

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

**School Board Meeting – August 7, 2018**

**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 Special School Board Meeting of June 26, 2018, and Regular School Board Meetings of July 3, 2018, and July 17, 2018

**RECOMMENDATION:** That the Board approve the minutes of Special School Board Meeting of June 26, 2018, and Regular School Board Meetings of July 3, 2018, and July 17, 2018, as recorded.

6. Announcements

**8/07**

5:00 Retiree Reception

**8/13**

5:00 Buildings, Food Service, & Transportation Committee

**8/14**

6:00 Public Hearing on Proposed 2018-2019 Budget

**8/20**

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

**8/21**

5:30 Executive Committee

6:00 Regular School Board Meeting

**8/27**

5:00 Education, Technology, & Policy Committee

7. Board Committee Meeting Reports

A. Education, Technology, & Policy Committee (See Attached Committee Report of July 23, 2018, Meeting)

B. Finance, Insurance, & Section 16 Lands Committee (See Attached Committee Report of July 23, 2018, Meeting)

C. Executive Committee (See Attached Committee Report of July 17, 2018, Meeting)

8. Superintendent's Agenda

A. Agenda Items

(1) Personnel Section

(a) Announcement of Administrative Assignments for 2018-2019 School Year (Information Only)

**ADMINISTRATIVE (CENTRAL OFFICE) ASSIGNMENTS FOR 2018-2019 SCHOOL YEAR**

Assistant Superintendent, Curriculum & Instruction

Aubrey "Bubba"  
Orgeron, Jr.

Chief Financial Officer

Rebecca Breau

Supervisor of Transportation/Safety

Devlin Aubert

Supervisor, Special Education Services

Mary Aucoin

District Assessment & Accountability Administrator

Dr. Myra Austin

Network System Administrator

Christopher Babin

Executive Assistant to the Board  
Turnaround Specialist  
Supervisor, Child Welfare & Attendance  
Supervisor, Elementary/Middle Education  
Data Processing Manager  
Supervisor, Federal Programs  
Chief Accountant  
Risk Manager  
Plant Operations Manager  
Supervisor, Secondary/Vocational/Adult/Driver Ed.  
Supervisor, Child Welfare & Attendance  
Supervisor, Child Nutrition Program  
Personnel Supervisor

Ramona Brunet  
Margaret Cage  
Alton Johnson  
Sandra LaRose  
Dale Legendre  
Peggy Marcel  
Judith Martin  
Jack Moore  
Sammy Poiencot  
Mark Torbert  
Kim Vauclin  
Monica Walther  
Dr. Debra Yarbrough

### **ADMINISTRATIVE (PRINCIPAL) ASSIGNMENTS FOR 2018-2019 SCHOOL YEAR**

Acadian Elementary School  
Bayou Black Elementary School  
Bourg Elementary School  
H. L. Bourgeois High School  
Broadmoor Elementary School  
Caldwell Middle School  
Coteau-Bayou Blue Elementary School  
Dularge Elementary School  
East Street School  
Ellender Memorial High School  
Elysian Fields Middle School  
Evergreen Junior High School  
Gibson Elementary School  
Grand Caillou Elementary School  
Grand Caillou Middle School  
Honduras Elementary School  
Houma Junior High School  
Lacache Middle School  
Legion Park Elementary School  
Lisa Park Elementary School  
Montegut Elementary School  
Montegut Middle School  
Mulberry Elementary School  
Oaklawn Junior High School  
Oakshire Elementary School  
Pointe-Aux-Chenes Elementary School  
School for Exceptional Children  
Schriever Elementary School  
South Terrebonne High School

Dr. Monica Breaux  
Melynda Rodrigue  
Jennifer Blanchard  
Matthew Hodson  
Melissa Soileau  
Ronald Foret  
Tess Daigle  
Cheryl Degruise  
Tommy Salter  
Darrell Dillard  
Tracy Dorsey  
Kelly Burlette  
LaCest Campbell  
Amanda Callahan  
John Campbell  
Melanie Edmonds  
Jason Corbin  
Mark Thibodeaux  
Sharri McGuire  
Misty Richard (Interim)  
Andrea Rodrigue  
Jennifer Pitre  
Gwen Ferguson  
Torrey Carter  
Dawn Fleniken  
Cindy Chauvin  
Cynthia Davis  
Miranda Babin  
Blaise Pellegrin

