



**JEFFERSON PARISH PUBLIC SCHOOL SYSTEM**

501 MANHATTAN BOULEVARD  
 HARVEY, LOUISIANA 70058-4495  
 (504) 349-7600  
[www.jpss.k12.la.us](http://www.jpss.k12.la.us)

**CONTRACT FOR CERTIFICATED PERSONNEL**

This contract is entered into between the Jefferson Parish School Board and [REDACTED] and is subject to all policies, procedures, rules, and regulations of the School Board.

Employee No.	[REDACTED]	Salary	[REDACTED]
Name	[REDACTED]	Grade(s) or Subject(s)	[REDACTED]
Address	[REDACTED]	Certificate #.	Date Issued
Telephone No.	[REDACTED]	Teaching Experience in JPPSS	[REDACTED]
School	[REDACTED]	Effective Date of Appointment	[REDACTED]
School Year	[REDACTED]	Expiration Date	[REDACTED]

The above named teacher being qualified under the rules and regulations of the State Board of Elementary and Secondary Education is hereby appointed to the position shown and at the annual salary rate in accordance with the Jefferson Parish School Board's current salary schedule.

The teacher will faithfully and efficiently perform the duties incumbent upon him/her and will observe and abide by the laws of the State of Louisiana, and rules and regulations of the State Board of Elementary and Secondary Education, State Department of Education, the School Board, the Superintendent of Schools, and the Principal of the school, provided such rules and regulations are within the province of these authorities.

The Jefferson Parish School Board agrees that:

- a) it will not reduce the current salary for the teacher;
- b) it will maintain the current schedule of benefits for teachers, including group health insurance coverage, dental and vision coverage at the levels of coverage and in the amounts contributed by the system that are in place at the date of the signing of this contract.
- c) it will pay a minimum of TWENTY-FIVE and no/100 (\$25.00) DOLLARS per hour to attend in-services or professional development workshops, when done outside of the normal work day, payable in the pay period immediately following the in-service and/or professional development session;
- d) the teacher will receive an uninterrupted thirty (30) minute, duty-free lunch period each full day;
- e) the teacher will have an uninterrupted planning and preparation time each day equal to the length of a daily class period;
  - 1) The planning and preparation time should be duty free except if unless circumstances clearly make it unfeasible and no other alternatives exist to rectify the problem;
  - 2) The planning and preparation time shall be used judiciously and appropriately and may include collaborative planning, grade level/departmental meetings, professional development and study groups;
- f) the teacher will be provided class rosters prior to the first student attendance day;
- g) the teacher will be provided all reasonable and appropriate equipment and materials needed to implement the educational program at schools and/or support the academic development of the teacher's students;
- h) the teacher will be permitted to prepare his/her classroom prior to the first work day of the school year;
- i) the teacher will be given advance notice of meetings or other events where his/her attendance is required, (this requirement may be waived by an employee's manager for good cause.)
- j) the system agrees, to ensure a fair and objective resolution of complaints, that the teacher has the right to appeal the violation of a policy and/or procedure affecting him/her, without fear of restraint, interference, coercion, discrimination or reprisal regarding working conditions or other employment related matters, other than discipline of the employee, including, if necessary, the right to a hearing before the superintendent or his designee, consistent with the complaint and appeal procedure contained in Section GAE, Complaints and Appeals, as well as all other policies set forth in the Jefferson Parish School Board's policy manual and applicable State law;
  - 1) The system acknowledges that the purpose of the procedure is to secure, at the most immediate level possible, an equitable solution to the claim of the aggrieved employee.
  - 2) The employee may have a representative of his choosing at all stages of the appeal process except for the presentation of the initial grievance or complaint to the employee's immediate supervisor.
- k) the teacher will be afforded all leaves provided for in the policy manual adopted by the Jefferson Parish School Board on July 2, 2012 and as provided by law.
- l) nothing in this contract shall prohibit any subsequent agreement between the parties to this contract affecting the employment of Jefferson Parish School System employees.

The superintendent may remove a teacher for any violation of Federal, State and local laws, or the policies, procedures, rules and regulations of the Jefferson Parish School Board in the manner provided by law, whereupon this contract will be deemed terminated.

THIS DONE AND SIGNED at [REDACTED], Louisiana on the date indicated.

JEFFERSON PARISH SCHOOL BOARD

BY: [REDACTED]  
 James Meza, Jr. Ed.D., Superintendent

[REDACTED]  
 Date

[REDACTED]  
 Signature of Teacher

[REDACTED]  
 Date

[REDACTED]  
 Signature of Principal

[REDACTED]  
 Date