

**City of Baker School Board
Board Meeting Agenda
Tuesday, October 6, 2026, 6:00 P.M.
School Board Office**

Monique Butler, President – Presiding

“It is not fair to ask of others what you are not willing to do yourself.”- Eleanor Roosevelt

A. Meeting Commencement

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

B. Welcome of Visitors

C. Recognitions

1. BHS and PRAA Homecoming Courts

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 September 1, 2026, and Special Board Meeting of September 16, 2026.
2. Consideration and Approval of August 31, 2026 Financial Report.
3. Consideration and Approval of a resolution to authorize the Superintendent to apply for the 2026 Delta Regional Authority (DRA) States Economic Development Assistance Program (SEDAP).
4. Consideration and Approval of policies:
 - a. F-9.4a Protection of Criminal Background Information

F. Information Items

1. Report from Dannie Garrett
2. Report from Helix
3. Policies:
 - a. F-11.4 Sick Leave
 - b. G-24c.2 Cameras in SpED Classrooms
 - c. H-3.5c Suspension
 - d. H-3.5d Expulsion
 - e. H-4.4 Child Abuse

G. Announcements

1. Date of Next Meeting – November 3, 2026

H. Adjournment (Action)



In accordance with the Americans with Disabilities Act, if you need special assistance, please contact Catrina Blackmore at 225.774.5795 to describe the assistance that is necessary.

City of Baker School Board Meeting
Board Meeting
Tuesday, September 1, 2026
6:00 pm
MINUTES

The City of Baker School Board held a Regular Board Meeting beginning at 6:00 p.m. on Tuesday, September 1, 2026 at the School Board Office.

President Butler called the meeting to order and explained to visitors that the process for speaking on action agenda items is to request a comment card from Ms. Blackmore, write your name and the number of the agenda item you wish to speak on, and return the card to Ms. Blackmore. Visitors will be allowed two (2) minutes to speak.

President Butler welcomed all visitors and called the public meeting to order. She then took roll:

- Perkins: Present
- Profit: Present
- Burges: Present
- Joseph: Present
- Butler: Present

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

Ms. Butler requested that everyone stand for a moment of silent meditation/prayer led by Mrs. Perkins and the Pledge of Allegiance, to be led by Mrs. Burges.

Welcome of Visitors

President Butler welcomed all visitors

Recognitions

No Recognitions

Approval of Agenda:

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

Action Items:

1. Consideration and Approval of Minutes from the School Board Meeting of August 4, 2026, and Special Board Meeting of August 19, 2026.

On motion of Mrs. Profit seconded by Mrs. Burges, the Board voted to approve the School Board Meeting Minutes for August 4, 2026, and Special Board Meeting of August 19, 2026.

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

2. Consideration and approval of 2026-2027 City of Baker School System Operating Budget.

On motion of Mrs. Burges seconded by Mrs. Profit, the Board voted to move to approve the 2026-2027 Operating Budget with adjustments to be amended, if needed, throughout the year.

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

3. Consideration and approval of July 31, 2026, Financial Report.

On motion of Mrs. Profit, seconded by Mrs. Burges, the Board voted to approve the July 31, 2026 Financial Report.

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

4. Consideration and approval of Policies:

- A. F-11.5 – Personal Leave
- B. G-2.4C- Education of Students with Exceptionalities
- C. H-3.6I- Behavioral Health Services for Students
- D. E-1.1B- Emergency Operations Plans
- E. H-3.5 Discipline

On motion of Mrs. Burges, seconded by Mrs. Profit, the Board voted to approve the policies.

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

Information Items

- 1. Representative Daryl Adams- Capital Outlay
- 2. Report from Helix- Mr. Castille
- 3. Transportation Updates- The bus drivers spoke about their concerns: Shandria Pierson, LaKeshia Davis, LaCosha Edwards, Wanda Warren, Larry Robinson, and Dora Mars.

4. Superintendent Personnel Report
5. Policies: - Mr. Stroder
 - A. F-9.4A Protection of Criminal Background Information

Announcements:

Date of Next Meeting: October 6, 2026

Adjournment:

On motion of Mrs. Profit seconded by Mrs. Burges, the Board voted to adjourn the meeting. Voting yes: Perkins, Profit, Burges, Joseph, and Butler. Voting no: None.

Board President

Secretary

**City of Baker School Board Meeting
Workshop & Special Board Meeting
Wednesday September 16, 2026**

Workshop 4:30 pm/Special Board Meeting 5:12 pm

MINUTES

The City of Baker School Board held a Special Board Meeting beginning at 5:12p.m. on Wednesday, September 16, 2026, after the Davis-Bacon Training, presented by Dr. Kar-tina Roberts, at the School Board Office.

President Butler called the meeting to order and explained to visitors that the process for speaking on action agenda items is to request a comment card from Ms. Blackmore, write your name and the number of the agenda item you wish to speak on, and return the card to Ms. Blackmore. Visitors will be allowed two (2) minutes to speak.

President Butler welcomed all visitors and called the public meeting to order. She then took roll:

- Perkins: Present
- Profit: Present
- Burges: Present
- Joseph: Present
- Butler: Present

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

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

Welcome of Visitors

President Butler welcomed all visitors.

Recognitions

New Employees of the Federal Program introduced: Ricky Jones, Taurus Ross, and Keycha Bates

Approval of Agenda:

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

Action Items:

1. Consideration and Approval of Policy A-12A Charter Federal Programs Oversight.

On motion of Mrs. Burges seconded by Mrs. Profit, the Board voted to approve the Policy A-12A Charter Federal Programs Oversight.

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

2. Consideration and approval of Amendment with Ericksen Krentel for Federal Programs Financial Oversight.

On motion of Mrs. Burges seconded by Mrs. Profit, the Board voted to move to approve the Amendment with Ericksen Krentel for Federal Programs Financial Oversight.

(Mrs. Burges requested to document in the minutes that she would like to see the Audit headed in the right direction.)

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

3. Consideration and approval of Settlement Offer on Sedgwick Claim #C566544466-0007, and claim #C566544466-0008.

On motion of Mrs. Joseph, seconded by Mrs. Profit, the Board voted to approve the Settlement Offer on Sedgwick Claim #C566544466-0007, and claim #C566544466-0008

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

Information Items

1. Monitoring of Federal Programs

Announcements:

Date of Next Meeting: October 6, 2026

Adjournment:

On motion of Mrs. Burges seconded by Mrs. Perkins, the Board voted to adjourn the meeting. Voting yes: Perkins, Profit, Burges, Joseph, and Butler. Voting no: None.

Board President

Secretary

CITY OF BAKER SCHOOL BOARD

Financial Report Summaries Including Budget to Actual Comparisons for Period Ending August 31, 2026

GENERAL FUND			
Description	2026-2027 Projected Revenues/ Expenditures	2026-20267 YTD Revenues/ Expenditures	Percentage % Change
Revenues			
Ad Valorem Taxes	\$ 3,144,560	\$ 25,072	-99.20%
Sales and Use Taxes	4,830,625	789,587	-83.65%
Minimum Foundation Program Funding	4,556,794	377,849	-91.71%
State Shared Revenue	14,500	-	-100.00%
Differentiated Compensation/Certificate Stipend	270,447	(26,798)	
Local	-	-	0.00%
State Grants	-	-	0.00%
Facility Lease - Harding Street	216,000	-	-100.00%
Facility Lease - 3200 Groom Road	569,420	-	-100.00%
Interest Income	25,000	24	-99.90%
Reimbursement from Charter Operator	939,093	-	-100.00%
Admin fee	532,515	-	-100.00%
Other Income	14,763	-	-100.00%
Total Revenues	15,113,717	1,165,734	-92.29%
Expenditures			
Instruction:			
Regular Program	127,608	90,809	-28.84%
Special Education Program	8,979	2,900	-67.70%
Vocational Education Programs	52	-	-100.00%
Special Programs	150,479	-	-100.00%
Total Instruction	287,118	93,709	-67.36%
Support Services:			
Pupil Support Services	2,651	-	-100.00%
Instructional Staff Services	2,487	-	-100.00%
Food Service Operations	4,884	-	
General Administration	739,867	133,147	-82.00%
School Administration	20,911	-	-100.00%
Business Services	194,635	3,163	-98.37%
Operations and Maintenance of Plant Services	798,426	24,595	-96.92%
Student Transportation Services	536,120	-	-100.00%
Central Services	-	-	0.00%
Facilities Acquisition and Construction Services	117,476	-	-100.00%
Debt Service	165,339	113,051	-31.62%
Total Support Services	2,582,796	273,956	-89.39%
Total Expenditures	2,869,914	367,665	-87.19%
Transfers Out			
Transfer to Charter Schools	12,236,423	-	-100.00%
Local Revenue Charter School Transfers Type 2, 5	-	-	0.00%
Total Transfers Out	12,236,423	-	-100.00%
Total Change in Fund Balance	\$ 7,380	\$ 798,069	