Southdown Primary Elementary School  
Southdown Upper Elementary School  
Louis Miller Terrebonne Career & Technical High School  
Terrebonne High School  
Upper Little Caillou Elementary School  
Village East Elementary School  
Bayou Cane Adult Ed. Administrator

Kanika Smith  
Casannah Moses  
William Simmons, Jr.  
Scotty Dryden  
Trisha Melancon  
Terez LeBlanc  
Marilyn Schwartz

(b) Leave of Absence

1) Family and Medical Leave

**RECOMMENDATION:** That the Board approve a family and medical leave in accordance with Policy (FILE: F-11.4a) for Donna Gregoire, school bus operator in the Transportation Department, beginning August 17, 2018, through November 14, 2018 (medical).

(2) Parent Appeals for Student Readmission (Possible Executive Session)

(a) Readmission of Student #142907

(b) Readmission of Student #142628

9. 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. 233, describing the assistance that is necessary.**

RLB

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

August 7, 2018

Dear Members of the Board:

**The EDUCATION, TECHNOLOGY, and POLICY COMMITTEE** met on Monday, July 23, 2018, at 5:00 P.M. in the Board Room of the School Board Office with the following members present: Ms. Vicki Bonvillain, chairwoman, and Mr. Richard Jackson, vice chairman. Dr. Brenda Leroux Babin was absent. Also in attendance were Mr. Roger Dale DeHart, Board president, Mr. Donald Duplantis, Mr. L. P. Bordelon, III, Superintendent Philip Martin, and members of the staff.

Chairwoman Bonvillain called the meeting to order. The meeting began with the invocation and Pledge of Allegiance to the Flag.

Mr. Bubba Orgeron, Assistant Superintendent, presented recent legislative changes to policy File: B-11.1 Regular Meetings (attached *Policy Alert*).

**RECOMMENDATION NO. 1**

**The Committee recommends** that the Board approve, as presented, policy File: B-11.1 Regular Meetings:

**FILE: B-11.1**  
**Cf: B-12.4**

**REGULAR MEETINGS**

The Terrebonne Parish School Board shall meet in regular session on the first and third Tuesday of each calendar month at 6:00 p.m.

1. Place of Meeting

All meetings of the Terrebonne Parish School Board shall be held at its office on Stadium Drive, Houma, Louisiana, unless a different place shall be designated by resolution or in the notice of the meeting.

2. Notice of Regular Meetings

A notice of regular meetings shall be mailed to all School Board members at least five (5) days in advance of the meeting.

3. Time Limit

The time of regular meetings of the Terrebonne Parish School Board shall be limited to approximately three (3) hours or to such time as proper transaction of business requires. Items requiring extended study shall be taken up at special meetings.

**Official actions or decisions shall be made only in official meetings of the School Board. No member of the School Board, nor any committee of the School Board, shall have the power to act in the name of the School Board outside of official School Board meetings.**

**A simple majority of School Board members present and voting may adopt any motion or any policy and/or regulation, unless the law or School Board policy specifically requires adoption by a majority of the full membership or more.**

**Official meetings of the School Board may only be held when a quorum is present.**

Revised: August 2014

**Revised: July 2018**

Ref: La. Rev. Stat. Ann. §§17:81, 42:12, 42:13, 42:14, 42:15, 42:16, 42:17, 42:19, 42:20, 42:24, 42:25; Board minutes, 10-3-89, 8-19-14, **8-7-18.**

Mr. Orgeron presented recent legislative changes to policy File: B-12.4 Quorum (attached *Policy Alert*).

