



# St. John the Baptist Parish School Board

118 West 10<sup>th</sup> Street • P.O. Drawer AL • Reserve, Louisiana 70084  
[www.sjohn.k12.la.us](http://www.sjohn.k12.la.us) • PHONE: 985-536-1106 • 1-800-296-1106 • FAX: 985-536-1109

Patrick H. Sanders  
Board President

Heidi Trosclair  
Interim Superintendent

Sherry DeFrancesch  
Board Vice-President

**REVISED**  
**07-15-2019**

July 11, 2019

HONORABLE MEMBERS OF THE SCHOOL BOARD  
Parish of St. John the Baptist

Dear Board Member:

Upon call of the President, the St. John the Baptist Parish School Board will meet in regular session at West St. John Elementary School, 2555 La Highway 18, Edgard, Louisiana, on Thursday, July 18, 2019 at 6:00 p.m.

The agenda is attached for the meeting.

Sincerely,

Patrick H. Sanders  
Board President

PHS:sww

xc: News Media  
Legal Counsel  
SJAE  
Agenda Participants

## MEMBERS OF THE ST. JOHN THE BAPTIST PARISH SCHOOL BOARD

Charo Holden, District 1  
Albert Burl, District 2

Gerald J. Keller, Ph.D., District 3  
Patrick H. Sanders, District 4

Sherry DeFrancesch, District 5  
Keith Jones, District 6

Phillip Johnson, District 7  
Debbie Schum, District 8

Shawn Wallace, District 9  
Nia Mitchell, District 10

Clarence Triche, District 11

**ST. JOHN PARISH SCHOOL BOARD**  
**July 18, 2019 – 6:00 p.m.**  
**REVISED 07-15-2019**  
**West St. John Elementary School ~ Edgard, Louisiana**

1. CALL TO ORDER, INVOCATION, PLEDGE OF ALLEGIANCE
2. ROLL CALL OF MEMBERS
3. APPROVAL OF MINUTES
  - a. Public Comment. Meeting of June 13, 2019; Special Meeting of June 27, 2019; and Board Retreat of July 7-8-9, 2019 (Requires action)
4. SUPERINTENDENT'S REPORT – Ms. Heidi Trosclair
5. EDUCATIONAL PRESENTATIONS AND RECOGNITIONS BY THE BOARD OR STAFF
  - a. Public Comment. Ms. Eliza Eugene – Blessed to Be a Blessing Back to School Giveaways
6. PERSONNEL MATTERS
  - a. Public Comment. Mrs. Serina Duke – Request Approval of Policy - GBBA: Qualifications and Duties (Requires action)
7. BUSINESS AND FINANCE
  - a. Public Comment. Mr. Peter Montz – Request Board Approval on Proposal 20.06 Consignment Motor Fuels and System (Requires action)
  - b. Public Comment. Mr. Felix Boughton – Introduce Amended Budget for 18-19
  - c. Public Comment. Mr. Felix Boughton – Introduce Original Budget for 19-20
  - d. Public Comment. Mr. Felix Boughton – Introduce Salary Schedule for 19-20
8. OLD BUSINESS
9. NEW BUSINESS
  - a. Public Comment. Ms. Iman Montgomery – Introduction to Revised Policy BCB: School Board Meeting Procedures
  - b. Public Comment. Mr. Cory Butler - Request Approval to Waive Introduction Policy and Ask for Approval of 2019-20 Student Code of Conduct and Attendance Handbook (Requires action)
10. ADMINISTRATIVE MATTERS
11. BOARD ITEMS OF INTEREST
12. ADJOURNMENT

**ST. JOHN PARISH SCHOOL BOARD  
SCHOOL BOARD MEETING  
AGENDA ITEM**

**ITEM #: 6a**

**DATE: 07/18/2019**

**TOPIC: Personnel Matters**

**BACKGROUND:** District Goal: Increasing the Number of Certified Teachers—New Policy  
limiting years that a teacher remains employed as while working  
toward certification and setting requirements for rehire

**Request Approval of New Policy**

1. GBBA: Qualifications and Duties

**ALTERNATIVES:**

**SUPERINTENDENT'S  
RECOMMENDATION:**

**INFORMATION  
SOURCES:**

Serina Duke,  
Human Resources Director

## QUALIFICATIONS AND DUTIES

### TEACHERS

The St. John the Baptist Parish School Board shall require that each **teacher** or **substitute teacher** hold not less than a bachelor's degree from a regionally accredited college or university to be eligible for employment, whenever possible. Each teacher, including administrative personnel, shall be required to hold a current and valid teacher's certificate issued by the Louisiana Board of Elementary and Secondary Education (BESE) or demonstrate proficiency in meeting all requirements necessary to obtain such a certificate.

#### Certification in Progress

In the absence of an available, certified teacher, principals may recommend an applicant who is actively making progress toward earning permanent teacher licensure. The applicant shall be eligible for employment a maximum of three (3) years while working towards certification.

To be eligible for initial hire, the applicant must meet the requirements and obtain/maintain an initial *Louisiana Temporary Authority to Teach (TAT)*, as set forth in Bulletin 746, *Louisiana Standards for State Certification of School Personnel*, §323. TATs are valid for one (1) year initially and may be renewed twice thereafter provided the applicant has met the specified requirements. The applicant shall be considered a temporary employee and shall follow the same classification as late-hire employees with employment ending within seven (7) days upon the employment of a certified teacher or the final day of the school year. Uncertified employees shall not be guaranteed teaching positions until earning permanent licensure. Personnel who do not meet these requirements may be employed as temporary teachers and shall not be entitled to employee benefits.

If the principal determines that the applicant has met the standards of effectiveness, adhered to the corresponding job description, and evaluations and documentation supports satisfactory performance, the teacher may be recommended for a second (2<sup>nd</sup>) year of employment, but must meet the specified requirements and renew/maintain a TAT or a Practitioner License. By the end of year two, the applicant must be enrolled in an alternative certification program to continue employment, with proper documentation being submitted for verification.

If the principal determines that the applicant has demonstrated satisfactory performance of duties, adhering to the corresponding job description, and evaluations and documentation supports such determination, the teacher may be recommended for a third (3<sup>rd</sup>) and final year of employment as a teacher. The teacher must be enrolled in an alternative certification program, eligible for TAT3, and earn the practitioner license by the end of the first semester of the third (3<sup>rd</sup>) year of employment. The teacher shall only be

eligible for continued employment if they have met the specified requirements and earned permanent licensure.

**JOB DESCRIPTION/DUTIES**

A written job description shall exist for every employment position with the St. John the Baptist Parish School Board, depicting the minimum qualifications and the responsibilities necessary for the position.

As part of their work assignment, teachers, as well as other employees, shall perform duties as necessary to reasonably maintain the safety and welfare of students. They shall at all times perform these duties in a reasonably prudent manner. There shall be intensive supervision of all students in areas of high risk, such as indoor or outdoor physical education classes, weight rooms, locker/dressing rooms, chemistry and biology labs, home economics classes, as well as other high risk technical education classes, and extracurricular activities including such things as practices, tutoring, try-outs, field trips, and athletic events.

Teachers may also be required to attend or conduct such other functions or activities of their respective school as deemed appropriate by the principal within the guidelines of their job description and their job responsibilities.

**OTHER PERSONNEL**

The Superintendent shall ensure that other school employees, both current and prospective, have proper certification, as applicable, and are qualified for the position to which employed.

New policy: June, 2019

Ref: La. Rev. Stat. Ann. §§17:81, 17:413, 17:414, 17:441, 17:3884, 17:3904; Harrah Independent School District v. Martin, 99 S. Ct. 1062 (1979); Louisiana Standards for State Certification of School Personnel, Bulletin 746, Louisiana Department of Education.

**ST. JOHN THE BAPTIST PARISH SCHOOL BOARD  
SCHOOL BOARD MEETING  
AGENDA ITEM**

**ITEM #:** 7a

**DATE:** 07/18/2019

**TOPIC:**

Request Board approval on Proposal 20.06 Consignment Motor Fuels and System.

**BACKGROUND:**

This proposal will fulfill the fuel needs for our fleet.

**ALTERNATIVES:**

Accept recommendation

Do not accept

Table

**SUPERINTENDENT'S RECOMMENDATION:**

**COST:**

\$

**FUNDING SOURCE:**

General Fund

**INFORMATION SOURCES:**

Mr. Peter Montz

# **ST. JOHN PARISH SCHOOL BOARD**

## **PROPOSAL RECOMMENDATION SUMMARY**

Meeting Date: July 18, 2019  
Proposal Name: Consignment Motor Fuels & System  
Proposal Number: 20.06  
Proposal Term: Three Years

### **RELEASE/RECEIPT INFORMATION**

Number of proposal packages released: 7

Fleet Cor	Gaubert Oil
Tri State Oil	Lavigne Oil Co
Lard Oil Co	McPherson Oil
Miguez Oil	

Number of web page hits: 4

Number of proposals submitted: 2

Fleet Cor	Mansfield Oil Co
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Number of no proposals: 0

Number of non-responsive proposals: 1

Mansfield Oil Co – Does not have a fueling station on west bank of St. John the Baptist Parish.

### **PROPOSAL AWARD RECOMMENDATION**

**FLEET COR**

**ST. JOHN THE BAPTIST PARISH SCHOOL BOARD  
SCHOOL BOARD MEETING  
AGENDA ITEM**

**ITEM #** \_\_\_\_\_  
**DATE:** 07.18.19

**TOPIC:**

Request Board approval to solicit proposals for General and Fleet Liability Insurance.

**BACKGROUND:**

Our current insurance coverages will expire 10.01.19.

**ALTERNATIVES:**

Accept recommendation

Do not accept

Table

**SUPERINTENDENT'S RECOMMENDATION:**

**COST:**

\$

**FUNDING SOURCE:**

General Fund

**INFORMATION SOURCES:**

Mr. Peter Montz



**ST. JOHN THE BAPTIST PARISH SCHOOL BOARD  
SCHOOL BOARD MEETING  
AGENDA ITEM**

ITEM #: 7b

DATE: 07/18/2019

**TOPIC:** Introduce Amended Budget 18-19

**BACKGROUND:**  
**ALTERNATIVES:**

**SUPERINTENDENT'S**  
**RECOMMENDATION:**

**COST:**

**INFORMATION SOURCES:** Felix Boughton

# PUBLIC NOTICE

The St. John the Baptist Parish School Board will have a public hearing on the 2018-2019 proposed amended budgets for the General Fund and Special Revenue Funds on Thursday, August 15th, 2019 at 4:00 p.m. at the St. John the Baptist Parish School Board office in Reserve, Louisiana. The proposed amended budget has been submitted to the School Board and is available for public inspection at the St. John the Baptist Parish School Board office during normal working hours prior to the hearing. A general summary of the proposed amended budgets is as follows:

## ST. JOHN THE BAPTIST PARISH SCHOOL BOARD AMENDED GENERAL AND SPECIAL REVENUE FUND BUDGETS FISCAL YEAR ENDED JUNE 30, 2019

REVENUES:	AMENDED BUDGETS			
	GENERAL FUND	SPECIAL FUND	NCLB FUND	OTHER SPECIAL FUND
LOCAL REVENUES				
STATE REVENUES	\$ 33,956,016.00			\$ 117,400.00
FEDERAL REVENUES	\$ 30,614,220.00			\$ 280,906.00
OTHER REVENUES	\$ 2,545,199.00	\$ 8,784,764.00	\$ 4,344,160.00	\$ 4,008,158.00

TOTAL REVENUES	\$ 67,115,435.00	\$ 8,784,764.00	\$ 4,344,160.00	\$ 4,406,464.00
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EXPENDITURES:	AMENDED BUDGETS			
	GENERAL FUND	SPECIAL FUND	NCLB FUND	OTHER SPECIAL FUND
REGULAR EDUCATION	\$ 27,492,279.00			
SPECIAL EDUCATION	\$ 10,516,193.00			
VOCATIONAL EDUCATION	\$ 1,447,132.00			
OTHER PROGRAMS	\$ 2,136,740.00		\$ 4,344,160.00	
SPECIAL PROGRAMS	\$ 631,229.00	\$ 8,034,764.00		
PUPIL SUPPORT	\$ 5,264,614.00			
INSTRUCTIONAL SUPPORT	\$ 1,132,707.00			
GENERAL ADMINISTRATION	\$ 1,925,529.00			
SCHOOL ADMINISTRATION	\$ 5,749,163.00			
BUSINESS ADMINISTRATION	\$ 666,765.00			
MAINTENANCE	\$ 8,472,931.00			
TRANSPORTATION	\$ 4,562,433.00			
CENTRAL SERVICES	\$ 1,075,468.00			
OTHER FUND USES	\$ 1,392,481.00			
CAPITAL REPAIRS		\$ 750,000.00		
FOOD SERVICES				\$ 4,508,510.00

TOTAL EXPENDITURES	\$ 72,465,664.00	\$ 8,784,764.00	\$ 4,344,160.00	\$ 4,508,510.00
CURRENT PERIOD SURPLUS/(DEFICIT)	\$ (5,350,229.00)	\$ -	\$ -	\$ (102,046.00)

BEGINNING FUND BALANCE/(DEFICIT)	13,876,251.00	\$ -		\$ 102,971.00
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ENDING FUND BALANCE/(DEFICIT)	\$ 8,526,022.00	\$ -	\$ -	\$ 925.00
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AMENDED BUDGET

**ST. JOHN THE BAPTIST PARISH SCHOOL BOARD  
SCHOOL BOARD MEETING  
AGENDA ITEM**

ITEM #: 7c

DATE: 07/18/2019

**TOPIC:** Introduce Original Budget 19-20

**BACKGROUND:**  
**ALTERNATIVES:**

**SUPERINTENDENT'S**  
**RECOMMENDATION:**

**COST:**

**INFORMATION SOURCES:** Felix Boughton

# PUBLIC NOTICE

The St. John the Baptist Parish School Board will have a public hearing on the 2019-2020 proposed comprehensive budgets for the General Fund, Special Revenue Funds and Salary Schedules on Thursday, August 15th, 2019, at 4:00 p.m. at the St. John the Baptist Parish School Board office in Reserve, Louisiana. The proposed comprehensive budget has been submitted to the School Board and is available for public inspection at the St. John the Baptist Parish School Board office during normal working hours prior to the hearing. A general summary of the proposed amended budgets is as follows:

## ST. JOHN THE BAPTIST PARISH SCHOOL BOARD COMPREHENSIVE GENERAL AND SPECIAL REVENUE FUND BUDGETS FISCAL YEAR ENDED JUNE 30, 2020

	AMENDED BUDGETS		
	GENERAL FUND	SPECIAL FUND FEDERAL	OTHER SPECIAL FUND
<b>REVENUES:</b>			
LOCAL REVENUES	\$ 32,829,405.00		\$ 120,000.00
STATE REVENUES	\$ 30,522,143.00		\$ 380,906.00
FEDERAL REVENUES		\$ 8,784,764.00	\$ 4,344,160.00
OTHER REVENUES	\$ 2,478,531.00		\$ 4,008,158.00
<b>TOTAL REVENUES</b>	<b>\$ 65,830,079.00</b>	<b>\$ 8,784,764.00</b>	<b>\$ 4,344,160.00</b>
			<b>\$ 4,508,064.00</b>
<b>EXPENDITURES:</b>			
REGULAR EDUCATION	\$ 27,599,699.00		
SPECIAL EDUCATION	\$ 10,931,193.00		
VOCATIONAL EDUCATION	\$ 1,447,132.00		
OTHER PROGRAMS	\$ 2,185,052.00		\$ 4,344,160.00
SPECIAL PROGRAMS	\$ 837,521.00	\$ 8,034,764.00	
PUPIL SUPPORT	\$ 5,404,389.00		
INSTRUCTIONAL SUPPORT	\$ 1,132,207.00		
GENERAL ADMINISTRATION	\$ 1,794,782.00		
SCHOOL ADMINISTRATION	\$ 6,018,988.00		
BUSINESS ADMINISTRATION	\$ 671,765.00		
MAINTENANCE	\$ 8,456,431.00		
TRANSPORTATION	\$ 4,426,124.00		
CENTRAL SERVICES	\$ 1,059,339.00		
OTHER FUND USES	\$ 1,392,481.00		
CAPITAL REPAIRS		\$ 750,000.00	
FOOD SERVICES			\$ 4,508,510.00
<b>TOTAL EXPENDITURES</b>	<b>\$ 73,357,103.00</b>	<b>\$ 8,784,764.00</b>	<b>\$ 4,344,160.00</b>
			<b>\$ 4,508,510.00</b>
<b>CURRENT PERIOD SURPLUS/(DEFICIT)</b>	<b>\$ (7,527,024.00)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>BEGINNING FUND BALANCE/(DEFICIT)</b>	<b>\$ 8,526,251.00</b>	<b>\$ -</b>	<b>\$ 925.00</b>
<b>ENDING FUND BALANCE/(DEFICIT)</b>	<b>\$ 999,227.00</b>	<b>\$ -</b>	<b>\$ 1,479.00</b>
			<b>AMENDNOT/BUDGET</b>

**ST. JOHN THE BAPTIST PARISH SCHOOL BOARD  
SCHOOL BOARD MEETING  
AGENDA ITEM**

**ITEM #: 7d**

**DATE: 07/18/2019**

**TOPIC:** Introduce Salary Schedule for 19-20

**BACKGROUND:**  
**ALTERNATIVES:**

**SUPERINTENDENT'S**  
**RECOMMENDATION:**

**COST:**

**INFORMATION SOURCES:** Felix Boughton

**ST. JOHN PARISH SCHOOL BOARD**  
**19/20 SALARY SCHEDULES**

ST. JOHN PARISH SCHOOL BOARD  
19/20 SALARY SCHEDULES

St. John Parish School Board

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NOTE: TO MAINTAIN EQUITY, ADMINISTRATORS, TEACHERS & SUPPORT PERSONNEL WILL RECEIVE STATE AND LOCAL RAISES ADJUSTED BY THEIR TOTAL NUMBER OF DAYS WORKED DIVIDED BY 182 TIMES THE MINIMUM APPLICABLE TEACHER/SUPPORT RAISE. IF THERE IS A DEFICIT IN THE GENERAL FUND THE BOARD WILL HAVE TO TAKE SPECIFIC ACTION ON THIS ADJUSTMENT.

REDIT FOR EXPERIENCE EARNED OUTSIDE OF ST JOHN SCHOOL BOARD FOR ADMINISTRATORS AND SUPPORT STAFF, WILL BE DETERMINED BY THE SUPERINTENDE

**ST. JOHN PARISH SCHOOL BOARD  
19/20 SALARY SCHEDULES**

**St. John Parish School Board  
CENTRAL OFFICE ADMINISTRATOR SALARIES**

SUPERINTENDENT	
12 MONTH	
SET BY CONTRACT	

ASSISTANT SUPERINTENDENT		
12 MONTH		
YEARS IN CENTRAL ADM	SALARY	
0 - 4	\$101,035	1,319
5 - 9	\$102,578	1,319
10 - 13	\$103,504	1,319
14 - 19	\$103,812	1,319
20 - 24	\$104,121	1,319
25+	\$104,528	1,319

EXECUTIVE DIRECTOR		
12 MONTH		
YEARS IN CENTRAL ADM	SALARY	
0 - 4	\$95,757	1,319
5 - 9	\$97,300	1,319
10 - 13	\$98,226	1,319
14 - 19	\$98,534	1,319
20 - 24	\$98,843	1,319
25+	\$99,150	1,319

DIRECTOR		
12 MONTH		
YEARS IN CENTRAL ADM	SALARY	
0 - 4	\$85,087	1,319
5 - 9	\$86,631	1,319
10 - 13	\$87,556	1,319
14 - 19	\$87,864	1,319
20 - 24	\$88,173	1,319
25+	\$88,481	1,319

SUPERVISOR		
12 MONTH		
YEARS IN CENTRAL ADM	SALARY	
0 - 4	\$80,968	1,319
5 - 9	\$82,511	1,319
10 - 13	\$83,437	1,319
14 - 19	\$83,745	1,319
20 - 24	\$84,054	1,319
25+	\$84,362	1,319

COORDINATORS		
12 MONTH		
YEARS IN CENTRAL ADM	SALARY	
0 - 4	\$76,847	1,319
5 - 9	\$78,390	1,319
10 - 13	\$79,315	1,319
14 - 19	\$79,623	1,319
20 - 24	\$79,932	1,319
25+	\$80,240	1,319

FACILITATORS		
12 MONTH		
YEARS IN CENTRAL ADM	SALARY	
0 - 4	\$72,726	1,319
5 - 9	\$74,269	1,319
10 - 13	\$75,194	1,319
14 - 19	\$75,502	1,319
20 - 24	\$75,811	1,319
25+	\$76,119	1,319

All administrators that have a doctorate in education, from a regionally approved institute of higher learning approved by the Louisiana Department of Education, will receive the same state supplement teachers receive for obtaining national certification.



ST. JOHN PARISH SCHOOL BOARD  
19/20 SALARY SCHEDULES  
St. John Parish School Board  
PRINCIPAL SALARY SCHEDULE

PRINCIPAL < 250 STUDENTS
12 MONTH
SALARY NEGOTIABLE RANGE
\$78,311 - \$ 81,397

1319

1,319

HIGH SCHOOL SCHOOL < 1000 STUDENTS
12 MONTH
SALARY NEGOTIABLE RANGE
\$ 84,450 - \$ 89,181

1319

1,319

ELEMENTARY/MIDDLE PRINCIPAL
12 MONTH
SALARY NEGOTIABLE RANGE
\$80,362 - \$ 87,839

HIGH SCHOOL SCHOOL > 1000 STUDENTS
12 MONTH
SALARY NEGOTIABLE RANGE
\$ 85,930 - \$ 111,319

**ST. JOHN PARISH SCHOOL BOARD  
19/20 SALARY SCHEDULES**

**St. John Parish School Board  
ASSISTANT PRINCIPALS**

JR HIGH/ELEM ASSISTANT PRINCIPAL			HIGH SCHOOL ASSISTANT PRINCIPAL		
10 MONTH			10 MONTH		
YEARS IN POSITION		SALARY	YEARS IN POSITION		SALARY
0		\$66,164	0		\$66,685
1	1,110	\$67,708	1		\$68,229
2	1,110	\$68,633	2		\$69,154
3	1,110	\$68,941	3		\$69,462
4	1,110	\$69,250	4		\$69,771
					\$1,110
					\$1,110
					\$1,110
					\$1,110
					\$1,110

**For all administrative salary schedules:**

**For an administrator to advance to the next level on the salary schedule, all three of the following requirements must be met based on previous year performance:**

- 1) Effectiveness - To be considered effective, an administrator must obtain any rating other than an ineffective by the state/local evaluation system.
- 2) Demand - The administrator must be certified in the area administered, if certification is required.
- 3) Experience - For 12 month administrators, the administrator must have attended work for 200 days including vacation days.  
For 10 month administrators, the administrator must have attended work for 180 days.

ST. JOHN PARISH SCHOOL BOARD  
19/20 SALARY SCHEDULES

St. John Parish School Board  
ADMINISTRATIVE SUPPORT SALARIES

EXTERNAL PROGRAMS FISCAL OFFICER		
12 MONTH		
YEARS IN POSITION	SALARY	
0 - 4	\$71,442	
5 - 9	\$73,304	
10 - 13	\$74,756	
14 - 19	\$75,418	
20 - 24	\$75,814	
25+	\$76,463	

1,319  
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LUNCH FIELD MANAGER		
12 MONTH		
YEARS IN POSITION	SALARY	
0 - 4	\$35,730	
5 - 9	\$37,521	
10 - 13	\$38,917	
14 - 19	\$39,553	
20 - 24	\$39,934	
25+	\$40,573	

\$1,319  
\$1,319  
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\$1,319

HEADSTART FISCAL MANAGER/ ADMINISTRATIVE ASSISTANT		
12 MONTH		
YEARS IN POSITION	SALARY	
0 - 4	\$62,122	
5 - 9	\$63,665	
10 - 13	\$64,590	
14 - 19	\$64,898	
20 - 24	\$65,207	
25+	\$65,515	

1,319  
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ST. JOHN PARISH SCHOOL BOARD  
19/20 SALARY SCHEDULES

St. John Parish School Board  
ADMINISTRATIVE SUPPORT SALARIES

COMPUTER PROGRAMMER	
FACILITATOR OF TECHNOLOGY	
12 MONTH	
YEARS IN POSITION	SALARY
0	\$59,789
1	\$60,483
2	\$61,208
3	\$61,817
4	\$62,420
5	\$63,021
6	\$63,628
7	\$64,232
8	\$64,835
9	\$65,890
10	\$66,799
11	\$67,855
12	\$68,963
13	\$69,854
14	\$70,081
15	\$70,118
16	\$71,047
17	\$71,058
18	\$71,084
19	\$72,041
20	\$72,159
21	\$72,177
22	\$73,143
23	\$73,196
24	\$73,290
25	\$74,383
25+	\$74,680

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ST. JOHN PARISH SCHOOL BOARD  
19/20 SALARY SCHEDULES

St. John Parish School Board  
CENTRAL OFFICE SUPPORT SALARIES

CENTRAL OFFICE CLERK**			RECEPTIONIST		
12 MONTH			12 MONTH - 7 & 1/2 HOUR DAY		
YEARS IN POSITION		SALARY	YEARS IN POSITION		SALARY
0 - 4		\$29,560	0 - 4		\$25,444
5 - 9	659	\$33,753	5 - 9		\$26,759
10 - 13	659	\$35,416	10 - 13		\$27,839
14 - 19	659	\$35,965	14 - 19		\$28,265
20 - 24	659	\$36,392	20 - 24		\$28,587
25 - 29	659	\$36,671	25 - 29		\$28,866
30 - 35	659	\$37,510	30 - 35		\$29,470

PAYROLL CLERK**		
12 MONTH		
YEARS IN POSITION		SALARY
0 - 4	659	\$32,107
5 - 9	659	\$34,603
10 - 13	659	\$36,672
14 - 19	659	\$37,656
20 - 24	659	\$38,255
25 - 29	659	\$38,880
30 - 35	659	\$39,748

SUPERINTENDENT'S SECRETARY *		
12 MONTH		
YEARS IN POSITION		SALARY
0 - 4	659	\$38,107
5 - 9	659	\$40,603
10 - 13	659	\$42,672
14 - 19	659	\$43,656
20 - 24	659	\$44,255
25 - 29	659	\$44,880
30 - 35	659	\$45,748

\*ADD \$ 2,411 TO CLERK BOARD MEETINGS

\*\*ADD \$ 2,500 ANNUALLY TO CLERKS ASSIGNED FULL TIME TO PAYROLL/PERSONNEL DEPARTMENT AND ASSIGNED PAYROLL/PERSONNEL TASKS NOT ASSIGNED TO OTHER CENTRAL OFFICE CLERK

**ST. JOHN PARISH SCHOOL BOARD**  
19/20 SALARY SCHEDULES

**St. John Parish School Board**  
**MAINTENANCE/TRANSPORTATION SALARIES**

<b>ELECTRICIAN;LOW VOLTAGE TECHNICIAN</b>		
<b>8 HOURS, 260 DAYS</b>		
<b>STEP</b>	<b>SALARY</b>	
0	42,428	714
1	42,728	714
2	43,027	714
3	43,326	714
4	43,651	714
5	43,950	714
6	44,275	714
7	44,599	714
8	44,898	714
9	45,223	714
10	45,821	714
11	45,895	714
12	46,221	714
13	46,569	714
14	46,893	714
15	47,243	714
16	47,593	714
17	47,942	714
18	48,291	714
19	48,691	714
20	49,039	714
21	49,136	714
22	49,232	714
23	49,329	714
24	49,426	714
25	49,522	714
26	49,619	714
27	49,716	714
28	49,812	714
29	49,909	714
30	50,005	714
31	50,102	714
32	50,199	714
33	50,295	714
34	50,392	714
35	50,489	714

<b>GENERAL MAINTENANCE WORKER</b>		
<b>8 HOURS, 260 DAYS</b>		
<b>STEP</b>	<b>SALARY</b>	
0	\$33,931	714
1	\$34,148	714
2	\$34,338	714
3	\$34,556	714
4	\$34,771	714
5	\$34,962	714
6	\$35,179	714
7	\$35,394	714
8	\$35,611	714
9	\$35,849	714
10	\$36,066	714
11	\$36,282	714
12	\$36,524	714
13	\$36,739	714
14	\$36,978	714
15	\$37,218	714
16	\$37,456	714
17	\$37,698	714
18	\$37,937	714
19	\$38,178	714
20	\$38,416	714
21	\$38,509	714
22	\$38,602	714
23	\$38,695	714
24	\$38,788	714
25	\$38,881	714
26	\$38,973	714
27	\$39,067	714
28	\$39,159	714
29	\$39,252	714
30	\$39,345	714
31	\$39,438	714
32	\$39,531	714
33	\$39,624	714
34	\$39,716	714
35	\$39,811	714

ST. JOHN PARISH SCHOOL BOARD  
19/20 SALARY SCHEDULES

St. John Parish School Board  
TRANSPORTATION ASSISTANT SALARIES

TRANSPORTATION ASSISTANT		
8 HOURS, 240 DAYS		
STEP	SALARY	
0	33,089	
1	33,399	
2	33,496	
3	33,714	
4	33,929	
5	34,121	
6	34,337	
7	34,552	
8	34,769	
9	35,007	
10	35,224	
11	35,440	
12	35,682	
13	35,897	
14	36,136	
15	36,376	
16	36,614	
17	36,856	
18	37,095	
19	37,066	
20	37,574	
21	37,667	
22	37,760	
23	37,853	
24	37,946	
25	38,039	
26	38,131	
27	38,225	
28	38,317	
29	38,410	
30	38,503	
31	38,596	
32	38,689	
33	38,782	
34	38,875	
35	38,968	

SPECIAL PROJECTS MAINTENANCE WORKER		
8 HOURS, 260 DAYS		
STEP	SALARY	
0	38,129	
1	38,418	
2	38,705	
3	38,993	
4	39,305	
5	39,593	
6	39,910	
7	40,234	
8	40,533	
9	40,858	
10	41,456	
11	41,530	
12	41,856	
13	42,204	
14	42,529	
15	42,878	
16	43,229	
17	43,577	
18	43,926	
19	44,326	
20	44,674	
21	44,771	
22	44,868	
23	44,964	
24	45,061	
25	45,157	
26	45,254	
27	45,351	
28	45,447	
29	45,545	
30	45,640	
31	45,737	
32	45,834	
33	45,930	
34	46,027	
35	46,124	

**ST. JOHN PARISH SCHOOL BOARD**  
**19/20 SALARY SCHEDULES**

**St. John Parish School Board**  
**BUS DRIVERS/HVAC/ELECTRICIAN**

<b>BUS DRIVERS</b>		
<b>182 DAYS</b>		
<b>STEP</b>	<b>SALARY</b>	
0	\$21,711	500
1	\$21,725	500
2	\$21,739	500
3	\$21,753	500
4	\$21,768	500
5	\$21,781	500
6	\$21,794	500
7	\$21,810	500
8	\$21,823	500
9	\$21,837	500
10	\$21,852	500
11	\$21,865	500
12	\$21,879	500
13	\$21,894	500
14	\$21,908	500
15	\$21,922	500
16	\$21,936	500
17	\$21,951	500
18	\$21,964	500
19	\$21,979	500
20	\$21,993	500
21	\$22,046	500
22	\$22,099	500
23	\$22,152	500
24	\$22,204	500
25	\$22,258	500
26	\$22,310	500
27	\$22,403	500
28	\$22,495	500
29	\$22,589	500
30	\$22,682	500
31	\$22,774	500
32	\$22,867	500
33	\$22,961	500
34	\$23,053	500
35	\$23,146	500

<b>HVAC/ELECTRICIAN</b>		
<b>8 HOURS, 260 DAYS</b>		
<b>STEP</b>	<b>SALARY</b>	
0	\$42,688	714
1	\$42,989	714
2	\$43,291	714
3	\$43,593	714
4	\$43,919	714
5	\$44,221	714
6	\$44,549	714
7	\$44,876	714
8	\$45,179	714
9	\$45,504	714
10	\$46,108	714
11	\$46,183	714
12	\$46,512	714
13	\$46,862	714
14	\$47,191	714
15	\$47,541	714
16	\$47,895	714
17	\$48,247	714
18	\$48,598	714
19	\$48,976	714
20	\$49,328	714
21	\$49,425	714
22	\$49,521	714
23	\$49,618	714
24	\$49,715	714
25	\$49,811	714
26	\$49,908	714
27	\$50,004	714
28	\$50,101	714
29	\$50,198	714
30	\$50,294	714
31	\$50,391	714
32	\$50,488	714
33	\$50,583	714
34	\$50,681	714
35	\$50,778	714



St. John Parish School Board  
TRANSPORTATION SALARIES - CONTINUED

ASSISTANT JANITORS			
8 HOURS, 260 DAYS			
STEP	PER HR	SALARY	
0	\$ 11.81	\$24,573	
1	\$ 11.88	\$24,701	
2	\$ 11.94	\$24,830	
3	\$ 12.00	\$24,957	
4	\$ 12.06	\$25,085	
5	\$ 12.12	\$25,212	
6	\$ 12.18	\$25,340	
7	\$ 12.24	\$25,468	
8	\$ 12.31	\$25,595	
9	\$ 12.37	\$25,723	
10	\$ 12.43	\$25,852	
11	\$ 12.49	\$25,979	
12	\$ 12.55	\$26,107	
13	\$ 12.61	\$26,234	
14	\$ 12.67	\$26,362	
15	\$ 12.74	\$26,490	
16	\$ 12.80	\$26,617	
17	\$ 12.86	\$26,745	
18	\$ 12.92	\$26,873	
19	\$ 12.98	\$27,001	
20	\$ 13.04	\$27,129	
21	\$ 13.10	\$27,257	
22	\$ 13.11	\$27,277	
23	\$ 13.12	\$27,299	
24	\$ 13.13	\$27,319	
25	\$ 13.14	\$27,341	
26	\$ 13.15	\$27,362	
27	\$ 13.20	\$27,455	
28	\$ 13.24	\$27,548	
29	\$ 13.29	\$27,640	
30	\$ 13.33	\$27,733	
31	\$ 13.38	\$27,827	
32	\$ 13.42	\$27,919	
33	\$ 13.47	\$28,012	
34	\$ 13.51	\$28,106	
35	\$ 13.56	\$28,198	

HEAD JANITORS		
8 HOURS, 260 DAYS		
STEP	PER HR	SALARY
0	\$ 13.56	\$28,204
1	\$ 13.62	\$28,338
2	\$ 13.69	\$28,474
3	\$ 13.76	\$28,611
4	\$ 13.82	\$28,750
5	\$ 13.89	\$28,889
6	\$ 13.96	\$29,031
7	\$ 14.03	\$29,173
8	\$ 14.09	\$29,317
9	\$ 14.16	\$29,462
10	\$ 14.24	\$29,609
11	\$ 14.31	\$29,758
12	\$ 14.38	\$29,908
13	\$ 14.45	\$30,059
14	\$ 14.53	\$30,212
15	\$ 14.60	\$30,367
16	\$ 14.67	\$30,523
17	\$ 14.75	\$30,681
18	\$ 14.83	\$30,840
19	\$ 14.90	\$31,001
20	\$ 14.98	\$31,163
21+	\$ 15.06	\$31,328

HEAD JANITOR	
SUPPLEMENT	
NUMBER OF SUBORDINATE POSITIONS	SALARY
1 - 2	\$213
3 - 5	\$426
6 - 8	\$640
9+	\$853

**St. John Parish School Board  
DRAYAGE**

DRAYAGE/QUALITY CONTROLLER/EXPEDITOR		
8 HOURS, 260 DAYS		
STEP	PER HR	SALARY
0	\$14.75	\$30,687
1	\$14.86	\$30,904
2	\$14.95	\$31,094
3	\$15.05	\$31,310
4	\$15.16	\$31,527
5	\$15.25	\$31,718
6	\$15.35	\$31,935
7	\$15.46	\$32,150
8	\$15.56	\$32,366
9	\$15.68	\$32,605
10	\$15.78	\$32,821
11	\$15.88	\$33,037
12	\$16.00	\$33,278
13	\$16.10	\$33,494
14	\$16.22	\$33,734
15	\$16.33	\$33,973
16	\$16.45	\$34,212
17	\$16.56	\$34,454
18	\$16.68	\$34,692
19	\$16.79	\$34,933
20	\$16.91	\$35,172
21	\$16.95	\$35,265
22	\$17.00	\$35,357
23	\$17.04	\$35,450
24	\$17.09	\$35,544
25	\$17.13	\$35,636
26	\$17.18	\$35,729
27	\$17.22	\$35,822
28	\$17.27	\$35,915
29	\$17.31	\$36,008
30	\$17.36	\$36,101
31	\$17.40	\$36,194
32	\$17.45	\$36,287
33	\$17.49	\$36,379
34	\$17.53	\$36,472
35	\$17.58	\$36,566

ST. JOHN PARISH SCHOOL BOARD  
19/20 SALARY SCHEDULES

St. John Parish School Board  
COACHING SUPPLEMENTS

Coaching supplements are computed by applying the following percentages to the bachelor degree teaching salary at the individual coach's years of experience as a coach. Only teachers are allowed to coach.

