

**PROCEEDINGS OF THE ST. JOHN THE BAPTIST PARISH SCHOOL BOARD
EDGARD, LA – MEETING OF JULY 21, 2016**

The Chair called the meeting to order and read the following call:

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, at 6:00 p.m. on Thursday, July 21, 2016.

An agenda for the meeting is attached.

Sincerely, s/Kevin R. George
Superintendent/Secretary

The Chair called for the invocation, led by Rev. Nicholas, followed by the Pledge of Allegiance led by Officer Ealy.

ITEM 2. ROLL CALL OF MEMBERS:

PRESENT: Messrs. Jack, Burl, Keller, DeFrancesch, Wise, Wallace, Nicholas, Triche, Jones
ABSENT: Sanders, Johnson

There were 9 members present and 2 members absent.

ITEM 3a. APPROVAL OF MINUTES: Meetings of June 16, 2016 and July 6, 2016.

MOTION BY: Nicholas

SECOND BY: Jack

MOTION: To approve the minutes from the meetings of June 16, 2016 and July 6, 2016.

No objections.

The motion carried.

Roll Call:

9 Yeas - Jack, Burl, Keller, DeFrancesch, Wise, Wallace, Nicholas, Triche, Jones

0 Nays

2 Absent – Sanders, Johnson

ITEM 4. SUPERINTENDENT’S REPORT: Mr. Kevin R. George, Superintendent

Superintendent George shared the news that a St. John Parish teacher (Karen Dotolo, JLO and and 1 St. John Principal was recently recognized as being top educators at the Annual Cecil Picard Educator Excellence Symposium in Baton Rouge.

Sherry DeFrancesch arrived at 6:20 p.m. and was recorded as present.

ITEM 5. EDUCATIONAL PRESENTATIONS AND RECOGNITIONS BY THE BOARD OR STAFF:

ITEM 5a. Ms. Terry Charles – Community Eligibility Provision Presentation

Ms. Charles stated that the following schools will be recommended to participate in CEP for the 16-17 School Year:

Garyville Magnet

5th Ward Elementary

West St. John Elementary

East St. John Elementary

Emily C. Watkins Elementary

LaPlace Elementary

St. John Child Development Center

ITEM 6. PERSONNEL MATTERS

ITEM 7. BUSINESS AND FINANCE:

ITEM 7a. Mr. Felix Boughton – Adopt Salary Schedule 2016-2017.

The Salary Schedule in its entirety, can be viewed at the School Board Office, 118 West 10th Street, Reserve, Louisiana or on the School Board Website: www.stjohn.k12.la.us

MOTION BY: Triche

SECOND BY: Wise

MOTION: To adopt the Salary Schedule for 2016-2017 as presented.

No objections.

Roll Call:

9 Yeas - Jack, Burl, Keller, DeFrancesch, Wise, Wallace, Nicholas, Triche Jones

0 Nays

2 Absent – Sanders, Johnson

The motion carried.

ITEM 7b. – Request Board approval to solicit proposals for General Liability and Fleet Insurance

MOTION BY: DeFrancesch

SECOND BY: Triche

MOTION: To approve the solicitation of proposals for General Liability and Fleet Insurance.

No objections.

Roll Call:

9 Yeas - Jack, Burl, Keller, DeFrancesch, Wise, Wallace, Nicholas, Triche Jones

0 Nays

2 Absent – Sanders, Johnson

The motion carried.

ITEM 7c. Mr. Peter Montz – Recommendation on Bid 17.13 Student and Athletic Insurance

MOTION BY: Triche

SECOND BY: Nicholas

MOTION: To accept Regions Insurance as the low bidder for Student and Athletic Insurance (\$32,500)

No objections.

Roll Call:

9 Yeas - Jack, Burl, Keller, DeFrancesch, Wise, Wallace, Nicholas, Triche Jones

0 Nays

2 Absent – Sanders, Johnson

The motion carried.

ITEM 7d. Mr. Peter Montz - Recommendation on Bid 17.13 Rebid Electrical Supplies

MOTION BY: Triche

SECOND BY: Wallace

MOTION: To accept Notoco Industries as the low bidder for Bid 17.13 Electrical Supplies.

No objections.

Roll Call:

9 Yeas - Jack, Burl, Keller, DeFrancesch, Wise, Wallace, Nicholas, Triche, Jones

0 Nays

2 Absent – Sanders, Johnson

The motion carried.

ITEM 7e. Mr. Peter Montz – Consider request from Ascension of Our Lord School to return land to AOL that was donated to the School Board for the placement of a Title One trailer

MOTION BY: Keller

SECOND BY: Wallace

MOTION: To approve the request from Ascension of Our Lord School to return land that was donated to the School Board for the placement of a Title One trailer.

No objections.

Roll Call:

9 Yeas - Jack, Burl, Keller, DeFrancesch, Wise, Wallace, Nicholas, Triche, Jones

0 Nays

2 Absent – Sanders, Johnson

The motion carried.

ITEM 8. OLD BUSINESS

ITEM 9. NEW BUSINESS

ITEM 9a. Mrs. Patricia Triche – Board Reports: Monthly Program Information (May 2016), Monthly Fiscal Manager’s Report (May 2016)

Copies of all reports were provided to the Superintendent and Board Members.