## **RECOMMENDATION NO. 2**

**The Committee recommends** that the Board approve, as presented, policy File: B-12.4 Quorum:

**FILE: B-12.4**

**Cf: A-5.1**

## **QUORUM**

### **SCHOOL BOARD MEETINGS**

A simple majority (~~5~~), of the total membership of the School Board shall constitute a quorum for the transaction of business and the adoption of policy, rules, and regulations, **unless the law or School Board policy specifically requires adoption by a majority of the full membership or more.**

**Official meetings of the School Board may only be held when a quorum is present.**

### **COMMITTEE MEETINGS**

A majority of the committee membership shall constitute a quorum for meetings of all committees. In the event that a quorum is not present at the designated time for the beginning of a committee meeting, the presiding chairperson shall make every effort to obtain a quorum including, but not limited to, ad-hoc members (a sufficient number of other School Board members who are present in order to make up the minimum quorum). Meetings shall not be canceled until fifteen (15) minutes after designated time for meeting to allow for delayed committee members and public arrival.

The ad-hoc member(s) shall serve on the committee for the duration of said meeting even though a sufficient number of the members of the

committee to make up a quorum may have entered the meeting after the proceedings have begun.

Revised: October 1999

Revised: April 2003

**Revised: July 2018**

Ref: La. Rev. Stat. Ann. §§42:4.1 et seq.: Board minutes, 7-10-74, 9-16-75, 9-13-77, 2-20-79, 1-19-82, 6-19-84, 10-19-99, 4-15-03, **8-7-18**.

Mrs. Rebecca Breaux, Chief Financial Officer, presented recent legislative changes to policy File: D-7.1 Authorized Signatures (attached *Policy Alert*).

### **RECOMMENDATION NO. 3**

**The Committee recommends** that the Board approve, as presented, policy File: D-7.1 Authorized Signatures:

**FILE: D-7.1**

### **AUTHORIZED SIGNATURES**

#### **CHECKS**

The School Board shall require, in accordance with state law, the President and Superintendent, as secretary-treasurer, or any two (2) officers or persons designated by the School Board, to review all expenditures and sign any and all checks issued in payment of said expenditures. The School Board authorizes the use of a facsimile signature device for those persons designated to sign checks. The Superintendent shall establish and maintain appropriate procedures for assuring the proper issuance of all checks.

#### **GENERAL CONTRACTS**

Contracts obligating the School Board or school district shall be countersigned by the President of the School Board, the treasurer, and/or



appropriate personnel. Any person purporting to enter into any contract on behalf of the School Board, school district, or any school under the School Board's jurisdiction, including but not limited to contracts with vendors or contracts of membership in any private or quasi-public entity, shall do so in compliance with policies adopted by the School Board and administrative procedures in effect at the time the contract is executed.

### BILLS, INVOICES, STATEMENTS

The School Board directs that only authorized school employees shall sign bills, invoices or statements.

### TEACHER CONTRACTS

The Superintendent shall sign each teacher contract.

### SCHOOL CHECKING ACCOUNTS

The School Board authorizes principals, **with the approval of the Superintendent**, to open bank accounts for their schools and related clubs and organizations. The use of checking accounts at schools shall be in accordance with appropriate accounting regulations and procedures maintained by the Superintendent or his/her designee.

The Superintendent shall be given authority to make changes on school checking accounts as each school principal or school administrator changes, or at any other time deemed necessary, without the necessity of any additional resolution being adopted by the School Board. School Board personnel shall monitor the appropriateness of each checking account and shall be authorized to recommend to the Superintendent the closure of any account deemed necessary.

Revised: August 1998

Revised: January 2017

**Revised: July 2018**

Ref: La. Rev. Stat. Ann. §§17:81, 17:83, 17:97; Board minutes, 8-18-98, 2-7-17, **8-7-18**.

Mr. Alton Johnson, Supervisor of Child Welfare and Attendance, presented recent legislative changes to policy File: H-3.2 Student Searches (attached *Policy Alert*).

