

ADMINISTRATIVE RECORDS

School district records are public records and shall be available for inspection by any person at reasonable times during normal business hours. However, certain school documents, such as, but not limited to, pupil school health records, pupil report cards, supervisory reports on teachers, budget worksheets, and personnel folders are considered *confidential information* and are, therefore, exempt from public records statutes. Access to or release of privileged information such as pupil or personnel records, shall be governed by appropriate School Board policies and administrative regulations and procedures.

The Superintendent or his/her designee shall be designated as the official custodian of records for the Morehouse Parish School Board. Maintenance of all records shall include proper procedures to protect the safety, security, and confidentiality of records. Official records of the school district shall not leave school or district premises except for official school business.

Any person may request, in writing, a time to see such public records at a mutual, agreeable time with the office of the Superintendent, and such time and place shall be mutually stipulated during normal business hours. Any request to view records shall clearly state the specific records desired.

Notwithstanding any other provision of law, rule or regulation to the contrary, a School Board member and any other person authorized pursuant to written policy of the School Board shall have the right to examine any or all records of the school system except school employee records relative to evaluations, observations, formal complaints, and grievances. However, the School Board, upon *majority vote of the total School Board membership*, shall have the right to examine any or all records of the school system.

EMPLOYEES' SOCIAL SECURITY NUMBERS

Except as required by applicable law, regulation, or policy of the Louisiana Board of Elementary and Secondary Education (BESE), the School Board shall not use the social security number of a teacher or school employee as a means of identification for such teacher or employee. The teacher or employee shall not be required to include or provide his/her social security number on any form or other written document unless:

1. A social security number is required by any applicable law, regulation or policy of BESE; or
2. The form or written document is required for employment, retirement, application for leave or an individualized education plan.

The School Board or any school official or employee shall not provide access to any form

or document on which the social security number of a teacher or school employee appears to any person other than the following:

1. Any official or employee of the school at which the teacher or school employee works, the School Board, or the Louisiana Department of Education, when such access is necessary for the performance of the duties and responsibilities of the official or employee.
2. Any person authorized to have such access by the teacher or school employee.

PRESERVATION OF RECORDS

All persons and public bodies having custody or control of any public record, other than permanent records required by existing law to be kept for all time, shall exercise diligence and care in preserving the public record for the period or periods of time specified for such public records in formal records retention schedules developed and approved by the State Archivist and Director of the Division of Archives, Records Management, and History of the Louisiana Secretary of State. In all instances in which a formal retention schedule has not been executed, such public records shall be preserved and maintained for a period of at least three (3) years from the date on which the public record was made. However, when copies of an original record exist, the original alone shall be kept; when only duplicate copies of a record exist, only one copy of the duplicate copies shall be required to be kept. When an appropriate form of the microphotographic process has been utilized to record, file, and otherwise preserve such public records, with microforms produced in compliance with statutory provisions, the microforms shall be deemed originals in themselves, and disposition of original documents which have been microphotographically preserved and of duplicates and other copies thereof shall proceed in accordance with state law.

All existing records or records hereafter accumulated by the School Board, which participates in federal programs or receive federal grants, may be destroyed after three (3) years from the date on which the records were made in those cases where this provision is not superseded by guidelines for the operative federal program or grant requiring longer retention periods for the records in question. However, these records shall not be destroyed in any case where litigation with reference thereto is pending, or until the appropriate state or federal audits have been conducted.

DUPLICATION OF RECORDS

Copies of school district records may be requested at any time. The School Board shall require any person making the request for duplication to reimburse the School Board for the actual fees and costs incurred prior to providing any document, record, or item, unless the person is exempted from providing reimbursement. Duplication of records classified as *confidential information* shall not be permitted.

Persons making requests for duplication of records shall be encouraged to submit such requests in writing to expedite accurate processing of their requests. Requests should be sufficiently detailed to identify the documents sought to be copied. Questions regarding the appropriateness of having certain pieces of information duplicated shall be referred to the Superintendent and/or his/her designees for determination, and if necessary, to the School Board's attorney.

