

MASTER AGREEMENT

HUDSONVILLE BOARD OF EDUCATION
HUDSONVILLE EDUCATION ASSOCIATION

1968-69 SCHOOL YEAR

MASTER CONTRACT

This agreement entered into this day of by
and between the Board of Education of the Hudsonville Public
Schools, Hudsonville, Michigan, hereinafter called the
"Board" and the Hudsonville Education Association, hereinafter
called the "Association".

In consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE I

Recognition

- A. The Board hereby recognizes the Association as the exclusive bargaining representative, as defined to the extent required by Section 11 of Act 379, Public Acts of 1965, for all professional personnel, including personnel on tenure, probation, classroom teachers, substitute teachers, guidance counsellors, librarians, speech therapists, and critic teachers employed by the Board but excluding supervisory and executive personnel and office and clerical employees. The term "teacher", when used hereinafter in this Agreement, shall refer to all employees represented by the Association in the bargaining or negotiating unit as above defined.
- B. The Board agrees not to negotiate with any teachers' organization other than the Association for the duration of this Agreement. Nothing contained herein shall be construed to prevent any individual teacher from presenting a grievance and having the grievance adjusted without intervention of the Association, if the adjustment is not inconsistent with the terms of this Agreement, provided that the bargaining representative has been given opportunity to be present at such adjustment.
- C. Within thirty days of the beginning of their employment hereunder, teachers may sign and deliver to the Board an assignment authorizing deduction of membership dues of the Association (including the National Education Association, the Michigan Education Association, and the Hudsonville Education Association). Such sum shall be deducted as dues from the regular salaries of all teachers who have signed and delivered said assignment, and remitted monthly to the Association.
- D. Nothing contained herein shall be construed to deny or restrict to any teacher rights he may have under the Michigan General School Laws or applicable civil service laws and regulations.

ARTICLE II Teacher Rights

- A. Pursuant to Act 379 of the Public Acts of 1965, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join and support the Association for the purpose of engaging in collective bargaining or negotiation and other concerted activities for mutual aid and protection. As a duly elected body exercising governmental power under color of law of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by Act 379 or other laws of Michigan or the Constitutions of Michigan and the United States; that it will not discriminate against any teacher with respect to hours, wages or any terms or

conditions of employment by reason of his membership in the Association, his participation in any activities of the Association or collective professional negotiations with the Board, or his institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

- B. The Board and the Association specifically recognize the right of each to invoke the assistance of the State Labor Mediation Board, or a mediator from such public agency.
- C. No teacher shall be prevented from wearing insignia, pins or other identification of membership in the Association either on or off school premises. One bulletin board, as provided in each teachers lounge shall be made available to the Association and its members.

ARTICLE III

Professional Compensation

- A. The salaries of teachers covered by this agreement are set forth in Schedule A which is attached to and incorporated in this agreement. Such salary schedule shall remain in effect during the one year term of this agreement.
- B. Teachers shall not be required to report more than two days prior to the beginning of classes in September or to remain more than two days after the school year is completed. (see School Calendar, Schedule B, attached)
- C. The following legal holidays shall be observed and all school closed: New Year's Day, Memorial Day, Labor Day, Thanksgiving Day and Christmas Day.
- D. A teacher shall be released from regular duties without loss of salary at least two days per while participating in institutes established by the Superintendent of Public Instruction.

ARTICLE IV

Teaching Hours

- A. Teachers will arrive at school and be present in the immediate area of their teaching assignment at least 15 minutes prior to the beginning of school and will not leave until 15 minutes after school has closed for the day.
- B. Each member of the Instructional Staff shall have a minimum of thirty minutes of duty-free lunch period from all school-related activities daily. Noon hour supervision on the elementary level shall be assumed by a legally competent adult other than a member of the school staff. Noon hour supervision on the secondary level shall continue as presently established.

ARTICLE V

Teaching Loads and Assignments

- A. Since pupils are entitled to be taught by teachers who are working within their area of competence, teachers shall not be assigned, except temporarily and for good cause, outside the scope of their teaching certification or their major or minor field of study.

