

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

School Board Meeting – November 2, 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 October 5, 2021

RECOMMENDATION: That the Board approve the minutes of School Board Meeting of October 5, 2021, as recorded.

6. Announcements

11/11 Veterans' Day

11/15-19 American Education Week

11/16

4:30 Executive Committee

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

11/25-26 Thanksgiving Holidays

12/07

6:00 Regular School Board Meeting

7. Citizen Concern

- A. Sarah Chouest – Exception for home school 10th grader to play for Terrebonne High School soccer due to Hurricane Ida for this season only

8. Board Committee Meeting Reports

- A. Executive Committee (see attached Committee report of October 19, 2021, meeting)
- B. Buildings, Food Service, & Transportation Committee (see attached Committee report of October 19, 2021, meeting)
- C. Education, Technology, & Policy Committee (see attached Committee report of October 19, 2021, meeting)
- D. Finance, Insurance, & Section 16 Lands Committee (see attached Committee report of October 19, 2021, meeting)

9. Superintendent's Agenda

A. Information Items

(1) American Education Week: November 15-19, 2021

American Education Week will be observed on November 15-19, 2021, in Terrebonne Parish Schools. This special week focuses attention on the importance of education and all that it stands for. Annually, the week preceding the week of Thanksgiving is proclaimed American Education Week.

(2) Educational Support Personnel Day: November 17, 2021

Educational Support Personnel Day will be observed in Terrebonne Parish Schools on November 17, 2021. Annually, the Wednesday in American Education Week is designated as a special day to honor the many contributions of school support employees. School districts, parents, and students will pay tribute to school support personnel on this annual observance of Educational Support Personnel Day.

B. Agenda Items

(1) Personnel Section

(a) Leaves of Absence

1) Family and Medical Leaves

RECOMMENDATION: That the Board approve a family and medical leave in accordance with Policy (FILE: F-11.4a) for Laura Redmond, School Bus Operator in the Transportation Department, beginning October 12, 2021, through January 27, 2022 (medical).

RECOMMENDATION: That the Board approve a family and medical leave in accordance with Policy (FILE: F-11.4a) for Lisa Blanchard, School Bus Operator in the Transportation Department, beginning October 28, 2021, through February 10, 2022 (medical).

RECOMMENDATION: That the Board approve a family and medical leave in accordance with Policy (FILE: F-11.4a) for Gina Domangue, Pre-K PARA at Broadmoor Elementary School, beginning November 15, 2021, through December 17, 2021 (family).

2) Leaves Without Pay

RECOMMENDATION: That the Board approve a leave of absence without pay in accordance with Policy (FILE: F-11.10) for Melissa Plaisance, School Bus Operator in the Transportation Department, beginning September 28, 2021, through December 20, 2021 (personal).

RECOMMENDATION: That the Board approve a leave of absence without pay in accordance with Policy (FILE: F-11.10) for Jodie Flugence, School Bus Operator in the Transportation Department, beginning October 11, 2021, through October 10, 2022 (personal).

RECOMMENDATION: That the Board approve a leave of absence without pay in accordance with Policy (FILE: F-11.10) for Yvonne Hollingsworth, School Bus Operator in the Transportation Department, beginning October 5, 2021, through October 4, 2022 (personal).

RECOMMENDATION: That the Board approve a leave of absence without pay in accordance with Policy (FILE: F-11.10) for Darlene Anderson, Custodian III–A 12M at Terrebonne High School, beginning October 6, 2021, through November 30, 2021 (personal).

RECOMMENDATION: That the Board approve a leave of absence without pay in accordance with Policy (FILE: F-11.10) for Shannon Miles, School Bus Operator in the Transportation Department, beginning October 11, 2021, through October 10, 2022 (personal).

RECOMMENDATION: That the Board approve a leave of absence without pay in accordance with Policy (FILE: F-11.10) for April Victorian, School Bus Operator in the Transportation Department, beginning October 18, 2021, through November 18, 2021 (personal).

RECOMMENDATION: That the Board approve a leave of absence without pay in accordance with Policy (FILE: F-11.10) for Tyrone Smith, III, School Bus Operator in the Transportation Department, beginning October 18, 2021, through October 17, 2022 (personal).

RECOMMENDATION: That the Board approve a leave of absence without pay in accordance with Policy (FILE: F-11.10) for Sharlita McKay, School Bus Operator in the Transportation Department, beginning October 20, 2021, through January 31, 2022 (personal).

RECOMMENDATION: That the Board approve a leave of absence without pay in accordance with Policy (FILE: F-11.10) for Roy Leedy, School Bus Operator in the Transportation Department, beginning November 1, 2021, through October 31, 2022 (personal).

(b) Personnel Actions for Period of September 27, 2021, through October 22, 2021 [list of professional instructional and non-instructional/support personnel (appointments, resignations, and retirements – Information Only)]

10. Individual School Board Member

A. Mr. Gregory Harding – Reschedule Agenda Deadline for

School Board Meeting of January 4, 2022

RECOMMENDATION: That the Board reschedule the agenda deadline for the School Board Meeting of January 4, 2022, from noon Wednesday, December 29, 2021, to noon Thursday, December 16, 2021 (due to Christmas Holidays).

11. 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**

November 2, 2021

Dear Members of the Board:

The **EXECUTIVE COMMITTEE** met at 4:30 P.M. on Tuesday, October 19, 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, Mr. Roger Dale DeHart, Superintendent Philip Martin, and Mrs. Rebecca Breaux.

Board Vice President Trahan called the meeting to order. The meeting began with the invocation and Pledge of Allegiance to the Flag.

Mr. Jeff Southerland, Southeast Regional Director, Associated Professional Educators of LA, presented a donation check in the amount of \$5,000, to assist in Hurricane Ida recovery.

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 4:39 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**

November 2, 2021

Dear Members of the Board

The **BUILDINGS, FOOD SERVICE, AND TRANSPORTATION COMMITTEE** met at 5:00 P.M. on Tuesday, October 19, 2021, in the Board Room of the School Board Office with the following members present: Mr. Dane Voisin, chairman, and Mr. Gregory Harding. Mr. Roger Dale DeHart, vice chairman, was absent. Also in attendance were Mrs. Stacy Solet, Dr. MayBelle Trahan, Board vice president, Mr. Clyde Hamner, Mr. Matthew Ford, Mrs. Debi Benoit, Superintendent Philip Martin, and members of the staff.

Chairman Voisin called the meeting to order.

Mr. Ron Thibodaux, Track and Field Coach at Houma Jr. High School, addressed the Committee regarding use of Terrebonne High School and H. L. Bourgeois High School tracks.

RECOMMENDATION NO. 1

The Committee recommends that the Board grant the request of U.D.P. Track Club to waive Policy FILE: E-1.6 Use of Facilities, relative to the usage fee for Terrebonne High School and H. L. Bourgeois High School tracks for the 2021-2022 track and field season for practices only (October 2021 through October 2022) on weekdays, provided that the necessary insurance, non-profit status, and all other School Board policy requirements are met, and approval is obtained from each school's principal.

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

Mr. Sammy Poiencot, Plant Operations Manager, addressed the Committee regarding maintenance updates.

Superintendent Martin addressed the Committee regarding Hurricane Ida response (attached).

There being no further business to come before the **Buildings, Food Service, and Transportation Committee**, the meeting was adjourned at 5:37 P.M.

Respectfully submitted,

Dane Voisin, Chairman

Gregory Harding

SP/sn

TERREBONNE PARISH SCHOOL BOARD
201 STADIUM DRIVE
HOUMA, LOUISIANA 70360

November 2, 2021

Dear Members of the Board:

The **EDUCATION, TECHNOLOGY, AND POLICY COMMITTEE** met on Tuesday, October 19, 2021, immediately following the 5:00 p.m. Buildings, Food Service, and Transportation Committee in the Board Room of the School Board Office with the following members present: Mrs. Debi Benoit, chairwoman, Mr. Matthew Ford, vice chairman, and Dr. MayBelle Trahan. 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.