#### **RECOMMENDATION NO. 4**

**The Committee recommends** that the Board approve, as presented, policy File: H-3.2 Student Searches:

**FILE: H-3.2**

#### **STUDENT SEARCHES**

The Terrebonne Parish School Board is the exclusive owner of any public school building and any desk or locker utilized by any student contained therein or any other area that may be set aside for the personal use of the students. Any teacher, principal, administrator, or school security guard employed by the School Board, having a reasonable belief that any public school building, desk, locker, area, or grounds of any public school contain any weapons, illegal drugs, alcoholic beverages, inhalants, stolen goods, or other items the possession of which is prohibited by any law, School Board policy, or school rule, may search such building, desk, locker, area, or grounds of said public school. **Students shall have no expectation of privacy in use of the lockers which have been assigned to them.** The acceptance and use of locker facilities or the parking of privately owned vehicles on school campuses by students shall constitute consent by the student to the search of such locker facilities or vehicles by authorized school personnel. **Any student not present during the search shall be informed of the search immediately thereafter.**

Any teacher, principal, administrator, or school security guard employed by the School Board may search the person of a student or his/her personal effects when, based on the attendant circumstances at the time of the search, there are reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, School Board policy, or a school rule. Such a search shall be conducted in a manner that is reasonably related to the purpose of the search and the

nature of the suspected offense. Such factors to be considered in determining the manner in which searches may be conducted are the following:

1. Age and sex of student
2. Behavior record of student
3. Need for search
4. Purpose of search
5. Type of search
6. Reliability of the information used to conduct search
7. Relative importance of making the search without delay
8. Nature and severity of problem in overall school environment

Random searches with a metal detector of a student or his/her personal effects may be conducted at any time, provided such searches are conducted without deliberate touching of the student.

Any search of student's person shall be done privately by a teacher, administrator, or security guard of the same sex as the student to be searched. At least one witness who is of the same sex as said student shall be present throughout the search. Detailed documentation shall be made of all searches. If requested, notification of the search shall be sent to the parents of the student involved.

Any automobile parked on School Board property by a student may also be searched at any time by school officials who have articulable facts which lead them reasonably to believe that items in violation of state law, School Board policy, or school rule are contained therein. If the automobile is locked, the student shall unlock the vehicle. If the student refuses to unlock the vehicle, proper law enforcement authorities shall be summoned, and the student shall be subject to disciplinary action.

No actions taken pursuant to this policy by any teacher, principal, administrator, or school security guard employed by the School Board shall be taken maliciously or with willful and deliberate intent to harass, embarrass, or intimidate any student.

Upon proper school personnel confiscating any firearm, bomb, knife, or

other implement which could be used as a weapon, or any controlled dangerous substance, the principal or designee shall report the confiscation to the appropriate law enforcement officials. Any implement or material confiscated shall be retained, catalogued, and secured by the principal so as to prevent the destruction, alteration, or disappearance until such time as the implement or material is given to law enforcement personnel for disposal in accordance with the procedures outlined below. Any principal or designee failing to report any prohibited weapon or confiscated material or implement to law enforcement personnel or failing to properly secure any weapon or confiscated material or implement shall be subject to appropriate disciplinary action as may be determined by the Superintendent and/or School Board.

If any teacher, principal, administrator, or school security guard employed by the Board should be sued for damages by any student, the parent of such student or by any other person on behalf of such student, based upon a search conducted in compliance with this policy, the School Board shall provide such teacher, principal, administrator, or school security guard with a legal defense thereto, including reasonable attorney's fees, investigative costs, and other related expenses. In such suit, the School Board shall indemnify him/her fully against said judgment including principal, interest, and costs.

If in any suit brought against any teacher, principal, administrator, or school security guard employed by the School Board, as stated above, there is a specific finding that the action of the teacher, principal, administrator, or school security guard was malicious and willfully and deliberately intended to harass, embarrass, or intimidate the student, the School Board shall not indemnify such teacher, principal, administrator, or school security guard in the event a judgment for damages shall be rendered against him. Whenever any search is conducted pursuant to this policy, a written record shall be made thereof by at least two (2) adult employees of the School Board who conducted the search, and shall include names of the persons involved, the circumstances leading to the search, and the results of the search.