**A RESOLUTION AUTHORIZING APPLICATION FOR THE 2026 DELTA REGIONAL AUTHORITY
STATES ECONOMIC DEVELOPMENT ASSISTANCE PROGRAM (SEDAP) GRANT**

WHEREAS, the City of Baker School System will serve as the fiscal agent and lead applicant for the proposed project under the 2026 Delta Regional Authority States Economic Development Assistance Program (SEDAP) grant;

WHEREAS, the Delta Regional Authority (DRA) is accepting applications for the 2026 States Economic Development Assistance Program (SEDAP) grant;

WHEREAS, DRA requires a resolution from the applicant that identifies the authority to apply, the authorized signatory, and the amount of matching funds pledged directly by the applicant, if applicable;

NOW, THEREFORE, BE IT RESOLVED by the City of Baker School System Board that:

- 1. Authority to Apply.** The City of Baker School System Board authorizes the City of Baker School System to serve as fiscal agent and lead applicant and to submit an application for the 2026 Delta Regional Authority States Economic Development Assistance Program (SEDAP) grant.
- 2. Authorized Signatory.** James Stroder, Superintendent, is designated as the authorized representative and signatory for the City of Baker School System for purposes of preparing, submitting, executing, and administering the SEDAP grant application and related documents.
- 3. Matching Funds.** The City of Baker School System is not pledging matching funds for this application.
- 4. Acceptance and Administration.** If the grant is awarded, the Superintendent or designee is authorized to take all actions necessary to accept and administer the award in the System's capacity as fiscal agent and lead applicant, subject to applicable law, Board policy, grant requirements, and any required budgetary approval.

CERTIFICATION

I certify that the foregoing resolution was duly adopted by the City of Baker School System Board at a meeting held on [INSERT DATE].

Monique Butler, Board President

Date: _____

REDLINE COMPARISON - SEPTEMBER 2026 PROPOSED REVISION**PROTECTION OF CRIMINAL BACKGROUND INFORMATION**

Redline key: ~~deleted language~~ | added/revised language

This comparison is organized by subject because the proposed 2026 revision restructures the existing policy to match the CHRI-specific sections required by the Louisiana State Police audit.

PURPOSE AND SCOPE

~~The City of Baker School Board utilizes the Louisiana State Police (LSP) Bureau of Criminal Identification and Information for performing criminal background checks on employment candidates. In order to process criminal background checks utilizing this system, the City of Baker School Board shall:~~

The City of Baker School Board utilizes the Louisiana State Police (LSP) Bureau of Criminal Identification and Information to obtain fingerprint-based state and national Criminal History Record Information (CHRI) for authorized employment and related non-criminal justice purposes. This policy applies to all CHRI received, reviewed, stored, transmitted, retained, or destroyed by the School Board and to all employees, officers, agents, contractors, and other persons who may have authorized access to CHRI.

CHRI shall be requested, accessed, used, disclosed, stored, and destroyed only in accordance with applicable state and federal law, the current FBI Criminal Justice Information Services (CJIS) Security Policy, LSP requirements, the School Board's current Civil Agency User Agreement, and this policy.

REQUESTING CHRI CHECKS

~~1. Comply with state and federal laws, rules, regulations, procedures, and policies, including, but not limited to, the most current version of the Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) Security Policy and the Louisiana Noncriminal Justice Agency Guide regarding the access, use, and dissemination of Criminal History Record Information (CHRI).~~

~~3. Obtain and retain any required documents mandated by state or federal law for the purpose of submitting and processing a fingerprint-based CHRI background check for each individual request.~~

Fingerprint-based CHRI checks shall be conducted only when authorized by applicable law and for the purpose identified in the request. Applicants or employees who are required to submit to fingerprint-based state and national criminal history checks shall be informed of the requirement and provided instructions for completing the fingerprinting process.

Before fingerprinting, the School Board shall provide the applicant with the current FBI Privacy Act Statement and the current Noncriminal Justice Applicant's Privacy Rights notice, and shall maintain documentation that the applicant received and acknowledged the required notices. Supporting documentation establishing the authorized purpose for each fingerprint request shall be retained.

1. ACCEPTABLE USE

~~2. Only use CHRI for the purpose requested as stated in the Louisiana Noncriminal Justice Agency Guide.~~

~~G. Disseminating CHRI only when authorized by state or federal law approved by the U.S. Attorney General.~~

~~11. CHRI shall be used only for reasons stated in Louisiana law or Federal code. Using CHRI for any other reason is considered misuse.~~

CHRI shall be used solely for the official purpose for which it was requested. CHRI obtained for one employment, licensing, certification, or other authorized purpose shall not be reused for a different purpose. A new need shall require a new authorized record check when required by law or LSP/FBI requirements.

CHRI shall not be disseminated outside the receiving department, related authorized entities, or other persons legally entitled to receive it. The School Board shall not confirm or deny the existence or nonexistence of CHRI to the public, through a public-records response, public website, press release, or any unauthorized person or entity.

APPLICANT REVIEW, CHALLENGE, AND ADVERSE DECISIONS

~~6. Notify individuals of their right to update, challenge, or correct any discrepancies within his or her CHRI, and the City of Baker School Board providing direction on how to do so.~~

An applicant shall be afforded an opportunity to challenge or complete inaccurate or incomplete CHRI and shall be provided information on the procedures for obtaining changes, corrections, or updates to state and federal criminal history records. The School Board shall not make a final adverse employment decision based solely on charges without final disposition information until the applicant has been afforded a reasonable opportunity to correct or complete the record or has declined to do so.

For purposes of this policy, the School Board will ordinarily allow thirty (30) calendar days from written notice to initiate or complete a challenge, subject to reasonable extension by the Superintendent or designee when the applicant demonstrates that the state or federal review process remains pending.

CHRI TRAINING / NAC / ARSO

~~A. Designating a Noncriminal Agency Coordinator (NAC) who will act as liaison between the City of Baker School Board and LSP Bureau. The NAC will receive audit information from the LSP Bureau and serve as the onsite contact person during audits.~~

~~B. Designating a City of Baker School Board Security Officer who is responsible for ensuring compliance with the terms of this Agreement and state and federal laws, rules, regulations, procedures, and policies regarding access, use, and dissemination of CHRI.~~

~~C. Ensuring its officers, employees, agents, and any other persons associated with the City of Baker School Board who have access to CHRI, have received security awareness training.~~

All personnel authorized to receive, review, handle, store, or otherwise access CHRI shall complete the required CJIS Security Awareness Training through CJIS Online before access is granted and annually thereafter. Each person with CHRI access shall also sign the required Acknowledgement Statement of Misuse. Training records and signed acknowledgments shall be maintained by the Noncriminal Agency Coordinator (NAC) or designee.

The Superintendent shall designate a NAC. The current NAC shall be identified in the School Board's current LSP Civil Agency User Agreement and related LSP records. The NAC shall serve as the primary liaison with LSP for audits, training, quality control, authorized-personnel records, policy dissemination, and matters involving the use or misuse of CHRI. The NAC shall maintain a current list of personnel authorized to access CHRI and shall ensure that required training remains current.

The Superintendent shall designate an Authorized Recipient Security Officer (ARSO). The current ARSO shall be identified in the School Board's current LSP Civil Agency User Agreement. The ARSO shall be responsible for the day-to-day security of CHRI, identification of authorized users, implementation of appropriate security safeguards, maintenance of security documentation, and coordination of incident response. The same person may serve as NAC and ARSO when permitted by LSP.

PERSONNEL SECURITY AND ACCESS

~~E. Establishing and implementing minimum screening requirements as required by CJIS Security Policy for its officers, employees, agents, and any other persons associated with the City of Baker School Board who have access to CHRI. No individual may be granted access by the School Board when a felony conviction of any kind exists, unless explicitly approved by the LSP Bureau or CJIS System Officer (CSO).~~

~~5. Persons already having access to CHRI and who are subsequently arrested and/or convicted of a crime will: A. Have their access to CHRI suspended until the outcome of an arrest is determined and reviewed by the DCJIS in order to determine if continued access is appropriate. B. Have their access suspended indefinitely if a conviction results in a felony of any kind. C. Have their access denied by the DCJIS where it is determined that access to CHRI by the person would not be in the public's best interest.~~

~~Whenever possible, access to CHRI by support personnel, contractors, and custodial workers will be denied. If a need should arise for such persons to be in an area(s) where CHRI is maintained or processed (at rest or in transit); they will be escorted by, or be under the supervision of, authorized personnel at all times while in these area(s).~~

Access to CHRI shall be limited to personnel who have a documented need to know, have completed required screening and training, and have been designated as authorized personnel. Personnel shall satisfy current CJIS and LSP personnel screening requirements before access is granted.

- Authorized access shall be unique to the individual and shall not be shared.

- Generic or shared user accounts shall not be used to access systems containing CHRI.
- Support personnel, contractors, custodial workers, and other unauthorized persons shall not be permitted access to CHRI.
- When an unauthorized person must enter an area where CHRI is maintained or processed, the person shall be escorted or continuously supervised by authorized personnel.
- Access shall be reviewed periodically and removed immediately when a person no longer requires CHRI access.