- B. Teachers who will be affected by a change in grade assignments in the elementary school grades and by changes in subject assignment in the secondary school grades will be notified by their principals as soon as practicable and prior to June 1st. Such changes will be voluntary to the extent possible. Every effort will be made to avoid reassigning probationary elementary school teachers to different grade levels unless the teacher requests such change.
- C. All secondary teachers shall have one conference period per day. If a teacher is called upon to substitute during a scheduled conference period, he shall be reimbursed at the rate of \$5.00 per period.
- D. Recommended maximum class load shall be 150 students per day in the secondary division and 30 students per day in the elementary division, facilities permitting. (Normal academic class)

ARTICLE VI

Teaching Conditions

- A. Telephone facilities shall be made available to teachers for their reasonable use.
- B. Adequate parking facilities shall be made available to teachers.
- C. The provisions of this Agreement and the wages, hours, terms and conditions of employment shall be applied without regard to race, creed, religion, color, national origin, age, sex or marital status or membership in or association with the activities of any employee organization. The Board and Association pledge themselves to seek to extend the advantages of public education to every student without regard to race, creed, religion, sex, color or national origin and to seek to achieve full equality of educational opportunity to all pupils.

ARTICLE VII

Vacancies and Promotions

- A. Whenever any vacancy in any professional position in the district shall occur, the Board shall publicize the same by giving written notice of such vacancy to the Association and providing for appropriate posting in every school building. No vacancy shall be filled, except in case of emergency or on a temporary basis, until such vacancy shall have been posted for seven calendar days. Any teacher may apply for such vacancy.
- B. Vacancies in teaching positions which occur during the school year shall be filled by qualified instructors not currently under contract with the Hudsonville Public Schools for the remainder of the school year. The Superintendent of Schools shall announce the vacancy to the instructional staff when it occurs; interested members of the present staff shall notify the Superintendent of their interest within seven days after receiving the notice of vacancy with the understanding that present staff members may not be transferred during the school year to fill a vacancy. If present staff members indicate an interest in being considered for the vacancy within seven days after posting, the position shall be filled on a temporary basis and shall be declared open at the conclusion of the school year or at an appropriate time near the conclusion of the school year; at that time those members of the present staff who, upon receiving the original notice of vacancy, indicated an interest in the vacated position shall receive

consideration for the position. If present members of the instructional staff do not indicate an interest in the vacancy within seven days after posting, the position shall be filled without further limitation.

An August 1st deadline shall apply for posting vacancies for which present staff members shall receive immediate consideration.

Vacancies shall be filled by appointment by the Board Of Education after that body has received recommendations from the Superintendent of Schools.

ARTICLE VIII

Transfers

- A. The parties agree that unrequested transfers of teachers are to be minimized and avoided whenever possible.
- B. In the event that transfers of teachers appear to be necessary, lists of available positions in other schools shall be posted in the same manner as provided in Article VII.
- C. Any teacher who shall be transferred to a supervisory or executive position and shall later return to a teacher status shall be entitled to retain such rights as he may have had under this Agreement prior to such transfer to supervisory or executive status.

ARTICLE IX

Personal and Family Illness, Bereavement, Emergency

- A. Beginning with the 1964-65 school year, each professionally certificated employee of the Hudsonville Public Schools shall be granted ten days sick leave per year for personal illness or injury. All earned and unused sick leave shall have unlimited accumulation. Sick leave for each school year shall be credited to each professional employee's sick leave account after the first day of employment of the school year and accumulated sick leave shall be reported to each employee on the first pay day of the school year.
- B. Professionally certificated employees shall be allowed to use sick leave for absence occasioned by the illness or injury of a spouse, child, parent, brother or sister of the teacher.
- C. One day per year personal leave, not accruable, will be granted each member of the instructional staff. If possible, three days notice should be given to the staff member's immediate supervisor. The staff member may not use days prior to or immediately following vacations for personal leave purposes.

ARTICLE X

Leave of Absence

- A. A leave of absence of either one or two years shall be granted to any teacher, upon application, for the purpose of participating in exchange teaching programs in other states, territories or countries; foreign or military teaching programs; the Peace Corps, Teacher's Corps or Job Corps as a full-time participant in such program; or a cultural travel or work program related to his professional responsibilities; provided said teacher states his intention to return to the school system. Upon return from such leave, a teacher shall be placed at the same position on the salary schedule that he held when he left. Upon return from leave, a teacher shall be assigned to the same position, if available, or a substantially equivalent position for which he is certified.

