

**City of Baker School Board
Board Meeting Agenda
Tuesday, February 3, 2025, 6:00 P.M.
School Board Office**

Monique Butler, President – Presiding

“Every decision we make should open a door for a child.”

A. Meeting Commencement

1. Call to Order
2. Roll Call
3. Silent Meditation
4. Pledge of Allegiance

B. Welcome of Visitors

C. Recognitions

D. Approval of Agenda (Action)

E. Action Items-The public may comment on Action Items. Public Comment is limited to 2 minutes per individual.

1. Consideration and Approval of Minutes from the School Board Meeting of 1-06-2026.
2. Consideration and Acceptance of Monthly Financial Reports including Budget to Actual Comparisons for the Period Ending December 31, 2025.
3. Consideration and Approval of School Board member Training Resolution for 2025.
4. Consideration and adoption of policies:
 - a. A-5.3 Term of Office (Tied to Act 354)
 - b. B-6 Bonded Members
 - c. D-5 Bonded Employees
 - d. D-6.1 Accounting System B-12.8, Public Participation in School Board Meetings
 - e. KLG-Relations with Law Enforcement (New policy)

F. Information Items

1. Superintendent Report
2. Report from Helix
3. Policy Review
 - a. B-12.1 NOTIFICATION OF SCHOOL BOARD MEETINGS
 - b. D-3.9 SALE OF SURPLUS EQUIPMENT AND SUPPLIES
 - c. D-7.4 PURCHASING
 - d. E-1.1b EMERGENCY/CRISIS MANAGEMENT
 - e. F-9.4, RECRUITMENT
 - f. F-9.15- DISMISSAL OF EMPLOYEES
 - g. F-12.8 EMPLOYEE CONDUCT
 - h. H-3.6h BEHAVIORAL HEALTH SUPPORT FOR STUDENTS (New policy)
 - i. B-12.8, Public Participation in School Board Meetings (Mrs. Perkins Request)

G. Announcements

1. Date of Next Meeting – March 3, 2026

H. Adjournment (Action)





City of Baker School Board Meeting
January 6, 2026
6:00 pm
MINUTES

The City of Baker School Board held a public meeting beginning at 6:00 p.m. on Tuesday, January 6, 2026.

President Butler called the board meeting to order and explained to visitors the process for speaking on action agenda items is to request a comment card from Mrs. Catrina Blackmore. Write your name on the card as well as the number of the agenda item you wish to speak on and return the card to Mrs. Blackmore. She will bring the card up to the Board President at the appropriate time. Visitors will be allowed two (2) minutes to speak.

Ms. Butler welcomed all visitors to the meeting and took roll call:

Perkins: Absent
Profit: Present
Joseph: Present
Butler: Present
Burgess: Present

President Butler announced there was a quorum and the meeting would proceed.

President Butler requested that everyone stand for a moment of silent meditation led by Ms. Butler, and the Pledge of Allegiance, to be led by Mrs. Burgess.

Recognitions:

Ms. Butler; Board President presented a Certificate of Appreciation to Sponsors for their contribution and support of the Turkey Giveaway Community event. Sherri Collins, and Preston Castille, received their Certificates. Sponsors that were not present will receive their Certificates at the February Board Meeting.

Approval of Agenda

On motion of Mrs. Burgess seconded by Mrs. Profit, the Board voted to approve the meeting agenda. Voting yes: Profit, Butler, Joseph, and Burgess. Voting no: None.

Action Items:

1. Election of Board Officers

Attorney Decuir explain the process for electing Board Officers.

President Butler opened the floor and Mrs. Profit nominated Joyce Burgess for Vice President. No other nominations were made. The floor was closed. Mrs. Burgess accepted the nomination for Vice President.

President Butler opened the floor and Mrs. Burges nominated Monique Butler for President. No other nominations were made. The floor was closed. Ms. Butler accepted the nomination for President.

2. Consideration and Approval of Minutes from the School Board Meeting of 12-2-2025.

On motion of Mrs. Joseph seconded by Mrs. Burges, the Board voted to approval the minutes from the School Board Meeting of December 2, 2025.

Voting yes: Profit, Butler, Joseph and Burges. Voting no: None

3. Consideration and Acceptance of Monthly Financial Reports including Budget to Actual Comparisons for the Period Ending November 30, 2025.

* Mrs. Stewart explained the Monthly Financial Reports and answered all questions that were asked by the Board Members.

On motion of Mrs. Burges seconded by Mrs. Profit, the Board voted to accept the Monthly Financial Reports including Budget to Actual Comparisons for the Period Ending November 30, 2025. Voting yes: Profit, Butler, and Burges. Voting no: Joseph.

4. Consideration and Approval of updates to Board Policy B-2.2 Duties of Board Members.

On motion of Mrs. Burges, seconded by Mrs. Profit, the Board voted to approve the updates to Board Policy B-2.2 Duties of Board Members.

Voting yes: Profit, Butler, and Burges. Voting no: Perkins and Joseph.

5. Consideration and possible adoption of a resolution pursuant to Act 354 to change the City of Baker School Board election cycle from the congressional election cycle to the fall gubernatorial election cycle beginning with the 2031 fall gubernatorial election.

On motion of Mrs. Burges, seconded by Mrs. Profit, the Board voted to approve the adoption of a resolution pursuant to Act 354 to change the City of Baker School Board election Cycle from the congressional election cycle to the fall gubernatorial election cycle beginning with the 2031 fall gubernatorial election.

Voting yes: Profit, Butler, and Burges. Voting no: Joseph.

Information Items

1. Report from Helix

- Mr. Preston Castille shared updates regarding Helix Community Schools.

2. Policy Review

- A-5.3 Term of Office (Tied to Act 354)
- B-6 Bonded Members
- C- D-5 Bonded Employees
- D- D-6.1 Accounting System
- E- B-12.8, Public Participation in School Board Meetings

Announcements

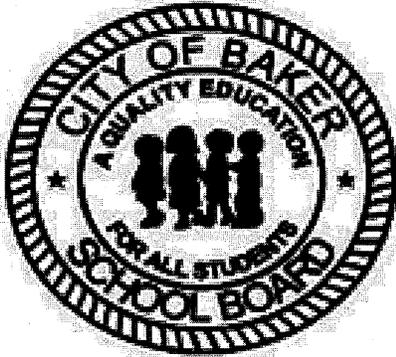
1.Date of Next Meeting – February 3, 2026

Adjournment:

On motion of Mrs. Profit seconded by Mrs. Burges, the Board voted to adjourn the meeting at 6:58 pm.

Voting yes: Profit, Butler, Joseph, and Burges. Voting no: None.

CITY OF BAKER SCHOOL BOARD



**FINANCIAL REPORT INCLUDING BUDGET TO ACTUAL COMPARISONS
FOR PERIOD ENDING DECEMBER 31, 2025**

CITY OF BAKER SCHOOL BOARD

Financial Report Summaries Including Budget to Actual Comparisons for Period Ending December 31, 2025

GENERAL FUND			
Description	2025-2026 APPROVED Revenues/ Expenditures	2025-2026 YTD Revenues/ Expenditures	Percentage % Change
REVENUES			
Local Sources			
TAXES AND STATE			
CONSTITUTIONAL TAX	320,452	3,912.07	-98.8%
RENEWABLE TAX	2,450,931	29,903.49	-98.8%
PENALTIES & INT-PROP. TAX	14,284	8,018.85	-43.9%
SALES AND USE TAXES	4,971,300	1,624,183.97	-67.3%
PENALTIES & INT SALES TAX	4,500	3,958.82	-12.0%
INT ON INVESTMENTS	30,000	19,851.64	-33.8%
FACILITY LEASE-HARDING STREET	240,000	120,000.00	-50.0%
FACILITY LEASE-3200 GROOM ROAD	569,420	0.00	-100.0%
MISCELLANEOUS/DONATIONS	1,000	200.00	-80.0%
MEDICAID REIMBURSEMENT	50,000	1,420.88	-97.2%
MFP-STATE PUBLIC SCHOOL FUND	7,851,471	2,441,912.00	-68.9%
OTHER RESTRICTED FUNDS THROUGH STATE	0	245,447.00	100.0%
REV SHARING-EXCESS PORT	44,500	0.00	-100.0%
SCA-SUPPLEMENTAL CHOICE ALLOCATION	32,000	0.00	-100.0%
CDF-CAREER DEVELOPMENT FUNDS	25,000	25,000.00	0.0%
DIVIDENDS	25,000	0.00	-100.0%
REIMBURSEMENT FROM CHARTER OPERATOR FOR RETIREE HEALTH INSURANCE COSTS	350,000	0.00	-100.0%
REIMBURSEMENT FROM CHARTER OPERATOR FOR SALARIES AND BENEFITS FOR LSERS ENROLLED EMPLOYEES	706,946	0.00	-100.0%
ERATE	12,000	15,415.74	28.5%
Indirect Costs	33,000	0.00	-100.0%
TOTAL REVENUES	17,731,804	4,539,224.46	-74.4%
EXPENDITURES			
Instruction:			
Regular Programs	495,000	104,926.86	-78.8%
Special Education Programs	0	3,535.62	100.0%
Total Instruction	495,000	108,462.48	-78.1%
Support Services:			
Pupil Support Services	0	45,856.57	100.0%
General Administration	790,184	374,233.15	-52.6%
Business Services	101,630	65,546.61	-35.5%
Plant Services	276,835	439,315.47	58.7%
Student Transportation Services	520,110	191,257.67	-63.2%
Building Improvements (Plant Services)	195,000	119,542.63	-38.7%
Debt Services	669,716	146,523.47	-78.1%
Total Support Services	2,553,475	1,382,275.57	-45.9%
Total Expenditures	3,048,475	1,490,738.05	-51.1%
EXCESS of REVENUES OVER EXPENDITURES	14,683,329	3,048,486.41	
TRANSFERS OUT			
USDA SFS MATCH	10,234	0.00	
TRANSFERS OUT TO TYPE 3 CHARTER	12,398,939	6,958,981.97	
LOCAL REVENUE CHARTER SCHOOL TRANSFERS TYPE 2,5	2,965,410	0.00	
TOTAL TRANSFERS OUT	15,374,583	6,958,981.97	
TOTAL EXPENDITURES	18,423,058	8,449,720.02	
CHANGE IN FUND BALANCE	(691,254)	(3,910,495.56)	

CITY OF BAKER SCHOOL BOARD

SPECIAL REVENUE FUNDS FINANCIAL REPORT SUMMARIES INCLUDING BUDGET TO ACTUAL COMPARISONS FOR PERIOD ENDING DECEMBER 31, 2025

