

67 Revision of 66 ^{FILE} contract

Field Representative

Kalkaska (15)

KALKASKA PUBLIC SCHOOLS
MASTER CONTRACT

Revised - March 1966
Adopted - March 1966
Revised - August 1967

OFFICE OF PROFESSIONAL NEGOTIATIONS
Michigan Education Association

Negotiation Committees

Kalkaska Education Association
Charles Clark, Chairman
Rena Bellinger
Elizabeth Banks
Queen Ottgen

Board of Education
Dr. W. W. Kitti, Chairman
Norman Anderson
Robert Hardy

KALKASKA Bd. of Educ.

M.E.A.
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OFFICE OF
PROFESSIONAL NEGOTIATIONS

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Revised 1964
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4. No
5. Yes

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KALKASKA PUBLIC SCHOOLS
PROFESSIONAL NEGOTIATIONS PROCEDURES

PREAMBLE

In the belief that attainment of the objectives of the educational program of the district requires mutual understanding and that the best interests of the students will be secured through a professional approach with free and open exchange of views, the Kalkaska Board of Education and the Kalkaska Education Association hereby agree to establish procedures to provide an orderly manner for the Board and the Chapter to negotiate on matters of common concern, to reach a mutually satisfactory agreement on these matters, and to appeal through professional and educational channels in the event of an impasse.

PRINCIPLES

ATTAINMENT OF OBJECTIVES

Attainment of objectives of the educational program conducted in the schools of the district requires a mutual understanding and cooperation among the Board of Education, the Superintendent and his administrative staff, the professional personnel, and other citizens of the community. To this end, free and open exchange of views is desirable, proper and necessary.

RECOGNITION

The Board of Education of Kalkaska recognizes the Kalkaska Education Association as the representative of all the certificated personnel employed or to be employed by the Board, which hereby designates the Association to be such by Representatives.

The Kalkaska Board of Education recognizes that teaching is a profession that requires specialized educational qualifications, and that the success of the educational program in the Kalkaska School District depends upon the maximum utilization of the abilities of teachers who are reasonably well satisfied with the conditions under which their services are rendered.

The Board further recognizes that teachers have the right to join any organization for their professional or economic improvement but that membership in any organization shall not be required as a condition of employment.

EXCHANGE OF FACTS, VIEWS

Facts, opinions, proposals, and counter-proposals will be exchanged freely during meetings (and between meetings, if advisable) in an effort to reach mutual understanding and agreement.

ASSISTANCE

The participants may call upon competent professional and/or lay representatives to consider matters under discussion and to make suggestions, at the expense of the organization that asks for such assistance.

AGREEMENT

When agreement is reached between the parties, necessary action shall be taken by the Board, and the Association to implement the specifics of the agreement.

If the parties fail to make an agreement in negotiations, either party may invoke the mediation machinery of the State Labor Mediation Board to take any other lawful measures it may deem appropriate, including the imposition by the Association of sanctions to discourage teachers from working in the absence of contract.

CONSULTING AGENCY

In case where serious disagreement persists, some objective advisory opinion shall be sought from a qualified consulting agency acceptable to the Board of Education and the Association.

COSTS

Any costs incurred in securing the services of any individual or panel will be paid equally by the Board and Association.

SUPERINTENDENT

The Superintendent or an official representative designated by the Superintendent and approved by the Board shall act as administrative officer of the Board of Education and shall function as a channel of teacher concerns to the Board of Education and of the Board of Education responsibilities to the teaching staff. This does not preclude information going to the Board from the Kalkaska Education Association or to the Association from the Board. However, such information shall be directed through the office of the Superintendent to give him an opportunity to make comments upon the information being exchanged by the two groups.

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PROBLEMS AND GRIEVANCES

Every reasonable effort shall be made by school personnel to settle problems and grievances through school administrative channels and/or a committee of not more than two members appointed by the Board. When a satisfactory solution cannot be found through these channels, appeal shall be carried to the Board of Education through professional negotiation procedures.

EXECUTIVE SESSION

Negotiating shall be done in executive session with personnel limited to those persons mutually acceptable. All press release will be mutually agreed upon by the negotiating team before they are released.

ETHICS

All negotiating shall be carried on in an atmosphere of mutual respect and courtesy in accordance with principles set down in a code of ethics as listed below:

Both groups must have a:

1. genuine desire to improve the school system
2. both groups must realize that they are elected representatives and negotiate with the interest of their respective constituents in mind and discount any self-interests.
3. both groups must realize that discussions shall be restricted to the negotiating group.