Chairwoman Benoit called the meeting to order.

Mr. Mark Torbert, Supervisor of Secondary Education, presented information on Jobs for America's Graduates (JAG) (attached). He stated that Ms. Christine Spiese, JAG teacher at H.L. Bourgeois High School, was nationally recognized as exceeding the "5-of-5" performance outcome standards for the Class of 2020 including Graduation Rate, Employment Rate, Positive Outcome Rate, Further Education, and Full-Time Employment Rate at the Virtual JAG National Training Seminar held July 12-15, 2021. She was also recognized, nationally, as a 2021 JAG Outstanding Specialist based on success in fully implementing the JAG Model and achieving extraordinary outcomes for JAG Program Participants. Terrebonne Parish School District is very proud of Ms. Spiese and her accomplishments.

Mr. Michael LaGarde entered the meeting during the foregoing presentation.

Mr. Bubba Orgeron, Assistant Superintendent of Instruction and Student Support Services, presented revisions to policy FILE: B-16 School Board Ethics (*Policy Alert* attached).

RECOMMENDATION NO. 1

The Committee recommends that the Board approve, as presented, revised policy FILE: B-16 School Board Ethics.

FILE: B-16
Cf: A-5, F-5, F-5.1

SCHOOL BOARD ETHICS

Recognizing that as a Member of a public school board and that each School Board Member is filling a position of public trust, responsibility, and authority endowed by the State of Louisiana, the Terrebonne Parish School Board, individually and collectively, shall subscribe to the principles of the Louisiana School Boards Association, by which a School Board Member should be guided.

1. My allegiance is first to the children of my parish or city school system and not to any political party or business organization.
2. I will not seek through my office special privileges or private gain, nor will I use my position to promote my business or professional interest.
3. I will seek to provide equal educational opportunities for all the children regardless of race, creed, or location.
4. I recognize that it is my duty to assist in formulating educational policy. However, I recognize that it is the duty and responsibility of the Superintendent in his capacity as executive officer to see that these policies are carried out.
5. I understand that in the selection of teachers and all other school personnel, the Superintendent nominates candidates for these positions and selection by the Board is made from such nominations based on merit alone. I will not bring pressure on the Superintendent to nominate candidates in whom I have a special interest. I will insist that the School Board reserve to the Superintendent the privilege and responsibility of nominations of candidates for school personnel. I recognize that the training of the child is a paramount matter and

that giving employment is a secondary matter.

6. I understand that I have no authority as an individual School Board Member but must act with and through the School Board as a whole, and I must be governed by the decisions of the School Board.
7. I will keep myself as well informed as possible about the conditions in the school system and about such other matters as will help me serve as an efficient School Board Member.
8. Understanding that as a representative of the public, I will endeavor to keep the public informed about the progress and needs of the schools.
9. I will refrain from making any commitment upon any subject, which rests within the School Board's authority for final discussion and decision.
10. Recognizing that all school personnel should work in close cooperation, I will give my hearty support to the total school program. I will not publicly criticize school personnel but will make such criticism to the Superintendent for investigation and action if necessary.
11. Recognizing that the Superintendent is the executive officer of the school system, any recommendations and complaints that may have been submitted to me shall be referred to the Superintendent for presentation to the School Board.
12. I will affiliate with my professional organization, the Louisiana School Boards Association, and as far as possible will attend the convention and take part in its activities.
13. Recognizing that the expenditure of public school funds is a public trust, I will endeavor to see that all public funds shall be expended efficiently, economically, and for the best interest of the schools.
14. With a basic belief in the dignity of the individual, I will respect

teachers, and as a Board Member, I will not subject their daily lives to harsh or petty restrictions, which I would not impose on other good citizens.

15. I will attend School Board meetings with an open mind and listen to what other School Board Members and other individuals or groups have to say before making final decisions.
16. I will continue my interest in the school program at all times and as an individual citizen and champion of the schools, I will guard the interests of the school. When citizens and patrons who do not know or fail to remember my limitations of authority call on me to correct some situations in connection with the school, I will not avoid the issue by denying authority but will counsel with the applicant and advise him of procedure to be followed to resolve the problem in the best interest of education.
17. As the administration of the schools of Louisiana is conducted on parish-wide or city-wide basis and as my responsibility is to all the children, I will consider the program for the whole administrative unit in making my decisions. I will not try to seek special privileges for my own ward.
18. Recognizing the rights of the employee and the School Board, I will insist on following completely the procedure stipulated by law in every case where a teacher or other employee is being tried for incompetence or other causes, which might subject him to dismissal.

In addition, certain actions of elected officials may be considered improper, and in some circumstances, illegal. Actions, which may present a conflict of interest, acceptance of gifts, or solicitations, or gratuities, abuse of authority of office or position, and decisions regarding the employment of a family member of an official, are all subject to statutory restrictions. The ethical conduct of School Board Members, as well as other designated officials, shall be in accordance with state law.

ETHICS EDUCATION AND TRAINING

All School Board Members and employees shall be required to receive a

minimum of one (1) hour of education and training on the Louisiana Code of Governmental Ethics, annually. Education and training shall be provided by employees of the Louisiana Board of Ethics or others authorized to provide such training by the Louisiana Board of Ethics, and shall be administered through seminars or via the Internet.

GIFTS

Acceptance of personal gifts by any School Board Member or employee of the Terrebonne Parish School Board from persons or firms doing business with the School Board, or any department or school thereof, is prohibited. Reduced cost and/or free travel expenses are also defined as gifts with regard to this policy provision. This policy provision does not preclude acceptance of food, drinks, refreshment of a social nature or participation in a social event, provided the value of the food, drink, or refreshment does not exceed that amount permitted under state law. It also shall not preclude the acceptance of campaign contributions for use in meeting campaign expenses by any employee or School Board Member who is or becomes a candidate for election to any public office.

NEPOTISM

No member of the immediate family of an agency head shall be employed in his/her agency. No member of the immediate family of a member of a governing authority or the chief executive of a governmental entity shall be employed by the governmental entity, with limited exception as outlined below.

The provisions above shall not prohibit the continued employment of any public employee nor shall it be construed to hinder, alter, or in any way affect normal promotional advancements for such public employee where a member of a public employee's immediate family becomes the agency head of such public employee's agency, provided that such public employee has been employed in the agency for a period of at least one year prior to the member of the public employee's immediate family becoming the agency head.

EXCEPTIONS

Any School Board Member, Superintendent, or principal whose immediate family member is employed or who may be employed, as excepted below, shall recuse himself/herself from any decision involving the promotion or assignment of teaching or service location of such employee.

1. Any member of the immediate family of any School Board Member or the Superintendent may be employed as a classroom teacher provided that such family member is *certified to teach* or is *temporarily authorized to teach while pursuing certification*.
2. Any immediate family member of a member of the School Board or the Superintendent who is employed pursuant to paragraph 1 above may be promoted to an administrative position, provided that such family member has the appropriate qualifications and certifications for the promotional position. For the purposes of such promotions, the term *certifications* shall not include any temporary or provisional certification or certifications.
3. An immediate family member of an athletic director of a school may be employed as a coach at such school.
- 4. Any member of the immediate family of any School Board Member or of the Superintendent may be employed as a school bus operator provided that such family member is certified as a school bus operator.**

PROHIBITED TRANSACTIONS

Any School Board Member, Superintendent, or employee is prohibited by state law, with limited exception as provided in La. Rev. Stat. Ann. §42:1120, from participating in a transaction in which he/she has a personal substantial economic interest of which he/she may be reasonably expected to know involving the governmental entity. Also, any School Board Member, Superintendent, or employee is prohibited by state law, except as provided in La. Rev. Stat. Ann. §42:1120, from participating in a transaction involving the governmental entity in which, to his/her actual knowledge, any of the following persons has a substantial economic interest:

1. Any member of his/her immediate family.
2. Any person in which he/she has a substantial economic interest of which he/she may reasonably be expected to know.
3. Any person of which he/she is an officer, director, trustee, partner or employee.
4. Any person with whom he/she is negotiating or has an arrangement concerning prospective employment.
5. Any person who is a party to an existing contract with such public servant, or with any legal entity in which the public servant exercises control or owns an interest in excess of twenty-five percent, or who owes anything of economic value to such public servant, or to any legal entity in which the public servant exercises control or owns an interest in excess of twenty-five (25) percent, and who, by reason thereof, is in a position to affect directly the economic interests of such public servant.