Major sports are those sports defined as such by the LHSAA. (Currently as boys football, girls volleyball, boys and girls track, boys & girls basketball, boys baseball, and girls softball)

ATHLETIC DIRECTOR:	
Over 1,000 Students	34%
Under 1,000 Students	33%

HEAD COACHES/HIGH SCHOOL CHEER SPONSOR (1 cheer sponsor per high school)	
Major Sports/HS Cheer Sponsor	7%
Minor Sports	5%
Ninth Grade Sports	5%

\*

\*\*

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ATHLETIC TRAINER	16%
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ACADEMIC ADVISOR	10%
------------------	-----

JR HIGH LIAISON	12%
-----------------	-----

ASSISTANT COACHES:	
Major Sports	5%
Minor Sports	4%

\*\*

JR HIGH HEAD COACHES:	
Major Sports	4%

\*\*

JR HIGH ASSISTANT COACHES:	
Major Sports	3%

ALLOTTED COACHING POSITIONS:	
ESJH	39
WSJH	29
Garyville Magnet	6
LPE	6
FW	6
ESJE	6
ECW	6
LE	6
WSJE	6
JLO	6

MAXIMUMS:	
Athletic Directors:	
Over 1,000 Students	49%
Under 1,000 Students	48%
HS Coaches/Trainers/Advisors:	
Jr High School Coaches:	16%
Commercial Drivers License	12%
	1%

ATHLETIC TRAINER - EAST/WEST	20%
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\* ADD 3% IF ATTENDING SUMMER FOOTBALL CAMP & TRAINING  
\*\* ADD 1% IF ATTENDING SUMMER FOOTBALL CAMP & TRAINING

ST. JOHN PARISH SCHOOL BOARD  
19/20 SALARY SCHEDULES  
St. John Parish School Board  
Extra Pay

**Note:** Only extra work officially assigned by a supervisor, according to board policy, will be eligible for extra pay

MUSIC DIRECTORS:	
Music directors shall be paid for 9.5 months based on the regular salary schedule, plus \$1,400 for football assignments at the senior high school; or shall be paid \$400 for other assignments and 9 months on the regular schedule. Band Band directors will be paid 15% of the contracted amount for parades not to exceed \$ 200 per parade. Assistants will be paid 7% of the contracted amount for parades not to exceed \$ 100 per parade.	

SUBSTITUTE TEACHERS:			
Pay begins the first actual day worked.			
Certified Degreed Teacher		Day-By-Day	Appointed
Degreed Teacher		\$100.00	\$150.00
Non-Degreed		\$85.00	
Substitutes for Teachers Aides		\$75.00	
"Appointed" pay begins after the 15th consecutive day of service in the same classroom in the same school			
A person is considered a certified substitute if substituting in grade or subject area certified.			
Substitutes with a high school diploma only must meet the system's TABE test requirements.			

BUS DRIVERS (FIELD TRIPS):			
Out of Parish Field Trips	\$ 12/Hour	Minimum of 4 hours	
In Parish Field Trip	\$ 9.50/hour	Minimum of 3 hours	
Extra Runs	\$ 9.50 per run		

TEACHERS - EXTRA PAY	
	Per Hour
Workshops outside of normal work hours	\$20
Teaching after school programs	\$30
Presenters outside of normal work hours	\$40

Teacher supplement for Fifth Ward Elementary teachers	
Teachers assigned to Fifth Ward Elementary, will be paid an annual supplement of \$ 2,500 if: 1) teacher remains at Fifth Ward the entire school year or from date of hire until end of school year, 2) has at least a 95% attendance rate (from date of hire) and 3) is a certified teacher	

ST. JOHN PARISH SCHOOL BOARD  
19/20 SALARY SCHEDULES

St. John Parish School Board  
Extra Pay (Continued)

CLUB SPONSORSHIP
The sponsor of each school-sponsored club/extra curricula activity with at least 3 students including, but not limited to 4-H, Beta, or honor guard, will be paid a stipend of \$ 500.00 per year. To qualify for this stipend, the club must articulate an objective related to activity-based outcomes and student growth. Clubs must meet a minimum of 20 hours after school each school year. Documentation of agendas, minutes, and participants must be submitted at the end of the school year to be paid the stipend.
TEACHERS - EXTRA PAY/GRANTS
Extra payments to teachers can be made outside of this schedule, if, approved by a federal and state grant and accepted by the teacher

**ATHLETIC TRIP POLICY (The Sport has to be recognized by the LHSAA to qualify)**

**Varsity**

During the sport's season, the school board provides transportation to varsity practices (school days only); sports practices are combined to use as few busses as possible. The school board does not provide transportation to home games. The school board provides transportation to away varsity games and back to school only. This is limited to half of the schedule. The school board provides transportation to playoff away games and back to school only. For non district and non playoff games, transportation is limited to within 50 miles of the school. The school board provides transportation once per week for summer workouts.

**JUNIOR Varsity AND 9TH GRADE**

During the sport's season, junior varsity and ninth grade sports practice transportation is combined with varsity practice busses. The school board does not provide transportation to home games. Transportation for games is limited to 5 away games and back to school only.

**JUNIOR HIGH SPORTS**

Junior high sports transportation is limited to coordination with the LEAP busses only. Nothing in this policy will prohibit sports from using school funds to purchase transportation. The cost will be limited to the cost of the driver plus LSER + Medicare rate.

ST. JOHN PARISH SCHOOL BOARD  
19/20 SALARY SCHEDULES

St. John Parish School Board  
MISCELLANEOUS

TRAVEL/MEAL ALLOWANCE:

The School Board has an official travel policy that is published on the web site; WWW.STJOHN.K12.LA.US. Travel expenses will be reimbursed directly to employees; not directly to vendors.

SUBSTITUTES FOR SUPPORT PERSONNEL

Substitute bus drivers	\$84.78 per day
Substitute lunch technicians	\$ 8 per hour
Substitute janitors	\$ 8 per hour
Probationary bus driver/bus attendant	Minimum Wage

TIME CARDS:

All extra pay (extra trips, stipends, overtime, shift differential, etc.)/travel reimbursement shall be submitted per board policy

1/4 Cent Excess Sales Tax Distribution

Any 1/4 cent sales taxes collected over the amount in the salary schedule will be computed at the end of the fiscal year. If an excess exists it will be distributed as follows:

**Eligible Employees:**

- \* All full time employees
- \* Eligible employees must be active on the last day of the school year
- \* Eligible employees must be active employees the next fiscal year, unless retired
- \* If an employee leaves the school system for reason other than retirement the pro rated amount will be deducted from their final paycheck.

**Distribution:**

- \* The funds will be distributed on the last Friday in August.
- \* Employees on professional sabbatical leave or leave without pay in year the taxes were collected will not be eligible for the payment
- \* Eligible employees hired for the first semester and continued throughout the school year will receive full payment
- \* Eligible employees hired for the second semester will receive half of the payment.
- \* Eligible employees who were on medical sabbatical or used 10 or more extended sick leave days in the year the taxes were collected will receive half of the payment.

**ST. JOHN PARISH SCHOOL BOARD**  
**19/20 SALARY SCHEDULES**  
**St. John Parish School Board**  
**NURSES SALARY SCHEDULE**

NURSES												
Level	STATE MINIMUM	STATE 96-05	SALES TAX 01/02	Act 778 04/05	STATE 05/06	STATE 06/07	STATE 07/08	STATE 08/09	STATE 19/20	LOCAL 17/18	LOCAL SUPPL	TOTAL SALARY
0	\$14,631	\$8,239	\$2,000	\$85	\$554	\$1,762	\$2,375	\$1,019	\$1,000	\$1,300	\$11,802	\$45,118
1	\$14,984	\$8,239	\$2,000	\$85	\$554	\$1,762	\$2,375	\$1,019	\$1,000	\$1,300	\$11,969	\$45,638
2	\$15,337	\$8,239	\$2,000	\$85	\$554	\$1,762	\$2,375	\$1,019	\$1,000	\$1,300	\$12,160	\$46,182
3	\$15,692	\$8,239	\$2,000	\$85	\$554	\$1,762	\$2,375	\$1,019	\$1,000	\$1,300	\$12,261	\$46,638
4	\$16,044	\$8,239	\$2,000	\$85	\$554	\$1,762	\$2,375	\$1,019	\$1,000	\$1,300	\$12,360	\$47,089
5	\$16,398	\$8,239	\$2,000	\$85	\$554	\$1,762	\$2,375	\$1,019	\$1,000	\$1,300	\$12,457	\$47,540
6	\$16,753	\$8,239	\$2,000	\$85	\$554	\$1,762	\$2,375	\$1,019	\$1,000	\$1,300	\$12,558	\$47,996
7	\$17,107	\$8,239	\$2,000	\$85	\$554	\$1,762	\$2,375	\$1,019	\$1,000	\$1,300	\$12,658	\$48,450
8	\$17,461	\$8,239	\$2,000	\$85	\$554	\$1,762	\$2,375	\$1,019	\$1,000	\$1,300	\$12,755	\$48,901
9	\$18,020	\$8,239	\$2,000	\$85	\$554	\$1,762	\$2,375	\$1,019	\$1,000	\$1,300	\$12,988	\$49,693
10	\$18,576	\$8,239	\$2,000	\$85	\$554	\$1,762	\$2,375	\$1,019	\$1,000	\$1,300	\$13,115	\$50,376
11	\$19,133	\$8,239	\$2,000	\$85	\$554	\$1,762	\$2,375	\$1,019	\$1,000	\$1,300	\$13,349	\$51,167
12	\$19,707	\$8,239	\$2,000	\$85	\$554	\$1,762	\$2,375	\$1,019	\$1,000	\$1,300	\$13,606	\$51,998
13	\$20,298	\$8,239	\$2,000	\$85	\$554	\$1,762	\$2,375	\$1,019	\$1,000	\$1,300	\$13,683	\$52,666
14	\$20,298	\$8,239	\$2,000	\$85	\$554	\$1,762	\$2,375	\$1,019	\$1,000	\$1,300	\$13,855	\$52,838
15	\$20,298	\$8,239	\$2,000	\$85	\$554	\$1,762	\$2,375	\$1,019	\$1,000	\$1,300	\$13,882	\$52,865
16	\$20,907	\$8,239	\$2,000	\$85	\$554	\$1,762	\$2,375	\$1,019	\$1,000	\$1,300	\$13,970	\$53,562
17	\$20,907	\$8,239	\$2,000	\$85	\$554	\$1,762	\$2,375	\$1,019	\$1,000	\$1,300	\$13,978	\$53,570
18	\$20,907	\$8,239	\$2,000	\$85	\$554	\$1,762	\$2,375	\$1,019	\$1,000	\$1,300	\$13,997	\$53,589
19	\$21,534	\$8,239	\$2,000	\$85	\$554	\$1,762	\$2,375	\$1,019	\$1,000	\$1,300	\$14,087	\$54,306
20	\$21,534	\$8,239	\$2,000	\$85	\$554	\$1,762	\$2,375	\$1,019	\$1,000	\$1,300	\$14,176	\$54,395
21	\$21,534	\$8,239	\$2,000	\$85	\$554	\$1,762	\$2,375	\$1,019	\$1,000	\$1,300	\$14,190	\$54,409
22	\$22,180	\$8,239	\$2,000	\$85	\$554	\$1,762	\$2,375	\$1,019	\$1,000	\$1,300	\$14,269	\$55,134
23	\$22,180	\$8,239	\$2,000	\$85	\$554	\$1,762	\$2,375	\$1,019	\$1,000	\$1,300	\$14,309	\$55,174
24	\$22,180	\$8,239	\$2,000	\$85	\$554	\$1,762	\$2,375	\$1,019	\$1,000	\$1,300	\$14,378	\$55,243
25	\$22,846	\$8,239	\$2,000	\$85	\$554	\$1,762	\$2,375	\$1,019	\$1,000	\$1,300	\$14,532	\$56,063
26	\$22,846	\$8,239	\$2,000	\$85	\$554	\$1,762	\$2,375	\$1,019	\$1,000	\$1,300	\$14,755	\$56,286
27	\$22,846	\$8,239	\$2,000	\$85	\$554	\$1,762	\$2,375	\$1,019	\$1,000	\$1,300	\$14,904	\$56,435
28	\$22,846	\$8,239	\$2,000	\$85	\$554	\$1,762	\$2,375	\$1,019	\$1,000	\$1,300	\$15,051	\$56,582
29	\$22,846	\$8,239	\$2,000	\$85	\$554	\$1,762	\$2,375	\$1,019	\$1,000	\$1,300	\$15,196	\$56,727
30	\$22,846	\$8,239	\$2,000	\$85	\$554	\$1,762	\$2,375	\$1,019	\$1,000	\$1,300	\$15,342	\$56,873
31	\$22,846	\$8,239	\$2,000	\$85	\$554	\$1,762	\$2,375	\$1,019	\$1,000	\$1,300	\$15,488	\$57,019
32	\$22,846	\$8,239	\$2,000	\$85	\$554	\$1,762	\$2,375	\$1,019	\$1,000	\$1,300	\$15,634	\$57,165
33	\$22,846	\$8,239	\$2,000	\$85	\$554	\$1,762	\$2,375	\$1,019	\$1,000	\$1,300	\$15,781	\$57,312
34	\$22,846	\$8,239	\$2,000	\$85	\$554	\$1,762	\$2,375	\$1,019	\$1,000	\$1,300	\$15,926	\$57,457
35	\$22,846	\$8,239	\$2,000	\$85	\$554	\$1,762	\$2,375	\$1,019	\$1,000	\$1,300	\$16,072	\$57,603

**St. John Parish School Board  
SCHOOL SECRETARY/TEACHER ASSISTANT**

19



ST. JOHN PARISH SCHOOL BOARD  
19/20 SALARY SCHEDULES

NON-HIGHLY QUALIFIED ASSISTANTS		
182 DAYS		
STEP	SALARY	
0	\$18,902	
1	\$18,064	
2	\$19,226	
3	\$19,395	
4	\$19,565	
5	\$19,739	
6	\$19,918	
7	\$20,099	
8	\$20,283	
9	\$20,824	
10	\$21,016	
11	\$21,175	
12	\$21,333	
13	\$21,492	
14	\$21,650	
15	\$21,808	
16	\$21,966	
17	\$22,125	
18	\$22,283	
19	\$22,442	
20	\$22,600	
21	\$22,759	
22	\$22,811	
23	\$22,864	
24	\$22,916	
25	\$22,970	
26	\$23,022	
27	\$23,115	
28	\$23,208	
29	\$23,301	
30	\$23,394	
31	\$23,486	
32	\$23,580	
33	\$23,673	
34	\$23,765	
35	\$23,858	

12 MONTH SCHOOL CLERK		
12 MONTH		
YEARS IN POSITION	SALARY	
0 - 4	\$29,560	659
5 - 9	\$33,753	659
10 - 13	\$35,416	659
14 - 19	\$35,965	659
20 - 24	\$36,392	659
25 - 29	\$36,671	659
30 - 35	\$37,510	659

\*\*ADD \$ 2,500 TO CLERKS THAT SERVE TWO SCHOOLS AS FULL TIME BOOKKEEPER

TEACHER ASSISTANT IN SCHOOL SUSPENSION SUPPLEMENT:

A TEACHER ASSISTANT WILL RECEIVE A \$ 2,000 ANNUAL SUPPLEMENT TO THEIR SALARY IF THEY ARE ASSIGNED TO IN SCHOOL SUSPENSION FULL TIME

TEACHER ASSISTANT SPECIALTY SUPPLEMENT:

A TEACHER ASSISTANT WILL RECEIVE A \$ 900 ANNUAL SUPPLEMENT TO THEIR SALARY IF THEY HAVE COMPLETED SPECIALIZED TRAINING AND UTILIZE THIS TRAINING IN THEIR WORK ASSIGNMENT. THIS TRAINING CONSISTS OF 1) BRAILLING VIA A MANUAL BRAILLER OR COMPUTERIZED BRAILLE PROGRAM, 2) SIGN LANGUAGE FOR INSTRUCTIONAL OR INTERPRETING PURPOSES, 3) NONCOMPLEX MEDICAL PROCEDURES REQUIRING CHILD SPECIFIC TRAINING BY A SCHOOL NURSE (ORAL OR TRACHEOSTOMY) AND GASTROSTOMY FEEDING AND 4) COMPUTERIZED TRAINING IN EDUCATIONAL NETWORK SOFTWARE, INTERNET AND EMAIL TRAINING.

**ST. JOHN PARISH SCHOOL BOARD  
19/20 SALARY SCHEDULES**

**St. John Parish School Board  
FOOD SERVICES SALARIES**

LUNCH TECHNICIANS			LUNCH ASSISTANT MANAGER		
182 DAYS			185 DAYS		
STEP	SALARY		STEP	SALARY	
0	\$19,308	500	0	\$20,822	508
1	\$19,414	500	1	\$20,928	508
2	\$19,519	500	2	\$21,033	508
3	\$19,625	500	3	\$21,139	508
4	\$19,730	500	4	\$21,244	508
5	\$19,836	500	5	\$21,350	508
6	\$19,942	500	6	\$21,356	508
7	\$20,047	500	7	\$21,561	508
8	\$20,153	500	8	\$21,667	508
9	\$20,258	500	9	\$21,772	508
10	\$20,364	500	10	\$21,878	508
11	\$20,417	500	11	\$21,931	508
12	\$20,469	500	12	\$21,983	508
13	\$20,523	500	13	\$22,037	508
14	\$20,575	500	14	\$22,089	508
15	\$20,628	500	15	\$22,142	508
16	\$20,681	500	16	\$22,195	508
17	\$20,734	500	17	\$22,248	508
18	\$20,786	500	18	\$22,300	508
19	\$20,839	500	19	\$22,353	508
20	\$20,892	500	20	\$22,406	508
21	\$20,945	500	21	\$22,459	508
22	\$20,973	500	22	\$22,487	508
23	\$20,999	500	23	\$22,513	508
24	\$21,027	500	24	\$22,541	508
25	\$21,055	500	25	\$22,569	508
26	\$21,082	500	26	\$22,596	508
27	\$21,110	500	27	\$22,624	508
28	\$21,137	500	28	\$22,651	508
29	\$21,164	500	29	\$22,678	508
30	\$21,192	500	30	\$22,706	508
31	\$21,220	500	31	\$22,734	508
32	\$21,246	500	32	\$22,760	508
33	\$21,274	500	33	\$22,788	508
34	\$21,302	500	34	\$22,816	508
35	\$21,329	500	35	\$22,843	508

ST. JOHN PARISH SCHOOL BOARD  
19/20 SALARY SCHEDULES  
St. John Parish School Board  
FOOD SERVICES SALARIES - CONTINUED

LUNCH MANAGER*	
185 DAYS	
STEP	SALARY
0 - 4	\$24,924
5 - 9	\$25,351
10 - 13	\$26,241
14 - 19	\$26,554
20 - 24	\$26,850
25+	\$27,148

508  
508  
508  
508  
508  
508

LUNCH MANAGER SUPPLEMENT	
NUMBER OF SUBORDINATE POSITIONS	SALARY
1 - 2	\$213
3 - 5	\$426
6 - 8	\$640
9+	\$853

\*ADD \$ 2,500 TO MANAGERS THAT SERVE TWO SCHOOLS AS FULL TIME MANAGER



ST. JOHN PARISH SCHOOL BOARD  
19/20 SALARY SCHEDULES

St. John Parish School Board  
PUPIL APPRAISAL

PUPIL APPRAISAL			PUPIL APPRAISAL			PUPIL APPRAISAL		
BACHELOR			MASTER			MASTER +30		
10 MONTHS			10 MONTHS			10 MONTHS		
YEAR	SALARY		YEAR	SALARY		YEAR	SALARY	
0	\$55,495	1230	0	56,049	1230	0	\$56,049	1230
1	\$56,136	1230	1	56,692	1230	1	\$56,692	1230
2	\$56,805	1230	2	57,362	1230	2	\$57,362	1230
3	\$57,366	1230	3	57,920	1230	3	\$57,920	1230
4	\$57,921	1230	4	58,474	1230	4	\$58,474	1230
5	\$58,478	1230	5	59,405	1230	5	\$59,590	1230
6	\$59,037	1230	6	60,348	1230	6	\$60,741	1230
7	\$59,595	1230	7	61,340	1230	7	\$61,930	1230
8	\$60,150	1230	8	62,326	1230	8	\$63,115	1230
9	\$61,124	1230	9	63,305	1230	9	\$64,105	1230
10	\$61,964	1230	10	64,178	1230	10	\$65,095	1230
11	\$62,935	1230	11	65,048	1230	11	\$66,092	1230
12	\$63,958	1230	12	66,064	1230	12	\$67,070	1230
13	\$64,780	1230	13	66,933	1230	13	\$67,974	1230
14	\$64,990	1230	14	67,271	1230	14	\$68,866	1230
15	\$65,024	1230	15	67,440	1230	15	\$69,019	1230
16	\$65,883	1230	16	68,344	1230	16	\$69,937	1230
17	\$65,892	1230	17	68,472	1230	17	\$70,071	1230
18	\$65,916	1230	18	68,520	1230	18	\$70,138	1230
19	\$66,798	1230	19	69,432	1230	19	\$71,080	1230
20	\$66,907	1230	20	69,543	1230	20	\$71,453	1230
21	\$66,923	1230	21	70,000	1230	21	\$71,529	1230
22	\$67,815	1230	22	70,939	1230	22	\$72,512	1230
23	\$67,864	1230	23	70,973	1230	23	\$72,540	1230
24	\$67,948	1230	24	71,042	1230	24	\$72,640	1230
25	\$68,958	1230	25	72,029	1230	25	\$73,977	1230
25+	\$69,231	1230	25+	72,074	1230	25+	\$74,343	1230

NOTE: TO MAINTAIN EQUITY, PUPIL APPRAISAL WILL RECEIVE STATE AND LOCAL RAISES ADJUSTED BY TWENTY-THREE PERCENT (23%) MORE THAN A TEACHER. IF THERE IS A DEFICIT IN THE GENERAL FUND, THE BOARD WILL HAVE TO TAKE ACTION ON THIS ADJUSTMENT.

ST. JOHN PARISH SCHOOL BOARD  
19/20 SALARY SCHEDULES

St. John Parish School Board

PUPIL APPRAISAL

PUPIL APPRAISAL		
SPECIALIST		
10 MONTHS		
YEAR	SALARY	
0	\$56,923	
1	\$57,559	
2	\$58,229	
3	\$58,792	
4	\$59,344	
5	\$60,477	
6	\$61,656	
7	\$62,842	
8	\$64,030	
9	\$65,021	
10	\$66,188	
11	\$67,356	
12	\$68,521	
13	\$69,441	
14	\$69,796	
15	\$69,800	
16	\$70,756	
17	\$70,782	
18	\$70,809	
19	\$71,825	
20	\$71,940	
21	\$72,007	
22	\$73,006	
23	\$73,072	
24	\$73,248	
25	\$74,366	
25+	\$74,785	

PUPIL APPRAISAL		
PHD OR EDD		
10 MONTHS		
YEAR	SALARY	
0	58,236	1,230
1	58,795	1,230
2	59,388	1,230
3	60,242	1,230
4	61,130	1,230
5	62,148	1,230
6	63,178	1,230
7	64,210	1,230
8	65,245	1,230
9	66,083	1,230
10	66,925	1,230
11	67,770	1,230
12	68,665	1,230
13	69,600	1,230
14	70,377	1,230
15	70,511	1,230
16	71,484	1,230
17	70,523	1,230
18	70,680	1,230
19	72,703	1,230
20	72,720	1,230
21	72,771	1,230
22	73,833	1,230
23	73,935	1,230
24	74,071	1,230
25	75,145	1,230
25+	75,738	1,230

NOTE: TO MAINTAIN EQUITY, PUPIL APPRAISAL WILL RECEIVE STATE AND LOCAL RAISES ADJUSTED BY TWENTY-THREE PERCENT (23%) MORE THAN A TEACHER. IF THERE IS A DEFICIT IN THE GENERAL FUND, THE BOARD WILL HAVE TO TAKE ACTION ON THIS ADJUSTMENT.

ST. JOHN PARISH SCHOOL BOARD  
19/20 SALARY SCHEDULES

St. John Parish School Board

TEACHERS SALARY SCHEDULE - BACHELOR'S DEGREE

BACHELOR'S DEGREE													
LEVEL	STATE MINIMUM	STATE 96-05	SALES TAX 01/02	STATE 05/06	STATE 06/07	STATE 06/07	STATE 07/08	STATE 07/08	STATE 08/09	STATE 19/20	LOCAL 17/18	LOCAL SUPPL	TOTAL SALARY
0	\$14,631	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$11,802	\$45,118
1	\$14,984	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$11,969	\$45,638
2	\$15,337	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$12,160	\$46,182
3	\$15,692	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$12,261	\$46,638
4	\$16,044	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$12,360	\$47,089
5	\$16,398	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$12,457	\$47,540
6	\$16,753	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$12,558	\$47,996
7	\$17,107	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$12,658	\$48,450
8	\$17,461	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$12,755	\$48,901
9	\$18,020	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$12,988	\$49,693
10	\$18,576	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$13,115	\$50,376
11	\$19,133	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$13,349	\$51,167
12	\$19,707	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$13,606	\$51,998
13	\$20,298	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$13,683	\$52,666
14	\$20,298	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$13,855	\$52,838
15	\$20,298	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$13,882	\$52,865
16	\$20,907	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$13,970	\$53,562
17	\$20,907	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$13,978	\$53,570
18	\$20,907	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$13,997	\$53,589
19	\$21,534	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$14,087	\$54,306
20	\$21,534	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$14,176	\$54,395
21	\$21,534	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$14,190	\$54,409
22	\$22,180	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$14,269	\$55,134
23	\$22,180	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$14,309	\$55,174
24	\$22,180	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$14,378	\$55,243
25	\$22,846	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$14,532	\$56,063
26	\$22,846	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$14,755	\$56,286
27	\$22,846	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$14,904	\$56,435
28	\$22,846	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$15,051	\$56,582
29	\$22,846	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$15,196	\$56,727
30	\$22,846	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$15,342	\$56,873
31	\$22,846	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$15,488	\$57,019
32	\$22,846	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$15,634	\$57,165
33	\$22,846	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$15,781	\$57,312
34	\$22,846	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$15,926	\$57,457
35	\$22,846	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$16,072	\$57,603

**St. John Parish School Board  
TEACHERS SALARY SCHEDULE - MASTER'S DEGREE**

MASTER'S DEGREE												
LEVEL	STATE MINIMUM	STATE 96-03	SALES TAX 01/02	STATE 05/06	STATE 06/07	STATE 07/08	STATE 08/09	STATE 19/20	LOCAL 17/18	LOCAL SUPPL	TOTAL SALARY	
1	\$14,984	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	1,300	\$11,899	\$45,568
2	\$15,337	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	1,300	\$12,070	\$46,092
3	\$15,692	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	1,300	\$12,259	\$46,636
4	\$16,044	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	1,300	\$12,362	\$47,091
5	\$16,398	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	1,300	\$12,457	\$47,540
6	\$16,930	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	1,300	\$12,682	\$48,297
7	\$17,461	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	1,300	\$12,917	\$49,063
8	\$18,020	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	1,300	\$13,165	\$49,870
9	\$18,576	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	1,300	\$13,411	\$50,672
10	\$19,132	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	1,300	\$13,652	\$51,469
11	\$19,689	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	1,300	\$13,803	\$52,177
12	\$20,245	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	1,300	\$13,954	\$52,884
13	\$20,852	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	1,300	\$14,173	\$53,710
14	\$21,479	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	1,300	\$14,253	\$54,417
15	\$21,479	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	1,300	\$14,528	\$54,692
16	\$22,123	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	1,300	\$14,665	\$54,829
17	\$22,123	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	1,300	\$14,757	\$55,565
18	\$22,123	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	1,300	\$14,859	\$55,667
19	\$22,787	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	1,300	\$14,900	\$55,708
20	\$22,787	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	1,300	\$14,976	\$56,448
21	\$22,787	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	1,300	\$15,068	\$56,540
22	\$23,469	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	1,300	\$15,438	\$56,910
23	\$23,469	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	1,300	\$15,520	\$57,674
24	\$23,469	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	1,300	\$15,548	\$57,702
25	\$24,174	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	1,300	\$15,602	\$57,756
26	\$24,174	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	1,300	\$15,700	\$58,559
27	\$24,174	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	1,300	\$15,736	\$58,595
28	\$24,174	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	1,300	\$15,932	\$58,791
29	\$24,174	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	1,300	\$16,127	\$58,986
30	\$24,174	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	1,300	\$16,322	\$59,181
31	\$24,174	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	1,300	\$16,518	\$59,377
32	\$24,174	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	1,300	\$16,714	\$59,573
33	\$24,174	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	1,300	\$16,908	\$59,767
34	\$24,174	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	1,300	\$17,105	\$59,964
35	\$24,174	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	1,300	\$17,297	\$60,156
											\$17,493	\$60,352



**ST. JOHN PARISH SCHOOL BOARD**  
19/20 SALARY SCHEDULES

**St. John Parish School Board**  
**TEACHERS SALARY SCHEDULE - MASTER'S +30 DEGREE**

LEVEL	MASTER'S +30 DEGREE											LOCAL SUPPL	TOTAL SALARY
	STATE MINIMUM	STATE 96-03	SALES TAX 01/02	STATE 05/06	STATE 06/07	STATE 06/07	STATE 07/08	STATE 07/08	STATE 08/09	STATE 19/20	LOCAL 17/18		
0	\$14,984	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$11,899	\$45,568
1	\$15,337	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$12,070	\$46,092
2	\$15,692	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$12,259	\$46,636
3	\$16,044	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$12,362	\$47,091
4	\$16,398	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$12,457	\$47,540
5	\$17,016	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$12,747	\$48,448
6	\$17,646	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$13,054	\$49,385
7	\$18,298	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$13,367	\$50,350
8	\$18,947	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$13,682	\$51,314
9	\$19,595	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$13,839	\$52,119
10	\$20,245	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$13,994	\$52,924
11	\$20,896	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$14,153	\$53,734
12	\$21,547	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$14,297	\$54,529
13	\$22,194	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$14,384	\$55,263
14	\$22,194	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$15,110	\$55,989
15	\$22,194	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$15,235	\$56,114
16	\$22,860	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$15,313	\$56,858
17	\$22,860	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$15,423	\$56,968
18	\$22,860	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$15,478	\$57,023
19	\$23,545	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$15,558	\$57,788
20	\$23,545	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$15,863	\$58,093
21	\$23,545	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$15,923	\$58,153
22	\$24,252	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$16,016	\$58,953
23	\$24,252	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$16,039	\$58,976
24	\$24,252	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$16,121	\$59,058
25	\$24,979	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$16,481	\$60,145
26	\$24,979	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$16,778	\$60,442
27	\$24,979	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$17,025	\$60,689
28	\$24,979	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$17,268	\$60,932
29	\$24,979	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$17,511	\$61,175
30	\$24,979	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$17,756	\$61,420
31	\$24,979	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$17,999	\$61,663
32	\$24,979	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$18,242	\$61,906
33	\$24,979	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$18,487	\$62,151
34	\$24,979	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$18,730	\$62,394
35	\$24,979	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$18,975	\$62,639

ST. JOHN PARISH SCHOOL BOARD  
19/20 SALARY SCHEDULES

St. John Parish School Board

TEACHERS SALARY SCHEDULE - SPECIALIST IN EDUCATION

SPECIALIST IN EDUCATION													
LEVEL	STATE MINIMUM	STATE 96-03	SALES TAX 01/02	STATE 05/06	STATE 06/07	STATE 06/07	STATE 07/08	STATE 07/08	STATE 08/09	STATE 19/20	LOCAL 17/18	LOCAL SUPPL	TOTAL SALARY
0	\$15,516	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$12,078	\$46,279
1	\$15,868	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$12,243	\$46,796
2	\$16,223	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$12,433	\$47,341
3	\$16,574	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$12,540	\$47,799
4	\$16,930	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$12,633	\$48,248
5	\$17,555	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$12,928	\$49,168
6	\$18,203	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$13,238	\$50,126
7	\$18,854	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$13,551	\$51,090
8	\$19,502	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$13,871	\$52,058
9	\$20,154	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$14,024	\$52,863
10	\$20,802	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$14,325	\$53,812
11	\$21,451	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$14,626	\$54,762
12	\$22,099	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$14,925	\$55,709
13	\$22,761	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$15,010	\$56,456
14	\$22,761	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$15,299	\$56,745
15	\$22,761	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$15,302	\$56,748
16	\$23,445	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$15,395	\$57,525
17	\$23,445	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$15,417	\$57,547
18	\$23,445	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$15,439	\$57,569
19	\$24,149	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$15,560	\$58,394
20	\$24,149	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$15,653	\$58,487
21	\$24,149	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$15,709	\$58,543
22	\$24,872	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$15,797	\$59,354
23	\$24,872	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$15,852	\$59,409
24	\$24,872	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$15,995	\$59,552
25	\$25,619	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$16,155	\$60,459
26	\$25,619	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$16,497	\$60,801
27	\$25,619	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$16,795	\$61,099
28	\$25,619	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$17,088	\$61,392
29	\$25,619	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$17,380	\$61,684
30	\$25,619	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$17,672	\$61,976
31	\$25,619	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$17,964	\$62,268
32	\$25,619	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$18,257	\$62,561
33	\$25,619	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$18,549	\$62,853
34	\$25,619	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$18,840	\$63,144
35	\$25,619	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1,300	\$19,132	\$63,436

**ST. JOHN PARISH SCHOOL BOARD  
19/20 SALARY SCHEDULES**

St. John Parish School Board

**TEACHERS SALARY SCHEDULE - PHD OR EDD DEGREE**

PH.D OR EDD DEGREE													
LEVEL	STATE MINIMUM	STATE 96-03	SALES TAX 01/02	STATE 05/06	STATE 06/07	STATE 06/07	STATE 07/08	STATE 07/08	STATE 08/09	STATE 19/20	LOCAL 17/18	LOCAL SUPPL	TOTAL SALARY
0	\$16,223	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$12,438	\$47,346
1	\$16,574	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$12,544	\$47,803
2	\$16,930	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$12,669	\$48,284
3	\$17,461	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$12,832	\$48,978
4	\$18,020	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$12,995	\$49,700
5	\$18,576	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$13,268	\$50,529
6	\$19,132	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$13,549	\$51,366
7	\$19,689	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$13,832	\$52,206
8	\$20,245	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$14,118	\$53,048
9	\$20,802	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$14,242	\$53,729
10	\$21,361	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$14,370	\$54,416
11	\$21,918	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$14,498	\$55,101
12	\$22,445	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$14,698	\$55,828
13	\$23,118	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$14,786	\$56,589
14	\$23,118	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$15,416	\$57,219
15	\$23,118	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$15,526	\$57,329
16	\$23,812	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$15,623	\$58,120
17	\$23,812	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$15,686	\$58,183
18	\$23,812	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$15,815	\$58,312
19	\$24,526	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$15,898	\$59,109
20	\$24,526	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$15,911	\$59,122
21	\$24,526	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$15,953	\$59,164
22	\$25,262	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$16,081	\$60,028
23	\$25,262	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$16,164	\$60,111
24	\$25,262	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$16,274	\$60,221
25	\$26,020	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$16,389	\$61,094
26	\$26,020	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$16,872	\$61,577
27	\$26,020	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$17,214	\$61,919
28	\$26,020	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$17,556	\$62,261
29	\$26,020	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$17,897	\$62,602
30	\$26,020	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$18,238	\$62,943
31	\$26,020	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$18,794	\$63,499
32	\$26,020	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$18,922	\$63,627
33	\$26,020	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$19,263	\$63,968
34	\$26,020	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$19,605	\$64,310
35	\$26,020	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$351	\$1,019	\$1,000	1300	\$19,946	\$64,651

ST. JOHN PARISH SCHOOL BOARD  
19/20 SALARY SCHEDULES  
TEN MONTH TEACHERS SALARY SCHEDULE - BACHELOR'S DEGREE

LEVEL	BACHELOR'S DEGREE											LOCAL SUPPL	TOTAL SALARY
	STATE MINIMUM	STATE 96-05	SALES TAX 01/02	STATE 05/06	STATE 06/07	STATE 06/07	STATE 07/08	STATE 07/08	STATE 08/09	STATE 19/20	LOCAL 17/18		
0	\$15,435	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$12,452	\$47,651
1	\$15,807	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$12,629	\$48,200
2	\$16,180	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$12,830	\$48,774
3	\$16,554	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$12,937	\$49,255
4	\$16,926	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$13,041	\$49,731
5	\$17,299	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$13,144	\$50,207
6	\$17,673	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$13,251	\$50,688
7	\$18,047	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$13,356	\$51,167
8	\$18,420	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$13,459	\$51,643
9	\$19,010	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$13,704	\$52,478
10	\$19,597	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$13,838	\$53,199
11	\$20,184	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$14,085	\$54,033
12	\$20,790	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$14,356	\$54,910
13	\$21,413	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$14,437	\$55,614
14	\$21,413	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$14,619	\$55,796
15	\$21,413	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$14,647	\$55,824
16	\$22,056	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$14,740	\$56,560
17	\$22,056	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$14,748	\$56,568
18	\$22,056	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$14,768	\$56,588
19	\$22,717	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$14,864	\$57,345
20	\$22,717	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$14,957	\$57,438
21	\$22,717	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$14,972	\$57,453
22	\$23,399	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$15,055	\$58,218
23	\$23,399	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$15,097	\$58,260
24	\$23,399	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$15,170	\$58,333
25	\$24,101	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$15,333	\$59,198
26	\$24,101	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$15,568	\$59,433
27	\$24,101	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$15,726	\$59,591
28	\$24,101	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$15,881	\$59,746
29	\$24,101	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$16,034	\$59,899
30	\$24,101	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$16,188	\$60,053
31	\$24,101	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$16,342	\$60,207
32	\$24,101	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$16,496	\$60,361
33	\$24,101	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$16,651	\$60,516
34	\$24,101	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$16,804	\$60,669
35	\$24,101	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$16,958	\$60,823