RIGHTS OF INDIVIDUAL TEACHERS

Nothing in this agreement shall abrogate the right of any individual teacher to process his own disputes through the administrative channels or with the Board of Education.

RATIFICATION

It is recognized that no final agreement between the parties may be executed without ratification by a majority of the Board of Education and by a majority of the membership of the representative unit covered, but the parties mutually pledge that representatives selected by each shall be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations or bargaining, subject only to such ultimate ratification.

AMENDMENT

This agreement may be amended by the procedures for professional negotiation stated in this agreement.

ACCEPTED FOR KALKASKA EDUCATION ASSOCIATION

BY June Hall
Secretary of the Association

H. Cornhill
President of the Association

Minutes of Meeting Feb. 1966

ACCEPTED FOR KALKASKA BOARD OF EDUCATION

BY W. W. Kitti
Secretary of the Board

Harry Hall
President of the Board

Dated Feb. 8, 1966

ARTICLE II

LENGTH OF CONTRACT

1. This Master Contract will be effective for a period of three years, said period to end on June 30, 1969. The Section covering Salary Schedule may be reopened after January 1st. upon request by either party.
2. Other items can be reopened only by mutual consent of both parties to this contract.

ARTICLE III

Sec. I PHYSICAL EXAMINATIONS

- A. Each employee will have a physical examination, upon employment and each second year thereafter. Said report on physical examination must be filed in the Superintendent of Schools Office, on or before October 15, of year the examination is due. Each employee will comply with the provisions of P.A. 290, Public Acts of 1966, which requires an annual tuberculosis examination, said examination to be taken within 14 days following the start of the academic school year - or as required by directive by the State Health Department.
- B. Selection of a physician may be made by the teacher if they prefer not to avail themselves of the service offered at the state institute each fall.
- C. The Board of Education, may, at its discretion, require any teacher to submit to physical and/or psychological or psychiatric examination at any time. Such examination to be paid for by the Board of Education

Sec. II PARTIAL DISABILITY

- A. In case of partial disability which may incapacitate the teacher from discharging his full teaching duties, such teachers assignments may be adapted to his ability and proportional salary adjustment made.

Sec. III SICKLEAVE ALLOWANCE

- A. Each teacher employed by the Board of Education shall be allowed ten (10) days sick leave a year for the first three (3) years of employment.
- B. Sick leave, following the first three years of employment, shall be allowed at the rate of five (5) days a year, until a maximum of one hundred (100) days is accumulated.
- C. In the case of illness or an injury compensated for by Workman's Compensation, the teacher's pay will be the difference between his regular daily salary and the amount paid by the Workman's Compensation Insurance. Sick leave days will be charged in the same proportion as amount paid by the Board of Education.
- D. If illness exceeds accumulated sick leave days, the teacher will receive the difference between the substitute salary and his daily contract salary, until the end of the school year or the end of his illness, whichever occurs first.
- E. Sick leave for teachers employed on a part time basis, or for a part of the school year, will have sick leave allowance in proportion to the time employed.

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- F. A statement of his sick leave account will be presented each teacher not later than September 30th of each year.
- G. A teacher reporting for duty at the beginning of his work period who is forced to leave because of illness or accident any time after two hours of duty will be considered absent for sick leave purposes one-half day. If forced to leave one and one-half hours after the beginning of the afternoon session, he is to be considered present the entire day and no deduction of salary or sick leave is to be made.
- H. The teacher shall, on request of the Board of Education, present a doctor's certificate, or other proof of illness, satisfactory to the board, covering the full period of absence for which he is to be paid.

ARTICLE IV

TERMINAL LEAVE

- A. In appreciation for service to the school district, a terminal leave payment of \$30.00 per year of service in the district will be paid upon retirement.
- B. The teacher must satisfy the requirements of the Michigan Public School Employees Retirement Fund Board, as stated in Act #164 of the Public Acts of 1937, to qualify for the above payments.

ARTICLE V

LEAVE OF ABSENCES

Sec. I Teachers may be granted leave of absence for the following reasons:

- A. Funerals
- B. Maternity Leave
- C. Military Leave
- D. Illness in immediate family
- E. Conferences
- F. Visiting Day
- G. Personal Business Day
- H. Jury Duty
- I. Court Appearance
- J. Curriculum Meetings (local)

A. FUNERALS

- 1. Each teacher will be granted three (3) days leave in the case of a death in the immediate family - father, mother, spouse or child.
- 2. A leave of one (1) day will be granted to each teacher to attend the funeral of any other near relative or friend.
- 3. Travel time is not to exceed five (5) days. Such time will be allowed without loss of pay.
- 4. Funeral leave will be granted without loss of pay or sick leave days.