SPECIAL REVENUE FUNDS						
FEDERAL AND STATE GRANTS APPROVED	2025-2026 APPROVED BUDGET	2025-2026 YTD Revenues	2025-2026 YTD Expenditures	2025-2026 Excess/ Deficiency	RECEIVABLES	ADJ EXCESS/ DEFICIENCY
Account Title						
CARL PERKINS	16,250.00	0.00	0.00	0.00	0.00	0.00
FOOD SERVICE	908,010.00	0.00	27,827.28	(27,827.28)	27,827.28	0.00
IDEA PART B	217,215.00	0.00	12,875.00	(12,875.00)	4,372.00	(8,503.00)
SPECIAL ED - PRE-SCHOOL	6,897.00	0.00	0.00	0.00	0.00	0.00
IDEA 611 Set Aside	10,000.00	0.00	0.00	0.00	0.00	0.00
IDEA 619 Set Aside	0.00	0.00	0.00	0.00	0.00	0.00
HIGH COST SERVICES	55,942.00	0.00	0.00	0.00	0.00	0.00
HIGH DOSAGE TUTORING	0.00	0.00	0.00	0.00	0.00	0.00
COMPREHENSIVE LITERACY STATE DEVELOPMENT CLSD K-5	0.00	0.00	7,920.00	(7,920.00)	0.00	(7,920.00)
COMPREHENSIVE LITERACY STATE DEVELOPMENT CLSD 6-8	0.00	0.00	0.00	0.00	0.00	0.00
TITLE I	1,011,091.00	0.00	76,231.62	(76,231.62)	71,042.00	(5,189.62)
TITLE II	59,262.00	0.00	0.00	0.00	0.00	0.00
TITLE IV	77,865.00	0.00	0.00	0.00	0.00	0.00
SCHOOL REDESIGN	255,876.00	0.00	13,701.85	(13,701.85)	13,702.00	0.15
ED EXCELLENCE ENHANCEMENT	0.00	0.00	0.00	0.00	0.00	0.00
8g STUDENT ENHANCEMENT/PRE K	54,253.00	0.00	0.00	0.00	0.00	0.00
LA - 4 Cecil Picard	175,000.00	0.00	0.00	0.00	0.00	0.00
BAKER HIGH RESTORATION	0.00	0.00	52,851.01	(52,851.01)	0.00	(52,851.01)
TOTAL - SPECIAL REVENUE FUNDS	2,847,661.00	0.00	191,406.76	(191,406.76)	116,943.28	(74,463.48)

School Board Member Training Resolution

WHEREAS, each member of a city and parish school board shall receive a minimum of six hours of training and instruction, as required by ACT 705 of the 2011 Louisiana Legislature; and

WHEREAS, this training and instruction shall consist of school laws of this state, laws governing the powers, duties, and responsibilities of city and parish school boards, educational trends, research and policy; and

WHEREAS, such instruction may be received from an institution of higher education in this state, from instruction sponsored by the State Department of Education, or by an in-service training program conducted by a city or parish school board central office or the Louisiana School Boards Association, or training provided at the national level; and

WHEREAS, each member of a city and parish board shall receive one hour of ethics training, per year, of their tenure as board member;

NOW THEREFORE, BE IT RESOLVED, that it become public record that [INSERT BOARD MEMBER NAMES], members of the [INSERT SCHOOL DISTRICT], have successfully received and exceeded the six hours of required training as mandated by the Legislature of Louisiana and all board members have fulfilled the mandate of one hour of ethics training for the year [20--].

CERTIFICATE

I, the undersigned Superintendent of [SCHOOL DISTRICT], do hereby certify that the above and foregoing is a true copy of a resolution adopted at its regular School Board meeting on [DATE].

[NAME], Superintendent
[SCHOOL DISTRICT]

LOUISIANA SCHOOL BOARDS ASSOCIATION

Training Certificate

January 1, 2025 – December 31, 2025



Presented to

Joyce Burges

of the

City of Baker School District

Based on records provided to the Louisiana School Boards Association as per Louisiana Revised Statutes, Title 17, Section 53, this document indicates the above named elected school board member has attained 12 Continuing Learning Units for the calendar year of 2025.

Dr. Janet Pope

Executive Director

LOUISIANA SCHOOL BOARDS ASSOCIATION

Training Certificate

January 1, 2025 – December 31, 2025



Presented to

Monique Butler

of the

City of Baker School District

Based on records provided to the Louisiana School Boards Association as per Louisiana Revised Statutes, Title 17, Section 53, this document indicates the above named elected school board member has attained 14.25 Continuing Learning Units for the calendar year of 2025.

Dr. Janet Pope

Executive Director

LOUISIANA SCHOOL BOARDS ASSOCIATION

Training Certificate

January 1, 2025 – December 31, 2025



Presented to

Linda Perkins

of the

City of Baker School District

Based on records provided to the Louisiana School Boards Association as per Louisiana Revised Statutes, Title 17, Section 53, this document indicates the above named elected school board member has attained **24.5** Continuing Learning Units for the calendar year of 2025.

Dr. Janet Pope
Executive Director

LOUISIANA SCHOOL BOARDS ASSOCIATION

Training Certificate

January 1, 2025 – December 31, 2025



Presented to

Clara Joseph

of the

City of Baker School District

Based on records provided to the Louisiana School Boards Association as per Louisiana Revised Statutes, Title 17, Section 53, this document indicates the above named elected school board member has attained 25.5 Continuing Learning Units for the calendar year of 2025.

Dr. Janet Pope

Executive Director

LOUISIANA SCHOOL BOARDS ASSOCIATION

Training Certificate

January 1, 2025 – December 31, 2025



Presented to

Alteen Profit

of the

City of Baker School District

Based on records provided to the Louisiana School Boards Association as per Louisiana Revised Statutes, Title 17, Section 53, this document indicates the above named elected school board member has attained 28.5 Continuing Learning Units for the calendar year of 2025.

Dr. Janet Pope
Executive Director

FILE: A-5.3

TERM OF OFFICE

All members of the City of Baker School Board shall serve for four-year concurrent terms. School Board members shall be elected at the same time as ~~members of the United States Congress are~~ **the gubernatorial election for the State of Louisiana** to office.

The term of each member shall begin on January 1, following his/her election and expire on December 31, four (4) years later. Effective January 1, 2014, School Board members shall be limited to three (3) consecutive four-year terms.

Revised: May 3, 2016

Ref: La. Rev. Stat. Ann. §§[17:52](#), [17:60.4](#), [17:71.2](#), [17:71.3](#), [17:72](#)

Board minutes, 5-3-16

City of Baker School District

FILE: B-6

Cf: [A-5](#), [D-5](#), [D-7.1](#)

BONDED MEMBERS

The City of Baker School Board shall require the Superintendent, and/or designee, and Board President, who are authorized to sign all checks written against school funds, to furnish a surety bond of not less than ~~fifteen~~ **fifty** thousand dollars. In addition, the Superintendent, as treasurer of the Board, shall furnish an indemnity bond, made in favor of the governor and the Board in an amount to be set by the Board.

All bonds shall be purchased by the Board from a company licensed to do business in Louisiana. In addition, all bonds purchased by the Board on its employees shall include coverage against loss sustained by the Board through fraudulent or dishonest acts committed by any of the bonded employees or persons.

Ref: La. Rev. Stat. Ann. §§[17:95](#), [17:97](#), [17:123](#)

La. R.S. 17:123 says: anyone the board authorizes to sign checks "shall furnish a surety bond of not less than fifty thousand dollars."

City of Baker School District

FILE: D-5

Cf: [B-6](#), [D-7.1](#)

BONDED EMPLOYEES

The City of Baker School Board shall furnish all persons authorized to sign checks or warrants drawn against the school funds a surety bond in an amount to be determined by the School Board, but which shall be not less ~~than fifteen~~ **fifty** thousand dollars, for the faithful performance of their duties.

All bonds purchased by the School Board made in favor of the Board shall include coverage for faithful performance of duties as well as coverage against loss sustained by the Board through any fraudulent or dishonest act committed by any of the bonded employees. In addition, such bonds shall protect against the loss of money, securities, and checks by actual destruction, appearance, or wrongful abstraction from within all premises and also while off premises. All bonds purchased by the Board shall be from an insurance company admitted and licensed to do business in Louisiana.

Revised: June, 2005

Ref: La. Rev. Stat. Ann. §§[17:95](#), [17:97](#), [17:123](#)

Board minutes, 5-24-05, 7-7-05

City of Baker School District

FILE: D-6.1

Cf: [D-6](#), [H-6.2](#)

ACCOUNTING SYSTEM

The City of Baker School Board delegates to the Superintendent or his/her designee, the responsibility of maintaining complete, accurate, and detailed records of all financial transactions in the school district. These records shall be in accordance with generally accepted accounting principles, as prescribed, and approved regulations of the Louisiana Board of Elementary and Secondary Education (BESE).

SCHOOL BOARD FUNDS

The School Board shall require the Superintendent to provide the necessary guidance and direction for the administrative implementation, review, analysis, reporting, and modification of all budgeted activities as approved by the School Board. All regulations developed and maintained governing the fiscal responsibility of the School Board and its personnel and resources shall be designed to promote efficient management and sound fiscal accountability at every level of the school system.

All School Board employees charged with receipt, handling, and/or disbursement of any School Board funds shall abide strictly by state and federal law, policies of the School Board, and regulations and procedures developed by the Superintendent or his/her designee.

SCHOOL FUNDS

The School Board shall require that uniform procedures be applied throughout the school system to assure the proper accounting for, and expenditure of, all funds under the control of each individual school. Such funds shall be subject to regular audit by the internal audit department or as may otherwise be provided.

Adherence to and implementation of all regulations and procedures, as may be established by the Superintendent and staff, pertinent to school funds shall be the responsibility of each school principal or his/her designee. These shall include, but not be limited to the following:

1. Each fund in each school shall maintain accounting records in such a way as to conform with written procedures prescribed by the Superintendent.

2. The school principal will be responsible for submitting to the Superintendent an annual financial statement on all accounts receiving school funds or under the school's control.
3. School funds shall be under the same legal requirements as other School Board funds.
4. Each principal shall make available to School Board personnel the records from which to conduct an audit.
5. Principals shall submit to the School Board the announced purpose and the itemized distribution of monies raised from school fund raisers.
6. Athletic funds of a school are not public funds but are subject to regulations of the School Board; athletic funds may not be used to make donations.

The School Board shall receive periodic reports from the Superintendent of all income, expenditures, balances in the schools' various accounts, and such other data as the School Board may prescribe, in addition to regular financial reports. In every way possible, the School Board shall provide financial assistance relative to student activity programs within each school.

SCHOOL CLUBS AND ORGANIZATIONS

The School Board shall require all activity funds generated by a club, organization, association, class, athletic team, or any other organization within the school to be deposited into a school fund bank account. Separate records of all financial transactions of the school fund account shall be maintained by the principal for each group. ~~No money shall be drawn on the account without a proper request and any check for an expenditure shall reflect the signature of the principal.~~ No money shall be drawn on the school fund account without a proper written request, and no withdrawal shall occur unless the check carries two (2) signatures, one of which shall always be the principal's or the administrator who assumes his/her duties during his/her absence. *R.S. 17:414.3(B)(3)(b) requires that withdrawals from the school fund account have two signatures, one of which must always be the principal (or acting principal):*

Separate records of all financial transactions of school fund accounts shall be maintained for each group by the principal. The records of the school account shall be reconciled monthly and a written report shall be prepared by the principal and submitted to the Superintendent or his/her designee annually, who shall review and consider the report for approval and notify the principal accordingly. The School Board may require and provide for an audit of the school fund of any school within its jurisdiction at any time.

