

**TERREBONNE PARISH SCHOOL BOARD  
201 STADIUM DRIVE  
HOUMA, LOUISIANA 70360**

**School Board Meeting – February 19, 2013**

**Order of Business**

**7:00 P.M.**

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Approval of Minutes of School Board Meeting of February 5, 2013

**RECOMMENDATION:** That the Board approve the minutes of School Board Meeting of February 5, 2013, as recorded.

6. Board Committee Meeting Report
  - A. Education and Policy Committee (See Attached Committee Agenda and Report of February 4, 2013, Meeting)
7. Superintendent's Agenda
  - A. Agenda Items
    - (1) Requests for Professional Leave
      - (a) Teacher at South Terrebonne High School

**RECOMMENDATION:** That the Board approve a request to allow Angela West, Teacher at South Terrebonne High School, to attend the USAUS-H20 (US-Australia Virtual Environmental Partnership)

Teacher Training Workshop in Annapolis, Maryland, February 25-26, 2013 (Monday-Tuesday), in accordance with Policy (FILE: F-11.2), expenses to be borne by the US-Australia Virtual Environmental Partnership.

(b) Two Teachers at Mulberry Elementary School

**RECOMMENDATION:** That the Board approve a request to allow Kim M. Hebert and Tara Soudelier, Teachers at Mulberry Elementary School, to attend the 2<sup>nd</sup> Annual Elevating & Celebrating Effective Teaching/Teachers (ECET2) Conference in San Diego, California, February 27 – March 1, 2013 (Wednesday-Friday), in accordance with Policy (FILE: F-11.2), expenses to be borne by The Bill and Melinda Gates Foundation.

(c) Curriculum Specialist/STEM Coordinator in Central Office, Teacher at H. L. Bourgeois High School, and Teacher at Terrebonne High School

**RECOMMENDATION:** That the Board approve a request to allow Nathan Cotten, Curriculum Specialist/STEM Coordinator in the Central Office; Carolyn Cowart, Teacher at H. L. Bourgeois High School, and Leah Gautreaux, Teacher at Terrebonne High School, to attend the Next Generation National Science Conference in San Antonio, Texas, April 11-14, 2013 (Thursday-Sunday), in accordance with Policy (FILE: F-11.2), expenses to be borne by the Race to the Top (R2T) Grant.

(2) Personnel Section

(a) Sabbatical Leave Waiver of Return to Work

**RECOMMENDATION:** That the Board approve a request for sabbatical leave waiver of return to work in accordance with Policy (FILE: F-11.1) for Becky Robertson, Teacher at Grand Caillou Middle School, due to her medical condition.

(b) Personnel Actions for Period of January 10, 2013, through February 13, 2013 [list of professional instructional and non-instructional/support personnel (appointments, resignations, and retirements – Information Only)]

(3) Matter Pertaining to Pending Litigation – Dorothy Parfait, et al versus Docket No. 159257, Terrebonne Parish School Board, 32<sup>nd</sup> Judicial District Court, Parish of Terrebonne, State of Louisiana (Executive Session)

8. Individual Board Member

A. Mr. Roger Dale DeHart – Reschedule April 2, 2013, School Board Meeting Agenda Deadline from Noon Wednesday, March 27, 2013, to Noon Wednesday, March 20, 2013 (Due to Easter Holidays)

**RECOMMENDATION:** That the Board reschedule the April 2, 2013, School Board Meeting Agenda Deadline from Noon Wednesday, March 27, 2013, to Noon Wednesday, March 20, 2013 (Due to Easter Holidays).

9. Announcements

**2/25**

5:00 Finance, Insurance, & Section 16 Lands Committee

**3/04**

5:00 Education & Policy Committee

**3/11**

5:00 Buildings, Food Service, & Transportation Committee

**3/12**

7:00 Regular School Board Meeting

10. Adjournment

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Philip Martin, Superintendent  
Terrebonne Parish School Board  
P. O. Box 5097  
Houma, Louisiana 70361  
985-876-7400

**In accordance with the Americans with Disabilities Act, if you need special assistance, please contact Philip Martin, Superintendent, Terrebonne Parish School Board, at 985-876-7400, Ext. 220, describing the assistance that is necessary.**

