

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

School Board Meeting – August 3, 2021

Order of Business

6:00 P.M.

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Approval of Minutes of School Board Meeting of July 6, 2021

RECOMMENDATION: That the Board approve the minutes of School Board Meeting of July 6, 2021, as recorded.

6. Announcements

8/10

6:00 Public Hearing on 2021-2022 Proposed Budget

8/17

4:30 Executive Committee

5:00 Buildings, Food Service, & Transportation Committee
Finance, Insurance, & Section 16 Lands Committee
Education, Technology, & Policy Committee

9/07

6:00 Regular School Board Meeting

7. Board Committee Meeting Reports

A. Executive Committee (see attached Committee report of July 20, 2021, meeting)

- B. Education, Technology, & Policy Committee (see attached Committee report of July 20, 2021, meeting)
 - C. Buildings, Food Service, & Transportation Committee (see attached Committee report of July 20, 2021, meeting)
 - D. Finance, Insurance, & Section 16 Lands Committee (see attached Committee report of July 20, 2021, meeting)
8. Superintendent's Agenda
- A. Agenda Items
 - (1) Matter bearing upon acceptance of Request for Proposals for Mechanical Engineering Services for the Terrebonne High School HVAC Replacement/Upgrade Project (Recommendation to be placed at Desks)
 - (2) Personnel Section
 - (a) Announcement of Administrative Assignments for 2021-2022 School Year (Information Only)

ADMINISTRATIVE (CENTRAL OFFICE) ASSIGNMENTS FOR 2021-2022 SCHOOL YEAR

Assistant Superintendent, Curriculum & Instruction	Aubrey "Bubba" Orgeron, Jr.
Chief Financial Officer	Rebecca Breaux
Supervisor of Transportation/Safety	Devlin Aubert
District Assessment & Accountability Administrator	Dr. Myra Austin
Network System Administrator	Christopher Babin
Supervisor, Special Education Services	Dr. Monica Breaux
Executive Assistant to the Board	Ramona Brunet
Supervisor, Child Welfare & Attendance	Cory Butler
Risk Manager	Curtis Constrantiche
Supervisor, Federal Programs	Cheryl Degruise
Supervisor, Child Welfare & Attendance	Alton Johnson
Chief Accountant	Michelle Klingman
Supervisor, Elementary Education	Sandra LaRose
Data Processing Manager	Dale Legendre
Plant Operations Manager	Sammy Poiencot
Supervisor, Secondary/Vocational/Adult/Driver Ed.	Mark Torbert
Supervisor, Middle School Education	Kim Vauclin
Supervisor, Child Nutrition Program	Monica Walther

Personnel Supervisor

Dr. Debra Yarbrough

ADMINISTRATIVE (PRINCIPAL) ASSIGNMENTS FOR 2021-2022 SCHOOL YEAR

Acadian Elementary School	Tonia Cook
Bayou Black Elementary School	Melynda Rodrigue
Bourg Elementary School	Jennifer Blanchard
H. L. Bourgeois High School	Matthew Hodson
Broadmoor Elementary School	Melissa Soileau
Caldwell Middle School	Charles Bergeron
Coteau-Bayou Blue Elementary School	Nikki Fanguy
Dularge Elementary School	Tessie Adams
Ellender Memorial High School	Darrell Dillard
Evergreen Junior High School	Dr. Madge Gautreaux
Gibson Elementary School	LaCest Campbell
Grand Caillou Elementary School	Amanda Callahan
Grand Caillou Middle School	John Campbell
Honduras Elementary School	Melanie Edmonds
Houma Junior High School	Jason Corbin
Lacache Middle School	Juliette Gautreaux
Legion Park Elementary School	Sharri McGuire
Lisa Park Elementary School	Misty Richard
Montegut Elementary School	Andrea Rodrigue
Montegut Middle School	Jennifer Pitre
Mulberry Elementary School	Gwen Ferguson
Oaklawn Middle School	Torrey Carter
Oakshire Elementary School	Tammy Camille
School for Exceptional Children	Sharon LeBlanc
Schriever Elementary School	Miranda Babin
South Terrebonne High School	Blaise Pellegrin
Southdown Primary Elementary School	Kanika Smith
Southdown Upper Elementary School	Casannah Moses
Terrebonne High School	Scotty Dryden
Upper Little Caillou Elementary School	Trisha Melancon
Village East Elementary School	Terez LeBlanc
Louis Miller Terrebonne Career & Technical High School	William Simmons, Jr.
Terrebonne Alternative Program (T.A.P.P.S.)	Tommy Salter
Bayou Cane Adult Ed. Administrator	Marilyn Schwartz

- (b) Personnel Actions for Period of June 11, 2021, through July 23, 2021 [list of professional instructional and non-instructional/support personnel (contract renewals, appointments, resignations, termination, and retirements – Information Only)]

9. Adjournment

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. 860-233, describing the assistance that is necessary.

RLB

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

August 3, 2021

Dear Members of the Board:

The EXECUTIVE COMMITTEE met at 5:30 P.M. on Tuesday, July 20, 2021, in the Board Room of the School Board Office with the following members present: Mr. Gregory Harding, president, and Dr. MayBelle Trahan, vice president. Mr. Michael LaGarde was absent. Also in attendance were Mr. Matthew Ford, Mrs. Stacy Solet, Mr. Clyde Hamner, and Superintendent Philip Martin.