All club or organization related fund raising activities shall be approved by the principal and may be subject to audits from the central office.

Booster Club Organizations

The School Board recognizes that funds generated by an entity outside the school, such as a parents' club, community, business, civic or other similar type of organization, are considered to be independent funds under the exclusive control and supervision of the club or organization. While these funds are independent of school authority, the School Board expects and shall require all such funds, when expended for any school function, activity, or purpose, to adhere fully to all state and federal statutory and regulatory provisions.

In addition, the School Board may place restrictions on the donation and usage of any monies by an outside source, i.e. club, organization, or entity, to a school or School Board-related entity. Specifically prohibited shall be the donation to an individual employee of the School Board anything of economic value in the form of money, personalized articles, automobiles and/or their use, travel, entertainment or vacations. The School Board reserves the right to examine the provisions of any and all prospective donations to a school or School Board-related entity to ascertain the propriety of the donation.

Ref: La. Rev. Stat. Ann. §§[17:59](#), [17:196](#), [17:414.3](#), [24:515](#), [39:1301](#), [39:1302](#), [39:1303](#), [39:1304](#), [39:1305](#), [39:1306](#), [39:1307](#), [39:1308](#), [39:1309](#), [39:1310](#), [39:1311](#), [39:1312](#), [39:1313](#), [39:1314](#), [39:1315](#)

Opinion No. 84-167, Commission on Ethics for Public Employees, State of Louisiana

[*Louisiana Handbook for School Administrators, Bulletin 741*](#), Louisiana Department of Education

City of Baker School District

FILE: KLG

RELATIONS WITH LAW ENFORCEMENT AUTHORITIES

It is the policy of the City of Baker School Board to cooperate with law enforcement agencies in a manner that protects the safety and welfare of students and staff while respecting the rights of students and the role of parents and guardians.

Schools have a responsibility to parents and guardians for the welfare of students while they are in the care of the school. Cooperation with law enforcement agencies is essential for the protection of students, for maintaining a safe and orderly environment in the schools, and for safeguarding school property.

A. DEFINITIONS

1. "Law enforcement officer" means any peace officer or other sworn officer of a local, state, or federal law enforcement agency acting within the scope of official duties.
2. "Minor student" means a student under the age of eighteen (18).

B. ENTRY ON CAMPUS

1. All law enforcement officers and other public agency officials entering a school campus on official business shall report first to the principal's office or designee, state the nature of the business, and present appropriate identification.
2. The principal or designee shall make reasonable efforts to conduct all necessary interactions in a manner that minimizes disruption to the instructional program and protects student privacy.

C. REMOVAL OR ARREST OF STUDENTS

1. General rule.

The principal or designee may release a minor student into the custody of a law enforcement officer only upon presentation of a valid court order, arrest warrant, or other written documentation demonstrating legal authority to take the student into custody, or with the written consent of the student's parent or legal guardian, except as provided in Paragraphs C.3 and C.4 below.

2. Documentation when a student is taken into custody.

If a law enforcement officer removes or arrests a student from school property, the principal or designee shall, to the extent practicable:

- a. Verify and note the officer's name, badge number, employing agency, and contact information;
- b. Record the date, time, and location of the student's removal;
- c. Record the name of the student and the stated reason for the removal or arrest, if provided;
- d. Request and, when provided, retain a copy of any court order, warrant, or other written documentation authorizing the removal.

These records shall be maintained in accordance with applicable student records and retention policies.

3. Suspected child abuse or neglect.

When a student is being taken into custody as part of an investigation of suspected child abuse or neglect by the Department of Children and Family Services (DCFS) or by law enforcement, the principal or designee shall follow state law and DCFS or law enforcement direction regarding whether and when to notify the parent or guardian. The principal or designee shall still document the information described in Section C.2 to the extent permitted.

4. Emergencies and on-view arrests.

Nothing in this policy shall be construed to prevent a law enforcement officer from entering campus or taking a student into custody without a court order or warrant in circumstances where the officer has independent legal authority to act, including but not limited to emergencies that threaten life, safety, or significant property damage. In such circumstances, the principal or designee shall complete the documentation outlined in Section C.2 as soon as practicable after the event.

5. Parent or guardian notification.

Except as limited by an active child abuse or neglect investigation or by written direction from law enforcement or DCFS that notification would interfere with an ongoing investigation, the principal or designee shall make reasonable, prompt efforts to notify the student's parent or legal guardian when a student is removed from campus or placed under arrest by law enforcement. Notification should include, to the extent known and permitted to be shared:

- a. The name of the agency and officer;
- b. The time the student was removed;
- c. The location to which the student is reportedly being taken.

D. INTERVIEWS AND QUESTIONING OF STUDENTS AT SCHOOL

1. When law enforcement officers request to interview or question a student at school regarding non-school related matters, the principal or designee shall:

- a. Confirm the identity of the officer;
- b. Determine whether the officer has a court order, warrant, subpoena, or written parental consent authorizing the interview; and
- c. Make reasonable efforts to notify the student's parent or legal guardian prior to the interview or as soon as practicable, except in cases involving suspected child abuse or neglect or when the officer states that such notification would interfere with an ongoing investigation or pose a safety risk.

2. When the interview concerns alleged violations of school rules or incidents that occurred under school jurisdiction, school officials may be present during the interview consistent with student discipline and due process procedures, unless otherwise directed by law enforcement.

3. A student shall not be compelled by school officials to answer questions from law enforcement regarding non-school related matters; however, nothing in this policy restricts the lawful authority of law enforcement officers.

E. FEDERAL IMMIGRATION ENFORCEMENT

1. Federal immigration enforcement activities are the responsibility of federal agencies and not of the City of Baker School Board or its employees.

2. School personnel shall not inquire into or collect information regarding the immigration or citizenship status of students or their families except as required by law.
3. Any request by federal immigration authorities to interview or remove a student from school, to access student records, or to use school facilities for enforcement actions shall be immediately referred to the Superintendent or designee. The Superintendent or designee shall consult Board counsel as needed to ensure compliance with applicable law.
4. Unless otherwise required by law or ordered by a court, school officials shall not voluntarily consent to on-campus immigration enforcement actions that would disrupt the educational environment or deter student attendance.

F. STUDENT RECORDS AND CONFIDENTIALITY

Student records shall be released to law enforcement officials only in accordance with federal and state law, including the Family Educational Rights and Privacy Act (FERPA), and applicable Board policies governing student records and subpoenas.

G. TRAINING AND IMPLEMENTATION

1. The Superintendent or designee shall ensure that principals and appropriate staff are informed of this policy and provided with guidance regarding its implementation.
2. This policy shall be reviewed periodically and updated as needed to reflect changes in law and best practices related to school safety and cooperation with law enforcement.

City of Baker School Board

Adopted: _____

POLICYALERT



December 2025

Forethought Consulting, Inc.

POLICY UPDATE: 2025

DECEMBER 2025: LEGISLATIVE UPDATE—PART III

This final installment of the 2025 Legislative Update series provides additional policy revisions prompted by bills enacted during the 2025 Regular Session. We are also including a federal update related to *Purchasing* based on a recommendation from FEMA. Please note that some updates apply to select School Boards with relevant programs; therefore, only some School Boards will receive all policies discussed herein. Political campaign signs on school property are optional, and changes to meeting notification requirements do not take effect until July 2027, so please review these items carefully.

FINAL 2025 LOUISIANA LEGISLATIVE CHANGES

Sale of Surplus Equipment and Supplies

Act 161 amends La. Rev. Stat. Ann. §17:87.6 allowing for the ability to trade or participate in a buyback program of student-used computing devices. Revenue may be used for the improvement of technology resources. All data must be securely erased in accordance with state and federal data security policies. Effective August 1, 2025.

Behavioral Health Support for Students

Both the House and Senate enacted legislation intended to address mental health; however, the resulting measures have given rise to some ambiguity.

In our initial 2025 Legislative series sent in late July, we provided updates per Act 504, La. Rev. Stat. Ann. §17:173.1, requiring School Boards to offer annual mental health assessments for students in grades three (3) through twelve (12) with parental consent.

Policies In This Issue

Sale of Surplus Equipment and Supplies

Dismissal of Employees

Behavioral Health Support for Students

Advertising in Schools (Optional)

Emergency/Crisis Management

Notification of Board Meetings (Effective 2027)

Employee Conduct

Purchasing and Procurement

Recruitment

This policy update now includes additional changes to *Behavioral Health Support for Students* per Act 469 enacting La. Rev. Stat. Ann. §17:416.24 which allows School Boards to offer mental health screenings for all students kindergarten (K) – twelve (12). This Act provides more details on implementation than Act 504; however, the provisions of this bill are subject to the approval and funding by the School Board of a city, parish, or other local public school system. Effective August 1, 2025.

Emergency/Crisis Management

Effective June 20, 2025, Act 425 amends and reenacts La. Rev. Stat. Ann. §§44:4.1(B)(9), and enacts R.S. 17:416.16.1, and 17:3996(B)(89) which requires that BESE and the state Department of Education coordinate with the Louisiana Center for Safe Schools to provide school mapping data for each facility to local law enforcement, public safety agencies, and the Louisiana Center for Safe Schools, ensuring law enforcement has the necessary tools for school safety. The School Board must submit certain required information to local law enforcement agencies and emergency preparedness offices for use in response to emergencies. Submission deadlines vary by facility age and enrollment size, and all mapping data is exempt from public records disclosure.

Employee Conduct Recruitment Dismissal of Employees

Act 409 amends and enacts multiple provisions of Titles 14, 15, 17 and the Louisiana Children’s Code to prohibit any individual convicted of certain offenses (as listed in La. Rev. Stat. Ann. §15:587.1(C)) or recorded on the Department of Children and Family Services state central registry on or after August 1, 2018, from owning, operating, or participating in the governance of any early learning center, residential home, or family/in-home child care setting, and from employment in any capacity by public or nonpublic schools. The Act also establishes that an administrator, teacher, or other school employee whose name is recorded on the Department of Children and Family Services' state central registry on or after August 1, 2025 shall report the recordation to his employer and to the department within two business days. Effective August 1, 2025.

Advertising in Schools (Optional)

Legislation La. Rev. Stat. Ann. §18:1470 now permits political campaign signs to be displayed on school athletic fields or gymnasiums if paid for by a candidate or campaign, subject to School Board Policy. Act 89 is effective August 1, 2025.

Notification of Board Meetings (Effective July 2027)

Act 374 clarifies requirements for public notice of board meetings. The requirement for School Boards to notify the Commissioner of Administration has been removed. This notification requirement was initially enacted in 2024 amending La. Rev. Stat. Ann. §42:19. Please note that Act 374 does not go into effect until July 2027, so it is unclear whether School Boards need to continue reporting until that time.