## PROCEDURES FOR HANDLING CONFISCATED MATERIALS

Implements and/or materials confiscated by school authorities shall be retained and secured in the following manner:

1. The principal or designee shall confiscate from any student weapons, illegal drugs, alcohol, stolen goods, or other material or objects.
2. The principal or designee who has confiscated said weapons, illegal drugs, alcohol, stolen goods, or other materials or objects shall not allow said weapons, illegal drugs, alcohol, stolen goods, or other materials or objects to leave his/her presence until said weapons, illegal drugs, alcohol, stolen goods, or other materials are turned over to law enforcement authorities.
3. Photocopies shall be taken of confiscated materials, specifically, but not limited to, weapons. Such photocopies shall be made by placing a ruler next to the object being photocopied.
4. Said weapons, illegal drugs, alcohol, stolen goods, or other materials shall be tagged and placed in an evidence bag.
5. The principal or designee shall obtain a signed receipt from the law enforcement authority who retrieves materials which must be turned over to law enforcement.

Disposal of materials not given to appropriate law enforcement authorities shall be governed by the following:

1. The principal or designee shall destroy all materials in an appropriate manner. A witness shall be present at the disposal.
2. The principal or designee shall document on file that confiscated materials have been disposed of properly.

Administrators or their designees who violate the procedures established for search and seizure shall be disciplined according to the provisions set forth in Bulletin 1525, Personnel Evaluation Accountability.

## INDEMNIFICATION OF EMPLOYEES

Indemnification of any School Board employee who is sued for damages based on any act or omission in the directing of and disciplining of school children shall be made by the Terrebonne Parish School Board to the extent required by state law.

Revised: July 1996

**Revised: July 2018**

Ref: **US Constitution, Amend. IV; US Constitution, Amend. XIV, Sec. 1; La. Rev. Stat. Ann. §§17:416, 17:416.3; Moore v. Student Affairs Committee of Troy State University, 284 F.Supp. 725 (M.D. Ala. 1970); State v. Stein, 203 Kan. 638 456 P.2d (1969); New Jersey v. T.L.O., 469 U.S. 325, 105 S. Ct. 733; Louisiana Handbook for School Administrators, Bulletin 741, Louisiana Department of Education; Board minutes, 7-16-96, 8-7-18.**

Mr. Johnson presented recent legislative changes to policy File: H-3.4 Mandatory School Uniforms (attached *Policy Alert*).

## **RECOMMENDATION NO. 5**

**The Committee recommends** that the Board approve, as presented, policy File: H-3.4 Mandatory School Uniforms:

**FILE: H-3.4**

## **MANDATORY SCHOOL UNIFORMS**

### PHILOSOPHY

The Terrebonne Parish School Board believes that a mandatory school uniform policy will provide a more secure school environment, promote

an atmosphere for greater discipline, and increase learning opportunities for students by removing many of the distractions and connotations associated with various types of clothing.

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

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

#### NOTIFICATION

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

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

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

## BODY ARMOR

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

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

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

## UNIFORMS

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

### Primary School Boys Dress Code (K-3):

White shirt (oxford or knit with collar), uniform navy pants (pleated, not pleated, or cuff), or shorts

### Middle School Boys Dress Code (4-8):

White shirt (oxford or knit with collar), uniform khaki pants (pleated, not pleated, or cuff), or shorts

### Secondary School Boys Dress Code (9-12):



White shirt (oxford or knit with collar), uniform khaki pants (pleated, not pleated, or cuff), or shorts

Primary School Girls Dress Code (K-3):

White blouse (oxford, knit or broadcloth with collar), uniform navy pants (pleated, not pleated, or cuff), pleated skirt, shorts, skorts, jumper or solid polo dress that is navy.