Costs associated with duplication of records shall include not only charges for copying, but any other reasonable costs or special service charge that may be incurred in the process of duplication. Costs for duplicating records shall be paid in advance, whenever possible. A schedule of fees used to calculate costs associated with duplication of records shall be set by the School Board, and posted where it can be readily accessed by the public.

DISPOSAL OF RECORDS

Records that have met their retention periods may be disposed of. Before disposal, the Superintendent or his/her designee shall ascertain if any of the records scheduled for disposal require further retention or are required for pending or on-going litigation. The Superintendent or designee, in consultation with the School Board's attorney, shall determine if there are any legal holds on records that are involved in state or federal investigations and/or require the records to be retained for a longer duration.

Once appropriateness of disposal has been determined, the School Board shall dispose of records in a manner acceptable to the level of confidentiality the record requires.

The Superintendent or his/her designee shall develop and maintain regulations and procedures for the management of electronic records, such as e-mail, software, and microfilm, which shall include retention, access, and disposition requirements.

Revised: October, 2023

Ref: La. Rev. Stat. Ann. §§13:5112.1, 17:81, 17:93, 17:196, 17:230, 17:232, 17:415, 17:440, 44:1, 44:4, 44:31, 44:32, 44:36.

DONATIONS AND GIFTS

No public servant shall solicit or accept, directly or indirectly, anything of economic value as a gift or gratuity from any person or from any officer, director, agent, or employee of such person, if such public servant knows or reasonably should know that such person:

1. Has or is seeking to obtain contractual or other business or financial relationships with the public servant's agency, or
2. Is seeking, for compensation, to influence the passage or defeat of legislation by the public servant's agency.

No public employee shall solicit or accept, directly or indirectly, anything of economic value as a gift or gratuity from any person or from any officer, director, agent, or employee of such person, if such public employee knows or reasonably should know that such person:

1. Conducts operations or activities which are regulated by the public employee's agency.
2. Has substantial economic interests which may be substantially affected by the performance or nonperformance of the public employee's official duty.

DONATIONS

The Morehouse Parish School Board shall encourage community groups, organizations, and individuals to assist the School Board in providing material and financial resources to the School Board or schools which otherwise might not be available.

The School Board may accept and administer any donation that may be made to it for educational or literary purposes and shall enumerate details of the contents of such donations in a document made publicly available on its website. If accepted, the School Board shall administer the property entrusted to them in conformity with the directives contained in the act of donation and for that purpose the School Board shall be vested with all the necessary powers of administration. The School Board reserves the right, however, to examine the provisions of any and all prospective donations to a school, the School Board, or a School Board-related entity to ascertain the propriety of the donation.

Unrestricted donations may be accepted by the School Board, or any school, subject to approval guidelines of the School Board. Items donated to schools may be retained by the receiving school under the ownership of the Morehouse Parish School Board. The School Board shall retain the discretion to remove, repair, or modify any item which it considers obsolete, worn-out, or unsafe. Principals shall be required to keep a permanent record of donations received by the school from community groups, organizations, or

individuals, exclusive of funds raised by the school or funds provided by students for special activities, such as field trips.

GIFTS AND AWARDS

School funds shall not be used to provide any form of gift to an employee, and no employee shall accept such gift, except that which is dedicated for that specific purpose. No cash gifts shall be given to School Board employees, whether in appreciation, as a "bonus," or for any other reason. For purposes of this policy, gift certificates for merchandise shall be considered cash and shall not be given as a gift. This includes payment from athletic booster clubs or other organizations to coaches, sponsors, or employees.

Ref: La. Rev. Stat. Ann. §§17:381, 17:382, 17:383, 42:1115, 42:1123.

USE OF AUTOMATED EXTERNAL DEFIBRILLATOR (AED) AND CARDIAC EMERGENCY PLAN

The Morehouse Parish School Board directs that each elementary, middle and high school shall have an Automated External Defibrillator (AED) on its premises in an easily accessible location. Each high school shall have the authority to accept donations of AEDs or funds to acquire AEDs.

