

ARTICLE 4

DISCIPLINE AND PUPIL CONTROL

INTRODUCTION - The Board of Education will, to the full extent of its legal power, give maximum support to professional employees to include both instructional and administrative staff members in the maintenance and establishment of reasonable standards for student discipline and pupil control. In accordance with administrative guidelines as may be set forth, it shall be the responsibility of the total school staff in the enforcement of school regulations which affect discipline and pupil control. Concerning matters relating to the enforcement of school regulations which pertaining to discipline and pupil control, the following shall prevail:

- A. Classroom** - The individual teacher shall assume the major responsibility for classroom control and discipline. The Board of Education and administrative staff acknowledges its responsibility to the individual staff member in providing support and assistance on the establishment of reasonable classroom procedures to assure pupil control, which will foster an atmosphere conducive to learning.
- B. Outside of Classroom** - The maintenance of proper pupil control outside of the classroom is the responsibility of both instructional and administrative staff. This shall include the establishment of reasonable guidelines by the administration to assure both administrative and instructional participation in pupil control measures, during the contract day, which shall include such items as:
 - 1. The monitoring of corridors between classes as well as before and after school.
 - 2. Attendance at all assemblies and programs during the school day and, subsequently, the supervision of students.
 - 3. To provide assistance during extra-curricular activities when it is deemed necessary.
 - 4. Other supervisory responsibilities that may be deemed appropriate to assure adequate supervision of pupils.
- C. Gross Misbehavior** - Any show of disrespect by word or action toward any staff member; any open defiance that may threaten the general discipline of the school or the classroom; the carrying or use of weapons in a school building or on adjacent school grounds shall not be permitted.
- D. Referral of Pupils** - When, in the judgment of a teacher, a pupil requires referral to other professional personnel or specialists, the teacher shall inform his/her principal or immediate supervisor. The principal or immediate supervisor shall arrange, as soon as possible, a conference with the specialists and/or other professional personnel to discuss with the teacher and building administrator appropriate steps for the resolution of the problem.
- E. Removal of Pupil from Classroom** - When, in the judgment of the teacher, a student is seriously disrupting the instructional program to the detriment of other students, the teacher shall cause the student to report directly to the building principal. The teacher will have the responsibility to furnish full particulars, to the building administrator, which resulted in the action. A conference will be held between the teacher and the administrator prior to the return of the student or students to the teacher's classroom. The only exception to the required conference would be in such instances where a

teacher sends a student to the office for a minor offense such as being tardy for class, etc. It shall be the building administrator's responsibility to take appropriate disciplinary action. Appropriate written records shall be maintained by the building administrator concerning such incidents.

- F. **Conduct** - Shall be administered as outlined by Board Policy JCD.
- G. **Interrogation and Searches** - Shall be administered as outlined by Board Policy JCABB and JCAC.
- H. **Student Suspension and Expulsion** - Shall be administered as outlined by Board Policy JDD.
- I. **Physical Force** - While in the course of his/her employment, a teacher and/or administrator may utilize a reasonable level of physical force on a student to provide protection for himself/herself, other students, and/or professional colleagues.
- J. **Clarification of Board Policies** - It should be noted that policies are Board of Education policies and were not arrived at through any Meet and Confer Session.

Revised during 2035-2026 Negotiations Sessions amended See Appendix

ARTICLE 4.5 COMPLAINTS AGAINST TEACHERS

A complaint is defined as a concern by a parent or patron concerning a teacher.

The complainant who has a concern with a teacher should first seek to resolve the issue by meeting with the teacher. If the complainant refuses to meet directly with the teacher or is not satisfied with the outcome of the meeting, he/she should talk to the building administrator and/or the superintendent who will then call the concern to the teacher's attention. Concerns will be brought to the attention of the teacher within a timely manner.

If an administrator needs to meet with the teacher concerning the complaint, the administrator will provide the teacher with advance notice of the conference topic. If at all possible, meetings will be held outside the student attendance hours. The teacher has the option to request representatives during this meeting or any subsequent meeting.

If in the opinion of the administrator the complaint or concern may warrant disciplinary action, he/she shall put the complaint in written form within seven (7) contract days of his/her being informed of the situation and present to the teacher. The teacher may respond in writing to the complaint within seven (7) contract days of receiving the administrator's written notice.

Amended during 2023-24 Negotiations sessions. 4.5