Purchasing and Procurement (Federal)

This update stems from a recommendation by FEMA clarifying that School Boards are prohibited from contracting with or awarding bids to any person or company using federal assistance funds if they are debarred or suspended, as verified through the System for Award Management (SAM.gov). Before awarding any federally funded contract, the School Board must check SAM.gov for excluded parties and retain proof of their status. Responsibility for implementing these compliance measures rests with the Superintendent and/or Director of Finance, ensuring adherence to federal regulations and safeguarding public funds. The *Purchasing* policy was revised to include recommended language per FEMA.

Artificial Intelligence Executive Order

The Governor has issued an executive order on September 29 directing the Office of Technology Services Chief Information Officer to establish a policy on artificial intelligence by December 15. At this time, it is unclear whether this will require a formal School Board policy or an internal administrative procedure. We recommend consulting with your legal counsel and Forethought Consulting will be ready to assist once the CIO’s direction is clear.

FILE: A-5.3

TERM OF OFFICE

All members of the City of Baker School Board shall serve for four-year concurrent terms. School Board members shall be elected at the same time as ~~members of the United States Congress are~~ **the gubernatorial election for the State of Louisiana** to office.

The term of each member shall begin on January 1, following his/her election and expire on December 31, four (4) years later. Effective January 1, 2014, School Board members shall be limited to three (3) consecutive four-year terms.

Revised: May 3, 2016

Ref: La. Rev. Stat. Ann. §§[17:52](#), [17:60.4](#), [17:71.2](#), [17:71.3](#), [17:72](#)

Board minutes, 5-3-16

City of Baker School District

FILE: B-6

Cf: [A-5](#), [D-5](#), [D-7.1](#)

BONDED MEMBERS

The City of Baker School Board shall require the Superintendent, and/or designee, and Board President, who are authorized to sign all checks written against school funds, to furnish a surety bond of not less than ~~fifteen~~ **fifty** thousand dollars. In addition, the Superintendent, as treasurer of the Board, shall furnish an indemnity bond, made in favor of the governor and the Board in an amount to be set by the Board.

All bonds shall be purchased by the Board from a company licensed to do business in Louisiana. In addition, all bonds purchased by the Board on its employees shall include coverage against loss sustained by the Board through fraudulent or dishonest acts committed by any of the bonded employees or persons.

Ref: La. Rev. Stat. Ann. §§[17:95](#), [17:97](#), [17:123](#)

La. R.S. 17:123 says: anyone the board authorizes to sign checks "shall furnish a surety bond of not less than fifty thousand dollars."

City of Baker School District

NOTIFICATION OF SCHOOL BOARD MEETINGS

The City of Baker School Board shall give written public notice of all regular meetings, if established by resolution, at the beginning of each calendar year. The School Board shall also give written public notice of any regular, special, or rescheduled meeting, no later than twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays, before the meeting. In cases of extraordinary emergencies, such notice shall not be required, however, the School Board shall give such notice of the meeting as it deems appropriate and circumstances permit.

Notice for committee meetings shall be given one (1) week in advance of the date of the meeting, whenever possible, but in no case less than twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays, prior to the meeting.

Public notice of any meeting shall include the agenda, date, time, and place of the meeting. It shall also include sufficient information to enable the public to locate the live broadcast of the meeting. The agenda included in the notice shall be reasonably clear so as to advise the public in general terms of each subject to be discussed at the public meeting. In addition, attached to the written notice shall be information on any matters to be discussed in executive session. The notice shall indicate the following:

1. A statement identifying the court, case number, and the parties relative to any pending litigation to be considered at the meeting.
2. A statement identifying the parties involved and reasonably identifying the subject matter of any prospective litigation for which formal written demand has been made that is to be considered at the meeting.

Written public notice given by the School Board shall include, but not be limited to:

1. Posting a copy of the notice at the School Board's central office or by publication of the notice in the School Board's official journal no less than twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays, before the scheduled time of the meeting.
2. Giving notice to any member of the public or the news media who requests notice of such meetings by providing the notice to the requestor at the same time and in the same manner as is given to members of the School Board.
- ~~3. Submitting a notice of each meeting to the Commissioner of Administration in a manner and format that allows the Commissioner time to post the notice on its website prior to twenty four (24) hours before the scheduled time of the meeting, as required or advised by the Commissioner of Administration.~~
4. In addition to the above, by providing notice on the School Board's website

no less than twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays immediately preceding the meeting.

Revised: November, 2012

Revised: May 3, 2016

Revised: October 1, 2024

Revised: January 14, 2025

Revised: November 2025

Ref: La. Rev. Stat. Ann. §§17:81, 42:19, 42:23; Board minutes, 5-3-16, 10-1-24, 1-14-25.

PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS

The City of Baker School Board desires the citizens of the District to attend its meetings so that they may become better acquainted with the schools and so that the Board may have opportunity to hear the wishes and/or ideas of the public.

It is the policy of the School Board to conduct all meetings in full view of and with welcomed participation by the public. However, the School Board reserves the right to recess into or call executive sessions for discussing matters as provided by state law. At no time shall actions be taken or resolutions made during executive sessions.

REQUEST FOR ITEM TO BE PLACED ON AGENDA

All delegations or individuals who wish to appear before the School Board shall submit their written requests to the Superintendent at least five (5) working days prior to the meeting date, stating what matters they wish to take up with the School Board and the approximate time such matters should consume at the meeting. Such items will normally be included on the agenda of the meeting at which the delegation or individual wishes to appear before the School Board. If not submitted on time to be placed on the agenda, the item will be held over for the next scheduled meeting of the School Board. Each delegation appearing before the Board shall select in advance one (1) person as its spokesperson and statements shall be presented in a concise manner.

PUBLIC COMMENT ON AGENDA ITEMS

A public comment period shall be held before any vote is taken on an agenda item. Comments from the public shall occur after introduction of the item to be voted on and before any discussion by School Board members. However, a person is not entitled to take up business before the School Board unless the item in which he/she is interested has been placed on the agenda of that meeting.

Generally, each person wishing to address the School Board shall be requested to fill out a speaker's form prior to the meeting indicating on which agenda item he or she would like to speak, and be recognized by the President. The person shall be afforded the floor, not to exceed 2 minutes. Each individual shall be recognized to speak only once per agenda item. If an individual wishes to speak on more than one agenda item, he or she shall fill out a separate speaker's form for each agenda item. No dialogue between School Board members and the public shall be permitted at School Board meetings, except to clarify the nature of questions and/or comments.

In the event that the School Board should add an item [for which a vote shall be taken](#) to its agenda after the School Board meeting begins, the School Board President shall orally request of the audience whether anyone in attendance would like to speak on the added agenda item. Each person indicating a desire to do so shall be given an opportunity to address the Board on each agenda item added. The School Board shall delay deliberations on that agenda item until such time as all interested members of the public have had an opportunity to speak.

When an individual has been recognized to speak on an agenda item, that individual shall limit his/her comments to matters that are strictly relevant to that item. The President reserves the right to stop any comments when deemed necessary.

REMOTE PARTICIPATION BY MEMBERS OF THE PUBLIC WITH DISABILITIES

The School Board shall allow any member of the public with a disability recognized by the *Americans with Disabilities Act*, or a designated caregiver of such a person, to participate in its meetings via teleconference or video conference, and shall facilitate participation by any such person who requests that accommodation prior to the meeting. Members of the public who desire to participate in this fashion shall certify that they meet the definition of a person with a disability recognized under the *Americans with Disabilities Act* when they submit, prior to public meetings, their requests to comment on agenda items and shall comply with the same rules and regulations on speaking applicable to those participating in person at such meetings.

Revised: September, 2008
Approved: February 3, 2009
Modified: October 7, 2025
Revised: July, 2023

Ref: La. Rev. Stat. Ann. "17:81, 42:14, 42:15, 42:16; Board minutes 11-16-99, 2-3-09.

SALE OF SURPLUS EQUIPMENT AND SUPPLIES

Merchandise and equipment no longer usable for the purpose for which it was acquired or built shall be declared surplus by the Superintendent upon notification by the department to which the merchandise or equipment has been assigned. The equipment and appliances will then be inspected to determine if they are usable or should be declared surplus. If the items are declared surplus, the Baker City School Board shall then call for sealed bids and/or public auction for the sale of such merchandise or equipment. A minimum fair value price shall be established for each item and the bid price shall start at that point for items considered worthy. Said bids shall be opened publicly and disposed of in a prudent, businesslike manner. The School Board shall reserve the right to accept or reject any and all bids.

Items declared surplus or unfit for further use by the School Board shall be stored at the school/department where assigned until the merchandise or equipment is properly sold or other plans for disposition are approved by the Superintendent.

The sale of surplus merchandise or equipment shall be final, on the "as is" or "where is" basis and shall carry no warranties whatsoever. If not sold, these items shall be sold as junk, or if no salvage value can be realized, destroyed in the most economical manner possible.

COMPUTING DEVICES

[The School Board may sell, trade, or participate in a buyback program, as provided by La. Rev. Stat. Ann. §17:87.6, for the purpose of alienating individual computing devices that have been used by students for classwork, notwithstanding any provisions of law to the contrary.](#)

When the School Board determines that an individual computing device used by a student or students has reached the end of its typical life cycle, is no longer needed for school purposes, and will be removed from classroom use, and that the best interest of the public school system would be served by the private sale of such device due to the cost of auctioning the device or recycling it or due to other factors, the School Board may sell the device to a student enrolled in a school in the school system or to the parent, tutor, or legal guardian of such a student.

The sale price for the device shall be reasonably equivalent to the value of the device, taking into consideration its typical life cycle, current condition, and costs of other methods of alienation or disposal.

All such sales shall be in accordance with School Board policies, and sale prices shall be approved by appropriate school system administrative personnel prior to sale. Such sales shall apply only to individual computing devices used for classwork by students and shall

not apply to other computer equipment or related equipment such as routers, switches, or servers.

The School Board may use revenue generated from the sale of devices for the acquisition, maintenance, or improvement of technology resources for the school or School District.

Prior to the alienation of a device, the School Board shall securely erase all student, employee, and school and District data or otherwise render it inaccessible in accordance with data security policies established by the state Department of Education and any applicable state or federal regulations.

New policy: May 3, 2016
Revised: November, 2025

Ref: La. Rev. Stat. Ann. "17:87.6, 49:125; Board minutes, 5-3-16.

PURCHASING

All purchasing for the school system to be paid from City of Baker School Board funds shall be made by the Superintendent or his/her designee in conformance with existing regulations and procedures of the School Board and the laws pertinent to state and federal agencies. Budget allocations for specific purposes shall constitute advance School Board approval for all purchases except in such cases as state law or School Board policy may require. No debt shall be contracted in the name of the City of Baker School Board without action by the School Board, except those items which are provided for in the regular budget. Purchases shall be made at the lowest possible cost to the school system consistent with the system specifications of quality and service.