Every public employee shall disqualify himself/herself from participating in a transaction involving the governmental entity when a violation of state law would result.

ABUSE OF OFFICE

No School Board Member, Superintendent, or employee shall use the authority of his/her office or position, directly or indirectly, in a manner intended to compel or coerce any person or other public servant to provide himself/herself, any other public servant, or other person with anything of economic value.

No School Board Member, Superintendent, or employee shall use the authority of his/her office or position, directly or indirectly, in a manner intended to compel or coerce any person or other public servant to engage in political activity.

No School Board Member shall act in an individual capacity to use the authority of his/her office or position as a member of the School Board in a

manner intended to interfere with, compel or coerce any personnel decision, including the hiring, promotion, discipline, demotion, transfer, discharge, or assignment of work to any school employee.

No School Board Member shall use the authority of his/her office or position as a member of the School Board in a manner intended to interfere with, compel, or coerce any school employee to make any decision concerning benefits, work assignment, or membership in any organization.

TRANSACTIONS AFTER TERMINATION OF PUBLIC SERVICE

No former agency head or elected official shall, for a period of two (2) years following the termination of his/her public service as the head of such agency or as an elected public official serving in such agency, assist another person, for compensation, in a transaction, or in an appearance in connection with a transaction, involving that agency or render any service on a contractual basis to or for the Board.

No former member of the School Board shall, for a period of two (2) years following the termination of his/her public service on such Board, contract with, be employed in any capacity by, or be appointed to any position by the Board, except that the School Board may employ a former member for any classroom teaching position which requires a valid Louisiana teaching certificate or a school psychologist with a valid certificate in school psychology, provided the former School Board Member holds such a certificate.

No former School Board employee shall, for a period of two (2) years following the termination of his/her employment, assist another person, for compensation, in a transaction, or in an appearance in connection with a transaction in which such former public employee participated at any time during his/her public employment and involving the School Board by which he/she was formerly employed, or for a period of two (2) such years following termination of his/her employment, render any service which such former public employee has rendered to the School Board during the term of his/her public employment on a contractual basis, regardless of the parties to the contract, to, for, or on behalf of the School Board with which he/she was formerly employed.

FEDERAL GUIDELINES: CONFLICT OF INTEREST

In addition to other ethics provisions, in receiving federal funds the School Board shall ensure compliance with federal guidelines covering conflict of interest and governing the actions of officers and employees engaged in the selection, award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by federal funds if a real or apparent conflict of interest would be involved. Such a conflict may arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization, which employs or is about to employ any of the parties indicated herein, has a financial or other interest in, or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the School Board shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to contracts.

Employees and volunteers shall be required to report any actual, possible, or perceived conflict of interest, which they or others have, or may have, to their immediate supervisor as soon as they become aware of the conflict. A School Board Member shall report the perceived conflict of interest to the Superintendent and School Board attorney.

Anyone who engages in activities that violate these provisions, including failure to disclose a conflict of interest, may be subject to disciplinary action, up to and including, termination of employment, and/or other appropriate sanctions.

DEFINITIONS

Agency means a department, office, division, agency, commission, board, committee, or other organizational unit of a governmental entity. For public servants of political subdivisions, it shall mean the agency in which the public servant serves, except that for members of any governing authority and for the elected or appointed chief executive of a governmental entity, it shall mean the governmental entity.

Agency head means the chief executive or administrative officer of an agency or any member of a board or commission who exercises

supervision over the agency.

Immediate family as the term relates to a public servant means his/her children, the spouses of his/her children, his/her brothers and their spouses, his/her sisters and their spouses, his/her parents, his/her spouse, and the parents of his/her spouse.

Public servant means a public employee or an elected official.

Political activity means an effort to support or oppose the election of a candidate for political office in an election.

Substantial economic interest means an economic interest which is of greater benefit to the public servant or other person than to a general class or group of persons, except:

- (a) The interest that the public servant has in his/her position, office, rank, salary, per diem, or other matter arising solely from his/her public employment or office.
- (b) The interest that an elected official who is elected to a house, body, or authority has in a position or office of such house, body, or authority which is required to be filled by a member of such house, body, or authority by law, legislative rule, or home rule charter.
- (c) The interest that a person has as a member of the general public.

Transaction involving the governmental entity means any proceeding, application, submission, request for a ruling or other determination, contract, claim, case, or other such particular matter, which the public servant or former public servant of the governmental entity in question knows or should know:

- (a) Is, or will be, the subject of action by the governmental entity.
- (b) Is one to which the governmental entity is or will be a party.
- (c) Is one in which the governmental entity has a direct interest. A transaction involving the agency of a governmental entity shall

have the same meaning with respect to the agency.

Revised: December 1997

Revised: December 1999

Revised: November 2003

Revised: January 2007

Revised: March 2009

Revised: February 2011

Revised: September 2012

Revised: January 2016

Revised: July 2016

Revised: October 2021

Ref: 2 CFR 200.318 (*General Procurement Standards*); La. Rev. Stat. Ann. §§ 17:81, 17:428, 42:1101, 42:1102, 42:1112, 42:1115, 42:1115.1, 42:1116, 42:1119, 42:1120, 42:1121, 42:1123, 42:1170; Board minutes, 12-16-97, 12-14-99, 11-18-03, 1-16-07, 3-17-09, 2-15-11, 9-18-12, 1-19-16, 8-2-16, **11-2-21**.

Mr. Orgeron presented revisions to policy FILE: G-2 Curriculum (*Policy Alert* attached).

RECOMMENDATION NO. 2

The Committee recommends that the Board approve, as presented, revised policy FILE: G-2 Curriculum.

FILE: G-2

CURRICULUM

The Terrebonne Parish School Board has the responsibility to establish and maintain a quality program of instruction for the elementary and secondary schools of the school district.

The Superintendent shall be responsible for coordinating and maintaining the instructional program in accordance with the provisions of the state constitution, state statutes, rules and regulations of the Louisiana Board of Elementary and Secondary Education (BESE), and the policies of the

Board.

The organization and scheduling of subjects in the curriculum of the school district shall conform to BESE requirements and statewide content standards for required subjects. The curriculum shall provide learning experiences and prospective achievement for each child according to their individual needs and offer pupils a basic body of understanding, attitudes, knowledge, and skills.

By the end of the eighth (8th) grade, every student, with the assistance of his/her parent or other legal custodian and school counselor, and for a student with an exceptionality, except a student identified as gifted or talented and who has no other exceptionality, the student's *Individualized Education Program* team, **in conjunction with the student's parent or legal guardian**, if applicable, shall begin to develop an *Individual Graduation Plan* to guide future academic course work in order for the student to explore education and career possibilities. The plan shall be reviewed annually and updated **revised**, as necessary, to identify the courses to be taken each year until all required core courses are completed. **Upon completion of the review**, each student's *Individual Graduation Plan* shall be signed by the student, the student's parent or other legal custodian **guardian**, and the school counselor.

