

41.0 DISCIPLINE

A Committee as provided for in 41.04, 41.05, 41.06 and 41.07 shall be convened for the purpose of considering revisions to and amendments of the document prepared and distributed pursuant to Section 41.04, 41.05, 41.06 and 41.07. The procedures set forth in 41.05, 41.06 and 41.07 shall be followed:

The agenda is included but shall not be limited to:

1. The reporting of suspensions and expulsions;
2. The make-up of suspensions and expulsions;
3. The loss of credit due to suspensions and expulsions;
4. Changes in the absence rule;
5. The development of a universal referral form;
6. The limits of suspensions and expulsions.

Effective discipline and respect of the rights of others are necessary so that all pupils may attain the highest degree of quality education.

- 41.01** Every pupil has the right to learn, and any act by a classmate which interferes with that right will not be tolerated.
- 41.02** Those pupils who deny this right to their classmates and who disrupt classroom and school procedures will be dealt with promptly and vigorously to the full extent of the law and the policies and rules of the Board of Education.
- 41.03** The teacher's authority in the classroom is undermined when a pupil is disruptive. As a result, the entire school suffers deterioration in standards, morale, and climate favorable for teaching and learning.
- 41.04** Effective with the ratification of this Agreement (1976), representatives of the Board and the administration will meet with representatives from the Bargaining Unit chosen by the Union for the purpose of revising, and amending, the Board Policy (adopted January 12, 1970 - Policy Notebook #5133) entitled Rights and Responsibilities of Students. The revised policy shall include guidelines governing the "Responsibilities for Behavior and Discipline of Students," and will, following Board approval, be distributed to all pupils, parents, teachers, and administrators; be printed as an addendum to the Teachers' Agreement; and shall be used in all schools as a guide.
- 41.05** Concurrent with the above meetings, representatives of the Board and the administration will also meet with law representatives determined by the Board for the same purposes and objectives as those set forth in the preceding paragraph.
- 41.06** The Board's proposed revised policy shall be presented for comment and suggestion to a meeting of the High School Student Council, and to a meeting of the PTA Executive Council. These presentations shall be made by representatives chosen by the Union, by the Board, and by the Superintendent.
- 41.07** Thereafter, the Board's proposed policy shall be submitted to the Board of Education which shall, after due deliberation and after referral to Board-appointed legal counsel, adopt a new policy.

Every effort shall be made to secure adoption and publication of the revised policy not later than the second semester of the 1974-75 school year.

41.08 There is, as component of the discipline policy, a universal referral form used by all grades K-12 to report infractions. There is, as a component of the discipline policy, a universal reporting form used by all grades K-12 to report suspensions and expulsions to classroom and special teachers. Both of these forms were developed by the Committee (42.0) and bear an imprinted statement of Union approval.

These forms appear as part of the appendix at page 68 and 69 thereof.

GENERAL REGULATIONS OF THE BOARD OF EDUCATION

GENERAL REGULATIONS: The following regulations apply equally to all defined employees.

- 1.0 Each employee must comply with all Board policies and administrative regulations. Individual performance will be consistent with board-approved educational philosophy, policies, and programs.
- 2.0 Good health as evidenced by a medical examination and a chest X-ray or Mantou TB test at the employee's expense at time of entry is a condition of employment. A health examination may be required of any employee when deemed advisable by administration. Reports of all such examinations are required to be a part of personnel records in the Human Resources Department.
All Board of Education employees, regardless of the number of hours worked per year, shall, if required, have an annual X-ray or other test to determine if tuberculosis in a communicable stage is present and be required to submit authoritative medical proof of such examination to a designated person by a designated date. All new employees shall be required to comply with the law before remuneration. Any employee who submits a written statement from his/her physician saying that such test is unadvisable for medical reasons shall be required to do so annually or be required to have such test. It shall be the employee's responsibility to submit the statement to a designated person by a designated date. Noncompliance by an employee will result in remuneration being deferred until the requirements are fulfilled or may be the basis for termination of employment.
- 3.0 No fractional part of a year shall be credited as experience except as it shall be for 60 days or more for one semester, or 120 days or more for one year of actual employment as a staff member between September 1 and August 31 of the current year.
- 4.0 The Treasurer shall provide each employee with a statement of accumulated sick leave at the end of each pay period.
- 5.0 Each employee is responsible to the Superintendent for compliance with the Policies and Rules and Regulations of the Board, through the Administration Officer in charge of the area of his/her employment. Promptness and adherence to employment hours shall be required of each employee by the Supervising Officer.
- 6.0 The Administrative Officer in charge of the area determines and administrates rules and regulations for his/her area of responsibility under authority delegated to him/her by the Superintendent.
- 7.0 Increments may be adjusted upon the recommendation of the Superintendent and the approval of the Board of Education.
- 8.0 Ten month employment (200 days) is to be interpreted as starting on Monday of the week before school opens and ending on Friday a week after school closes in June. This employment consists of five days per week of specified hours with official school vacations allowed, except as otherwise designated for particular classifications of employees. Salaries are prorated for less service as approved by the Superintendent.
- 9.0 Compensation received by all employees is subject to Income Tax Deduction, and other employee approved deductions.
- 10.0 The clerk is directed by law to deduct the amount prescribed by law of the total salary received by regular employees for the Ohio State Retirement System. Each employee is required to be a member of the retirement system for his/her classification, in accordance with the statutes.
- 11.0 Salary deductions for absence not covered by regulations for leave shall be determined on a per diem absence basis by dividing the annual contract salary by the number of contract days, as follows:

Teachers	190 days
10-Month Employees	200 days
- 12.0 Salary adjustments, because of reclassification, assumption of additional responsibilities, or for other reasons, shall be made as of the beginning of the respective contract year, unless otherwise requested by the Superintendent and approved by the Board of Education.
- 13.0 School Calendar - The Teachers Union has recognized that the Board may consult with bargaining unit representatives of non-certificated/licensed employees, and the Union recognizes that the Board may determine to admit such representatives to the Committee described in 21.02.