

Writing Discipline Referrals (190s)

When you write a 190, your Association strongly suggests the following steps to ensure that your administrator has all information needed to correctly address any 190 you write:



- 1) Mark the most severe violation. While the student may have committed multiple violations, Infinite Campus (IC) only allows for one violation to be entered for a discipline event.
- 2) Write your description of the event in the “Details” comment box. Your description should be objective, fact-based and written within the context of the *Guide to Student Success*. It is important that confidential student information is not entered in this field. For this example, we will use the situation of a student who gets up out of their seat, walks across the room and hits another student without provocation.
 - a. Fighting (a Level II violation) is defined as “mutual participation in an incident involving physical conflict.” Physical Assault (a Level III violation) is defined as “Physically attacking another person. Unprovoked hitting, kicking, shoving or otherwise causing pain or harm to another outside of the context of a mutual conflict is considered assault.”
 - b. A correctly written description could include the statement “The student got up from their seat, walked across the room to where another student was sitting, and hit them without provocation.”
- 3) Immediately prior to submitting your 190, take a screenshot using the “Print Screen” function key on your computer and cut and paste (Control-V) into a word document for your records. You should NOT take pictures of pre-submission 190s with your phone.
- 4) Make sure you include notes about previous corrective measures you have utilized to try to address the student’s misbehavior on the 190. These may include, but are not limited to parental/family contacts, behavior supports/contracts, seat changes, etc.

Section 208.12 of the *CEA Master Agreement* requires principals to process 190s within three workdays of receiving it, unless there are extenuating circumstances. Speak with your administrator if your completed 190 has not been processed within three workdays after they receive it. Please call CEA if you have questions. To watch a tutorial about how to fill out a 190, go to <https://bit.ly/3ovrQph>. For a one-page primer on the process go to <https://bit.ly/321FWa5>.

Why was My 190 Modified or Deleted?

There are three specific reasons your 190 could be modified or deleted by your administrator. To ensure your 190 is not modified or deleted, your Union recommends that all CEA bargaining unit members double check that the 190 is fully completed, making sure that you have added the associated event and any and all participant(s). Additionally, the description of the event should be written concisely and objectively within the context of the *Guide to Student Success* without identifying the student(s) involved in the event. The

only reasons For Deletions or Modification of 190s:

- 1) It was submitted and contains an incident only without any associated event or participants. To address that, the administrator will either:
 - a. Contact you and get the missing details, complete the 190 and then process it.
 - b. Contact you and inform you that it is incomplete due to missing details and delete it. If this happens, you may resubmit a fully complete 190.
- 2) It was submitted with either no details or with details that are deemed inappropriate due to content, lack of objectivity, identification of student or lack of coherence. To address that, the administrator will either:
 - a. Contact you and get the necessary information to correct or edit the details, complete the 190 and process it.
 - b. Contact you and inform you that it was submitted incomplete or incorrectly and delete it. If this happens, you may resubmit a fully complete 190.
 - c. Assign a resolution of “No action taken” and notify you to submit a corrected referral.
- 3) You (or another individual) submitted duplicate referrals on the same student for the same incident. To address that, the administrator will either:
 - a. Contact you and inform you that it was submitted as a duplicate and that it will be deleted.
 - b. Assign a resolution of “No Action Taken” with the resolution comment of “Duplicate Referral”. The administrator must notify you that you have submitted a duplicate referral.

It may be necessary for administrators to delete or modify 190s from time to time to ensure accuracy in reporting our data to the Ohio Department of Education. Unnecessary and/or repeated modifications, deletions or resolutions of “No Action” taken when the 190 was timely submitted, fully completed and correctly written is a clear lack of administrative support as it pertains to discipline and is subject to the grievance process under Section 208.01 of the *CEA Master Agreement*.