Middle School Girls Dress Code (4-8):

White blouse (oxford, knit or broadcloth with collar), uniform khaki pants (pleated, not pleated, or cuff), pleated or straight skirt, shorts, skorts, or jumper

Secondary School Girls Dress Code (9-12):

White blouse (oxford, knit or broadcloth with collar), uniform khaki pants (pleated, not pleated, or cuff), pleated or straight skirt, shorts, skorts, or jumper

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

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

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

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

DEFINITIONS

## Uniforms Style Pants:

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

## Shirts:

Shirts must be oxford, knit, or broadcloth with a collar. Shirts must be short or long-sleeved only. Sleeveless shirts are not allowed.

## Sweatshirts/Sweaters:

Pullover hooded sweatshirts, or long-sleeve sweatshirts/sweaters that are black, white, khaki, gray, or the designated school color, will be permitted. Sweatshirt/sweaters officially sanctioned by the school are acceptable.

## DRESS CODE REGULATIONS

1. All students will wear the designated school uniform clothing as outlined in the uniform policy. All clothing must be worn as designed by manufacturer. (No tying outerwear around waist or neck.)
2. The wearing of uniforms which are oversized, baggy, sagging, or extremely tight fitting is prohibited.
3. Pants must be hemmed and side slits are not permitted. Pants cannot be made of denim material (jeans).

4. Belts may not be more than one size larger than the waist. All students must wear belts if pants have loops. Waistbands should be worn on waist.
5. Shirts must be worn tucked in at all times. Undergarments must not be visible.
6. Uniform shirt collars must be visible when wearing a sweatshirt.
7. All apparel in grades 4-12 must be worn no shorter than five inches (5") from the floor when kneeling.
8. Footwear must be worn to school, and students are encouraged to wear socks. When socks are worn, they may be any color, and have stripes or logos as long as they are not distracting. Leggings or stockings, however; must be a solid color.
9. Slippers, sandals, backless shoes, or flip-flops are not acceptable.
10. Body piercing (except for the ears) that is visible will be prohibited. (Example: nose, lips, tongue, eyebrows, etc.)
11. Students will not be allowed to wear ornate or cumbersome jewelry or head/hair accessories that are distracting. No caps, visors, beanies, or bonnets allowed to be worn in the school building.
12. New students to the parish will be given two (2) weeks from the date of enrollment to obtain the required uniform.

### SPECIAL EVENT DAYS

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

### HAND-MADE UNIFORMS

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

## STUDENT GROOMING REGULATIONS

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

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

## GROOM AND DRESS CODE VIOLATIONS CONSEQUENCES

### GRADES K- 12

- First Offense: Verbal warning by faculty member, and correction of the infraction.
- Second Offense: Dress code letter sent to parent, an appropriate school consequence, and correction of infraction.
- Third Offense: Parent conference required, and correction of infraction.
- Fourth Offense: Office referral, parent notification, Saturday school or in-school disciplinary action, and correction of infraction.

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

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

Revised: June 1996

Revised: April 2000

Revised: September 2001

Revised: April 2009

Revised: June 2000

Revised: October 2000

Revised: September 2010

Revised: August 2015

**Revised: July 2018**

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

Mr. Johnson presented recent legislative changes to policy File: H-3.6 Student Health Services (attached *Policy Alert*).

### **RECOMMENDATION NO. 6**

**The Committee recommends** that the Board approve, as presented, policy File: H-3.6 Student Health Services:

**FILE: H-3.6**

## **STUDENT HEALTH SERVICES**

### **HEALTH CARE CENTERS**

No student shall receive any type of service unless the required standardized school health forms as outlined in Louisiana Handbook for School Administrators **Health and Safety**, Bulletin 741 **135** have been signed, returned to school, and have been filed in the clinic.

## HEARING AND VISION SCREENING

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

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

## EDUCATIONAL SCREENING AND EVALUATION

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

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

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

The School Board shall ensure that educational screening activities, conducted by a committee at the school level, shall be completed

before a student is referred for an individual evaluation through pupil appraisal services.

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

### Testing for Dyslexia

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

For purposes of this policy, *dyslexia* shall be defined as difficulty with the alphabet, reading, reading comprehension, writing, and spelling in spite of adequate intelligence, exposure, and cultural opportunity.