ST. JOHN PARISH SCHOOL BOARD  
19/20 SALARY SCHEDULES

St. John Parish School Board

TEN MONTH TEACHERS SALARY SCHEDULE - MASTER'S DEGREE

MASTER'S DEGREE												
LEVEL	STATE MINIMUM	STATE 96-05	SALES TAX 01/02	STATE 05/06	STATE 06/07	STATE 06/07	STATE 07/08	STATE 08/09	STATE 19/20	LOCAL 17/18	LOCAL SUPPL	TOTAL SALARY
0	\$15,807	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$12,555	\$48,126
1	\$16,180	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$12,735	\$48,679
2	\$16,554	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$12,935	\$49,253
3	\$16,926	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$13,043	\$49,733
4	\$17,299	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$13,144	\$50,207
5	\$17,860	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$13,381	\$51,005
6	\$18,420	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$13,629	\$51,813
7	\$19,010	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$13,891	\$52,665
8	\$19,597	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$14,150	\$53,511
9	\$20,183	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$14,405	\$54,352
10	\$20,771	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$14,564	\$55,099
11	\$21,357	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$14,723	\$55,844
12	\$21,998	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$14,954	\$56,716
13	\$22,659	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$15,039	\$57,462
14	\$22,659	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$15,329	\$57,752
15	\$22,659	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$15,473	\$57,896
16	\$23,339	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$15,570	\$58,673
17	\$23,339	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$15,677	\$58,780
18	\$23,339	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$15,721	\$58,824
19	\$24,039	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$15,801	\$59,604
20	\$24,039	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$15,898	\$59,701
21	\$24,039	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$16,289	\$60,092
22	\$24,759	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$16,375	\$60,898
23	\$24,759	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$16,404	\$60,927
24	\$24,759	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$16,461	\$60,984
25	\$25,502	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$16,565	\$61,831
26	\$25,502	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$16,603	\$61,869
27	\$25,502	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$16,810	\$62,076
28	\$25,502	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$17,016	\$62,282
29	\$25,502	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$17,221	\$62,487
30	\$25,502	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$17,428	\$62,694
31	\$25,502	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$17,635	\$62,901
32	\$25,502	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$17,840	\$63,106
33	\$25,502	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$18,047	\$63,313
34	\$25,502	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$18,250	\$63,516
35	\$25,502	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$18,457	\$63,723

**ST. JOHN PARISH SCHOOL BOARD**  
**19/20 SALARY SCHEDULES**

St. John Parish School Board

**TEN MONTH TEACHERS SALARY SCHEDULE - MASTER'S +30 DEGREE**

LEVEL	MASTER'S +30 DEGREE												LOCAL 17/18	LOCAL SUPPL	TOTAL SALARY
	STATE MINIMUM	STATE 96-05	SALES TAX 01/02	STATE 05/06	STATE 06/07	STATE 06/07	STATE 07/08	STATE 08/09	STATE 19/20	STATE 17/18	LOCAL SUPPL	TOTAL SALARY			
0	\$15,807	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$12,555	\$48,126			
1	\$16,180	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$12,735	\$48,679			
2	\$16,554	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$12,935	\$49,253			
3	\$16,926	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$13,043	\$49,733			
4	\$17,299	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$13,144	\$50,207			
5	\$17,951	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$13,450	\$51,165			
6	\$18,616	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$13,773	\$52,153			
7	\$19,303	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$14,104	\$53,171			
8	\$19,988	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$14,436	\$54,188			
9	\$20,672	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$14,601	\$55,037			
10	\$21,357	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$14,766	\$55,887			
11	\$22,044	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$14,933	\$56,741			
12	\$22,731	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$15,085	\$57,580			
13	\$23,413	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$15,177	\$58,354			
14	\$23,413	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$15,943	\$59,120			
15	\$23,413	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$16,075	\$59,252			
16	\$24,116	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$16,157	\$60,037			
17	\$24,116	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$16,273	\$60,153			
18	\$24,116	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$16,331	\$60,211			
19	\$24,839	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$16,415	\$61,018			
20	\$24,839	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$16,737	\$61,340			
21	\$24,839	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$16,800	\$61,403			
22	\$25,585	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$16,898	\$62,247			
23	\$25,585	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$16,922	\$62,271			
24	\$25,585	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$17,009	\$62,358			
25	\$26,351	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$17,389	\$63,504			
26	\$26,351	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$17,703	\$63,818			
27	\$26,351	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$17,963	\$64,078			
28	\$26,351	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$18,220	\$64,335			
29	\$26,351	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$18,476	\$64,591			
30	\$26,351	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$18,734	\$64,849			
31	\$26,351	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$18,991	\$65,106			
32	\$26,351	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$19,247	\$65,362			
33	\$26,351	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$19,506	\$65,621			
34	\$26,351	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$19,762	\$65,877			
35	\$26,351	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$20,020	\$66,135			



**ST. JOHN PARISH SCHOOL BOARD**  
**19/20 SALARY SCHEDULES**

St. John Parish School Board

**TEN MONTH TEACHERS SALARY SCHEDULE - SPECIALIST IN EDUCATION**

LEVEL	SPECIALIST IN EDUCATION											LOCAL SUPPL	TOTAL SALARY
	STATE MINIMUM	STATE 96-05	SALES TAX 01/02	STATE 05/06	STATE 06/07	STATE 06/07	STATE 07/08	STATE 07/08	STATE 08/09	STATE 19/20	LOCAL 17/18		
0	\$16,369	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$12,743	\$48,876
1	\$16,740	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$12,918	\$49,422
2	\$17,114	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$13,119	\$49,997
3	\$17,485	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$13,231	\$50,480
4	\$17,860	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$13,330	\$50,954
5	\$18,520	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$13,640	\$51,924
6	\$19,203	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$13,968	\$52,935
7	\$19,890	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$14,298	\$53,952
8	\$20,574	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$14,635	\$54,973
9	\$21,261	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$14,797	\$55,822
10	\$21,945	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$15,114	\$56,823
11	\$22,630	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$15,432	\$57,826
12	\$23,313	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$15,748	\$58,825
13	\$24,012	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$15,837	\$59,613
14	\$24,012	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$16,142	\$59,918
15	\$24,012	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$16,145	\$59,921
16	\$24,733	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$16,243	\$60,740
17	\$24,733	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$16,267	\$60,764
18	\$24,733	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$16,290	\$60,787
19	\$25,476	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$16,417	\$61,657
20	\$25,476	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$16,515	\$61,755
21	\$25,476	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$16,574	\$61,814
22	\$26,239	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$16,667	\$62,670
23	\$26,239	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$16,725	\$62,728
24	\$26,239	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$16,876	\$62,879
25	\$27,027	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$17,045	\$63,836
26	\$27,027	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$17,405	\$64,196
27	\$27,027	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$17,720	\$64,511
28	\$27,027	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$18,029	\$64,820
29	\$27,027	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$18,337	\$65,128
30	\$27,027	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$18,645	\$65,436
31	\$27,027	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$18,953	\$65,744
32	\$27,027	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$19,262	\$66,053
33	\$27,027	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$19,570	\$66,361
34	\$27,027	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$19,877	\$66,668
35	\$27,027	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$370	\$1,075	\$1,110	\$1,371	\$20,185	\$66,976

**ST. JOHN PARISH SCHOOL BOARD**  
19/20 SALARY SCHEDULES

St. John Parish School Board

**TEN MONTH TEACHERS SALARY SCHEDULE - PHD OR EDD DEGREE**

PH.D OR EDD DEGREE													
LEVEL	STATE MINIMUM	STATE 96-05	SALES TAX 01/02	STATE 05/06	STATE 06/07	STATE 06/07	STATE 07/08	STATE 08/09	STATE 19/20	LOCAL 17/18	LOCAL SUPPL	TOTAL SALARY	
0	\$17,114	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$13,124	\$50,002	
1	\$17,485	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$13,235	\$50,484	
2	\$17,860	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$13,368	\$50,992	
3	\$18,420	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$13,540	\$51,724	
4	\$19,010	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$13,711	\$52,485	
5	\$19,597	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$13,999	\$53,360	
6	\$20,183	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$14,296	\$54,243	
7	\$20,771	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$14,594	\$55,129	
8	\$21,357	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$14,896	\$56,017	
9	\$21,945	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$15,027	\$56,736	
10	\$22,535	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$15,162	\$57,461	
11	\$23,122	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$15,297	\$58,183	
12	\$23,678	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$15,508	\$58,950	
13	\$24,388	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$15,601	\$59,753	
14	\$24,388	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$16,266	\$60,418	
15	\$24,388	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$16,382	\$60,534	
16	\$25,120	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$16,484	\$61,368	
17	\$25,120	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$16,551	\$61,435	
18	\$25,120	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$16,687	\$61,571	
19	\$25,874	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$16,773	\$62,411	
20	\$25,874	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$16,787	\$62,425	
21	\$25,874	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$16,831	\$62,469	
22	\$26,650	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$16,967	\$63,381	
23	\$26,650	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$17,054	\$63,468	
24	\$26,650	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$17,171	\$63,585	
25	\$27,450	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$17,292	\$64,506	
26	\$27,450	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$17,801	\$65,015	
27	\$27,450	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$18,162	\$65,376	
28	\$27,450	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$18,523	\$65,737	
29	\$27,450	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$18,882	\$66,096	
30	\$27,450	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$19,242	\$66,456	
31	\$27,450	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$19,829	\$67,043	
32	\$27,450	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$19,964	\$67,178	
33	\$27,450	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$20,323	\$67,537	
34	\$27,450	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$20,684	\$67,898	
35	\$27,450	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$21,044	\$68,258	



**ST. JOHN PARISH SCHOOL BOARD**  
**19/20 SALARY SCHEDULES**

St. John Parish School Board

**GUIDANCE COUNSELOR/CURRICULUM COORDINATOR - BACHELOR'S DEGREE**

BACHELOR'S DEGREE													
LEVEL	STATE MINIMUM	STATE 96-05	SALES TAX 01/02	STATE 05/06	STATE 06/07	STATE 06/07	STATE 07/08	STATE 07/08	STATE 08/09	STATE 19/20	LOCAL 17/18	LOCAL SUPPL	TOTAL SALARY
0	\$16,239	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$13,098	\$50,070
1	\$16,631	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$13,284	\$50,648
2	\$17,022	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$13,466	\$51,251
3	\$17,416	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$13,608	\$51,757
4	\$17,807	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$13,719	\$52,259
5	\$18,200	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$13,826	\$52,759
6	\$18,594	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$13,938	\$53,265
7	\$18,987	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$14,049	\$53,769
8	\$19,380	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$14,157	\$54,270
9	\$20,000	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$14,415	\$55,148
10	\$20,617	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$14,556	\$55,906
11	\$21,236	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$14,817	\$56,786
12	\$21,873	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$15,101	\$57,707
13	\$22,529	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$15,187	\$58,449
14	\$22,529	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$15,377	\$58,639
15	\$22,529	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$15,407	\$58,669
16	\$23,204	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$15,506	\$59,443
17	\$23,204	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$15,514	\$59,451
18	\$23,204	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$15,536	\$59,473
19	\$23,900	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$15,636	\$60,269
20	\$23,900	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$15,734	\$60,367
21	\$23,900	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$15,749	\$60,382
22	\$24,617	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$15,837	\$61,187
23	\$24,617	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$15,882	\$61,232
24	\$24,617	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$15,959	\$61,309
25	\$25,357	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$16,129	\$62,219
26	\$25,357	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$16,377	\$62,467
27	\$25,357	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$16,542	\$62,632
28	\$25,357	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$16,705	\$62,795
29	\$25,357	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$16,866	\$62,956
30	\$25,357	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$17,028	\$63,118
31	\$25,357	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$17,190	\$63,280
32	\$25,357	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$17,352	\$63,442
33	\$25,357	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$17,515	\$63,605
34	\$25,357	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$17,676	\$63,766
35	\$25,357	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$17,838	\$63,928

ST. JOHN PARISH SCHOOL BOARD  
19/20 SALARY SCHEDULES

St. John Parish School Board

GUIDANCE COUNSELOR/CURRICULUM COORDINATOR - MASTER'S DEGREE

MASTER'S DEGREE													
LEVEL	STATE MINIMUM	STATE 96-05	SALES TAX 01/02	STATE 05/06	STATE 06/07	STATE 06/07	STATE 07/08	STATE 07/08	STATE 08/09	STATE 19/20	LOCAL 17/18	LOCAL SUPPL	TOTAL SALARY
0	\$16,631	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$13,207	\$50,571
1	\$17,022	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$13,397	\$51,152
2	\$17,416	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$13,606	\$51,755
3	\$17,807	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$13,720	\$52,260
4	\$18,200	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$13,826	\$52,759
5	\$18,790	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$14,075	\$53,598
6	\$19,380	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$14,337	\$54,450
7	\$20,000	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$14,612	\$55,345
8	\$20,617	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$14,886	\$56,236
9	\$21,234	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$15,153	\$57,120
10	\$21,853	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$15,320	\$57,906
11	\$22,470	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$15,488	\$58,691
12	\$23,143	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$15,730	\$59,606
13	\$23,839	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$15,819	\$60,391
14	\$23,839	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$16,124	\$60,696
15	\$23,839	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$16,277	\$60,849
16	\$24,554	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$16,379	\$61,666
17	\$24,554	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$16,493	\$61,780
18	\$24,554	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$16,537	\$61,824
19	\$25,291	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$16,622	\$62,646
20	\$25,291	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$16,724	\$62,748
21	\$25,291	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$17,135	\$63,159
22	\$26,048	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$17,225	\$64,006
23	\$26,048	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$17,257	\$64,038
24	\$26,048	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$17,316	\$64,097
25	\$26,830	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$17,425	\$64,988
26	\$26,830	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$17,466	\$65,029
27	\$26,830	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$17,682	\$65,245
28	\$26,830	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$17,899	\$65,462
29	\$26,830	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$18,115	\$65,678
30	\$26,830	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$18,333	\$65,896
31	\$26,830	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$18,550	\$66,113
32	\$26,830	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$18,766	\$66,329
33	\$26,830	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$18,984	\$66,547
34	\$26,830	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$19,198	\$66,761
35	\$26,830	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$19,415	\$66,978

**ST. JOHN PARISH SCHOOL BOARD**  
**19/20 SALARY SCHEDULES**

St. John Parish School Board

**GUIDANCE COUNSELOR/CURRICULUM COORDINATOR - MASTER'S +30 DEGREE**

MASTER'S +30 DEGREE													
LEVEL	STATE MINIMUM	STATE 96-03	SALES TAX 01/02	STATE 05/06	STATE 06/07	STATE 06/07	STATE 07/08	STATE 07/08	STATE 08/09	STATE 19/20	LOCAL 17/18	LOCAL SUPPL	TOTAL SALARY
0	\$16,631	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$13,207	\$50,571
1	\$17,022	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$13,397	\$51,152
2	\$17,416	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$13,606	\$51,755
3	\$17,807	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$13,720	\$52,260
4	\$18,200	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$13,826	\$52,759
5	\$18,886	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$14,148	\$53,767
6	\$19,585	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$14,489	\$54,807
7	\$20,309	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$14,836	\$55,878
8	\$21,029	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$15,186	\$56,948
9	\$21,748	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$15,359	\$57,840
10	\$22,470	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$15,532	\$58,735
11	\$23,192	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$15,708	\$59,633
12	\$23,915	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$15,868	\$60,516
13	\$24,633	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$15,964	\$61,330
14	\$24,633	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$16,770	\$62,136
15	\$24,633	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$16,909	\$62,275
16	\$25,372	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$16,996	\$63,101
17	\$25,372	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$17,118	\$63,223
18	\$25,372	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$17,179	\$63,284
19	\$26,132	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$17,267	\$64,132
20	\$26,132	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$17,606	\$64,471
21	\$26,132	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$17,673	\$64,538
22	\$26,917	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$17,776	\$65,426
23	\$26,917	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$17,801	\$65,451
24	\$26,917	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$17,892	\$65,542
25	\$27,724	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$18,292	\$66,749
26	\$27,724	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$18,622	\$67,079
27	\$27,724	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$18,895	\$67,352
28	\$27,724	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$19,165	\$67,622
29	\$27,724	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$19,436	\$67,893
30	\$27,724	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$19,707	\$68,164
31	\$27,724	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$19,977	\$68,434
32	\$27,724	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$20,247	\$68,704
33	\$27,724	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$20,519	\$68,976
34	\$27,724	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$20,789	\$69,246
35	\$27,724	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$21,059	\$69,516

ST. JOHN PARISH SCHOOL BOARD  
19/20 SALARY SCHEDULES

St. John Parish School Board

GUIDANCE COUNSELOR/CURRICULUM COORDINATOR - SPECIALIST

SPECIALIST IN EDUCATION													
LEVEL	STATE MINIMUM	STATE 96-05	SALES TAX 01/02	STATE 05/06	STATE 06/07	STATE 06/07	STATE 07/08	STATE 07/08	STATE 08/09	STATE 19/20	LOCAL 17/18	LOCAL SUPPL	TOTAL SALARY
0	\$17,221	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$13,406	\$51,360
1	\$17,612	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$13,589	\$51,934
2	\$18,006	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$13,799	\$52,538
3	\$18,395	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$13,918	\$53,046
4	\$18,790	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$14,021	\$53,544
5	\$19,484	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$14,349	\$54,566
6	\$20,203	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$14,693	\$55,629
7	\$20,926	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$15,040	\$56,699
8	\$21,645	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$15,395	\$57,773
9	\$22,369	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$15,565	\$58,667
10	\$23,088	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$15,900	\$59,721
11	\$23,808	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$16,233	\$60,774
12	\$24,527	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$16,566	\$61,826
13	\$25,262	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$16,659	\$62,654
14	\$25,262	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$16,980	\$62,975
15	\$25,262	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$16,984	\$62,979
16	\$26,021	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$17,087	\$63,841
17	\$26,021	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$17,111	\$63,865
18	\$26,021	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$17,135	\$63,889
19	\$26,803	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$17,270	\$64,806
20	\$26,803	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$17,373	\$64,909
21	\$26,803	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$17,436	\$64,972
22	\$27,605	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$17,533	\$65,871
23	\$27,605	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$17,594	\$65,932
24	\$27,605	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$17,753	\$66,091
25	\$28,434	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$17,930	\$67,097
26	\$28,434	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$18,310	\$67,477
27	\$28,434	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$18,641	\$67,808
28	\$28,434	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$18,965	\$68,132
29	\$28,434	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$19,290	\$68,457
30	\$28,434	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$19,614	\$68,781
31	\$28,434	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$19,939	\$69,106
32	\$28,434	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$20,263	\$69,430
33	\$28,434	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$20,587	\$69,754
34	\$28,434	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$20,910	\$70,077
35	\$28,434	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	\$1,110	1443	\$21,234	\$70,401

ST. JOHN PARISH SCHOOL BOARD  
19/20 SALARY SCHEDULES

St. John Parish School Board

GUIDANCE COUNSELOR/CURRICULUM COORDINATOR - PHD OR EDD

PH.D OR EDD DEGREE													
LEVEL	STATE MINIMUM	STATE 96-05	SALES TAX 01/02	STATE 05/06	STATE 06/07	STATE 06/07	STATE 07/08	STATE 08/09	STATE 19/20	LOCAL 17/18	LOCAL SUPPL	TOTAL SALARY	
0	\$18,006	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	1443	\$13,806	\$52,545	
1	\$18,395	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	1443	\$13,922	\$53,050	
2	\$18,790	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	1443	\$14,062	\$53,585	
3	\$19,380	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	1443	\$14,242	\$54,355	
4	\$20,000	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	1443	\$14,423	\$55,156	
5	\$20,617	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	1443	\$14,725	\$56,075	
6	\$21,234	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	1443	\$15,038	\$57,005	
7	\$21,853	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	1443	\$15,352	\$57,938	
8	\$22,470	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	1443	\$15,669	\$58,872	
9	\$23,088	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	1443	\$15,807	\$59,628	
10	\$23,708	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	1443	\$15,949	\$60,390	
11	\$24,327	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	1443	\$16,091	\$61,151	
12	\$24,911	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	1443	\$16,313	\$61,957	
13	\$25,658	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	1443	\$16,411	\$62,802	
14	\$25,658	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	1443	\$17,110	\$63,501	
15	\$25,658	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	1443	\$17,233	\$63,624	
16	\$26,429	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	1443	\$17,339	\$64,501	
17	\$26,429	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	1443	\$17,410	\$64,572	
18	\$26,429	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	1443	\$17,553	\$64,715	
19	\$27,221	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	1443	\$17,645	\$65,599	
20	\$27,221	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	1443	\$17,660	\$65,614	
21	\$27,221	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	1443	\$17,706	\$65,660	
22	\$28,038	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	1443	\$17,848	\$66,619	
23	\$28,038	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	1443	\$17,940	\$66,711	
24	\$28,038	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	1443	\$18,062	\$66,833	
25	\$28,879	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	1443	\$18,190	\$67,802	
26	\$28,879	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	1443	\$18,726	\$68,338	
27	\$28,879	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	1443	\$19,106	\$68,718	
28	\$28,879	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	1443	\$19,485	\$69,097	
29	\$28,879	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	1443	\$19,864	\$69,476	
30	\$28,879	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	1443	\$20,242	\$69,854	
31	\$28,879	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	1443	\$20,859	\$70,471	
32	\$28,879	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	1443	\$21,000	\$70,612	
33	\$28,879	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	1443	\$21,379	\$70,991	
34	\$28,879	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	1443	\$21,760	\$71,372	
35	\$28,879	\$9,238	\$2,220	\$609	\$1,665	\$291	\$2,636	\$390	\$1,131	1443	\$22,138	\$70,750	

ST. JOHN PARISH SCHOOL BOARD  
19/20 SALARY SCHEDULES  
St. John Parish School Board  
NON-CERTIFIED TEACHERS

Teacher Degreed Non-Cert	State 98-02	Sales 01/02	State 03/04	State 04/05	State 05/06	State 06/07	State 06/07	State 07/08	State 08/09	State 19/20	LOCAL 17/18	Total
\$20,866	\$4,601	2,000	\$744	\$408	\$554	\$1,500	\$262	\$2,726	\$1,019	\$1,000	\$2,300	\$37,980
\$21,669	\$4,601	2,000	\$744	\$408	\$554	\$1,500	\$262	\$2,726	\$1,019	\$1,000	\$2,300	\$38,783
\$22,514	\$4,601	2,000	\$744	\$408	\$554	\$1,500	\$262	\$2,726	\$1,019	\$1,000	\$2,300	\$39,628
\$23,045	\$4,601	2,000	\$744	\$408	\$554	\$1,500	\$262	\$2,726	\$1,019	\$1,000	\$2,300	\$40,159
\$24,329	\$4,601	2,000	\$744	\$408	\$554	\$1,500	\$262	\$2,726	\$1,019	\$1,000	\$2,300	\$41,443
\$24,739	\$4,601	2,000	\$744	\$408	\$554	\$1,500	\$262	\$2,726	\$1,019	\$1,000	\$2,300	\$41,853
\$25,771	\$4,601	2,000	\$744	\$408	\$554	\$1,500	\$262	\$2,726	\$1,019	\$1,000	\$2,300	\$42,885
\$26,658	\$4,601	2,000	\$744	\$408	\$554	\$1,500	\$262	\$2,726	\$1,019	\$1,000	\$2,300	\$43,772
\$27,481	\$4,601	2,000	\$744	\$408	\$554	\$1,500	\$262	\$2,726	\$1,019	\$1,000	\$2,300	\$44,595
\$27,915	\$4,601	2,000	\$744	\$408	\$554	\$1,500	\$262	\$2,726	\$1,019	\$1,000	\$2,300	\$45,029

EXPERIENCE EARNED AS A NONCERTIFIED TEACHER DOES NOT GET CREDITED ON TEACER CERTIFIED SALARY SCHEDULE

ST. JOHN PARISH SCHOOL BOARD  
19/20 SALARY SCHEDULES  
St. John Parish School Board  
Requirements to advance to the next level on the salary schedule

**For a teacher to advance to the next level on the same degree level salary schedule, all three of the following requirements must be met based on previous year performance:**

- 1) Effectiveness - To be considered effective, a teacher must obtain any rating other than ineffective by the relevant evaluation system (i.e. state/local) for the position.
- 2) Demand - The teacher must be certified in the subject area taught, if applicable
- 3) Experience - The teacher must have actually taught/worked for 120 or more days in the preceding school year.

**For a teacher to advance to an advanced degree level salary schedule, in the year following the year the advanced degree is placed on the teaching certificate, all three of the following requirements must be met in the same year that the advanced degree was placed on the teaching certificate:**

- 1) Effectiveness - To be considered effective, a teacher must obtain any rating other than ineffective by the relevant evaluation system (i.e. state/local) for the position.
- 2) Demand - The teacher must be certified in the subject area taught
- 3) Experience - The teacher must have actually taught/worked for 120 or more days in the preceding school year.

**For teachers hired from other school systems :**

When a teacher is hired from another school system, that teacher will be placed on level 0 at their degree level.

If the teacher can show documentation where he/she received any rating other than an ineffective rating, the teacher will be given credit for all years where he/she received any rating other than ineffective and placed on the appropriate level in the salary schedule.

For 10 month employees, the employee must have attended work for 180 days.

ST. JOHN PARISH SCHOOL BOARD  
19/20 SALARY SCHEDULES

St. John Parish School Board  
HEADSTART SALARIES - ADMINISTRATION AND SUPPORT

HEADSTART SECRETARY		
12 MONTH		
YEARS IN POSITION		SALARY
0 - 4		\$29,560
5 - 9		\$33,753
10 - 13		\$35,416
14 - 19		\$35,965
20 - 24		\$36,392
25 - 29		\$36,671
30+		\$37,510

659  
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DIRECTOR		
12 MONTH		
YEARS IN POSITION		SALARY
0 - 4		\$85,087
5 - 9		\$86,631
10 - 13		\$87,556
14 - 19		\$87,864
20 - 24		\$88,173
25+		\$88,481

1319  
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1319  
1319  
1319

HEADSTART FISCAL MANAGER/ ADMINISTRATIVE ASSISTANT		
12 MONTH		
YEARS IN POSITION		SALARY
0 - 4		\$62,122
5 - 9		\$63,665
10 - 13		\$64,590
14 - 19		\$64,898
20 - 24		\$65,207
25+		\$65,515

1319  
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**ST. JOHN PARISH SCHOOL BOARD**  
19/20 SALARY SCHEDULES

**St. John Parish School Board**  
**HEADSTART SALARIES - NON-CERTIFIED TEACHERS**

Teacher Degreed Non-Cert	State 98-02	Sales 01/02	State 03/04	State 04/05	State 05/06	State 06/07	State 06/07	State 07/08	State 08/09	State 19/20	LOCAL 17/18	Total
\$20,866	\$4,601	2,000	\$744	\$408	\$554	\$1,500	\$262	\$2,726	\$1,019	\$1,000	\$2,300	\$37,980
\$21,669	\$4,601	2,000	\$744	\$408	\$554	\$1,500	\$262	\$2,726	\$1,019	\$1,000	\$2,300	\$38,783
\$22,514	\$4,601	2,000	\$744	\$408	\$554	\$1,500	\$262	\$2,726	\$1,019	\$1,000	\$2,300	\$39,628
\$23,045	\$4,601	2,000	\$744	\$408	\$554	\$1,500	\$262	\$2,726	\$1,019	\$1,000	\$2,300	\$40,159
\$24,329	\$4,601	2,000	\$744	\$408	\$554	\$1,500	\$262	\$2,726	\$1,019	\$1,000	\$2,300	\$41,443
\$24,739	\$4,601	2,000	\$744	\$408	\$554	\$1,500	\$262	\$2,726	\$1,019	\$1,000	\$2,300	\$41,853
\$25,771	\$4,601	2,000	\$744	\$408	\$554	\$1,500	\$262	\$2,726	\$1,019	\$1,000	\$2,300	\$42,885
\$26,658	\$4,601	2,000	\$744	\$408	\$554	\$1,500	\$262	\$2,726	\$1,019	\$1,000	\$2,300	\$43,772
\$27,481	\$4,601	2,000	\$744	\$408	\$554	\$1,500	\$262	\$2,726	\$1,019	\$1,000	\$2,300	\$44,595
\$27,915	\$4,601	2,000	\$744	\$408	\$554	\$1,500	\$262	\$2,726	\$1,019	\$1,000	\$2,300	\$45,029

EXPERIENCE EARNED AS A NONCERTIFIED TEACHER DOES NOT GET CREDITED ON TEACER CERTIFIED SALARY SCHEDULE

**ST. JOHN PARISH SCHOOL BOARD**  
**19/20 SALARY SCHEDULES**

St. John Parish School Board

**HEADSTART SALARIES - CERTIFIED TEACHERS - BACHELOR'S DEGREE**

<b>HEADSTART TEACHERS - CERTIFIED - BACHELOR'S DEGREE</b>												
<b>LEVEL</b>	<b>STATE MINIMUM</b>	<b>STATE 96-05</b>	<b>SALES TAX 01/02</b>	<b>STATE 05/06</b>	<b>STATE 06/07</b>	<b>STATE 06/07</b>	<b>STATE 07/08</b>	<b>STATE 08/09</b>	<b>STATE 19/20</b>	<b>LOCAL 17/18</b>	<b>LOCAL SUPPL</b>	<b>TOTAL SALARY</b>
0	\$14,631	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$1,019	\$1,000	1,300	\$11,802	\$45,118
1	\$14,984	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$1,019	\$1,000	1,300	\$11,969	\$45,638
2	\$15,337	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$1,019	\$1,000	1,300	\$12,160	\$46,182
3	\$15,692	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$1,019	\$1,000	1,300	\$12,261	\$46,638
4	\$16,044	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$1,019	\$1,000	1,300	\$12,360	\$47,089
5	\$16,398	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$1,019	\$1,000	1,300	\$12,457	\$47,540
6	\$16,753	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$1,019	\$1,000	1,300	\$12,558	\$47,996
7	\$17,107	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$1,019	\$1,000	1,300	\$12,658	\$48,450
8	\$17,461	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$1,019	\$1,000	1,300	\$12,755	\$48,901
9	\$18,020	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$1,019	\$1,000	1,300	\$12,988	\$49,693
10	\$18,576	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$1,019	\$1,000	1,300	\$13,115	\$50,376
11	\$19,133	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$1,019	\$1,000	1,300	\$13,349	\$51,167
12	\$19,707	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$1,019	\$1,000	1,300	\$13,606	\$51,998
13	\$20,298	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$1,019	\$1,000	1,300	\$13,683	\$52,666
14	\$20,298	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$1,019	\$1,000	1,300	\$13,855	\$52,838
15	\$20,298	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$1,019	\$1,000	1,300	\$13,882	\$52,865
16	\$20,907	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$1,019	\$1,000	1,300	\$13,970	\$53,562
17	\$20,907	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$1,019	\$1,000	1,300	\$13,978	\$53,570
18	\$20,907	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$1,019	\$1,000	1,300	\$13,997	\$53,589
19	\$21,534	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$1,019	\$1,000	1,300	\$14,087	\$54,306
20	\$21,534	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$1,019	\$1,000	1,300	\$14,176	\$54,395
21	\$21,534	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$1,019	\$1,000	1,300	\$14,190	\$54,409
22	\$22,180	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$1,019	\$1,000	1,300	\$14,269	\$55,134
23	\$22,180	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$1,019	\$1,000	1,300	\$14,309	\$55,174
24	\$22,180	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$1,019	\$1,000	1,300	\$14,378	\$55,243
25	\$22,846	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$1,019	\$1,000	1,300	\$14,532	\$56,063
26	\$22,846	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$1,019	\$1,000	1,300	\$14,755	\$56,286
27	\$22,846	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$1,019	\$1,000	1,300	\$14,904	\$56,435
28	\$22,846	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$1,019	\$1,000	1,300	\$15,051	\$56,582
29	\$22,846	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$1,019	\$1,000	1,300	\$15,196	\$56,727
30	\$22,846	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$1,019	\$1,000	1,300	\$15,342	\$56,873
31	\$22,846	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$1,019	\$1,000	1,300	\$15,488	\$57,019
32	\$22,846	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$1,019	\$1,000	1,300	\$15,634	\$57,165
33	\$22,846	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$1,019	\$1,000	1,300	\$15,781	\$57,312
34	\$22,846	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$1,019	\$1,000	1,300	\$15,926	\$57,457
35	\$22,846	\$8,324	\$2,000	\$554	\$1,500	\$262	\$2,375	\$1,019	\$1,000	1,300	\$16,072	\$57,603

**ST. JOHN PARISH SCHOOL BOARD**  
19/20 SALARY SCHEDULES

St. John Parish School Board

**HEADSTART SALARIES - NURSES - 202 days**

BACHELOR'S DEGREE													
LEVEL	STATE MINIMUM	STATE 96-05	SALES TAX 01/02	STATE 05/06	STATE 06/07	STATE 06/07	STATE 07/08	STATE 08/09	STATE 19/20	LOCAL 17/18	LOCAL SUPPL	TOTAL SALARY	
0	\$15,435	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$12,452	\$47,651	
1	\$15,807	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$12,629	\$48,200	
2	\$16,180	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$12,830	\$48,774	
3	\$16,554	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$12,937	\$49,255	
4	\$16,926	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$13,041	\$49,731	
5	\$17,299	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$13,144	\$50,207	
6	\$17,673	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$13,251	\$50,688	
7	\$18,047	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$13,356	\$51,167	
8	\$18,420	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$13,459	\$51,643	
9	\$19,010	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$13,704	\$52,478	
10	\$19,597	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$13,838	\$53,199	
11	\$20,184	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$14,085	\$54,033	
12	\$20,790	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$14,356	\$54,910	
13	\$21,413	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$14,437	\$55,614	
14	\$21,413	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$14,619	\$55,796	
15	\$21,413	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$14,647	\$55,824	
16	\$22,056	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$14,740	\$56,560	
17	\$22,056	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$14,748	\$56,568	
18	\$22,056	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$14,768	\$56,588	
19	\$22,717	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$14,864	\$57,345	
20	\$22,717	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$14,957	\$57,438	
21	\$22,717	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$14,972	\$57,453	
22	\$23,399	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$15,055	\$58,218	
23	\$23,399	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$15,097	\$58,260	
24	\$23,399	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$15,170	\$58,333	
25	\$24,101	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$15,333	\$59,198	
26	\$24,101	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$15,568	\$59,433	
27	\$24,101	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$15,726	\$59,591	
28	\$24,101	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$15,881	\$59,746	
29	\$24,101	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$16,034	\$59,899	
30	\$24,101	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$16,188	\$60,053	
31	\$24,101	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$16,342	\$60,207	
32	\$24,101	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$16,496	\$60,361	
33	\$24,101	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$16,651	\$60,516	
34	\$24,101	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$16,804	\$60,669	
35	\$24,101	\$8,781	\$2,110	\$584	\$1,582	\$276	\$2,505	\$1,075	\$1,110	\$1,371	\$16,958	\$60,823	

ST. JOHN PARISH SCHOOL BOARD  
19/20 SALARY SCHEDULES

St. John Parish School Board  
HEADSTART SALARIES - SPECIALISTS

HEAD START FAMILY AND COMMUNITY ENGAGEMENT	
PARENT INVOLVEMENT COORDINATOR	
202	
0	\$49,879
1	\$50,457
2	\$51,060
3	\$51,568
4	\$52,070
5	\$52,570
6	\$53,077
7	\$53,581
8	\$54,082
9	\$54,962
10	\$55,720
11	\$56,599
12	\$57,524
13	\$58,265
14	\$58,456
15	\$58,487
16	\$59,262
17	\$59,269
18	\$59,291
19	\$60,088
20	\$60,186
21	\$60,202
22	\$61,008
23	\$61,053
24	\$61,130
25	\$62,041
25+	\$62,288

HEAD START FAMILY AND COMMUNITY ENGAGEMENT	
ERSEA COORDINATOR	
202 Days	
0	\$49,879
1	\$50,457
2	\$51,060
3	\$51,568
4	\$52,070
5	\$52,570
6	\$53,077
7	\$53,581
8	\$54,082
9	\$54,962
10	\$55,720
11	\$56,599
12	\$57,524
13	\$58,265
14	\$58,456
15	\$58,487
16	\$59,262
17	\$59,269
18	\$59,291
19	\$60,088
20	\$60,186
21	\$60,202
22	\$61,008
23	\$61,053
24	\$61,130
25	\$62,041
25+	\$62,288

ST. JOHN PARISH SCHOOL BOARD  
19/20 SALARY SCHEDULES

For Headstart Teachers

**For a teacher to advance to the next level on the same degree level salary schedule, all three of the following requirements must be met based on previous year performance:**

- 1) Effectiveness - To be considered effective, a teacher must obtain any rating other than an ineffective by the state evaluation system.
- 2) Demand - The teacher must be certified in the subject area taught
- 3) Experience - The teacher must have actually taught for 120 or more days in the preceding school year.

**For a teacher to advance to an advanced degree level salary schedule, in the year following the year the advanced degree is placed on the teaching certificate, all three of the following requirements must be met in the same year that the advanced degree was placed on the teaching certificate:**

- 1) Effectiveness - To be considered effective, a teacher must obtain any rating other than an ineffective by the state evaluation system.
- 2) Demand - The teacher must be certified in the subject area taught
- 3) Experience - The teacher must have actually taught for 120 or more days in the preceding school year.

**For teachers hired from other school systems :**

When a teacher is hired from another school system, that teacher will be placed on level 0 at their degree level.

If the teacher can show documentation where he/she received any rating other than an ineffective rating, the teacher will be given credit for all years where he/she received any rating other than ineffective and placed on the appropriate level in the salary schedule.

ST. JOHN PARISH SCHOOL BOARD  
19/20 SALARY SCHEDULES  
St. John Parish School Board  
Requirements to advance to the next level on the salary schedule

**For all administrative salary schedules:**

**For an administrator to advance to the next level on the salary schedule, all three of the following requirements must be met based on previous year performance:**

- 1) Effectiveness - To be considered effective, an administrator must obtain any rating other than an ineffective by the state/local evaluation system.
- 2) Demand - The administrator must be certified in the area administered, if certification is required.
- 3) Experience - The administrator must have attended work for 200 days less any vacation.