RLB

**TERREBONNE PARISH SCHOOL BOARD  
201 Stadium Drive  
Houma, Louisiana 70360**

**EDUCATION AND POLICY COMMITTEE MEETING  
Monday, February 4, 2013  
5:00 P.M.  
Central Office Board Room**

**A-G-E-N-D-A**

1. Invocation and Pledge of Allegiance
2. Matter pertaining to new policy FILE: G-6.1 Class Size (Forethought) – **(Proposed Recommendation)** – Linda Joseph

**The Committee recommends** that the Board approve, as presented, new policy FILE: G-6.1 Class Size.

3. Matter pertaining to policy FILE: G-11.4 Parent Conferences (Forethought) **(Proposed Recommendation)** – Linda Joseph

**The Committee recommends** that the Board approve, as presented, revised policy FILE: G-11.4 Parent Conferences.

4. Matter pertaining to policy FILE: H-3.6c Administration of Medication (Forethought) – **(Proposed Recommendation)** – Linda Joseph

**The Committee recommends** that the Board approve, as presented, revised policy FILE: H-3.6c Administration of Medication.

5. Matter pertaining to Alternative Program update – **(INFORMATION)** – Linda Joseph

6. Adjournment

## **COMMITTEE MEMBERS**

Richard Jackson, Chairman  
Donald Duplantis, Vice-Chairman  
Dr. Brenda Leroux Babin

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Carol Davis, Assistant Superintendent  
Instruction and Student Support Services

CD/dc

c: Board Members  
Superintendent and Staff  
Schools and ERC Members  
Mr. Clayton Lovell, Legal Counsel  
Ms. Lottie Beebe, BESE, District 3  
The Courier, Tri-Parish Times, KFOL-HTV; Radio Stations, KCIL/KXOR  
Houma-Terrebonne Chamber of Commerce  
Presidents ... TAE, TPA, A+PEL, Bus Drivers' Association, Food Service  
Association



**TERREBONNE PARISH SCHOOL BOARD  
P. O. BOX 5097  
HOUMA, LOUISIANA 70361**



February 19, 2013

Dear Members of the Board:

**The EDUCATION and POLICY COMMITTEE** met in the Board Room of the School Board Office, 201 Stadium Drive, at 5:00 P.M., on Monday, February 4, 2013, with the following members present: Mr. Richard Jackson, Chairman, and Dr. Brenda Leroux Babin. Mr. Donald Duplantis, Vice-Chairman, was absent. Also in attendance were Mr. L. P. Bordelon, III, Superintendent Philip Martin, and members of the staff.

Mr. Jackson called the meeting to order. The meeting began with the invocation and Pledge of Allegiance to the Flag.

Ms. Linda Joseph, Supervisor of Child Welfare and Attendance, presented new policy FILE: G-6.1 Class Size.

**RECOMMENDATION NO. 1**

**The Committee recommends** that the Board approve, as presented, the following new policy FILE: G-6.1 Class Size:

**FILE: G-6.1**

**CLASS SIZE**

The Terrebonne Parish School Board is aware that class size may have bearing on effective teaching. Therefore, the Board directs the Superintendent to work with principals in establishing a reasonable and equitable class enrollment for each teacher.

## ELEMENTARY AND SECONDARY

Louisiana law requires the system-wide pupil-classroom-teacher ratio in grades Kindergarten through third (K-3) to be no greater than twenty (20) students. The maximum enrollment in a class or section in grades Kindergarten through third (K-3) shall be twenty-six (26) students and in grades four through twelve (4-12) thirty-three (33) students, except in certain activity types of classes in which the teaching approach and the materials and equipment are appropriate for large groups. No teachers at the secondary-level shall instruct more than seven hundred fifty (750) student hours per week, except those who teach the above classes.

The School Board may request from the State Superintendent of Education, a limited waiver from complying with the system-wide 20-1 student-teacher ratio, provided the teacher has demonstrated effectiveness pursuant to the state evaluation program.

New Policy: February 2013

Ref: La. Rev. Stat. Ann. §§17:151, 17:174; Louisiana Handbook for School Administrators, Bulletin 741, Louisiana Department of Education.