- B. A leave of absence of either one or two years shall be granted to any teacher, upon application, for the purpose of engaging in study at an accredited college or university reasonably related to his professional responsibilities. Upon return from such leave, a teacher shall be placed at the same position on the salary schedule that he held when he left. Upon return from leave, a teacher shall be assigned to the same position, if available, or a substantially equivalent position for which he is certified.
- C. A military leave of absence shall be granted to any teacher who shall be inducted or shall enlist for military duty in any branch of the armed forces of the United States for one tour of duty or for the period of duration in case of national emergency. Upon return from such leave, a teacher shall be placed at the same position on the salary schedule that he held when he left. Upon return from leave, a teacher shall be assigned to the same position, if available, or a substantially equivalent position for which he is certified.
- D. A leave of absence for one contract year shall be granted to any teacher upon application for the purpose of campaigning for, or serving in a public office. Upon return from such leave, a teacher shall be placed at the same position on the salary schedule that he held when he left. Upon return from leave, a teacher shall be assigned to the same position, if available, or a substantially equivalent position for which he is certified.
- E. Maternity leave of up to 18 months shall be granted a tenure teacher. A leave shall commence not later than the end of the fifth (5th) month of pregnancy, except that when this date falls within one school month of the end of a semester, the teacher may be permitted to complete the semester. The teacher shall be re-employed in the first available position upon sixty (60) day notice of her intent and submission of a favorable medical report from a qualified physician.
- F. Any teacher whose personal illness extends beyond the period compensated under Article IX shall be granted a leave of absence without pay for such time as is necessary for complete recovery from such illness. The Board may, in its discretion, require a medical certificate to be furnished by said teacher setting out the nature of his illness together with a prognosis, said certificate to be prepared by a licensed practitioner of the healing arts in this state. Upon return from leave, a teacher shall be assigned to the same position, if available, or a substantially equivalent position for which he is certified.
- G. Sick leave deductions shall not be made for job related injuries during that time when the teacher is receiving weekly benefits under Workmen's Compensation.
- H. Leaves of absence with pay not chargeable against the teacher's allowance shall be granted for the following reasons:
1. Absence when a teacher is called for jury service.
 2. Time necessary to take the selective service physical examination.
 3. Court appearance as a witness in any wherein the teacher is subpoenaed to appear.

ARTICLE XI

Insurance Protection

- A. Pursuant to the authority set forth in Section 617 of the School Code of 1955, as amended, the Board agrees to provide the teachers with a policy of health and accident insurance provided by the NEA or Equivalent Carrier. The Hudsonville Public Schools will participate in the NEA Super Medical Program coverage at the staff member's request. It is agreed that the portion of the cost for said policy in excess of 2% of the teacher's B.A. salary per year will be borne by the individual teacher. It is also agreed that the Board is not obligated hereunder to continue such coverage beyond the policy month in which the teacher's active service terminates, whether permanently or on a temporary basis. The Board's responsibility herein is limited to the providing of benefits and all other obligations shall be governed by the terms of the policy contract with the teachers recourse being against the named insurance carrier and not against the Board. Payroll deduction will be made if authorized by teacher.

ARTICLE XII

Teacher Evaluation

- A. Teacher evaluation has for its primary objective the strengthening of the instructional service. Effective evaluation will require a serious, mature and cooperative approach on the part of all involved.

In the Elementary Division of the Hudsonville Public Schools the Elementary Coordinator and Building Principal will be responsible for teacher evaluations and recommendations; in the Secondary Division the responsibility lies with the Building Principal and Assistant Principal designated by the Principal.

- B. Teachers in a probationary status shall have at least two complete evaluations made by each evaluator during the school year; one set prior to December 15th and the other prior to March 15th.

Teachers on tenure shall have at least one evaluation each year with the evaluation made prior to March 1st.