Bargaining Priorities Survey Coming Soon

Your Union would like to thank our members for the many responses we received from the Town Hall meetings and the Bargaining Issues Survey. The issues that were submitted have been compiled and sorted. By 5 p.m. on Monday, Nov. 29, CEA members will be sent a link for the online-only Bargaining Priorities Survey to their personal email. This survey will close at 11:59 p.m. on Sunday, Jan. 9, 2022. For security reasons, members should not access the survey from a CCS computer or a device connected to the CCS network. If CEA does not have your home email address, you will not be able to complete the survey online. If you haven’t received the link, send an email to tellcea@ceahio.org. Members who do not have a home computer or a non-CCS email address may complete the survey at the CEA office. Office hours are 8:30 a.m.–4:30 p.m., Monday–Friday. Please contact Teri Mullins, CEA Bargaining Chair, at (614) 253-4731 or tmullins@ceahio.org to set up a time to complete the survey.

Grievance Update

Your Association works hard to protect your rights and maintain the integrity of the negotiated contract. While we advise bargaining unit members to work out problems at the building level first, we know this isn't always possible. We will regularly inform you of the grievances on which CEA is working. To review the text of each grievance in its entirety, go to <https://bit.ly/3nou0HX>.

Building/Unit Administrator	Statement of Grievance	Relief Requested	Disposition
Whetstone HS Janet Routzong	Principal Janet Routzong and/or other Administrators at Whetstone High School acting in their capacity as agents of the BOARD violated, misinterpreted, and/or...	The Association requests that the grievant(s) be made whole in every way, including but not limited to the following: The BOARD shall cease and desist from violating, misinterpreting, and/or misapplying the...	Step 2 hearing held. Requested relief denied. Pending vote of the Board of Governors to send to arbitration.
CCS Administration	The CCS/CEA Master Agreement was misapplied, misinterpreted or violated by the Administration when the Board/Administration directed principals to reassign...	The grievants shall be made whole in every way, including but not limited to the following: The Board shall immediately follow the proper procedure for classroom reassignment of students from elementary...	The CEA Board of Governors voted to advance this grievance to arbitration.
CCS Administration	On or about October 5, 2021 and ongoing, the Board of Education of Columbus City Schools and/or its agents violated, misinterpreted, and/or misapplied provisions of ...	CEA bargaining unit members shall be made whole in every way, including but not limited to: the Board of Education shall immediately terminate the Waterford Memorandum with notice as provided for by...	Step 2 hearing held. At the time this edition of the Voice went to print, CEA was awaiting the Administration's response.
Beechcroft HS Dr. Samuel Johnson	Beechcroft principal Dr. Samuel Johnson, in his capacity as agent of the Board of Education of Columbus City Schools, violated the Columbus Education...	The grievant will be made whole in every way, including but not limited to the following: The district shall immediately withdraw the Summary of Conference issued on or about October 19, 2021 from the grievant's...	Step 1 hearing held. Requested relief denied. Step 2 hearing pending.

Go to <https://bit.ly/3nou0HX> to review the grievances in their entirety.

Asking for Assistance is not a Weakness. Contact EAP for Help.

From time to time, we all feel stressed out. One of your negotiated benefits is the **Employee Assistance Program, (EAP)**. Get help, **at no cost to you**, for confidential and private counseling services.

The program is run by HealthAdvocateSM. Referrals include free, short-term counseling for a variety of issues. Go to healthadvocate.com/columbuscityschools or call **866-799-2728**. Email them with questions at answers@healthadvocate.com.



Lost Materials Reimbursement Doubles

Recently the CEA Board of Governors voted to increase the amount of money CEA members can be reimbursed for lost materials to \$200. CEA members who experience a loss of their personal classroom materials or instructional equipment at their worksite can apply for reimbursement from CEA's Lost Materials Fund. Losses due to natural disaster, vandalism or a known theft that is reported to the police are eligible for reimbursement. Non-reimbursable items include money, personal property (credit cards, jewelry, cell phones, automobile vandalism) or school or district-owned materials.