Prior to revising a student's individual graduation plan, the school counselor shall meet with the student's parent or legal guardian, either in person or virtually, to explain the possible impacts the revisions to the plan might have on the student's graduation requirements and postsecondary education goals. Any revisions to a student's plan shall be approved, in writing, by the student's parent or legal guardian.

CAREER MAJOR

The curriculum design within the high schools shall include a career major comprised of challenging academic courses and modern career and technical studies. Such a curriculum design shall allow each high school student to choose a career option at the high school level, which includes activities designed to introduce students to occupations in demand in Louisiana. The School Board shall develop and offer one or more career major programs aligned to state and regional workforce demands,

pursuant to policies adopted by BESE.

ELECTIVES

The Board of Elementary and Secondary Education (BESE) has granted school systems the authority to develop, review, and approve all locally-initiated electives, in accordance with the *Louisiana Handbook for School Administrators*, Bulletin 741. The process shall ensure alignment with standards-based initiatives, compliance with current BESE policies, and all laws and regulations pertaining to students with disabilities. Electives courses shall enhance, expand, and/or refine the core curriculum. Elective courses shall not replace, duplicate, or significantly overlap the content of core curriculum or other approved electives.

Proper documentation of all approved electives shall be maintained by the School Board.

Revised: December 1997

Revised: October 2001

Revised: February 2010

Revised: July 2013

Revised: December 2014

Revised: October 2021

Ref: La. Rev. Stat. Ann. §§17:154, 17:181, 17:182, 17:183, 17:183.1, 17:183.2, 17:183.3, 7:183.5, 17:261, 17:262, 17:2925; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; Board minutes, 12-16-97, 12-18-01, 2-23-10, 7-16-13, 12-16-14, **11-2-21**.

Mr. Alton Johnson, Supervisor of Child Welfare and Attendance, presented revisions to policy FILE: G-3.10 Kindergarten (*Policy Alert* attached). He stated that kindergarten would be mandatory beginning with the 2022-2023 school year.

RECOMMENDATION NO. 3

The Committee recommends that the Board approve, as presented, revised policy FILE: G-3.10 Kindergarten.

FILE: G-3.10
Cf: H-2.2, H-2.3
Cf: H-2.3a, H-2.3c

KINDERGARTEN

The Terrebonne Parish School Board shall offer full-day kindergarten instruction to each eligible child **who turns five (5) years of age on or before September 30th of the calendar year in which the school year begins.** ~~and require every~~ Each child entering kindergarten for the first time **shall** be given a valid and reliable readiness assessment at the beginning of the school year. The results of this assessment shall be used for measuring student readiness for kindergarten and for planning instruction. ~~Each child entering kindergarten for the first time shall be assessed at the beginning of the school year.~~ The parent or guardian of each child shall be advised of the child's level of readiness.

New policy: October 2011

Revised: July 2013

Revised: October 2021

Ref: La. Rev. Stat. Ann §§.17:24.4, **17:151.3**, 17:391.11; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; Board minutes, 10-18-11, 7-6-13, **11-2-21**.

Mr. Johnson presented revisions to policy FILE: H-2.2 Compulsory School Attendance Ages (*Policy Alert* attached).

RECOMMENDATION NO. 4

The Committee recommends that the Board approve, as presented, revised policy FILE: H-2.2 Compulsory School Attendance Ages.

FILE: H-2.2
Cf: H-2.1a

COMPULSORY SCHOOL ATTENDANCE AGES

Except as provided by law, every child in the state is required by state law

to attend public or ~~private~~ **nonpublic** school from the child's seventh (7th) birthday until his/her eighteenth (18th) birthday, unless the child graduates prior to his/her eighteenth (18th) birthday. Any child below the age of seven (7) who legally enrolls in school shall also be required to attend school. If a child in these age brackets was a resident of this parish when school opened and enters school late without having attended another public or ~~private~~ **nonpublic** school or approved home study program during the current school session within or without the parish, a statement should be secured from the parents or guardian giving the reasons why the child has not been in school. If these reasons are not satisfactory, the matter should be referred to the Supervisor of Child Welfare and Attendance, who may find it necessary to refer it to the proper court.

Beginning with the 2022-2023 school year, the parent or legal guardian of a child who resides in Louisiana and who is age five (5), by September thirtieth of the calendar year in which the school year begins, through age eighteen (18) shall send the child to a public or nonpublic school, as defined by La. Rev. Stat. Ann. §17:236, unless the child's parent or legal guardian opted to defer enrollment of his/her child in kindergarten pursuant to La. Rev. Stat. Ann. §17:151.3(D) or the child graduates from high school prior to his/her eighteenth birthday. A child below the age of five (5), who legally enrolls in school, shall also be subject to these provisions.

EXCEPTIONS

Certain exceptions to the compulsory attendance laws are allowed as provided by state law and included in policy FILE: *H-2.1a, Absences and Excuses*. In addition, statutes provide for the following:

1. The parent, tutor, or other person responsible for the school attendance of a child between the ages of sixteen (16) and eighteen (18) who is enrolled in school may request that the student be allowed to attend an effective adult education program or a career and technical education program.
2. A child who is at least seventeen (17) years of age and who, after successfully completing a program established by the Louisiana Board of Elementary and Secondary Education, has

been issued a Louisiana high school equivalency diploma in accordance with criteria established by the Louisiana Board of Supervisors of Community and Technical Colleges shall be considered exited from high school and shall not be subject to compulsory attendance laws.

3. Compulsory attendance does not apply to any child who is under the age of seventeen (17) and is attending or seeking admission to a National Guard Youth Challenge Program in Louisiana.

FAILURE TO COMPLY

Failure to abide by the compulsory school attendance laws of the state may result in a referral to *Families in Need of Services (FINS)* which is a state mandated program or to the District Court with jurisdiction.

Revised: May 1999

Revised: September 2001

Revised: October 2002

Revised: February 2006

Revised: March 2009

Revised: September 2010

Revised: October 2011

Revised: October 2021

Ref: La. Rev. Stat. Ann. §§**17:151.3**, 17:221, 17:226, 17:226.1, 17:233; La. Children's Code, Art. 730; Bulletin 741, Louisiana Handbook for School Administrators, Louisiana Department of Education; Board minutes, 5-18-99, 9-18-01, 10-15-02, 2-21-06, 3-17-09, 09-21-10, 10-18-11, **11-2-21**.

Mr. Orgeron presented NEW policy FILE: G-2.4c.2 Cameras in Special Education Classrooms (*Policy Alert* attached).

RECOMMENDATION NO. 5

The Committee recommends that the Board approve, as presented, NEW policy FILE: G-2.4c.2 Cameras in Special Education Classrooms.

NEW POLICY

FILE: G-2.4c.2
Cf: E-1.2c, G-2.4c

CAMERAS IN SPECIAL EDUCATION CLASSROOMS

A parent or legal guardian may submit a written request to have cameras that record both video and audio installed in a special education classroom. The Terrebonne Parish School Board shall consider such request according to the procedures developed pursuant to this policy, and upon approval of such request, will facilitate the installation and operation of the cameras requested, in accordance with state law, and the policy and procedures of the School Board. The implementation of this policy and any request shall be contingent upon adequate funding being available.

For purposes of this policy, *classroom* shall mean a self-contained classroom or other special education setting in which a majority of students in regular attendance are provided special education and related services and are assigned to one or more self-contained classrooms or other special education settings for at least fifty percent (50%) of the instructional day and for which a parent or legal guardian has requested a camera to be installed. Classroom *shall not* mean special education classrooms and other special education settings where the only students with exceptionalities receiving special education and related services are those who have been deemed to be gifted or talented and have not been identified as also having a disability.