Each principal shall assure that purchases by the individual school shall be made in accordance with applicable state and federal law and administrative regulations and procedures developed by the Superintendent and staff.

No employee, officer or agent of the School Board shall participate in the selection, award, or administration of a contract or purchase of supplies, materials and equipment if a conflict of interest, real or apparent, would be involved. School Board employees shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subagreements. All purchasing shall comply with the U.S. Department of Education *General Administrative Regulations* (EDGAR), the *Louisiana Public Bid Law*, the *Louisiana Code of Governmental Ethics*, the *Louisiana Procurement Code*, and applicable state or federal regulations, as applicable.

USE OF FEDERAL FUNDS

All procurement of materials, supplies, and services, as well as the construction of public works, funded in whole or in part with federal funds shall comply with the requirements contained in Title 2, Sections 200.318 through 200.327, of the Code of Federal Regulations. All procurements using federal funds, in whole or in part, shall employ one of the procedures identified in 2 CFR 200.320, if more stringent than those procedures required by Louisiana law. Should the School Board adopt the Louisiana Procurement Code, whether in part or in its entirety, the accompanying administrative regulations as promulgated in the Louisiana Procurement Code, as well as guidelines and policies issued by the Louisiana's Office of State Purchasing relevant to the particular adoption(s) may be applicable to the purchase, if more stringent.

Solicitations from Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms

When spending federal funds, the City of Baker School Board shall take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps shall include:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises;
5. Using the services and assistance, as appropriate, of such organizations as the Louisiana Economic Development Agency, and Small Business Administration and the Minority Business Development Agency of the United States Department of Commerce; and
6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs 1 through 5 of this section.

Exclusion or Rejection of Quotes or Bids

A contract award or a purchase made with federal funds shall not be made to parties listed on the government-wide exclusions in the *System for Award Management* maintained by the U.S. Government, which contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority.

[Suspension and Debarment](#)

[The Baker Parish School Board may not contract or award bids to any person or company using federal assistance funds who is debarred or suspended. The School Board shall be required to check for excluded parties at the *System for Award Management \(SAM\)* website and retain proof of status.](#)

[In the event a vendor, person or company under consideration to be awarded a bid or contract for goods or services to be funded by any federal assistance program is on the ineligibility list at SAM.gov the School Board shall comply with the contracting restrictions as outlined in accordance with federal regulations.](#)

[It shall be the responsibility of the Superintendent and/or Director of Finance to implement these provisions.](#)

USE OF STATE FUNDS

Procurement of materials and supplies when using state or locally generated funds shall follow the procurement method as authorized by Louisiana law.

Financing Purchases

The School Board may finance the purchase of equipment or other movable property to be used by the School Board by entering into an installment sale, lease, or similar agreement with any lender or other person. If required, such agreement shall be subject to approval of the State Bond Commission in accordance with statutory provisions. No individual school or employee shall obligate the School Board without proper school system personnel knowledge and approval.

Use of State Contract

If equipment, materials or supplies are available from a State of Louisiana Contract, the Superintendent and/or his/her designee may approve the purchase without using one of the purchasing procedures outlined in statutory provisions, if advantageous to the School Board.

The School Board may also *piggyback*, or purchase materials and supplies on valid contracts of other political subdivisions in accordance with La. Rev. Stat. Ann. §§33:1321-1337 or La. Rev. Stat. Ann. §38:321.1.

Louisiana Procurement Code

State law authorizes School Boards to adopt all or any part of the *Louisiana Procurement Code* as contained in state statutes (La. Rev. Stat. Ann. §§39:1551-39:1755). For proper and efficient operations, the City of Baker School Board may adopt, by resolution or otherwise, pertinent provisions of the *Louisiana Procurement Code*, accompanying administrative regulations as promulgated in the *Louisiana Procurement Code*, as well as guidelines and policies issued by the state's Office of State Purchasing relevant to the procurement of materials, supplies, merchandise, and other types of property.

Sole Source Provider

The School Board may award a contract for the purchase of supplies, services, or major repairs without competition when the Superintendent or designated employee has determined, in writing, that there is only one source for the supply, service, or major repair item(s) to be acquired. Pertinent procedures for purchasing such items from a sole source shall be as outlined in the State of Louisiana Office of State Purchasing's *Purchasing Rules and Regulations*.

Qualified Group Purchasing Organizations

A *qualified group purchasing organization* means an organization, whether for profit or not for profit, of which two (2) or more public school districts are members and which solicits proposals or bids from vendors of materials, equipment, or supplies of the type and nature as may be purchased by a public school district or public school.

As provided in La. Rev. Stat. Ann. §38:2212.1, the School Board may enter into an agreement with: (A) one or more School Boards to form a qualified group purchasing organization; or (B) one or more qualified group purchasing organizations for the purchase of materials, equipment, and supplies, including installation thereof. Any such agreement shall require that the qualified group purchasing organization submit a price list for those materials, equipment, and supplies offered by it and that the prices quoted on the list remain in effect for a stated period of time of not less than three (3) months. Any such price list shall be considered, for all purposes, to be a valid and binding bid by the qualified group purchasing organization during the effective period of the agreement, and no additional bid by the qualified group purchasing organization is necessary.

The School Board may purchase materials, equipment, or supplies directly from or through a qualified group purchasing organization if either the price is less than that for the same or substantially similar materials, equipment, or supplies on the state contract or bid list, or if the same or substantially similar materials, equipment, or supplies are not under state contract or on the state bid list. Nothing included in this paragraph shall be construed to authorize the School Board to purchase materials, equipment, or supplies from or through an entity or vendor other than a qualified group purchasing organization as defined herein without using a procurement process otherwise provided by state law.

Reverse Auction

The School Board may use a reverse auction in lieu of the more formal bid process when the School Board's procurement officer determines that the electronic bidding is more advantageous and in the best interests of the School Board. *Reverse auction* means a competitive online solicitation process on the Internet for the purchase of equipment, supplies, and other materials or consulting services.

Prior to the use of the reverse auction, the School Board may require that:

1. Vendors register before opening dates and time, and as part of the registration, require that the vendors agree to any terms and conditions and other requirements of the solicitation.
2. Vendors be prequalified prior to placing bids and allow only bidders who are prequalified to submit bids.

3. The solicitation shall designate an opening date and time and the closing date and time. The closing date and time may be fixed or remain open depending on the structure of the item being bid.
4. At the opening date and time, the School Board shall begin accepting online bids and continue accepting bids until the bidding is officially closed. Registered bidders shall be allowed to lower the price of their bid below the lowest bid posted on the Internet until the closing date and time.
5. Bidders' identities shall not be revealed during the bidding process; only the successively lower prices, ranks, scores, and related bid details shall be revealed.
6. All bids shall be posted electronically and updated on a real-time basis.
7. The School Board shall retain the right to cancel the solicitation if it determines that it is in the School Board's best interest.
8. The School Board shall retain its existing authority to determine the criteria that will be used as a basis for making awards.

Adequate public notice for the purchases of materials, supplies, equipment, or consulting services using a reverse auction shall be given as follows:

1. The advertisement or notice shall be published two (2) times in a newspaper in the locality, the first advertisement to appear at least fifteen (15) days before the opening date of the reverse auction. In addition to the newspaper advertisement, the School Board may also publish an advertisement by electronic media available to the general public.
2. The first publication of the advertisement shall not occur on a Saturday, Sunday, or legal holiday.

VENDORS

The School Board shall seek business and bids from all eligible vendors, regardless of race, creed, color, sex, national origin, age or handicap. No favoritism shall be extended to any vendor. Each order shall be placed on the basis of quality, price and delivery; past services being a factor if all other considerations are equal.

No person officially connected with or employed by the School Board shall be an agent for, or have any pecuniary or beneficial interest in or receive any compensation or reward from any vendor for the sale of supplies, materials, equipment, services or public works contracts.

No employee of the School Board shall solicit or accept, directly or indirectly, anything of economic value as a gift or gratuity from any vendor representative or agent of a vendor,

or a prospective vendor or contractor.

Vendors may set up an appointment to see the principal with written prior approval from the Superintendent. The principal may present the information to the appropriate staff member. If the staff member wishes to set up an appointment with the vendor to discuss products offered, he or she may do so.

Revised: November, 2011
Revised: May 3, 2016
Revised: September, 2016
Revised: July 25, 2018
Revised: March 3, 2020

Revised: November 18, 2020
Revised: February 1, 2022
Revised: October 1, 2024
Revised: November 2025

Ref: 2 CFR 200 (*Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*), 48 CFR 2.101 (*Definitions*); La. Rev. Stat. Ann. §§33:1321-1337, 33:4712.7, 38:321.1 38:2211, 38:2212, 38:2212.1, 38:2214, 38:2218, 38:2219, 38:2271, 39:1551, 39:1552, 39:1553, 39:1554, 39:1554.1, 39:1556, 39:1557, 39:1558, 39:1597, 39:1710; Board minutes, 5-3-16, 7-25-18, 3-3-20, 11-18-20, 2-1-22, 10-1-24.

EMERGENCY/CRISIS MANAGEMENT

CRISIS MANAGEMENT AND RESPONSE

Unanticipated tragic events can quickly escalate into a school-wide catastrophe if not dealt with immediately and effectively. School personnel shall plan in advance for the welfare, safety, and care of students and staff members. Every school shall be required to have a *Crisis Management and Response Plan* and a District Threat Assessment Team. The School District shall have an Emergency Preparedness and Recovery Point of Contact.

DEFINITIONS

A *Crisis Management and Response Plan* shall means a plan to address school safety and the incidence of a shooting or other violence at schools, on school buses, and at school-related activities; to respond effectively to such incidents; and to ensure that every student, teacher, and school employee has access to a safe, secure, and orderly school that is conducive to learning. ~~Such plans~~ The plan shall also address the management of any other emergency situation.

District Threat Assessment Team shall mean a team established by the School Board. The team shall include the Superintendent; the principal of each school; a person with responsibility over the school facilities; a mental health professional employed by the School Board, or, if the School Board has no such employee, a mental health professional selected by the Superintendent; any school resource officer employed by the School Board; any Junior Reserve Officer Training Corps instructor employed by the School Board; and the emergency preparedness and recovery point of contact.

Emergency preparedness and recovery point of contact which shall mean a person selected by the Superintendent to serve as a point of contact with local and state officials and the media in the event of an emergency.

CRISIS MANAGEMENT AND RESPONSE PLAN

The *Crisis Management and Response Plan* shall be prepared by each ~~public-school~~ principal jointly with local law enforcement, fire, public safety, and emergency preparedness officials. The plan shall seek to utilize resources and information available through the Louisiana Commission on School and Nonprofit Security, La. Rev. Stat. Ann. §29:726.5, et seq. In preparing or revising the plan, the principal ~~and such officials shall consider and include, if appropriate,~~ shall consult with the District Threat Assessment Team. The principal and the Threat Assessment Team shall determine whether to consider input from students enrolled in the school and their parents, teachers at the school, other school employees, and community leaders.