Board president Harding called the meeting to order. The meeting began with the invocation and Pledge of Allegiance to the Flag.

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

There were no Committee member concerns.

There being no further business to come before the **Executive Committee**, the meeting was adjourned at 5:34 P.M.

Respectfully submitted,

Gregory Harding, President

MayBelle Trahan, Ed.D., Vice President

RB/bp

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

August 3, 2021

Dear Members of the Board:

The EDUCATION, TECHNOLOGY, and POLICY COMMITTEE met on Tuesday, July 20, 2021, at 6:00 p.m. in the Board Room of the School Board Office with the following members present: Mr. Matthew Ford, vice chairman, and Dr. MayBelle Trahan. Mrs. Debi Benoit, chairwoman, was absent. Also in attendance were Mr. Gregory Harding, Board president, Mr. Clyde Hamner, Mrs. Stacy Solet, Mr. Dane Voisin, Superintendent Philip Martin, and members of the staff.

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

Mrs. Trisha Melancon, Administrator, presented information on the 2021 Summer Enrichment Program. She stated the program was held June 21-July 15, 2021, from 9:00 a.m. until 1:00 p.m. for K-8 grade students (attached). *STEAM*, field trips, computer time, outside play, and social/emotional learning from *Second Steps* were just some of the activities offered.

Mr. Roger Dale DeHart entered the meeting during the foregoing presentation.

Mr. Alton Johnson, Supervisor of Child Welfare and Attendance, presented revisions to policy FILE: H-3.3 Student Conduct.

RECOMMENDATION NO. 1

The Committee recommends that the Board approve, as presented, revised policy FILE: H-3.3 Student Conduct.

**FILE: H-3.3
Cf: H-3.1, H-3.5, H-3.5c**

STUDENT CONDUCT

The Terrebonne Parish School Board expects students to be well behaved while attending school or any school activity and conduct themselves in an appropriate manner at all times. Every teacher and every other school employee shall be authorized to hold every student to a strict accountability for any disorderly conduct, and discipline policies shall be applicable, in school or on the playgrounds of the school, on the street or road while going to or returning from school, on any school bus, during intermission or recess or at any school-sponsored activity or function.

Students have the responsibility to know and respect the rules of the school system. Students shall comply with all School Board policies and school regulations, student codes of conduct, and directions of principals, teachers, and other authorized school personnel during any period of time when the student is under the authority of school personnel.

The School Board shall demand reasonable student behavior and administer discipline with fundamental fairness without regard to gender, race, ethnic origin, religion or political belief. All students shall be afforded the basic rights of citizenship recognized and protected for persons of their age and maturity. Students shall exercise their rights and responsibilities in accordance with rules established for orderly conduct of the school's mission. Students who violate the rules of conduct shall be subject to disciplinary measures designed to correct the misconduct so that an environment conducive to learning can be maintained.

Moreover, the School Board reserves the authority to discipline students for behavior that may constitute a material disruption of the educational process such as audio, video, or other materials/information that may appear on the Internet or be transferred over electronic devices.

STUDENT CODE OF CONDUCT

While the School Board cannot reasonably be expected to develop a *Student Code of Conduct* in such detail as to anticipate every type of misconduct that could possibly occur, the School Board shall develop and maintain a *Student Code of Conduct*, which shall enumerate the necessary discipline action to be taken against any student who violates

the *Code of Conduct*. It shall be in compliance with all existing policies, rules, and regulations of the Louisiana Board of Elementary and Secondary Education and all state laws relative to student discipline.

The School Board's Student Code of Conduct shall include progressive levels of minor through major infractions and identify corresponding minor through major interventions and consequences. Before an initial referral for a student's expulsion, the Code of Conduct shall require the prior administration of interventions in accordance with the minor tiers in the Code of Conduct, except in instances where the expulsion referral is the result of accumulated minor infractions in accordance with the Code of Conduct, or the underlying incident threatens the safety and health of students or staff. Expulsions shall be reserved for the major tier of behavioral infractions involving weapons or drugs, or when the safety of students and staff has been put in jeopardy.

The Student Code of Conduct shall also include information detailing the appeal process for expulsion as included in policy FILE: 3.5b Suspension/Expulsion.

Prior to the beginning of each school year, all schools of the Terrebonne Parish School District shall provide each student, and his/her parent, ~~teacher,~~ or legal guardian with a *Student Handbook* or similar document that identifies and explains discipline policies, rules or regulations, and procedures that are parish-wide and/or specific to that school, as well as outline the consequences for students who violate the *Student Code of Conduct* or any school policy, regulation, or procedure. Such consequences may include, but may not be limited to, oral or written reprimands, parental contact, removal of the student from the classroom, detention, in-school suspension, suspension from school, assignment to an alternative school, recommending expulsion from school, or any other disciplinary measure authorized by the principal in conjunction with state law and/or School Board policy.

ORIENTATION/NOTICE

Students shall be informed by school authorities that violations of School Board policy and school rules or regulations may result in a range of disciplinary actions including suspension or expulsion. Each school shall plan and conduct an orientation and other meetings within the first five

(5) days of school each year to fully inform all employees and students of all discipline policies, provisions of the *Student Code of Conduct* applicable to such students, and rules and regulations necessary for the safe and orderly operation of the public schools. The orientation shall also include information on the consequences of failure to comply with disciplinary rules and requirements of the *Student Code of Conduct*, particularly bullying and other similar prohibited conduct, including suspension, expulsion, the possibility of suspension of student's driver's license, and the possible criminal consequences of violent acts committed on school property, at a school-sponsored function, or in a firearm-free zone, as well as the contents of the *Teacher Bill of Rights*. Meetings shall also be held throughout the school year as may be necessary to inform new employees and new students of such discipline policies, and regulations, contents of the *Student Code of Conduct*, and pertinent school rules.