- C. The following procedures shall be observed in the evaluative process:
1. All reports shall be in writing.
 2. All reports shall be based on a classroom visit of at least thirty minutes duration.
 3. Contents of the reports shall be discussed by the evaluators and the teacher being evaluated within one week after the classroom visit.
 4. Help shall be offered teachers experiencing difficulty and specific suggestions for improvement shall be given and a record be kept of these suggestions. A copy of the list of suggested improvements shall be given to the teacher. Every effort shall be made to help the teacher develop professionally.
 5. The teacher is to receive a copy of the evaluative report.
 6. The teacher may request a conference with the Superintendent of Schools to discuss his evaluation in the presence of the evaluators and any other person of the teacher's choice.
 7. The evaluation form shall be Form No. S.117, printed by Doubleday Brothers, Kalamazoo, Michigan; the white copy shall be filed in the teachers file maintained in the office of the Superintendent of Schools, the yellow copy shall be given to the teacher being evaluated, and the pink copy shall be kept by the evaluator in a locked file.
- D. Each teacher shall have the right upon request to review the contents of his own personnel file. A representative of the Association may be requested to accompany the teacher in such review.

ARTICLE XIII

Professional Grievance Negotiation Procedure

- A. Any teacher, group of teachers or the Association believing that there has been a violation, misinterpretation or misapplication of any provision of this Agreement, or any other provision of law (except a statute specifically establishing a procedure for redress) relating to wages, hours, terms or conditions of employment, may file a written grievance with the designated representative or representatives of the Board of Education. The Board may, in its discretion, designate its representative in each grievance proceeding. The manner of designating said representative in each and every case is left exclusively with the Board. Each and every grievance brought by the Association will be filed both with the principal of the school building involved and with the Superintendent of Schools.
- B. Within five days of receipt of the grievance the designated representative of the Board shall meet with the designated representative of the Association in an effort to resolve the grievance. Affected teachers may appear at such meeting, not exceeding two in number, if such appearance is necessary to the resolution or analysis of the problem. If the meeting is with the school principal and the parties cannot agree, the grievance shall be promptly transmitted to the Superintendent who shall have five days thereafter to approve or disapprove the grievance. If the grievance is transmitted directly to the Superintendent he shall have ten days from receipt to approve or disapprove it. If the grievance is denied by the Superintendent he shall transmit such denial in writing to the designated representative of the Association and to the involved teacher or teachers giving reasons for such denial. If the Association representative or the involved teacher or teachers does not appeal said denial within ten days from the receipt thereof, such decision will be deemed to have been accepted. Appeal from the decision of the Superintendent must be in writing and delivered to his office. Upon receiving such appeal the Superintendent will transmit said appeal together with the written denial made by him to the secretary of the Board.
- C. Within 15 days from receipt of the grievance, the Board shall pass upon the grievance. The Board may hold a hearing thereon, may designate one or more of its members to hold a hearing or otherwise investigate the grievance, or prescribe such procedure as it may deem appropriate for consideration of the grievance, provided, however, that in no event, except with express written consent of the Association, shall final determination of the grievance be made by the Board more than 20 days after its submission to the Board.

ARTICLE XIV

Personnel Policy

The provisions of the document entitled "Personnel Policy" and numbered (Series 4000), attached hereto, is hereby specifically incorporated by reference into and made a part of this contract. It is agreed that if any of the referenced document is contrary to a specific section of the remainder of this contract that said shall not be deemed valid but all other provisions thereto shall continue in full force and effect.

ARTICLE XV

Miscellaneous Provisions

The Board agrees at all times to maintain an adequate list of substitute teachers. Teachers shall be informed of a telephone number they may call before 7:30 A.M. to report unavailability for work. Once a teacher has reported unavailability, it shall be the responsibility of the administration to arrange for a substitute teacher.

No polygraph or lie detector device shall be used in any investigation of any teacher or pupil.

This agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms. It shall likewise supersede any contrary or inconsistent terms contained in any individual teacher contracts heretofore in effect. All future individual teacher contracts shall be made expressly subject to the terms of this Agreement so long as this Agreement is in force.

Copies of this Agreement shall be printed at the expense of the Board and presented to all teachers now employed or hereafter employed by the Board.

If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provisions application shall not be deemed valid and subsisting except to the extent permitted law, but all other provisions or applications shall continue in full force and effect.

1. The Association agrees not to engage in or encourage strike action.
2. The Association agrees that an injunction may be issued by a court of competent jurisdiction against a strike engaged in by members of the Association.