Upon termination, transfer, or other change that removes the need for CHRI access, the ARSO or designee shall initiate removal or disabling of access as soon as practicable and no later than twenty-four (24) hours after receiving notice.

2. MEDIA PROTECTION

~~D. Ensuring its officers, employees, agents, and any other persons associated with the City of Baker School Board, abide by all state and federal laws, rules, regulations, procedures, and policies regarding access, use, and dissemination of CHRI; including, but not limited to, any LSP Bureau system(s) approved for use by the City of Baker School Board for the access, receipt, and retention of CHRI. Additionally, the City of Baker School Board acknowledges and understands that the use of this system provides for tracking and monitoring of computer access and location-specific variables... Tracking and monitoring is to ensure the use, storage, dissemination, and processing of CHRI is completed in an appropriate environment and limited to authorized personnel.~~

~~F. Authorized personnel may remove a CHRI report from the storage when required to review and process an application. The CHRI report shall be under the direct supervision of the authorized person at all times and shall be returned to the secure area upon completion of the task for which the report was removed. CHRI reports shall be maintained in hard-copy form only. CHRI reports shall not be transmitted via email or by any other non-secure method and shall not be stored on portable digital media such as flash drives or compact discs.~~

The School Board shall protect physical and electronic media containing CHRI throughout its lifecycle. Access to CHRI media shall be restricted to authorized personnel. CHRI shall not be transmitted through personal email, unapproved cloud storage, personal devices, or other non-secure methods.

Physical or electronic CHRI removed from its secure storage location for an authorized purpose shall remain under the direct control or supervision of an authorized person and shall be returned to the secure location promptly after the authorized task is completed. Portable digital media, including flash drives and external drives, shall not be used to store CHRI unless specifically approved by the ARSO and configured in compliance with CJIS requirements.

3. PHYSICAL PROTECTION

Physical CHRI shall be stored in a controlled or restricted area within a lockable filing cabinet, drawer, office, safe, vault, or other secure container. The storage area or container shall remain locked when unattended. Documents and computer displays containing CHRI shall be positioned or secured so that unauthorized persons cannot view or access them.

Physical CHRI may be maintained with restricted employee clearance records when feasible, but shall not be placed in a general-access personnel file or circulated to school-site personnel who are not authorized to receive CHRI.

ELECTRONIC STORAGE AND ACCESS

~~I. The City of Baker School Board shall restrict access to and handling of digital and physical media in all forms to authorized individuals only from the time CHRI is received electronically to the time that it is filed in the physical and/or electronic personnel file of the employee.~~

~~J. The City of Baker School Board maintains all physical/electronic criminal record information of all employees. Upon termination and/or retirement of an employee, physical records will be filed electronically as a permanent personnel file of the employee.~~

Electronic CHRI shall be maintained only in the School Board's district-approved restricted electronic personnel/clearance record environment. Access shall be limited to specifically authorized employees based on job responsibility and need to know. The electronic environment shall use individual user authentication and other safeguards required by the current CJIS Security Policy and LSP requirements.

If CHRI is stored with a cloud service provider, the service may be used only when the configuration, data location, access controls, encryption, personnel screening, security addendum requirements, and other applicable controls satisfy current FBI CJIS and LSP requirements. The ARSO, in coordination with district information technology personnel, shall document the approved electronic storage environment and maintain supporting security documentation.

4. RETENTION

~~7. Retain supporting documentation for a minimum of three (3) years from the time CHRI results are returned for audit purposes. Documentation, including but not limited to, Authorization Forms that support the City of Baker School Board's purpose for requesting the individual to complete a background check coincides with an authorized purpose in state or federal law. The LSP Bureau recognizes the School Board may have a document retention policy that requires a time period greater than three (3) years.~~

CHRI shall be retained only for the authorized employment purpose, historical reference or comparison with a future authorized CHRI request, dispute or challenge of the accuracy of the record, or evidence in a subsequent proceeding based on information contained in the CHRI.

During employment, CHRI shall be retained in the restricted physical and/or electronic clearance record. Upon termination or retirement, CHRI that remains subject to the School Board's records-retention requirements shall be retained in the permanent restricted electronic personnel/clearance record. Supporting documentation establishing the authorized purpose for the CHRI request shall be retained for not less than three (3) years from the date the CHRI result is returned, or longer when required by the School Board's records-retention schedule, litigation hold, law, regulation, or other legal requirement.

5. DESTRUCTION OF PHYSICAL CHRI

~~The City of Baker School Board shall destroy CHRI reports by shredding or incineration. The destruction of such reports shall be carried out carried out or witnessed by authorized personnel only.~~

When physical CHRI is no longer required to be retained, it shall be destroyed by cross-cut shredding or incineration so that the information cannot be reconstructed. Destruction shall be performed by, or witnessed by, authorized personnel. If an outside disposal service is used and the service may have access to CHRI, all required LSP/FBI approvals, agreements, and security requirements shall be satisfied before the service is permitted access.

6. DISCIPLINARY

~~Anyone suspected of intentional misuse of CHRI will be suspended with pay until an investigation of the suspected misuse is concluded. At the conclusion of the investigation, if it is determined that intentional misuse of CHRI occurred, the individual shall face loss of access to CHRI, loss of employment and/or criminal prosecution. The incident of CHRI misuse shall be reported to the state.~~

Using CHRI for any purpose other than a purpose authorized by state statute, federal law, the Civil Agency User Agreement, or this policy constitutes misuse. Suspected intentional misuse shall be promptly investigated.

Confirmed misuse may result in immediate loss or suspension of CHRI access, disciplinary action up to and including termination of employment, referral for criminal prosecution when appropriate, and any other corrective action required by law or LSP/FBI requirements. Confirmed misuse of CHRI shall be reported to LSP.

7. INCIDENT RESPONSE

~~H. Any breaches of information or potential security violations shall be immediately reported to the Supervisor of Human Resources. The Supervisor of Human Resources will conduct an investigation of the incident and utilize every measure possible to rectify the situation. The School Board shall track, document, and promptly report a security incident of physical or electronic CHRI to the LSP Bureau Information Security Officer (IS)... Detailed documentation of the incident and the response taken shall be maintained by the City of Baker School Board for a minimum of three (3) years.~~

All actual or suspected loss, theft, unauthorized access, disclosure, misuse, or other security incident involving CHRI shall be reported immediately to the ARSO and the Superintendent or designee. The School Board shall take prompt action to detect, contain, document, investigate, correct, and recover from the incident.

- The ARSO shall document the date, time, nature, affected records/systems, persons involved, containment actions, corrective actions, and final disposition.
- If records or devices are stolen or criminal conduct is suspected, appropriate law-enforcement authorities shall also be notified.
- Security-related incidents involving CHRI shall be reported to LSP within twenty-four (24) hours or sooner when required by LSP.
- Incident documentation shall be retained for at least three (3) years or longer when required by law, policy, or litigation hold.

8. MEDIA SANITIZATION AND DISPOSAL OF ELECTRONIC CHRI

Electronic media containing or formerly containing CHRI shall be sanitized or destroyed before disposal, transfer, or reuse by an unauthorized person. Sanitization or destruction shall be performed by, or witnessed by, authorized personnel and shall be documented.

- For operable district-owned electronic media that will be reused or disposed of, CHRI data shall be overwritten at least three (3) times using an approved sanitization process before release or reuse.
- If electronic media is inoperable and cannot be reliably sanitized, the media shall be physically destroyed by cutting, shredding, crushing, or another method that renders the data unrecoverable.
- For CHRI stored in an approved cloud environment, deletion and disposition shall follow the documented CJIS-compliant controls of the approved provider and the School Board's authorized retention schedule.

The ARSO shall maintain written documentation sufficient to identify the media or system sanitized or destroyed, the method used, the date completed, and the authorized person who performed or witnessed the action.

AUDITS, RECORDS, AND ADMINISTRATIVE PROCEDURES

~~8. Allow the LSP Bureau to conduct on-site audits to ensure compliance with the terms of this Agreement.~~

~~9. Immediately notify the LSP Bureau of any changes to sections 1 and 3 provided in this Agreement. If access is no longer needed nor authorized by applicable state or federal law, rule, regulation, procedure or policy, the City of Baker School Board shall immediately notify the LSP Bureau to terminate access.~~

~~10. Maintain and keep current a list of all City of Baker School Board employees with digital or physical access to CHRI and their purpose for access.~~

~~Staff shall create and utilize procedures to comply with the requirements of this policy.~~

The School Board shall cooperate with LSP and FBI audits and shall maintain records needed to demonstrate compliance, including the current Civil Agency User Agreement, authorized personnel list, training records, Acknowledgement Statements of Misuse, applicant notices and acknowledgments, CHRI request support, incident documentation, and media sanitization/destruction records.

The Superintendent, NAC, ARSO, Human Resources, and information technology personnel shall develop and maintain administrative procedures necessary to implement this policy. The procedures shall identify the current approved electronic storage environment, authorized user roles, access-review process, security controls, backup/retention practices, and sanitization/disposal process. Procedures shall be reviewed at least annually and whenever applicable law, LSP requirements, or the FBI CJIS Security Policy changes.