### OTHER HEALTH CONSIDERATIONS

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

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

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

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

### Definitions

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

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

### ADMINISTERING CATHETERS

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



1. A registered nurse or licensed medical physician, employed by the School Board, has assessed the health status of the specific child in his/her specific educational setting. The registered nurse has determined that the procedure could be safely performed, the results are predictable and could be delegated to someone other than a registered nurse following documented training.
2. The registered nurse or licensed medical physician shall train at least two (2) employees to catheterize the specific child in his/her educational setting. The employees shall be given not less than eight (8) hours of training in the area of catheterization of students.
3. Following the training provided for in #2, no catheterization may be performed unless prescribed, in writing, by a licensed medical physician. The employee, other than the registered nurse or licensed medical physician, shall be required to complete, under the direct supervision of a registered nurse, a minimum of five (5) catheterizations. Upon one hundred percent successful completion of these catheterizations, the registered nurse or licensed medical physician and the trainee shall sign a standard form indicating that the trainee has attained the prescribed level of competency. A copy of this form shall be kept on file by the school system.
4. Individuals who are required to perform catheterizations and have been trained according to statutory provisions, may not decline to perform such service except as exempted by a licensed medical physician or a registered nurse. The reasons for such exemption shall be documented and certified by the licensed medical physician or a registered nurse within seventy-two (72) hours.
5. Any employee shall have the right to request that another School Board employee be present while catheterizing the student, to serve as a witness to the procedure. After making

such a request, the employee shall not be required to catheterize a student without such a witness.

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

### PERFORMING NONCOMPLEX HEALTH PROCEDURES

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

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

The School Board shall not require any employee other than a registered nurse, licensed medical physician, an appropriate licensed health professional, or, in the case of tracheostomy suctioning procedure, any hired and trained unlicensed nursing personnel or unlicensed assistive personnel as defined by the Louisiana State Board of Nursing, to perform noncomplex health procedures until all the following conditions have been met:

1. A registered nurse or a licensed medical physician and, when

appropriate, another licensed health professional employed by the School Board, has assessed the health status of the specific child in his/her specific educational setting and has determined that, according to the legal standards of the respective licensed health professional performing such procedure, the procedure can be safely performed, the results are predictable, and the procedure can be delegated to someone other than a licensed health professional following documented training.

2. The registered nurse or the licensed medical physician and, when appropriate, another licensed health professional shall train, in his or her area of expertise, at least two (2) such employees to perform noncomplex health procedures on the specific child in his/her educational setting. The employees shall be given not less than four (4) hours of training in the area of noncomplex health procedures.
3. Following the training provided for in #2, no noncomplex health procedure, except screenings and activities of daily living such as toileting/diapering, toilet training, oral/dental hygiene, oral feeding, lifting, and positioning may be performed unless prescribed, in writing, by a physician licensed to practice medicine in the state of Louisiana or an adjacent state.

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

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

The School Board shall provide the necessary safety equipment, materials, and supplies to each employee who performs noncomplex health procedures. Such safety equipment, materials, and supplies shall include but not be limited to gloves, anti-bacterial soaps and wipes, paper towels and masks.

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

Revised: December 1997

Revised: June 1999

Revised: February 2004

Revised: September 2006

Revised: October 2008

Revised: August 2013

Revised: October 2013

**Revised: July 2018**

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

Mrs. Mary Aucoin, Supervisor of Special Education, presented the Interagency Agreement between Terrebonne Parish School Board and Terrebonne Parish Consolidated Government's Head Start Program for the 2018-2019 School Year (attached).

### **RECOMMENDATION NO. 7**

**The Committee recommends** that the Board approve, as presented, the Interagency Agreement between Terrebonne Parish School Board and Terrebonne Parish Consolidated Government's Head Start Program for the 2018-2019 School Year and authorize the Board president to sign all necessary documents pertaining thereto.

Mr. Mark Torbert, Supervisor of Secondary Education, presented information on Operation Spark's High School to High Wage Program. The Program will provide technical training in computer programming, and will be offered to sophomores, juniors, and seniors within the Terrebonne Parish School District. Students who meet all requirements will have the opportunity to earn 0.5 Carnegie Units in the fall 2018 semester.

