\$4,000/\$8,000	\$9,500/\$19,000	\$9,500/\$19,000	\$11,500/\$23,000
Member Co-Insurance OON	40%	20%		30%	30%	40%	40%	40%

RATES	Prem Blue 80 E	Blue Saver 2500	HMO 80 E	Blue Connect Copay 100/70A	Blue Connect Copay 100/70C	Blue Connect 80/60 \$1,000A	Blue Connect 80/60 \$1,000C	Blue Connect 50/50 \$2,000A
Employee Only	14 \$ 496.58	14 \$ 486.52	760 \$ 470.07	\$ 537.12	\$ 528.51	\$ 457.96	\$ 449.35	\$ 414.08
Employee + 1 Dependent	4 \$ 973.32	4 \$ 953.57	237 \$ 921.33	\$ 1,052.74	\$ 1,035.86	\$ 897.60	\$ 880.72	\$ 811.58
Employee + Family	1 \$ 1,365.62	1 \$ 1,337.92	204 \$ 1,292.68	\$ 1,477.06	\$ 1,453.38	\$ 1,259.38	\$ 1,235.70	\$ 1,138.70

EMPLOYEE COST	Prem Blue 80 E	Blue Saver 2500	HMO 80 E	Blue Connect Plan Rates compared to HMO 80E				
Employee Only	\$ 39.97	\$ 30.55	\$ 14.10	\$ 67.05	\$ 58.44	\$ (12.11)	\$ (20.72)	\$ (55.99)
Employee + 1 Dependent	\$ 187.19	\$ 170.44	\$ 138.20	\$ 131.41	\$ 114.53	\$ (23.73)	\$ (40.61)	\$ (109.75)
Employee + Family	\$ 338.97	\$ 316.60	\$ 271.46	\$ 184.38	\$ 160.70	\$ (33.30)	\$ (56.98)	\$ (153.98)

In the event of a discrepancy, Blue Cross Proposals and benefit Summaries will prevail

ITEM 9f. Public Comment. Iman Montgomery – Request Board approval on Dental Insurance Renewal

MOTION BY: Wise

SECOND BY: Sanders

MOTION: To approve the Dental Insurance Renewal

No objections.

The motion carried.

Roll Call:

9 Yeas – Holden, Keller, Sanders, DeFrancesch, Jones, Johnson, Wise, Wallace, Triche, Burl

1 Absent – Mitchell

The District Attorney’s Office was not asked to review any materials related to this issue.

*** Ms. Montgomery requested that the Board waive policy to amend the agenda to add an action item that would allow administration to request RFQs on Supplemental Life Insurance. This is due to a significant increase in the current premiums that was brought to Ms. Montgomery's attention today.

MOTION BY: Keller

SECOND BY: Wise

MOTION: To waive policy to amend the agenda to add an action item to allow administration to request RFQs on Supplemental Life Insurance

No objections.

The motion carried.

Roll Call:

9 Yeas – Holden, Keller, Sanders, DeFrancesch, Jones, Johnson, Wise, Wallace, Triche

1 Nay – Burl

1 Absent – Mitchell

MOTION BY: DeFrancesch

SECOND BY: Sanders

MOTION: To allow administration to request RFQs on Supplemental Life Insurance

No objections.

The motion carried.

Roll Call:

10 Yeas – Holden, Keller, Sanders, DeFrancesch, Jones, Johnson, Wise, Wallace, Triche, Burl

1 Absent – Mitchell

ITEM 10. ADMINISTRATIVE MATTERS

The Chair called for Public Comment.

ITEM 11. BOARD ITEMS OF INTEREST

The Chair called for Public Comment.

ITEM 12. ADJOURNMENT

The Chair called for Public Comment.

The agenda having been completed, and there being no further business, there was a

MOTION BY: Keller

SECOND BY: Holden

MOTION: Motion for adjournment.

There were no objections.

The meeting adjourned at 7:07 p.m.

Kevin R. George, Secretary

Albert A. Burl, III, President