ADOPTION / REFERENCES

~~New policy: February 1, 2022~~

New policy: February 1, 2022

Revised: October 6, 2026

~~Ref: Board minutes, 2-1-22~~

Ref: La. R.S. 15:587, 15:587.1, 15:588, 17:15; 5 U.S.C. §552a; 28 C.F.R. §§16.34, 20.21, 20.33, 50.12; 34 U.S.C. §40316; Public Law 92-544; FBI Criminal Justice Information Services (CJIS) Security Policy; Louisiana State Police Non-Criminal Justice Agency Guide, Audit FAQ, and Sample CHRI Policy; Board minutes, 2-1-22, _____.

F-11.4

Redline

Sick Leave

LEGISLATIVE UPDATE - DRAFT - August 7, 2026

The City of Baker School Board shall grant all employees hired for the school year or longer a minimum of ten (10) days absence per year because of personal illness or other emergencies or special circumstances without loss of pay. Sick leave shall be granted according to the following:

Nine and ten month employees	10 days per year
Eleven month employees	11 days per year
Twelve month employees	12 days per year

Sick leave, when not used, shall be allowed to accumulate to the credit of the employee without limitation. However, upon initial employment, a *teacher* employed by the School Board shall not be allowed any sick leave until he or she reports for duty and actually performs work.

The minimum of ten (10) days of sick leave for an employee shall be based on the employee beginning work at the beginning of the school year. In the case of an employee beginning work in the first month of the school year, *ten days* sick leave shall be allowed. If an employee begins work in the second month of the school year, *nine days* of sick leave shall be allowed, and the number of days of sick leave shall continue to be prorated for an employee who begins work until the eighth month of the school year, when only *three days* of sick leave shall be allowed. The Superintendent and/or his/her designee shall be responsible for developing and maintaining pertinent regulations and procedures governing sick leave.

TERMINOLOGY

Statutes governing sick leave for School Board personnel include differing provisions for different categories of employees. For purposes of this policy, the following terminology shall apply:

- A *teacher* shall mean any employee who holds a valid teaching certificate or whose employment requires the holding of a teaching certificate, or any social worker, school counselor, or school psychologist who holds, as applicable, a valid professional ancillary certificate.
- A *bus operator* shall mean any employee who is employed as a school bus operator.

- A *school employee* shall mean an employee who is not a teacher or a school bus operator.
- The use of the term *employee* shall include all three (3) categories of personnel.

CERTIFICATION OF ABSENCE

An employee who is absent for six (6) or more consecutive days shall be required to present a certificate from a clinician certifying such illness. *Clinician* means a physician, physician assistant providing healthcare services in accordance with Louisiana law, or an advanced practice registered nurse providing healthcare services in accordance with Louisiana law. In the case of repeated absences of less than six (6) days because of illness, the School Board reserves the right to require verification of illness. Should a pattern of behavior so warrant, upon the request of the Superintendent or School Board, the employee shall be required, at the expense of the School Board, to provide a certificate from a clinician specified by the Superintendent or School Board, in order to verify the existence of a medical necessity.

Excuses for employee absences due to illness or injury must be provided on clinician's letterhead containing the clinician's name, address, and telephone number, typed, printed, or as part of the letterhead. The clinician's typed or neatly printed name shall also appear beneath his/her signature. The letter must clearly state the reason for the illness or injury, date of the illness or injury, and the anticipated return-to-work date.

If an employee is absent from duty under circumstances in which he/she is not entitled to any kind of leave, such employee shall be considered to be in violation of his/her contract, and is not entitled to be paid for the days of unauthorized absence and non-performance of duties.

SICK LEAVE FOR EMERGENCIES

Emergencies for sick leave purposes shall be defined by the School Board as:

1. Illness or death within the immediate family - husband, wife, children and their spouses, parents, brothers and sisters and their spouses; spouse's parents, brothers and sisters and their spouses; grandparents and grandchildren (including step-relations);
2. Weather conditions - hurricane, tornado, snowstorm, flood, accident, when approved by the Superintendent or designee;
3. Court summons; or
4. Other unusual circumstances as approved by the Superintendent or designee.

EXTENDED SICK LEAVE

The School Board shall permit employees to take up to ninety (90) days of extended sick leave in each six-year period of employment which may be used for a medical necessity at any time the employee has **no** remaining regular sick leave balance at the time the extended sick leave is set to begin. All decisions relative to the granting of extended sick leave shall be made by the Superintendent.

Unused days during any six-year period of employment shall not cumulate or carry forward into the next six-year period of employment. The balance of days of extended sick leave available shall transfer with the employee from one public school employer to another without loss or restoration of days.

Interruptions of service between periods of employment with a public school employer shall not be included in any calculation of a six-year period, such that any employment with any public school employer, regardless of when it occurs, shall be included in any determination of the balance of days of extended sick leave available to the employee.

Any employee on extended sick leave shall be paid **sixty-five percent (65%)** of the salary paid the employee at the time the extended sick leave begins.

Definitions

Child means a biological son or daughter, an adopted son or daughter, a foster son or daughter, a stepson or daughter, or a legal ward of an employee standing in *loco parentis* to that ward who is either under the age of eighteen (18) or who is eighteen (18) years of age but under twenty-four (24) years of age and is a full-time student, or who is nineteen (19) years of age or older and incapable of self-care because of a mental or physical disability.

Immediate family member shall mean a spouse, parent, or child of the employee.

Infant means a child under one year of age.

Medical necessity shall be the result of a catastrophic illness or injury, a life-threatening, chronic, or incapacitating condition, as certified by a clinician, of the employee or a member of his/her immediate family.

Parent means the biological parent of an employee or an individual who stood in *loco parentis* to the employee.

Extended Sick Leave for Maternity or Adoptive Purposes

Each employee granted maternity or adoptive leave in accordance with state law and who has no remaining sick leave balance available may be granted up to (30) days of additional extended sick leave in each six-year period of employment for personal illness relating to pregnancy, illness of an infant, or for required medical visits certified by a clinician as relating to infant or maternal health, prior to extended sick leave being taken.

Gainful Employment Permitted

An employee may undertake additional gainful employment while on extended sick leave, provided **all** of the following conditions are met:

1. The employee can demonstrate that he/she will be working not more than twenty (20) hours a week in a part-time job that the employee has been working for not less than one hundred twenty (120) days prior to the beginning of any period of extended sick leave.
2. The clinician who certifies the medical necessity of the leave indicates that such part-time work does not impair the purpose for which the extended sick leave is required.

Any violation of the provisions regarding gainful employment may require the employee to return to the School Board all compensation paid during any week of extended sick leave in which the employee worked more than twenty (20) hours and to reimburse the School Board all related employment costs attributable to such period as calculated by the School Board, without any restoration of leave days.

Application Process

On every occasion that an employee uses extended sick leave, a statement from a clinician certifying that it is for personal illness relating to pregnancy, illness of an infant, or for required medical visits related to infant or maternal health, or that it is a medical necessity, shall be presented prior to extended sick leave being taken.

The required clinician's statement may be presented along with the request for extended sick leave subsequent to the employee's return to service. In such a case, the extended sick leave shall be granted for all days for which extended sick leave is requested, provided the request and required documentation are presented within three (3) days after the employee returns to service. However, the School Board or Superintendent reserves the right to question the validity of the medical certification after the three (3) day period.

If the period an employee is on extended sick leave is anticipated to carry over from one school year to the start of the next school year, another application and clinician's statement shall be submitted prior to the start of the next school year in order to be eligible for continued extended sick leave.

SICK LEAVE FOR ASSAULT OR BATTERY

Any employee of the public schools who is disabled while acting in his/her official capacity as a result of an assault or battery by any student or person shall receive sick leave without reduction in pay, and without reduction in accrued sick leave days while disabled as a result of such assault and battery. A *teacher* shall be required to provide a certificate from a physician certifying the disability. A *bus operator* or *school employee* shall be required to present certification of the disability from a physician if the bus operator or school employee is absent for six (6) or more consecutive days as a result of the disability.

Disability, for purposes of this policy, shall mean the inability to perform the essential functions of the job.

Sick leave taken as a result of an assault or battery may be used for purposes that include but are not limited to, medical treatment, psychological treatment, and physical rehabilitation.

The sick leave authorized shall be in addition to all other sick leave authorized herein, shall not be accumulated from year to year, nor shall such additional sick leave be compensated for at death or retirement, or compensated for in any manner except as set forth above.

The School Board shall not reduce the pay or accrued sick leave of any employee who is absent from his/her duties to seek medical attention or treatment, including psychological treatment or physical rehabilitation, as a result of an injury from assault or battery.

If the employee's physician determines that the employee is able to return to regular duties with restrictions and the School Board does not allow the employee to return to duty with those restrictions, the employee's leave shall be granted or continued as provided by statute.

If any employee is receiving sick leave as a result of assault or battery as provided in this section and begins receiving retirement benefits, the sick leave provided herein shall cease.