B. MATERNITY LEAVE

1. The application shall be filed no later than three (3) months after pregnancy has been determined. An employee may complete the semester nearest the end of the sixth month of pregnancy.
2. Such leave shall be for one full school year, and may be renewed at the discretion of the Board of Education for an additional school year.
3. To qualify for such leave the teacher must have been employed by the Board of Education for a minimum of two (2) consecutive school years.

C. MILITARY LEAVE

1. Teachers on temporary leave of absence who are in the armed forces may have leave of absence extended for an additional two years.
2. Upon the return of teachers on temporary leave of absence, due to service in the armed forces of the United States, they will be reinstated to their position with full credit, including annual increment, all sick leave accumulation and increases in pay given to other teachers during their period of service, upon written request supported by competent proof that said applicant is fully qualified to perform the duties of such position.

D. ILLNESS IN IMMEDIATE FAMILY

1. In the event of illness, or other emergency in the teachers own household, or parents, a reasonable

amount of lost time will be allowed the teacher without loss of pay.

2. Such lost time will be deducted from the teachers sick leave accumulated time.
3. Such leave will not be allowed for illness outside the home.

E. CONFERENCES

The Board of Education shall encourage teachers to actively participate in meetings of local, state, and national professional organizations. The payment of the salary of substitutes shall be carried in the budget as an in-service education expense item. Expenses incurred attending such meetings will be reimbursed as follows:

1. Actual railroad, plane or bus fare. Private car expense at 9¢ per mile.
2. Meals not to exceed \$8.00 per day.
3. Lodging not to exceed \$7.00 per day.
4. An itemized statement of expenditures must be presented.
5. Teachers shall suffer no loss of pay attending authorized conferences.
6. The above statements do not apply to unapproved conferences or meetings.
7. Eligibility to attend meetings of state and national professional organizations shall be

based upon professional interest and leadership in position of local affiliations.

8. Requests for permission to attend professional meetings shall be approved by the principal and superintendent of schools. A report shall be submitted, in writing, on the activities of the conferences, with recommendations, if any, for use in the system. The employee may be called upon to make an oral report to the Kankaska Education Association and/or the Board of Education.
9. Such requests will be made, on a form provided by the school district, at least two weeks prior to such conference, meeting or visit to another school.

F. PROFESSIONAL VISITING DAY

Each teacher, upon recommendation of the principal, will be granted one day to visit other schools. The purpose of this visit will be to observe some new innovation in the field of the teachers interest. Teachers will suffer no loss of pay.

1. These visiting days are to be approved by the principal of the school to be visited, and also by the local school principal.
2. A report will be made on the result of such a visit to the school principal, and then a meeting will be

scheduled to report and discuss such visits with the Kankaska Education Association and/or the Board of Education.

G. PERSONAL BUSINESS DAY

1. Each employee shall be entitled to one personal business day a year.
2. These days will be non-accumulative.
3. Conduct of personal affairs which cannot normally be done outside of school hours. Such days to be used for activities such as religious obligations and medical and dental appointments when such appointments cannot be made at another time.
4. Days must be scheduled at least two days in advance.

H. JURY DUTY

1. A teacher will be granted leave to serve on jury duty, when called, without loss of pay. This pay to be the difference between the teachers regular daily pay and jury duty pay.

I. COURT APPEARANCE

1. A teacher will be granted time to appear as a witness in any case connected with the teachers employment or the school, or whenever the teacher is sub-poenaed to attend any court proceedings. Teacher will be paid the difference between the regular daily pay and the amount for appearance in court.

J. CURRICULUM MEETINGS - LOCAL

1. Time will be granted for a 1/2 day meeting of the local staff each semester.

Sec. II. Temporary leave of absences shall be without pay unless otherwise stipulated and for not more than one year.
(i.e. Maternity - Military)

ARTICLE VI

RESIGNATION-DISCHARGE OR DEMOTION

Sec. I. Teacher will discontinue his services with the Board of Education only by mutual consent, after July 1st.