~~In schools which have an AED on-site,~~ Any expected AED user (those designated by the Superintendent or principal to render emergency care at that school) shall receive appropriate training in the use of AEDs from any nationally recognized course in cardiopulmonary resuscitation (CPR) and AED use. All training of personnel in the use of AEDs shall be fully documented.

The School Board shall notify a local provider of emergency medical services (such as a 911 service, local ambulance service, or fire department) of the acquisition, location, and type of any AED device.

This policy shall not create an obligation to use an AED, nor is it intended to create any expectation that an AED will be present or that a trained employee will be present and/or able to use an AED, if a condition arises making the use of an AED beneficial.

In addition to the civil immunity provided to persons rendering emergency assistance as provided by law, any person or entity which provides training in CPR and in the use of an AED and any expected AED user shall not be liable for any civil damages arising from any act or omission of acts related to the operation of or failure to operate an AED that do not amount to willful or wanton misconduct or gross negligence.

INTERSCHOLASTIC ATHLETIC EVENTS

Any elementary, middle, or high school that sponsors an interscholastic athletic event shall have an AED and a trained AED user who is also trained in first-aid CPR at the event.

Each elementary, middle, and high school shall have a "cardiac emergency response plan". For purposes of this Subparagraph, a "cardiac emergency response plan" means a written document that establishes the specific steps to reduce death from cardiac arrest at an interscholastic athletic event.

A school cardiac emergency response plan shall be prepared by each principal jointly with local emergency responders. The plan, which shall focus on preventing the loss of life, shall integrate at a minimum the following guidelines:

1. Establishing a cardiac emergency response team.

2. Activating the team in response to a sudden cardiac arrest.
3. Implementing AED placement and routine maintenance within the school.
4. Maintaining ongoing staff training in CPR and AED use.
5. Practicing using drills.
6. Integrating local EMS with the plan.
7. Annually reviewing and evaluating the plan.

COMPLIANCE

Schools shall be in compliance with all regulations for training, use and maintenance of AEDs as established by the Louisiana Department of Health.

Revised: October, 2023

Ref: La. Rev. Stat. Ann. §§9:2793, 17:81, 40:1137.2, 40:1137.3.

PARENT CONFERENCES

The Morehouse Parish School Board realizes that close communication between home and school is an important factor in establishing a highly effective school program. Planned conferences between parents and teachers are an important way to bring about understanding and close cooperation between the home and school. Close communication should be maintained through conferences with all parents, not just with those where academic or other problems suggest the need for closer communication.

ACADEMIC CONFERENCES

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

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

The School Board shall direct the Superintendent to establish regulations regarding the failure of the parent or legal guardian to attend at least one (1) of the scheduled parent-teacher conferences. Said regulations shall not include any negative action against the student as a result of the parents/legal guardians not attending the required parent-teacher conference.

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

If a student's academic performance is such that it could threaten the student's ability to be promoted to the next grade level, the student's parent/legal guardian shall be offered an in-person meeting with the child's classroom teacher and school leader to discuss any resources or strategies available to support and encourage the student's academic improvement.

DISCIPLINARY CONFERENCES

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

1. When a student is removed from a classroom by the teacher, the teacher or the principal or his/her designee may require that the parent or legal guardian of the student have a conference with the teacher or the principal or his/her designee.

Such conference may be in person or by telephone or other virtual means.

2. Upon the *third* removal from the same classroom during the school year, a conference between the teacher or other appropriate school employee and the student's parent or legal guardian may be required prior to the student being readmitted to the classroom. Such conference may be in person or by telephone or other virtual means. If such conference is required by the school, the school shall give written notice to the parent.
3. In any case where a teacher, principal, or other school employee requires the parent or legal guardian of a student under eighteen (18) to attend a conference or meeting regarding the student's behavior, and, after notice, the parent or legal guardian willfully refuses to attend, the principal or designee shall file a complaint with a court exercising juvenile jurisdiction.
4. In each case of out-of-school suspension, assignment to alternative placement, or expulsion of a student, a conference shall be scheduled with the student's parent, or legal guardian and the principal or his/her designee, as a requirement for readmitting the student to school. Notification of the conference shall be by telephone, electronic communication, or in certain cases, including the case of expulsion, by certified letter. Such conference shall be held within five (5) school days of mailing the certified letter or other contact. If the parent or legal guardian fails to attend the required conference within five (5) school days of mailing the certified letter or other contact with the parent, the truancy laws shall become effective.