The orientation instruction shall be age appropriate and grade appropriate and take into consideration whether the student is in a regular or special education program.

Any student who does not receive the orientation during the first five (5) days of the school year shall be provided an orientation during the first five (5) days of the student's attendance.

STATEMENT OF COMPLIANCE

Each student in grades 4-12 and each parent or guardian of a student in grades 4-12, shall annually sign a *Statement of Compliance*. For students, the *Statement of Compliance* shall state that the student agrees to attend school regularly, arrive at school on time, demonstrate significant effort toward completion of homework assignments, and follow school and classroom rules. For parents, the *Statement of Compliance* shall state that the parent or legal guardian agrees to ensure his/her child's daily attendance at school, ensure his/her child's arrival at school on time each day, ensure his/her child completes all assigned homework, and attend all required parent/teacher/principal conferences. Failure by a student and/or parent or guardian to sign the respective *Statement of Compliance* may result in disciplinary action.

Revised: April 1999
Revised: January 2000
Revised: November 2008
Revised: January 2013
Revised: July 2021

Ref: La. Rev. Stat. Ann. §§17:223, 17:235.2, 17:416, 17:416.1, 17:416.8, 17:416.12, 17:416.13, 17:416.20; Board minutes, 4-20-99, 1-18-00, 11-18-08, 1-15-13, **8-3-21**.

Mr. Johnson presented revisions to policy FILE: H-3.5 Discipline.

RECOMMENDATION NO. 2

The Committee recommends that the Board approve, as presented, revised policy FILE: H-3.5 Discipline.

FILE: H-3.5
Cf: B-13, G-2.4c, G-11.4
Cf: H-2.5, H-3.3, H-3.5b

DISCIPLINE

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

The Terrebonne Parish School Board shall endeavor to address student behavior with a focus on evidence-based interventions and supports, and to prioritize classroom, and school-based interventions in lieu of out-of-school disciplinary removals to address student misconduct in order to minimize the loss of academic instructional time. In order to ensure a positive, safe, and stimulating learning environment in the public schools of Terrebonne Parish, every teacher and other school employee ~~in the public school system~~ shall endeavor to hold every student ~~to a strict accountability for any disorderly conduct~~ **accountable for his/her behavior** in school, or on the playgrounds of the school, on any school

bus, on the street or while going to or returning from school, during intermission or recess, or at any school sponsored activity or function.

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

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

Each teacher may take disciplinary action to correct a student ~~who engages in bullying, who disrupts normal classroom activities, who is disrespectful to a teacher, who willfully disobeys a teacher, who uses abusive or foul language directed at a teacher or another pupil, who violates school rules,~~ or who interferes with an orderly education process. The disciplinary action taken by the teacher shall be in accordance with such regulations and procedures established by the School Board.

Principals and teachers should be guided by the following procedures:

I. CLASSROOM DISCIPLINE

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

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

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

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

Examples of such discipline violations may include the following:

1. A student prevents the orderly instruction of other students.
2. A student poses an immediate threat to the safety or well-being of any student or teacher.

3. ~~A student exhibits disrespectful behavior such as:~~
 - ~~a. Directing foul or abusive language or gestures directed at or threatening a student or teacher.~~
 - b. Violating **Violates** the school's code of conduct.
 - ~~c. Exhibits other disruptive, dangerous, or unruly behavior, including inappropriate physical contact, inappropriate verbal conduct, sexual or other harassment, throwing objects, inciting other students to misbehave, or destroying property.~~

- C. When a student has been removed from the classroom, the principal or designee shall:
 1. Advise the student of the **particular** misconduct of which he/she is accused and the basis for the accusation.
 2. Give the student an opportunity to explain his/her version of the facts.
 3. Conduct a counseling session with the student as may be appropriate to establish a course of action, consistent with School Board policy, to identify and correct the behavior for which the student is being disciplined.

- D. ~~A student removed from the classroom shall be assigned school work missed and shall receive either partial or full credit for such work if it is completed satisfactorily and timely as determined by the principal or his/her designee, upon the recommendation of the student's teacher.~~

Any student removed from class in kindergarten through grade **6 five** shall not be permitted to return to class for at least thirty (30) minutes unless agreed to by the teacher. A student removed from class in grades **7 six** through twelve shall not be permitted to return to class during the same class period, unless agreed to by the teacher initiating the disciplinary action.

When he/she is removed from a classroom, the student shall not be readmitted to the classroom until the principal has implemented one or more of the following disciplinary measures:

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

E. Parental Notification

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

- F. When a student has been removed from a classroom, the teacher or the principal or his/her designee may require that the parent, ~~tutor~~, or legal guardian of the student has to have a conference with the teacher or the principal or his/her designee, in the presence of the principal or his/her designee before the student is readmitted. Such conference may be in person or by telephone or other virtual means.

G. In any case where a teacher, principal, or other school

employee is authorized to require the parent, ~~tutor,~~ or legal guardian of a student 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 designee shall file a complaint, in accordance with statutory provisions, with a court exercising juvenile jurisdiction. "Notice" of the conference, specifying the time and date of the conference, shall be given by contacting the parent, ~~tutor,~~ or legal guardian by telephone at the telephone number shown on the student's registration card or by sending a certified letter to the address shown on the pupil's registration card.