Written notice shall be given to the Board of Education at least sixty (60) days before the start of school of the ensuing year. This resignation will be acted upon at a regular meeting of the Board of Education.

Sec. II. Article IV of the Michigan Teacher's Tenure Act will apply for discharge or demotion.

ARTICLE VII

Sec. I. PROCEDURE FOR FILLING VACANCIES

The Superintendent of Schools, when a vacancy occurs on the staff, shall advertise such vacancy and receive applications from candidates. Qualified employees may initiate their own applications on forms provided, or they may be nominated by the superintendent. Applications shall be received through accepted channels from candidates outside the district. In appraising qualifications of candidates appropriate weight shall be given for:

- (a) preparation
- (b) experience
- (c) personal traits

ARTICLE VIII

OUTSIDE EMPLOYMENT

Sec. 1 Any teacher accepting outside employment, during the school year, will notify the superintendent of schools of such employment, giving date employed, type of employment, and estimated hours worked during the school week (Monday through Friday, inclusive).

Sec. II If such employment interferes with the duties of the teacher he will be notified and a recommendation will be made by the superintendent to the teacher and to the school board.

Sec. III The teacher will be granted a hearing by the Board of Education if requested by the teacher.

ARTICLE IX

CIVIC AND PROFESSIONAL ACTIVITIES

Sec. 1 Participation in activities and programs of recognized professional organizations are considered to be responsibilities of teachers and a necessary part of keeping professionally alert.

Sec. II Teachers may participate in civic affairs and take leadership in community programs as their interest directs.

ARTICLE X

NEW TEACHER ORIENTATION

Sec. 1 The school principal may appoint an experienced teacher to act as a "helping hand" to any new teacher.

Sec. II The "helping teacher" will not be in line of authority nor in a supervisory capacity over the new teacher.

Sec. III The "helping teacher", is to assist in every way to orient the new teacher to school policies and routine, as well as its traditions and practices.

Sec. IV The "helping teacher" is to assist the new teacher to become better acquainted with the geography, services and facilities of the Village of Kaskaska and the Kaskaska area.

ARTICLE XI

TEACHER EVALUATION

Sec. 1 Formal evaluation of a probationary as well as tenure teachers shall be the responsibility of the school superintendent.

Sec. II The principal shall hold a conference with each tenure teacher prior to submission of the evaluation report to the superintendent.

Sec. III Evaluation of probationary teachers is to be made in writing to the Superintendent of Schools by the principal at least once each semester. The teacher is to receive a copy of said evaluation made of his status. Evaluations will be made on or before December 1st and March 15th of each school year.

Sec. IV Evaluation of tenure teachers is to be made in writing to the superintendent by the principal at least once a year. The teacher is to receive a copy of each evaluation

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made of his status. Evaluation will be made prior to March 15th of each school year.

ARTICLE XII

SUBSTITUTE TEACHER

- Sec. 1 Substitute teachers salary will be the base salary of a regular employee with a Bachelor's degree, on Step 0 of the Salary Schedule, less \$200, divided by 184 days.
- Sec. II The Administration has the authority to assign teachers to substitute for absent teachers, during their conference period, or other periods when available, providing every effort has been made to secure a regular substitute teacher.
- Sec. III Such regular teacher shall receive \$5.00 per class hour for substitute teaching.

ARTICLE XIII

TEACHER AIDES

Teacher Aides will be secured to supervise the noon hour program in grades Kindergarten through Eighth grade. They will have a base salary of \$1.25 per hour.

ARTICLE XIV

STUDENT-TEACHER RATIO

The ratio shall be in conformity with the requirements of the State Aid Act, and will be arrived at as provided by the above act.

ARTICLE XV

A teacher reaching the age for qualification under the provisions of the Social Security Act may be retired at the option of the Board of Education. If the Board does not choose to retire the teacher, a yearly contract will be issued said teacher. (P.A. Session 1966)

ARTICLE XVI

Sec. 1 Teachers shall be in the building one half hour before school opens in the morning. Teachers may leave school after busses leave, faculty meetings or other appointments have been completed.

Sec. II Starting and dismissal time will be established by the superintendent and are subject to state statutes or regulations, provided, however, that no modification by the board will increase the clock hours of the teacher in the classroom.

Sec. III Teachers may be required to attend not more than two (2) evening faculty meetings each semester if called by the building principal. Attendance at all other evening faculty meetings will be at the option of the teacher.