On not more than one occasion each school year when the parent or legal guardian refuses to respond, the principal may determine whether readmitting the student is in the best interest of the student. On any subsequent occasions in the same school year, the student shall not be readmitted unless the parent, legal guardian, court, or other appointed representative responds.

5. When a student is suspended a second time within one school year, the principal may require that a counseling session be held with the parent, student, and the school counselor if a counselor is assigned or available to that school. If no school counselor is assigned at that school, the principal may require a conference between the parent, student and all the student's teachers and the principal or other administrator.
6. On or before a student's *third* unexcused absence or unexcused occurrence of being tardy, the principal or his/her designee shall notify the parent or legal guardian in writing and shall hold a conference with the parent or legal guardian. This notification shall include information relative to the parent or legal guardian's legal responsibility to enforce the student's attendance at school and the civil

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penalties that may be incurred if the student is determined to be habitually absent or habitually tardy. The parent or legal guardian shall sign a receipt acknowledging notification. *Tardy*, for the purposes of this enumerated item, shall be as defined in La. Rev. Stat. Ann. §17:233.

Revised: October, 2023

Ref: La. Rev. Stat. Ann. §§17:233, 17:406.7, 17:406.9, 17:416; La. Children's Code, Art. 730, Art. 731.

goal-setting, social resistance skills, overcoming barriers to behavioral changes and goal setting.

9. Strive toward hiring qualified, certified health education teachers.
10. Provide nutrition education related staff development opportunities for teachers on an annual basis.
11. Encourage parent involvement in lessons taught and school activities.
12. Coordinate marketing activities with nutrition education classroom activities.

4.C. Physical Education and Activity

Daily physical activity is essential to student welfare and academic performance. Federal Guidelines recommend that children and teenagers be physically active for an accumulation of at least 60 minutes daily. Since children spend the majority of their time at school during weekdays, it is imperative that schools provide students with the means to participate in physical activity. Districts and schools, including parents and communities, must offer additional opportunities and resources for physical activity outside physical education classes.

The Morehouse Parish School District will:

1. Implement quality physical education programs that emphasize and promote participation in lifelong physical activities and reaching a health enhancing level of physical fitness among all students.
2. The physical education lessons should be aligned with standards, benchmarks, and grade-level expectations.
3. Provide students in grades K-8 with a minimum of 150 minutes per week of physical education and provide students in grades K-5 at least fifteen (15) minutes of recess, consisting of supervised, unstructured free play, each day.
4. Ensure that students in grades K-8 participate in planned, organized, moderate to vigorous physical activity for a minimum of 30 minutes each school day.
5. Ensure that enough age-appropriate and safe equipment is in place to guarantee that all students are able to be active for physical education and physical activity.
6. Ensure that qualified, certified physical education teachers guide physical activity instruction in all elementary grades as well as in middle and high school physical education classes.
7. Provide staff development on standards implementation for physical education instructors.
8. Provide a variety of fitness training, motor skills, and team work modules in physical education required at the high school level for graduation.
9. Ensure that all high school students take one and a half units of physical education.
10. Use a recognized instrument or program such as *Fitnessgram*[®], to evaluate students' physical fitness.
11. Provide daily recess for all children in K-8th grade.
12. Encourage physical activity during recess for elementary students, intramurals programs, and clubs, as well as in physical education programs.
13. Integrate physical activity in the academic curriculum.
14. Work with the community to create opportunities for students to walk, bike, skateboard, roller-skate, play basketball, play softball, play baseball, or participate in other physical activities in a safe location at times other than the school day.
15. Provide opportunities for parents and guardians to support students' participation in physical activities, such as a Safe Routes to School Program, to be physically active role-models, and to include physical activities in family plans.
16. Encourage school staff to participate in physical activities to serve as role models.
17. Keeps students active for at least half of the class time.