Ms. Joseph presented revisions, according to recent legislation, to policy FILE: G-11.4 Parent Conferences.

### **RECOMMENDATION NO. 2**

**The Committee recommends** that the Board approve, as presented, the following revisions to policy FILE: G-11.4 Parent Conferences:

**FILE: G-11.4**  
**Cf: H-2.5, H-3.5b**

### **PARENT CONFERENCES**

The Terrebonne Parish School Board realizes that close communication between home and school is an important factor in establishing a highly effective school program. Planned conferences between parents and



teachers are an important way to bring about understanding and close cooperation between the home and school. Close communication should be maintained through conferences with all parents, not just with those where academic or other problems suggest the need for closer communication.

~~Conferences between parents and teachers regarding a child should be treated by the teacher as an opportunity to help the child and every effort should be made to make the conference constructive, objective, and pleasant. Conferences should provide an opportunity for a mutual exchange of information and ideas for the welfare of the child.~~

~~Occasionally parents will call on a teacher during the time the teacher has responsibilities for class instruction. Although the purpose of such a visit may be worthy, teachers should discourage the practice and suggest that the parent arrange for a conference outside of regular school time. Teachers should be prepared to give after-school or preschool time for conferences when desirable. Teachers shall be expected to request additional conferences with parents as the needs may indicate.~~

## **ACADEMIC CONFERENCES**

**At least two (2) parent-teacher conferences shall be scheduled by teachers during the first semester of each school year. At least one (1) parent or guardian of the child shall attend or participate in at least one (1) of the scheduled parent-teacher conferences. A teacher need not require a parent or guardian to attend a conference, if the conference would be unnecessary, due to the student's academic record. Other conferences may be scheduled as the need arises.**

**If a middle school or high school student has more than one (1) teacher, the parent or guardian may participate in the conference by conference call.**

The principal or supervisor should be present at any parent-teacher conference when there is reason to anticipate an atmosphere of hostility.

## **REQUIRED PARENT DISCIPLINARY CONFERENCES**

Parents may be required to attend a conference with their student's teacher/principal/guidance counselor under the following circumstances:

1. When a pupil **student** is removed from a classroom by the teacher, the teacher may require that the parent, tutor, or legal guardian of the pupil **student** have a conference with the teacher in the presence of the principal or his/her designee before the pupil **student** is readmitted to the classroom.
2. Upon the *third* removal from the same classroom during the school year, a conference between the teacher or other appropriate school employee and the pupil's **student's** parent, tutor, or legal guardian shall be required prior to the pupil **student** being readmitted to the classroom.

In any case where a teacher, principal, or other school employee requires the parent, tutor, or legal guardian of a pupil **student** under eighteen (18) to attend a conference or meeting regarding the pupil's **student's** behavior, and, after notice, the parent, tutor, or legal guardian willfully refuses to attend, the principal or designee shall file a complaint with a court exercising juvenile jurisdiction.

3. Subsequent to the suspension or recommendation for expulsion of a student, a conference shall be scheduled with the student's parent, tutor, or legal guardian and the principal, as a requirement for readmitting the student to school. Notification of the conference shall be by telephone, or in certain cases, by certified letter. Such conference shall be held within five (5) school days of mailing the certified letter or other contact. On not more than one occasion each school year when the parent, tutor, or legal guardian refuses to respond, the principal may determine whether readmitting the pupil **student** is in the best interest of the student. On any subsequent occasions in the same school year, the pupil **student** shall not be readmitted unless the parent, tutor, legal

guardian, court, or other appointed representative responds.

4. When a ~~pupil~~ **student** is suspended a second time within one school year, the principal may require that a counseling session be held with the parent, ~~pupil~~ **student**, and the school counselor. If no counselor is available, the principal may require a conference between the parent, ~~pupil~~ **student** and all the ~~pupil's~~ **student's** teachers and the principal or other administrator.
5. Upon a student's *third* unexcused absence or unexcused tardy, the principal or his/her designee shall notify the parent or legal guardian, in writing, and shall hold a conference with the parent or legal guardian. The parent or legal guardian shall sign a receipt acknowledging notification. *Tardy*, for the purposes of this enumerated item, shall be as defined in La. Rev. Stat. Ann. §17:233.