ITEM 9b. Mr. Ronnie Smith - Request approval of recommended changes, inserts, replacements of the 2016-17 Student Code of Conduct & Attendance Handbook

MOTION BY: DeFrancesch

SECOND BY: Jack

MOTION: To approve the recommended changes, inserts, replacements of the 2016-17 Student Code of Conduct & Attendance Handbook.

No objections.

Roll Call:

9 Yeas - Jack, Burl, Keller, DeFrancesch, Wise, Wallace, Nicholas, Triche, Jones

0 Nays

2 Absent – Sanders, Johnson

The motion carried.

CHANGES 2016-2017

Insert: Below Calendar Section

Emergency Closings

When schools must be closed, when they must be opened later than usual, or when they must be closed early because of weather or other emergency conditions, an announcement will be made via: Connect ED, SJSB web site, press release (Radio and/or T.V. stations). When schools are closed early, school bus transportation will be available for those students who are bused.

Insert: Below Age Requirement (p 9)

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 Public 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.

Replace: Family Educational Rights and Privacy Act (FERPA) (Under first paragraph FERPA – p.5)

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.

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.

2) 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.

3) 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.

4) 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.

5) 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.

6) 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**

Replace: Definitions (P 13)

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/individual in reasonable apprehension of receiving a battery or making statement threatening physical harm to a school teacher/individual.

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 – s 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; especially to force physical and usually sexual contact on.

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.**

Prank – A mischievous trick or practical joke.

PIS (Positive Intervention Support) – 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 – the term “serious bodily injury” means bodily injury which involves:

- a. a substantial risk of death;
- b. extreme physical pain;
- c. protracted and obvious disfigurement; or
- d. protracted loss or impairment of the function of a bodily member, organ, or mental faculty

Sexual Batter (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.

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.

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.

Replace: Infractions Definitions Infractions & Consequences (p 17 – 26)**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 (ISS) = **DC**
 - C. Out-School Suspension (OSS) = **DC**
 - D. Refer to related service provided, if student receives related services through an IEP = **CS**
 - E. School Detention (Morning/Lunch, Saturday) = **DC**
 - F. Require completion of assigned regular and/or remedial school and homework = **DC**
 - G. Refer to Guidance Counselor = **CS**
 - H. Require an administrative conference with the parent or guardian. Include the teacher in the conference = **DC/CS**
 - I. Exclude from extracurricular activities including, but not limited to, sports and field trips = **DC**
 - J. Schedule adjustment = **CS**
 - K. Behavior contract = **CS**
 - L. Refer to the School Building Level Committee/Discipline Committee = **DC/CS**
 - M. Refer to the Office of Child Welfare and Attendance for action (Truancy/FINS) = **DC/CS**
 - N. Any other disciplinary measure pursuant to law or board policy. **DC**
 - O. Deferral Program (D. P.) = **CS/DC**
 - P. Refer to SWPBIS Committee = **CS**
 - Q. Denial of driving privileges on school property = **DC**
 - R. Denial of electronic device privileges = **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 of 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, or 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, or 6**

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

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, or 6/7**

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, or 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, or 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, or 6**

Cuts, defaces, and injures school/vandalism – Damage, destruction, or defacement of property belonging to the school or others. **1, 2, 3, 4, 5, or 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 Coder 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 **7 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, or 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, or 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, or 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 or 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, or 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, or 6/7**

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

Note: A student enrolled in grades prekindergarten through five shall not be suspended or expelled from school or suspended from riding on any school bus for a uniform violation that is not tied to willful disregard of school policies. (JCDB – Revised March 16, 2016)

Failure to Serve Assigned Consequence

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

Sexual Harassment – Intimidation, bullying, or coercion of a sexual nature. **1, 2, 3, 4, 5, or 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, or 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, or 6/7**

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 or 6/7** 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, or 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, or 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 or 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, or 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, or 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, or 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, or 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, or 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, or 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, or 6** 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, or 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 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:

- . 1st suspension – Administrator’s options: In School Suspension or Suspension Out of School (1 day)
- . 2nd suspension – ISS (2 days) or OSS (2 days)
- . 3rd 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.A.J.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 teacher’s 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/Transfers to Unadjustable of Incurable 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 incurable 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.

Insert Note: After Alternative to Suspensions (p 28)

Note: As listed under Disciplinary Option #2

Add Due Process: After Alternative to Suspensions (P 28)

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

Add to: Driving Privileges Act 732/House Bill 1886 (P 31)

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 18** 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.

Add to: Search of Persons Other Than Students (P31)

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.

Add to: Jewelry Elementary (P36)

Jewelry requiring body piercing, such as nose rings, eyebrows rings, lip rings, cheek rings, tongue rings, etc. is not permitted.

Add to: Bullying /Hazing (P43)

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.

Add to: Handbook

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.

Add to: Handbook

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.

ITEM 10. ADMINISTRATIVE MATTERS

ITEM 11. BOARD ITEMS OF INTEREST

ITEM 12. ADJOURNMENT - The agenda having been completed, and there being no further business, there was a

MOTION BY: DeFrancesch

SECOND BY: Keller

MOTION: Motion for adjournment.

There were no objections.

The meeting adjourned at 6:38 p.m.

Kevin R. George, Secretary

Keith Jones, President