ARTICLE XVI

Management Rights Clause

The Board retains all rights and powers to manage the enterprise and to direct the employees, except as otherwise expressly provided in this agreement.

ARTICLE XVII

Duration of Agreement

This Agreement shall be effective as of September 1, 1968, and shall continue in effect for one year until the 1st day of September, 1969. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

BOARD OF EDUCATION

By _____
President

By _____
Secretary

HUDSONVILLE EDUCATION ASSOCIATION

By _____
President

By _____
Secretary

SCHEDULE A -- SALARY SCHEDULE

STEP	YEARS EXPERIENCE	NON-DEGREE SALARY	BACHELOR'S INDEX	BACHELOR'S SALARY	MASTER'S SALARY
1	0	5,900	1.0000	6,500	7,150
2	1	6,000	1.0454	6,795	7,445
3	2	6,200	1.0908	7,090	7,740
4	3	6,400	1.1362	7,385	8,035
5	4	6,600	1.1816	7,680	8,330
6	5	6,700	1.2270	7,975	8,625
7	6	6,800	1.2724	8,271	8,921
8	7	6,900	1.3178	8,566	9,216
9	8	7,000	1.3632	8,861	9,511
10	9		1.4086	9,156	9,806
11	10		1.4540	9,451	10,101
12	11		1.5000	9,750	10,400

NON-TENURE SALARY SCHEDULE

Head Coach, Football & Basketball	10%	of Bachelor Degree Step Salary
Reserve Coach, " " "	6 1/2%	" " " " "
Varsity Assistant " " "	6%	" " " " "
Reserve Assistant " " "	5%	" " " " "
Head Coach, Track & Baseball	7%	" " " " "
Asst. " " " "	5%	" " " " "
Cross Country Coach	5 1/2%	" " " " "
Golf Coach	5 1/2%	" " " " "
Tennis Coach	5 1/2%	" " " " "
GAA Director	4%	" " " " "
Athletic Director, Senior High	\$300.00	
Bowling Supervisor	\$150.00	
Athletic Director, Junior High	\$ 50.00	
Librarian, Junior High	\$100.00	
Vantage Point Supervisor	6%	of Bachelor Degree Step Salary
Basketball Coach, Junior High	5%	" " " " "
Swimming Coach	5 1/2%	" " " " "
Cheerleading Coach	4%	" " " " "
Camera Club Supervisor	\$ 50.00	

SCHEDULE A - SALARY SCHEDULE (Continued)

Transfer Credit Policy:

Professional personnel transferring to the Hudsonville Public School District from another school district will receive full credit on the salary schedule for the first three years of outside teaching experience and one-half credit for the next four years of outside experience. Fractional portions of one year credit will be dropped in arriving at final transfer credit.

In transferring credit from the non-degree to the degree schedule, the following formula shall be applied:

$$\text{Credit} = 3/4 (A+B) \text{ wherein "A" = outside credit as evaluated above, and "B" = Hudsonville credit.}$$

(A + B) shall not exceed eight years.

The adjustment will be made on a pro rata basis after the degree has been obtained.

Additional Salary Grants:

One Hundred Fifty Dollars (\$150.00) will be added to the salary of teachers who have earned 15 or more semester hours of credit applicable towards a Master's Degree. This adjustment will be made on a pro rata basis when the fifteen semester hours have been earned.

The \$50.00 super maximum will be added for two years beyond the regular salary schedule. In order to qualify for the third year of super maximum benefit, the teacher shall have earned two semester hours of graduate credit in his teaching field.

Nothing contained herein shall be construed to eliminate the making of supplementary contracts between the Board and members of the Association for non-tenure positions including but not limited to summer instruction.

I. Professional Personnel

A. Permanent Personnel (4110)

1. Recruitment and Selection (4111)

The Hudsonville Public Schools endeavor to employ the most able and highly qualified candidates available. Suggestions from teachers concerning highly competent persons who may be interested in our school system are most welcome.

To be considered for employment, the applicant shall possess the minimum of a bachelor's degree, including the necessary qualifications for certification as prescribed by the State of Michigan.

The selection of certified personnel is based on evaluation of written application, official transcripts of credits, recommendations and a personal interview.