The School Board shall ensure/provide:

1. Proper location and placement of cameras. The recording of the interior of a restroom or any area designated for students to change or remove clothing shall be prohibited.
2. Written notice of the placement of the cameras shall be provided to persons who enter a classroom where a camera is installed, including teachers and other school employees, students in the classroom, the students' parents and legal guardians, and authorized visitors.

3. Training concerning the provisions of this policy for any teacher or other school employee who provides services in a classroom where cameras are installed.
4. Procedures for proper retention, storage, and disposal of the video and audio data recorded. Recordings shall be retained for at least one month from the recording date.
5. Protection of student privacy and development of procedures for determining to whom and under what circumstances the recordings may be disclosed including:
 - A. Limiting viewing of the recordings to the Superintendent or his/her designee and the parent or legal guardian of a recorded student upon request.
 - B. Requiring any person who views a recording and who suspects the recordings show a violation of state or federal law to report the suspected violation to the appropriate law enforcement agency.
6. Each camera installed shall be in compliance with the National Fire Protection Association's Life Safety Code.
7. Procedures for the approval or disapproval of a request for the installation and operation of cameras in a classroom.
8. Procedures regarding how a parent or legal guardian may request to review a recording, under what circumstances a request may be made, and any limitations to a request.

Recordings made pursuant to this policy shall be confidential and shall not be public record. However, a recording may be viewed by the Superintendent or his/her designee, the parent or legal guardian of a recorded student, or by law enforcement officials as provided in the policies required by item number 5 above.

The recordings shall not be considered "personally identifiable information" as defined in La. Rev. Stat. Ann. §17:3914.

New policy: October 2021

Ref: La. Rev. Stat. Ann. §17:1948; **Board minutes, 11-2-21.**

Mr. Johnson presented revisions to policy FILE: H-2.3 School Admission (*Policy Alert* attached).

RECOMMENDATION NO. 6

The Committee recommends that the Board approve, as presented, revised policy FILE: H-2.3 School Admission.

FILE: H-2.3

Cf: H-2.3a, H-3.5d, H-3.6b

SCHOOL ADMISSION

The Terrebonne Parish School Board shall admit students to the schools of the school district once the student has been registered for school by the parent or legal guardian, under such rules and regulations as the School Board may prescribe.

The School Board shall grant admission or readmission to school to any person who meets all of the following criteria:

1. Resides within the geographic boundaries of the school system.
2. Meets the eligibility requirements for school entrance pursuant to statutory provisions.
3. Is nineteen (19) years of age or younger on September 30th of the calendar year in which the school year begins or is twenty (20) years of age on September 30th of the calendar year, in which the school year begins, and has sufficient course credits that he/she will be able to graduate within one (1) school year of admission or readmission.
4. Has not received a high school diploma or its equivalent.

5. Is otherwise eligible for enrollment in a public school pursuant to state law and the policies of the School Board and the Louisiana Board of Elementary and Secondary Education.

If a person meets all of the criteria stated above, the School Board shall not deny admission or readmission based on any of the following characteristics:

1. The person voluntarily withdrew from school.
2. The person is pregnant.
3. The person is a parent.
4. The person is married.

The admission or readmission of a person who will be twenty (20) years of age on September 30th of the calendar year in which the school year begins shall be limited to grade twelve (12).

The admission or readmission of a person with exceptionality shall be subject to federal and state law governing the age of eligibility for services for students with exceptionalities.

No child shall be admitted to school for the first time until his/her parents do the following:

1. Present to school officials an official birth certificate. A short-form birth certification card shall be acceptable. Only records from the local or state registrar of vital statistics shall be accepted for children born in Louisiana, except as otherwise provided herein. Children born in Louisiana shall be given a fifteen (15) day grace period to secure a copy of their birth record. Children born out of Louisiana shall be given thirty (30) days grace in which to produce a copy of their birth record. In cases where birth certificates and/or birth verification forms cannot be obtained, the school principal may accept whatever positive proof of age, race, and parentage is available. It shall be left to the discretion of the Superintendent

or designee as to whether or not a child shall continue in school upon failure to comply herewith.

2. Present to school officials satisfactory evidence of immunity to or immunization against vaccine-preventable diseases according to the age appropriate schedule approved by the Office of Public Health, Department of Health and Hospitals.
3. Present to school officials all official school records of school previously attended or information needed to access such records when transferring from another school to one inside the School District, including necessary authorization to obtain and/or access any and all records of the enrolling student.
4. Present to school officials as a prerequisite to enrolling in the first grade, evidence of having attended at least a full-day public or private kindergarten for a full school year; or satisfactorily passed academic readiness screening administered by the school system prior to the time of enrollment in first grade.
5. Present to school officials evidence of being bona fide residents of the school district, with limited exception. However, children temporarily residing within the jurisdiction of the School Board who have no permanent address, who have been abandoned by their parents, or who are in foster care shall be admitted to school, except as may be allowed by statute.

ADMISSION OF CHILDREN OF MILITARY FAMILIES

The School Board shall allow a dependent child of an active duty member of the United States Armed Forces, of the military reserve forces, or of the National Guard or a Department of Defense civilian to register and preliminarily enroll in a public school under its jurisdiction by remote means, including electronic means, prior to becoming a resident of the state, provided all of the following apply:

1. **The student's parent or legal guardian is transferred or pending transfer to a military installation or comparable duty location in Louisiana pursuant to an official military order.**

- 2. The student's parent or legal guardian provides a copy of the official military order transferring the parent or legal guardian to a military installation or comparable duty location in Louisiana to the School Board.**
- 3. The student's parent or legal guardian completes and submits all required registration and enrollment forms and documentation, except that proof of residency shall not be required until ten (10) days after the arrival date specified on the parent or legal guardian's transfer orders.**

The School Board shall provide a student of a military family who remotely registers the same enrollment opportunities available to resident students, including requesting and applying for school assignment, registering for courses, participating in extracurricular activities, and applying to any school or program that requires an additional request, including a lottery for admission to a specific school or program.

A student of a military family registered and enrolled shall not attend school until proof of residency is provided in accordance with School Board policy.

ADMISSION OF EXPELLED STUDENTS

No student who has been expelled in accordance with state law from any school in the state shall be admitted to any school in the school system except upon the review and approval of the School Board.

No student who has been expelled from any school outside the state of Louisiana or any nonpublic school within Louisiana for committing any of the offenses enumerated in state law shall be admitted to any school in the school system except upon the review and approval of the governing body of the admitting school.

ADMISSION OF NON-RESIDENT STUDENTS

The School Board may, by mutual agreement, provide for the admission to any school of pupil(s) residing in an adjoining city, parish, or other local School Board district, and for transfer of funds or other payments by one School Board to another on account of such attendance.

STUDENTS RESIDING NOT MORE THAN ONE MILE FROM SCHOOL

If not specifically contrary to the provisions of a valid and applicable court order, the School Board shall admit and assign a student to attend any public school requested by a parent or other person responsible for the student's school attendance when the requested school has space available, suitable grade levels, and the child resides not more than one mile from such school. The one-mile distance shall be measured by the distance to be traveled on public streets or highways, or by the boundary of a subdivision. Such assignment shall apply regardless of parish boundaries. The School Board, however, shall have final authority and responsibility for the assignment, transfer, and continued attendance of students in schools within the School Board's jurisdiction.

STUDENTS RIDING SCHOOL BUSES FOR MORE THAN ONE HOUR

If not specifically contrary to the provisions of a valid and applicable court order, a student riding a school bus for one hour or more to the school assigned may transfer to, enroll in, and attend a public school in an adjoining school system upon written application to the Superintendent of the adjoining school system for his/her approval. Approval must be granted before the student is allowed to enroll in the school system.