SICK LEAVE FOR PHYSICAL CONTACT WITH A STUDENT

Any *teacher* who is disabled while acting in his/her official capacity as a result of physical contact with a student while providing physical assistance to a student to prevent danger or risk of injury to the student, shall receive sick leave for a period of up to one (1) calendar year without reduction in pay and without reduction in accrued sick leave days while disabled as a result of rendering such assistance. Any *school employee*, but not a *bus operator*, disabled, as defined in La. Rev. Stat. Ann. §17:1200(C), in a similar manner shall receive up to one (1) year of such sick leave. The *teacher* or *school employee* shall be required to present a certificate from a physician certifying the disability. The School Board may extend the period of sick leave beyond the allowable period at its discretion.

The School Board shall not reduce the pay or accrued sick leave of any *teacher* or *school employee* who is absent from his/her duties to seek medical attention or treatment as a result of an injury from physical contact with a student.

If the *teacher's* or *school employee's* physician determines that the employee is able to return to regular duties with restrictions and the School Board does not allow the employee to return to duty with those restrictions, the *teacher's* or *school employee's* leave shall be granted or continued as provided by statute.

VALIDITY OF CLINICIAN'S CERTIFICATION

If at any time during the period of certified disability the School Board questions the validity or accuracy of the clinician's physician's certification for any type of sick leave request made by a *teacher*, or for extended leave or leave requested as a result of physical assault or battery made by a *bus operator* or *school employee*, the School Board may require the employee to be examined by a clinician selected by the School Board.

Any further review of medical certification shall proceed as follows:

1. Upon review of the clinician's certification submitted, if the School Board or Superintendent questions the validity or accuracy of the certification, the School Board or Superintendent may require the employee, or the immediate family member, as applicable, as a condition for taking the applicable sick leave, to be examined by a clinician selected by the School Board or Superintendent. If the clinician finds medical necessity or certifies a disability, the leave shall be granted.
2. If the selected clinician disagrees with the original medical certification from the clinician selected by the employee, then the School Board or Superintendent may require the employee, or immediate family member, as applicable, as a condition for taking the applicable sick leave, to be examined by a *third* clinician, whose name appears next in the rotation of clinicians on a list established by the local medical society and maintained by the School Board or Superintendent. The final determination of medical necessity or certification of a disability shall be based on the opinion of the third clinician.
3. In the determination of the validity of a clinician's certification, the opinion of *all* clinicians consulted shall be submitted to the School Board or Superintendent in the form of a **sworn statement**. All information contained in any statement from a clinician shall be confidential and shall not be subject to the public records law.

The School Board shall pay all costs of any examinations and tests determined to be necessary.

SICK LEAVE/WORKERS' COMPENSATION

Should any *teacher* become injured or disabled while acting in his/her official capacity, other than by assault, the *teacher* shall be entitled to appropriate worker's compensation benefits and/or sick leave benefits, at the *teacher's* option, for the period of time while injured or disabled. Any benefits received, however, shall not exceed the total amount of the regular salary the *teacher* was receiving at the time of injury or disability. The *teacher* shall be required to present a certificate from a physician certifying such injury or incapacitation.

VESTING OF SICK LEAVE

All sick leave accumulated by a *teacher* or *school employee*, but *not a bus operator*, shall be vested in the *teacher* or *school employee* by whom such leave has been accumulated. In the event of the transfer of a *teacher* or *school employee* from one school system to another in Louisiana, or upon the return of such *teacher* or *school employee* to the same school system within five (5) years or such longer period that may be approved by the School Board to which the *teacher* or *school employee* returned, regardless of the dates on which the leave was accumulated or the date of transfer or return of the *teacher* or *school employee*, such vested leave which remains unused or for which the *teacher* or *school employee* has not been compensated directly or transferred such days for retirement credit, shall be transferred, returned to, or continued by the School Board and shall be retained to the credit of *teacher* or *school employee*.

PAYMENT UPON RETIREMENT OR DEATH

Upon the retirement of any employee, or upon the employee entering DROP, or upon the employee's death prior to retirement, the School Board shall pay the employee or his/her heirs or assigns, for any unused sick leave, not to exceed twenty-five (25) days. Such pay shall be at the daily rate of pay paid to the employee at the time of his/her retirement or death.

DEFERRED RETIREMENT OPTION PROGRAM (DROP)

Any employee of the City of Baker School Board who participates in the *Deferred Retirement Option Program* (DROP) shall be eligible for and may elect to receive on a one-time basis severance pay (accrued sick leave up to a maximum of twenty-five (25) days) upon entering DROP on the same basis as any other employee who retires or otherwise leaves employment; otherwise, any accrued sick leave shall be paid only upon final retirement of the employee.

Latest revised **Revised: October 1, 2024**

► Full revision history (12 entries)

References

- [La. Rev. Stat. Ann. §§11:786](#), [11:788](#), [14:125](#), [17:425](#), [17:425.1](#), [17:500](#), [17:500.1](#), [17:500.2](#), [17:1200](#), [17:1201](#), [17:1202](#), [17:1205](#), [17:1206](#), [17:1206.1](#), [17:1206.2](#)

Board Minutes

- Board minutes, 1-21-03, 2-3-09, 5-3-16, 7-25-18, 3-3-20, 5-4-21, 2-1-22, 12-6-22, 10-1-24

City of Baker School District

G-2.4C.2

Redline

Cameras in Special Education Classrooms

LEGISLATIVE UPDATE - DRAFT - August 31, 2026

The ~~City of Baker Parish~~ School District shall ~~develop procedures pursuant to this policy, and upon approval of such request, and receipt of funding,~~ Board shall install and operate ~~the cameras, for the installation and operation of~~ cameras that record both video and audio in ~~each~~ special education classrooms; classroom, as required by state law, and in accordance with ~~state law, and~~ procedures promulgated by the Superintendent. The School Board shall verify periodically that the cameras remain in operation. Should a camera be out of operation for more than two (2) consecutive days, the ~~policy and procedures~~ school shall provide notice to parents of students in the School Board; affected classrooms via normal school communication channels.

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

The School Board shall ensure/provide:

1. Proper location and placement of cameras. The recording of the interior of a restroom or any area designated for students to change or remove clothing shall be prohibited.
2. Written notice of the placement of the cameras shall be provided to persons who enter a classroom where a camera is installed, including teachers and other school employees, students in the classroom, the students' parents and legal guardians, and authorized visitors.
3 Training concerning the provisions of this policy for any teacher or other school employee who provides services in a classroom where cameras are installed.
3. Procedures for proper retention, storage, and disposal of the video and audio data recorded. Recordings shall be retained for at least one month from the recording date.
4. Protection of student privacy and development of procedures for determining to whom and under what circumstances the recordings may be disclosed including:
 - A. Limiting viewing of the recordings to the Superintendent or his/her designee and the parent or legal guardian of a recorded student upon request.

- B. [Requiring both the superintendent and his designee or requiring two designees of the superintendent to be present during the initial viewing of the recordings after a request has been made.](#)
 - C. Requiring any person who views a recording and who suspects the recordings show a violation of state or federal law to report the suspected violation to the appropriate law enforcement agency.
5. Each camera installed shall be in compliance with the National Fire Protection Association's Life Safety Code.
 6. ~~Procedures for the approval or disapproval of a request for the installation and operation of cameras in a classroom.~~ Procedures regarding how a parent or legal guardian may request to review a recording, under what circumstances a request may be made, and any limitations to a request.

~~Procedures regarding how a parent or legal guardian may request the installation and operation of cameras in his child's classroom.~~ Recordings made pursuant to this policy shall be confidential and shall not be public record. However, a recording may be viewed by the Superintendent or his/her designee, the parent or legal guardian of a recorded student, or by law enforcement officials as provided in the policies required by item number 5 above.

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

Latest revised ~~Revised: December 6, 2022~~ [September 2025](#)

► Full revision history ~~(2~~ [\(3](#) entries)

Cross References

- ~~G-02-04C~~ [G-2.4C](#)

References

- [La. Rev. Stat. Ann. §17:1948](#)~~Board Minutes Board minutes,~~ , 2-1-22, ~~12-6-22~~ [12-6-22](#).

H-3.5C

Redline

Suspension

LEGISLATIVE UPDATE - DRAFT - September 2, 2026

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

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

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

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

If the parent, or legal guardian fails to attend the required conference within five (5) school days of notification, the truancy laws shall be effective. On not more than one occasion each school year when the parent, or legal guardian refuses to respond to the notice, the principal may determine whether readmitting the student is in the best interest of the student. On any subsequent occasions in the same school year, the student shall not be readmitted unless the parent, or legal guardian, court, or other appointed representative responds.

If a teacher, principal, or other school employee is authorized to require the parent, or legal guardian of a student to attend a conference or meeting regarding the student's behavior and after notice, the parent, or legal guardian willfully refuses to attend, the principal or his/her designee shall file a complaint, in accordance with statutory provisions, with a court exercising juvenile jurisdiction.