**ST. JOHN PARISH SCHOOL BOARD  
SCHOOL BOARD MEETING  
AGENDA ITEM**

**ITEM #:** 9a

**DATE:** 07/18/2019

**TOPIC:** Introduction of Revised Policy: BCB – School Board Meeting Procedures

**BACKGROUND:**

**ALTERNATIVES:**

**SUPERINTENDENT'S  
RECOMMENDATION:**

**INFORMATION  
SOURCES:**

Ms. Iman Montgomery

## SCHOOL BOARD MEETING PROCEDURES

The St. John the Baptist Parish School Board has adopted the following Rules of Procedure in order to facilitate the conduction of School Board business:

### 1. TIME, PLACE AND AGENDA OF REGULAR SCHOOL BOARD MEETINGS

- A. The St. John the Baptist Parish School Board has the authority to hold as many School Board Meetings per month as the School Board deems necessary, but is required by state law to conduct at least one meeting per month to consider those items contained on the agenda prepared for that meeting, and each meeting shall be conducted in accordance with School Board policy.
- B. Except as otherwise provided in these Rules of Procedure, all meetings of the School Board shall be held at its domicile and offices at 104 West 10th Street, Reserve, Louisiana. Once every six (6) months, however, regular meetings shall be held at a West Bank school site. (Last meeting in January and last meeting in July.) Upon School Board approval a change to the venue of any regular scheduled meeting can be made.
- C. A regular meeting of the School Board may be cancelled, or time and place thereof changed, upon written public notice given no later than twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays, before any regular or re-scheduled meeting. Notice of such change and notice of the agenda for any regular School Board meeting shall be given by:
  1. Posting a copy of the notice, and agenda, on the front door of the School Board office; or by publication of same in the official journal of the School Board no less than twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays, before the meeting; and,
  2. Electronically mailing a copy of the notice, and agenda, to any member of the news media who requests notice of such meetings; any such member of the news media shall be given notice of all meetings in the same manner as is given to members of the School Board.
  3. Providing notice and a copy of the agenda on the School Board's official website no less than twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays, immediately preceding the meeting.
- D. At any regular meeting of the School Board, no business may be transacted which does not come within the purpose or purposes set forth in the agenda for the meeting, except upon ***unanimous approval of the members of the School Board present*** at that meeting. The motion to add an item not on the agenda shall identify the item with reasonable specificity, including the purpose for the proposed addition to the agenda, and shall be entered into the minutes. In keeping with state law and School Board policy, prior to any vote to add an item to the agenda, there shall be an opportunity for public comment on the motion.

### 2. SPECIAL MEETINGS OF THE BOARD

- A. Special meetings of the School Board may be called only by the President or by ***a majority of the entire School Board*** except that, when the President is out of the parish, ill, or otherwise unavailable, the Vice President of the School Board may call a special meeting of the School Board.



- B. No special meeting may be called except upon written notice to the members of the School Board, Superintendent, and public or by a motion adopted at an official School Board meeting. Such written notice must be signed by the President, Vice President, or a majority of the members of the entire School Board, as the case may be. Such written notice must be electronically mailed at least twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays, prior to the time of such special meeting. In the event that electronic mail is not available, other options of delivery include: United States mail (postage prepaid) or hand delivery; additionally, the Superintendent shall attempt to contact all School Board Members by telephone. Such written notice shall also be posted on the front door of the School Board office and forwarded to any member of the news media who has requested to be sent copies of such notice.
  - C. The written notice required herein, or the motion adopted at an official School Board meeting, shall state the date, time and place of such special meeting and shall specify the matters to be considered at such meeting. No matter or item not stated in the agenda for the special meeting shall be considered by the School Board at such meeting except upon **unanimous approval of the members of the School Board present** at that meeting. The motion to add an item not on the agenda shall identify the item with reasonable specificity, including the purpose for the proposed addition to the agenda, and shall be entered into the minutes. In keeping with state law and School Board policy, prior to any vote to add an item to the agenda, there shall be an opportunity for public comment on the motion.
  - D. In cases of extraordinary emergency (Acts of God), the time and notice requirements of this Section shall not be required; provided, however, that the person or persons calling such special meeting shall give such notice thereof as they deem appropriate and circumstances permit, including notice to the news media in the same manner as notice is given to School Board members, and provided further that the existence of an extraordinary emergency and waiver of the time and notice requirements must be approved by a favorable vote of **a majority of the total School Board** at such special meeting.
  - E. STUDENT HEARINGS - All review hearings on student expulsions and early readmittances shall be held during regular scheduled Board Meetings.
  - F. TENURE HEARINGS - All tenure and other hearings shall be held in accordance with La. R.S. 17:443.
  - G. SCHOOL BOARD RETREATS – School Board shall conduct two (2) retreats per year.
3. QUORUM AND VOTE NECESSARY FOR AFFIRMATIVE
- A. No meeting of the School Board may be officially convened and conducted unless a quorum (simple majority of the total membership of the School Board) is present.
  - B. Except as provided in Sections II(C), V(A), (G) and (H), VI(A), (C) (D), VII, IX(B), X(E), and XII hereof, any motion, resolution or other action of the School Board shall be deemed valid only upon a favorable vote of **a majority of the members of the total School Board** taken at a properly called regular or special meeting of the School Board which is open to the public accordance with Sections 11-28 of Title 42 of the Louisiana Revised Statutes, as such statute may be now or hereafter amended.
  - C. Should a quorum cease to be present after a meeting has been officially convened, the presiding officer shall recess the meeting for such time as is deemed appropriate to attempt to re-establish a quorum and may thereafter declare the meeting adjourned if such presiding officer determines that quorum cannot be obtained within a reasonable time.

#### 4. VOTING PROCEDURE AND REQUIREMENTS

- A. All voting shall be by voice or by the use of an electronic voting board which will reflect simultaneously a "yes," "no," or "abstain" vote for each and all members present. When the voting board does not correctly reflect the voting intent of a member of the School Board, that member may correct his/her vote by immediately advising the presiding officer of such error prior to announcement of the vote by the presiding officer. A roll call vote may be requested by any member and/or ordered by the President, with the vote of each member recorded in the minutes. On voice votes, the name of each voting "nay" shall be recorded in the minutes.
- B. When the voting board is not available, the vote may be taken by roll call of the members present at the discretion of the presiding officer. Each School Board Member must be present in his/her seat in the School Board meeting room in order to have his/her vote counted on the voting board or otherwise; and no School Board Member or other person may cast a vote, in any manner, for another member of the School Board.
- C. There shall be no voting by proxy and no voting by secret ballot.
- D. In determining whether a particular motion, resolution or action of the School Board has received the requisite number of "yea" votes, an "abstention" shall not be counted and that member shall be considered as not voting. This rule shall apply regardless of whether the required number of favorable votes must be of the total membership of the School Board, of those members present, or, of those members present and voting.

#### 5. SCHOOL BOARD MEETING AGENDA

- A. The Superintendent with the approval of the President, shall prepare a written agenda for each regular School Board meeting which shall list the specific items of business for which School Board action is required and, except for "Administrative Matters" as described in Section VIII hereof, no matter may be considered by the School Board which has not been listed on such agenda except after a motion to suspend these rules to consider a specific item has been adopted by ***unanimous approval of the members of the School Board present*** at that meeting. The person requesting suspension of the rules must include in such motion the specific matter or item to be considered and the action being requested of the School Board for such motion to suspend the rules to be properly before the School Board for vote. In keeping with state law and School Board policy, prior to any vote to add an item to the agenda, there shall be an opportunity for public comment on the motion.
- B. No business, item or matter may be placed upon the agenda for any School Board meeting except at the discretion of a member of the School Board or the Superintendent, and no business matter or item not listed on such agenda may be considered by the School Board or discussed at the meeting without a suspension of the rules as provided hereinabove.
- C. The agenda for any particular meeting of the School Board shall be considered as closed as of ~~4:00 p.m.~~ 2:00 p.m. on the Friday Thursday immediately preceding such School Board meeting and the Superintendent is hereby specifically prohibited from placing any item, with the exception of items under "Administrative Matters," on the agenda after that time regardless of who makes the request. The agenda shall not be changed less than twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays, prior to the scheduled time of the meeting.
- D. Upon the agenda being closed, the Superintendent shall immediately prepare the written agenda and forward the same by electronic mail to each member of the School Board, the Superintendent, the School Board's General Counsel, and all newspapers and television and radio stations who have submitted a written request for such notification and

agenda. The Superintendent shall, at the same time, post a copy of the agenda on the front door of the School Board office building, and on the School Board's official website, and have copies available for interested citizens. In the event that electronic mail is not available, other options of delivery to School Board members include: United States mail (postage prepaid) or hand delivery.

- E. Each item on the agenda shall be listed separately and described with reasonable specificity. Before the School Board may take any action on the agenda item, the presiding officer shall read aloud the description of the item.
- F. Any citizen or organization may request consideration by the School Board of an item concerning matters within the jurisdiction of the Board at a particular School Board meeting by submitting such request in writing to the Superintendent, together with a brief explanation of the subject matter and the action requested of the School Board, by ~~4:00 p.m.~~ 2:00 p.m. on the Friday Thursday immediately preceding the week in which consideration is requested. Within twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays, after the written request is received, the Superintendent shall notify the citizen or organization making such request as to whether or not the Superintendent has placed such item on the agenda.
- G. The written agenda prepared by the Superintendent shall list the business of the board for a particular meeting in the following order:

AGENDA FOR REGULAR MEETING OF \_\_\_\_\_.

1. Call to order, invocation and pledge of allegiance.
2. Student presentation on individual school.
3. Roll call for determination of a quorum present.
4. Approval of minutes.
5. Educational presentations and recognitions by the School Board or staff.
6. Superintendent's Report.
7. Personnel Matters.
8. Unfinished Business. Under unfinished business will be listed items from previous agendas which were not completed and/or which were specifically deferred to this particular meeting. These items shall be listed exactly as they appear on the previous agenda.
9. New Business. Recommendations of the Superintendent and/or School Board Committees. Under the Item "New Business" shall appear those items requested for the agenda by the Superintendent, a member of the School Board, or a School Board Committee prior to the closing of the agenda. The Superintendent's recommendations and reports and recommendations of the School Board Committees shall be listed first, followed by other items that are requested. All agenda items dealing with the following cannot be voted on at the meeting they are introduced: 1) curriculum changes; 2) budget adoptions or revisions - all; 3) student attendance zones; 4) School Board member district lines or changes; 5) teacher allotments; 6) bond issues; 7) tax proposals; and 8) major policy changes in School Board policy -- example, the way the School Board operates. They will be submitted for a vote at the subsequent

meeting. All material covering these items will be distributed at or before the meeting they are introduced. Any change in policy must be done by the motion to waive policy and by a **two-thirds (2/3) vote of the School Board**. The School Board reserves the right to waive policy at its discretion. All agenda items requiring action by the School Board must be stipulated following each item - example, (Requires action by the School Board).

10. Administrative Matters. Matters under this item are limited to those presented by the Superintendent believes should be brought to the attention of the School Board and/or matters which have come to his/her attention after the agenda for that meeting was officially closed and which he/she believes need immediate action by the School Board. Any items under "Administrative Matter" which require School Board action may be considered only after suspension of the rules by a favorable vote of **two-thirds of the total membership of the School Board**.

11. School Board Related Items of Interest

12. Adjournment. Meetings of the School Board may be adjourned on motion of the presiding officer or any member of the School Board and will carry unless objections are raised. In the event objection to the adjournment is raised, a vote shall be taken on the motion to adjourn, without need of a second to the motion, and the meeting shall be adjourned on the vote of majority of the members present and voting.

No matter, item, business or subject which is not specifically listed on the agenda of a particular meeting may be considered or discussed at a School Board meeting except after a motion to suspend the rules to consider such matter has been duly made, seconded and carried by upon **unanimous approval of the members of the School Board present** at that meeting.

- H. Subject to the exceptions listed below, no item, matter, subject or business which has been considered and voted on at a previous School Board meeting, regardless of the nature of the motion voted upon and regardless of the outcome of the vote, may be considered at a subsequent School Board meeting until after the expiration of the sixty (60) days from such vote, unless a motion to suspend the rules to reconsider such item has first been duly made, seconded and carried by the favorable vote **of two-thirds of the total membership of the School Board**. This prohibition shall not apply where the previous motion was to defer action on the item for a specific period of time or until a specific School Board meeting or where the previous motion was to refer the matter to staff personnel or to a committee of the School Board for further study. This prohibition shall also not apply to consideration of items supplemental to an item previously acted upon, but shall apply only where the purpose of the item is to change previous School Board action.

## 6. CONDUCT OF SCHOOL BOARD MEETING

The purpose of School Board meetings is to allow the duly elected representatives of the people to consider and act upon matters of importance to the operation of the school system which are within the jurisdiction and authority of the School Board. It is in the best interests of the citizens of this parish that such meetings be conducted in an orderly and expeditious manner which permits full presentation of information and viewpoints by interested citizens, followed by thorough discussion among the School Board, the Superintendent and designated members of the staff, and concluded with debate and final decision by the School Board on those items of business listed on the agenda. To that end, the following rules shall govern the conduct of all meetings of the School Board and its committees and sub-committees.

- A. The President of the School Board, or in his/her absence, the Vice President of the School Board, shall serve as the presiding officer until a temporary chairman for that meeting has been elected by a **majority vote of those School Board members present and voting**.
- B. After the call to order, invocation, pledge of allegiance, student presentation, roll call, and action on the minutes of any previous meeting, the presiding officer shall call, in the order listed on the agenda, first the items under new business, and shall recognize first the Superintendent or the School Board member who caused such item to be placed on the agenda. The Superintendent or School Board member shall then explain the item, and make or recommend, as the case may be, such motion as he/she shall desire.

The presiding officer shall allow public comment, no more than five (5) minutes for any one individual, at any meeting of the School Board prior to taking any vote. The comment period shall be for each agenda item and shall precede each agenda item. The presiding officer shall, with the approval of the School Board, set a time limitation on an agenda item. At the conclusion of public input, the presiding officer shall recognize any members of the School Board, the Superintendent and members of the staff designated by the Superintendent, who wish to be heard on that item, in the order the presiding officer deems advisable. Each School Board member shall be allowed ten (10) minutes to express his/her initial views on any agenda item, motion, substitute motion, or amendment related to each agenda item and five (5) minutes for further comment. No member of the School Board or staff shall speak without first being recognized by the presiding officer.

Items of business not on the agenda may not be suggested from the floor for discussion except by **unanimous approval of the members present** at a meeting. The motion to add an item not on the agenda shall identify the item with reasonable specificity, including the purpose for the proposed addition to the agenda, and shall be entered into the minutes. In the event that the Board should add an item to its agenda after the Board meeting begins, the presiding officer shall orally request of the audience whether anyone in attendance would like to speak on the added agenda item. Each person indicating a desire to do so shall be given an opportunity to address the Board on each agenda item added. The Board shall delay deliberations on that agenda item until such time as all interested members of the public have had an opportunity to speak.

- C. After discussion by the member of the School Board and the Superintendent has been completed, the presiding officer shall call for the vote upon the pending motion or any amendments or substitute motions which may have been made. During School Board discussion of any agenda item, any School Board member, at any time, may move the question on any pending motion, substitute motion, amending motion, etc. and thus conclude further discussion of same, provided there is an affirmative vote of **two-thirds of the members present and voting** on the motion for the previous question.
- D. The presiding officer of any meeting shall conduct such meeting in accordance with the School Board policy and procedure and shall have authority to make rulings or interpretation of School Board policy and procedure and any other matter or question which may arise with regard to conducting the meeting, including recognition of speakers, whether a speaker is out of order, etc. The decision of the presiding officer shall be final, unless appealed by a School Board member to the entire School Board as set forth hereinbelow.
- E. Any member of the School Board who disagrees with a decision by the presiding officer may appeal such decision to the total School Board. Such appeal may be taken by a statement to that effect and no second is required. The presiding officer shall immediately call for a vote on the question of whether or not the ruling of the presiding officer shall be sustained. Upon a favorable vote of a **majority of those School Board members present and voting**, including the presiding officer, the rules of the presiding officer shall have been sustained.

- F. In the conduct of meetings of the School Board any question not covered by these Rules of Procedure shall be governed by Robert's Rules of Order, Revised.

## 7. ORDER AND DECORUM AT SCHOOL BOARD AND COMMITTEE MEETINGS

It is in the public interest, and the public demands, that meetings of the School Board or its committees, in handling the public's business, be conducted in an orderly and dignified manner. To this end, the following rules are established for the conduct of all persons, including School Board members and staff members, attending a meeting of the School Board or its committees:

- A. No signs, posters, placards, etc. shall be affixed to the walls, doors, etc. of the School Board office building or any room therein, except by the School Board staff in connection with School Board business and then only with permission of the Superintendent. No sign, placard, or poster which is carried by hand shall be permitted in the School Board office building or any of its rooms.
- B. All persons attending meetings of the School Board or of its committees must be recognized by the presiding officer before speaking. In return, the presiding officer and other School Board members shall courteously receive the comments made by such persons.
- C. Any person who fails or refuses to obey the rulings and directions of the presiding officer, or otherwise disrupts the meeting in any manner, shall be requested by the presiding officer to leave the meeting room for the remainder of the meeting. If any person refuses to follow the directions of the presiding officer, the presiding officer shall cause such person to be removed from the meeting as may be authorized by applicable laws of the State of Louisiana.

## 8. ADMINISTRATIVE MATTERS

Administrative matters shall be limited to matters of administration which the Superintendent believes should be brought to the attention of the School Board and/or matters which have come to his attention after the agenda for that meeting was officially closed and which he believes need immediate action by the School Board. Any items under "Administrative Matters" which require School Board action may be considered only after suspension of the rules by a favorable vote of ***two-thirds of the total membership of the School Board***.

## 9. OPEN MEETINGS AND EXECUTIVE SESSIONS

- A. All meetings of the St. John the Baptist Parish School Board, all committees of the School Board, and/or any other body created or established by the School Board shall be open to the public and shall be held in accordance with the provisions of La. Rev. Stat. Ann. §§42:11 - 42:28 of the Louisiana Open Meetings Law, and these Rules of Procedure.
- B. The School Board, its committees and other bodies created or established by it may go into Executive Session by a vote of ***two-thirds of the members present*** for the purposes permitted by, and in accordance with, the provisions of La. Rev. Stat. Ann. §§42:11-42:28 of the Louisiana Open Meetings Law. The School Board may go into Executive Session at any time and regardless of whether the matter to be discussed in Executive Session is listed on the agenda. No person, other than a General Counsel, shall be admitted to an Executive Session of the School Board without permission of the School Board President.

## 10. COMMITTEES OF THE SCHOOL BOARD

- A. All committees of the School Board, whether standing committees, and all other bodies created or established by the School Board preferably should hold their meetings during the

weeks that the School Board is not having a regular meeting. The time and place of such committee meetings may be changed after due notice and in accordance with these Rules of Procedure.

- B. If a committee goes into executive session in accordance with these Rules of Procedure, no person other than a School Board member, the Superintendent, and the General Counsel shall be admitted to such executive session without permission of the committee chairman.
- C. In the absence of a quorum of committee members, the School Board President shall be allowed to participate as a voting member of the committee.
- D. The St. John the Baptist Parish School Board is accountable to the community and values and promotes open communications with the residents of the school community. The School Board's work is to facilitate comprehensive discussions of school district matters.

#### School Board Standing Committees

School Board appointments to the School Board Standing Committees shall be made by the School Board President at the direction of the School Board.

Standing committees shall be guided by the following Rules and Procedures:

- 1. All committees of the St. John the Baptist Parish School Board, whether standing committees and all other bodies created by the Board, shall hold their meetings at the domicile and office of the St. John the Baptist Parish School Board at 118 West 10th Street, Reserve, Louisiana. The time and place of such committee meetings may be changed after due notice.
- 2. Committee meetings shall be announced in the same manner as regular or special meetings and should be governed by provisions of the Open Meetings Law.
- 3. Within the Louisiana Public Records Act, committees may have access to school personnel and District information. However, all access to personnel and information shall be coordinated with the Superintendent.
- 4. Committees shall report to the School Board on a regular basis. Each report shall be in written form with a copy for each School Board member and the Superintendent. A copy of the minutes of each meeting should be forwarded to the Superintendent's office for filing.
- 5. In order to encourage free and open exchange of thoughts and ideas, committee meetings shall be conducted as informally as possible. Committees are subject to the following:
  - a. The chairperson of each committee shall begin the committee meetings by calling on the person who placed an item on the agenda and asking him/her to explain the item and the action or recommendation sought from the committee.
  - b. Following a motion and second to that effect, the members of the committee shall discuss the motion and any substitute or amending motions made in connection with that item.
  - c. Following such committee discussion, and immediately prior to any vote on that item, the committee chairperson shall inquire of the audience if there are

person(s) who wish to be heard on that agenda item and/or any motions under consideration by the committee.

- d. Chairperson may limit discussion of an item on the basis of time.
  - e. Each person appearing before a committee shall be required to first identify themselves and the group or organization that he/she represents, if any.
  - f. After all such persons have presented their comments to the committee; the committee chairperson shall ask if there are any committee members who would like to make additional comments.
  - g. If amendments or substitute motions are proposed by members of the committee, the chairperson shall again provide opportunity for public input as to such amendments or substitute motions.
  - h. At the conclusion of all comments by the audience and committee members, a voice vote of the members present should be made on the motion (s) before the committee.
  - i. *A simple majority of the membership present* at the meeting is needed for a motion to pass or fail.
  - j. For those items stipulated as requiring two-thirds majority, the concurrence of members present is required.
  - k. Any motion for action must be initiated by a committee member and subsequently seconded by a committee member.
6. The St. John the Baptist Parish School Board Personnel, and Communication/Pupil Services Standing Committees shall be composed of seven (7) members. A quorum is required for these committees to take action and is composed of four (4) members. The Finance/Auxiliary Standing Committee shall be composed of seven (7), with a quorum of four (4) members required for this committee to take action.
7. Standing committees include the following membership:
- a. Two appointed School Board members;
  - b. School Board President or School Board designee;
  - c. School Superintendent's designee;
  - d. Two employees;
  - e. One parent or community member;
8. School Board Appointments
- a. The term of office for each School Board standing committee is two (2) years. The term begins in January of even numbered years.
  - b. School Board member chairs each committee meeting and he/she will be selected by the *majority vote of the committee membership*.
9. School Board Agenda Items
- a. An agenda must be established for each meeting of each committee and public notice thereof. The agenda for each committee meeting shall be closed at noon



on the last Friday prior to the week in which the committee is meeting and only School Board members, committee members, the Superintendent or his/her designee may place an item on the agenda for any committee meeting of the proposed agenda item and the action on that item which is being sought.

- b. No item or matter which is not on the official agenda of a committee for a particular meeting of that committee may be discussed or considered at such meeting except after ***unanimous approval of the membership present and voting*** to suspend the rules to consider such items.
- c. The Superintendent, or his/her designee assigned to a particular committee, shall be responsible for seeing that any committee recommendation requiring action by the School Board is placed on the agenda for the next School Board meeting with a brief explanation of the subject matter of the item.
- d. No item considered by a committee shall be placed on the agenda for a School Board meeting unless the committee is requesting action by the School Board on such item or the committee specifically votes to place such item on the School Board agenda for School Board discussion. However, this provision shall not be construed in such a manner as to limit the right of an individual School Board member, or the School Superintendent, to place an item on the School Board agenda that he/she so desires.

10. School Board Standing Committee Elections

- a. To qualify for service on the Finance/Auxiliary, Personnel or Communication/Pupil Services Committees, an employee in the appropriate category (teacher or support personnel) must:
  - i. Have three (3) years successful work experience in the St. John the Baptist Parish School Board System
  - ii. Be currently employed full-time by the St. John the Baptist Parish School Board
  - iii. Sign an official nominating ballot indicating his/her understanding of the responsibilities if elected to represent his/her peers
  - iv. Agree to serve on the committee to which he/she will be assigned

11. Teacher category (regular and special education): classroom teacher, guidance counselor, speech therapist, disciplinarian, curriculum coordinator, pupil appraisal

12. Support personnel category: maintenance workers, bus drivers, bus aides, secretaries, food service personnel, custodians, warehouse workers, teacher aides

13. Parents or community members wishing to serve on a committee must:

- a. Be a voting resident of St. John the Baptist Parish
- b. Cannot be an employee of the St. John the Baptist Parish School Board
- c. Sign an official nominating ballot indicating his/her understanding of the responsibilities if elected to represent his/her peers

- d. Agree to serve on the committee to which he/she will be assigned

14. School administrators are not eligible to serve on any standing committees

15. Standing Committee Election Process

- a. Each principal and site base administrator must distribute nomination ballots to all parents
- b. Nomination ballots will be delivered by District email to all employees
- c. Principals and site base administrators are to forward nomination ballots to the St. John the Baptist Parish School Board Personnel Department.
- d. Ballots are to be distributed the first Wednesday of December and must be returned by the third Wednesday of December. No nomination ballots will be accepted after 4:00 p.m.
- e. An official ballot will be compiled and distributed to employees by the second week of January.
- f. Ballots will be color coded and distributed to individuals in each category (teachers-blue; support personnel-yellow; parent-community-white) and returned to the Personnel Department.

16. School Board Committee Replacements

- a. Attendance at School Board committee meetings is essential
- b. If a committee member misses over fifty percent (50%) of the meetings over a six-month period, or misses three (3) meetings in a row without a valid excuse, that committee member forfeits his/her seat on that standing committee and will be replaced
- c. Replacement will come from the list of candidates who qualified for the election ballot via a random selection process
- d. In the event that there are no remaining replacement ballots, the replacement shall be recommended by the Superintendent for School Board approval

17. The respective School Board standing committees shall have the following duties and responsibilities:

FINANCE/AUXILLIARY COMMITTEE (7 MEMBERS)

Duties and Responsibilities:

- Review and report on accounting and purchasing procedures;
- Recommend the annual budget schedule;
- Represent the School Board during the various budget preparation states;
- Represent the School Board in public meetings where public matters are discussed;
- Monitor the cafeteria and transportation programs;
- Develop and recommend a maintenance and replacement schedule for buildings and grounds;

- Conduct periodic inspection of school facilities and report to the School Board; and
- Recommend studies and provide School Board liaison to administration on matters pertaining to transportation, security, space, and community use of facilities.

#### PERSONNEL COMMITTEE (7 MEMBERS)

##### Duties and Responsibilities:

- This committee deals with all matters related to personnel such as:
  - Assisting in the establishment of new positions and aid in the development of job descriptions
  - Assisting in the development of personnel policies
  - Reviewing of policies, procedures, or action affecting personnel
  - Reviewing of implementation of federal and state mandates regarding personnel
  - Reviewing of budgetary (salary) recommendations

#### COMMUNICATION/PUPIL SERVICES COMMITTEE

##### Duties and Responsibilities:

- Conduct or coordinate curriculum studies undertaken by the School Board
- Report to the School Board on the status of the curriculum and suggest areas in need of study
- Periodically study and report on student progress and on standardized test results
- Study and recommend textbook usage
- Evaluate curriculum in view of school population trends
- Recommend budget changes in view of curriculum developments
- Assume responsibilities for extra-curricular and co-curricular activities
- Encourage the formation and growth of community groups concerned with the District and provide the School Board liaison with these groups
- Advise on behalf of the School Board the public relations policy adopted by the School Board
- Advise School Board liaison on matters pertaining to public relations
- Advise and recommend School Board action on public relations program of the administration including the continuing education program

#### 18. Board Committees

#### STRATEGIC PLANNING COMMITTEE

##### Duties and Responsibilities:

- Develop a consensus-based vision of what the school district can be
- Create working environment that equips and sustains progress toward the vision
- Articulate common values to guide decision-making and problem solving
- Demonstrate leadership that supports shared responsibility, decision-making, and problem solving
- Establish motivational conditions that ensure growth in community, system, school and interpersonal capacities

Membership: The Strategic Planning committee shall be composed of five (5) members of the School Board, approved from recommendations of the President. This committee shall have a chairperson from its membership, who shall be elected by the members of the committee. The term of appointment shall be for a period of two (2) years or the remaining term of the member, whichever is shorter. Nothing herein shall prevent membership on a committee for consecutive terms.

#### EXECUTIVE COMMITTEE (3 MEMBERS)

Duties and Responsibilities:

- Review and develop the Superintendent's contract
- Assist in the annual Superintendent's evaluation
- Review the School Board's policy manual of operation and make recommendations on policies to the full School Board for approval

Membership: School Board President, Vice-President, and School Board President's appointment

#### LANDS AND FACILITIES COMMITTEE (5 MEMBERS)

Duties and Responsibilities:

- Develop and recommend a maintenance and replacement schedule for building, grounds, and major mechanical systems;
- Review periodic inspection reports of school facilities and report to the School Board;
- Recommend studies and serve as the liaison to administration on matters pertaining to facilities, security, space and community use of facilities;
- Monitor all matters involving procurement, public bid, construction projects, awarding of contracts, awarding of leases and right of ways, 16th Section Land issues;
- Receive project status reports from the School Board's engineers and architects on all public works projects.

Membership: The Land and Facilities committee shall be composed of five (5) members of the School Board, approved from recommendations of the President. This committee shall have a chairperson from its membership, who shall be elected by the members of the committee. The term of appointment shall be for a period of two (2) years or the remaining term of the member, whichever is shorter. Nothing herein shall prevent membership on a committee for consecutive terms.

### 19. School Board SJAE Contract Committees

#### INSURANCE COMMITTEE

Duties and Responsibilities:

- Provide input into the selection process for determining the providers for the employee's medical, prescription drugs, life insurance, vision, and dental insurance plans
- Review quotes for medical plans for school employees
- Receive and analyze school insurance reports

Membership: Five (5) members appointed by the St. John Association of Educators and five (5) members appointed by the School Board.

#### CALENDAR COMMITTEE

##### Duties and Responsibilities:

- Shall meet no later than March 1 of each school year for the purpose of constructing a school calendar applicable to the following school year
- The tentative calendar should be submitted to all employees for comments and the final draft of the school calendar should be submitted to the school board for adoption

Membership: Fifty percent (50%) of the membership should be appointed by the St. John Association of Educators and the remainder should be designated by the Superintendent.

#### CURRICULUM DEVELOPMENT COMMITTEE

##### Duties and Responsibilities:

- Review programs now in progress
- Identify problems relating to curriculum development
- Stimulate studies and research
- Assist in finding consultant help when needed
- Make recommendations based upon the results of study and research
- Make recommendations based upon the results of study and research
- Make recommendations on the adoption of textbooks, library books, and other instructional materials

Membership: Three (3) teachers appointed by the St. John Association of Educators; two (2) administrators appointed by the School Board; one (1) parent/community member; and one (1) School Board member.

#### 20. State Mandated Committee

##### DISCIPLINE POLICY REVIEW COMMITTEE

##### Duties and Responsibilities:

- Review all School Board discipline policies and make recommendations to the School Board for appropriate revisions to such policies
- Review and recommend changes of student dress code

Membership: 16 members as follows:

- Five (5) classroom teachers to be elected by their peers with at least one teacher each representing elementary, middle or junior high, and high school
- One (1) special education teacher to be elected by their peers
- Two (2) guidance counselors to be elected by their peers
- Two (2) principals to be elected by their peers, one representing an elementary school and one representing a high school
- One (1) school bus operator to be elected by their peers
- One (1) child welfare and attendance supervisor
- One (1) School Board member to be elected by their peers

- The local Superintendent or his/her designee
- Two (2) parents to be appointed by a method as provided by rules and regulations adopted by the State Board of Elementary and Secondary Education

#### 11. OFFICERS OF THE SCHOOL BOARD: ELECTION THEREOF

- A. Pursuant to La. Rev. Stat. Ann. §17:54, the School Board, at its first meeting in January of odd numbered years, shall elect a President and a Vice President from its membership for a term of two (2) years, or expiration of his/her term in office, whichever is shorter. The term of office of such officers shall terminate upon the election of their respective successors. The officers may be removed during their term of office by a majority vote of the total School Board.
- B. The elections of these officers shall be conducted in the following manner:
  1. The office of President of the School Board shall be filled first from nominations by other School Board members, which nominations do not require a second.
  2. If more than one person is nominated for the office of President, a vote shall be taken after nominations are closed. All School Board members, including the nominees, may vote but may vote for only one nominee.
  3. If a nominee receives the votes of a majority of the members of the total School Board on the first ballot, that nominee shall be declared elected.
  4. If no nominee receives a majority of the votes of the total School Board on the first ballot, a second vote shall be taken between the two nominees receiving the most votes. If there is a tie vote between more than two candidates for the highest number of votes, or between two or more candidates for the second highest number of votes, all such candidates shall be included in the run-off election.
  5. In the run-off election, the nominee receiving the greatest number of votes shall be declared elected, provided, however, that such nominee must have received the vote of a majority of the total School Board.
  6. In the event of a tie vote, or in the event of no nominee receiving the favorable vote of a majority of the total School Board, voting shall continue until a nominee receives the vote of the majority of the total School Board.
- C. After the office of President has been filled, the office of Vice President shall be filled in the same manner as set forth above.

#### REPEAL OR SUSPENSION OF RULES OF SCHOOL BOARD MEETING PROCEDURES

##### Rules of Procedure

Procedures for the conducting of meetings of the School Board and its official committees may not be repealed or amended except by the affirmative vote of ***two-thirds of the members of the School Board***.

##### SEVERABILITY

If any provision, item, section, paragraph, clause or phrase of this act, or the application thereof, is held invalid, such invalidity shall not affect any other provision, item, section, paragraph, clause, phrase or application of these Rules of Procedure which can be given effect without the invalid provisions, items,

section, paragraphs, clauses, phrases or applications, and to this end the provisions of these Rules of Procedure are hereby declared to be severable.

Revised: September, 1985  
Revised: February, 1989  
Revised: June, 1989  
Revised: June, 1991  
Revised: January, 1992  
Revised: March, 1995  
Revised: April, 1995  
Revised: July, 1998  
Revised: June, 2004  
Revised: September, 2007

Revised: November 6, 2008  
Revised: March, 2009  
Revised: March 21, 2013  
Revised: September 4, 2014  
Revised: October, 2014  
Revised: April 1, 2015  
Revised: July, 2016  
Revised: September 8, 2016  
Revised: October 19, 2017  
Revised: July 19, 2018

Ref.	La.	Rev.	Stat.	Ann.
				§§ <a href="#">17:81</a> , <a href="#">42:11</a> , <a href="#">42:12</a> , <a href="#">42:13</a> , <a href="#">42:14</a> , <a href="#">42:15</a> , <a href="#">42:16</a> , <a href="#">42:17</a> , <a href="#">42:18</a> , <a href="#">42:19</a> , <a href="#">42:20</a> , <a href="#">42:21</a> , <a href="#">42:22</a> , <a href="#">42:23</a> , <a href="#">42:24</a> , <a href="#">42:25</a> , <a href="#">42:26</a> , <a href="#">42:27</a> , <a href="#">42:28</a>
				<a href="#">Jackson v. Assumption Parish School Board</a> , App. 1 Cir. 1995, 652 So2d 549, 1994-0901 (La. App. 1 Cir. 3/3/95)
				Board minutes, 11-8-84, 8-8-85, 2-1-89, 2-28-91, 10-17-91, 12-18-94, 2-16-95, 5-7-98, 3-18-04, 8-16-07, 11-6-08, 12-4-08, <a href="#">3-21-13</a> , <a href="#">9-4-14</a> , <a href="#">9-18-14</a> , <a href="#">4-1-15</a> , <a href="#">9-8-16</a> , <a href="#">10-19-17</a> , <a href="#">7-19-18</a>

St. John the Baptist Parish School Board

**ST. JOHN PARISH SCHOOL BOARD  
SCHOOL BOARD MEETING  
AGENDA ITEM**

**ITEM #:** 9b

**DATE:** 07/18/2019

**TOPIC:** Request Approval to Waive Introduction Policy and Ask for Approval of  
2019-20 Student Code of Conduct and Attendance Handbook

**BACKGROUND:**

**ALTERNATIVES:**

**SUPERINTENDENT'S  
RECOMMENDATION:**

**COST:**

**INFORMATION  
SOURCES:**

Mr. Cory Butler





**St. John the Baptist Parish Schools**

**2019 - 2020**

**Student Code of Conduct  
and  
Attendance Handbook**

**Heidi Trosclair  
Interim Superintendent of Schools**

**Making A+  
Difference**

**[www.stjohn.k12.la.us](http://www.stjohn.k12.la.us)**

**2019-2020**



**St. John the Baptist Parish Public Schools**  
**School Calendar 2019 - 2020**  
**Approved: April 4, 2019**

**August**

2	Teacher Classroom Work Day
5 – 6	Professional Development Days
7	First Day of School for Students
14	First Day for Kindergarten/Universal PreK/LA4 / Model Early Students
21	First Day for Head Start Students

**September**

2	Labor Day Holiday
25	Early Release

**October**

8	End of First Nine Weeks
9	Begin Second Nine Weeks
21 – 22	Fall Break Holiday
30	Early Release

**November**

4	Professional Development Day – No School for Students
5	Election Day Holiday (Primary/Congressional)
25 - 29	Thanksgiving Holidays

**December**

2	Students Return
20	½ Day for Students / End of Second Nine Weeks
23 – 31	Christmas Holidays

**January**

1 - 3	New Year's Holiday
6	Professional Development Day – No School for Students
7	Students Return- Begin Third Nine Weeks
20	Martin Luther King Holiday
23	100 <sup>th</sup> Day of School
29	Early Release

**February**

19	Early Release
24 - 28	Mardi Gras Holidays

**March**

2	Students Return
12	End of Third Nine Weeks
13	Begin Fourth Nine Weeks

**April**

10 – 17	Easter Holidays
20	Students Return

**May**

18	Last Day for Seniors (ESJH/WSJH)
25	Last Day for Students / ½ Day for Students / End of Fourth Nine Weeks
26	Records' Day

**ACT/EOC/LEAP 2025 Assessment Schedule(Calendar is subject to change if any of the testing dates below change):**

ACT Statewide Testing (Initial/Make-Up)	March 17 / April 7	LEAP 2025 Paper-Based Testing (3 <sup>rd</sup> – 4 <sup>th</sup> grades)	April 27 – May 1
LEAP 2025 Computer-Based Window (5 <sup>th</sup> – 8 <sup>th</sup> grades)	March 30 – May 1st	WorkKeys Testing Window	October 1 – 15/ March 18- April
EOC / LEAP 2025 Fall Testing Window	December 2 - 18	AP Testing Window	May 6 - 17
EOC / LEAP 2025 Spring Testing Window	April 20 – May 15	CLEP Testing Window	Open Window/ Complete by May 8

Dear Students and Parents:

Welcome to the start of the 2019–2020 school year for the St. John the Baptist Public Schools. Every new school year gives our students new opportunities to achieve success; however, in order to achieve this success, it is important that students and parents familiarize themselves with the guidelines which govern conduct and attendance at our schools.

The 2019-2020 Student Code of Conduct and Attendance Handbook provides for you the district's goals and mission, as well as the district's most up-to-date policies and procedures.