The plan, which shall focus on preventing the loss of life and the injury of students and teachers and other school employees, shall:

1. Detail the roles and responsibilities of each school employee and of each local and state public safety and emergency preparedness office.
2. Include the relevant coordination agreements, services, and security measures of a school ~~and,~~.
3. Provide for an all-hazards approach response plan for emergency events including any event with a hostage, an active shooter, or a building lock-down.
4. Provide for ~~parental the~~ notification of parents, faculty, staff, and local public safety officials in the event of a shooting or other violent incident or emergency situation.
5. ~~The plan may also~~ Provide for the counseling of students by mental health professionals, encouraging peer helper programs, and identifying students who may have experienced rejection or other traumatic life events.

Each principal, jointly with local law enforcement, fire, public safety, school resource officers, and emergency preparedness officials, shall review the plan at least once annually and shall revise the plan as necessary. ~~In reviewing and revising the plan, the principal and such officials shall consider and include input, if appropriate, from students enrolled in the school and their parents, teachers at the school, other school employees, and community leaders.~~ When conducting the annual review for a high school, the school principal shall seek input from the president of the senior class or the president of the student council, and at least one other responsible student selected by the principal as representatives of students enrolled in the high school. Each principal shall submit ~~such~~ the plan in writing to the Superintendent for approval at least once annually, including upon each revision, and shall notify all teachers and other school employees of the contents of the plan and any revisions made to it.

Within the first thirty (30) days of each school year, each principal shall conduct a safety drill to rehearse the components of the *Crisis Management and Response Plan*, including an active shooter scenario. In addition, each school year, each principal shall conduct at least one additional drill during high traffic or transition points in the school day. Not later than seven (7) days after ~~the~~ each drill, the principal shall submit a written report summarizing the details of the drill to the Superintendent. The Superintendent shall comment on the drill to the principal, who shall consider the comments in revising the plan.

Each *Crisis Management and Response Plan* shall provide that:

1. Classroom doors with locks shall be in compliance with all fire safety standards promulgated by the office of state fire marshal code enforcement and building safety of the Department of Public Safety and Corrections and shall remain locked during instructional time. Each plan shall provide that a locked door shall not obstruct egress.
2. If legislative funding is provided, bleeding control kits shall be placed in easily accessible locations in each school; and,
3. The principal shall designate employees to be trained in the proper use of a bleeding control kit and in traumatic injury response.

A person acting in good faith who administers aid for a traumatic injury, including through the use of a bleeding control kit, shall be immune from criminal and civil liability for the administration, unless personal injury results from the gross negligence or willful or wanton misconduct in the administration of aid.

Each school year, each principal shall be responsible for providing in-service training, which may be incorporated into a meeting or training session held for another purpose, for all teachers and school employees pertaining to the plan and shall involve local law enforcement, fire, public safety, and emergency preparedness officials in the preparation and presentation of the training. The training shall include an active shooter exercise. The training shall be reported to the Superintendent and the Louisiana Department of Education.

Each principal shall keep a copy of the approved plan in his office and shall provide a copy to the following individuals and departments, each of whom shall be responsible for keeping in his/her respective office a copy of the plan that is readily accessible in the event of a school shooting or other violent incident or emergency situation:

1. The president of the School Board;
2. The Superintendent; and,
3. The chief of police of the municipality or the sheriff of the parish where the school is located, as applicable, as well as the local fire chief whose office is in closest geographic proximity to the school.
4. The Louisiana Department of Education.
5. The Center for Safe Schools within the Governor's Office of Homeland Security and Emergency Procedures.

The School Board may adopt rules and regulations as it deems necessary to provide for the implementation of the provisions of this Plan.

The Superintendent shall make an annual report to the School Board on the status of the plan of each school under the School Board's jurisdiction and shall submit a copy of the report to the Louisiana Department of Education and the Center for Safe Schools.

School Mapping Data

Upon preparing a school crisis management and response plan in accordance with La. Rev. Stat. Ann. §.17:416.16 the School Board, or a vendor, shall submit a copy of the most recent blueprints and school mapping data of each school building and facility in the school system, to each local law enforcement agency with jurisdiction over any portion of the school governing authority, each local and state public safety and emergency preparedness office, the Louisiana Center for Safe Schools, and to the school's office for use in response to emergencies.

All aspects of the school mapping data shall be collected, produced and stored within the United States of America.

For the purposes of this section, the following terms shall have the following meanings:

First responders means local, state, and federal law enforcement agencies, fire, public safety, and emergency preparedness officials.

School mapping data means information provided in an electronic or digital format to assist first responders in responding to emergencies at public schools.

The school mapping data provided shall do all of the following:

1. Be compatible with software platforms used by local, parish, state, and federal public safety agencies that provide emergency services to the specific school for which the data is provided without requiring such agencies to purchase additional software or requiring a fee to view or access the data.
2. Be compatible with security software platforms in use by the specific school for which the data is provided without requiring public safety agencies or school districts to purchase additional software or requiring a fee to view or access the data.
3. Be available in a printable format.
4. Be verified by the entity producing the data for accuracy by a walk-through of school buildings and grounds.
5. Be oriented true north.
6. Be overlaid on current aerial imagery.

7. Contain site-specific labeling that matches the structure of school buildings including room labels, hallway names, and external door or stairwell numbers and locations of hazards, critical utility locations, key boxes, automated external defibrillators, and trauma kits.
8. Contain site-specific labeling that matches the school grounds including parking areas, athletic fields, surrounding roads, and neighboring properties.
9. Be overlaid with gridded "x" and "y" coordinates.

School mapping data shall not be modified or updated independently without corresponding updates to school mapping data within software platforms used by local, parish, state, and federal public safety agencies that provide emergency services to the specific school.

Blueprints and school mapping data of public school buildings or facilities shall not be subject to the Public Records Law.

OTHER EMERGENCY DRILLS

The City of Baker School Board shall require procedures be planned by the principal and faculty of each school to assure orderly movement and evacuation of students to the safest area in the event of fire, weather, or other disasters. Practice drills shall be used to ensure the effectiveness of the procedures.

Every separate administration building shall conduct practice drills as well.

Revised: May 3, 2016

Revised: March 3, 2020

Revised: August, 2023

Revised: November, 2025

Ref: La. Rev. Stat. Ann. "17:416.16, [29:726.5](#), [29:726.5.1](#), 40:1578.6; Louisiana School Transportation Specifications and Procedures, Bulletin 119; Louisiana Handbook for School Administrators, Bulletin 741, Louisiana Department of Education; Life Safety Code, National Fire Protection Association; Board minutes, 5-3-16, 3-3-20.

RECRUITMENT

The City of Baker School Board shall make a concerted effort to recruit the best qualified applicants available. When vacancies occur in existing positions or when new positions are created, and such positions are not filled by transfer of qualified personnel, the Superintendent or his/her designee shall post notice of the vacancy and shall have the discretion to advertise for certain positions when circumstances warrant.

When filling vacancies in positions of authority or those with policymaking duties, the Superintendent or his/her designee shall not utilize only oral contacts and interviews of applicants considered, or use any other means to circumvent the provisions of state statute. Nothing, however, shall prohibit oral contact prior to a person becoming an applicant or shall prohibit oral contact which may result in a written application or other documents.

APPLICATIONS

Applications for teaching positions shall be retained by and in the office of the Director of Personnel for a period of not less than three (3) years and all applications for non-certified positions shall be retained for a period of not less than one (1) year.

Disclosure of Information by Applicant

As part of the application process, the School Board shall require the applicant to sign a statement that authorizes the release and disclosure of the following information by the applicant's current or previous employer(s):

1. All actual cases of sexual misconduct with a minor or student by the applicant.
2. All instances of *sexual misconduct with students*, as defined by the Louisiana Board of Elementary and Secondary Education (BESE), and outlined in the *Louisiana Handbook for School Administrators*, Bulletin 741, committed by the applicant, if any, if such employer is/was a city, parish, or other local public School Board.
3. All investigations of sexual misconduct by the applicant with a minor or student that occurred within thirty-six (36) months prior to the applicant's resignation, dismissal, or retirement from employment.
4. All actual or investigated cases of *abuse* or *neglect* committed by the applicant, if any, if such employer is/was the Louisiana School for the Deaf, the Louisiana School for the Visually Impaired, or the Louisiana Special Education Center.

If an investigation determined that a formal allegation of an applicant was

inconclusive, unjustified, or otherwise without cause for further formal pursuit, the applicant shall not be required to disclose such information.

The statement shall also request the current or previous employing School Board make available to the School Board, through its Superintendent or his/her designee, within twenty (20) business days of receipt of the request, copies of all documents as contained in the applicant's personnel file maintained by such employer relative to instances of sexual misconduct, if any. Such request for information shall include a copy of the required statement signed by the applicant.

The Superintendent, or principal, with the approval of the Superintendent, may employ any applicant on a conditional basis pending a review of any information obtained pursuant to this request. Permanent employment shall not occur until the information has been satisfactorily verified. However, in accordance with statutory provisions, the Superintendent shall not hire any applicant who does not sign the release of information statement as required by law.

Any information obtained by the School Board as a result of the signed release statement and request outlined above shall be used by the Superintendent *only* for the purpose of evaluating an applicant's qualifications for employment in the position for which he/she has applied, is not subject to the state public records statutes, and shall not be disclosed to any person, other than the applicant, who is not directly involved in the process of evaluating the applicant's qualifications for employment.

In addition to the above, as part of the application process, the School Board shall request the applicant's performance evaluation results, if applicable. The applicant, once the evaluation results have been received, shall be given an opportunity to review the information received and provide any response or information the applicant deems appropriate.

Finally, the applicant shall grant permission by signing a statement on the application form that permits the School Board to have access to any and all reference, background, and previous employment information and to receive copies of any such documentation from a current or previous employer.

Disclosure of Applicant's Records

The name of each applicant for certain positions of authority or those with policymaking duties, the qualifications of such an applicant, and any relevant employment history or experience of such an applicant shall be available for public inspection, examination, copying, or reproduction as provided for in the statutory provisions governing public works.

Bus Operators

All persons, prior to employment as a bus operator with the School Board, shall fill out an application form. Each applicant shall complete all prerequisites required by law and Bulletin 119, *Louisiana Student Transportation Specifications and Procedures*, before he/she shall be considered for employment as a bus operator or substitute bus operator.

Upon completion of the prerequisites, the applicant's valid application shall be filed in the personnel department for consideration of employment to fill vacancies as they occur. All applications shall be validated each year.

CRIMINAL HISTORY OF APPLICANTS

The City of Baker School Board shall require, in accordance with state law, applicants for employment with the School Board to submit necessary information regarding their backgrounds. Every prospective employee shall be required to provide authorization for the disclosure of any information regarding past criminal activities, including arrests, convictions, having pled *nolo contendere*, or other dispositions, including dismissal of convictions, of any criminal offense, in accordance with La. Rev. Stat. Ann. §15:587.