2. Appointment (4112)

Appointment of teachers shall be on recommendation of the Superintendent, subject to approval of the Board of Education, for a period of one year; subject to extensions governed by the Tenure Act of the State of Michigan.

Teachers will be selected on the basis of effectiveness and staff balance, but without regard to creed, marital status, race, residence, or sex.

Teachers must be free from responsibilities which will interfere with a full-time teaching load.

3. Certification (4113)

It is the responsibility of the teacher to maintain proper certification. The State of Michigan requires that the teacher file his Certificate with the local Superintendent of Schools. If the teacher cannot obtain his provisional certificate, he must notify the Superintendent of Schools prior to August 15th so that other temporary arrangements may be made.

The teacher who has taken his training at a Michigan College may apply for his provisional certificate directly through that college's Department of Education. A teacher whose training is from a college outside of Michigan should request an official application from the Division of Higher Education and Certification, Department of Education, Lansing, Michigan.

The provisional certificate is valid for a period of five years from the date of issue. During this time, a teacher must teach successfully at least three years and earn at least ten semester hours of college credit to be eligible for a permanent certificate. A permanent certificate expires if the holder is not employed in a position requiring certification for five consecutive years.

A special education teacher is required to have either temporary or full approval from the Department of Education in addition to his regular Michigan teaching certificate.

PERSONNEL POLICY (Continued)

4. Assignment and Transfer (4115)

From time to time, teachers find it necessary to request assignment in a different school. All teachers in the Hudsonville Public Schools are free to request a transfer for personal reasons.

The administration will make every effort to relocate teachers at their request whenever it is possible, but at the same time shall endeavor to maintain a balanced staff in each school. Requests for transfer shall be made in writing to the office of the Superintendent of Schools.

Teaching assignment grade level and location will be a condition of contract for elementary staff; teaching assignment in area of instruction will be a condition of contract for secondary staff; e.g., Junior High English; High School Social Studies; High School Industrial Arts.

In accordance with the provisions of Article I, Section 4, of the Tenure Act, the Board of Education of the Hudsonville Public Schools shall not, as the result of the transfer or reassignment of any teacher, reduce the base salary compensation of that teacher. This policy shall in no manner alter the authority of the Board of Education to transfer or reassign any of the extra duties for teachers, or to transfer or reassign any duties for which extra compensation is paid, all of such extra duties are specifically exempted from continuing tenure.

5. Responsibilities and Duties (4116)

A. Arrival and Departure Time

Teachers are expected to arrive at school and be present in the immediate area of their teaching assignment at least 15 minutes prior to the beginning of school and will not leave until 15 minutes after school has closed for the day.

B. Classroom and Building Security

Members of the teaching staff are responsible for locking desks, filing cabinets, windows and classroom doors whenever they leave the classroom area. Staff members utilizing any part of a school building outside of the regular school day are responsible for securing that part of the building before leaving.

C. Record Keeping and Reporting

Members of the instructional staff are responsible for the following:

1. A record of individual student progress in the classroom record book.
2. A record of attendance in the elementary division.
3. A report of hourly absences as prescribed by the building principal in the secondary division.
4. An end-of-semester and/or end-of-year outline of work covered in area of instruction.
5. An evaluation of individual student progress or behavior as requested by the building principal.
6. Other reports required for personnel records of students and teachers.

PERSONNEL POLICY (Continued)

D. Grading Policy

Members of the professional staff are expected to comply with the grading policy outlined in the "Handbook for Secondary School Teachers" or the "Handbook for Elementary School Teachers".

E. Open Houses and/or P.T.A.

Members of the professional staff are expected to be present at meetings of the P.T.A. affecting their building and Open Houses scheduled for the Junior High And High School.

F. Appearance

Members of the instructional staff are to be attired and groomed in a manner consistent with commonly accepted standards for professional people.

G. Control of Students

Teachers are expected to assist with the general control of students in and near their instructional area and are expected to correct or report actions of misconduct of students throughout the building and on the grounds adjacent to the building as they encounter this kind of activity.

H. Fire Drills and Student Safety

Teachers will explain to students at the onset of each school year the fire rules, regulations and procedures which apply to their instructional area as outlined in the "Handbook for Secondary Teachers" or the "Handbook for Elementary Teachers". In all cases teachers are responsible for supervising their students during drills and emergencies related to fire or other possible disasters. The teacher shall be the last to leave his classroom in this event and shall stay with his students until released by his building principal.