Please take time to read this handbook carefully and become familiar with its contents. The policies and guidelines in this handbook are intended to create a positive and productive educational environment. Our strict enforcement of these policies and guidelines give you and your child the assurance that we take learning and safety very seriously.

I am looking forward to your cooperation and support this school year. Together we can establish and maintain a positive learning environment for all our students.

Sincerely,

Heidi Trosclair  
Superintendent

## St. John the Baptist Parish Public Schools

**Vision:** The SJBP School District strives to be an exemplary district working "As One" to fulfill the educational needs of our students and community.

**Mission:**

- Higher academic achievement for all students
- Prepare students to be effective citizens in a global market

### **ESSA School System Priorities**

- 1) Increase the percent of effective teachers and principals through incentives, career advancement, evaluation, and professional development**
- 2) Improve student achievement**
- 3) Increase student and educator attendance**

**In order to achieve these goals, objectives must be set that focus on three core beliefs:**

*SJBP will work "As One" to become a Top Ten School District by challenging all stakeholders to become actively involved in the teaching and learning process to promote student achievement and a culture of life-long learners.*

*All stakeholders will become active participants in creating an environment which ensures all students acquire the necessary skills, knowledge, and behaviors for success.*

*All students will be equipped with the necessary skills to become productive citizens and compete in the global economy.*

\*\*\*\*\*

At the recommendation of the 40<sup>th</sup> Judicial District Court, St. John the Baptist Parish School System is holding parents accountable for notifying their child's school of any telephone number changes, emergency contact information changes and/or any changes to their mailing and/or physical address.

Parents who neglect to notify their child's school **within 24 hours** of any change may be subject to legal action being taken by the school system, including but not limited to a Family-In-Need of Services (FINS) referral with the 40<sup>th</sup> Judicial District Court.

The St. John the Baptist Parish School Board and its employees assume no responsibility for the control and maintenance of confiscated items. Students bringing banned items, including, but not limited to cell phones, cameras, and iPod, do so at their own risk of loss.

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**STUDENT CODE OF CONDUCT AND ATTENDANCE REGULATIONS  
ST. JOHN THE BAPTIST PARISH SCHOOL SYSTEM**

**POLICY NOTIFICATION**

It is the policy of St. John the Baptist Parish School Board to provide equal opportunities without regard to race, color, national origin, sex, age, handicapping condition, or veteran status in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to Serina Duke, Director of Title IX and Human Rights Coordinator.

**EQUAL EDUCATION OPPORTUNITY**

It is the policy of the St. John the Baptist Parish School Board that each student, regardless of his or her race, color, national origin or disability shall receive an equal educational opportunity and an equal opportunity to seek participation in education programs and student and extracurricular activities.

Pursuant to Board policy, incidents of sexual harassment and/or intimidation and harassment and/or intimidation because of a student's race, color, national origin, or disability are prohibited and procedures are provided for reporting and investigating such incidents and for the disposition thereof.

Inquiries concerning application of this policy may be referred to Serina Duke, Director of Title IX and Human Rights Coordinator.

**NOTIFICATION DE POLIZA**

En esta poliza de St. John the Baptist Parish School Board es proveer igual oportunidades sin rechazo de raza color, nacionalidad, sexo, edad, condicones de incapacitado o veterano en este programa educacional y de actividades. Esto incluye, pero no son limitadas, las admisiones, servicios educacionales, ayuda financiera y empleos. Si tiene alguna pregunta acerca de esta poliza de aplicacion puede referirse a: Serina Duke, Directora Del Titulo IX y la coordinadora de los deredos humanos.

**DRUG FREE WORKPLACE**

All policies, regulations and procedures pertaining to substance abuse shall be in compliance with the Drug Free Workplace Act (DFWA) of 1988.

**FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

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**STUDENT RECORDS PRIVACY**

An Open letter to Parent/Guardian(s) or Eligible Student for pupil enrollment in the St. John the Baptist Parish School System.

Dear Parent/Guardian(s) or Eligible Student, *Notification of Rights under Family Educational Rights and Privacy Act (FERPA) for Elementary and Secondary Schools. FERPA affords parent/guardian(s) and students over 18 years of age ("eligible students ") certain rights with respect to the student's education records.*

They are:

1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Educational records are those records, documents, and other materials that contain information directly related to a student and are maintained by an educational agency or institution.

2) You should submit to the school principal [for appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify you of the time and place where the records may be inspected.

3) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. You may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by you the school will notify you of the decision and advised you of the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of the right to a hearing.

4) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests.

A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel), a person serving on the School Board, a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist), or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request the school discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

5) The right to have any or all student Directory Information withheld. To request Directory Information be withheld by you shall have thirty days in which to notify the school as to which specific types of information about the student shall not be included as directory information.

Directory Information has been designated by the St. John the Baptist Parish School Board to include the student's name, address, date of birth, grade level, official activities, height and weight for sports, schools presently enrolled, honors received and student photograph. Information classified as directory information may be disclosed to media sources, school web sites, nonprofit organizations, or private companies, etc.

Please note that the National Defense Authorization Act for fiscal year 2002 requires the St. John the Baptist Parish School Board System to: a) give military recruiter the same access to secondary students as provided to postsecondary institutions or to prospective employers and b) provides students' names, addresses, and telephone listings to military recruiters, when requested unless you have opted out of providing such information.

6) The Protection of Pupil Rights Amendment (PPRA) 20 U.S.C. 1232h requires the St. John the Baptist Parish School Board to notify you and obtain consent or allow you to opt out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information survey"): a) Political affiliations or beliefs of the student or student's parent; b) Mental or psychological problems of the student or student's family; c) Sex behavior or attitudes; d) Illegal, antisocial, self-incriminating, or demeaning behavior; e) Critical appraisals of other individuals with whom respondents have close family relationships; f) Legally recognized privilege or analogous relationships, such as those of lawyers, physicians, or ministers; g) Religious practices, affiliations or beliefs of the student or parents; or h) Income (other than as required by law to determine program eligibility for participation in a program or for receiving financial assistance under such program). This requirement also applies to the collection disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

7) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the St. John the Baptist Parish School System to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy  
Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605**

## RIGHTS OF NON-CUSTODIAL PARENTS IN THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

The Family Educational Rights and Privacy Act (FERPA) sets out requirements designed to protect the privacy of parents and students. In brief, the law requires a school district to: 1) provide a parent access to the records that are directly related to the student; 2) provide a parent an opportunity to seek correction of the record he or she believes to be inaccurate or misleading; and 3) with some exceptions, obtain the written permission of a parent before disclosing information contained in the student's education record. The definition of parent is found in the FERPA implementing regulation under 34 CFR 99.3. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian. Section 99.4 gives an example of the rights of parents.

An educational agency or institution shall give full rights under the act to either parent, unless the agency or institution has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody, that specifically revokes these rights.

This means that, in the case of divorce or separation, a school district must provide access to both natural parents, custodial and non-custodial, unless there is a legally binding document that specifically removes that parent's FERPA rights. In this context, a legally binding document is a court order or other legal paper that prohibits access to education record or removes that parent's right to have knowledge about his or her child's education. Custody or other residential arrangements for a child do not, by themselves, affect the FERPA rights of the child's parents. One can best understand the FERPA position on parents' rights by separating the concept of custody from the concept of rights that FERPA gives parents. Custody, as a legal concept, establishes where a child will live, and often, the duties of the person(s) with whom the child lives. The FERPA, on the other hand, simply establishes the parents' right of access to and control of education record related to the child. The Family Policy Compliance Office of the U.S. Department of Education developed the pamphlet.

**Here are the answers to questions frequently asked about the rights of non-custodial parents.**

**1. Does the FERPA require a school to keep a parent informed of the child's progress even though the parent is divorced and living some distance from the child?**

*No. The FERPA does not require schools to inform parents of student progress whether the parents are divorced or not.*

**2. Does the FERPA require a school to provide a parent copy of the record?**

*Generally, a school is not required to provide parents copies of the record. However, if the distance is great enough to make it impractical for the parent to visit the school to review the record, the school must make copies of the record and send them to the parent when that parent requests access to the record.*

**3. May a school charge for copies of records?**

*Yes. A school may charge a reasonable fee for copying.*

**4. Does the non-custodial parent have the right to be informed of and to attend teacher conferences?**

*The FERPA does not address conferences for the purpose of discussing student performance. Thus, a school has no obligation under this law to arrange a conference to accommodate the non-custodial parent. However, if records of conferences are maintained, the non-custodial parent has the right to see those records.*

**5. Must the school notify the non-custodial parent of his/her FERPA rights?**

*No. The school would be considered in compliance with the law if it notifies only the parent who has custody of the child.*

**6. Must the school provide the non-custodial parent the same general notices it provides the custodial parent?**

*No. General notices, lunch menus, PTA information, announcement of teacher conferences, school pictures, and other similar information, are not "education records" as defined by the FERPA. Therefore, schools are not legally required to provide them.*



## ATTENDANCE POLICY

The Board believes regular attendance in the school accompanied by the responsibility to study and participate in school activities is essential to the learning process. Once a pupil arrives at school, he/she is expected to remain and attend each class through the day. Exceptions can be made only in the event of extended personal illness as verified by a physician and/or other extenuating circumstances as approved by the parish Supervisor of Child Welfare and Attendance, after consultation with the Principal and Superintendent.

Compulsory attendance laws and Louisiana Board of Elementary and Secondary Education (BESE) regulations require high school students to be in attendance a minimum of 30,060 minutes (equivalent to 83.5 six-hour school days), per semester or 60,120 minutes (equivalent to 167 six-hour school days) a school year for schools not operating on a semester basis in order to be eligible to receive credit for courses taken. Elementary students shall be in attendance a minimum of 60,120 minutes (equivalent to 167 six-hour days) a school year in order to be eligible to receive credit for courses taken.

Students in danger of failing due to excessive absences may be allowed to make up missed time in class sessions held outside the regular class time. The make-up sessions must be completed before the end of the current semester and all other applicable policies must be met.

### Elementary Students

Elementary pupils must be present a minimum of one hundred sixty-six (166) days per year to be eligible to receive credit for the course taken.

**\*Elementary students (K-8) student can miss no more than (11) days per year and still be eligible to receive credit for courses taken.**

### High School Students

To receive Carnegie credit for a course, students must be present ninety-four (94) percent of the required time. High school students (because of 4x4 block design) must be present a minimum of eighty-five (85) days per semester to be eligible to receive 1 credit in each course for one semester or forty-two days (420 FOR A ½ semester course).

**\*High School students can miss no more than five (5) days per semester, three (3) days per ½ semesters and still be eligible to receive credit for courses taken.**

## PERFECT ATTENDANCE AWARD ELIGIBILITY

**In order for a student to be considered for a perfect attendance certificate or award, the student must be in attendance every day, all day. The student may not sign in late or leave school early.**

## COMPULSORY ATTENDANCE LAW (LA R.S. 17:221/)

Students who have attained the age of seven years shall attend a public or private day school or participate in an approved home study program until they reach the age of 18 years. Any child below the age of seven who legally enrolls in school shall also be subject to compulsory attendance.

Present law requires every parent (or certain other persons) having control or charge of any child from that child's seventh birthday until his 18<sup>th</sup> birthday to send the child to a public or private day school unless the child graduates from high school prior to his 18<sup>th</sup> birthday. (HB 648-ACT 927 of the 2010 Regular Session).

Whoever violates the provisions of this policy is subject to be fined not more than two hundred and fifty dollars (\$250) or imprisoned not more than thirty (30) days, or both as provided by law. The Supervisor of Child Welfare and Attendance, with the approval of the parish Superintendent of schools, shall file proceedings in court to enforce the provisions of this policy.

## AGE REQUIREMENTS

The age which a child may enter kindergarten of any public school at the beginning of the public school session shall be five years on or before September 30 of the calendar year in which the school year begins. Students entering the first grade for the first time at the beginning of the school session shall be six (6) years of age on or before September 30<sup>th</sup> of the calendar year in which the school year begins. In addition, parents are to present to school officials as a prerequisite to enrolling in the first grade, having attended at least a full-day public or private kindergarten for a full school year; or satisfactory passed academic readiness screening administered by the school system prior to enrollment in first grade.

**Note:** Students must attend the school where the parent/guardian reside.

### Registration Requirements

#### A. Immunization

- \* Parents are reminded that Louisiana law requires all children entering schools in the St. John Parish School System are to present copies of their immunization records at the time of registration (baby shot record).
- \* R.S. 17:170 states that “all person entering any school within the state for the first time shall present evidence of an immunization program in progress”.
- \* **Note:** No child seeking to enter any school in the school district shall be required to comply with the provisions of this mandate, if the child has medical reasons, or a written dissent from the parent’s is presented.

#### B. Birth Certificate

- \* All new registrants to the St. John the Baptist Public Schools are required to present a copy of their official birth certificate upon registration. **Note:** When a birth certificate and/or verification form cannot be obtained at the time of registration, the child will be enrolled. However, after a period of **fifteen** school days, if the parent has not submitted the required document, the child’s name will be submitted to CWA.

#### C. Social Security Card

- \* The student shall be assigned a state identification number to protect the confidentiality of the Social Security Number. (**Privacy Act**)

#### D. Proof of Residence – e.g. utility bill, copy of utility, lease, purchase agreement, rent receipt, etc.

**Note:** Parent(s) shall immediately notify the school of any change of address and/or phone numbers.

### Students reentering from a state approved Home-Study Program.

- \* Students who have filed for permission from the State Board of Elementary and Secondary Education to participate in the Home Study Program and have been granted permission and wish to reenter the St. John the Baptist Publics schools must meet fulfill certain requirements, contact the school, St. John Parish Office of Child Welfare and Attendance, and/or St. John Parish Office of Federal Program.

## ATTENDANCE/TARDY

The Board recognizes the student’s fundamental right to attend the public schools and places upon students the accompanying responsibility to be faithful in attendance. Regular attendance can be assumed to be essential for a student’s successful progress in the instructional program.

Any student who is a juvenile and who is habitually absent from school or is habitually tardy shall be reported by the Child Welfare and Attendance office to the family or juvenile court of the parish or city as a truant child.

### Attendance

All schools shall keep daily records of attendance, verified by the teacher keeping such records, which shall be open to inspection by the Supervisor of Child Welfare and Attendance or a duly authorized representative. All schools shall immediately report to the Supervisor of Child Welfare and Attendance, any unexplained, unexcused or illegal absence, or habitual tardiness.

**WHOLE DAY ATTENDANCE** – A student is considered to be in attendance for a whole day when he/she is physically present at a school site or is participating in an authorized school activity and is under the supervision of authorized personnel for more than 50% (51%-100%) of student’s instructional day. All absences whether excused or unexcused shall

be counted as an absence for attendance reporting purposes.

**HALF-DAY ATTENDANCE** – A student is considered to be in attendance for one-half day when he/she is physically present at a school site or is participating in an authorized school activity and is under the supervision of authorized personnel for more than 25% but not more than half (26%-50%) of the student's instructional day.

#### Tardy

Tardy shall include, but not be limited to, leaving or checking out of school unexcused prior to the regularly scheduled dismissal time at the end of the school day or arriving late to school after the school officially begins, but shall not include reporting late to class when transferring from one class to another during the school day.

#### (Late to school or early check out)

St. John Parish School Board, in an attempt to reduce the number of tardies to school, will implement a tardy policy. This policy is in line with the truancy intervention policy. Parents are required to cooperate with the teachers, counselors, and truancy officers throughout the school year. Truancy Panel may be held at the school site, the Child Welfare Office, and the 40<sup>th</sup> Judicial District Court. Truancy Court will be under the 40<sup>th</sup> Judicial District Court jurisdiction.

1<sup>st</sup> tardy – acknowledgement

2<sup>nd</sup> tardy – acknowledgement

3<sup>rd</sup> tardy – parent conference (teacher)

4<sup>th</sup> tardy – parent conference (counselor)

5<sup>th</sup> tardy – parent conference (principal)

Thereafter: referral to Truant Officer

referral to Truancy Panel

referral to Truancy Court

#### TYPES OF ABSENCES

The days absent for elementary and secondary school students shall include non-exempted excused absences, exempted excused absences, unexcused absences, and suspensions.

**A. Non-exempted excused absences** - are absences incurred due to personal illness or serious illness in the family (documented by acceptable excuses, including a parental note) which are not considered for purposes of truancy, but which are considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed.

**Parental/Guardian notes will be limited to (5) per semester. All parental/guardian notes turned in after five (5) school days of the student's return shall continue to be unexcused with no makeup work allowed. For any other extenuating circumstances, the student's parents or legal guardian must make a formal appeal to the Director of Child Welfare and Attendance.**

**B. Exempted excused absences** - are absences which are not considered for purposes of truancy and which are not considered when whether or not a student is eligible to make up work and test receive credit for work completed, and receive credit for a course and/pre-school year completed.

**C. Unexcused absences** - are any absences not meeting the requirements set forth in the excused absences and extenuating circumstances definitions, including but not limited to absences due to any job (including agriculture and domestic services, even in the student's own home or for their own parents or tutors) unless it is a part of an approved instructional program. Students shall be given failing grades for those days missed and shall not be given an opportunity to make up work.

**D. Suspensions** - are non-exempted absences for which a student is allowed to make up his/her work and is eligible for consideration for credit provided it is completed satisfactorily and in a timely manner. The absence shall be considered when determining whether or not a student may or may not be promoted, but shall not be considered for purposes of truancy. Students absent from school as a result of any suspension shall be counted as absent.

A student under suspension or expulsion is not allowed on any school campus without permission of the principal nor can he/she attend or participate in any school sponsored activity/function, including graduation, or extracurricular activity on or

off the school campus.

### **Extenuating Circumstances**

The only exception to the attendance regulation shall be enumerated extenuating circumstances that are verified by the school and the Supervisor of Child Welfare and Attendance. These exempted absences do not apply in determining whether a student meets the minimum minutes of instruction required to receive credit.

1. Extended personal physical or emotional illness as verified by a physician or nurse practitioner licensed in the state
2. Extended hospital stays in which a student is absent as verified by a physician or dentist
3. Extended recuperation from an accident in which a student as verified by a physician, dentist, or nurse practitioner licensed in the state
4. Extended contagious disease within a family in which a student is absent as verified by a physician or dentist licensed in the state
5. Observance of special and recognized holidays of the student's own faith
6. Visitation with a parent who is a member of the United Military States Armed Forces or the National Guard and such parent has been called to duty for or is on leave from over-sea deployment to a combat zone or combat support posting. Excused absences in this situation shall not exceed five (5) school days per year.
7. Absences verified and approved by school principal or designee as stated below:
  - a) prior school system approved travel for education
  - b) death in the family (not to exceed one week)
  - c) natural catastrophe and or disaster
8. Minor engaged in artistic or creative services

For any other extenuating circumstances, the student's parents or legal guardian must make a formal appeal in accordance with the due process procedure established by the school system. Students who are verified as meeting extenuating circumstances, and therefore eligible to receive grades shall not receive those grades if they are unable to complete makeup work or pass the course.

**School Approved Activities** - students participating in approved field trips or other instructional activities that necessitate their being away from school and are under the supervision of authorized personnel shall be considered to be present and shall be given the opportunity to make up work.

**Child Performers** - Minors employed to perform or render artistic or creative services under a contract or employment arrangement for two (2) or more days within a 30-day period must receive instruction pursuant to statutory provisions.

**Written Excuses** - For a student to be eligible to receive credit and make up work following an absence, the student shall be required in each instance to submit parental confirmation of the reasons for the absence. If a student is tardy or absent, the parent or guardian must submit a written excuse, (signed and dated) upon the student's return to classes stating the reason for the student's absence from school. Except for written excuses that are extenuating circumstances exempted from the compulsory attendance law, all other written excuses turned in after **five (5) school days** of the student's return shall continue to be unexcused with no makeup work allowed.

**Appeal of Absences** - When a student exceeds the maximum number of absences allowed, the parents or student may make a formal appeal to the principal for absences that he /she believes are due to extenuating circumstances. If the principal denies the appeal, the parents may appeal to Supervisor of Child Welfare and Attendance by presenting required written documentation for any of the absences he/she feels are because of extenuating circumstances. The appeal decision of the Supervisor of Child Welfare and Attendance is final and no further appeals shall be allowed. No appeals and/or documentation shall be accepted for any absences in excess of the minimum attendance requirements after ten (10) school days at the end of the first semester for a semester course or after ten (10) working days at the end of the school year for a two semester course.

**Tardiness** - A student shall be considered tardy to school if the student is not in his/her homeroom/first period class when

the bell to begin a homeroom/first class period. Tardy shall also mean leaving or clocking out of school unexcused prior to the regular scheduled dismissal time at the end of the school day.

A student shall be considered habitual absent or habitually tardy (truant) when either condition continues to exist after all efforts of any school personnel, truancy officer or other law enforcement personnel have failed to correct the condition after the fifth (5<sup>th</sup>) unexcused absence or fifth (5<sup>th</sup>) unexcused occurrence of being tardy within any school semester. The principal or his/her designee shall notify the parent in writing before or upon a student's third (3<sup>rd</sup>) unexcused absence or third (3<sup>rd</sup>) unexcused occurrence of being tardy, and shall a conference with such student's parent/guardian. The student's parent/guardian shall sign the letter as receipt of notification and shall return it to the school within five (5) school days of receipt.

In addition, the parent/guardian may be subject to court fines or community service, and attendance parenting classes and family counseling and/or other consequences, such as the loss of recreational licenses for violating the Louisiana Compulsory Attendance Law. A student shall be considered tardy to class if the student is not in the classroom when the bell rings to being classes. Students shall not be considered to be in violation of the attendance law when reporting to class late when transferring from one class to another during the school day. Students who exhibit excessive tardiness shall be subject to disciplinary actions according to the district's code of conduct.

A student shall have his/her driver license or driver's permit denied or suspended by the Louisiana Motor Vehicle Department until his/her eighteen birthday, who fails or refuses to present appropriate documentations that he/she has complied with the mandatory school attendance or if the Motor Vehicle Department receives written notification from his school that he/she is a dropout or is habitual tardy (TRUANT).

**Reporting Absences** The attendance of all school pupils shall be checked each day and at the beginning of each class period and shall be verified by the teacher keeping such record, which shall be open to inspection by an official of Child Welfare and Attendance or authorized representative at all reasonable times. All schools shall immediately report to an official of Child Welfare and Attendance any unexplained, unexcused, or illegal absence, or habitual tardiness.

An official of Child Welfare and Attendance shall, after written notice to the parent or legal guardian of a child who is habitually absent or who is habitually tardy to the family or juvenile court of the parish as truant child to be dealt with in such manner as the court may determine.

**High School Students in danger of failing** due to excessive absences may be allowed to make up missed time in class session held outside the regular class time session. High school students in danger of failing due to excessive absence may be allowed to make up missed time in class sessions held outside the regular class time in an attendance recovery program. **The make-up sessions must be completed before the end of the current semester and all other applicable policies must be met.**

**No extenuating circumstances will be granted after 10 days from the semester grading period or from the last day of school.** An extenuating circumstance form may be obtained by the principal or from the Child Welfare Office.

### **DROPOUT RECOVERY ACT 742 (Repealed by HB 648)**

#### **Policy Revision (Section 1103)**

- A child must remain in school until his/her eighteenth birthday.
- LA R.S. 221 (E) eliminates parental consent to allow a child to exit school at 17.
- LA R.S. 221 (E), though amended, still allows a child who is under 18 and older than 16 to attend adult education or vocational education program.

### **HOMEWORK ASSISTANCE SERVICES**

**Homework Louisiana** (HomeworkLa.org), a service of the State Library of Louisiana, offers **FREE** online tutoring and academic resources from Tutor.com for Louisiana residents from kindergarten students through adult learners. Get help in math, science, social studies or English from a **live tutor**. The services can be accessed from a Louisiana public library, from your home computer or from your mobile device.

## **HOMEBOUND INSTRUCTION**

A student who is enrolled in regular or special education and who, as a result of health care treatment, physical illness, accident, or the treatment thereof, is temporarily unable to attend school (10 consecutive days), shall be provided instruction services in the home or hospital environment. (Approval required through St. John's Miletteville Special Education Department)

## **STUDENT TRANSFER POLICY**

No student who has been expelled from any public or non-public school within or outside the state of Louisiana for possession of a firearm, knife, or dangerous weapon or instrumentality customarily used or intended for probable use as a dangerous weapon, or for possession or possession with the intent to distribute, sell, give, or loan any controlled dangerous substance governed by the Uniform Controlled Dangerous Substance Law shall be admitted to the St. John the Baptist Parish Public Schools until the student produces written documentation that he/she has enrolled and participated in an appropriate rehabilitation or counseling program related to the reason(s) for the expulsion. The counseling or rehabilitation required in this section must comply with requirements set forth in Louisiana Revised Statutes 17:416. B at no additional cost to the school system.

**NOTE:** No student who has been expelled shall be admitted to any public school in any other parish or city system in the state except upon the review and approval of the school board of the school system to which he seeks admittance.

## **POSITIVE BEHAVIOR SUPPORT**

In keeping with the provisions of the Education/Juvenile Justice Partnership Act (Subpart C-1 of the Juvenile Justice Reform Act), St. John the Baptist Parish Public Schools are committed to the utilization of positive behavioral supports to address student discipline. Good behavior and discipline of students are essential prerequisites to academic learning, development of student character, and general and educational socialization of children. A positive behavior support (PBS) process utilizes an assessment based approach that emphasizes proactive, educative, and reinforcement-based strategies to build meaningful and lasting behavior.

The goal of PBS is academic and social success. This goal is accomplished through the development of universal expectations for all students, support plans for at risk students, and individualized programs for students with significant behavior challenges. The principle practices include, but are not limited to:

- Defining expectations
- Teaching expectations and social skills necessary for students to meet the expectations
- Implementing contextual changes to support meeting expectations
- Implementing strategies to increase performance

## **STUDENT OFFENSES AND DISCIPLINE**

Students shall be required to assume their share of responsibility in maintaining an atmosphere conducive to effective teaching/learning situations in all classes and activities in which they participate under the sponsorship of the school.

Every student is strictly held to orderly conduct in school, on the playground, and on the school bus, going to or returning from school. Additionally, every student shall adhere to this Code of Conduct during any school-sponsored activity whether conducted on or off of the school campus except when specifically excused by the principal or designee. The range of consequences shall be determined by the principal depending on the severity of the offense. School principals may suspend any pupil for violation of school board policy in accordance with the following guidelines. In order to ensure fair and consistent discipline practices, the following discipline guidelines shall be used in St. John the Baptist Parish Public Schools:

\* Consequences adhere to discipline standards as prescribed by Louisiana State Law Revised Statute: 17:416 (Discipline of pupils; suspension, expulsion). **Only suspensions and expulsions can be appealed.**

## **GLOSSARY OF TERMS**

**Arson** – intentional damaging by any explosive substance or setting fire to any property of another without the consent of the owner.

**Assault** – an attempt to commit on a teacher or an individual a battery or the intentional placing of a school teacher in reasonable apprehension of receiving a battery or making statement threatening physical harm to a school teacher.

**Battery** – any willful and unlawful use of violence on the person of another. No student found guilty of committing a battery on a school board employee shall be assigned to attend or shall attend the school to which the employee battered by the pupil is assigned. A school shall not be required to provide transportation.

**BIP (Behavior Intervention Plan)** – an individualized plan that identifies strategies to teach positive alternative behaviors and includes positive strategies, programs or curricular modifications, and supplementary aids and supports required to address behaviors of concern.

**Body Armor** – shall mean bullet-resistant metal or other material intended to provide protection from weapons or bodily injury.

**Bullying** – a pattern of any of the following (see Bullying section).

**Bunk** – a substance reported to be an illegal drug or other prohibited substance sold, traded, represented, or give to another person (s).

**Contraband** – items which are prohibited at school.

**Criminal damage to property** – intentional damaging of any property of another, without the consent of the owner, and except as provided in R.S. 14, 5: by any means other than fire or explosion.

**Cyber bullying** – means harassment, intimidations, or bullying of a student on school property by another student using a computer, mobile phone, or other interactive, or digital technology, or harassment, intimation, or bullying of a student using any such means when the action or actions are intended to have an effect on the student when the student is on school property.

**Dating Violence** – a pattern of behavior where one person threatens to use, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner.

**D.P. (Deferral Program)** – a program to help curb violent incidents on school campuses. Students who choose to participate will attend conflict resolution classes with a parent, and be assigned a minimum of ten (10) hours of community services. The parent will be charged a probation fee.

**Detention** – shall mean activities, assignments, or work held before the normal school day, after the normal school day, or on a weekend. Failure or refusal by a pupil to participate in the assigned detention may subject the pupil to immediate suspension or assignment to P.A.S.S. Assignments, activities, or work which may be assigned during detention include, but shall not limited to, counseling, homework assignments, behavior modification programs, or other activities aimed at improving the self-esteem of the pupil.

**Exclusion** – A disciplinary change in educational placement for more than 10 days either consecutively or cumulatively of a student receiving special education services. This change in placement must be done in accordance with The Individual with Disabilities Educational Improvement Act (IDEA).

**Extortion** – to obtain something by pressure or intimidation.

**Fighting** – a physical altercation between students.

**Firearms** – any handgun, rifle, shotgun or any other device that can expel a projectile by the action of an explosive or other propellant.

**Gang** – Three or more students of any gender or mixed genders united by a generic name and having a formal or informal induction ceremony or activity and possessing an agreed upon signal; a tattoo or other similar non-verbal symbolic communicative factor (s) shall be considered a gang in the St John the Baptist Parish School System if this group participated in or attempts to participate in substantial disruptive activity(s) in a school environment.

**Group** – Three or more people involved in an incident.

**Hazing** – any knowing behavior, whether by commission or omission, of any student to encourage, direct, order or participate in any activity which subjects another student to potential physical, mental or psychological harm for the purpose of initiation or admission into, affiliation with continued membership in, or acceptance by existing members of any organization or extracurricular activity at a public, elementary or secondary school, whether such behavior is planned or occurs on or off school property, including any school bus and school bus stop.

**Homicide (killed on campus)** – murder and non-negligent manslaughter, killing of one human being by another, killing a person through negligence.

**Hooky** – unauthorized absence from a scheduled educational activity.

**Immoral** – not in conformity with accepted principles of right and wrong behavior; contrary to the moral code of the community.

**In-school suspension** – shall mean temporarily removing a pupil from his/her normal classroom setting but maintaining him/her under supervision within the school for a minimum of one COMPLETE school day with no interruption of instructional services. Any pupils participating in an in-school suspension may receive credit for work performed during the in-school suspension. However, any pupil who fails to comply fully with the rules for in-school suspension shall be subject to immediate suspension.

**Intentional** – evidence of pre-mediation and/or deliberation – on purpose.

**Kidnapping** – Intentional, forcible, seizing and carrying of any person from one place to another without his/her consent.

**Misappropriation with violence to the person** – the taking of anything of value belonging to another from the person of another or that is in the immediate control of another, by use of force or intimidation, or while armed with a dangerous weapon.

**Molestation** – to annoy, disturb, or persecute especially with hostile intent or injurious effect and/or to make annoying sexual advances to; specially to force physical and usually sexual contact on.

**S.J.A.P. – (St. John Alternative Program)** - shall mean an alternative educational program for suspended/expelled/excluded students designed to continue the educational process in the general education curriculum at an alternative school site.

**Prank** – A mischievous trick or practical joke.

**Positive Behavioral Interventions and Support (PBIS)** – A school wide, classroom, or individual process of behavior supports that emphasizes the use of proactive, educative, and reinforcement based strategies to achieve meaningful and durable behavior and lifestyle outcomes.

**Possession** – physical control of prohibitive items as listed in the St. John Parish School Board Student Code of Conduct. Possession may be **actual** or **constructive**.



**Actual Possession** – is when the student has immediate access to the prohibitive item;

**Constructive Possession** – is when the student has control over the locations in which the prohibitive items are found (i.e., car, locker, book bag, etc.). School officials shall have discretion in imposing any disciplinary actions for constructive possession of a firearm or knife when stored in a motor vehicle and there is no evidence of intent to use it in a criminal manner.

**Possessing a Weapon Prohibited by Federal Law** – any firearm explosive device, incendiary, or poison gas such as a bomb, grenade, rocket or other object that can place a person in reasonable fear or apprehension of serious harm that is on the student's belongings, locker, and/or other personal storage space.

**Restitution** – restoring or paying for damaged or stolen property.

**School functions** – anything sponsored/controlled by school officials. Even if the event is held somewhere other than school property. This would include graduation ceremonies, sporting events, dances, plays, pep rallies, fundraisers, field trips, etc.

**School grounds** – areas defined as part of the campus. This includes the main campus, auditoriums, sporting arenas, football and baseball fields, tracks, vocational facilities, the cafeteria, school bus, etc.

**Self-Defense** – a reasonable and apparently necessary use of force to protect oneself from injury if physically assaulted.

**Serious Bodily Injury** – bodily injury which involves unconsciousness; extreme physical pain; protracted and obvious disfigurement; protracted loss or impairment of the function of a bodily member, organ, or mental faculty; or a substantial risk of death. Further provides that for purpose of the crime of abuse of children (R.S. 14:403) "serious bodily injury" shall also include injury resulting from starvation or malnutrition.

**Sexual Battery (Includes attempted)** – any sexual act directed against another person, forcible and/or against the person's will or not forcible or against the person's will, where the victim is incapable of giving consent because of his/her youth or because of temporary or permanent mental incapacity.

**Sexual Harassment** – Intimidation, bullying, or coercion of a sexual nature.

**Sex Offense/Sexual Misconduct** – inappropriate bodily contact of a sexual nature.

**Significant Value** – money or property with a value at or exceeding \$300.

**In School Suspension (ISS)** – a severe disciplinary sanction that is administered as a consequence for a student's inappropriate behavior and requires that a student absent himself/herself from the classroom **but is assigned to an ISS room within the school for at least one full day but not to exceed ten days.**

**Out of School Suspension (OSS)** – a severe disciplinary sanction that is administered as a consequence for a student's inappropriate behavior and requires that a student absent himself/herself from the classroom or school **at home under the supervision of his/her parent/guardian(s)** for at least one full day but not to exceed ten days. **Note: A student who is suspended in school (SIS) and/or out of school (SOS) for ten days or fewer shall be assigned school work missed while he/she is suspended and shall receive either partial credit or full credit for such work if it is completed satisfactorily and timely as determined by the principal, upon recommendation from the teacher.**

**Terrorizing** – the intentional communication of information that the commission of a crime is imminent or in progress or that a circumstance dangerous to human life exists or is about to exist, thereby causing any person to be sustained fear of his or another person's safety.

**Threat** – an expression of intent to do harm or act out violently against someone or something – can be spoken, written or symbolic.

**Vandalism** – intentional cutting, defacing or otherwise damaging property owned by or contracted to the school board and/or others.

**Weapon** – any instrument or substance (animate or inanimate, including gases), which may inflict bodily injury.

**Willful Disobedience** – the refusal to follow a reasonable request of a teacher, administrator, or other school authority figure on campus.

## **ADMINISTRATIVE POLICY/GUIDELINES**

### **A. Goals:**

The goals of this policy are to be followed in the administration of disciplinary action. They are designed to:

1. provide the student with a program that includes ample opportunity for modification of behavior utilizing principles of effective teaching and strategies consistent with the school wide PBIS process;
2. provide consistency in the administration of disciplinary actions, i.e., a fair program in that all students charged with the same level of misconduct will receive the same action;
3. provide students, parents, and school personnel, clearly stated, advance knowledge of the courses of action to be followed in handling disciplinary matters;
4. provide a discipline program that is sequential (moderate to most severe action) using the disciplinary options/corrective strategies listed in Section B.

### **B. DISCIPLINARY CONSEQUENCES/CORRECTIVE STRATEGIES:**

The principal or his designees shall provide oral or written notification to the parent or legal guardian of any student removed from the classroom for violating the school's Code of Conduct and/or exhibiting disruptive or inappropriate behavior. Such notification shall include a description of any disciplinary action taken. The student shall not be readmitted to the class until the principal has implemented one of the following corrective strategies or disciplinary consequences after the student is assured of his/her due process:

1. Administrative conference
2. One or more of the following options:

#### **Disciplinary Consequences/Corrective Strategies**

- A. Recess Detention = DC
- B. In-School Suspension = DC
- C. Refer to related service provided, if student receives related services through an IEP = CS
- D. School Detention (Morning/Lunch, Saturday) = DC
- E. Require completion of assigned regular and/or remedial school and homework = DC
- F. Refer to Guidance Counselor = CS
- G. Require an administrative conference with the parent or guardian. Include the teacher in the conference = DC/CS
- H. Exclude from extracurricular activities including, but not limited to, sports and field trips = DC
- I. Schedule adjustment = CS
- J. Behavior contract = CS
- K. Refer to the School Building Level Committee/Discipline Committee = DC/CS
- L. Refer to the Office of Child Welfare and Attendance for action (Truancy/FINS) = DC/CS
- M. Any other disciplinary measure pursuant to law or board policy. DC
- N. Deferral Program (D. P.) = CS/DC
- O. Refer to SWPBIS Committee = CS
- P. Denial of driving privileges on school property = DC
- Q. Denial of device privileges electronic = DC

3. One-day suspension
4. Two-day suspension
5. Three-day suspension

**NOTE:** School Administration shall conduct and document the Second Suspension and Third Suspension Conference. A FINS Referral shall be submitted on the third suspension. In addition, students may be referred to CWA.

6. Greater than three but not more than ten days of suspension. **Only with the approval of the Superintendent/Office Child Welfare and Attendance. Contact Special Education Office involving Special Education Student.**

Additionally, one or more of the following interventions may be used:

- a. Contact School Discipline Committee Team (SDCT) or School Building Level Committee (SBLC)
- b. Require the parent/guardian(s) and student to meet with the guidance counselor, school psychologist, or school social worker, and/or SJAP Administrator and/or Supervisor of Child Welfare and Attendance
7. Suspension and recommendation for expulsion/exclusion

### **C. SUSPENDABLE ACTS:**

Listed below are acts of student misconduct, definitions, and disciplinary options. **Repeated offenses** may require the next step in the discipline option sequence. This includes instances for any disorderly conduct in school, on the playgrounds of the school, on the street or road while going to or returning from school, or any school bus during intermission or recess, or at any school sponsored activity or function.