Sec. IV Teacher participation in extra curricular activities for which no additional compensation is paid, will be voluntary. At the same time, teachers recognize that the responsibility to their students and their profession requires the performance of duties that involve the expenditure of time beyond that of a normal working day,

including the preparation for, and supervision of extra curricular student activities. Every effort possible shall be made not to exceed 40 hours a week for the combined teaching and extra curricular activities. Teachers will be assigned to only one reimbursable, time consuming, extra curricular activity at any one period of time during the school year, such as football, basketball, yearbook, class play, etc.

Sec. V For the purpose of meeting the requirements of P.A. 154, Public Act of 1964, Minimum Wage Law, a week for pay purposes will be considered 40 hours. This does not require the teacher to be in the building, or on duty, for this period of time. Extra pay duties are not included in this time period.

ARTICLE XVII

ASSOCIATION BUSINESS

1. Association business, either local or state, will not be conducted during the regular school day class hours.
2. Released time for association business will be without pay.

ARTICLE XVIII

FREE PASSES

1. Passes will be provided all teachers and principals to school athletic events. The holder of the pass is subject to assignment by the Athletic Director (11-8-65). Passes are non-transferable.

ARTICLE XIX

CODE OF ETHICS

1. The teachers agree to adhere to the Code of Ethics of the Education Profession. Failure to adhere to this Code may be cause for reprimand or other disciplinary action by the recognized teacher organization, or may be a factor for Board of Education action effecting a teachers retention, election to tenure, or salary increases.
2. The Code of Ethics of the Education Profession is made a part of this contract. (See Appendix)

ARTICLE XX

GRIEVANCE PROCEDURE

1. 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 existing rule, order or regulation of the Board, 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 Board or its designated representative. The Board hereby designates as its representative for such purposes, the principal in each school building and the Superintendent of Schools when the particular grievance arises in more than one school building.

2. Within five (5) days of receipt of the grievance, the designated representative of the Board shall meet with the Association in an effort to resolve the grievance. Affected teachers may or may not be present at such meetings. 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 (5) days thereafter to prove or disapprove the grievance. If the grievance shall be denied by the Superintendent, upon review of the action of the school principal, the grievance shall immediately be transmitted to the Secretary of the Board, with a statement of why it is being disapproved.
3. Within fifteen (15) days of 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 procedures as it may deem necessary for consideration of the grievance, provided, however, that in no event, except with written consent of the Association, shall final determination of the grievance be made by the Board more than twenty (20) days after its submission to the Board.
4. If the decision of the Board is not satisfactory to the Association, appeal shall go through regular professional channels. (See Professional Negotiation Procedures, as adopted by the Kalkaska Education Association and the Board of Education of the Kalkaska Public Schools.

ARTICLE XXI

STRIKE

The teachers agree that a strike is not a valid weapon for use of any teacher organization under any circumstances within our existing framework of law.

ARTICLE XXII

HOMEWORK (See Appendix)

ARTICLE XXIII

SCHOOL CALENDAR (See Appendix)

ARTICLE XIV

TENURE

A. COMMITTEE

Sec. 1 A tenure committee shall be organized not later than the 30th day of September of each year.

Sec. 2 Members of the tenure committee shall hold office for one year, from October 1st. to September 30th.

Sec. 3 The tenure committee shall consist of:

A. The Superintendent of Schools, who will serve as chairman.

B. One member of the Board of Education selected from the Board.

C. The Principals of each school in the Kaskaska Public School system.

Sec. 4 At least two meetings shall be called each year by the chairman:

- A. The organizational meeting shall be called by the chairman no later than September 30.
- B. A meeting for reviewing personnel policies and personnel will be called by the chairman not later than 60 days before the issuance of contracts.
- C. Meetings may be called by the chairman as needed.
- D. A meeting will always be called at the written request of any two members.
- E. Members shall receive written notice at least twenty four hours before the time of each meeting.

Sec. 5 The function of the tenure committee shall be to:

- A. Review and evaluate personnel policies each year, and recommend improvements.
- B. To help evaluate probationary teachers.
- C. To assist the administration in the interpretation of personnel policies.
- D. To dissolve any conflict of ideas in the interpretation of policies.

Sec. 6 The tenure committee shall function:

- A. Under "Robert's Rule of Order" with each member having one vote.
- B. As a unit with its decisions and recommendations being presented in writing to proper authorities or persons.

C. Decisions pertaining to dismissal of teachers, extension of probationary period, and granting of tenure, shall be presented to the Board of Education by the Superintendent.