6. A. Probationary Contracts (4117)

All teachers new to the profession and experienced teachers from outside the State of Michigan shall during the first two years of employment be deemed to be in a period of probation. Teachers new to the Hudsonville system, who have acquired tenure in another Michigan school system shall be deemed to be in a period of probation for one year.

No teacher shall be required to serve more than one probationary period in any one school district, provided that, upon request, another year of probation may be granted an individual teacher, by the Board of Education upon notice to the Tenure Commission. Any action by the Board of Education in granting another year of probation shall not be done in any "blanket" or "across the board" resolution, but by considering the character of professional services of the individual teacher concerned. Granting another year of probation for an individual teacher shall require a unanimous affirmative vote of the Board of Education.

By March 25th of each school year the Board of Education shall provide the probationary teacher with a definite written statement as to whether or not his work has been satisfactory, provided that failure to submit a written statement shall be considered to be conclusive evidence that the teacher's work is satisfactory. The administration shall organize a program of evaluation for all probationary employees which shall be directed toward helping such employees to succeed in their appointment, and to keep the probationary employee informed as to his or her success.

After satisfactory completion of the probationary period a teacher shall be employed continuously by the Board of Education of the Hudsonville Public Schools. A teacher shall not be dismissed or demoted except as specified in the State Tenure Act.

B. Evaluation (4117.1)

Teacher evaluation has for its primary objective the strengthening of the instructional service. Effective evaluation will require a serious, mature and cooperative approach on the part of all involved

In the Elementary Division of the Hudsonville Public Schools the Elementary Coordinator and Building Principal will be responsible for teacher evaluations and recommendations; in the Secondary Division the responsibility lies with the Building Principal and Assistant Principal designated by the Principal.

Teachers in a probationary status shall have at least two complete evaluations made by each evaluator during the school year; one set prior to December 15th and the other prior to March 15th.

Teachers on tenure shall have at least one evaluation each year with the evaluation made prior to March 1st.

The following procedures shall be observed in the evaluative process:

1. All reports shall be in writing.
2. All reports shall be based on a classroom visit of at least thirty minutes duration.
3. Contents of the reports shall be discussed by the evaluators and the teacher being evaluated within one week after the classroom visit.
4. Help shall be offered teachers experiencing difficulty and specific suggestions for improvement shall be given and a record be kept of these suggestions. A copy of the list of suggested improvements shall be given to the teacher. Every effort shall be made to help the teacher develop professionally.
5. The teacher is to receive a copy of the evaluative report.
6. The teacher may request a conference with the Superintendent of Schools to discuss his evaluation in the presence of the evaluators and any other person of the teacher's choice.
7. The evaluation form shall be Form No. S-117, printed by Doubleday Brothers, Kalamazoo, Michigan; the white copy shall be filed in the teachers file maintained in the office of the Superintendent of Schools, the yellow copy shall be given to the teacher being evaluated, and the pink copy shall be kept by the evaluator in a locked file.

7. Tenure (4118)

The teaching tenure policy shall be governed by the Michigan Teacher Tenure Act, State of Michigan, Act No. 4 of the Public Acts of the Extra Session of 1937, as amended, through the Regular Session of 1964.

8. Separation and Discharge (4119)

A release from a teaching contract will not be granted by the Board of Education after sixty days before September 1 of the ensuing school year except in extreme emergencies or promotion in rank.

Illness, substantiated by professional certification, transfer of one's mate to a distant location, etc., will be adjudged as "extreme emergencies". Accepting a teaching position in another school system during period indicated above would not qualify one for a release from contract.

Teachers may be discharged only for reasonable and just cause, and only after charges concerning the character of professional services have been filed, notice served and hearing on the determination of such charges have been made in accordance with Article IV of the Tenure Act.

If charges are filed against a teacher as provided in Article IV, Section 2, of the Tenure Act, the Board of Education may suspend the accused teacher from active performance of duty until a decision is rendered by said Board of Education, but the teacher's salary shall continue during such suspension.

A teacher shall have the right to appeal any decision of the Board of Education of the Hudsonville Public Schools within thirty (30) days of the Board's decision, to the State Tenure Commission.