### **INFRACTION/DEFINITION/DISCIPLINE OPTIONS:**

**Willful Disobedience** – Deliberate choice to break a rule or disobey a directive given by a person in authority. **1, 2, 3, 4, 5**

**Treats an authority with disrespect** – Talking back, mocking, gesturing. Any act which demonstrates a disregard for or interference with authority or supervising personnel. **1, 2, 3, 4, 5**

**Makes an unfounded charge against authority** – Accusing a member of school staff of an act that is unlawful and/or a violation of policy not supported by evidence. False statements or representations about individuals or identifiable groups of individuals that harm the reputation of the individuals or the group by demeaning them or deterring others from associating or dealing with them. **1, 2, 3, 4, 5, 6**

**Uses profane and/or obscene language** – Vulgar verbal messages, words or gestures that include swearing, or name calling. **1, 2, 3, 4, 5, 6**

**Is guilty of immoral or vicious practice** – Isolated incident that is unwelcome act or comment that is hurtful, degrading, humiliating, or offensive to another person with a sexual, physical, or racial component. Act that is dangerous, aggressive, or would be perceived as disturbing and not conforming to approved standard of social behavior and/or local community norms. **2, 3, 4, 5, 6**

**Conduct or habits injurious to others** – Any intentional but not malicious act that causes injury, damage, or pain to another. **1, 2, 3, 4, 5, 6/7**

**Use/possesses controlled dangerous substances** – The possession, use, cultivation, manufacturing, distribution, intent to distribute, concealment, sale, or purchase of any drug, narcotic, controlled substance, or any paraphernalia linked to above on school grounds, at school-sponsored events, or on school transportation vehicles. **7** Refer student for drug testing/screening. Notify local law enforcement. Notify Dept. of Motor Vehicles (between ages 14-18)

**Uses/possesses tobacco and/or lighter** – The possession, use, purchase, intent to distribute, concealment, distribution or sale of tobacco products or any paraphernalia, e-cigarettes, etc. linked to the above on school grounds, at

school-sponsored events, or on school transportation vehicles. **1, 2, 3, 4, 5** Notify local law enforcement for tobacco possession, use, etc.

**Uses/possesses/alcoholic beverages** – The possession, use, purchase, intent to distribute, concealment, distribution or sale of alcohol products on school grounds, at school-sponsored events, or on school transportation vehicles. **3, 4, 5, 6/7** Notify local law enforcement. Any or all of the following stipulations may also be employed by the principal appropriate to the infraction: 1. The student seeks assistance from a certified Community Agency. 2. The student and at least one parent participate for at least 3 hours in an appropriate educational program outside the school setting. 3. The student participates in a structured support group upon returning to school. NOTE: Students under 10 yrs. of age may be suspended a maximum of 3 days.

**Disturbs the school/habitually violates rules** – Behavior causing **major** disruption of instruction or any school activity and/or repeatedly violating any school rules in any area, includes but is not limited to **sustained loud talking, yelling or screaming, noise with materials; and/or sustained out-of-seat behavior**. **2, 3, 4, 5, 6**

**Cuts, defaces, and injures school/vandalism** – Damage, destruction, or defacement of property belonging to the school or others. **1, 2, 3, 4, 5, 6/7** Acceptable provisions for restitution, repair or replacement of damaged property by the student's parent/adult student (18 yrs. or older). May notify local law enforcement.

**Writes or draws obscene/profane language/pictures** – Writes or draws pictures, words, or images considered indecent or offensive (e.g., graffiti, letters, notes, posters, etc.) **1, 2, 3, 4, 5** Acceptable provisions for restitution, repair or replacement of damaged property by the student's parents/adult student (18 yrs. or older).

**Possesses weapons prohibited under federal law** – (Possessing weapon designed to expel a projectile by action of an explosive.)

\*Use of this code requires – Firearms and Explosives Weapon Code per SIS Code User Manual. **7** Notify local law enforcement. Notify Dept. of Motor Vehicles (between ages 14-18).

**Possesses weapons not federally prohibited** – Possesses firearms, knives or blades 2 ½" or greater which may be used to inflict bodily injury or damage to property (i.e., instrument, look-alike weapon or object not prohibited by federal law that can place a person in reasonable fear or apprehension of serious harm that is on a student's person or contained in the student's belongings, locker and/or storage space). \*Use of this code requires \*SIS Weapon Code per SIS Code User Manual. **3, 4, 5, 6/7** Notify local law enforcement

NOTE: PK – 5 less than 11 years of age principals **may** recommend Option **6**. 11 yrs. of age or older Option **6 shall** be utilized

**Throws missiles liable to injure others** – Throws any object toward a person that is either heavy, sharp and/or otherwise perceived to be harmful or with such velocity and force that it would cause physical harm or precipitate a fight or campus disturbance. \*Use of this code requires SIS Weapon Code per SIS Code User Manual. **1, 2, 3, 4, 5, 6/7** May notify local law enforcement.

**Participates in fights** – A hostile confrontation with physical contact involving two or more individuals. **2, 3, 4, 5, 6** Notify local law enforcement, DP referral 10 yrs. or older NOTE: If his/her actions are consistent with the definition of self/defense the student provoked shall not be disciplined.

**Instigates fights** – Promotes a hostile confrontation with physical contact involving two or more individuals. **2, 3, 4, 5, 6** Notify local law enforcement, DP referral 10 yrs. or older NOTE: If his/her actions are consistent with the definition of self/defense the student provoked shall not be disciplined.

**Violates traffic and safety regulations** – To break any law that pertains to the obstruction and flow of traffic and/or safety regulations. **1, 2, 3, 4**

**Leaves school or classroom without permission** – Leaving the school campus and/or assigned classroom including ISS or location without permission and/or failure to return to school/class. **1, 2, 3, 4**

**Is habitually tardy and/or absent** – Reporting late to school or class or checking out before dismissal time when the day/period begins/ends without permission. **1, 2**

Parents shall be notified. FINS Referrals. CWA notification (Truancy Intervention Program).

**Is guilty of stealing** – Taking or obtaining the property of another without permission or knowledge of the owner without violence **1, 2, 3, 4, 5, 6/7** Counseling to include parent conference, acceptable provisions for restitution of stolen property by the student's parents/adult student (18 yrs. or older). May notify local law enforcement-theft of \$300.00 or more shall notify local law enforcement.

**Commits any other serious offense** – Any other serious offense not covered by any other codes. **1, 2, 3, 4, 5, 6** Disciplinary action determined by the principal appropriate to the infraction. May notify local law enforcement.

**Gambling** – Wagering money or property. **1, 2, 3, 4, 5, 6**

**Improper dress** – Out of dress code or ID violation. **1, 2**

**Failure to Serve Assigned Consequence**

Failure to Serve Detention, Time Out Room, Saturday School, ISS or other assigned consequences. **2, 3, 4, 5, 6**

**Sexual Harassment** – Intimidation, bullying, or coercion of a sexual nature. **1, 2, 3, 4, 5, 6/7** Complete Sexual Harassment Form Notify local law enforcement.

**Dishonesty** – Cheating, plagiarism, fabrication, deception, and/or forging signature or grades. **1, 2, 3, 4, 5, 6** May notify local law enforcement.

**Bullying/Harassment** – any pattern of obscene gestures, written electronic or verbal communications that threatens harm, taunting, malicious, teasing, physical acts, but not limited to hitting, kicking, pushing or damaging personal property and repeatedly shunning or excluding student from activities **1, 2, 3, 4, 5, 6/7** **Complete Bullying form may notify local law enforcement.**

**Unauthorized use of Technology** – use of pager/cellular telephone (texting, talking), camera or video device or other communication devices during the school day. **1, 2, 3, 4, 5, 6**

**ELEMENTARY USE** may result in:

- . Confiscations of the device
- . Parent(s) called
- . Option to use ISS for repeat offenders

**MIDDLE/HIGH SCHOOL USE** may result in:

First offense: 1 day In-School Suspension-Confiscate device

Second offense: 2 days In -School Suspension-Confiscate device

Third offense: 1 day Out of School Suspension-Confiscate device

Fourth offense and Subsequent offenses: Disciplinary action determined by the principal appropriate to the infraction.

**Turned On/Visible** may result in:

First offense: Confiscate device

Second offense: 1 day In-School Suspension-Confiscate device

Third offense: 2 days In-School Suspension-Confiscate device

Fourth offense and Subsequent offenses: Disciplinary action determined by the principal appropriate to the infraction.

**Rape/Sexual Assault/Battery** – Forced attempted or actual anal, oral, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another by any body part or object. **7** Notify local law enforcement.

**Arson** – Intentional damaging by an explosive substance or setting fire to any property of another without the consent of the owner. 6/7 Acceptable provisions for restitution, repair replacement of damaged property by the student's parent/adult student (18 yrs. or older). Notify Fire Marshal and local law enforcement.

**Causing a False Fire Alarm or Making Bomb Threats** – Initiating a warning of fire or other catastrophe without valid cause, misuse of 911, bomb threats, or discharging a fire extinguisher. 5, 6 If school is Evacuated-Option 7 Notify local law enforcement.

**Burglary** – The unauthorized entering of any school structure, vehicle property, movable or immovable, with the intent to commit a felony or any theft therein. 3, 4, 5, 6/7 Acceptable provisions for restitution of stolen property by the student's parents/adult student (18 yrs. or older). Notify local law enforcement.

**Possession of over the counter or prescription drugs** – The possession and/or distribution of any over-the-counter medicine whether prescribed or not without permission from school officials. 2, 3, 4, 5, 6/7 May notify local law enforcement.

**Possession of Body Armor** – Possession, including the wearing of any type of gear that protects the person from attack by another. 5, 6/7 Notify local law enforcement.

**Murder** – Unlawful killing of another human being. 7 Notify local law enforcement.

**Assault and/or Battery** – Aggressive action directed at school staff or students, which may involve threats and/or unwanted physical contact, while on school grounds or at a school related activity, including a situation where a staff member is intervening in a fight or other disruptive activity. 3, 4, 5, 6/7 Notify local law enforcement. SDCT Referral for 10 years or older.

**Kidnapping** – Intentional, forcible seizing and carrying of any person from one place to another without his/her consent. 7 Notify local law enforcement.

**Criminal Damage to Property** – Intentional damage by any means other than fire or explosion to any property that required a report to law enforcement (R.S. 14:5 may co-occur with other violations). 3, 4, 5, 6/7 Acceptable provisions for restitution, repair or replacement of damaged property by the student's parent/adult student (18 yrs. or older) and counseling. Notify local law enforcement.

**Misappropriation with violence to the person** – Taking something of value using force, intimidation or weapons. 3, 4, 5, 6/7 Acceptable provisions for restitution, repair or replacement of damaged property by the student's parent/adult student (18 yrs. or older) and counseling. Complete bullying form and SDCT (10 yrs. or older) if warranted. May notify local law enforcement.

**Illegal carrying or discharge of weapons prohibited by federal law** – Discharge or use of weapon described in SIS Firearms and Explosives Weapon Code per SIS Code Value. 7 Notify local law enforcement

**Serious Bodily Injury** – An injury that involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss of impairment of the function of bodily member, organ, or faculty. 7 Notify local law enforcement. SDCT Referral (10 yrs. or older).

**Cyber Bullying/Cyber Harassment** – Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, through any use of technology. Cyber bullying can occur on or off school property. 1, 2, 3, 4, 5, 6/7 Complete Bullying Form. May notify local law enforcement.

**Possesses pocket knife with a blade length <2 ½"** – Possesses pocket knife or blade cutter with a blade length <2 ½"  
\*Use of this code requires \*SIS weapon code per SIS code user Manual. 2, 3, 4, 5, 7

**NOTE:**

- . Knife blade 2" regular ed. student 2 ½" special ed. Student Option 7
- . PK – 5 under 11 years of age-principal may recommend Option 7
- . May notify local law enforcement

**Public Indecency** – Exposure of body parts such as genital/buttocks areas and female breasts in view of public. 2, 3, 4, 5, 7 May notify local enforcement

**Obscene behavior or Possession of obscene/Pornographic Material** – Engaging in behavior of a sexual nature including consensual sexual activity; Possession of sexual images in any form (e.g., computer, book, magazine, phone, drawing, etc.) 2, 3, 4, 5, 6/7 May notify local enforcement.

**Trespassing** – Unauthorized entering onto school property by an individual who has been given prior legal notice that entry onto our use of the property has been denied, or who remains on the property once notified of the request to leave. This includes unauthorized presence of a student on school property while on a restrictive access, suspension, or expulsion. FORM A. 1, 2, 3, 4, 5, 7 May notify local law enforcements.

**Misusing Internet** – Violating the district Internet Use Policy. 1, 2, 3, 4, 5, 7 May include loss of use privileges. (See Internet Agreement)

**Dating Violence** – A pattern of behavior where one person threatens to use, or actually uses, physical sexual, verbal, or emotional abuse to control his or her dating partner 1, 2, 3, 4, 5, 7

**ELEMENT NAME: SIS Weapons Code**

**Code Values:**

- 01 – Single Bladed Knife with blade less than 2.5 inches – include box cutter if max length is less than 2.5 inches
- 02 – Single Bladed Knife with blade 2.5 inches or greater – includes box cutters if max length is 2.5 inches or more
- 03 – Large or dual bladed implement (Sword, machete, saber, bowie knife, dagger)
- 10 – Makeshift Sharp Object (i.e., sharp stick, pencil, comb with pointed end, fork, etc.)
- 20 – Makeshift Blunt Object (i.e., rocks, stick or board used as a club, book, etc.)
- 30 – Substance used as a weapon (i.e., mace, tear gas, acid, etc.)
- 40 – Gun not described under Firearms and Explosives Weapons Code (i.e., air gun, BB gun, pellet gun, etc.)
- 50 – Manufactured Device normally or easily used as bow, shiv, throwing star, dart, axe, hammer, bow and arrow, stun gun, brass knuckle, etc.)
- 99 – Other Weapon

NOTES: Weapon code required if Primary Reason Code 14, 15 or 31 used

**ELEMENT NAME: SIS Firearms and Explosives Weapons Code**

**Code Values:**

- 01 – No longer used as of school year 1997-1998
- 02 – the frame or receiver of any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
- 03 – Any firearm muffler or firearm silencer
- 04 – Any explosive, incendiary, or poison gas, such as a bomb; grenade; rocket having a propellant charge of more than four ounces; mine; or similar device
- 05 – any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
- 06 – Any combination of parts either designed or intended for use in converting any device into any destructive device described in 04 and 05, above, and from which a destructive device may be readily assembled
- 07 – Handguns
- 08 – Rifles/shotguns

NOTE: Weapon code: 13, 30

#### **D. SEQUENCE OF SUSPENSIONS:**

The sequence below will be followed whenever Middle/High School student is suspended:

- 1<sup>st</sup> suspension – Administrator’s options: In-School Suspension or Suspension Out of School (1 day)
- 2<sup>nd</sup> suspension – ISS (2 days) or OSS (2 days)
- 3<sup>rd</sup> suspension - ISS (3 days) or OSS (3 days)
- Suspension out of school (greater than 3 but not more than 10 days with approval from Superintendent/CWA)
- Multiple suspensions – principals option which may include recommendation for expulsion.

Any student (elementary or secondary) assigned to S.J.A.P. who commits an act resulting in his/her arrest may receive additional disciplinary sanctions as prescribed in the Student Code of Conduct.

**NOTE:** S.J.A.P. Placement of all suspended students shall be contingent upon the availability of space at the S.J.A.P. Site

#### **E. REMOVAL OF STUDENTS FROM THE CLASSROOM BY THE TEACHER**

**When a student violates the school’s code of conduct, or when a student exhibits other disruptive, dangerous, or unruly behavior, including inappropriate physical contact, inappropriate verbal conduct, sexual or other harassment, throwing objects, inciting other students to misbehave, or destroying property,** the teacher may have the student immediately removed from his/her classroom and placed in the custody of the principal or his designee. A student removed from the classroom pursuant to his Subparagraph shall be assigned school work missed and shall receive either partial or full credit for such work if it is completed satisfactory and timely as determined by the principal or his designee, upon the recommendation of the student’s teacher; however, the teacher shall not be required to interrupt class instruction time to prepare any such assignment. Students participating in in-school suspension may receive credit for work performed during in-school suspension. The teacher may require that the parent/guardian of the student have a conference with the teacher in the presence of the principal or his designee before the student is readmitted. Upon the third removal from the same classroom for the above cited reasons, the teacher and the principal shall discuss the disruptive behavior patterns of the student and the potentially appropriate disciplinary measure before the principal implements a disciplinary measure. If appropriate, a referral of the matter may be made to an appropriate building level committee. In addition, upon the third removal a conference between the teacher or other appropriate school employee and the student’s parent/guardian(s) shall be required prior to the student being remitted. Parent/Guardian(s) of students repeatedly removed from a teacher’s classroom (3 or more exclusions) may be required to attend after school intervention sessions (P.A.R.C. Program) with the student. Parent/Guardian(s) who fail to attend such a session may be referred to the District Courts. **Please NOTE: For Special Education/504 students, removal of this kind will be counted as part of the 10 days maximum allowed under federal guidelines. Any such removal must be reported to Special Education Department.**

#### **F. RETURN OF STUDENT TO THE CLASSROOM AFTER REMOVAL**

A student in kindergarten through grade 6 removed from a class shall not be permitted to return to the class for at least thirty minutes unless agreed to by the teacher initiating the disciplinary action. A student in grades 7–12 removed from the class will not be permitted to return to the class during the same class period unless agreed to by the teacher initiating the disciplinary action. Additionally, the student shall not be readmitted to the class until the principal has implemented one or more of the following disciplinary measures outlined in Discipline Option 1 through 6 or any other disciplinary measure with the concurrence of the teacher or the building level committee pursuant to the law and board policy.

If disruptive behavior persists, the teacher may request that the principal transfer the student into another setting. Whenever a student has been found guilty at a school suspension expulsion hearing of committing an assault or battery on any school employee that student shall not be assigned to attend or shall attend the school in which the school employee battered by the student is assigned. The St. John the Baptist Parish School Board shall not be required to provide



transportation to any student reassigned. The only exception shall be if the St. John the Baptist Parish School system has no other school of suitable grade level for the student to attend or in the case of an exceptional student has no other school with suitable services to implement the IEP.

#### **G. LOSS OF ACTIVITY PRIVILEGES AND NOTIFICATION TO LAW ENFORCEMENT**

Students may be suspended from participation in or being present at school related activities. Only the principal or person designated by the principal may suspend a student from participation in school-related activities. When under suspension or expulsion from school or assigned to S.J.A.P., a student shall not participate in or be present at any school activity(s) or \*school functions sponsored by any school in the parish until the term of punishment is completed. The student is not allowed on any St. John the Baptist Parish \*school grounds without the permission of the school administrator. Nothing in this policy is intended to limit a teacher's and any other school employee's authority to require a student to leave a particular extracurricular activity when the teacher has evidence that the student's behavior has been in violation of Board policies or school rules regarding student conduct. A report of misconduct of such a pupil and the action taken by the teacher, or other school administrator at the earliest possible opportunity, preferably not later than the beginning of the next school day. Parent/Guardian(s) shall be advised when notification is made to local law enforcements.

#### **H. FELONIES**

The conviction of any student of a felony or the incarceration of any student in a juvenile institution for an act which had been committed by an adult would have constituted a felony may be cause for an expulsion of the student for a period of time as determined by the St. John the Baptist Parish School Board. Any student that commits a felony on campus and is convicted shall be subject to a due process hearing.

#### **I. DISCIPLINARY INFRACTIONS DURING SUMMER/AFTER SCHOOL HOURS (R.S. 17:416.1)**

Considering the obligation of the St. John the Baptist Parish School Board to the education of all children, the St. John the Baptist Parish School Board's disciplinary rules will apply to criminal, quasi-criminal and civil disturbances performed by students during the summer months, or times during when students are not under the direct supervision of the school authority (ex. After school hours, weekends, holidays, emergency days) as follows:

1. any act where there is a connection to the learning environment as determined by the hearing officer;
2. any act that in the opinion of the hearing office would constitute a health and safety factor;
3. any act whether criminal, quasi criminal or a civil violation that would cause the hearing officer, after listening to all of the facts, to deem it a threat or a heinous repudiation of the St. John the Baptist Parish School Board System.

#### **J. ASSIGNMENTS/TRANSFER TO UNADJUSTABLE OF INCORRIGIBLE CHILDREN (Act 1034 of 1992/R.S. 17:224)**

Notwithstanding the provisions of R.S. 17:416 to the contrary, any student who exhibits disruptive behavior, an incorrigible attitude, or any other discipline problems in general, may be recommended by the principal for expulsion, assignment to an appropriate alternative educational program, or transfer to adult education if such student is:

1. seventeen years of age or older with less than five (5) units of credit toward graduation;
2. eighteen years of age or older with less than ten (10) units of credit toward graduation;
3. nineteen years of age or older with less than fifteen (15) units of credit toward graduation.

## IN-SCHOOL SUSPENSION PROGRAMS AT SCHOOLS

As an alternative to suspension, students in grades K-12 may be assigned to the schools In-School Suspension Program (ISSP). **NOTE:** If a student is recommended for expulsion, the principal may assign the student to the ISSP depending on the severity of the offense. Infractions, including but not limited to, fighting resulting in an arrest, assault and battery, threatening an employee, profanity toward an employee, possession of a weapon or dangerous instrumentality, or possession and/or intent to distribute alcohol, or drugs will not be assigned to ISSP; these offenses will result in an out-of-school suspension and/or a recommendation for expulsion.

Each school will designate the time of the ISSP. Students assigned to the ISSP will be required to complete behavior packets which address the behavior(s) that led to the student's placement, in addition to class assignments and counseling sessions. An individual tracking sheet will be kept each time the student is assigned to the ISSP program. **Upon notification of assignment of an In-School Suspension, a student shall not be allowed to participate in any school-sponsored activity (during or after school hours, including athletics).**

Students must attend every day assigned to the ISSP unless they have been granted extenuating circumstances, which must be approved by the Child Welfare and Attendance Supervisor. The days that the child did not report will be considered as an Out of School suspension, the child will be marked absent, and he/she will not be eligible to make up any work or test(s) missed.

If a parent/guardian refuses ISSP assignment, the suspension shall be recorded as an Out-of- School Suspension.

**Any student serving an In-School Suspension (ISS) found anywhere on campus other than within the ISS Center is subject to further disciplinary action and possible arrest.**

**In-School Suspension** - An administratively (principal or designee) imposed assignment of a student to the school's In-School Suspension Program for a period of time not to exceed nine (9) consecutive days unless authorized by Superintendent or his/her designee. **Upon notification of assignment of an In-School Suspension, a student shall not be allowed to participate in any school-sponsored activity (during or after school hours, including athletics).**

**Out-of-School Suspension** - An administratively (principal or designee) imposed assignment of a student to a non-school (home) location for a period of time not to exceed nine (9) days. **Upon notification of assignment of an Out-School Suspension, a student shall not be allowed to participate in any school-sponsored activity (during or after school hours, including athletics).**

**NOTE:** A student suspended (OSS/Expelled) found on campus is considered to be trespassing and subject to arrest.

**Alternate Site Suspension** - An administratively imposed assignment of a student to the Redirection Center Campus "Alternate Site Suspension Room" for a period not to exceed 9 days while awaiting an expulsion hearing and/or placement at the Redirection Center. Upon notification of an assignment of an alternate site suspension, a student is not allowed to participate in any school-sponsored activity or event (during or after school hours, including athletic events).

**Note:** A student suspended out of his regular home-based school found on a regular campus is considered to be trespassing and subject to arrest.

**Note:** To be considered for re-staffing, an individual assigned to an Alternate Site Suspension and/or an Alternative Site Expulsion (St. John Alternative Program) shall successfully complete terms of assignment.

**Alternatives to Suspension** - In an effort to implement Positive Behavior Support and reduce the loss of instructional time due to out-of-school suspensions and expulsions, the following alternatives to suspension may be utilized by principals.

**NOTE:** As listed under Disciplinary Option

## DUE PROCESS

No student otherwise eligible for attendance at the schools of this parish shall be suspended or expelled/excluded from school without due process.

Each student suspended by a school official shall be afforded an informal hearing as soon as possible after the event causing the suspension with one exception. A pupil whose presence in or about a school poses a continued danger to any person or property or an ongoing threat of disruption to the academic process shall be "immediately" removed from the school premises without the benefit of an informal hearing, however, this necessary procedure shall follow as soon as is practicable. Any parent of a student suspended shall have the right to appeal to the superintendent of schools. The decision of the superintendent shall be final.

In each case of suspension or expulsion the school shall notify the parent/guardian by mail and telephone or home visit. However, in any case involving the expulsion recommendation of a student, the contact with the parent shall include a certified letter.

In case of a suspension if the parent, tutor, or legal guardian of a student not emancipated by law willfully refused to respond to the request for a conference with the principal, the principal may reinstate the suspended student on not more than one occasion each year. Thereafter, if the parent/guardian fails to attend the required conference within five (5) days of mailing a letter or other contact with the parent, the principal may send a Request for Assistance form to the Child Welfare and Attendance requesting referral to court through Families in Need of Services (FINS). Pending a conference with the parent, the student may not be out of school more than three (3) days past the suspension period imposed by the principal. Special Education students may not be denied F. A. P. E. based upon the failure of the parent to comply with the request for a conference.

On a student's second suspension (out of school or suspension, it is mandatory that the Administrator or his designee hold a conference with the student's parent/legal guardian (s) and document that conference on a form supplied by the Office of Child Welfare and Attendance. Parent/legal guardian(s) are to sign this form acknowledging participation in the conference. Copies of this form are to be given to the parent/legal guardian(s) and a copy kept in the student's folder. A signed copy is to be included in the student's expulsion packet, if warranted.

Upon the recommendation by a principal for the expulsion of any student, a formal hearing shall be conducted by an Expulsion Hearing Committee designated by the superintendent. Until such hearing takes place, the regular education student and the special education student will be assigned to the S.J.A.P. (St. John Alternative Program). At such hearing, the student may be represented by any person of his choice.

**NOTE:** S.J.A.P. Placement of all suspended students shall be contingent upon the availability of space at the S.J.A.P. Site

## SUSPENSION

The school principal, or his/her designee, has the right to enforce this disciplinary policy and to apply disciplinary action, including suspension for the commission of any discipline offense. The principal shall investigate all allegations of misconduct.

Prior to any suspension, the school principal/designee shall advise the student of the particular misconduct of which the student is accused and the specific reasons for such accusation. The student shall be given an opportunity at that time to explain the student's version of the incident or facts the school principal/designee.

If the principal/designee suspends the student, a reasonable effort must be made to contact the student's parent or guardian by telephone to notify them of the suspension, that the student will be or has been removed from class, and that the student will be kept under supervision until the close of the school day or the arrival of the parent or guardian. This responsibility shall not be delegated to a student. The principal shall send a written notice of the suspension to the parent/guardian providing notice of the offense and the term of the suspension.

In the event the student disrupts the orderly operations of the school, the student may be immediately removed from the school premises and placed in the custody of the parents, next of kin, or law enforcement.

If the parent/guardian of the suspended student wishes to appeal the suspension decision, the parent/guardian shall within (3) three school days after the receipt of written notification of the suspension, submit a written request to the Superintendent to review the matter.

A student under suspension or expulsion is not allowed on any school campus without permission of the principal nor can he/she attend or participate in any school sponsored activity/ function, including graduation, or extracurricular activity on or off the school campus.

## **EXPULSION**

The removal of a student from all regular school settings/activities for a determined period up to 24 calendar months (depending on the offense committed) after a due process hearing. As per Revised Statute 17:416 (Act 556), if the expellable infraction is at the end of the school year, the term of the expulsion may carry over to the next school year. A principal may recommend a student, at any time, for expulsion if the offense is of such a serious nature as to deny other students their safety and/or the school's ability to conduct business in an orderly fashion.

**Note:** To be considered for re-staffing, an individual assigned to an Alternate Site Suspension and/or an Alternative Site Expulsion (St. John Alternative Program) shall successfully complete terms of assignment.

### **DUE PROCESS FOR EXPULSION**

1. A recommendation for expulsion is made by the principal. The expulsion documents are forwarded to the Child Welfare and Attendance Department. "For IDEA eligible students, a manifestation determination must be conducted by relevant IEP team members prior to an expulsion hearing. For 504 eligible students, a relatedness determination must be conducted by relevant IAP team members prior to an expulsion hearing."
2. A hearing date, time and place will be set.
3. Notification of student's right to counsel will be given.
4. Notification to parent/guardian by mail will occur.
5. A hearing is conducted by the superintendent/designee.
6. A determination of whether to expel the student is made by the superintendent/designee.
7. The principal/designee shall be in attendance at the expulsion hearing to present the case.
8. Until the hearing takes place, the student shall remain suspended out of school or placed in ISSP program.
9. The parent or guardian of the student may request in writing to the Superintendent that the school board review the findings of the Superintendent or his designee within five (5) working days after the decision to expel and the consequence determination has been made. Day 1 will start the next work day after the parent has been notified of the decision. Otherwise, the decision of the Superintendent's designee shall be final.
10. The board, in reviewing the case, may affirm, modify, or reverse the action previously taken.
11. If the board upholds the decision of the Superintendent, the parent or guardian of the student may within 10 days, appeal to the district court for the parish in which the student's school is located.

A student under suspension or expulsion is not allowed on any school campus without permission of the principal nor can he/she attend or participate in any school sponsored activity/ function, including graduation, or extracurricular activity on or off the school campus.

## SUSPENSION WITH RECOMMENDATION FOR EXPULSION

The following will be cause for a nine (9) day suspension with a recommendation to the Superintendent for expulsion. Unless contrary to the State Statutes, or otherwise directed by the Superintendent, the period of expulsion shall not be less than 90 school days and may carry over into the next school year. The following include, but are not limited to, actions which warrant a nine (9) day suspension with recommendation for expulsion.

- a. Intentionally causing or attempting to cause damage to school property or stealing or attempting to steal school property of any value. (A pupil suspended for damages to any property belonging to the school system or to property contracted to the school system shall not be readmitted until payment in full has been made for such damage or until directed by the Superintendent of schools. If the property damaged is a school bus, a pupil suspended for such damage shall not be permitted to enter or ride any school bus until payment in full has been made for such damage or until directed by the Superintendent of schools).
- b. Intentionally causing or attempting to cause damage to private property or any fence pole, sidewalk, or building on the way to or from school, or stealing or attempting to steal private property on any public school premises.
- c. Intentionally causing or attempting to cause physical injury to another person except in self-defense.
- d. Carrying or possessing a firearm, a knife (the blade of which equals or exceeds two inches in length) or any other dangerous instrumentality; or possessing, distributing, selling, giving or loaning any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law, in any form. The Principal shall immediately recommend the student for expulsion in accordance with Subsection C of RS 17:416.

### Criteria for determination

- Any student, **sixteen years (16) of age or older**, 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 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 who is **under sixteen years (16) of age and in grades six through twelve (6-12)** found guilty of being in possession of a firearm on school property, on a bus, or in actual possession at a school-sponsored event, 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 (K-5)** found guilty of possession of a firearm on school property, on a bus, or in actual possession at a school-sponsored event, 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.
- Any student **sixteen years (16) 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 event, shall be expelled from school for a minimum of **four (4) complete school semesters**.
- Any student who is **under sixteen years (16) of age and in grades six through twelve (6-12)** found guilty of possession of, or knowledge of and intentional distribution of or possession with intent to distribute any illegal narcotic drug, or other substance on school property, on a school bus, or at a school event, shall be expelled from school for a minimum period of **two complete school semesters**.
- Any case involving a student in **kindergarten through grade five (5)** 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, shall be expelled from school for a minimum period of **twelve calendar months** and shall be referred to the District Attorney for appropriate action.
- Any case involving a student in **kindergarten through grade five (5)** found guilty of possession of or knowledge of an 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 event, shall be recommended for action from the Superintendent.
- When a student in **kindergarten through grade five (5)** is found carrying or possessing a knife as described in this section, the principal may, but **shall not be required** to recommend the student for expulsion.
- If a student handles or transmits controlled substances, or any object that can be **reasonably considered to be used as a weapon**, that student shall be disciplined in the same manner as if they owned the item.
- If a student allows another student to put drugs/alcohol/firearms/knife/dangerous instruments in his/her locker and/or

- personal effects, that student shall be disciplined in the same manner as the student who owns the items.
- Within **nine (9) days** after a student is arrested for possession of, or intentional distribution of, or possession with intent to distribute any illegal narcotic, drug, or other controlled substances on school property, he/she shall be referred by the school principal or designee, for testing or screening by a qualified medical professional for evidence of abuse of alcohol, illegal narcotics drugs, or other controlled dangerous substances.

**Driving Privileges Act 732/House Bill 1686 of the 2003 Legislative Session** provides for the suspension of driving privileges of a student who is expelled or suspended from school for ten or more consecutive school days for committing certain infractions or who withdraws from school in violation of state law. The infractions are as follows: the sale or possession of drugs, alcohol, or any other illegal substance, the possession of a firearm, or an infraction involving assault or battery on a member of the school faculty or staff.

The principal must notify the Department of Public Safety and Corrections and the Office of Motor Vehicles of any student between the ages of 15 and 18 who has been subjected to a disciplinary infraction described above, so that the process of suspension of driving privileges of a student may occur. The suspension will not exceed the student's 18th birthday. A hardship license may be requested by the student to drive to and from school, work, a drug or alcohol treatment counseling program or a mental health treatment program when no other transportation is available. If after six (6) months of suspension the student displays exemplary behavior, the principal may send a signed letter on official school letterhead stating this and the suspension of the student's license will end.

### **SEARCHES – STUDENTS AND SCHOOL PROPERTY**

The parish school systems of the state are the exclusive owners of all public school buildings, desks, lockers and other areas of public school buildings or grounds set aside specifically for the personal use of the students. The principal and/or his/her designees may search any building, desk, locker, area, or grounds for any items which violate school board policy or other school regulations either randomly or specifically when he/she has a reasonable belief that the items sought will be found. School principals and/or designees may use metal detectors (JCABA) to search the person, handbag, briefcase, purse, school bag, or other object in the possession of any person on school property either randomly or specifically when he/she has reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, a school rule, or a school board policy. Such a search shall be conducted in a manner that is reasonably related to the purpose of the search and not excessively intrusive in light of the age or sex of the student and the nature of the suspected offense.

**Note:** Any vehicle parked on School Board Property by a student may be searched at any time by a school board administrator/designee when he/she has reasonable belief that weapons, dangerous substances, or elements, illegal drugs, alcohol, stolen goods, or other materials or objects the possession of which is a violation of law, School Board policy or school regulations will be found.

### **SEARCH OF PERSONS OTHER THAN STUDENTS**

Any school principal, administrator, teacher, or school security guards may search the person, book bag, briefcase, purse or other object in the possession of any person who is not a student enrolled in the school, or any school employee, while in or on school grounds. This search may be done randomly with a metal detector, or physically when there is reasonable suspicion that such person has any weapons, illegal drugs, alcohol, stolen goods, or objects in violation of School Board policy.

The Board, in accordance with state law and board policy (KM, EBC), shall authorize principals, school administrators, or school security guards to search the person, and any item in the possession of a person who is not a student enrolled in school, or any school employee, while in or on any school property. The search may be conducted at random with a metal detector, or physically when there is reasonable suspicion that such person has any weapons, illegal drugs, alcohol, stolen goods, or other materials which violate Board policy.

## **QUESTIONING BY SCHOOL PERSONNEL**

In order to provide a safe and secure environment for its students, faculty, and staff - while at the same time affording the administration the freedom necessary to effectively operate the school - the faculty, staff, and administration reserve the right to question students regarding activities on campus that they may have knowledge of and/or involvement. Students found to be involved shall be afforded all due process rights, including the right to explain both verbally and in writing, if practicable, before any disciplinary action is taken.

## **INTERROGATIONS (POLICE INVOLVEMENT)**

Any time questioning of a student by law enforcement authority occurs, the parent or guardian of the student must be present. If drugs are possessed, transferred, or sold on school property, immediate action will be taken to cooperate with law officials in the apprehension of the individual(s) responsible and in confiscation of the drugs. The student's school activities shall not be interrupted for police interrogation when the issue concerns activities unrelated to school time, school property, or official school-sponsored functions.

## **CORPORAL PUNISHMENT**

St. John the Baptist Parish School Board prohibits corporal punishment to students. St. John the Baptist Parish School Board prohibits any non-employee (including parents/guardian, relative) to engage in corporal punishment while on school property. Appropriate officials will be notified immediately.

## **CHILD ABUSE**

Any school employee having reasonable cause to believe that a student has been mentally, physically, or sexually abused shall report these facts to the appropriate authorities.

## **MEDICATION AND IMMUNIZATION**

### Medication

Medication shall not be administered to any student without a written order from a Louisiana, or adjacent state, licensed physician or dentist, and it shall include the following information:

- a. student's name
- b. name and signature of the physician or dentist
- c. physician/dentist's business address, office phone number, and emergency phone numbers
- d. frequency and time of the medication
- e. route and dosage of the medication
- f. written statement of the desired effects and the child specific potential of adverse effects

Containers must meet acceptable pharmaceutical standards and have original labels and information of the medication to be administered.

### Immunization

Each person entering any school within the state for the first time, at the time of registration or entry, shall present satisfactory evidence of immunity to or immunization against vaccine-preventable diseases according to a schedule approved by the office of public health, or shall present evidence of an immunization program in progress. School nurses may exclude any student that fails to comply with the state's immunization policies.

**DISCIPLINARY SANCTIONS** – Disciplinary sanctions consistent with local, state, and federal law shall be imposed on students who violate these standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

- Possession of prescribed or over-the-counter medication: Parental conference to Suspension with a Recommendation of Expulsion.
- Possession of unauthorized, prescribed substance: Suspension to Suspension with a Recommendation of Expulsion
- Possession of someone else's prescribed medication: Suspension with Recommendation of Expulsion
- Possession with intent to distribute over-the-counter, or prescribed, or controlled substances: with Recommendation of Expulsion

## **DRUGS**

If a student allows another student to put drugs/alcohol in his/her locker and/or personal effects, that student shall be disciplined in the same manner as the student who owns the items.