H. Upon the *third removal* from the same classroom, the teacher and the principal shall discuss the disruptive behavior patterns of the student and the potentially appropriate disciplinary measure(s) before the principal implements a disciplinary measure.

1. ~~The student's behavior may be referred to an appropriate building level committee.~~

A conference between the teacher or other appropriate school employee and the student's parent, ~~tutor,~~ or legal guardian shall **may** be required before the student can be readmitted **to that same classroom. Such conference may be in person or by telephone or other virtual means. If such conference is required by the school, the school shall give written notice to the parent.**

- I. **For students who experience multiple behavioral incidents or disciplinary referrals, a principal, or his/her designee, shall consider a referral of the matter to an appropriate school building level committee. If the disruptive behavior persists,** the teacher may request that the principal transfer the student into another setting if ~~the student's disruptive behavior persists.~~

J. Whenever a teacher has been struck by a student, the student, in addition to any other applicable disciplinary measure, shall be permanently removed from the teacher's classroom unless the teacher objects to such removal or unless the principal,

with the concurrence of the building level committee, finds the striking to be entirely inadvertent.

II. TRANSPORTATION DISCIPLINE

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

III. REVOCATION OF SPECIAL PERMISSION

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

NOTE: Revocation shall occur upon principal's recommendation with presentation of documentation and concurrence of Supervisors of Child Welfare and Attendance.

IV. DELINQUENT STUDENTS

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

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

V. DISCIPLINE OF STUDENTS ENGAGED IN VIRTUAL INSTRUCTION

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

VI. DISCIPLINE OF STUDENTS WITH DISABILITIES **OR EXCEPTIONALITIES**

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

VII. RECUSAL OF ADMINISTRATOR IN DISCIPLINE MATTERS

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

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

VIII. DEFINITIONS

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

~~1. Student is temporarily removed from his/her usual classroom placement to an alternative setting for a period of time specified by the Office of Child Welfare and Attendance.~~

~~— An alternative setting may be located on or off the school site, provided that the student continues to receive instructional services and remains under the supervision of school personnel or their designees.~~

~~2. No interruption of instructional services occurs.~~

B. **Out-of-school** suspension shall mean that student is temporarily prohibited from participating in his/her usual placement within school. This usually involves temporary removal from school. **means the removal of a student from all classes of instruction on public school grounds and all other school-sponsored activities.**

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

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

Any student who fails or refuses to participate in assigned detention **shall may** be subject to immediate **out-of-school** suspension.

~~D. In-school expulsion shall mean~~

~~1. Student is temporarily removed from his/her usual~~

~~classroom placement to an alternative educational placement for a period of time specified by the Office of Child Welfare and Attendance.~~

~~An alternative educational placement may be located on or off the school site, provided that the student continues to receive instructional services and remains under the supervision of school personnel or their designees.~~

~~2. No interruption of services occurs.~~

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

Revised: July 1996

Revised: January 1997

Revised: March 1998

Revised: January 2000

Revised: November 2009

Revised: January 2013

Revised: July 2021

Ref: 42 USCA 12112 et seq. (*Equal Opportunity for Individuals with Disabilities*); La. Rev. Stat. Ann. §§17:223, 17:224, 17:233, 17:239, 17:252, 17:416, 17:416.1); Pupil Appraisal Handbook, Bulletin 1508, Regulations for Implementation of the Exceptional Children's Act, Bulletin 1706, Louisiana Department of Education; Board minutes, 1-

16-96, 1-21-97, 3-17-98, 1-18-00, 11-17-09, 1-15-13, 8-3-21.

Mr. Johnson presented revisions to policy FILE: H-3.5b Suspension/Expulsion.

RECOMMENDATION NO. 3

The Committee recommends that the Board approve, as presented, revised policy FILE: H-3.5b Suspension/Expulsion.

FILE: H-3.5b
Cf: G-2.4g, H-3.3
Cf: H-3.3b, H-3.5

SUSPENSION/EXPULSION

SUSPENSION

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

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

~~Students suspended for more than ten (10) days shall remain under the~~

~~supervision of the school system using an alternative education program designed to continue the educational process in an alternative educational placement. The student shall be placed in an alternative school or an alternative education program and shall be required to attend and participate in such school, program, or educational services.~~

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

No suspended student shall be allowed to leave the school premises during the school day until the parent, guardian, or other proper authorities assume responsibility for him/her, unless immediate removal from school due to danger or threat of disruption to academic process is warranted.

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

EXPULSION

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

The School Board shall authorize the Superintendent to expel a student from school if an offense committed by the student is serious enough to warrant such action or is in violation of state law. **Prior to any expulsion the school principal, or his/her designee, shall advise the student of the particular misconduct of which he/she is accused, as well as the basis for such accusation, and the student shall be given an opportunity at that**

time to explain his/her version of the facts. The principal/designee shall contact the parent or legal guardian of the student to notify them of the expulsion, and establish a date and time for a conference with the principal, or designee, as a requirement for readmitting the student. Notice shall be given by contacting the parent or legal guardian, by telephone, at the telephone number shown on the student's registration card, or by electronic communication and, additionally, by a certified letter sent to the address shown on the student's registration card. If the parent or legal guardian fails to attend the required conference within five (5) school days of notification, the truancy laws shall be effective.