A standard applicant fingerprint card acceptable to the Louisiana Bureau of Criminal Identification and Information and a disclosure authorization form shall be provided the applicant by the School Board or may be obtained from local police authorities. It shall be the responsibility of the applicant to have his/her fingerprints taken by a qualified individual and submitted to the proper authorities for processing. Any cost associated with fingerprinting or the disclosure of background information on an applicant may be passed on to the applicant.

1. For the purposes of reviewing the criminal history of prospective employees, any person employed to provide cafeteria, transportation, janitorial, maintenance or student services by any person or entity that contracts with a school or school system to provide such services shall be considered to be hired by the school system.
2. A person who has been convicted of or has plead *nolo contendere* to crimes listed in La. Rev. Stat. Ann. §15:587.1 [or whose name is recorded on the Department of Children and Family Services' state central registry on or after August 1, 2018.](#) shall not be hired as a bus operator, substitute bus operator, or janitor, or as a temporary, part-time, or permanent school employee of any kind.
 - A. The School Board may hire a person as an administrator, teacher, or substitute teacher who has been convicted of or plead *nolo contendere* to a felony not listed in La. Rev. Stat. Ann. §15:587.1(C), who has been found to have submitted fraudulent documentation to the Louisiana Board of Elementary and Secondary Education (BESE) or the Louisiana Department

of Education (LDOE) as part of an application for a Louisiana teaching certificate or other teaching authorization, or who has been found to have facilitated cheating on any state assessment if BESE properly issues a teaching certificate or authorization after a formal appeal request submitted by the person.

- B. The School Board may reemploy an administrator, teacher, or other school employee who has been dismissed for conviction of a crime, except a crime listed in La. Rev. Stat. Ann. 15:587.1(C) only upon written approval of the district judge of the parish and district attorney, or upon written documentation from the court in which the conviction occurred stating that the conviction has been reversed, set aside, or vacated. Such statement of approval from the judge and district attorney and any written documentation from the court shall be kept on file and produced upon request by law enforcement.

No later than thirty (30) days after the documentation is placed on file by the school, the school principal shall submit a copy of said documentation from the court to the Louisiana Superintendent of Education.

Revised: January 9, 2007

Revised: May 3, 2016

Revised: July 25, 2018

Revised: March 3, 2020

Revised: January 14, 2025

Revised: November 2025

Ref: La. Rev. Stat. Ann. "15:587, 15:587.1, 17:15, 17:24.2, 17:81, 17:81.9, 17:83, 17:430, 17:3884, 23:291, 42:1119, 44:12.1, 44:31, 44:31.1, 44:32, 44:33, 44:34; La. Children's Code, Art. 603, 606; Board minutes, 3-8-00, 1-9-07, 5-3-16, 7-25-18, 3-3-20, 1-14-25.

DISMISSAL OF EMPLOYEES

With the exception of lay-offs caused by programmatic changes, budget cuts, staff reorganizations, and/or other personnel actions reducing numbers of employees, no City of Baker School Board employee shall be dismissed except as provided by state law and this policy.

CRIMINAL OFFENSES

The Superintendent, on behalf of the School Board, shall dismiss:

1. An administrator, teacher, or substitute teacher upon final conviction or submission of plea of nolo contendere to any crime listed in La. Rev. Stat. Ann. §15:587.1, even if adjudication was withheld or a pardon or expungement was granted, in accordance with statutory provisions for dismissal applicable to the employee.

However, if the person has obtained tenure, such dismissal shall occur only after a hearing held pursuant to hearing procedures outlined in policy F-9.15c, *Employee Discipline*.

2. [An administrator, teacher, or substitute teacher whose name is recorded on the Department of Children and Family Services' state central registry on or after August 1, 2025.](#)
3. An administrator, teacher, or substitute teacher who is found to have submitted fraudulent documentation to the Louisiana Board of Elementary and Secondary Education (BESE) or the Louisiana Department of Education (LDOE) as part of an application for a Louisiana teaching certificate or other teaching authorization.
4. An administrator, teacher, or substitute teacher who is found to have facilitated cheating on any state assessment as determined by BESE.
5. Any other school employee if such employee is convicted of or pleads nolo contendere to crimes enumerated in La. Rev. Stat. Ann. §15:587.1, except La. Rev. Stat. Ann. §14:74.
6. [Any other school employee if the employee's name is recorded on the Department of Children and Family Services' state central registry on or after August 1, 2025.](#)

The Superintendent shall notify the State Superintendent of Education of any employee's dismissal for the criminal offenses above no later than thirty (30) days after such

dismissal.

In addition, employees shall be subject to removal for failure to properly report arrests for certain offenses enumerated in La. Rev. Stat. Ann. §17:16.

ABANDONMENT OF POSITION

If an employee is absent for ten (10) or more days without explanation or approved leave, the School Board may consider the job as abandoned and the employee may be terminated, unless the employee can provide acceptable and verifiable evidence of extenuating circumstances. The Superintendent or his/her designee shall be responsible for determining acceptability of evidence of extenuating circumstances.

CERTIFICATED EMPLOYEES

Non-tenured Teachers

The Superintendent may terminate the employment of any non-tenured teacher after providing such teacher with the written reasons therefor and providing the teacher the opportunity to respond. The teacher shall have seven (7) days to respond, and such response shall be included in the teacher's personnel file. The Superintendent shall notify the teacher in writing of his/her final decision. The teacher shall not be entitled to a hearing before the School Board.

Within sixty (60) days of such notice, the teacher may seek summary review in district court of whether or not the Superintendent's action was arbitrary or capricious.

Tenured Teachers

A tenured teacher shall not be removed from office except upon written and signed charges by the Superintendent or his/her designee of poor performance, willful neglect of duty, incompetency, dishonesty, immorality, or of being a member of or contributing to any group, organization, movement, or corporation that is by law or injunction prohibited from operating in the state of Louisiana, and then only if furnished with a copy of such written charges and given the opportunity to respond. Dismissal of a teacher with tenure shall be governed by the provisions for discipline of tenured teachers as included in policy *F-9.15c, Employee Discipline*.

Contract Appointees

Personnel who have entered into promotional employment contracts with the School Board, pursuant to La. Rev. Stat. Ann. §17:444, may be removed from their positions by non-renewal of their contracts or by termination of their contracts. Contracts may be non-renewed by the School Board for any of the following reasons:

1. The Superintendent has recommended against renewal of the contract based on an evaluation of the employee's performance;
2. The failure to offer a new contract is based on a cause sufficient to support a mid-contract termination;
3. The position in question has been discontinued; or
4. The position in question has been eliminated as a result of district reorganization.

In a non-renewal situation, the employee shall not be entitled to a hearing before the School Board.

For *mid-contract termination* of promotional employment contracts, the employee shall have the right to written charges and a hearing before a disciplinary hearing officer in the manner provided in La. Rev. Stat. Ann. §17:443. A contract may be terminated if the employee is found guilty of being incompetent or inefficient or is found to have failed to fulfill the terms and performance objectives of his/her contract, or other reasons provided for by state law.

NON-CERTIFICATED EMPLOYEES

Non-Tenured Bus Operators

No bus operator hired after July 1, 2012 shall earn tenure.

A non-tenured bus operator shall be immediately dismissed if he/she is convicted of or has pled nolo contendere to violations of local or existing state law prohibiting operating a vehicle while intoxicated regardless of whether the violation occurred while performing in his/her official capacity as a school bus operator at the time of the offense.

Each school bus operator shall serve a probationary term of three (3) years reckoned from the date of his/her first employment with the School Board. During such probationary term, any bus operator may be dismissed by the School Board upon the written recommendation of the Superintendent. Any bus operator employed on or after July 1, 2012, who has successfully completed his/her probationary term, may be dismissed by the Superintendent after providing such bus operator with written reasons therefor and providing the bus operator with the opportunity to respond. The bus operator shall have seven (7) days to respond, and such response shall be included in the bus operator's personnel file. Regardless of the date of his/her employment, a non-tenured bus operator shall not be entitled to a hearing before the School Board prior to termination.

Tenured Bus Operators

A tenured bus operator may be dismissed for willful neglect of duty, or incompetence, or immorality, or drunkenness while on duty, or failure to comply with requirements of La. Rev. Stat. Ann. §17:491.3 relative to being arrested for one or more of the specified offenses, or physical disability to perform his/her duties, or failure to keep his/her transfer equipment in a safe, comfortable, and practical operating condition, or of being a member of or contributing to any group, organization, movement, or corporation that is prohibited by law or injunction from operating in the state.

Additional grounds for the removal from office of any school bus operator shall be:

1. the abolition, discontinuance, or consolidation of routes, but then only if it is found as a fact, based upon a determination by the Superintendent that it is in the best interests of the school system to abolish, discontinue, or consolidate said route or routes. If abolition, discontinuance, or consolidation of bus routes is approved, the principle of seniority shall apply, so that the last school bus operator hired to serve within the school system to be affected shall be the first to be removed.
2. conviction of or plea of nolo contendere to a violation of a parish or municipal ordinance that prohibits operating a vehicle while intoxicated or any of the existing state offenses relative to operating a vehicle while intoxicated, as enumerated in La. Rev. Stat. Ann. §17:493, regardless of whether the violation occurred while performing in his/her official capacity as a school bus operator at the time of the offense.

A tenured bus operator shall not be removed from his/her position except upon written and signed charges against the bus operator, and the bus operator having been furnished with a copy of such written charges and given the opportunity to respond, in person or in writing, within ten (10) calendar days from written notice of the charges.

The Superintendent shall have ten (10) calendar days to review the school bus operator's response and to provide written notice to the bus operator of the *interim disciplinary action*, which may include placing the bus operator on paid administrative leave. If the bus operator has been arrested for a violation of any of the following: La. Rev. Stat. Ann. §§14:42 through 14:43.5, §§14:80 through 14:81.5, any other sexual offense affecting minors, any of the crimes provided in La. Rev. Stat. Ann. §15:587.1, or any **justified substantiated** complaint of child abuse or neglect on file in the central registry pursuant to Children's Code Article 615, the administrative leave shall be without pay. Paid administrative leave shall not exceed fifty (50) days from notice of the Superintendent's interim decision.

Within twenty (20) calendar days after receipt of the Superintendent's interim disciplinary action, if any, the bus operator may request a hearing before a disciplinary hearing officer, following the hearing procedures for tenured teachers found in policy *F-9.15c, Employee Discipline*. If the bus operator fails to timely request a hearing, the disciplinary action shall

become final.

School Employees

All employees of the system whose dismissal is not governed by the provision of La. Rev. Stat. Ann. "17:441-446, or by the provisions of La. Rev. Stat. Ann. "17:491-494, shall be subject to dismissal upon the written recommendation by the Superintendent to the School Board. Such employees shall not be entitled to a hearing before the School Board.