When a student is suspended for a second time within one school year, the principal may require a counseling session be held with the parent and student by the school counselor. In the event there is

no school counselor assigned to that school, the principal may require a conference between the parent, student and all the student's teachers and the principal or other administrator.

After any second suspension of a student during the same school year, the principal or his/her designee and the employee designated by the principal to identify behavioral and mental health support services available 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 employee designated for mental and behavioral health assistance 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 or assessment and treatment.

Notwithstanding any public school state or local policies, a student in grades six through twelve who is suspended a third time within the same school year for any offense, excluding those related to dress codes or tardiness, shall be recommended for expulsion.

Any ~~student~~, student in grades pre-kindergarten through five, after being suspended on three (3) occasions for committing drugs or weapons offenses during the same school year, **shall upon committing the fourth offense**, be expelled from all the public schools of the system until the beginning of the next regular school year, and the student 's reinstatement shall be subject to the review and approval of the School Board.

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

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

Upon the seizure by any teacher, principal, school security guard, or other school administrator of any firearm, knife, or other dangerous implement which could be used as a weapon or inflict injury, the principal or his or her designee shall be required to report the confiscation to appropriate law enforcement officials.

Appeal

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

Notwithstanding the foregoing, the parent or legal guardian of a student who has been recommended for expulsion but suspended instead following a hearing conducted by the Superintendent or his/her designee shall have the right to request review by the School Board of the findings of the Superintendent or designee at a time set by the School Board. Such request must be made within five (5) days after the decision is rendered, or the decision of the Superintendent or designee shall be final. The School Board may affirm, modify, or reverse the action previously taken.

The parent or legal guardian of the student may, within ten (10) school days, appeal to the judicial district court an adverse ruling of the School Board in upholding the action of the Superintendent or designee. The court may reverse or revise the ruling of the School Board upon a finding that the ruling of the School Board was based on an absence of any relevant evidence in support thereof.

MANDATORY SUSPENSION

Firearms, Knives, Other Dangerous Instrumentalities, Drugs

The principal or his/her designee shall be required to suspend a student who:

1. is found carrying or possessing a firearm or a knife with a blade two and one-half (2 ½) inches or longer, or another dangerous instrumentality, except as provided below under the section entitled *Suspension Not Applicable*; or
2. possesses, distributes, sells, gives, or loans any controlled dangerous substance governed by state law, in any form.

Additionally, the principal or his/her designee shall immediately recommend the student's expulsion to the Superintendent, for the above ~~offenses, except offenses for students in the case of a student less than eleven (11) years of age in pre-kindergarten~~ grades six through ~~grade 5 who is found carrying or possessing a knife with a blade two and one half (2 ½) inches or longer, the principal may recommend the student's expulsion:~~ twelve.

A student found carrying or possessing a knife with a blade less than two and one half (2 ½) inches in length may be suspended by the school principal, but, in appropriate cases, at a minimum, shall be placed in *in-school suspension*.

Assault or Battery of School Employees

Whenever a student is formally accused of violating state law or school disciplinary regulations, or both, by committing assault or battery on any school employee, either on or off school property, the principal shall suspend the student from school immediately and the student shall be removed

immediately from the school premises or prohibited from returning to the school premises, as applicable, without the benefit of required out-of-school suspension procedures; however, the necessary notifications and other procedures shall be implemented as soon as practicable. The student shall not be readmitted to the school to which the employee is assigned until all hearings and appeals associated with the alleged violation have been exhausted.

For purposes of this section, School employee means any person employed by the school and any substitute teacher, substitute bus operator, or school volunteer.

This shall apply to any incident that occurs off of school property only if the incident is a continuation of a documented altercation that began on school property.

Except when the school system has no other school of suitable grade level for the student to attend, no student found guilty by a court of competent jurisdiction of violating the provisions of La. Rev. Stat. Ann. §§14:34.3 (battery) or 14:38.2 (assault), or both, or found guilty at a school system suspension hearing of committing a battery or assault, or both, on any school employee shall be assigned to attend or shall attend the school to which the school employee battered or assaulted by the student is assigned.

A student expelled pursuant to this section shall not, under any circumstances, be assigned to or allowed to attend the school to which the student or school employee battered or assaulted by the student is assigned. In addition, notwithstanding any provision of R.S. 17:158 to the contrary, a school system shall not be required to provide transportation to any student reassigned to attend a school pursuant to this section if providing such transportation for the student will result in additional transportation costs to the school system.

All documentation relative to this provision shall be included and maintained in the student's records.

SUSPENSION NOT APPLICABLE

Suspension of a student shall not apply to the following:

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

In addition, school officials, in accordance with statutory provisions, shall have total discretion and shall exercise such discretion in imposing on a student any disciplinary actions authorized by state law for possession by a student of a firearm or knife on school property when such firearm or knife is

stored in a motor vehicle and there is no evidence of the student's intent to use the firearm or knife in a criminal manner.

DRESS CODE VIOLATIONS

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

CREDIT FOR SCHOOL WORK MISSED

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

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

RECUSAL OF ADMINISTRATOR IN DISCIPLINE MATTERS

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

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

SUSPENSION OF STUDENTS WITH DISABILITIES OR EXCEPTIONALITIES

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

DEFINITIONS

Definitions of terms used herein shall have the meaning set forth in policy *H-3.5, Discipline*.

Latest revised **Revised: ~~May 4, 2021~~ [July, 2024](#)**

► Full revision history ~~(10)~~ [\(12\)](#) entries)

[Cross References](#)

- [H-2.3](#)
- [H-3.3C](#)
- [H-3.5](#)
- [H-3.5D](#)
- [H-3.5E](#)
- [H-3.6H](#)

References

- [La. Rev. Stat. Ann. §§17:223, 17:416, 17:416.1, 17:416.2, 17:416.3](#), 17:416.23
- [Goss v. Lopez](#), 95 S. Ct. 729 (1973)
- *Regulations for Implementation of the Exceptional Children's Act*, [Bulletin 1706](#), Louisiana Department of Education

Board Minutes

- Board minutes, 4-4-00, 9-6-05, 11-7-06, ~~11-3-09~~, 5-3-16, 5-4-21, ~~8-3-21~~ [8-3-21](#).

Expulsion

LEGISLATIVE UPDATE - DRAFT - August 10, 2026

The City of Baker School Board may expel a student from school if an offense committed by the student is serious enough to warrant such action or is in violation of state law or the School Board's code of conduct. Prior to any expulsion the school principal or his/her designee shall advise the student of the particular misconduct of which he/she is accused as well as the basis for such accusation, and the student shall be given an opportunity at that time to explain his/her version of the facts. The principal/designee shall contact the parent or legal guardian of the student to notify them of the expulsion, and establish a date and time for a conference with the principal or designee as a requirement for readmitting the student. Notice shall be given by contacting the parent or legal guardian by telephone at the telephone number shown on the student's registration card, or by electronic communication and additionally by a certified letter sent to the address shown on the student's registration card. If the parent or legal guardian fails to attend the required conference within five (5) school days of notification, the truancy laws shall be effective.

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

At the hearing, the principal and/or teacher concerned may be represented by any person appointed by the Superintendent and the concerned teacher shall be permitted to attend and present any relevant information. Until the hearing, the student shall remain suspended with access to classwork and the opportunity to earn academic credit. A student who is expelled for longer than ten (10) days shall be provided with academic instruction at an alternative setting in accordance with [La. Rev. Stat. Ann. §17:416.2](#).

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

APPEALS

The parent or legal guardian of the student who has been recommended for expulsion in accordance with state law may, within five (5) days after the decision to expel has been rendered, submit a request to the School Board to review the findings of the Superintendent or designee at a time set by the School Board; otherwise the decision of the Superintendent shall be final. If requested, as herein provided, and after reviewing the findings of the Superintendent or his/her designee, the School Board may affirm, modify, or reverse the action previously taken. The parent or legal guardian of the student shall have such right of review even if the recommendation is reduced to a suspension.

The parent or legal guardian of the student who has been recommended for expulsion in accordance with state law may, within ten (10) school days, appeal to the district court for the parish in which the student's school is located, an adverse ruling of the School Board in upholding the action of the Superintendent or his/her designee. The court may reverse or revise the ruling of the School Board upon a finding that the ruling of the School Board was based on an absence of any relevant evidence in support thereof. The parent or legal guardian of the student shall have such right to appeal to the district court even if the recommendation for expulsion is reduced to a suspension.

EXPULSION INVOLVING FIREARMS

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

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

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

EXPULSION INVOLVING DRUGS

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

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

Any case involving a student in kindergarten through grade five (5) found guilty of possession of, or knowledge of and intentional distribution of or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus, or at a school-sponsored event, pursuant to a hearing, shall be referred to the School Board through a recommendation for action from the Superintendent.

ASSAULT OR BATTERY ON SCHOOL EMPLOYEES

When a student has been immediately suspended for committing an assault or battery, or both, on any school employee in accordance with policy JDD, Suspension, the principal or his/her designee shall immediately recommend the student's expulsion, which shall be subject to the hearing, appeal, and other provisions of this policy except as otherwise provided in this section. Any such expulsion shall be no less than two (2) complete school semesters in duration, during which time the Superintendent shall place the student in an alternative school or in an alternative educational placement, and the student shall participate in an anger management program.