New policy: November 2008

**Revised: February 2013**

Ref: La. Rev. Stat. Ann. §§17:233, **17:406.7**, 17:416; La. Children's Code, §730, §731; Board minutes, 11-18-08.

Ms. Joseph presented revisions, according to recent legislation, to policy FILE: H-3.6c Administration of Medication.

### **RECOMMENDATION NO. 3**

**The Committee recommends** that the Board approve, as presented, the following revisions to policy FILE: H-3.6c Administration of Medication:

**FILE: H-3.6c**

### **ADMINISTRATION OF MEDICATION**

~~The administration of medication to students must be in compliance with the requirements of La. Rev. Stat. Ann. §17:436.1 and the policy~~

~~established by the Louisiana Board of Elementary and Secondary Education (BESE). It shall be the policy of the Terrebonne Parish School Board that no school employee other than a registered nurse or licensed medical physician shall be required to administer medication until all~~ **It is the policy of the Terrebonne Parish School Board that the administration of medication to students at school shall meet** the following conditions ~~have been met~~ **and limitations**. As used in this policy, the term *medication* must include all prescription and non-prescription drugs.

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

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

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

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

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

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

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

## 2. ADMINISTRATION OF MEDICATION: GENERAL PROVISIONS

- A. Once trained, the school employee who administers medication may not decline to perform such service at the time indicated, unless exempted in writing by the MD or RN.
- B. During the period when the medication is administered the person administering medication must be relieved of all other duties. This requirement does not include the observation period required in §.2.-F below.
- C. Except in life-threatening situations, unlicensed but trained, school personnel may not administer injectable medications.
- D. All medications must be stored in a secured locked area or

locked drawer, with limited access, except by authorized **trained** school personnel.

- E. Only oral, inhalant, topical ointment for diaper rash, and emergency medications ~~must~~ **may** be administered at school by unlicensed, but trained, school personnel. **Under special circumstances, other medications not mentioned above may be administered as necessary, as approved by the school nurse.**
- F. Each student must be observed by a school employee for a period of 45 minutes following the administration of medication. This observation may occur during instruction time.
- G. School medication orders ~~must~~ **shall** be limited to medications which cannot be administered before or after school hours.

### 3. PRINCIPAL

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

### 4. TEACHER

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

### 5. SCHOOL NURSE

- A. The school nurse, in collaboration with the principal, shall supervise the implementation of the school policies for the

administration of medications in schools to ensure the safety, health and welfare of the students.

- B. The school nurse shall be responsible for the training of non-medical personnel who have been designated by each principal to administer medications in each school. The training must be at least six (6) hours and include, but not be limited to, the following provisions:
- 1) Proper procedures for administration of medications including controlled substances
  - 2) Storage and disposal of medications
  - 3) Appropriate and correct record keeping
  - 4) Appropriate actions when unusual circumstances or medication reactions occur
  - 5) Appropriate use of resources

## 6. PARENT/LEGAL GUARDIAN

- A. The parent/legal guardian who wishes medication administered to his/her child shall provide the following:
- 1) A letter of request and authorization that contains the following information:
    - a. the student's name
    - b. clear instructions for school administration
    - c. RX number, if any
    - d. current date
    - e. student's diagnosis
    - f. name, amount of each school dose, time of school administration, route of medication, and reason for use of medication
    - g. physician's/dentist's/other authorized prescriber's name
    - h. the parent's/legal guardian's printed name and signature
    - i. parent's/legal guardian's emergency phone

- number
- j. statement granting or withholding release of medical information
- 2) A written order for each medication to be given at school, including annual renewals at the beginning of the school year. The new orders dated before July of that school year shall not be accepted. No corrections shall be accepted on the physician's *Medication Order* form. Alteration of this form in any way or falsification of the signature is grounds for prosecution. Orders for multiple medications on the same form, an incomplete form, or a form with a physician's/dentist's/other authorized prescriber's stamp shall not be accepted. Faxed orders may be accepted; original orders must be received within five (5) business days.
  - 3) A prescription for all medications to be administered at school, including medications that might ordinarily be available over-the-counter. **Only** the physician/dentist/other authorized prescriber or his/her staff may write on the *Medication Order* form. This form must be signed by the physician/dentist/other authorized prescriber.
  - 4) A list of all medications that the student is currently receiving at home and school, if that listing is not a violation of confidentiality or contrary to the request of the parent/legal guardian or student.
  - 5) A list of names and telephone numbers of persons to be notified in case of medication emergency in addition to the parent/legal guardian and licensed physician/dentist/other authorized prescriber.
  - 6) Arrangements for the safe delivery of the medication to and from school in the properly labeled container as dispensed by the pharmacist; the medication must be