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

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

Upon the conclusion of the hearing and upon finding the student guilty of conduct warranting expulsion, the Superintendent shall determine whether such student shall be expelled and the specified period of expulsion, or if other disciplinary action shall be taken. Unless otherwise stipulated by state statutes, the period of expulsion shall not be less than one (1) school semester and may carry over into the next school year, if necessary. During an expulsion, the Superintendent shall place the student in an alternative school or in an alternative educational

placement.

REASONS FOR SUSPENSION/EXPULSION

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

1. Is guilty of willful disobedience
2. Treats with intentional disrespect school employees or members of the local School Board
3. Makes unfounded charges against school employees or members of the local School Board
4. Uses unchaste or profane language
5. Is guilty of immoral or vicious practices or of conduct or habits injurious to his/her associates
6. Uses tobacco or possesses alcoholic beverages or any controlled dangerous substance governed by the Uniform Controlled Dangerous Substance Law, in any form, in school buildings, on school grounds, at any school-sponsored activity, or on school buses owned by, contracted to, or jointly owned by the School Board
7. Disturbs the school and/or habitually violates any rule
8. Cuts, defaces, or injures any part of public school buildings, any property belonging to the buildings, or any school buses owned by, contracted to, or jointly owned by the School Board
9. Writes any profane or obscene language or draws obscene pictures in or on any school material or on any public school premises or on any fence, pole, sidewalk, or building on the way to or from school or on any school bus, including those owned by, contracted to, or jointly owned by the School Board
10. Is found carrying firearms, knives, or other implements which can be

used as weapons, the careless use of which might inflict harm or injury

11. Throws missiles liable to injure other persons on the school grounds or while on any school bus, including those owned by, contracted to, or jointly owned by the School Board
12. Instigates or participates in fights while under school supervision
13. Violates traffic and safety regulations
14. Leaves the school premises without permission
15. Leaves his/her classroom during class hours or detention without permission
16. Is habitually tardy or absent
17. Is using, distributing, or is in possession of weapons, illegal drugs, alcohol, and unauthorized telecommunication devices
18. Commits assault or battery of a school employee
19. Commits any other serious offense.

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

DRESS CODE VIOLATIONS

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

ASSAULT OR BATTERY OF SCHOOL EMPLOYEES

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

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

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

DAMAGE TO PROPERTY

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

RECUSAL OF ADMINISTRATOR IN DISCIPLINE MATTERS

Any school administrator or administrator's designee who is required to make a recommendation, decide an issue, or take action in a matter involving the discipline of a student shall recuse himself/herself whenever a member of the immediate family of the administrator or administrator's designee is involved in any manner in the discipline matter. In case of recusal, the action to be taken shall be done so by the Superintendent or an impartial designee of the Superintendent. Immediate family means the individual's children, brothers, sisters, parents, and spouse and the children, brothers, sisters, and parents of the spouse.

PROCEDURES

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

A student found carrying or possessing a knife with a blade less than two **and one-half** ($2\frac{1}{2}$) in length may be suspended by the school principal, but, in appropriate cases, at a minimum, shall be placed in in-school suspension.

A. Expulsion Involving Firearms

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

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

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

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

B. Expulsion Involving Drugs

Any student, sixteen (16) years of age or older, found guilty of possession of, or knowledge of and intentional distribution of, or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus or at a school-sponsored event, pursuant to a hearing, shall be expelled from school for a minimum period of four (4) complete school semesters.

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

Any case involving a student in kindergarten through grade five (5) found guilty of possession of, or knowledge of and intentional distribution of, or possession with intent to distribute

any illegal narcotic, drug, or other controlled substance on school property, on a school bus, or at a school-sponsored event, pursuant to a hearing, shall be referred to the Board through a recommendation for action from the Superintendent.

C. Expulsion Involving Knife/Weapon

The Terrebonne Parish School Board requires a student to be immediately suspended when found carrying or possessing a knife, the blade of which equals or exceeds two **and one-half** (2½) inches in length, or other dangerous instrumentality.

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

A student found carrying or possessing a knife with a blade less than two **and one-half** (2½) inches in length may be suspended, but, in appropriate cases, at a minimum shall be placed in in-school suspension.

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

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

appropriate action.

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

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

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

The parent or legal guardian of the student who has been recommended for expulsion in accordance with state law may, within ten (10) school days, appeal to the district court for the parish in which the student's school is located, an adverse ruling of the School Board in upholding the action of the Superintendent or

his/her designee. The court may reverse or revise the ruling of the School Board upon a finding that the ruling of the School Board was based on an absence of any relevant evidence in support thereof. The parent or legal guardian of the student shall have such right to appeal to the district court even if the recommendation for expulsion is reduced to a suspension.

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

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

VIRTUAL INSTRUCTION

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

READMITTANCE

- A. No student who has been expelled shall be admitted to any public school in any other parish or city school system in the state except upon the review and approval of the Superintendent or the Supervisor of Child Welfare and Attendance as his/her designee.
- B. Upon request for admittance, any student who has been expelled from any school shall provide the School Board information on the dates of any expulsions and the reason or reasons for which the student was expelled. Additionally, the transfer of a student's

records by any public school or school system in the state to any other public or nonpublic school or school system shall include information on the dates of any expulsions and the reason or reasons for which the student was expelled.

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

appropriate program is available in the area or that the student cannot enroll or participate due to financial hardship.