For purposes of this section, school employee shall mean any person employed by the school and any substitute teacher, substitute bus operator, or school volunteer.

All documentation relative to the provisions of this section shall be included and maintained in the student's records.

Except as otherwise provided in this section, discipline of a student with exceptionalities shall not conflict with the requirements of La. Rev. Stat. Ann. §17:1941, et seq., and 20 USC 1415(k) (see also EXPULSION OF STUDENTS WITH DISABILITIES OR EXCEPTIONALITIES below).

VIRTUAL INSTRUCTION

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

ADDITIONAL REASONS FOR EXPULSION

Students may also be expelled for any of the following reasons:

1. Any student, after being suspended for committing violations of any discipline policies or other rule infractions, depending on the severity of the behavior, may be expelled upon recommendation to the Superintendent by the principal and after an appropriate hearing is held by the Superintendent or designee.
2. Any student who is found carrying or possessing a knife with a blade which equals or exceeds two and one-half (2½) inches in length.

3. In accordance with federal regulations, a student determined to have brought a weapon to a school under the School Board's jurisdiction shall be expelled for a minimum of one calendar year. The Superintendent may modify the expulsion requirement on a case-by-case basis. A *weapon*, in accordance with federal statutes, means a firearm or any device which is designed to expel a projectile or any destructive device, which in turn means any explosive, incendiary or poison gas, bomb, grenade, rocket, missile, mine or similar device.
4. Any student, *after being suspended on three (3) occasions* for committing drugs or weapons offenses during the same school year, **shall, upon committing the fourth offense**, be expelled from all the public schools of the system until the beginning of the next regular school year, and the student's reinstatement shall be subject to the review and approval of the School Board.
5. The conviction of any student of a felony or the incarceration of any student in a juvenile institution for an act which had it been committed by an adult, would have constituted a felony, may be cause for expulsion of the student for a period of time as determined by the School Board; such expulsions shall require the vote of ***two-thirds (2/3) of the elected members of the School Board***, shall not be for a period of time longer than the student's period of adjudication as determined by the applicable court presiding over the student's criminal matter, and shall run concurrent to the student's period of disposition. If the student was serving an expulsion period when the student was incarcerated for a separate offense and the student completes the period of incarceration with time left in the expulsion period, the Superintendent or his/her designee may require the student to serve the time left in the expulsion period.

EXPULSION NOT APPLICABLE

Expulsion shall not apply to the following:

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

In addition, school officials, in accordance with statutory provisions, shall have total discretion and shall exercise such discretion in imposing on a student any disciplinary actions authorized by state law for possession by a student of a firearm or knife on school property when such firearm or knife is

stored in a motor vehicle and there is no evidence of the student's intent to use the firearm or knife in a criminal manner.

DRESS CODE VIOLATIONS

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

READMITTANCE FOLLOWING EXPULSION

Required Parent Conference

In each case of expulsion, the school principal, or his or her designee, shall contact the parent or legal guardian of the student to notify them of the expulsion, and establish a date and time for a conference with the principal or designee as a requirement for readmitting the student. Notice shall be given by sending a certified letter to the address shown on the student's registration card. Also, additional notification may be made by contacting the parent or legal guardian by telephone at the telephone number shown on the student's registration card.

If the parent, or legal guardian fails to attend the required conference within five (5) school days of notification, the student may be considered a truant and dealt with according to all applicable statutory provisions. On not more than one occasion each school year when the parent or legal guardian refuses to respond, the principal may determine whether readmitting the student is in the best interest of the student. On any subsequent occasions in the same school year, the student shall not be readmitted unless the parent or legal guardian, court, or other appointed representative responds.

In any case where a teacher, principal, or other school employee is authorized to require the parent or legal guardian of a student to attend a conference or meeting regarding the student's behavior and after notice, the parent or legal guardian willfully refuses to attend, the principal or his or her designee shall file a complaint, in accordance with statutory provisions, with a court exercising juvenile jurisdiction.

Readmittance After All Expulsions

Any student expelled may be readmitted to school on a probationary basis at any time during the expulsion period on such terms and conditions as may be stipulated by the School Board.

Readmission to school on a probationary basis shall be contingent on the student and legal guardian or custodian agreeing in writing to the conditions stipulated. Any such agreement shall contain a provision for immediate removal of the student from school premises and returned to the school system's alternative school setting without benefit of a hearing or other procedure upon the principal or Superintendent determining the student has violated any term or condition of the agreement.

Immediately thereafter, the principal or designee shall provide proper notification in writing of the determination and reasons for removal to the Superintendent and the student's parent or legal guardian.

Readmittance After Expulsion for Firearms, Knives, Weapons, or Drugs

In addition to the readmittance provisions for all expulsions stated above, a student that has been expelled for possessing on school property or on a bus, a firearm, knife, or other dangerous weapon, or possessing or possession with intent to distribute or distributing, selling, giving, or loaning while on school property or a school bus any controlled dangerous substance shall not be enrolled or readmitted to any regular public school of the school system on a probationary basis prior to the completion of the period of expulsion at the school system's alternative education setting until the student produces written documentation that he/she and his/her parent or legal guardian have enrolled and participated or is participating in an appropriate rehabilitation or counseling program related to the reason(s) for the student's expulsion. The rehabilitation or counseling programs shall be provided by such programs approved by the juvenile or family court having jurisdiction, if applicable, or by the School Board. The requirement for enrollment and participation in a rehabilitation or counseling program shall be waived only upon a documented showing by the student that no appropriate program is available in the area or that the student cannot enroll or participate due to financial hardship.

Readmittance After Expulsion for Assault and/or Battery of a School Employee

Except when the school system has no other school of suitable grade level for the student to attend, no student found guilty by a court of competent jurisdiction of violating the provisions of La. Rev. Stat. Ann. §§14:34.3 (battery) or 14:38.2 (assault), or both, or found guilty at a school system suspension hearing of committing a battery or assault, or both, on any school employee shall be assigned to attend or shall attend the school to which the school employee battered or assaulted by the student is assigned.

A student expelled pursuant to this section shall not, under any circumstances, be assigned to or allowed to attend the school to which the student or school employee battered or assaulted by the student is assigned. In addition, notwithstanding any provision of R.S. 17:158 to the contrary, a school system shall not be required to provide transportation to any student reassigned to attend a school pursuant to this section if providing such transportation for the student will result in additional transportation costs to the school system.

Review of Records

A student who has been expelled from any school in or out of state shall not be admitted to a school in the school system except upon the review and approval of the School Board following the request for admission. To facilitate the review and approval for readmittance, the student shall provide to the School Board information on the dates of any expulsions and the reasons therefor. Additionally, the transfer of student records to any school or system shall include information on the dates of any expulsions and the reasons therefor.

CREDIT FOR SCHOOL WORK MISSED

A student who is expelled and receives educational services at an alternative school site shall be assigned work by a certified teacher and shall receive credit for school work if it is completed satisfactorily and timely as determined by the teacher. Such work shall be aligned with the curriculum used at the school from which the student was expelled.

RECUSAL OF ADMINISTRATOR IN DISCIPLINE MATTERS

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

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

EXPULSION OF STUDENTS WITH DISABILITIES OR EXCEPTIONALITIES

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

DEFINITIONS

Definitions of terms used herein shall have the meaning set forth in policy [H-3.5, Discipline](#).

Latest revised **Revised: July 13, 2022**

► Full revision history (11 entries)

References

- [18 USC 921](#) (*Firearms - Definitions*)
- [20 USC 7961](#) (*Gun-Free Requirements*)
- [La. Rev. Stat. Ann. §§17:223, 17:416, 17:416.1, 17:416.2, 17:2092](#)
- [Goss v. Lopez](#), 95. S. Ct. 729 (1973)

[Regulations for Implementation of the Exceptional Children's Act, Bulletin 1706](#), Louisiana Department of Education

Board Minutes

- Board minutes, 4-4-00, 4-18-06, 8-15-06, 2-3-09, 11-3-09, 5-3-16, 5-4-21, 8-3-21, 7-13-22

Child Abuse

LEGISLATIVE UPDATE - DRAFT - July 29, 2026

The City of Baker School Board shall require that instances of suspected child abuse and/or neglect be reported in accordance with appropriate state and local laws and procedures. Therefore, the School Board directs that all school personnel be informed of their responsibilities under law as mandatory reporters when performing their occupational duties.

[Each school employee who is a mandatory reporter as defined in the Louisiana Children's Code is subject to all provisions of state law relative to mandatory reporters, including but not limited to the training and reporting requirements for teaching or childcare providers provided in the Louisiana Children's Code.](#)

Students shall be provided age- and grade-appropriate instruction relative to child assault awareness and prevention, and how students may report abuse or assault to the child protection toll-free hotline operated by the State Department of Children and Family Services, and where students may locate the number for the hotline.

Each public school shall post the hotline number in a prominent location on its website.