Mr. Orgeron presented information from the Louisiana Association for Public, Community, and Adult Education (LAPCAE) 2018 Conference in which two (2) of our employees will receive awards. Mrs. Marilyn Schwartz, Administrator of Bayou Cane Adult Education, will be presented with the 2018 Louisiana Adult Education Administrator of the Year award, and Ms. Lais Rogers, Teacher, will receive the 2018 Louisiana Adult Education Part-Time Teacher of the Year award. The Committee expressed congratulations to both Terrebonne Parish School District employees for their accomplishments.

Dr. Myra Austin, District Assessment and Accountability Administrator, presented revisions to the 2018-2019 Pupil Progression Plan (PPP).

**RECOMMENDATION NO. 8**

**The Committee recommends** that the Board approve, as presented, revisions to the Pupil Progression Plan for the 2018-2019 school year.

There being no further business to come before the **Education, Technology, and Policy Committee**, the meeting adjourned at 5:32 P.M.

Respectfully submitted,

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Vicki Bonvillain, Chairwoman

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Richard Jackson, Vice Chairman

ABO/jb



Anthony Romero, Jr.  
142 Winter Quarters Dr.  
Houma, LA 70360

Section 16, Township 18 South, Range 12 East                      \$ 9,250.00  
James E. Stansbury, III  
503 Avalon Court  
Berwick, LA 70342

Mr. Constrantiche addressed the Committee regarding bids on a commercial surface lease (attached).

### **RECOMMENDATION NO. 2**

**The Committee recommends** that the Board allow the Purchasing Department to advertise for a commercial surface lease on Section 16, Township 20 South, Range 16 East, on an as-is/where-is basis, as referenced on the attached map as Tract H-I-J-K-L-M-N-O-P-Q-R-S-T-C-D-E-F-G-H, in accordance with Louisiana R.S. 41:1211 et seq., subject to Board attorney review.

Superintendent Martin addressed the Committee regarding the Receipt of the Proposed Operating Budgets for Fiscal Year 2018/2019 and establishing a Public Hearing.

### **RECOMMENDATION NO. 3**

**The Committee recommends** that the Board receive the Proposed Operating Budgets for the General Operating Fund, Child Nutrition Program Fund, One Cent Sales Tax Fund, ½ Cent Sales Tax Fund, ¾ Cent Sales Tax Fund, and various Special Revenue Funds for the 2018/2019 Fiscal Year and establish a Public Hearing on the same: Tuesday, August 14, 2018, at 6:00 P.M. in the Board Room of the Terrebonne Parish School Board Office, 201 Stadium Drive, Houma, LA 70360.

Mrs. Rebecca Breaux, Chief Financial Officer, presented information on a Monthly Budget-to-Actual Comparison report (attached).



Mrs. Breaux presented an update on the Sales Tax collections report (attached). She stated that sales tax collections for the month of May 2018 are approximately 7.2% higher than May 2017.

There being no further business to come before the **Finance, Insurance, and Section 16 Lands Committee**, motion of Mr. Jackson, seconded by Mr. Duplantis, the meeting adjourned at 5:43 P.M.

Respectfully submitted,

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Donald Duplantis, Chairman

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Richard Jackson, Ad-hoc Member

RB/bp

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

August 7, 2018

Dear Members of the Board:

**The Executive Committee** met at 5:30 P.M. on Tuesday, July 17, 2018, in the Board Room of the School Board Office with the following members present: Mr. Roger Dale DeHart, president, Ms. Vicki Bonvillain, vice president, and Mr. L. P. Bordelon, III. Also in attendance were Mr. Donald Duplantis and Superintendent Philip Martin.

The meeting began with an 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).

**The Executive Committee** addressed member concerns.

There being no further business to come before the **Executive Committee**, the meeting was adjourned at 5:32 P.M.

Respectfully submitted,

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Roger Dale DeHart, President

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Vicki Bonvillain, Vice President

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L. P. Bordelon, III

BB/bp