CEA members who experience a qualifying event to apply for the lost materials fund should download the Lost Materials Application at <https://bit.ly/30woJoJ> and submit it within 60 calendar days of the loss. Make sure to itemize each lost material, including purchase date and sales receipt(s), if available. Please note that personal losses covered by the member's insurance will be covered to the limit of their deductible or \$200, whichever is less. For uninsured losses, maximum amount collectible is \$200 per person per school year. If you have questions about the Lost Materials Process, please contact CEA Vice President Phil Hayes at (614) 253-4731.



How To Request Remote Work

If you are subject to quarantine or required to self isolate and you wish to apply for remote work, use the following form to communicate your request: <https://bit.ly/39aHbnS>. It is important that you enter your absence as sick leave. Any sick days used during this time will be refunded back to the date of the district's receipt of your application. Note that requests for remote work cannot be approved for bargaining unit members who must remain at home to take care of family members who are subject to an isolation or quarantine order.

Grants for New Teachers

The Delta Kappa Gamma Society International promotes professional and personal growth of women educators and excellence in education. Each year, Gamma Chapter, one of the local chapters in the central Ohio area, provides grants to new teachers to buy materials and supplies for their classrooms. These grants are given in the form of gift certificates to the recipients.

Go to <https://bit.ly/dsgfirstyear21> to download the application form. Grant applications can be emailed to Judy Valentine, Grant-in-Aid Chairperson at jvalentine59@aol.com or sent via USPS to 69 Iron Ore Court, Columbus, OH 43213. Completed grant applications **must be received by Dec. 17, 2021**. Grant recipients will be notified by Jan. 28, 2022.

PAR/CEU Classes

The Peer Assistance and Review (PAR) office will be offering a series of professional growth opportunities for teachers of all skill and grade levels. Participants will receive CEUs. Course materials will be provided.



Nov. 30 Know What They Know...And What They Don't
(4:30-6:30 p.m. via Zoom)

Dec. 7 CCS Resources Fair: Do You Know What's Available?
(4:30-6:30 p.m. via Zoom)

Dec. 8 Surviving and Thriving in the MD Classroom
(4-5 p.m. via Zoom)

Register today on PD Planner for any or all of these sessions. Call the PAR Office at (614) 365-5110 for more information or ask your PAR CT if you have questions.

Special Notes

- Make a Donation to the Catastrophic Sick Leave Bank:**
The following members have been approved for Catastrophic Leave and are in need of donated days: **Amy Brown**, Oakland Park ES; **Kevin Jennison**, CAHS; **Florence Ray**, Beatty Park ES; and **Kimberly Saunders**, Social Worker. To donate, enter your name at the top of the **CCS Report of Employee Absence** form. In the *Comments* section, write the words, **Catastrophic Sick Leave Donation**. Be sure to sign the form. Indicate to whom you are making the donation.
- PBIS FRIDAY LIVE! Every Friday, from 8-8:15 a.m.,** the District PBIS Coordinators present 15 minutes of **SEL Connections and PBIS Quick Tips**. This is a great opportunity to connect with other staff, practice self-care, and **start your Friday** in a positive, calm way. Contact **Jacquie Pencek**, District PBIS Coordinator, at jpencek9864@columbus.k12.oh.us with questions. go to <https://bit.ly/3DhMhMt> to participate. **All staff are welcome.**
- Membership:** Now more than ever, membership in CEA is critical as we approach bargaining for a new contract. CEA is asking that if you know someone new to your building or unit, approach the person and ask them to become a member of CEA. We have made joining CEA simple and quick. Step 1: Click **"JOIN"** on the homepage at www.ceaohio.org; Step 2: **Download the CEA Membership form** to your device and complete it.; Step 3: **Email the completed form** to CEA Kathy Wilkes at wilkesk@ceaohio.org. Call CEA at (614) 253-4731 with questions.
- CEA needs your personal (non-CCS) contact information. Send us your email address and cell phone number** so we can communicate important information to you quickly that is not always in the *CEA Voice*. If you are not receiving messages from CEA, send an email with your contact information to **Michelle Crouse** at crousem@ceaohio.org.