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

- B. All aerosol medications ~~must~~ **shall** be delivered to the school in pre-measured dosage.
- C. Provide no more than a thirty-five (35) school day supply of medication in a properly labeled container to be kept at school.
- D. The initial dose of a medication ~~must~~ **shall** be administered by the student's parent/legal guardian outside the school jurisdiction with sufficient time for observation for adverse reactions.
- E. The parent/legal guardian ~~must~~ **shall** work with those personnel designated to administer medication as follows:
  - 1) Cooperate in counting the medication with the designated school personnel who receives it and sign the *Drug Receipt* form.
  - 2) Cooperate with school staff to provide for safe, appropriate administration of medications to students, such as positioning, and suggestions for liquids or foods to be given with the medication.
  - 3) Assist in the development of the emergency plan for each student.
  - 4) Comply with written and verbal communication regarding school policies.

- 5) Grant permission for school nurse/physician/dentist/other authorized prescriber consultation.
- 6) Remove or give permission to destroy unused, contaminated, discontinued, or out-of-date medications according to the school guidelines.

## 7. STUDENT SELF-MEDICATION

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

### Asthma or the Use of Auto-Injectable Epinephrine

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

- A. Written authorization for the student to carry and self-administer such prescribed medications,
- B. Written certification from a licensed medical physician or other authorized prescriber that the student:
  - 1) has asthma or is at risk of having anaphylaxis
  - 2) has received instruction in the proper method of self-administration of the student's prescribed medications to treat asthma or anaphylaxis
- C. A written treatment plan from the student's licensed physician or ~~other~~ authorized prescriber for managing asthma or anaphylactic episodes. The treatment plan shall be signed by

the student, the student's parent or other legal guardian, and the student's physician or other authorized prescriber. The treatment plan shall contain the following information:

- 1) The name, purpose, and prescribed dosage of the medications to be self-administered.
  - 2) The time or times the medications are to be regularly administered and under what additional special circumstances the medications are to be administered.
  - 3) The length of time for which the medications are prescribed.
- D. The school nurse has evaluated the situation and deemed it to be safe and appropriate; documented this on the student's cumulative health record; and has developed a medication administration plan for general supervision. The administration plan may include observation of the procedure, student health counseling and health instruction regarding the principles of self-care.
- E. Any other documentation required by the School Board.

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

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

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

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

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

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

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

### Other Permitted Medications

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

- A. *Medication Order* from the physician or authorized prescriber and from the student's parent or guardian shall be on file and communication with the prescriber has been established.

- B. The school nurse has evaluated the situation and deemed it to be safe and appropriate; ~~documented this on the student's cumulative health record;~~ and has developed a medical administration plan for general supervision. The administration plan may include observation of the procedure, student health counseling and health instruction regarding the principles of self-care.
- C. The principal and appropriate staff are informed that the student is self-administering the prescribed medication.
- D. The medication is handled in a safe, appropriate manner.
- E. The school principal and the school employed registered nurse determine a safe place for storing the medication.

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

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

## 8. ACCEPTABLE SCHOOL MEDICATIONS

School medication orders shall be limited to medications which ~~must~~ **cannot** be administered during the school day **before or after school**

**hours.** Parents may come to school and administer medication to their children at any time during the school day following submission of proper physician's authorization for medications and arrangements with the school principal.