Documentation of the time required to transport the student shall be presented to the Superintendent of the school system in which the student is currently enrolled as well as the Superintendent of the adjoining school system. The Superintendent of the school system in which the student is currently enrolled may dispute the accuracy of the documentation by requesting, in writing, within ten (10) days of receipt of the documentation, a hearing on the question of the time required to transport the student before the School Board of the adjoining school system. A hearing shall be held within thirty (30) days of receipt of the written request. The finding of the School Board of the adjoining school system shall be final.

For the transfer to occur, the adjoining school system shall provide transportation for the student. The time required to transport the student from his/her home to the school assigned shall be less than one (1) hour.

ADMISSION OF STUDENTS WHO COMMIT A FELONY

The conviction of any student of a felony or the incarceration of any student in a juvenile institution for an act, whether committed in Louisiana or any other state or country, which had it been committed by an adult would have constituted a felony in Louisiana, may be sufficient cause for the Superintendent to refuse admission of the student to any school in the school district, except upon review and approval of a *majority of the elected members of the School Board* when a request for admission has been made to the School Board.

ADMISSION OF HOMELESS STUDENTS

Except as provided above with regard to students who have been expelled, no provision in this or any other Terrebonne Parish School Board policy shall be interpreted to impede the immediate or continued enrollment of homeless youth, as addressed in policy *H-2.3c, Homeless Students*.

ADMISSION OF STUDENTS WITH SPECIAL NEEDS

Neither the School Board nor any public school shall require the parent or legal guardian of any student to disclose the student's medical information or special education needs prior to enrolling the student in a public school, unless otherwise specifically required by law.

Nothing herein shall prohibit a public school from providing an enrollment preference to a student with special needs when the student's parent or legal guardian has voluntarily provided the school with information regarding such needs.

Revised: April 1999

Revised: October 2000

Revised: September 2001

Revised: July 2003

Revised: October 2008

Revised: September 2010

Revised: December 2014

Revised: January 2017

Revised: October 2021

Ref: 42 USC 11431 et seq. (*Stewart B. McKinney Homeless Assistance Act*); La. Rev. Stat. Ann. §§**17:101**, 17:151.3, 17:167, 17:221, 17:221.2, 17:222, 17:235.1, 17:238, 17:416, 17:3914; Singleton v. Jackson Municipal Separate School District, 419 F. 2d 1211 (5th Cir., 1970); Louisiana Handbook for School Administrators, Bulletin 741, Louisiana Department of Education; Board minutes, 7-26-55, 6-10-70, 12-13-88, 4-20-99, 10-17-00, 9-18-01, 7-15-03, 10-21-08, 9-21-10, 12-16-14, 2-7-17, **11-2-21**.

Mr. Johnson presented revisions to policy FILE: H-2.4a Public School Choice (*Policy Alert* attached).

RECOMMENDATION NO. 7

The Committee recommends that the Board approve, as presented, revised policy FILE: H-2.4a Public School Choice.

FILE: H-2.4a

PUBLIC SCHOOL CHOICE

The Terrebonne Parish School Board is required by both Federal law and the Louisiana School Accountability Program to develop and maintain a *Public School Choice* policy for any school with a *School Performance Score (SPS)* below levels set by the Board of Elementary and Secondary Education (BESE). *School Choice* allows eligible students to transfer to an academically acceptable school.

Once schools eligible to receive students have been identified, a school-site utilization study shall be conducted, as needed in all schools, to determine the extent to which capacity exists to possibly accommodate students from schools offering choice, including students with special needs and/or students with disabilities. Only those schools that are labeled *academically acceptable* shall be considered eligible to receive students.

The Superintendent and staff shall be responsible for developing and managing a *School Choice Plan*, which shall determine the schools to

which students may transfer, which students shall have priority in transferring, and all other regulations and procedures for supervising school choice within the school district.

Notification

Notification of parents of their school choice options shall be sent as early as possible, but not later than the first day of the school year for the schools that are required to offer choice. If there are no choice options available, this information shall be included in the notification sent parents.

Eligibility of Students

All students in a school required to offer choice shall be eligible to transfer. However, the School Board shall give priority to students from the lowest performing schools.

LOUISIANA PUBLIC SCHOOL CHOICE

Unless a violation of a court order, the parent or legal guardian of any student may seek to enroll his/her child in the public school of his/her choice, without regard to residence, school system geographic boundaries, or attendance zones, provided that:

1. The public school in which the student was most recently enrolled, or would otherwise attend, received a school performance letter grade of D or F for the most recent school year, and
2. The school to which the student seeks to enroll received a school performance letter grade of A, B, or C, for the most recent school year, and has sufficient capacity at the appropriate grade level.

The School Board shall define “capacity” for each school, and determine a transfer request period which shall begin no later than March first and end no earlier than March twenty-eighth, annually. Prior to the transfer request period, the School Board shall notify parents and legal guardians of students enrolled in schools that received a D or F school performance

letter grade of the following:

- 1. The provisions of the Louisiana Public School Choice policy;**
- 2. Schools under the jurisdiction of the School Board that received an A, B, or C school performance letter grade, if any;**
- 3. The process for submitting student transfer requests; and,**
- 4. The page on the Louisiana Department of Education's website that contains school performance data.**

Transportation shall not be provided to a student who enrolls in a public school that is located outside the geographic boundaries of the School Board in which the student resides, if providing such transportation will result in additional cost to the School Board.

The Superintendent shall be authorized to develop pertinent administrative regulations and procedures governing students seeking enrollment under the *Louisiana Public School Choice* section of this policy. Such regulations and procedures shall include entering into interdistrict agreements with other city, parish, or local School Boards to provide for the admission of students, and the transfer of school funds or other payments by one School Board to another for, or on account of, such attendance.

Enrollment under *Louisiana Public School Choice* shall only be for one school year or applicable portion thereof, if a student enrolls after the start of the school year.

Adopted: October 2004

Revised: September 2014

Revised: October 2021

Ref: 20 U.S.C. 6316 (~~No Child Left Behind, Section 1116~~); La. Rev. Stat. Ann. §§17:105, 17:4035.1; Louisiana School, District, and State Accountability System, Bulletin 111, Louisiana Department of Education; Board minutes, 10-19-04, 9-16-14, **11-2-21**.

Mr. Johnson presented revisions to policy FILE: H-12 Student Privacy and

Educational Records (*Policy Alert* attached).

RECOMMENDATION NO. 8

The Committee recommends that the Board approve, as presented, revised policy FILE: H-12 Student Privacy and Educational Records.

FILE: H-12
Cf: G-9.4a

STUDENT PRIVACY AND EDUCATIONAL RECORDS

The Terrebonne Parish School Board acknowledges and affirms that parents, guardians, and students eighteen (18) years of age or older (eligible students) have certain rights under the Family Educational Rights and Privacy Act (FERPA) and Louisiana law with respect to the privacy, inspection, review, and disclosure of personally identifiable information (PII) contained in the student's education records.

DEFINITIONS

1. *Disclosure* shall mean to provide or permit access to, or the release, transfer, or other communication of personally identifiable information (PII) contained in education records by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.
2. *Educational records* shall be defined as records, which are directly related to a student and are maintained by the Terrebonne Parish School Board or school or by a person acting for the School Board or school. **Excluded** from the term *educational records* are records of instructional, supervisory, or administrative personnel which are in the sole possession of the maker and are not accessible or revealed to any other individual except a temporary substitute for the maker of the record; records of a law enforcement unit of the School Board (if any); records created or received by the School Board after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student; and grades on peer-graded papers before they are collected and

recorded by a teacher.