Sec. 7 Continuing tenure shall not apply to an annual assignment of extra duty for extra pay.

Sec. 8 SAVING CLAUSE

Any portion of the local tenure policy invalidated by the Michigan Tenure Law shall not invalidate other parts of the policy written within the framework of the law.

ARTICLE XXV

SALARY SCHEDULE

Sec. 1 The salary schedule for teachers shall be negotiated each year. All teachers are to be hired on the basis of this schedule. This schedule is an annual contract between the Board of Education and the teachers. The Board of Education shall make every reasonable effort to maintain this schedule, but it reserves the right to make any additions, reductions, or other changes which, in its judgment might be necessary from time to time. There shall be no differential in salary allowed because of sex, marriage or dependents.

Sec. 2 A copy of the current or effective salary schedule shall be presented to each teacher annually at the time he receives the statement of his salary for the succeeding year.

Sec. 3 The salary schedule will be on an index system.

(See Appendix)

- Sec. 4 The salary schedule shall contain suitable remuneration for teachers who are working for advance degrees or equivalent which enhance the efficiency of the teacher's program on the school staff.
- Sec. 5 The Superintendent of Schools may recommend that teachers be given credit for up to five (5) steps for outside teaching experience on the salary schedule. For outside military service an allowance of not to exceed one-half step a year, up to a total of two complete steps will be allowed. Such past experience and military duty is not retroactive.
- Sec. 6 Teachers will be paid bi-weekly on a twelve month basis.
- Sec. 7 Teachers shall progress on the salary schedule in accordance with the following stipulations:
- A. A teacher desiring to take courses, or travel experience approved by the Board of Education, for which credit will be given for advancement across the salary schedule should, prior to registration, discuss the program and objectives with the superintendent, who will advise the teacher of the acceptability of the planned program. If the course is approved, one copy of the program will be signed by the superintendent and returned to the teacher, and one copy of the program shall be placed in the teachers personal file. At the completion of each course transcripts shall be sent to the superintendent, by the college or university where the course was pursued. These transcripts must be requested by the teacher.

- B. When a teacher expects to attend summer school or travel, written notice will be given the superintendent no later than April 30th., so that an allowance of \$160.00 for expenses can be included in the school budget. The teacher will receive this expense money upon receipt of the transcript of credits from the college or university where the courses were pursued, providing however, that a minimum of six semester hours were completed successfully. If a teacher expects to complete sufficient approved courses by August 30th. of any year, for advancement on the salary schedule, written notice shall be given the superintendent not later than April 30, in order that the amount may be included in the school budget.
- C. If more than six semester hours of credit are taken, the allowance will be computed by placing the number of semester hours taken over the six semester hours, and multiplying \$160. by this fraction.
- D. All travel experience must be approved by the Board of Education prior to April 30th. At this time the allowance for reimbursement will be set. A written report will be presented to the Board of Education upon return, and prior to the allowance being granted.

Sec. 8 LONGEVITY

1. When a teacher reaches the 15th year of service in the Kalkaska Public Schools they will be advanced 1 step on the salary index.

2. When a teacher reaches the 20th year of service in the Kalkaska Public Schools, they will be advanced an additional step on the salary index.
3. When a teacher reaches the 25th year of service in the Kalkaska Public Schools, they will be advanced an additional step on the salary index.
(See Appendix - Salary Index Schedule)

Sec. 9 SALARY INFORMATION

Additional Pay Schedule

POSITION	AMOUNT
Athletic Director	\$200.00
Band Director	200.00
Baseball Coach (3% of Base Salary*) ** not less than	100.00
Basketball Coach	
a. Head Coach (7% of Base Salary*) ** not less than	300.00
b. Assistant (3.5% of Base Salary*) ** not less than	150.00
Special Education (7% of Base Salary*) not less than	300.00
Track Coach (3% of Base Salary*) ** not less than	100.00
Vocational Certificate	500.00
Basketball-other than high school boys:	
a. Jr. High Boys (3.5% of Base Salary*) ** not less than	150.00
b. Girls (3.5% of Base Salary*) ** not less than	150.00
Yearbook (first Year) **	100.00
(Second Year) (3.5% of Base Salary*) not less than	150.00

Guidance (5% of Base Salary*)	not less than	150.00
Class Plays (not to exceed two sponsors)**		75.00 each
Class Sponsor Head Sponsor **		10.00
Social Events		
Dance (not to exceed two sponsors)**		5.00 each
Banquet-Prom (not to exceed two sponsors)		10.00 each**
Floats-Homecoming, Trout Festival **		10.00 each float
Senior Field Day-Picnic **		10.00 each
National Honor Society		50.00
Student Council		50.00
Out of town Student Council business		5.00 plus mileage

Continuing tenure shall not apply to an annual assignment of extra duty for extra pay.