- E. Any student, upon serving the minimum time at an alternative school for a gun violation, shall be required to appear before the full School Board prior to being readmitted to any Terrebonne Parish school.

CREDIT FOR SCHOOL WORK MISSED

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

A student who is suspended for more than ten (10) days, or expelled, and receives educational services at an alternative school site, shall be assigned work by a certified teacher and shall receive credit for school work if it is completed satisfactorily and timely as determined by the teacher. Such work shall be aligned with the curriculum used at the school from which the student is suspended **or expelled**.

PARENTAL CONFERENCE

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

If the parent, ~~tutor,~~ or legal guardian fails to attend the required conference set by the principal within five (5) school days of notification, the truancy laws shall be effective. On not more than one occasion each school year when the parent, ~~tutor,~~ or legal guardian refuses to respond, the principal may determine whether readmitting the student is in the best

interest of the student. On any subsequent occasions in the same school year, the student shall not be readmitted unless the parent, ~~tutor~~, or legal guardian, court or other appointed representative responds.

In any case where a teacher, principal, or other school employee is authorized to require the parent, ~~tutor~~, or legal guardian of a student 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 designee shall file a complaint, in accordance with statutory provisions, with a court exercising juvenile jurisdiction.

SUSPENSION NOT APPLICABLE

Suspension of a student shall not apply to the following:

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

SUSPENSION OR EXPULSION OF STUDENTS WITH DISABILITIES OR EXCEPTIONALITIES

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

Revised: January 2000
Revised: February 2001
Revised: February 2004
Revised: February 2006
Revised: September 2006
Revised: November 2006
Revised: September 2007

Revised: November 2008
Revised: November 2009
Revised: January 2013
Revised: May 2013
Revised: August 2015
Revised: December 2015
Revised: July 2021

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

Mr. Johnson presented revisions to policy FILE: H-3.3b Substance and Alcohol Abuse.

RECOMMENDATION NO. 4

The Committee recommends that the Board approve, as presented, revised policy FILE: H-3.3b Substance and Alcohol Abuse.

FILE: H-3.3b
Cf: 3.5, 3.5b

SUBSTANCE AND ALCOHOL ABUSE

The Terrebonne Parish School Board is dedicated to providing a drug-free learning environment for the students attending public schools. The School Board directs that each student shall be specifically prohibited from being under the influence of, bringing on, consuming, or having in his/her possession on a school bus, on school premises, or at a school function away from the school, any alcoholic beverages, intoxicating liquors, narcotic drugs, prescription medications, marijuana, inhalants, imitation or counterfeit controlled substances, or other controlled substance as defined by state statutes, unless dispensed by a licensed physician as allowed by law. The Superintendent shall be responsible for maintaining appropriate procedures for the detection of alcohol, drugs,

or any imitation or other controlled substances. Any student found in violation of the above shall be suspended and recommended for expulsion by the principal.

Any violations of criminal laws, state or federal, committed on school property shall be prosecuted as provided by law. School officials, teachers and/or School Board employees shall report all violators to the principal, who in turn, shall notify the proper law enforcement agency and shall cooperate with the prosecuting attorney's office in the prosecution of charges. Any student who distributes, sells or dispenses in any manner or form whatsoever a controlled dangerous substance as defined by state law to another student or anyone else while on the school premises shall be expelled pursuant to the provisions and guidelines as set forth in state law.

Students found guilty of using, being in possession of, consuming or being under the influence of alcohol, look-a-like alcohol or look-a-like drugs, over the counter inhalants, or delirants on school property, on a school bus, or at a school event may be suspended or expelled. The student shall be required to complete a drug-use assessment, followed by participation in a School Board approved prevention and/or intervention program for families and students. These acts of misconduct are not to be confused with incidents of using, being in possession of, consuming or being under the influence of an illegal narcotic drug or a controlled dangerous substance which results in expulsion. Verification of an appointment for an assessment and agreement to enroll in the approved program is required before reentry into school following the period of suspension or expulsion.

The principal shall immediately notify the parents or **legal** guardian, by telephone, of any student found in violation of this policy. If the parents or **legal** guardian cannot be reached by phone, the principal shall then notify them of the action by sending a letter within twenty-four (24) hours. Care shall be given to afford due process to all students.

REPORTS OF SUBSTANCE ABUSE

State law mandates that teachers and other school employees report suspected substance abuse in school. These cases shall be reported to the principal and ~~the Drug-Free coordinator in the school.~~ **the Substance**

Abuse Prevention Team in the school. The principal must report each case of possession, distributing, sales or manufacturing to the proper law enforcement authority. **Reports shall also be made to the appropriate person at each school, who shall investigate, research, and report on instances or reports of possession of prohibited substances or beverages. Designated personnel shall report its findings along with the recommendation for treatment, counseling, or other appropriate action to the principal.**

Referral of Student Required

Any student arrested for possession of, or intentional distribution of, or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property shall be referred by the school principal, or his/her designee, within five (5) days after such arrest, for testing or screening by a qualified medical professional for evidence of abuse of alcohol, illegal narcotics, drugs, or other controlled dangerous substances.

If evidence of abuse is found, the principal, or his/her designee, shall refer the student to an alcohol and drug abuse treatment professional chosen by the student's parent or legal guardian. If it is determined by the professional that the student needs treatment, and if the student agrees to cooperate in the recommended treatment as certified, in writing, by the medical professional, such documentation may be used to initiate reopening the student's disciplinary case. The School Board shall take into consideration the student's agreement to receive treatment as a positive factor in the final decision relative to any final disciplinary action.