Method of appeal and conduct of hearing to be in accordance with the provisions of the Tenure Act.

B. Temporary and Part-time Personnel (4120)

1. Replacement Teachers (4121)

Teachers employed for part of a school year as replacement for members of the regular staff shall be subject to policies governing employment of regular teachers. Payment for services shall be computed in accordance with the following formula:

$$\text{Payment} = \frac{\text{(number of teaching days (including holidays and institute days remaining in school year))}}{\text{(Total number of teaching days in school year)}}$$

2. a. Substitute Teachers (4122)

When it is necessary to be absent, members of the Elementary staff must notify the Elementary Coordinator, Junior High staff the Junior High Principal and High School staff the High School Principal as far in advance of the beginning of the school day as is possible so that a substitute teacher may be obtained for their classroom.

b. Substitute Teachers - Salary (4122.1)

1. Substitute teachers will be paid at the rate of \$25.00 per day.
2. Substitute teachers shall, after 10 consecutive days in the same teaching station, be placed on current index according to teaching experience and educational level.

3. Student Teachers (4123)

The Board of Education and administration shall cooperate with area colleges in training programs related to the teaching profession with the following qualifications:

- a. Teachers shall reserve the right to refuse to have a student teacher.
- b. No teacher shall have a student teacher under his supervision unless said teacher has obtained tenure status.
- c. No teacher shall have more than one student teacher during any school year.
- d. Student teachers shall be placed only in areas for which they have been trained (I.E. Major or Minor area of study in college)
- e. Whenever a student teacher is to serve more than one teacher at the same time, one of the supervising teachers shall be designated as head teacher.
- f. At no time shall the ratio of student teachers to regular teachers exceed 25% in any one building.
- g. Under no conditions shall a student teacher be placed in the role of a substitute teacher outside the course being taught by the supervising teacher. (ex. two ninth grade English)

1. A student teacher shall not serve as a substitute for another teacher that is missing in the school system.
2. A student teacher may upon his consent serve the role of a substitute for his own supervising teacher in case the supervising teacher is ill. However, this term of service as a substitute without the presence of a supervising teacher shall not last for more than five (5) school days.
- h. No supervising teacher shall substitute for another teacher during the hours a student teacher is under his supervision.

4. Part-Time Teachers (4124)

Teachers employed on a part-time basis throughout the school year shall be governed by policies affecting full time staff members. Payment for services rendered shall be on a pro-rata basis as follows:

Payment = Full-time salary x fraction of time employed.

5. Summer School Teachers (4125)

Summer school teaching positions shall be adjudged as "Extra Duty for Extra Pay" positions and excluded from tenure. Teachers employed for summer school positions shall be paid at the rate of \$5.00 per hour.

6. Adult Education Teachers (4126)

Adult Education teaching positions shall be adjudged as "Extra Duty for Extra Pay" positions and excluded from tenure. Teachers employed for Adult Education positions shall be paid at the rate of \$5.00 per hour.

7. Recreation Personnel (4127)

Teachers employed in positions related to recreational uses of the high school swimming pool shall be paid in accordance with the following schedule:

Hourly rate

1. Pool Director \$2.25
2. Faculty Guard 2.25

C. Meetings (4136)

Teachers shall be allowed two days each year for the purpose of attending a meeting or conference related to their area of instruction. A request for permission to attend a meeting or conference must be filed with the Building Principal at least one week in advance of the date of the meeting or conference. Actual registration fee, \$5.00 for the cost of meals, plus transportation costs at the rate of \$.10 per mile if school transportation is not available, will be assumed by the Board of Education. No more than three teachers may be absent from one building at one time for the purpose of attending meetings or conferences.

D. Compensation and Related Benefits (4140)

1. Salary Checks and Deductions (4142)

Professional personnel shall receive their contracted salary in twenty-six equal payments or every two weeks during the school year. Payment shall be in the form of a deposit made in the name of each teacher with the Old Kent Bank of Grand Rapids. A deposit receipt indicating a summary of earnings and deductions together with the net amount of each deposit shall be furnished to the teacher on the day of deposit. In addition to usual deductions, contributions to credit unions and tax deferred annuities of the teacher's choice may be made.