EDUCATIONAL CREDIT

The teacher will complete the following semester hours in order to maintain their place on the Salary Schedule:

Less than a Degree or Life Certificate	6 Sem. hrs.per.yr
B.A. Degree	6 Semester Hours every 5 years
M.A. Degree	4 Semester Hours every 5 years
Ed. S. Degree	2 Semester Hours every 5 years

* Base Salary, for the percentage compensation assigned to extra duty assignments, shall be the salary paid at the annual step and level of education of the employee to whom duty is assigned.

** Extra pay for the above extra duties assignments will be paid upon completion of the season or duty.

ARTICLE XXVI

CONTRACTS

- Sec. 1 All contracts with teachers shall be in writing, and signed by officers of the Board of Education, unless an agent of the Board of Education is authorized to sign for the Board of Education.
- Sec. 2 A teacher's salary calculation sheet will be issued as soon as negotiations are complete. These will be returned within ten days following the issuance.
- Sec. 3 Contracts will be issued simultaneously to all teachers.
- Sec. 4 Contracts will be issued at least sixty (60) days before the close of each school year. Teachers not issued contracts for the ensuing school year will be notified of such action at least sixty (60) days before the close of the school year.
- Sec. 5 Contracts not returned, or returned unsigned, ten days following issuance or ten days after completion of negotiations, whichever is latest, will indicate no acceptance on the part of the teacher, and the position is automatically declared vacant, and applicants may apply for the position. If contracts are held during negotiations, they shall be held by the teacher to whom issued.

PAY ROLL DEDUCTIONS

The Board agrees to continue to make voluntary payroll deductions, upon written authorization therefor, from the salaries of teachers for the following:

1. Medical-Hospitalization (Blue Cross/Blue Shield)
2. The Board agrees to deduct, and remit directly to the T.B.A. Education Credit Union, upon written authorization therefor, any monies due for payments of loans from said credit union. These deductions will be made on a monthly basis. The employee agrees to hold the Board harmless from any claims of excessive deductions, due to error by the T.B.A. Credit Union, and to be responsible for any costs or attorney fees incurred by the Board in connection therewith.

3. Dues Deductions

The Board agrees to deduct from the salaries of its employees, Dues for the Kalkaska Education Association, the Antrim-Kalkaska M.E.A. District, The Michigan Education Association, The National Educational Association or any one or any combination of such associations as said teachers individually and voluntarily authorize the Board, in writing, to deduct.

Individual authorization forms shall be furnished by the Association and, when executed, filed by it, with the Superintendent's office.

Authorization filed with the Superintendent's office on or before August 15, 1967, shall become effective with the first pay check for the 1967-1968 school year.

An authorization filed after August 15, 1967, shall become effective with the first paycheck following thirty days after the filing of the authorization.

Authorizations once filed with the Superintendent's office shall continue in effect until revoked by the teacher on a form available from the association and filed with the Superintendent's office; provided, a revocation filed after the first duty day of a school year shall not be effective until the first paycheck of the succeeding school year. Dues for any or all of the above organizations shall be deducted together, as one deduction, in ten (10) equal installments as follows: on both the first and second pay days in September and on the first payday of each month from October through May.

The association shall, at least thirty (30) days before the beginning of each academic school year, give written notification to the superintendent's office of the amount of its dues and those of the Antrim-Kalkaska MEA District; the M.E.A. and the N.E.A. which are to be deducted in that school year under such authorizations. The amount of the deductions for such dues shall not be subject to change during the entire school year.

For the purposes of this article, the term "academic school year" shall mean the period beginning with the opening of school in the fall and the closing in the spring. (September-June)

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Dues deducted shall be sent to the treasurer of the Kalkaska Education Association promptly. The Kalkaska Education Association shall be responsible for disbursements of Antrim-Kalkaska District, M.E.A. and N.E.A. dues to the treasurers of those organizations.