DRUG FREE ZONES

It is unlawful for anyone to use, distribute, be under the influence of, manufacture or possess any controlled substances as defined by statute on or around school property or within 2,000 feet of school property, or while on a school bus. The area surrounding school property shall be designated as *Drug Free Zones*. The School Board, in cooperation with local governmental agencies, and the Louisiana Department of Education, shall designate and mark *Drug Free Zones* which surround all schools and school property.

Revised: May 1999
Revised: October 2001
Revised: February 2011
Revised: July 2021

Ref: La. Rev. Stat. Ann. §§14:403.1, 17:405, 17:416, 40:617.1, 40:961, 40:962, 40:963, 40:964, 40:967, 40:968, 40:969, 40:970, 40:971, 40:971.1; Board minutes, 5-18-99, 10-6-01, 2-15-11, **8-3-21**.

Mr. Johnson presented revisions to policy FILE: H-3.3c Dangerous Weapons.

RECOMMENDATION NO. 5

The Committee recommends that the Board approve, as presented, revised policy FILE: H-3.3c Dangerous Weapons.

FILE: H-3.3c
Cf: H-3.5b

DANGEROUS WEAPONS – STUDENTS

The School Board shall authorize the principal of each school to automatically suspend and recommend expulsion for any student found in possession of a dangerous weapon on the school grounds, on school buses and/or at any school-sponsored event at any time during or after regular school hours with limited exception as permitted by state law.

~~A dangerous weapon means any gas, liquid, or other substance or instrumentality, which in the manner used, is likely to produce death or great bodily harm. When the student is found in possession of a weapon, the Superintendent shall be immediately notified and the principal shall take appropriate disciplinary action. (Moved below)~~

If a student is detained for carrying, or the principal or designee confiscates or seizes a firearm or concealed dangerous weapon from a student while on school property, on a school bus, or at a school function, the principal or school official shall immediately report the detention of the student or seizure of the firearm or weapon to the police department or sheriff's office where the school is located and shall deliver any firearm

or weapon seized to that agency.

The failure of any principal or designated administrator to report the confiscation of such implement or material or the failure to retain and secure such implement or material may result in a misdemeanor. When a principal or designated administrator violates any provisions of this policy, a report on such violations shall be made by the complainant to the Superintendent. The Superintendent or his/her designee shall conduct a hearing on the alleged offense.

If a student is detained for carrying a concealed weapon on campus, the principal shall immediately notify the student's parents or legal guardian.

A Dangerous weapon means any gas, liquid, or other substance or instrumentality, which in the manner used, is likely to produce death or great bodily harm. When the student is found in possession of a weapon, the Superintendent shall be immediately notified and the principal shall take appropriate disciplinary action. (Moved from above)

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

FIREARM-FREE ZONES

It is unlawful for a student or nonstudent to intentionally possess a firearm or dangerous weapon on school property at a school sponsored function or within 1000 feet of school property or while on a school bus at any time. The area surrounding the school campus or within 1000 feet of any such school campus, or within a school bus shall be designated firearm free zones, wherein the possession of firearms is prohibited, except as specifically set forth in La. Rev. Stat. Ann. §§14:95.2 and 14:95.6. The School Board, in cooperation with local governmental agencies, and the State Department of Education, shall designate and mark firearm-free zones which surround all schools and school property.

Revised: June 15, 1999

Revised: February 7, 2017

Revised: July 2021

Ref: 20 USC 7961 (*Gun-Free Requirements*); La. Rev. Stat. Ann. §§14:2, 14:95, 14:95.2, 14:95.6, 17:416, 17:416.3, 32:292.1; Board minutes, 6-15-99, 2-7-17, **8-3-21**.

Superintendent Martin presented information on the COVID School Operational Guidelines (subject to changes) for the 2021-2022 school year. He introduced Ms. Erin Klingman, Supervisor of Nurses, congratulating her and her staff for keeping the Terrebonne Parish School District informed of COVID protocols and answering many questions related to COVID during the 2020-2021 COVID school year.

A motion offered by Vice Chairman Ford pertaining to establishing a Committee and criteria for the process of hiring a new Superintendent of Schools failed to carry, due to lack of a second.

There being no further business to come before the **Education, Technology, and Policy Committee**, the meeting was adjourned at 6:38 P.M.

Respectfully submitted,

Matthew Ford, Vice Chairman

MayBelle Trahan, Ed.D.

ABO/jb

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

August 3, 2021

Dear Members of the Board:

The BUILDINGS, FOOD SERVICE, and TRANSPORTATION COMMITTEE met immediately following the 6:00 P.M. Education, Technology, and Policy Committee on Tuesday, July 20, 2021, in the Board Room of the School Board Office with the following members present: Mr. Dane Voisin, chairman, Mr. Roger Dale DeHart, vice chairman, and Mr. Gregory Harding. Also in attendance were Mrs. Stacy Solet, Dr. MayBelle Trahan, Board vice president, Mr. Clyde Hamner, Mr. Matthew Ford, Superintendent Philip Martin, and members of the staff.

Chairman Voisin called the meeting to order.

Mr. Sammy Poiencot, Plant Operations Manager, addressed the Committee regarding HVAC upgrade/replacement at South Terrebonne High School.