3. *Eligible Student* means a student who has reached eighteen (18) years of age or is attending an institution of post-secondary education.
4. *Legitimate educational interest* shall be defined as the interest that requires regular access for purposes of adding material, periodic review, filing new student data and/or removing inadequate, ambiguous, no longer relevant data; the interest having the educational well-being of the student in mind for purposes of continuing, improving or changing the education program of the student and the interest in which the person has a legitimate need to know. The Superintendent shall have the authority to determine those individuals who have legitimate educational interests for purposes of this policy, except that any such authorization must be consistent with federal law (FERPA).
5. *Parent or legal guardian* shall mean a student's natural parent, legal guardian, or other person or entity responsible for the student in the absence of a parent or legal guardian.
6. *Personally identifiable information* shall be defined as information about an individual that may be used on its own or with other information to identify, contact, or locate a single individual including, but not limited to, the following:
 - a. The student's name;
 - b. The name of the student's parent or other family members;
 - c. The address of the student or student's family member;
 - d. A personal identifier that can be used to distinguish or trace an individual's identity such as social security number, date and place of birth, mother's maiden name, or biometric records;
 - e. **Race and ethnicity data;**

- f. Any other information that is linked or linkable to a specific student such as medical, educational, financial, and employment information;
 - g. Two (2) or more pieces of information that separately or when linked together can be used to reasonably ascertain the identity of the person.
7. *School official* shall be defined as a teacher, school principal, school board member, counselor, attorney, accountant, human resources professional, information systems specialist, support or clerical personnel, school resource officer, authorized volunteer, or any school system employee who is authorized to perform a function or service on behalf of the Terrebonne Parish School Board. A contractor, consultant, volunteer, or other party to whom a school or institution has outsourced institutional services or functions is also considered a *school official* provided that they are performing an institutional service or function for which the School Board would otherwise use employees, and is under the direct control of the School Board, with respect to the use and maintenance of education records. See 34 CFR §99.31(a)(1)(i)(B).

FERPA PRIVACY RIGHTS

1. The right to inspect and review the student's education records within forty-five (45) days of the day the Terrebonne Parish School Board receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request an amendment to the student's education records that the parent or eligible student believes is inaccurate or misleading, or otherwise in violation of the student's privacy rights.

Parents or eligible students who wish to ask the school to amend their child's or their education records should write the school principal (or appropriate school official) indicating their desire, clearly identify the part of the records they believe to be inaccurate or misleading, and specify why it should be amended. If the decision is not to amend the record as requested, the Superintendent, or designee, shall notify the parent or eligible student of the decision and of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student, when notified of the right to a hearing.

3. The right to provide written consent to the disclosure of personally identifiable information (PII) contained within the student's education records, except to the extent that FERPA and Louisiana law authorize the disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Board to comply with the requirements of FERPA.

STUDENT IDENTIFICATION NUMBERS

To protect the privacy of its students, the Terrebonne Parish School Board will utilize and assign to each student in its jurisdiction a unique student identification number in accordance with La. Rev. Stat. Ann. §17:3914(C)(3). The student identification numbers shall not include or be based on social security numbers.

STUDENT INFORMATION DISCLOSURES

1. In accordance with La. Rev. Stat. Ann. §17:3914(H) and FERPA, access to student PII may be authorized by the Superintendent without parent/eligible student consent to *school officials* with legitimate educational interests. Disclosure of personally identifiable information from students' education records is also authorized without consent of the parent or eligible student, if the disclosure meets other conditions set forth below. The School Board is required to record disclosures of PII, except for disclosures to school officials,

disclosures related to judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student. Parents and eligible students have a right to inspect and review the record of disclosures.

2. The Superintendent is authorized to disclose PII from the education records of a student, without obtaining prior written consent of the parents or the eligible student, as follows:
 - a. To other *school officials* whom the school has determined to have legitimate educational interests in accordance with the annual notification of FERPA rights. For contractors, the student PII may be transferred to computers operated and maintained by the contractor and the contractor shall not allow access to or release student PII to any person or entity except as specified in the contract;
 - b. Upon request, to officials of another school, school system or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, **and for compliance with state and federal reporting requirements**. In accordance with the *Individuals with Disabilities Education Act* (IDEA), if a student with a disability is enrolled, or is going to enroll in a private school that is not located in the geographic jurisdiction of the Terrebonne Parish School Board of the parent's residence, parental consent must be obtained before any personally identifiable information about the student is released between the School Board and the private school;
 - c. To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or the Louisiana Department of Education. Disclosures may be made in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with federal and state legal requirements that relate to those programs. Student information provided to School Board Members, the Louisiana Department of

Education (LDE), or the Louisiana Board of Elementary and Secondary Education (BESE) shall be identifiable only by a student's identification number and aggregate data and shall be disclosed solely for the purpose of satisfying state and federal reporting requirements. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, or as expressly authorized by statute, if applicable requirements are met;

- d. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. Once the parent, guardian, or student of majority age has granted written consent for collection of certain data in accordance with La. Rev. Stat. Ann. §17:3914(K), such data shall be ~~disclosed solely~~ **used** for purposes of processing a student's application for **admission** to a Louisiana postsecondary education institution or to the Louisiana Office of Student Financial Assistance **Board of Regents and the office of student financial assistance, as a program under its jurisdiction,** for receipt of financial aid pursuant to such consent. **Failure to provide such consent may result in delays or prevent successful application for admission to a postsecondary educational institution and state and federal student aid.** Consent provided under La. Rev. Stat. Ann. §17:3914(K) shall continue unless withdrawn, in writing. ~~Notice of what items of student information collected and that disclosure will be restricted to Louisiana postsecondary education institutions or to the and of a parent's right to withdraw their previously provided consent will be provided annually.~~
- e. To the Louisiana Board of Regents, **and the office of student financial assistance, as a program under its jurisdiction,** to be used only by Board of Regents **staff** for required grant program reporting ~~staff~~ for the purposes of providing reports to each

public school governing authority on the postsecondary remediation needs, retention rates, and graduation rates for each high school under its jurisdiction and to evaluate **for the purpose of evaluating** comparative postsecondary performance outcomes based upon student transcript **data** in order to develop policies designed to improve student academic achievement. ~~Notice of what items of student information collected and that disclosure shall be restricted to the Board of Regents solely for the purposes of providing reports to the school governing authority and developing policies designed to improve student academic achievement and of a parent's right to withdraw their previously provided consent shall be provided annually.~~

- f. To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed as authorized **by** a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released.
- g. To organizations, conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. In no case shall a contractor be permitted to use student information to conduct predictive modeling for the purpose of limiting the educational opportunities of students;
- h. To accrediting organizations to carry out their accrediting functions;
- i. To parents of an eligible student, if the student is a dependent for IRS tax purposes;
- j. To comply with a judicial order or lawfully issued subpoena, subject to the requirements of Federal and State law;
- k. To appropriate officials in connection with a health or safety

emergency, subject to the requirements of Federal and State law;

- l. To an agency caseworker or other representative of a state or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with state or tribal law, for the care and protection of the student in foster care placement;
- m. To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions;
- n. Information provided in accordance with a contract between the School Board and a public or private entity, which has been contracted to perform student or education services, but only to the extent provided for in such a contract. Pursuant to La. Rev. Stat. Ann. §17:3913, information concerning the release of PII pursuant to any contract shall be available at the School Board's Central Office;
- o. Information required to be reported pursuant to Article 609 of the Louisiana Children's Code.

3. A statement shall be provided notifying the student's parent or legal guardian of exactly what items of student information will be collected and that disclosure of the student information collected shall be restricted to Louisiana postsecondary education institutions to be used for the purposes of processing applications for admission and for compliance with state and federal reporting requirements to the Board of Regents and to the office of student financial assistance, as a program under the board's jurisdiction, to be used for the purposes of processing applications for admission and for state and federal financial aid, for required grant program reporting, for providing reports to the school governing authority on the

postsecondary education remediation needs, retention rates, and graduation rates for each high school under its jurisdiction, and for evaluating comparative postsecondary education performance outcomes based on student transcript data in order to develop policies designed to improve student academic achievement. Annual notification shall be provided to the student's parent or legal guardian as to the right and process used to withdraw consent.