When a principal/designee has probable cause to suspect a student of being in possession of alcohol, controlled dangerous substances, or any mood-altering chemicals, or is under the influence of alcohol, the principal shall make an immediate attempt (with documentation) to contact the parents or guardian, the Supervisor of Child Welfare and Attendance, law enforcement agency, and the Director of Safe and Drug Free Schools. Upon such violation, the student shall be recommended for expulsion.

*Manufacture, distribution, and possession with intent to distribute alcoholic beverages, controlled dangerous substances, and/or any mood-altering chemicals:*

When a principal/designee has probable cause to suspect that a student has manufactured, distributed, or possessed with intent to distribute alcoholic beverages or controlled dangerous substances, or any mood-altering chemicals, the principal/designee shall immediately contact the parents or guardian, the Supervisor of Child Welfare and Attendance, law enforcement agency, and the Director of Safe and Drug Free Schools. The student shall be recommended to the Superintendent for expulsion from school.

*Possession of drug paraphernalia (e.g., rolling papers, roach clips, tones, bongs, etc.):*

When a student is found to be in possession of materials used as drug paraphernalia, the principal/ designee shall confiscate all paraphernalia. The student is to be referred for counseling and further evaluation by a certified Drug Counseling Agency.

## **DRUG AND/OR ALCOHOL RELATED PROBLEM**

When a principal/designee has probable cause to suspect a student of having a drug and/or alcohol-related problem, the principal shall contact the Supervisor of Child Welfare and Attendance, the Director of Safe and Drug Free Schools/Hearing Officer, and parents or guardian. The parent/guardian shall be presented with the information giving rise to the suspicion and encouraged to seek an alcohol/drug abuse assessment and/or counseling for the student (at no cost to the school system). The Supervisor of Child Welfare and Attendance or Hearing Officer shall be responsible for notifying the parents of the location of a qualifying program. In order to be considered for early re-admittance, the student must successfully complete the state approved 12-week program.

If the student is found by the professional to be in need of treatment, and if the student agrees to cooperate in the recommended treatment as certified in writing by the medical professional, such documentation may be used to initiate reopening the student's case. The school board shall take into consideration the student's agreement to have successfully completed treatment as a positive factor in the final decision relative to any request for early re-entry. The rehabilitation or counseling required shall be provided by existing or new programs approved by the juvenile or family court having jurisdiction, if applicable, or by the school system, and shall be at no additional cost to the school system. As stated earlier, the Supervisor of Child Welfare and Attendance or the Director of Safe and Drug Free Schools will assist with the enrollment of the student in the approved program.



## **STUDENT COMPLAINTS AND GRIEVANCES**

Students have both the right and the responsibility to express school related concerns and grievances to the administration. Student government forums are appropriate methods by which students may voice group concerns. Individual grievances shall be conducted in accordance with policy. For the discussion and consideration of a grievance, any student or group of students, after working through the student government forum, may request a meeting time and place with the school principal. One faculty member of the student's choice may be present at such meetings. Such time and place will be designated as soon as possible after the request.

### **Elementary/Middle School DRESS CODE POLICY (LOGO Optional – A parent may choose to not purchase logos for his/her child's uniform)**

#### **Student Dress Code**

Any apparel should be worn as designed. All students must conform to the official dress code guidelines below:

- Shirt - collared white or designated school color shirt or school spirit shirt.
- Pants/Shorts – navy or khaki. Shorts - no shorter than two inches above the top of the kneecap. (Girls may also wear skirts, skorts, and jumpers). As a guide, pants/shorts cannot be worn lower than 2" below the navel.

All schools have Mandatory School Uniforms. The principal will be the final word in interpreting the dress code. Students shall adhere to the dress code as stipulated by the individual schools.

Absolutely no alterations intended to change school uniforms from their original design is allowed.

All students are required to wear uniforms. The administration may set rules and regulations concerning dress code for any and all special events during and after school hours.

#### **GUIDELINES TO DRESS FOR SUCCESS**

- If pants have belt loops, a belt must be worn.
- Shirts must remain appropriately buttoned as determined by the administrator. Middle/high school students must wear shirts tucked in pants.
- Reasonably sized logos/labels which are not distracting are permitted.
- Pants, skirts, shorts, jumpers and skorts must be hemmed. Side slits above the knee are not permitted.
- Outerwear that does not open the length of the front by snapping, buttoning or zipping is not allowed. No head coverings are allowed inside the school building. Caps, bandannas, scarves, wave caps, sweat bands, etc. are prohibited. No curlers, combs, or picks will be worn in the hair. No glasses, other than prescription glasses, shall be worn. Items will be confiscated and returned only to a parent/guardian on request.
- White or school designated colored turtlenecks may be worn under a uniform shirt or jumper.
- Any prohibitive item, including clothing not meeting dress code, will be taken by school of Officials.
- Transfer students will be given a reasonable time, not to exceed 1 week, to conform to dress code guidelines.
- Further rules and regulations concerning dress may be specified for special events, activities or field trips.
- Footwear must have soles and restraints for the entire foot. Backless shoes are not allowed.
- Special requirements will be placed on students in specific situations or classes for health and safety.
- Clothing and conduct that distract from and/or disrupt school operations and decorum are prohibited on the person and/or his/her belongings. This includes, but is not limited to:

- X Visible underwear, tank tops, halter tops
- X See-through shorts/blouses
- X Bare shoulders, midriffs, sides and backs
- X Clothing with holes in them and frayed clothing
- X Jeans, wind pants, parachute pants sweat pants, cargo pants/shorts and overalls
- X Baggy, sagging or oversized clothes
- X Garments that are immodestly too small
- X Clothing that is shorter than two inches above the top of the kneecap
- X Sunglasses
- X Legging/biker shorts
- X Bandannas, caps, hat, gloves waist
- X Slogans or advertising of alcohol, tobacco, or drugs
- X Satanic cult or gang-related symbols paraphernalia
- X Profane, obscene, or sexually- oriented language
- X Ornate or cumbersome jewelry
- X Graffiti on school apparel, including, but limited to school bags, purses, etc.
- X Trench coats

1. Oversize pants are **not** allowed. Pants must be worn at the waist (No sagging). Underwear shall not be visible. If a student's underwear is visible, the student will be placed in the in-school suspension center. The parent will be called for a parental conference.
2. No cell phone pockets are allowed on pants, shorts or skorts. (Including pockets that are sewn)
3. Personal hygiene and cleanliness of dress are required of all students.
4. Hair shall be neat, clean, well groomed and not a distraction.
5. Proper undergarments should be worn at all times and may not be visible.
6. Oversize/undersize shirts are **not** allowed. Shirts and blouses are to be buttoned except for the top button and must be tucked in pants.
7. Skirts, skorts and dresses should be of reasonable length. The length must be past the finger tips. During non-uniform activity times, articles of clothing and/or accessories depicting alcoholic beverages, tobacco, drugs, weapons, or discrimination of any type (race, sex, age, etc.) shall not be worn. No articles of clothing and/or accessories shall be worn that contain obscene, profane, sex-related or gang-related words or pictures that are determined to be offensive. The administrator will make the determination of words or pictures. Clothing should be so constructed and worn in such a manner that it is not unduly revealing. Sleeveless shirts, halter-tops, tank tops, see-through garments, cut-off tops, midriff tops, slit skirts; pants with slits, sundresses, and other garments of this nature are not acceptable.
8. ID cards may be required at certain schools.
9. Visible tattoos which are lewd, gang-related, or cause a disruption or safety concern are prohibited. Tattoos are discouraged and can result in serious, life-long health problems and or limit future career options.

#### **Belt Buckles**

Belt buckles must be plain: no name, design, symbol, jeweled, blinking, spinners, or large in size is not allowed.

#### **Footwear**

Shoes that provide sanitary protection and safety for the feet must be worn at all times.

- Preferably Black, White or Combination Black/White shoes to be worn.
- No sandals, slip on shoes, or slippers of any form will be accepted; feet must be totally closed/shoes with backs. Boots and ballerina slippers are not allowed.
- Preferably Solid Black or Solid White socks are to be worn.
- Shoes must be fastened and/or tied at all times.

All regulations in the dress code listed will be enforced:

1. On the school grounds during, before, or after school hours, including school busses and designated bus stops.
2. On the school grounds at any other time when any school group is using school, on busses, and at designated bus stops.
3. Off the school grounds at any school sanctioned activity, function, or event, including busses and designated bus stops.

**The principal or his/her designee may authorize exceptions to the above when warranted for special activities.**

**Headgear**

Head coverings are not allowed in school buildings. Caps, bandannas, scarves, wave caps, sweat bands, etc. are prohibited. No curlers, combs, picks will be worn in the hair. No glasses, other than prescription glasses, shall be worn. Items will be confiscated and returned only to a parent/guardian on request.

**Jewelry**

Students are cautioned against wearing large excessive or expensive jewelry. If jewelry causes a distraction, disruption, or a safety concern, it may be confiscated. Jewelry requiring body piercing, such as nose rings, eyebrows rings, lip rings, cheek rings, tongue rings, etc. is not permitted.

**Money**

Carrying large sums of money is discouraged and the school system will not assume responsibility for loss.

**Purse**

Oversize purses (as large as a school bag) are not allowed on campus and will be confiscated by an administrator and returned at the end of the day. The final determination on any purse will be made by the school principal.

1<sup>st</sup> offense – may be confiscated

2<sup>nd</sup> offense – may be confiscated

3<sup>rd</sup> offense – alternative to suspension

**High School DRESS CODE POLICY**

**(LOGO Optional – A parent may choose to not purchase logos for his/her child's uniform)**

**WEST ST. JOHN HIGH SCHOOL UNIFORM POLICY  
2019-2020****STUDENT ID CARDS**

- Student IDs must be worn on upper body at all times.

**PANTS**

- Khaki long pants with belt. Capri pants will be allowed for girls.
- No cargo pants, flare-legged pants, jean-style pants, oversized pants, frayed hems or holes, no elastic waist and no large outside pockets will be allowed.
- The length of the pants must be hemmed at least to the top of the shoe.
- Pants should fit properly and be worn at the waist with a belt at all times
- **Any student with sagging pants and underwear showing will result in an immediate ISS.**
- No student shall wear tight-fitting outer garments, **leotard-type pants**, biker pants, spandex pants, **skinny pants or leggings** for school wear. Biker pants/spandex pants will be permissible during the student's physical education class only. These may be worn only under physical education shorts.
- No student shall wear leotards/stockings/tights under their school shorts.

**SHORTS**

- Khaki shorts with belt knee length.
- No cargo shorts, jean style shorts, oversized shorts, frayed hems or holes and no large outside pocket will be allowed.
- Pants should fit properly and be worn at the waist with a belt at all times.

**SKIRT**

- Khaki must be at least knee length and must fit properly

**BELTS**

- Belt must not have adornments. No added, oversized buckles allowed. Belts are preferably black, white, or khaki.

## **SHIRTS**

- Royal Blue or White with the WSJH SCHOOL LOGO or NO LOGO. Shirts cannot be oversized or too tight. NO NAME BRAND LOGO or graffiti.
- The only button-down shirts allowed will be oxford shirts. If shirt has logo, it must be embroidered or ironed on the shirt. No airbrushing.
- Shirts must be buttoned and tucked in with a belt visible at all times.
- Students are allowed to wear RAM ADVISORY shirts on RAM ADVISORY days.
- Students are allowed to wear to school CLUB SHIRTS on Fridays and Athletic Shirts/Jogging suits the day of the athletic event.

## **UNDERSHIRTS**

- Must be black, white, gray, or navy.
- Undershirts must be tucked in and should not extend outside the uniform shirt.

## **SHOES**

- Preferably black/white or a combination of both.
- No sandals, slip on shoes, or slippers of any form will be accepted; feet must be totally enclosed/shoes with backs. Boots and ballerina slippers are not allowed.

## **SCHOOL BAGS/ PURSES**

- School bags must be see through or mesh.
- Purses that fit a planner are OK

## **SWEATSHIRTS**

- ONLY WEST ST. JOHN HIGH approved royal blue sweatshirts are allowed. Classification sweatshirts approved by the school are also allowed.
- Jostens sweatshirts are allowed for Juniors and Seniors depicting the graduation year. **NO OTHER SWEATSHIRTS WILL BE ALLOWED.**
- Students can order a WSJH Sweatshirt at the beginning of the school year. **SENIORS ONLY:** College sweatshirts may be worn provided an acceptance letter is on file in the office.

## **OUTTER JACKETS**

- Jackets **MUST** be SOLID COLORED royal blue, navy blue or black.
- SCHOOL LOGO OR NO LOGO IS ALLOWED ON OUTTER JACKETS. NO OTHER LOGO IS ALLOWED

## **P.E. UNIFORMS**

- All students taking Physical Education must have approved P.E. uniforms purchased from the school.
- Students must be fully dressed in official school uniform before leaving the gym.

## **JEWELRY**

- Excessive and/or large jewelry are not allowed. (Not larger than a quarter.)
- Visible body piercing is not accepted (except for the ears and small nose stud).

## **HEAD COVERINGS**

- No type of cap/hat/bandanna or any other head covering is acceptable in the buildings.
- Pointy objects/elastic bands are not allowed in hair.

## **CELL PHONES / HEAD PHONES**

- No usage during instructional times. Cell phone clips are not allowed to be worn at school. Cell phones are allowed only during lunch and afterschool

**EAST ST. JOHN HIGH SCHOOL UNIFORM POLICY  
2019-2020**

**Student ID Cards** –Must be visibly worn on the upper body at all times. No stickers, extra photos or changes to ID. Any damages to ID will result in confiscation and your requirement to purchase a new one.

**No cargo, flare-legged, jean style, oversized, frayed or holes, and no large outside pocket pants, shorts or capris. No over sized pants or shorts.**

**Athletes may wear team jersey or team shirt on game day but MUST wear school uniform pants.**

**Pants** – khaki long pants hemmed to top of shoe, fitted properly (**Belt required**). Plaid clothing is not part of the dress code. (Capri pants for girls are allowed), worn at waist with a belt. **No Jeggings or leggings pants. Sweat pants are not allowed. Joggers are not allowed.**

**Shorts/Skirts** – Khaki hemmed to the knee, fitted properly, worn at waist (**Belt required**). Plaid clothing is not part of the dress code.

**Belts** – Regular belt (*preferably black, white or khaki*) with regular size buckle without adornments.

**Shirts** – Collared (**White or Black**) with buttons and sleeves. Oxford or pull over are accepted. School logo optional (embroidered or ironed on, *no airbrushing*). **Shirts must be buttoned and tucked in with belt visible at all times. Cannot be oversized or too tight. Freshmen can only wear approved Khaki, Freshmen T-shirts or polo shirt. No T-Shirts are allowed as an outer garment. No “Dickey” Shirts. Students will be allowed to wear “Spirit Shirts” only on Friday with uniform pants and shorts.**

**Shoes** – Totally enclosed shoes with backs. (**No sandals, slippers, strapless, or backless shoes**) **Preferably black/white/or a combination of both).**

**School Bags/Purses** –Anything larger than the ESJH school planner must be mesh or see through. *Any enclosed bag is subject to search.*

**Jackets/Sweatshirts** –Pullover sweatshirts with hoods and no zippers are not allowed unless endorsed by the school. **Sweaters and jackets of solid colors will be allowed.**

**Head Coverings** – **No head coverings** of any type in buildings. Hats are not part of the dress code for males or females. No pointy objects in hair. Hair color should be of natural coloration (i.e. black, brown, blonde, or red).

**Jewelry** – Excessive and /or large jewelry is not allowed. (Not larger than a quarter.) **Visible body piercing is not accepted (except for the ears and small nose stud).**

**P.E. Uniforms** – All students taking Physical Education must have approved P.E. Uniform and be fully dressed in official school uniform before leaving gym.

**Cell phones must be turned off and stowed away prior to entering the building.**

**Headphones are not allowed.**

Any student with sagging pants and underwear showing will result in an immediate ISS.

ESJH is not responsible for any items brought to school of value. It is recommended that students maintain valuable items at all time with proper care.

Failure to abide by the school policy will be a referral for disciplinary actions according to the “STUDENT CODE OF CONDUCT ST. JOHN THE BAPTIST PARISH SCHOOL SYSTEM”.

## TELECOMMUNICATION DEVICE AND/OR ELECTRONIC DEVICE GUIDELINES

### K-8

Cell phones or any other electronic communication devices **are not** allowed on campus.

*1<sup>st</sup> Offense – Devices will be confiscated and turned over to the principal to be returned only to parent/guardian no earlier than the end of the school day.*

*Repeated Offense – Same as above with Alternative to Suspension.*

### High School

No student, unless authorized by the school principal or his/her designee, shall use or operate any electronic telecommunication device, including any facsimile system, radio paging system, mobile telephone system, intercom, or electronic mechanical paging device in any elementary, middle, or secondary school building or on the grounds during the instructional day or in any school bus used to transport public school students. A violation of these provisions shall be grounds for disciplinary action.

Cell phones and all other electronic telecommunication devices must be turned off, completely stowed away out of sight and not used during the instructional day or while riding a school bus, regardless whether authorized early releases from school, GEE remediation, tutoring, twilight school, etc. For the purpose of this policy, **the instructional day is defined as the time students arrive on campus in the morning until the time they are officially dismissed in the afternoon.** On field trips, electronic telecommunication devices may be possessed/used at the discretion of the principal or his/her designee.

***Stowing of Phones is defined as being placed in the student's locker, in his/her school bag, in a purse, or in a pants pocket. It is not allowed for phones to be left hanging on the outside of a pocket on a clip or cell phone holster.***

- Refusal to relinquish the phone/device will be viewed as a blatant disrespect for authority and may result in a recommendation for expulsion. The phone/device must be relinquished according to district procedure prior to student's reinstatement to school.
- All confiscated electronic telecommunication devices shall be returned to the student/parent/guardian following a conference with a school administrator. The parent/guardian must sign a release form provided by the school.
- Students are not to use and operate cell phones during scheduled school events (fire drills, assemblies, or other school evacuations) or during times of testing and other student evaluations.
- The school and its employees are in no way responsible for any theft or damage of electronic telecommunication devices while on school grounds. The school is not obligated to investigate the loss or damage of any cellular phone.

### St. John Alternative Program

Cell phones or any other electronic communication devices **are not** allowed on campus.

- *1<sup>st</sup> Offense – Devices will be confiscated and turned over to the principal to be returned only to parent/guardian no earlier than the end of the school day. Parental conference required*
- *2<sup>nd</sup> Offense – Devices will be confiscated and turned over to the principal. (30 days) Parental conference required.*

Administration is not responsible for confiscated devices

## **SCHOOL BAG POLICY**

Clear school bags shall be required for all students in all grades who attend public schools or ride public school busses in St. John the Baptist Parish. All school bags must be clear plastic or "see through" mesh. The final determination on any mesh bags will be made by the school principal. Illegal bags are to be confiscated and parents will be notified.

1<sup>st</sup> Offense – Confiscated/Parental Conference

2<sup>nd</sup> Offense – Detentions (Confiscated)

3<sup>rd</sup> Offense – Alternative to Suspension or Suspension

Purses, school bags, lunch boxes, pencil cases, enclosed binders, etc. are subject to search during random searches and during searches with probable cause. Purses are not to be used as book bags. No gang-related graffiti/words or pictures are allowed on purses, school bags, lunch boxes, pencil cases, and enclosed binders.

**ACT 523 SB 178: Provides an exception for students to carry, wear, or possess bullet-resistant backpacks on school property or bus.**

## **SCHOOL BUS REGULATIONS**

Behavior while riding the school bus is part of the overall learning process and student's and drivers' safety is of utmost importance. All East St. John High and West St. John High students must wear school IDs when riding the school bus.

A bus is considered an extension of the school; all disciplinary codes will apply.

### **Students must:**

1. Enter and leave the bus in an orderly fashion and in accordance with instructions.
2. Remain quiet enough not to distract the driver.
3. Be seated and remain seated while the bus is in motion.
4. Obey and respect the orders of the regular or substitute bus driver.
5. Be on time; the bus cannot wait for those who are not on time.
6. Depart the bus and pass in front of the bus while the bus remains parked and not behind it. The driver shall see that the way is clear before the student is permitted to cross the road.
7. Not throw objects in the bus or out of windows.
8. Not extend arms or other parts of the body out of the windows.
9. Not be permitted to eat or drink while aboard a bus, unless permission is given.
10. Be required to have written permission from their parents to get off at a different stop. The written permission must be given to the principal for approval.

### **STUDENTS SHALL OBSERVE THE FOLLOWING:**

1. Be at their assigned loading zone on time.
2. Exercise extreme caution in getting to and from their assigned bus stop.
3. Look in both directions before stepping from their assigned bus stop.
4. Look in both directions before crossing any highway or street.
5. Do not play on or near the street while waiting for the bus to arrive.
6. Stay well off the roadway until the bus comes to a complete stop and the bus driver indicates that it is safe to board the bus.
7. Wait until the bus comes to a complete stop before trying to load or unload.
8. Use the handrail while getting on or off the bus.
9. Do not bring unauthorized articles on the bus.
10. No spitting on the floor of the bus.
11. Do not throw waste paper or other rubbish on the floor of the bus.
12. Do not mark or otherwise deface the bus.
13. Avoid unnecessary conversation with the driver.
14. Refrain from the use of profane language and/or obscene gestures.

15. Talk in normal tone. Do not shout.
16. Keep arms, head and legs inside the bus at all times.
17. Do not horseplay or fight on the bus.
18. Do not leave the bus without the driver's consent, except at home or at school and through the front door, except in an emergency.
19. Report any damages to the bus driver at once.
20. Be courteous to and follow the instructions of the bus driver.

Should any student violate any of these regulations, it shall be the duty of the bus driver to notify the principal. Violation of bus regulations may also result in in-school suspension or regular suspension from school. Written notice of the action of the principal shall be furnished to the parent and the transportation supervisor.

Violations of bus policy shall result in any of the following depending on the severity of the offense:

1. Parental Conference with loss of bus privileges.
2. Parental Conference with In-School-Suspension or Suspension and loss of bus privileges.
3. Regular suspension from school and loss of bus privileges.
4. In-School-Suspension with a recommendation of expulsion and loss of bus privileges.
5. Out-of-School Suspension with a recommendation of expulsion.

Should someone other than the bus driver, such as school employees or other appointed persons, be responsible for students on the bus, the above rules will still be enforced and must be obeyed.

Any students fighting while the school bus is in route, who when refusing to stop upon the bus driver's directive, causes the driver to pull off the road and make a 911 call, will be arrested at the scene. The bus driver will provide the students with a written due process opportunity. This should be done only in extreme cases and as a last resort to protect the safety of other students.

### **SEXUAL HARASSMENT OF AND BY STUDENTS**

The St. John Parish School Board prohibits sexual harassment of or by any student. This policy applies to conduct during and relating to school and school sponsored activities. Sexual harassment is inappropriate and offensive. Harassment on the basis of sex is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, as a term or condition of any student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic or work performance or of creating an intimidating, hostile or offensive educational or work environment for a student or school district employee.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits, services, honors, programs or activities available at or through the school.

It is recognized that instances occur within the school system involving students and personalities and these matters are handled informally. However, if a student believes such instance requires a remedy or that there is a basis for a complaint, the student shall immediately report this information to the principal or file a report with the assistant principal in charge of school discipline. Procedures would then be followed and appropriate action taken (JCEA, Student Sexual Harassment), if necessary.

### **BULLYING AND HAZING**

The St. John the Baptist Parish School Board is committed to maintaining a safe, orderly, civil and positive learning environment so that no student feels bullied, threatened, or harassed while in school or participating in school-related activities. Students and their parents/guardians shall be notified that the school, school bus, and all other school



environments are to be safe and secure for all. Therefore, all statements or actions of bullying, hazing, or similar behavior such as threatening or harassment, made on campus, at school-sponsored activities or events, on school buses, at school bus stops, and on the way to and from school shall not be tolerated. Even if made in a joking manner, these statements or actions of bullying, hazing, or similar behavior towards other students, school personnel, or school property shall be unacceptable. It is the policy of the St. John the Baptist Parish School Board to prohibit bullying, by any means, including but not limited to electronic, written, oral or physical acts, either direct or indirect, when such intentional acts substantially interfere with a student's education and or substantially disrupt the operation of school. This prohibition shall apply to all St. John the Baptist Parish School Board employees, volunteers, parent/guardian(s), and students, including conduct between students, between adults, and between adults and students.

The effect of bullying on students are numerous and may result in low self-esteem, health problems, poor grades, suicidal thoughts, etc. There may also be consequences for children who are bystanders to bullying such as fear, low self-esteem, a sense of guilt for not acting and even a temptation to participate. School sanctions for bullying vary from conferences to recommendation for expulsion/exclusion, while criminal sanctions may result in charges of assault, harassment, etc.

Any student, school employee, or school volunteer who in good faith reports an incident of bullying shall be immune from a right of action for damages arising from any failure to remedy the reported incident.

All students, teachers, and other school employees shall take responsible measures within the scope of their individual authority to prevent violations of this policy.

***Bullying*** shall mean:

Louisiana Law (La. R.S. 17:416.13) defines **Bullying** as a pattern of any one or more of the following:

- **Gestures**, including but not limited to obscene gestures and making faces.
- Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors. *Electronic communication* includes but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device.
- **Physical acts**, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property; and/or
- Repeatedly and purposefully shunning or excluding from activities.

Where **the pattern of behavior**:

- Is exhibited toward a student, more than once, by another student or group of students; and
- Occurs, or is received by, a student:
  - ✓ while on school property,
  - ✓ at a school-sponsored or school-related function or activity,
  - ✓ in any school bus or van,
  - ✓ at any designated school bus stop, or
  - ✓ in any other school or private vehicle used to transport students to and from schools, or any school-sponsored activity or event.

**The pattern of behavior as provided above must have the effect of**

Physically harming a student, placing the student in reasonable fear of physical harm, or

Damaging a student's property, placing the student in reasonable fear of damage to the student's property, or

Be sufficiently severe, persistent, and pervasive enough to:

- Create an intimidating or threatening educational environment,

- Have the effect of substantially interfering with a student's performance in school, or
- Have the effect of substantially disrupting the orderly operation of the school

**Hazing** shall mean any knowing behavior, whether by commission or omission, of any student to encourage, direct, order, or participate in any activity which subjects another student to potential physical, mental, or psychological harm for the purpose of initiation or admission into, affiliation with, continued membership in, or acceptance by existing members of any organization or extracurricular activity at a public elementary or secondary school, whether such behavior is planned or occurs on or off school property, including any school bus and school bus stop. Hazing does not mean any adult-directed and school-sanctioned athletic program practice or event or military training program.

Any solicitation to engage in hazing, and the aiding and abetting another person who engages in hazing shall be prohibited. The consent, stated or implied, of the hazing victim shall not be a defense in determining disciplinary action.

### NOTICE TO STUDENTS AND PARENTS

The School Board shall inform each student, orally and in writing, at the required orientation conducted at the beginning of each school year, of the prohibition against bullying, hazing, or similar behavior of a student by another student; the nature and consequences of such actions; including the potential criminal consequences and loss of driver's license, and the proper process and procedure for reporting any incidents involving such prohibited actions. A copy of the written notice shall also be delivered to each student's parent or legal guardian.

### REPORTING

The principal or his/her designee shall be authorized to receive complaints alleging violation of this policy. All employees, parents, volunteers, or any other school personnel shall report alleged violations to the principal or his/her designee. Any written or oral report of an act of bullying, hazing, or similar behavior shall be considered an official means of reporting such act(s). Complaints, reports, and investigative reports of bullying, hazing, or similar behavior shall remain *confidential*, with limited exception of state or federal law.

The reporting of incidents of bullying, hazing, or similar behavior shall be made on the *Bullying Report* form, which shall include an *affirmation of truth*. Any bullying, hazing, or similar behavior report submitted, regardless of recipient, shall use this form, but additional information may be provided.

### Students and Parents

Any student who believes that he/she has been, or is currently, the victim of bullying, hazing, or similar behavior, or any student, parent, or guardian, who witnesses bullying, hazing, or similar behavior or has good reason to believe bullying, hazing, or similar behavior is taking place, may report the situation to a school official, who in turn shall report the situation to the principal or his/her designee. A student, or parent or guardian, may also report concerns regarding bullying, hazing, or similar behavior to a teacher, counselor, other school employee, or to any parent chaperoning or supervising a school function or activity. Any such report shall remain *confidential*.

### School Personnel

Any school employee, whether full- or part-time, and any parent/volunteer chaperoning or supervising a school function or activity, who witnesses or learns of bullying, hazing or similar behavior from a student or parent, shall report the incident to the principal or his/her designee. Verbal reports shall be submitted by the employee or parent/volunteer on the same day as the employee or parent/volunteer witnessed or otherwise learned of the incident, and a written report shall be filed no later than two (2) days thereafter.

All other members of the school community, including students, parents/legal guardians, volunteers, and visitors shall be encouraged to report any act that may be a violation of this policy to the principal or his/her designee.

## False Reports

Intentionally making false reports about bullying, hazing, or similar behavior to school officials shall be prohibited conduct and shall result in appropriate disciplinary measures as determined by the School Board.

## INVESTIGATION PROCEDURE

Investigations of any reports of bullying, hazing, or similar behavior of a student by another student shall be in accordance with the following:

### 1. Timing

The school shall begin an investigation of any complaint that is properly reported and that alleges the prohibited conduct the next business or school day after the report is received by the principal or his/her designee. The investigation shall be completed no later than ten (10) school days after the date the written report of the incident is submitted to the principal or his/her designee. If additional information is received after the end of the ten-day period, the school principal or his/her designee shall amend all documents and reports required to reflect such information.

### 2. Scope of Investigation

An investigation shall include documented interviews of the reporter, the alleged victim, the alleged bully or offender, and any witnesses, and shall include obtaining copies or photographs of any audio-visual evidence. Interviews must be conducted privately, separately, and confidentially. At no time shall the alleged offender and alleged victim be interviewed together.

The principal or his/her designee shall collect and evaluate all facts using the *Bullying Investigation* form.

### 3. Parental Notification

Upon receiving a report of bullying, hazing, or similar behavior, the school shall notify the parents or legal guardians of the alleged offender and the alleged victim no later than the following business or school day. Delivery of notice to the parents or legal guardians by an involved student shall **not** constitute the required parental notice.

Before any student under the age of eighteen (18) is interviewed, his/her parent or legal guardian shall be notified by the principal or his/her designee of the allegations made and shall have the opportunity to attend any interviews with their child conducted as part of the investigation.

All meetings with the parents or legal guardians of the alleged victim and the parents or legal guardians of the alleged offender shall be in compliance with the following:

- A. Separate meetings shall be held with the parents or legal guardians of the alleged victim and the parents or legal guardians of the alleged offender.
- B. Parents or legal guardians of the alleged victim and of the alleged offender shall be informed of the potential consequences, penalties, and counseling options.

In any case where a teacher, principal, or other school employee is authorized to require the parent or legal guardian of a student who is under the age of eighteen (18) and not judicially emancipated or emancipated by marriage to attend a conference or meeting regarding the student's behavior and, after notice, the parent, tutor, or legal guardian willfully refuses to attend, the principal or his/her designee shall file a complaint, pursuant to Louisiana Children's Code, Article 730 or 731, with a court exercising juvenile jurisdiction. The principal may also file a complaint on the grounds the student is a truant or has willfully and repeatedly violated school rules, or any other applicable ground when, in his/her judgment, doing so is in the best interests of the student.

## 5. Documentation

At the conclusion of an investigation of bullying, hazing, or similar behavior, and after meeting with the parents or legal guardians, the principal or his/her designee or School Board shall:

- A. Prepare a written report containing the findings of the investigation, including input from students' parents or legal guardians, and the decision by the principal or his/her designee or school system official. The document shall be placed in the school records of both students.
- B. Promptly notify the reporter/complainant of the findings of the investigation and whether remedial action has been taken, if such release of information does not violate the law.
- C. Keep reports/complaints and investigative reports confidential, except where disclosure is required to be made by applicable federal laws, rules, or regulations or by state law.
- D. Maintain reports/complaints and investigative reports for three (3) years.
- E. As applicable, provide a copy of any reports and investigative documents to the School Board for disciplinary measures, or to the Louisiana Department of Education, as necessary.

During the pendency of an investigation, the school district may take immediate steps, at its discretion, to protect the alleged victim, students, teachers, administrators or other school personnel pending completion of the investigation.

### APPEAL

If the school principal or his/her designee does not take timely and effective action, the student, parent, or school employee may report, in writing, the incident to the School Board. The School Board shall begin an investigation of any properly reported complaint that alleges prohibited conduct the next business day during which school is in session after the report is received by the School Board.

If the School Board does not take timely and effective action, the student, parent, or other school employee may report any bullying incident to the Louisiana Department of Education.

### DISCIPLINARY ACTION

Once a report has been received at a school, and a school principal or his/her designee has determined that an act of bullying, hazing, or similar behavior has occurred, and after having met with the parent or legal guardian of the student involved, the principal or his/her designee, or applicable school official shall take prompt and appropriate disciplinary action against the student, and report criminal conduct to law enforcement. Counseling and/or other interventions may also be recommended.

Students may be disciplined for off-campus bullying, hazing, or similar behavior the same as if the improper conduct occurred on campus, if the actions of the offender substantially interferes with the education opportunities or educational programs of the student victim and/or adversely affects the ability of the student victim to participate in or benefit from the school's education programs or activities.

### PARENTAL RELIEF

If a parent, legal guardian, teacher, or other school official has made four (4) or more reports of separate instances of bullying, and no investigation pursuant to state law or this policy has occurred, the parent or legal guardian of the alleged victim may request that the student be transferred to another school operated by the School Board.

Such request shall be filed with the Superintendent. Upon receipt of the request to transfer the student to another school, the School Board shall make a seat available at another school under its jurisdiction within ten (10) school days of the parent

or legal guardian's request for a transfer. If the School Board has no other school under its jurisdiction serving the grade level of the victim, within fifteen (15) school days of receiving the request, the Superintendent shall:

1. Inform the student and his/her parent or legal guardian and facilitate the student's enrollment in a statewide virtual school.
2. Offer the student a placement in a full-time virtual program or virtual school under the School Board's jurisdiction.
3. Enter into a memorandum of understanding with the Superintendent or director of another governing authority to secure a placement and provide for the transfer of the student to a school serving the grade level of the student, in accordance with statutory provisions.

If no seat or other placement is made available within thirty (30) calendar days of the receipt of the request by the Superintendent, the parent or legal guardian may request a hearing with the School Board, which shall be public or private at the option of the parent or legal guardian. The Board shall grant the hearing at the next scheduled meeting or within sixty (60) calendar days, whichever is sooner.

At the end of any school year, the parent or legal guardian may make a request to the School Board to transfer the student back to the original school. The School Board shall make a seat available at the original school that the student attended. No other schools shall qualify for transfer under this provision.

#### RETALIATION

Retaliation against any person who reports bullying, hazing, or similar behavior in good faith, who is thought to have reported such behavior, who files a complaint, or who otherwise participates in an investigation or inquiry concerning allegations of bullying, hazing, or similar behavior is prohibited conduct and subject to disciplinary action.

#### CHILD ABUSE

The provisions of this policy shall not be interpreted to conflict with or supersede the provisions requiring mandatory reporting pursuant to Louisiana Children's Code, Art. 609 and as enforced through La. Rev. Stat. Ann. §14:403.

Ref: 20 USC 1232(g-i) (*Family Educational Rights and Privacy Act*); La. Rev. Stat. Ann. ' ' 14:40.3, 14:40.7, 14:403, 17:105, 17:105.1, 17:183, 17:416, 17:416.1, 17:416.13; La. Children's Code, Art. 609, 730, 731; Davis v. Monroe County Board of Education, 119 S.Ct. 1661 (1991); Board minutes, 9-23-04, 12-2-10.

### **DATING VIOLENCE**

#### **ACT 506: DATING VIOLENCE**

Dating violence is a pattern of assaultive and controlling behaviors that one person uses against another in order to gain or maintain power in the relationship. The abuser intentionally behaves in ways that cause fear, degradation and humiliation to control the other person. Forms of abuse can be physical, sexual, emotional and psychological. Teen dating violence can occur in person or electronically. The perpetrator may be a current or past partner.

### **PARENTAL RESPONSIBILITY UNDER THE NEW SCHOOL DISCIPLINE LAW**

A law (R.S. 17:416 – Senate Bill No. 76 of the Third Extraordinary Session, 1994) relating to School Discipline was passed during the 1994 special session of the Louisiana Legislature. Parents have specific responsibilities in accordance with this new law:

In the following circumstances, parents/guardians are **required** to attend a conference with the teacher and/or other school employee.

- ✓ If the student is removed from a teacher's classroom because of being extremely disruptive, or disrespectful
- ✓ towards the teacher, or disrupts the same classroom on three occasions.

- ✓ A student who has been suspended or expelled from school. (At a time called by the Principal)

Any parent or legal guardian who **willfully refuses** to attend a conference which is scheduled because of his or her child's misbehavior must be reported to the appropriate court exercising juvenile jurisdiction. The courts may then decide what action is appropriate for the student and the parent or guardian.

**When a student is placed on parental conference or suspended from school, he/she can receive credit for school work missed.** Parents or guardians must make every effort to correct student behavior before it becomes serious enough to require a parent conference or suspension.

School principals may give parents/guardians the option of alternatives to suspension in some cases. Such alternatives include school detentions and the In-School Suspension Program. Parents should consider these alternatives because if suspensions are avoided, the student can continue to receive credit for his/her work and is not recorded as absent.

Parents are to review the Code of Student Discipline with their child and be sure that they are aware of what is expected of them. A parent who loses, misplaces or does not receive a Code of Student Discipline Handbook should contact the child's teacher or the principal and request a copy of this most important booklet.

Parents and teachers are encouraged to work together as a team to solve problems and to ensure that each child gets the most out of school. Everyone concerned will benefit from a productive, safe, school environment.

### **Parental Complaint Procedures**

Constructive criticism of the schools is welcomed by the St. John the Baptist School Board (SJBP) whenever it is motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively.