DEFINITIONS

Abuse means any one of the following acts which seriously endanger the physical, mental, or emotional health and safety of the child:

1. The infliction, attempted infliction, or, as a result of inadequate supervision, the allowance of the infliction or attempted infliction of physical or mental injury upon the child by a parent or any other person.
2. The exploitation or overwork of a child by a parent or any other person, including but not limited to commercial sexual exploitation of the child.
3. The involvement of the child in any sexual act with a parent or any other person, or the aiding or toleration by the parent, caretaker or any other person of the child's involvement in (i) any sexual act with any other person; (ii) pornographic displays; (iii) any sexual activity constituting a crime under Louisiana law; or (iv) a coerced abortion conducted upon a child.

Caretaker means any person legally obligated to provide or secure adequate care for a child, including a parent, tutor, guardian, legal custodian, foster home parent, an employee of a public or private day

care center, an operator or employee of a registered family child day care home, or other person providing a residence for the child.

Child, for purposes of this policy, means a person under eighteen (18) years of age, who prior to juvenile proceedings, has not been judicially emancipated or emancipated by marriage.

A *mandatory reporter* means any person who provides or assists in the teaching, training, and supervision of a child, including any public or private teacher, teacher's aide, instructional aide, school principal, school staff member, bus operator, coach, professor, technical or vocational instructor, technical or vocational school staff member, college or university administrator, college or university staff member, social worker, probation officer, foster home parent, group home or other child care institutional staff member, personnel of residential home facilities, a licensed or unlicensed day care provider, or any individual who provides such services to a child in a voluntary or professional capacity.

A *permitted reporter* means any other person having cause to believe that a child's physical or mental health or welfare is endangered as a result of abuse or neglect.

Neglect means the refusal or unreasonable failure of a parent or caretaker to supply the child with necessary food, clothing, shelter, care, treatment, or counseling for any injury, illness, or condition of the child, as a result of which the child's physical, mental, or emotional health and safety is substantially threatened or impaired. Neglect includes prenatal neglect. In accordance with statutory provisions, the inability of a parent or caretaker to provide for a child due to inadequate financial resources shall not, for that reason alone, be considered neglect. Whenever, in lieu of medical care, a child is being provided treatment in accordance with the tenets of a well-recognized religious method of healing which has a reasonable, proven record of success, the child shall not, for that reason alone, be considered to be neglected or maltreated. However, nothing herein shall prohibit the court from ordering medical services for the child when there is substantial risk of harm to the child's health or welfare.

PROCEDURE FOR REPORTING CHILD ABUSE OR NEGLECT

A *permitted reporter* shall make a report through the designated state child protection reporting hotline phone number or in person at any child welfare office of the state.

A *mandatory reporter*, notwithstanding any claim of privileged communication, who has cause to believe that a child's physical or mental health or welfare is endangered as a result of abuse or neglect or that abuse or neglect was a contributing factor in a child's death, in accordance with statutory provisions, shall immediately report suspected abuse/neglect in accordance with the following guidelines:

1. Reports in which the abuse or neglect is believed to be perpetrated by a parent or caretaker, a person who maintains an interpersonal dating or engagement relationship with the parent or caretaker or a person living in the same residence with the parent or caretaker as a spouse whether married or not, the mandatory reporter shall make the report to the Department of Children and Family Services through the designated state child protection reporting hotline telephone number, via the Department of Children and Family Services *Mandated Reporter Portal*

online, or in person at any child welfare office.

2. Reports in which the abuse or neglect is believed to be perpetrated by someone other than a caretaker, a person who maintains an interpersonal dating or engagement relationship with the parent or caretaker, or a person living in the same residence with the parent or caretaker as a spouse whether married or not, and the caretaker is not believed to have any responsibility for the abuse or neglect shall be made immediately to a local or state law enforcement agency.
3. Dual reporting to both the Louisiana Department of Child and Family Services and the local or state law enforcement agency is permitted.
4. A report made to the Louisiana Department of Children and Family Services by facsimile does not relieve the reporter of his/her duty to report in accordance with the applicable requirements.

Reporting Procedure

1. If the initial report was in oral form, it shall be followed by a [written report](#) made within five (5) days via the online *Mandated Reporter Portal* of the Department of Children and Family Services, or by mail to the centralized intake unit of the Department at the address provided on the website of the Department, or, if necessary, to the local law enforcement agency to whom the initial report was made.
2. The report shall contain the following information if known by the reporter:
 - A. The name, address, age, sex, and race of the child.
 - B. The nature, extent, and cause of the child's injuries or endangered condition, including any previous known or suspected abuse to this child or the child's siblings.
 - C. The name and address of the child's parent(s) or other caretaker.
 - D. The names and all the ages of all other members of the child's household.
 - E. The name and address of the reporter.
 - F. An account of how this child came to the reporter's attention.

G. Any explanation of the cause of the child's injury or condition offered by the child, the caretaker, or any other person.

H. The number of times the reporter has filed a report on the child or the child's siblings.

I. Any other information which the reporter believes might be important or relevant.

3. The report shall also name the person or persons who are thought to have caused or contributed to the child's condition, if known, and the report shall contain the name of such person if he/she is named by the child.

4. The reporter shall also immediately notify the principal or his/her designee of the school attended by the child of the fact that a report had been filed and the agency(ies) to which it was reported.

INVESTIGATION OF REPORTS

Admission of the investigator on school premises or access to the child in school shall not be denied by school officials.

ALLEGATION AGAINST SCHOOL EMPLOYEES OR VOLUNTEERS

When an employee is accused of the use of impermissible corporal punishment or moral offenses involving students, the principal shall initiate an investigation (see procedures under policy [F-12.3, Investigations](#)). If the offender is a central office employee, or principal, the immediate supervisor will initiate an investigation.

Upon any school employee receiving a report of, or information about, child abuse, against another school employee or volunteer, and the employee receiving said information has cause to believe the truthfulness thereof, the reporting procedure as outlined in this policy shall be followed, depending upon whether the employee or volunteer is considered a caretaker or someone other than a caretaker.

The school employee shall also, as soon as reasonably possible, notify the appropriate immediate supervisor of the accused individual, and that supervisor in turn will as soon as reasonably possible, notify the Superintendent or his/her designee. The Superintendent and the School Board's attorney will determine what appropriate action the school system may take over and above the investigation being conducted by the appropriate state agency. In any incident involving an employee or volunteer which is reported to the Superintendent or designee, the person shall be removed from all activities involving direct contact with students until the matter is resolved.

ALLEGATIONS OF SEXUAL OFFENSES

The Superintendent or his/her designee shall be required to notify the local law enforcement agency of any allegation made by a student of the commission of a sex offense as defined by [La. Rev. Stat. Ann. §15:541](#). Such notification shall be made by the Superintendent or his/her designee within twenty-four

(24) hours of the time the student notified the Superintendent or other appropriate personnel. Any school employee who receives information from a student concerning the possible commission of a sexual offense shall immediately comply with the reporting procedure outlined in this policy and inform the Superintendent or his/her designee.

CONFIDENTIALITY

The circumstances and information of the initial report, the fact that a report was made to an agency, and the written report shall be held in confidence and shall not be disseminated to third parties other than those persons or agencies designated by this policy or required by state law. Any written report or other written information regarding the report shall be kept in a confidential file separate from the child's routine school records and accessible only by the principal/designee/supervisory employee or by court order.

INSERVICE TRAINING

Teaching or child care providers shall be required to complete an online training course provided by the Department of Children and Family Services between June first and August thirty-first annually. A record of completion of the course by the teaching or child care provider shall be provided to and retained by the School Board. The School Board shall retain a list of all teaching or child care providers who have not complied with the training requirements provided by State law.

IMMUNITY FROM LIABILITY

Any person who in good faith makes a report, cooperates in any investigation arising as a result of such report, or participates in judicial proceedings authorized under the Louisiana Children's Code shall have immunity from civil or criminal liability that otherwise might be incurred or imposed. This immunity, however, does not extend to (1) a person who participates in or conspires with a participant or an accessory to an offense involving the abuse or neglect of a child; (2) any person who makes a report known to be false or with reckless disregard for the truth of the report.

LIABILITY

The Louisiana Children's Code and Louisiana criminal law provide substantial penalties for mandatory reporters who fail to report facts which would support a reasonable belief that child abuse or neglect has occurred. Additionally, educators or other employees of the City of Baker School Board who fail or refuse to report child abuse/neglect as provided by law or by this policy may be subject to disciplinary and/or dismissal proceedings for neglect of duty.

Latest revised **Revised: December 6, 2022**

► Full revision history (6 entries)

References

- [La. Rev. Stat. Ann. ~~§§14:403, 15:539, 15:541, 17:81~~, ~~§§14:403, 15:539, 15:541, 17:421, 17:81~~, 17:81.6](#)

La. Children's Code, Title VI, Art. 601, Art. 603, [603.1](#), Art. 609, Art. 610

Board Minutes

- Board minutes, 3-4-08, 5-3-16, 7-25-18, 3-3-20, 11-18-20, 12-6-22