Medications which may be considered as acceptable under this policy:

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

## 9. DIABETES

Each student with diabetes who seeks care for his/her diabetes while at school or while participating in a school-related activity shall submit a diabetes management and treatment plan. A student's diabetes management and treatment plan shall contain:

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

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

The school nurse or a trained, unlicensed diabetes care assistant shall provide care to a student with diabetes, or assist a student with his/her self-care of diabetes, in accordance with the student's diabetes management and treatment plan. The principal shall be responsible for having adequate school staff to provide appropriate diabetes care in accordance with the student's diabetes management and treatment plan. A trained, unlicensed diabetes care assistant may only provide diabetes care if the student's parent

or legal guardian has signed an agreement authorizing such care and the agreement is on file with the school. An unlicensed diabetes care assistant means a school employee who volunteers to be trained in accordance with state law.

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

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

10. ADMINISTRATION OF MEDICATION ON FIELD TRIPS AND OTHER EXTRACURRICULAR ACTIVITIES

~~If the parent/legal guardian of a student normally on medication does not request in writing that medication be administered on a pending field trip then no School Board employee shall be responsible for administering medication to the student on the field trip. If the parent/legal guardian does not provide the required paperwork and medication (whether taken at school/home or both) to the school prior to the field trip, then the student cannot attend the field trip.~~

~~If the parent/legal guardian of a student requests in writing that medication be administered on a pending field trip then:~~

- ~~1. a person certified to administer medication must go on the field trip; and~~
- ~~2. a nurse must be on call while the field trip is being taken.~~

~~In the event that a certified School Board employee is not available, the parent/legal guardian or a non-School Board employee~~



~~designee (designated in writing by the parent/legal guardian) should attend the field trip to administer medication.~~

~~In the event that a certified School Board employee is not available, and neither the parent/legal guardian nor their designee can attend the field trip to administer medication, then the child may not attend the field trip.~~

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

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

**In the event that a trained, unlicensed School Board employee, the parent/legal guardian, a non-School Board employee designated by the parent/legal guardian, or a child-specific school nurse is not available to attend the field trip, the school nurse shall be contacted for other possible alternatives.**

## 11. EXTENDED DAY CARE

In the event that a student attends extended day care and requires medication outside school hours (before or after school),

medication orders that include the dosage(s), time(s), and medication(s), must **shall** be obtained from the physician/dentist/other authorized prescriber **before any administration of medication may be administered by properly trained personnel.**

## 12. STUDENT CONFIDENTIALITY

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

Revised: June 1999

Revised: December 2001

Revised: October 2008

Revised: December 2009

**Revised: February 2013**

Ref: La. Rev. Stat. Ann. §§17:81, 17:436.1, **17:436.3**; Louisiana Administrative Code, Vol. 18, Education (BESE), Section 929, *Administration of Medication*, Louisiana Handbook for School Administrators, Bulletin 741, Louisiana Department of Education; Board minutes, 6-15-99, 12-18-01, 10-21-08, 12-15-09.

Ms. Joseph presented an Alternative Program update as it relates to the In-School Intervention (ISI) Program, which is in place at Evergreen Jr. High, Houma Jr. High, H. L. Bourgeois High, Terrebonne High, Ellender Memorial High, and South Terrebonne High Schools (attachment). She provided statistics of the program, for the short time it has been in effect, and said the goal of the program is to operate more in a proactive manner to prevent/decrease frequency of student misbehavior, rather than be reactive, after the fact.

Mr. Clyde Washington, Principal of Oaklawn Jr. High School, provided information regarding a description of the program and the school-wide

structure for its success. He discussed flow charts containing the “aspects of practice” and described what “student expectations” are while in the ISI classrooms.

Ms. Madge Gautreaux, Assistant Principal of South Terrebonne High School, provided a general synopsis of the program and stated only an administrator can assign a student to an ISI classroom. She introduced Mr. Rylan Seymore, In-School Intervention Teacher at South Terrebonne High School, who discussed with more detail the daily procedure/schedule a student goes through while assigned to an ISI classroom. He stressed the importance of reaching these students by building relationships with them through one-on-one intervention during “reflection time,” in the written form of a “think-sheet,” each student is asked to complete at the end of the day. He finalized with some statistics relative to the success of the program from August through December 2012.

There being no further business to come before the **Education and Policy Committee**, the meeting adjourned at 5:50 P.M.

Respectfully submitted,

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Richard Jackson, Chairman

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Dr. Brenda Leroux Babin

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