The SJBP has, however, confidence in its professional staff and desires to support their actions in order that they are free from unnecessary, spiteful, or negative criticism and complaint. Therefore, whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will be referred to the school administration for study and possible solution and the following procedures shall be followed.

The St. John the Baptist School Board advises that the proper channeling and form of complaints involving a) instruction, b) discipline, or c) learning materials is as follows:

Any complaint shall be in writing, shall state the specific factual basis of the complaint, and shall be specific in terms of the action desired by the complainant. A parental complaint form can be obtained at your child's school or the Child Welfare and Attendance Office. Complaints shall not be discourteous, personal, vile, or unnecessarily or purposefully hurtful.

**Informal Level** - Any student, or parent, with a complaint must first request redress orally with his/her teacher and principal. In the event the complainant is not satisfied with the deposition of his/her complaint at the informal level, or if no decision is rendered within 5 days after presentation, the complaint may elevate the complaint to the Formal Level.

- Teacher
- Principal

**Formal Level** – The complaint must be in writing and specify:

- a. the nature of the complaint
- b. the results of the previous discussions and/or decisions
- c. the dissatisfaction with decisions previously rendered

- Principal
- Director
- Superintendent or designee

➤ SJSB - School Board

1. In the event the complainant is not satisfied with the deposition of his/her complaint at the informal level, or if no decision is rendered within 5 days after presentation, the complaint may elevate the complaint to the Formal Level by submitting a writing complaint to his/her principal.
2. In the event the complainant is not satisfied with the deposition of his/her complaint at the principal's formal level, or if no decision is rendered within 5 days after presentation, the complaint may elevate the complaint to the central office supervisor/Director of CWA exercising control over the school.
3. In the event the complainant is not satisfied with the deposition of his/her complaint at the central office level, or if no decision is rendered within a reasonable period of time after presentation, the complaint may elevate the complaint to the Superintendent.
4. In the event the complainant is not satisfied with the deposition of his/her complaint at the Superintendent level, or if no decision is rendered within a reasonable period of time, the complaint may request, in writing, that the Superintendent place the complaint on the agenda for the next regularly scheduled meeting for the school board. The request must be made no later than five (5) days after receipt of the Superintendent's decision.

Any complaint shall be in writing, shall state the specific factual basis of the complaint, and shall be specific in terms of the action desired by the complainant.

➤ The same type of information, in writing, will be required in each stages of the formal level. No additional information can be introducing. Complaints shall not be discourteous, personal, vile, or unnecessarily or purposefully hurtful.

Any complaint not meeting these standards may be rejected by the staff of the SJSB.

The SJSB will consider complaints **only** when the complaint cannot be resolved by the administration through the above stages.

Appeals of Complaints taken to the SJSB shall be in writing, shall state the specific factual basis of the complaint, and shall be specific in terms of the action desired. They shall be hand-delivered or mailed (by certified mail) to the Central Office within 5 days of the written response to the complaint by the Superintendent or designee.

The SJSB will not consider or act on any complaint that has not been explored at all of the appropriate administrative levels or through the proper channels.

This procedure is not for appeals relative to the discipline of students (suspension or expulsion). Those types of appeals must meet the requirements and procedures provided in the Handbook.

## **FIGHTING and ARREST POLICY**

**Part A. Fighting** According to School Board policy, principals/designees have the discretion on a case-by-case basis to contact the St. John Sheriff's office and press charges for disturbing the peace by fighting in public whenever students are involved in a fight causing battery or attempting to cause a battery with a dangerous instrument as a weapon. In all cases, students twelve and older who fight and cause bodily injury, participate in a group/gang fight, or refuse to stop and all students 18 years and older may be arrested. **Moreover, all students 12 years and older who fight a second time shall be arrested, provided the procedures set forth below apply.**

### **Procedures for arrest under the "Arrest Policy" for fighting on campus:**

1. A teacher, administrator, or other school board employee must witness the fight.
2. The teacher, administrator, or other school board employee must give a written statement to the principal of the school that he/she witnessed the fight and identifies the student or students.
3. The principal shall afford students their due process.
4. The principal shall call the Sheriff's Office to have the student(s) detained and transported to the Sheriff's Office.
5. The principal, teacher or other school board employee shall file charges against the Student for disturbing the peace and inform the Sheriff's Office that they intend to file charges.
6. The principal shall contact the parent to inform them that their son/daughter has been involved in a fight and that

he/she is in the custody of the Sheriff's Office.

7. Students arrested will be released to their parents after being charged with disturbing the peace by fighting in public. This is in addition to any other disciplinary action imposed by the school administration.

**Part B. Fighting in general** - If in the judgment of the school administration, a formal arrest is not necessary, a Summons is to be issued. The parents of students who fight are required to pick up their child **within one hour** of the altercation. This is a legal requirement that must be met. Otherwise, the child shall be arrested, removed from the campus, and the parent shall be required to pick up the child at the Sheriff's Office, provided steps 1-7, Part A are followed. Additionally, parents that fail to comply may be subject to arrest, if found negligent, with criminal charges being filed pursuant to the provisions of R.S. 92.1, 17:416, and the Children's Code 730. A Family-In-Need of Services (FINS) referral will be filed with the 40<sup>th</sup> Judicial District Court as well.

**Note:** A Summon may be issued to first time offenders providing the fight did not violate any provision of Part A.

**Part C. Fighting on the school bus** - Any students fighting while the school bus is in route, who when refusing to stop upon the bus driver's directive, causes the driver to pull off the road and make a 911 call, will be arrested at the scene. The bus driver will provide the students with a written due process opportunity.

**Note:** School administrators shall make every effort to determine cases of self-defense before any student is issued a summons and/or arrested. When a student causes a battery against another person who does not retaliate, the student causing the battery will be arrested under this policy provided that the seven procedures are followed. Instances of no retaliation/self defense will be dealt with on a case-by-case basis. **Students concluded to be reasonably acting in self-defense may not be disciplined.** The parents of students involved in a fight will be notified in all cases.

### **DEFERRAL PROGRAM**

Under School Board policy, every student who is arrested for fighting the first time only may be eligible for the Deferral Program. In a cooperative spirit, the school administration, the District Attorney's Office and the Juvenile Judges have developed a Deferral Program for some first time offenders. A student arrested for a fight will be required to attend a Conflict Resolution class/Anger Management or CHARM classes, if female, with at least one parent, and the student must pay either \$50.00 for the class, or perform at least ten (10) hours of community service at his/her school within 30 days from the date of the fight. Failure to comply with these requirements shall result in the student and/or his/her parent being referred to the District Attorney's Office for prosecution. Students who successfully complete the Deferral Program will **AVOID PROSECUTION**.

**Bodily harm is defined as any injury in which medical attention was necessary (school nurse, EMT, etc.). All battery arrests will also result in mandated conflict resolution/Anger Management or CHARM classes, but the Deferral Program will not be offered.** All students who fight, whether arrested or not, must complete a conflict resolution session. Students who fight shall participate in a formal, documented mediation session with a school counselor to have their conflict resolved prior to return to class. The parent shall bring the child to school after the suspension for fighting is completed. If arrested, students must also attend a Conflict Resolution/Anger Management or CHARM classes with their parents, as well as complete the (10) ten hours of community service.

Violence and fighting are disruptive to a school climate and may cause students and staff to feel physically and psychologically vulnerable. The St. John the Baptist Parish School Board in cooperation with representatives of the St. John Parish Sheriff's Office, St. John Parish District Attorney's Office, and Judges with the 40<sup>th</sup> Judicial District Court developed a pre-trial prevention program designed to educate students in dealing with future conflicts. The D.P. program is to be utilized when students are charged with an act of assault, battery, excessive use of force, fighting, and serious or bodily injury on a public school campus or designated campus (e.g., bus, bus stop, field trip, etc.). The school administrator shall contact the sheriff or police department to change the student with an assault, battery, and/or fighting. The school administrator shall also complete the Incident Form and forward a copy to the District Attorney office and the Office of Child Welfare and Attendance. The District's Attorney Office will determine if a student is eligible to participate in the D program. The District Attorney and the Office of Child Welfare and Attendance will make the



arrangements to have the student complete the program in a timely manner. Students assigned to the D program agree to attend the two hour after school training, complete the ten hours of community service in their respective school, and to pay a fee (\$25.00) to defray the cost of the program. If a student chooses not to participate in the D. Program or is unsuccessful in completing the program, the student will be referred by the District Attorney's Office to Juvenile Court.

### **CAMPUS/STUDENT SAFETY**

Principals at all schools may use their discretion to call the St. John Sheriff's Office whenever the security or safety of their campus or students is endangered.

Any violations of criminal laws, state or federal, committed on school property shall be prosecuted as provided by law. Principals shall notify the proper law enforcement agency and shall cooperate with the prosecuting attorney's office in the prosecution of charges. Principals are to detain students and confiscate drugs or weapons.

### **PRANKS**

Any student involved in pranks (senior or otherwise), where vandalism to or theft of school or private property occurs, shall be disciplined in accordance with the Student Code of Conduct and Attendance Regulations Handbook (Vandalism Infraction Code). Immediate consequences may restrict and/or prohibit participation in any and/or all school related activities, including commencement exercise.

\*Vandalism – intentional cutting, defacing or otherwise damaging property owned by or contracted to the school board and/or others.

### **GUN FREE SCHOOL ACT**

Each state receiving Federal funds shall have in effect a state law requiring local educational agencies to expel from school for a period of not less than one year a student who is determined to have brought a weapon to a school under the jurisdiction of local educational agencies in the state, except that such state law shall allow the chief administering officer of such local educational agency to modify such expulsion requirement for a student on a case-by-case basis.

### **PRO-CHILD ACT**

The Pro Child Act requires that smoking not be permitted in any indoor facility, or in some cases a portion of a facility, used routinely or regularly for the provision of certain types of "children's services" to persons under the age of 18, if the services are funded by specified Federal programs either directly or through state or local governments.

**Act 815** requires schools in Louisiana with grades Pre-K through 12<sup>th</sup> must prohibit smoking on school property, including buildings, grounds, (outdoors and off campus school activities) and buses. Policies of this sort are generally referred to as 100% smoke-free policies.

### **RESPECT ORDINANCE (R. S. 17:416.12)**

Students in St. John the Baptist Parish Schools are required to show respect at all times. Courtesy in addressing adults and peers is taught, encouraged, and expected at all times.

When any St. John Parish public school student is speaking with any public school system employee while on school property or at a school sponsored event, such student shall address and respond to such public school system employee by using the respectful terms "Yes, Ma'am" and "No, Ma'am" or "Yes, Sir" and "No, Sir" as appropriate or "Yes, Miss, Mrs., or Ms. (Surname)" and "No, Miss, Mrs., or Ms. (Surname)" or "Yes, Mr. (Surname)" and "No, Mr. (Surname)" as appropriate. Each such title is to be followed by the surname.

**Acceptable Use Policy (AUP)**  
**St. John the Baptist Parish School District**  
**TECHNOLOGY SYSTEMS AND NETWORKS**  
**Student Use Agreement**

*Please read this document carefully before signing.*

**I. Purpose**

The purpose of the St. John the Baptist Parish Internet Program is to enhance student learning by providing students with the latest technological advances thus making learning relevant to goals of the work place by facilitating student research, augmenting student communication skills, and motivating students to become life-long learners. We are very pleased to bring this access to St. John Parish and believe the Internet offers vast, diverse, and unique resources to both students and teachers.

**II. The Internet**

The Internet is an international network of computer users encompassing elementary and secondary schools, universities, government agencies, businesses and corporations, and millions of individuals. This telecommunications network will allow students and teachers to have access to:

- Research institutions, i.e., NASA, etc.
- Electronic mail communication with people all over the world
- Other computers and their data bases
- Access to university library catalogs, Library of Congress, etc.
- Public domain software and shareware of all types
- World-wide web sites

With access to computers and people all over the world comes the availability of material that may not be considered to be of educational value in the context of the school setting. The St. John the Baptist Parish School System has taken precautions to restrict access to controversial materials through the use of software, which helps educators reduce the risk of students uncovering inappropriate material on the Internet. Software screens Internet Newsgroups, World Wide Web, FTP, Gopher, and other services. However, on a global network it is impossible to completely control all materials that an industrious user may uncover. We, the St. John the Baptist Parish School System, firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities that you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. Violation of provisions (any/all) of this policy will result in the temporary or permanent suspension of computer/Internet use. The signature (s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand (s) their significance. The St. John the Baptist Parish School System hereby makes it known that it will use its authority to assist state and federal authorities in enforcing copyright, intellectual property rights, and network abuse laws.

### **III. User Responsibilities**

Access to the Internet provided by the St. John the Baptist Parish School System is a privilege and not a right. Users are executed to act with utmost honesty, integrity, and respect for the rights of others. Users are required to adhere to all federal, state, and local rules and laws governing electronic communications and all Guidelines developed by the St. John the Baptist Parish School System. Users failing to comply with the Acceptable Use Policy will be denied access privileges and disciplined according to school discipline policies as outlined in each school's handbook.

Authorized users are defined as students, teachers, and staff members of elementary, middle, high school, head start and redirection center belonging to the St. John the Baptist Parish School System and who have a signed AUP on file at the school site. Any other user is hereby declared as an unauthorized user. The St. John the Baptist Parish School System is not responsible for any actions of unauthorized users or uses of the networked system outside of the educational setting. Authorized users are limited to Internet access during regular school hours, i.e., 7am - 5pm, Monday through Friday, excluding holidays.

### **IV. Guidelines**

The St. John the Baptist Parish School System Guidelines are presented here in an attempt to ensure proper use of Internet privileges:

#### **1.1 Students will be supervised during on-line activities.**

All computers which allow Internet access are placed in supervised areas - classrooms, media centers, labs, etc. The classroom teacher or designated system administrator will be present at all times when students (Pre-K - 12) are using Internet resources. The teacher will attempt to monitor student's computer use and will take appropriate action if these resources are used inappropriately. Any student or unauthorized user accessing the Internet, disregarding guidelines, signing on without proper supervision is subject to disciplinary action as stated in the school's handbook.

#### **1.2 Users are held responsible for their actions and activities involving the Internet and/or computer workstation. Unacceptable uses of the network will result in the suspension or revocation of these privileges.**

a. Some examples of such unacceptable use are:

- Using the Internet for any illegal activity, including violation of copyright or other contracts;
- Using the Internet for financial or commercial gain;
- Degrading or disrupting equipment, software or system performance;
- Vandalizing the data of another user;
- Wastefully using finite resources;
- Gaining unauthorized access to resources or entities;
- Invading the privacy of individuals;
- Posting personal communications without the original author's consent;
- Posting anonymous messages;
- Accessing, downloading, storing, or printing files or message that are profane or obscene
- Using language that offends or tends to degrade others
- Violating the Broadcast /Publication Guidelines as outlined below

#### **b. Broadcast/Publication**

Users will be allowed to produce materials for electronic publication and/or broadcast on the Internet. System administrators (teachers) will monitor these materials to ensure compliance with content standards. The content of materials is subject to the following restrictions:

- No personal information about an individual will be allowed. This includes home telephone numbers and addresses as well as information regarding the specific location of any individual at any given time;
- All user works, such as e-mail, must be signed with the user's full name;
- Individuals in pictures, movies, or sound recording may be identified only by initials (e.g. JQP for John Q. Public). Absolutely no first or last names may appear in reference to individuals in any image, movie, or sound recording;
- No text, image, movie or sound that contains pornography, profanity, obscenity, or language that offends or tends to degrade others will be allowed.

#### **1.3 Users are responsible for all actions taken while using Internet facilities.**

The use of Internet facilities is a privilege not a right which may be temporarily or permanently revoked at any time for abusive conduct. Such conduct would include but is not limited to:

- A. the placing of unlawful information on a system
- B. the use of objectionable language in public or private messages
- C. the sending of messages that are likely to result in the loss of other users work on a system
- D. the sending of chain letters or broadcast messages to lists or individuals and
- E. any other types of use which would cause congestion of the system or otherwise interfere with the work of others.

The District cannot be held liable for any losses, including lost revenues, or for any claims or demands against the user by any other party. The District cannot be held responsible for any damages due to loss of output, loss of data, time delay, system performance, software performance, incorrect advice from a consultant, or any other damages arising from the use of the District's computer facilities. Faculty cannot be held liable for the student's use of the network. Students may access the network for individual use or in the context of another class. The Faculty is responsible for attempting to instruct the student on acceptable use of the network and proper network etiquette.

#### **1.4 The user is responsible for following local, state, and international laws.**

The St. John the Baptist Parish School System declares unethical and unacceptable behavior just cause for taking disciplinary action, revoking networking privileges, and/or initiating legal action for any activity through which an individual:

- uses the network for illegal, inappropriate, or obscene purposes, or support of such activities. Illegal activities shall be defined as violation of local, state, and /or federal laws. Inappropriate use shall be defined as a violation of the intended use of the Internet/network, and/or purpose and goal. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly-owned and operated communication vehicle.
- uses the network for any illegal activity, including violation of copyrights or other contracts violating such matters as institutional or third party copyright, license agreements and other contracts.

Copyright is defined as the unauthorized copying of licensed software and is considered a theft and a violation of the copyright laws. Plagiarism is defined as the copying of a student's computer assignment.

#### **1.5 All on-line Internet activities should support learning and teaching and is to be used for educational purposes only.**

All on-line Internet activities should support learning and teaching and is to be used for educational purposes only. No illegal activity is permitted and proper courtesy should be observed at all times. Due to the open nature of the Internet, no liability will be assumed by the St. John the Baptist Parish School Board, any parish employee, or any other participant in the Internet program. It is the responsibility of each user to make good decisions as to what information is retrieved and what is done with that information.

**1.6 Users are responsible for respecting the policies of other networks which they access and to adhere to them.**

Included in the Internet privilege is the use of other agencies networks. Each network or system has its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other systems.

**1.7 Users may not perform any deliberate action which damages or disrupts a network or computer system, change its performance or make it malfunction.**

Abuse is defined as any willful action which results in the expenditure of time to correct system performance. In addition, vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user. This includes, but is not limited to, the uploading or creation of computer viruses.

**1.8 No computer system will be used to intimidate or harass others.**

Because the St. John the Baptist Parish School Board Internet privilege is used as part of each individual school's activity, the schools code of conduct applies to Internet activities as well. Therefore, the Internet Acceptable Use Policy is an extension of the school's behavior code, i.e., the handbook. These rules apply to vandalism of computer equipment, unauthorized access to information, computer piracy, hacking, tampering with hardware and/or software, electronic use of harassing, and abusive or obscene language.

**1.9 Use of the Internet is a privilege, not a right.**

Inappropriate use will result in a cancellation of privileges. Parish computing resources cannot be used to intimidate or create an atmosphere of harassment based upon gender, race, religion, ethnic origin, creed or sexual orientation.

**1.10 Internet use may be revoked for abusive conduct.**

The system administrator (teacher) may revoke Internet privilege at any time as the decision is final. The administration, faculty and staff may request the system administrator to deny, revoke, or suspend Internet use.

**1.11 Security is a high priority. The St. John the Baptist Parish School Board makes no warranties of any kind.**

If any user identifies a security problem, they must notify a system administrator immediately. Do not show or identify the problem for others. Do not use another individual's account.

The St. John the Baptist Parish School Board makes no warranties of any kind, whether expressed or implied, for the service it is providing. The St. John the Baptist Parish School Board, individual school systems, its faculty and staff, will not be responsible for any damages suffered including loss of data. Furthermore, the district will not be responsible for the quality of information obtained through this Internet connection.

## **1.12 Use of Student E-mail System**

Students in St. John the Baptist Parish Schools, grades 8th – 12th, have an opportunity to be given access to a district issued student email account. The email system the district will be using, Microsoft Office Outlook, is an internal school tool specifically designed for communication within the district's network. As we continue to work towards creating a 21st Century Learning Environment in our schools, student email is a valuable resource.

With this educational opportunity, also comes responsibility. It is important that you and your child read the administrative regulations and agreement form and discuss these requirements together. Inappropriate system use can result in the loss of the privilege to use this educational tool, as well as, result in possible disciplinary or legal actions. Please note that while the District will take responsible steps to prevent access to inappropriate material, and does not condone access to objectionable material, it is not possible for us to absolutely prevent such access.

### **Rules for Appropriate Use**

- You will be assigned an individual account. Do not share the password with others.
- The account is to be used for identified educational purposes only.
- You will be responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the agreement.

### **Inappropriate Uses**

- Using the system for any illegal purpose.
- Using another person's account.
- Sending personal information about yourself or others (such as street addresses and phone numbers).
- Downloading or using copyrighted information without the permission from the copyright holder.
- Posting messages or accessing materials that are abusive, obscene, and sexually-oriented, threatening, harassing, damaging to another's reputation, or illegal.

### **Consequences for Inappropriate Use**

- Suspension of access to the system
- Revocation of the student email account
- Other disciplinary, or legal action, in accordance with the Student Code of Conduct and applicable laws.

## **ELECTRONIC COMMUNICATIONS BETWEEN EMPLOYEES AND STUDENTS**

### **St. John the Baptist Parish School System**

**Any electronic communication between employees and students must be:**

- Professional
- Acceptable in content
- Limited to information that is school and/or educational related
- Conducted on the St. John website or with St. John School Board issued devices
- Reported by employee to their supervisor at the first available opportunity, any student-initiated communication that may be construed as inappropriate
- Reported by an employee on the Employee Electronic Communication Reporting Form no later than the end of the next business day if any electronic communication made by any employee to any student or vice versa using a means other than the one provided by or made available by the school system

**This policy is not intended to limit the use of technology as an effective teaching tool.**

**St. John the Baptist Parish School Board shall continue to use:**

- District/School Websites
- Microsoft Office 365 Suite
- Digital Collaboration Tools
- EdConnect

- Employee email addresses

**Electronic Communications includes:**

- Cell phones
- Voice or text-based telecommunication devices
- Computers
- Internet
- Facsimile machines
- Video recorders
- Internet-based social networks (Twitter, Instagram, YouTube, Facebook, etc.)

**At the beginning of each year, each employee, student, and parent must be notified of this policy. Parents have a right to request that his/her child not be contacted through electronic communication unless the purpose of that communication is directly related to the child's educational services.**

**Any violation of this policy shall be:**

- Documented on the Employee Electronic Communication Reporting Form
- Investigated by the employee's supervisor
- Provided to Director of Human Resources

**Failure to comply with this policy may result in disciplinary action:**

- Willful neglect of duty
- Violations of state or federal law(s) will be reported to appropriate authorities
- Up to termination

## **ELECTRONIC COMMUNICATIONS BETWEEN EMPLOYEES AND STUDENTS St. John the Baptist Parish School System EMPLOYEE ACKNOWLEDGEMENT FORM**

**I ACKNOWLEDGE THAT I HAVE RECEIVED, UNDERSTAND, AND WILL ABIDE BY THE NEW POLICY ON ELECTRONIC COMMUNICATIONS BETWEEN EMPLOYEES AND STUDENTS.**

**Any electronic communication between employees and students must be:**

- Professional
- Acceptable in content
- Limited to information that is school and/or educational related
- Conducted on the St. John website or with St. John School Board issued devices
- Reported by employee to their supervisor at the first available opportunity, any student-initiated communication that may be construed as inappropriate
- Reported by an employee on the Employee Electronic Communication Reporting Form no later than the end of the next business day if any electronic communication made by any employee to any student or vice versa using a means other than the one provided by or made available by the school system

**Any violation of this policy shall be:**

- Documented on the Employee Electronic Communication Reporting Form
- Investigated by the employee's supervisor

- **Provided to the Director of Human Resources**

**Failure to comply with this policy may result in disciplinary action:**

- **Willful neglect of duty**
- **Violations of state or federal law(s) will be reported to appropriate authorities**
- **Up to termination**

## **PARENTAL INVOLVEMENT PROGRAM**

The St. John the Baptist Parish School Board supports the involvement of parents and community in the education of their children. Developing strong parental and community partnerships with teachers, principals, and staff is the Board's goal. The School Board is committed to providing quality education for every child in the district. The child benefits when the school and home partners promote high expectations for children. Since parents are first teachers, it is important that they remain as teachers through support roles for the duration of their child's education.

Through a district-wide Parent and Community Advisory Council consisting of community members and parents of students at all levels from preschool (Head Start) through high school, activities will be developed collaboratively along with school system personnel. Activities will address, but not be limited to, academics, homework, at home family discussions, school functions, television programming, and parents in the schools. The activities/programs will be researched and implemented based upon data of involved strategies.

To foster and build parental involvement, St. John Schools will hold annual meetings, in both the Fall and the Spring, to convey information and afford parents the opportunity to be involved in any and all aspects of that program. Parents and the community will be notified of these meetings through fliers, community events, newspaper notices, and public service announcements. At these meetings, parents will be informed of the National Educational Goals, state and local assessments, and the local pupil progression plan. Also, they will be able to make recommendations on applications and plans at both the central office and school level.

In an effort to match programs and activities with the needs of community, parents, and children, the St. John School System shall distribute surveys and questionnaires yearly. Surveys will ask parents to identify the issues preventing them from participating in district-sponsored activities/events. After identified, these barriers to participation will be addressed to foster better parent involvement. From the information gathered through the needs of the assessments, workshops, training sessions, and other programs and activities shall be developed to match the expressed needs.

At the end of every workshop activity, as well as the end of the year, an evaluation of the content and effectiveness will be conducted. This evaluation shall include an assessment of how much parental involvement increased at the district and school levels, and identify barriers to parental involvement that exist. The purpose for parental and community involvement is to achieve and promote student success.

Ref: Improving America's School Act of 1994, board minutes, 04-19-01.

## **CHILD NUTRITION PROGRAM**

St. John The Baptist Parish Public Schools: *Garyville Math & Science Magnet, 5th Ward Elementary, Lake Ponchartrain Elementary, West St. John Elementary, East St. John Elementary Preparatory Academy, Emily C. Watkins, Laplace Elementary, West St. John High, John L. Ory Magnet, and East St. John High & Magnet program;* will again be offering



meals (both breakfast and lunch) at no charge in St. John The Baptist Parish public schools , through the Community Eligibility Provision (CEP) for School Year 2019-2020.

### **SPECIAL DIET REQUESTS**

The St. John the Baptist Parish Child Nutrition Program operates the National School Lunch Program and the School Breakfast Program. We aim to provide nutritious meals to *all* participating children, including children with disabilities. All children have an equal opportunity to participate in these programs.

*Special diet procedures* can be found on the district website <http://www.stjohn.k12.la.us/> , on the Child Nutrition Program web page [http://www.stjohn.k12.la.us/apps/pages/index.jsp?uREC\\_ID=535046&type=d&pREC\\_ID=1046510](http://www.stjohn.k12.la.us/apps/pages/index.jsp?uREC_ID=535046&type=d&pREC_ID=1046510)

Please note: Peanuts and Peanut Butter are NOT *purchased* for meals produced by the St. John Parish Child Nutrition Program. *HOWEVER*, some products served may contain nuts and some products maybe produced in plants that use nuts and may contain traces of nuts.

## **ST. JOHN THE BAPTIST PARISH DISTRICT WELLNESS POLICY**

St. John The Baptist Parish District Wellness Policy (hereto referred to as the District) is committed to the optimal development of every student. The District believes that for students to have the opportunity to achieve personal, academic, developmental and social success, we need to create positive, safe and health-promoting learning environments at every level, in every setting, throughout the school year.

Research shows that two components, good nutrition and physical activity before, during and after the school day, are strongly correlated with positive student outcomes. For example, student participation in the U.S. Department of Agriculture's (USDA) School Breakfast Program is associated with higher grades and standardized test scores, lower absenteeism and better performance on cognitive tasks.<sup>1,2,3,4,5,6,7</sup>

This policy outlines the District's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Specifically, this policy establishes goals and procedures to ensure that:

- Students in the District have access to healthy foods throughout the school day – both through reimbursable school meals and other foods available throughout the school campus– in accordance with Federal and state nutrition standards;
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;
- Students have opportunities to be physically active before, during and after school;
- Schools engage in nutrition and physical activity promotion and other activities that promote student wellness;
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school;
- The community is engaged in supporting the work of the District in creating continuity between school and other settings for students and staff to practice lifelong healthy habits; and
- The District establishes and maintains an infrastructure for management, oversight, implementation, communication about and monitoring of the policy and its established goals and objectives.

This policy applies to all students, staff and schools in the District.

## **ESSA REQUIREMENTS**

The St. John the Baptist Parish School Board is committed to providing quality instruction for all students and does so by employing the most qualified individuals to teach and support each student in the classroom.

According to the *ESSA*, you have the right to request and receive information about the professional qualifications of your child's teacher(s). Specifically, you may request:

- Whether the teacher has met State qualifications and licensing criteria for the grades and subjects taught;
- Whether the teacher is teaching under emergency or provisional status through which the State qualification or licensing criteria have been waived;
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher and the field of certification or degree; and
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition, the law requires that all schools that receive Title I funds must provide notification to every parent in the school whose child is being taught for four or more weeks by a teacher who is not "Highly Qualified."

Under ESSA, LEAs have an obligation to communicate meaningfully with LEP parents. This may include but not limited to information about language assistance programs, special education and related services, Individualized Education Programs (IEP) meetings, grievance procedures, notices of nondiscrimination, student discipline policies and procedures, registration and enrollment, report cards, requests for parent permission for student participation in district or school activities, parent-teacher conferences, parent handbooks, gifted and talented programs, and magnet and charter schools. LEAs must provide LEP parents with effective language assistance, such as translated materials or appropriate and competent interpreter.

## **PARENT ACKNOWLEDGEMENT**

Students must know what conduct is appropriate and what is forbidden. Therefore, this code and any additional rules governing student discipline shall be distributed to students and their parent(s)/guardian(s). Student(s) and parent(s)/guardian(s) shall sign this code in the places provided herein and return the signed sheet to the Principal as testimony that they have read, understood, and are willing to abide by its content. Failure to return the signed form will result in a parental/guardian conference and/or referral to Families-In-Need of Services (FINS).

## **ANNUAL NOTICE REGARDING MEDICAID REIMBURSEMENTS**

St. John the Baptist Parish Public Schools with your consent will seek reimbursement for IEP and Medicaid covered health services provided at school. The disclosure of personally identifiable information to Louisiana Medicaid and access to Medicaid reimbursement for the school district shall not result in any decrease in available lifetime coverage, shall not result in any cost to you or your family, shall not increase any premiums or lead to the discontinuation of your child's benefits or insurance, and shall not create any risk of loss of your child's eligibility for home and community-based waivers based on total health-related expenditures. You may withdraw this consent in writing at any time. For further information, contact your child's school principal.

## **SPECIAL EDUCATION**

Special Education is a support branch of general education that allows a school system to offer a full continuum of educational services to all children. St. John the Baptist School System serves exceptional children ages 0-22 years with a full range of educational services. Children are screened and evaluated for eligibility to receive special education services while receiving educational support in the regular classroom.

For additional questions or concerns relating to special education, parents/guardians are to contact Milesville/Special Education Center at 985-652-9250.

**PARENTS & STUDENTS MUST READ AND SIGN BOTH SIDES OF THIS PAGE.**

**STUDENT CODE OF CONDUCT AND ATTENDANCE REGULATIONS**

**St. John the Baptist Parish School System**

**ACKNOWLEDGEMENT**

The undersigned student and parent(s)/guardian(s) hereby acknowledge that they have received, read, understand and are committed to following the Student Code of Conduct and Attendance Regulations of St. John the Baptist Parish School System, as adopted and amended by the St. John the Baptist Parish School Board.

---

**Parent/Guardian**

---

**Parent/Guardian**

---

**Student**

---

**Date**

I hereby affirm that the current contact numbers listed below are correct. I further acknowledge that it is my legal responsibility to notify the school **within 24 hours** of a change of my personal telephone number(s), emergency contact numbers, and a change of either my mailing and/or physical address. I understand that failure to notify the school of any changes would be considered negligence on my part and may lead to legal action being taken by the school system, including but not limited to a Family-In-Need of Services (FINS) referral with the 40<sup>th</sup> Judicial District Court.

**Please print:**

**Name of Student:** \_\_\_\_\_

**Current Home Phone Number:** \_\_\_\_\_

**Current Emergency Contact Numbers:** \_\_\_\_\_

**Current Mailing Address:** \_\_\_\_\_

**Current Physical Address:** \_\_\_\_\_

✂

## STUDENT RESPONSIBILITY CONTRACT

I understand and will abide by the terms and conditions for an account on the St. John the Baptist Parish School Net. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken.

**STUDENT NAME (PRINT)** \_\_\_\_\_

**STUDENT'S SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

## PARENT OR GUARDIAN NETWORK RESPONSIBILITY CONTRACT

**NOTE: If user is under the age of 18, a parent or guardian must also read and sign this agreement. Please note that a condensed version of this plan is placed within the Student Code of Discipline and Handbook, and by signing the handbook, you are agreeing to the terms of this contract.**

As the parent or guardian of this student, I have read the terms and conditions for St. John the Baptist Parish School Net. I understand that this access is designed for educational purposes, and the St. John the Baptist Parish School System has taken available precautions to eliminate controversial materials. However, I also recognize it is impossible for the school system to restrict access to all controversial materials, and I will not hold them responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting.

I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct.

**Parent or Guardian (Print)** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_



## **ELECTRONIC COMMUNICATIONS POLICY**

I acknowledge that I have read, understand, and will abide by the Electronic Communications between Employees and Students Policy.

---

Student Name (Print)

---

Student Signature

---

Parent or Guardian (Print)

---

Parent or Guardian Signature

---

Date



## **St. John the Baptist Parish School System**

Dear Parent,

Please remove this page and return to your child's school so the school will have a record that you have received and reviewed this Handbook.

We hereby acknowledge that we have read the Student Rights and Responsibilities

Handbook. We agree that the student shall be accountable for the rules and regulations in this Handbook.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Student's Signature

Names of other children attending St. John the Baptist Parish Schools and grades of each:

\_\_\_\_\_

\_\_\_\_\_

If you have any questions, please contact your child's school.

### **Internet Use Consent and Waiver**

We acknowledge that we have read the Acceptable Use of Internet Policy and hereby

We understand that violation of this policy may result in loss of access privileges and disciplinary action may be taken against the student.

\_\_\_\_\_  
Parent's Signature and Student's Signature

### **Television Taping and Broadcast**

From time to time, student's pictures/video will be taken at school or at school activities. These pictures may be broadcast or used in print/TV media for public viewing. **If any parent/guardian does not agree to the use of their child's pictures in this manner, please express any objections, in writing, in a separate letter to the principal.**



**District Media Release Form**

OP-  
TIO  
NA  
L

Parents:

Return this form signed by

**Monday, August 12, 2019**

**ONLY if you DO NOT WANT your child to appear in any of the marketing projects listed below.**

St. John the Baptist Parish Public Schools utilizes the benefits of modern media and technology. Your child's image may appear in **videos, television programs, commercials, websites, audiotapes, pictures, brochures and/or newspapers.**

**Also, periodically your son/daughter may be asked to participate in district, state, and/or national surveys for the specific purpose of collecting data and completing district, state, and national need assessments.**

**Be it known, that by NOT returning this document with a signature, you jointly and generally forever release, discharge, acquits and forgives the St. John the Baptist Parish School Board and its employees from any and all claims, actions, suits, agreements, liabilities and proceedings of every nature and description both at law and in equity arising from the use of the undersigned's image in any public medium.**

This release shall be binding upon and inure to the benefit of the partners, their successors, assigns and personal representatives. Basically, you as parent/guardian of a student enrolled in the St. John the Baptist Parish Public School System, objects to our using your child in videos, television programs, commercials, web sites, audiotapes, pictures, brochures and/or newspapers for marketing purposes.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2019

Student's Name: \_\_\_\_\_  
(Please Print)

Signature of Parent  
or Legal Guardian \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

✂



## **School Administration**

The central administrative staff can be reached at the St. John the Baptist Parish School Board Office by calling 985-536-1106 or 1-800-296-1106.

### **Superintendent (Interim)**

-Heidi Trosclair

### **Assistant Superintendent of Curriculum**

- Vacant

### **Executive Director of Curriculum and Instruction**

- Patricia Triche (Interim)

### **Business & Finance**

- Felix Boughton, Executive Director

### **Human Resources**

- Serina Duke, Director

### **Special Education (985-652-9250) or (800-796-7233)**

- Dr. Stacey Spies, Director of Special Education/Curriculum

### **Federal Programs**

- Erica Merrick, Supervisor of Federal & State Programs/Instruction & Professional Development

### **Student Information Services/Testing**

- Dr. Juanita Hill, Supervisor

### **Food Services**

- Terry Charles, Supervisor of Child Nutrition

### **Head Start/Early Childhood/LA4 Program**

- Patricia Triche, Director

### **Purchasing Agent**

- Peter Montz, Director

### **Child Welfare and Attendance//Safe & Drug Free School/ Alternative Schools/Hearing Officer**

- Cory Butler, Director

### **Technology**

- Bob Bourgeois, Coordinator of Information Technology Services/PEP

- Bonnie Dinvaut, Coordinator of Instructional Technology

### **Transportation**

-Steve Vales, Supervisor

### **Maintenance**

- Herman Clayton, Coordinator



**118 West 10<sup>th</sup> Street  
P. O. Drawer AL  
Reserve, LA 70084  
985-536-1106  
1-800-296-1106**

### **Board Members**

**Charo Holden  
District No. 1  
985-703-0015**

**Keith Jones  
District No. 6  
985-652-5170**

**Albert "Ali" Burl, III,  
District No. 2  
985-535-2969**

**Phillip Johnson  
District No. 7  
985-651-4290**

**Gerald J. Keller, Ph.D.  
District No. 3  
985-536-6570**

**Debbie Schum  
District No. 8  
985-212-9501**

**Patrick H. Sanders, President  
District No. 4  
985-536-4247**

**Shawn Wallace  
District No. 9  
985-651-5360**

**Sherry DeFrancesch, Vice President  
District No. 5  
504-628-2934**

**Nia Mitchell  
District No. 10  
985-233-1700**

**Clarence Triche  
District No. 11  
985-652-6193**

**Adopted: September 18, 1985  
Revised: July 2, 2019**