DIRECTORY INFORMATION

Unless directed, in writing, otherwise by a student's parent, legal guardian or a student who has reached the age of majority, the Terrebonne Parish School Board approves a person employed in a school or person authorized by the Superintendent to provide access to certain student personally identifiable information to further a legitimate educational purpose, in accordance with FERPA and La. Rev. Stat. Ann. §17:3914 as follows:

1. Information to facilitate a student's participation in a school-sanctioned extracurricular activity including, but not limited to, a sport, organization or club;
2. Information to facilitate the operation and daily activities within district facilities including, but not limited to, the display and use of student information in and around student facilities;
3. Programs and activities related to school-sanctioned performances or productions, events, award programs, and graduations;
4. University transcript requests, scholarships, and admissions;
5. LHSAA, NCAA, and other related sports programs or sanctioning entities;
6. Online resources and educational tools;
7. School photography and yearbook providers;
8. Any other information considered "Directory Information," to the

extent allowed in FERPA.

In addition, two federal laws require School Boards receiving assistance under the *Elementary and Secondary Education Act of 1965*, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses, and telephone listings – unless parents have advised the School Board that they do not want their student's information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. §7908) and 10 U.S.C. §503(c).] In accordance with federal statutory provisions, the School Board shall honor the requests of military recruiters for names, addresses, and phone numbers of high school students, unless parents have specified that such information not be released to military recruiters. Opt-out procedures will be provided in the student handbook.

ELECTRONIC DATA GOVERNANCE

Except as provided below, no person or public or private entity shall access a public school computer system on which student information is stored. No official or employee of a public school system shall authorize access to such a computer system to any person or public or private entity except as authorized in this policy.

The following persons may access a public school computer system on which student information for students at a particular school is stored:

1. A student who has reached the age of eighteen (18) or is judicially emancipated, or emancipated by marriage, and the parent or legal guardian of a student who is under the age of eighteen (18) and not emancipated. For a student who has reached the age of eighteen (18) or is emancipated, such access is limited to information about the student. For the parent or legal guardian of a student who has not reached the age of eighteen (18) and is not emancipated, such access shall be limited to information about the student. A student who has reached the age of eighteen (18), or is emancipated, and the parent or legal guardian of a student who has not reached the age of eighteen (18) and is not emancipated, may authorize, in writing, another person to access such information;

2. A teacher of record. Such access shall be limited to information about his/her current students;
3. The school principal and school registrar;
4. A school system employee employed at the school and designated by the principal. Such access shall be limited to student information necessary to perform his/her duties;
5. A person authorized by the Superintendent to maintain or repair the computer system or to provide services that the school system would otherwise provide;
6. A person authorized by the state to audit student records. La. Rev. Stat. Ann. §17:3914(D)(2).

The following persons may access a computer system of a city, parish, or other local public school system on which student information for students from throughout the system is stored:

1. The Superintendent of the school system;
2. A school system employee designated by the Superintendent. Such access shall be limited to student information necessary to perform his/her duties;
3. A person authorized by the Superintendent to maintain or repair the computer system or to provide services that the school system would otherwise provide;
4. A person authorized by the state to audit student records. La. Rev. Stat. Ann. §17:3914(D)(3).

Any person who is authorized to access a public school computer system, except a parent or legal guardian, shall maintain the confidentiality of any student information to which he/she has access.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The Terrebonne Parish School Board shall notify and permit parents/guardians/eligible students the opportunity to opt out of participation in student surveys, analyses, or evaluations that concern one or more of the following eight areas ("protected information surveys"): political affiliations or beliefs of the student or student's parent; mental or psychological problems of the student or family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of others with whom students have close family relationships; legally recognized privileged relationships (such as lawyers, doctors, or ministers); religious practices, affiliations, or beliefs; or income (other than required by law) to determine program eligibility. This requirement applies to the collection, disclosure, or use of student information for marketing purposes. Protected information survey opt-out forms shall be published in the student handbook and on the Terrebonne Parish School Board's website.

CREATION OF PROCEDURES

The Terrebonne Parish School Board recognizes its responsibility for establishing procedures governing the privacy of student records, consistent with federal and state laws and regulations. The School Board directs the Superintendent, or designee, to develop and maintain procedures for ensuring and exercising rights provided under this policy. Copies of implementing procedures shall be available at the School Board's Central Office and in each school office. Any access or disclosure and release of personally identifiable student information by the School Board and its assigns must be in accordance with federal and state law and regulations and authorized by the Superintendent.

EXEMPTION

This policy shall not apply to the completion or correction of required submissions to the Louisiana Department of Education or response(s) to financial audits commenced prior to the 2015-2016 school year.

REQUIREMENT FOR WRITTEN CONSENT

Written parental/eligible student consent shall be obtained prior to the release of any PII, unless the release of such PII is expressly authorized,

without written consent by this policy or by law.

Revised: October 2001

Revised: August 2003

Revised: February 2010

Revised: October 2015

Revised: March 2018

Revised: November 2018

Revised: October 2021

Ref: 20 USC §1232(g-i); 34 C.F.R. Part 99 (*Family Educational Rights and Privacy Act*); 20 USC §1400 et seq. (*Individuals with Disabilities Education Act*); 20 USC §7908 (*Armed Forces Recruiter Access to Student Information*); La. Rev. Stat. Ann. §§9:351, 17:81, 17:112, 17:221.3, 17:3914, 44:4, 44:4.1, 44:31, 44:32; La. Civil Code arts. 131, 134, 250; Louisiana Attorney General Opinion No. 15-0103; Board minutes, 8-15-03, 2-23-10, 10-20-15, 3-6-18, 12-4-18, **11-2-21**.

Mr. Orgeron presented the revised 2021-2022 School Calendar due to Hurricane Ida (attached). He outlined the additional required days and method of make-up minutes and/or assignments that will be added to schools that reopened after September 29, 2021.

There being no further business to come before the **Education, Technology, and Policy Committee**, the meeting was adjourned at 6:28 P.M.

Respectfully submitted,

Debi Benoit, Chairwoman

Matthew Ford, Vice Chairman

MayBelle Trahan, Ed.D.

ABO/jb

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

November 2, 2021

Dear Members of the Board:

The **FINANCE, INSURANCE, AND SECTION 16 LANDS COMMITTEE** met immediately following the 5:00 P.M. Buildings, Food Service, and Transportation Committee, and the Education, Technology, and Policy Committee meetings on Tuesday, October 19, 2021, in the Board Room of the School Board Office with the following members present: Mr. Clyde Hamner, chairman, Mr. Michael LaGarde, vice chairman, and Mrs. Stacy Solet. Also in attendance were Mrs. Debi Benoit, Mr. Matthew Ford, Mr. Gregory Harding, president, Dr. MayBelle Trahan, vice president, Mr. Dane Voisin, Superintendent Philip Martin, and members of the staff.

Chairman Hamner called the meeting to order.

Mr. Len Fontaine, Senior Vice President, Hub International, presented information on Group Health Claims.

Mr. Curtis Constrantiche, Risk Manager, addressed the Committee regarding the 2022 renewal of Stop-Loss Reinsurance for Group Health Insurance.

RECOMMENDATION NO. 1

The Committee recommends that the Board accept the renewal proposal from HCC Insurance Co., for Stop-Loss Reinsurance for Group Health, with a specific deductible of \$450,000 per claim with \$250,000 Tiered Split Fund for an estimated annual cost of \$554,769, effective January 1, 2022, through December 31, 2022.

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 August 2021 are approximately 1.9% higher than August 2020.

There being no further business to come before the **Finance, Insurance, and Section 16 Lands Committee**, the meeting adjourned at 6:36 P.M.

Respectfully submitted,

Clyde Hamner, Chairman

Michael LaGarde, Vice Chairman

Stacy Solet

RB/bp