Revised: November, 2003
Combined with F-10.12: September, 2006
Revised: January 5, 2010
Revised: June, 2012
Revised: August, 2013
Revised: May 3, 2016
Revised: October, 2018
Revised: March 3, 2020
December 6, 2022
Revised: November, 2025

Ref: La. Rev. Stat. Ann. "13:3204, 15:587.1, 17:15, 17:16, 17:81.5, 17:442, 17:443, 17:444, 17:492, 17:493, 17:493.1; La. Code of Civil Procedure, Art. 2592; Rouselle v. Plaquemines Parish School Board, 633 So2d 1235 (La. 2/28/94); Board minutes, 1-5-10, 5-3-16, 3-3-20, 12-6-22.

EMPLOYEE CONDUCT

The City of Baker School Board believes the teaching profession occupies a position of public trust involving not only the individual teacher's personal conduct, but also the interaction of the school and the community. Education is most effective when these many relationships operate in a friendly, cooperative, and constructive manner. A teacher's conduct, as well as the conduct of all employees throughout the school district, should meet acceptable standards of the community and show respect for the law and the rights of others.

All employees, volunteers, student teachers, interns, and any other person affiliated with the City of Baker School System (COBSS) have the responsibility to be familiar with and abide by the laws of the state, the policies and decisions of the School Board, and the administrative regulations and procedures designed to implement School Board policies. Employees and others shall also comply with the standards of conduct set out in this policy and with any other policies, regulations, procedures, or guidelines that impose duties, requirements, or standards of conduct attendant to their status as School Board employees.

Employees and all persons affiliated with the COBSS shall be expected to observe at least the following standards of conduct:

- Be courteous to students, one another, and the public and conduct themselves in a professional and ethical manner.
- Recognize and respect the rights and property of students, other employees, and the public.
- Maintain confidentiality of all matters relating to students and other employees.
- Demonstrate dependable attendance and punctuality with regard to assigned activities and work schedules.
- Observe and adhere to all terms of an employee's contract or job description.
- Strive to keep current and knowledgeable about the employee's area of responsibility.
- Refrain from promoting personal attitudes and opinions for matters other than general discussion.
- Refrain from using undue influence to gain, or attempt to gain, promotion,

leave, favorable assignments, or other individual benefit or advantage.

- Advocate positive personal behavior on or off campus and attempt to avoid improprieties or the appearance of improprieties.

While the operation of the City of Baker School District and its schools is governed by the provisions of this and all other School Board policies, regulations, and procedures, as well as procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and standards of common sense. By virtue of one's education and experience, an employee knows and understands that certain actions or conducts are unacceptable even in the absence of formal School Board policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language, or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty. Such conduct, as well as violation of any state or federal law or School Board policies, regulations, or procedures, or school regulations or procedures, shall result in the imposition of discipline up to and including termination.

PROHIBITED SEXUAL CONDUCT

Employees shall be prohibited from engaging in any form of sexual conduct with students. In particular, it is a violation of criminal statutes for any educator, which includes any administrator, coach, instructor, teacher, paraprofessional, teacher aide, or student aide, to engage in sexual conduct, as defined in La. Rev. Stat. Ann. §14:81.4 with a student who is seventeen (17) years of age or older, but less than twenty-one (21) years of age, where there is an age difference of greater than four (4) years between the two persons.

Notwithstanding any claim of privileged communication, any educator, having cause to believe that prohibited sexual conduct has occurred between another educator and a student, shall be required by state law to immediately report such conduct to a local or state law enforcement agency.

NOTIFICATION BY EMPLOYEES

An administrator, teacher or any other School Board employee shall report any final conviction or plea of guilty or *nolo contendere* to any criminal offense, excluding traffic offenses, to the School Board within ~~forty-eight (48) hours~~ two (2) business days, exclusive of weekends and holidays, of the conviction or plea of guilty or nolo contendere.

An administrator, teacher or any other School Board employee or whose name is recorded on the Department of Children and Family Services' state central registry on or after August 1, 2025, shall report the recordation to the School Board and to the

Department within two (2) business days, exclusive of weekends and holidays.

All employees shall be expected to report to the Superintendent and/or his/her designee any violations of state or federal law, local ordinance, or School Board policy by another employee or volunteer.

Arrests for Certain Sexual Offenses

Effective January 1, 2012, any public school employee shall be required to report his/her arrest for a violation of La. Rev. Stat. Ann. §§14:42-14:43.5, 14:80-14:81.5, any other sexual offense affecting minors, any of the crimes listed in La. Rev. Stat. Ann. §15:587.1, or any justified complaint of child abuse or neglect on file with the Louisiana Department of Children and Family Services.

The report shall be submitted to the Superintendent or his/her designee within twenty-four (24) hours of the arrest. However, if the employee is arrested on a Saturday, Sunday, or a legally declared school holiday such report shall be made prior to the employee next returning for his/her work assignment at a school. Such report shall be made by the employee or an agent of the employee regardless of whether he/she was performing an official duty or responsibility as an employee at the time of the offense. In addition, the employee shall report the disposition of any legal proceedings related to any such arrest, which shall also be made a part of any related files or records.

Any employee who fails to comply with these provisions shall be suspended with or without pay by the School Board if such employee is serving a probationary term of employment or if the provisions of law relative to probation and tenure are not applicable to the employee.

Any employee employed by the School Board who is a tenured employee of the Board shall be subject to removal under applicable state laws for failure to comply with these provisions. Written and signed charges alleging such failure shall be brought against the employee.

Unless criminal charges are instituted pursuant to an arrest which is required to be reported as provided above, all information, records, hearing materials, and final recommendations of the school pertaining to such reported arrest shall remain confidential and shall not be subject to a public records request.

School employee, as used in this policy, shall mean any employee of the School Board, including teachers, substitute teachers, bus operators, substitute bus operators, or janitor, and shall include all temporary, part-time, and permanent school employees.

Revised: July, 2005
Revised: November 7, 2006
Revised: March 4, 2008

Revised: November 3, 2009
Revised: May 3, 2016
Revised: November, 2025

Ref: 41 USC 702 (*Drug-Free Workplace*); La. Rev. Stat. Ann. §§14:81.4, 17:15, 17:16, 17:81; Sylvester v. Cancienne, 95-0789 (La. App. 1st Cir. 11/9/95), 664 So.2d 1259; Howard v. West Baton Rouge Parish School Board, 2000-3234 (La. 6/29/01), 793 So.2d 153; Spurlock v. East Feliciana Parish School Board, 03-1879 (La. App. 1st Cir. 6/25/04), 885 So.2d 1225; Board minutes, 6-22-05, 11-7-06, 3-4-08, 1-20-09, 11-3-09, 5-3-16.

BEHAVIORAL HEALTH SUPPORT FOR STUDENTS**MENTAL HEALTH ASSESSMENTS**

The City of Baker School Board shall require that each public school make available to each student in grades three (3) through twelve (12) a mental health assessment by a licensed behavioral health provider, so long as it is annually authorized by his/her parent or legal guardian. Such screening shall be offered within the year, and, if feasible, during the first semester rather than the second semester of the school year. Each principal or his/her designee may use discretion in determining a convenient time for scheduling such assessments and an appropriate time and place to conduct such assessments.

For the purposes of this policy, "licensed behavioral health provider" means an individual or provider that falls into one of the following categories:

1. A mental health professional with a current and valid occupational license issued by a Louisiana professional occupational licensing board or commission under Title 37 of the Louisiana Revised Statutes of 1950, acting within the scope of practice authorized by the licensing board to conduct mental health assessments.
2. A behavioral health services provider with a current and valid license issued by the Louisiana Department of Health pursuant to La. Rev. Stat. Ann. §40:2151 et seq. to provide mental health services and assessments.

The schools may locate a current list of licensed mental health professionals who are authorized to conduct mental health assessments by contacting the individual licensing boards who regulate the licensed professionals. Schools may locate a current list of behavioral health service providers licensed by the Louisiana Department of Health through the Louisiana Department of Health's website.

The assessments provided for in this policy shall be provided to the appropriate students at each public school at no cost to the School Board.

REFERRAL FOR ASSESSMENT AND TREATMENT

The City of Baker School Board recognizes that students with behavioral or emotional challenges may be at risk of their behavior escalating into aggression or disruption, disciplinary actions including suspension or expulsion, or juvenile delinquency. The School Board shall adopt and maintain rules and regulations for a program which assists school personnel to identify such signs and symptoms of a student with behavioral or emotional challenges.

A specific employee shall be designated at each school who shall be responsible for identifying behavioral and mental health support services available in the community, and when appropriate, facilitating a referral of a student to those services for assessment and

treatment, including services provided through the Louisiana Coordinated System of Care and its Medicaid provider network.

After any second suspension of a student during the same school year, the principal or his/her designee and the designated employee shall consult on whether the student's behavior could be attributable to behavioral or emotional challenges. If it is determined that the behavior is attributable to behavioral or emotional challenges and rises to the level that supportive services could be beneficial, the principal or his/her designee and the designated employee shall schedule a conference with the student's parent or legal guardian to discuss the student's behavior and counseling as well as the referral of the student and family to support services for assessment and treatment.

ANNUAL REPORT

The School Board shall report to the Louisiana Department of Education and the House and Senate committees on education the number of students identified as possibly having behavioral or emotional challenges, the number of students for which a conference was scheduled, and the number of students referred for assessment and supportive services. The reports shall be submitted annually on July first and shall reflect data from the previous school year.

MENTAL HEALTH SCREENINGS

The School Board may offer mental health screenings for all students in grades kindergarten (K) through twelve (12) during the first semester of the school year. If the School Board approves and funds mental health screenings, each school under its jurisdiction shall comply with the provisions of this policy relative to the administration of such screenings.

The school shall notify the parent or legal guardian of each student that screenings are being offered and shall give the parent or legal guardian the option to consent in writing to the screening. A school shall not conduct a mental health screening on a student whose parent or legal guardian has not consented to the screening, unless the student has reached the age of majority or is an emancipated minor and independently consents in writing to the screening. The school shall identify the screening tool being used and include this information on the parental consent form with information on how to access the tool on the school or District's website.

If the results of a student's screening indicate a potential mental health condition, the school shall notify the student's parent, legal guardian, or the student if he has reached the age of majority or is an emancipated minor of the results and provide a list of resources available to the student in the school or community.

Results of the screenings shall be confidential and shall not be subject to disclosure except to the student's parent, legal guardian, or the student if he/she has reached the age of majority or is an emancipated minor. Within thirty (30) days following notification

NEW POLICY

FILE: H-3.6h
Cf: H-3.5c, H-3.6i

of the parent, legal guardian, or the student if he/she has reached the age of majority or is an emancipated minor, the mental health screening data collected by a school shall be destroyed. No school or vendor shall collect metadata when conducting such screenings.

The School Board shall not use the results of any mental health screening to make any decision relating to student instruction, academic opportunities, or discipline.

There shall be no cause of action against the School Board, or any employee thereof, related to the results of the screening.

New policy: November, 2025

Ref: La. Rev. Stat. Ann. §§17:173, 17:173.1, 17:416, 17:416.23, [17:416:24](#).