RECOMMENDATION NO. 1

The Committee recommends that the Board authorize the Purchasing Department to advertise for Request for Proposals for a mechanical engineer and/or architect for the HVAC upgrade/replacement project at South Terrebonne High School, funding to be derived from the LA Community Development Block Grants Coronavirus (LCDBG-CV) Program or the Elementary and Secondary School Emergency Relief Fund.

Mrs. Alli Dugas, Purchasing Agent, addressed the Committee regarding rejecting the Request for Proposals for engineering services for the Terrebonne High School HVAC Replacement/Upgrade Project.

Mrs. Dugas addressed the Committee regarding the acceptance of bids received for Auxiliary Department Materials, Equipment, Supplies, and Services.

RECOMMENDATION NO. 2

The Committee recommends that the Board accept the lowest bid received, meeting all specifications, on Auxiliary Department Materials, Equipment, Supplies, and Services from the following vendor for a period of 11 months from August 1, 2021, through June 30, 2022, with two (2) additional one (1) year options to renew at the same price, terms and conditions:

Section 2: **Air Conditioning New General Supplies**

A/C Supply, Inc.
1305 Edwards Avenue
Harahan, LA 70123

Mr. Poiencot addressed the Committee regarding surplus portables at Elysian Fields Middle School.

RECOMMENDATION NO. 3

The Committee recommends that the Board declare, as surplus, the portable buildings at Elysian Fields Middle School, dispose of surplus portables by any legally allowable method, and further, authorize the Board president to sign all necessary documents pertaining thereto.

Agenda item #6 - Matter bearing upon additions to Grand Caillou Middle School was pulled from the agenda and will be presented at a later date.

Agenda item #7 - Matter bearing upon repairs at the former Fletcher Campus Building on St. Charles Street was pulled from the agenda and will be presented at a later date.

Mr. Craig Hebert, AIA, A Professional Architect Corp., addressed the Committee regarding a construction update of the Gym Roof Replacement at South Terrebonne High School.

Mr. Merlin Lirette, AIA, CEFP, The Merlin Group, Ltd., addressed the Committee regarding a construction update of the Mulberry Elementary School addition (attached).

Mr. Poiencot addressed the Committee regarding maintenance updates (attached).

There being no further business to come before the **Buildings, Food Service, and Transportation Committee**, the meeting was adjourned at 7:13 P.M.

Respectfully submitted,

Dane Voisin, Chairman

Roger Dale DeHart, Vice Chairman

Gregory Harding

SP/sn

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

August 3, 2021

Dear Members of the Board:

The FINANCE, INSURANCE, and SECTION 16 LANDS COMMITTEE met immediately following the 6:00 P.M. Education, Technology, and Policy Committee, and the Buildings, Food Service, and Transportation Committee meeting on Tuesday, July 20, 2021, in the Board Room of the School Board Office with the following members present: Mr. Clyde Hamner, chairman, and Mrs. Stacy Solet. Mr. Michael LaGarde, vice chairman, was absent. Also in attendance were Mr. Gregory Harding, president, Dr. MayBelle Trahan, vice president, Mr. Dane Voisin, Mr. Roger Dale DeHart, Superintendent Philip Martin, and members of the staff.

Chairman Hamner called the meeting to order.

Superintendent Martin addressed the Committee regarding the Receipt of the Proposed Operating Budgets for Fiscal Year 2021-2022 and establishing a Public Hearing.

RECOMMENDATION NO. 1

The Committee recommends that the Board receive the Proposed Operating Budgets for the General Operating Fund, Child Nutrition Program Fund, 1 Cent Sales Tax Fund, 1/2 Cent Sales Tax Fund, 3/4 Cent Sales Tax Fund, and various Special Revenue Funds for the 2021/2022 Fiscal Year and establish a Public Hearing on the same: Tuesday, August 10, 2021, at 6:00 P.M. in the Board Room of the Terrebonne Parish School Board Office, 201 Stadium Drive, Houma, LA 70360.

Mrs. Alli Dugas, Purchasing Agent, addressed the Committee regarding a bid on Hunting and Trapping lease on Section 16 Lands.

RECOMMENDATION NO. 2

The Committee recommends that the Board accept the highest bid received, meeting all specifications, for Hunting and Trapping lease on Section 16 Lands for a five (5) year period, beginning August 3, 2021, through August 2, 2026, allow the Purchasing Department to re-advertise those sections where no bid was received and/or those sections in which leases were surrendered, and further, authorize the Board president to sign all necessary documents pertaining thereto:

Section 16, Township 19 South, Range 15 East
Dale Boudreaux
1139 Burma Road
Thibodaux, LA 70301

\$3,025.00

Mrs. Dugas addressed the Committee regarding the approval to advertise for bids for materials and supplies necessary for the response to the COVID-19 pandemic for the 2021-2022 school year.

RECOMMENDATION NO. 3

The Committee recommends that the Board authorize the Purchasing Department to advertise for bids for materials and supplies necessary for the response to the COVID-19 pandemic for the 2021-2022 school year.

Mrs. Michelle Klingman, Chief Accountant, presented information on a Monthly Budget-to-Actual Comparison report (attached).

Mrs. Klingman presented an update on the Sales Tax collections report (attached). She stated that sales tax collections for the month of May 2021 are approximately 16% higher than May 2020.

There being no further business to come before the **Finance, Insurance, and Section 16 Lands Committee**, the meeting adjourned at 7:22 P.M.

Respectfully submitted,

Clyde Hamner, Chairman

Stacy Solet