

1. Staff check in

There should be a collaborative process in developing a digital/electronic system should be applied for staff “check-in”. I believe until the system is fully operational and in place, there should be a similar process as last year (initialing a roster). Selection of the system should be a decision made collaboratively with CEA and the system itself should be consistent throughout the District. **Contract language** – *19:1 To ensure the safety of both students and staff and following the completion of a collaborative process in selecting the digital/electronic system, a consistent digital/electronic system should be applied for staff “check-in” throughout the District as staff enter and leave a building throughout each contracted day. Data collected from the said digital/electronic application should only be used to ensure who is in the building for safety purposes. No discipline shall be issued as a result of this data. Staff shall not be required to use their own personal devices. The selection process will be complete by January 1, 2026.*

2. Building schedules – transition time

There should be transition times built in into the master schedule. The amount of the transition time is not spelled out in the contract but there should enough time in between classes so that teachers can ensure that they get a full 30-min lunch and planning time. In addition, transition time should at the beginning and at dismissal to allow those teachers who have duties at those times can get to the class on time and leave at the end of their contractual day. **Contract language** - *19:5.4 School-created building schedules will be created at each school, which will ensure that passing time arrival, dismissal, and transition times do does not reduce the time employees are afforded for lunch and planning time.*

3. Planning time –

No teacher should lose their planning for any reason or be asked to give up their planning for the collaborative planning with a group or grade-level. If a teacher loses their planning time, they should work with their administrator to get that time back within the same week. elementary school teachers should have planning in blocks of at least 30-min and secondary school teacher should have planning in blocks of at least 45-minutes. **Contract language** – *please see article 19:5.*

4. Afterschool meetings –

There should only be two afterschool meetings a month including meetings for building faculty, department, committee, or grade level, PLCs, etc. **Contract Language** - *19:4.1 (b) Two professional meetings per month, e.g., building faculty, department, building committee, or grade level meetings. Such meetings shall be held on the same day of the week as established by the Superintendent. The building administrator may use the time deducted from the two meetings referenced in Article 19:4.1(b) to balance any missed planning time.*

5. Staff safety and student behavior

Below is the contract language pertaining to Student behavior. Please pay particular attention to the highlighted language.

Contract Language –

8:1.1 If an employee believes a student requires the attention of an administrator, counselor, psychologist, or other specialist, they should submit their concerns in writing to the principal or designee and request a conference. **Within five (5) working days, a meeting will be scheduled with the appropriate parties to address the concern and determine next steps. The summary of the meeting shall be created and shared with all parties.**

8:2.1 In accordance with Board Policy/Student Manual/Behavior Student Referral Process, an employee may remove from his/her class, or wherever disruptive behavior occurs, a student whose misbehavior or disruptive behavior makes the continued presence of the student in the classroom intolerable or detrimental to the other students. The students shall be directed to an area designated by the building administrator. **A student so excluded shall be returned to class only after the appropriate action in accordance with the Student Manual has been taken and the teacher has been given notification of interventions.**

8:2.2 The conduct referral system shall be used to report violations of the Student Manual. **If the administrator or designee feels that the referral should be changed, they should communicate any changes in writing to the referring teacher.**

When disciplining students, the building administrator or his/her designee shall take appropriate action in accordance with any existing behavior plan and as specified by the Student Manual. **The referring staff member shall be informed in writing within five (5) working days as to what specific action(s) the administrator or designee has taken on the referral. If the teacher is in conflict with the action taken on the referral, the process outlined in Article 8:1.1 shall be followed.**

8:3 **Employees involved in incidents in which they are threatened with bodily harm, are offensively touched or intentionally assaulted may request the removal of the student from their roster. Every effort will be made to accommodate this request.** In such cases, consideration will also be given to any supports or accommodations outlined in the student's IEP, if applicable. Principals shall report all cases of assault suffered by an employee in connection with his/her employment to the appropriate authorities as required by law and in accordance with the Student Manual. The Superintendent shall establish procedures to inform the Association President of such cases. A summary of State law reporting procedures is provided at the end of this Agreement as Appendix G.