

# POLICYALERT

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## POLICY UPDATE: 2015

### TAKING CARE OF BESE-NESS

This **POLICYALERT** has been waiting in the wings since June, at which time other more pressing policy issues took center stage. The policy changes mostly reflect efforts to clean up policy language based on revisions to Louisiana Board of Elementary and Secondary Education (BESE) Bulletins, or in one case the elimination of a Bulletin. This will give you something to work on until we get the rest of the legislative changes ready. We know you are *all* looking forward to that...

#### PERSONNEL RECORDS

Although not related to BESE, we have revised this policy under *Rebuttal and Response*, to reflect that when the *Superintendent* takes disciplinary action based on a document placed in the employee's file prior to September 1, 1987, the employee is given an opportunity to respond. The previous language referred to the School Board taking disciplinary action, which is no longer the case.

#### EMPLOYEE COMMUNICABLE DISEASE STUDENT COMMUNICABLE DISEASE

These two policies reflect changes to Bulletin 135, *Health and Safety*, and have been revised to reflect

### Policies In This Issue:

- Personnel Records
- Employee Communicable Disease
- Student Communicable Disease
- Supplemental Educational Services
- Testing Program
- Student Absences and Excuses
- Student Identification

current language regarding the exclusion of staff or students for communicable or infectious disease. Both policies now reflect the current language in the Bulletin, including that infected persons may be excluded until a public health official or physician confirms the person is no longer contagious.

### SUPPLEMENTAL EDUCATIONAL SERVICES

BESE Bulletin 124, *Supplemental Educational Services*, no longer exists, and so this policy has been revised to remove reference to it. We have revised it to reflect general language now included in Bulletin 741, *Louisiana Handbook for School Administrators*, regarding provision of supplemental educational services in schools rated as *Academically Unacceptable*.

### TESTING PROGRAM

The changes to the *Testing Program* policy are based on the recent updates to Bulletin 118, *Statewide Assessment Standards and Practices*, specifically the test security information found in Section 305 of the Bulletin. A new subsection of definitions has been added, removing them from throughout the policy. Bulletin 118 also includes revised language regarding cell phones and other electronic devices, and requires procedures to code testing materials at no more than two (2) secure central locations, no more than three (3) working days prior to test administration, to the extent practicable. Other changes are technical, such as the renaming of the *security agreement* to *confidentiality agreement*. Some of the information under *Conditions and Penalties for Violations* is newly added for some systems. We have also removed the specific references to LEAPWeb and LEAPdata as we have been informed that the state did not renew those programs.

In addition to the changes in content, we have reorganized this policy, and to show all of the

changes might be overwhelming. Because of this, the changes shown are based on changes to the content, not placement.

### STUDENT ABSENCES AND EXCUSES

The *Student Absences and Excuses* policy reflects revision to the list of *Extenuating Circumstances* from Bulletin 741, *Louisiana Handbook for School Administrators*. In response to recent health scares, the state added to the list “quarantine due to prolonged exposure or direct contact with a person diagnosed with a contagious, deadly disease, as ordered by state or local health officials.” Two other small changes were made to reflect current language as well.

### STUDENT IDENTIFICATION

Act 837 of 2014, which classified social security numbers as personally identifiable information, also required school systems to stop using social security numbers for student identification and required the creation and use of a separate student identification number instead. This requirement is reflected in La. Rev. Stat. Ann. §17:3914, and in Bulletin 741, *Louisiana Handbook for School Administrators*. The *Student Identification* policy reflects this requirement. Additional information in the policy regarding *Emergency Information* may be new to some systems.

### COMING SOON:

The always anticipated end of legislative changes.

**BOO TO YOU FROM OUR CREW!**