The right to refund to teachers the monies deducted from their salaries under such authorization shall lie solely with the Kalkaska Education Association. The Kalkaska Education Association agrees to reimburse any teacher for the amount of any dues deducted by the Board and paid to the Kalkaska Education Association, which deduction is by error in excess of the proper deduction, and agrees to hold the Board harmless from any claims of excessive deductions, and to be responsible for any costs or attorney fees incurred by the Board in connection therewith.

If the teacher leaves the district during the school year, all due deductions that remain will be deducted from the final termination check.

No assessments from any association will be deductible.

ARTICLE XXVII

BOARD OF EDUCATION AND ADMINISTRATION RIGHTS CLAUSE

The Board, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan, and of the United States, including, but without limiting the generality of the foregoing, the right:

- (1) to the executive management and administrative control of the school system and its properties and facilities;
- (2) to hire all employees and subject to the provisions of law, and to determine their qualifications.

Through the combined efforts of the Board, the Administration, and the faculty, they will:

- (1) establish grades and courses of instruction, including special programs, and provide for athletic, recreational, and social events for the students, all as deemed necessary or advisable.
- (2) decide upon the means and methods of instruction, the selection of textbooks and other teaching materials, and the use of the teaching aids of every kind and nature.
- (3) to determine class schedules, the hours of instruction, and the duties, responsibilities, and assignments of teachers and other employees with respect thereto, and with respect to administrative and non-teaching activities, and the terms and conditions of employment.

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The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Michigan, and the Constitution and laws of the United States.

ARTICLE XXVIII

NEGOTIATIONS CLAUSE

"The parties acknowledge that during the negotiations which resulted in this agreement, each had the unlimited right and opportunity to make demands and proposals, with respect to any subject of matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this agreement.

Therefore, The Board of Education and the Association, for the life of this agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter referred to, or covered in this agreement, or with respect to any subject or

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matter not specifically referred to or covered in this agreement, even though such subjects or matter may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this agreement."

SALARY SCHEDULE

The Salary Schedule for 1967-1968 will have a Base Salary of \$5,400. for a Bachelor's Degree and no experience.

Payment for extra duties shall be made upon completion of season or extra duty. i.e.

Football

Baseball

Basketball

Track

Yearbook

Class Plays

Class Sponsor

Social Events

MASTER CONTRACT

ACCEPTED FOR KALKASKA EDUCATION ASSOCIATION

by Virginia Wind
Secretary of the Association

Queen Ottgen
President of the Association

Minutes of Meeting _____ 1967.

ACCEPTED FOR KALKASKA BOARD OF EDUCATION

by W.W. Kitti
Secretary, Board of Education

Harry Hall
President, Board of Education

Dated _____

APPENDIX

KALKASKA PUBLIC SCHOOLS
SALARY INDEX
Adopted March 1963

Annual Step	B.A.			M.A.			Ed. S.			Ph. D.		
	+15	+30	+45	+15	+30	+45	+15	+30	+45	+15	+30	+45
0	1.000	1.0318	1.0636	1.1270	1.1588	1.1905	1.2223	1.2540	1.2857	1.2223	1.2540	1.2857
.5	1.018	1.0503	1.0827	1.1473	1.1797	1.2119	1.2643	1.2766	1.3088	1.2643	1.2766	1.3088
1.0	1.036	1.0689	1.1019	1.1676	1.2006	1.2334	1.2663	1.2992	1.3320	1.2663	1.2992	1.3320
1.5	1.054	1.0874	1.1210	1.1879	1.2215	1.2548	1.2883	1.3218	1.3551	1.2883	1.3218	1.3551
2.0	1.072	1.1060	1.1402	1.2062	1.2424	1.2763	1.3103	1.3444	1.3783	1.3103	1.3444	1.3783
2.5	1.090	1.1245	1.1593	1.2285	1.2633	1.2977	1.3323	1.3670	1.4014	1.3323	1.3670	1.4014
3.0	1.108	1.1431	1.1785	1.2488	1.2842	1.3192	1.3543	1.3896	1.4246	1.3543	1.3896	1.4246
3.5	1.126	1.1616	1.1976	1.2691	1.3051	1.3406	1.3763	1.4122	1.4477	1.3763	1.4122	1.4477
4.0	1.144	1.1802	1.2168	1.2894	1.3260	1.3621	1.3983	1.4348	1.4709	1.3983	1.4348	1.4709
4.5	1.162	1.1987	1.2359	1.3097	1.3460	1.3835	1.4203	1.4574	1.4948	1.4203	1.4574	1.4948
5.0	1.180	1.2173	1.2551	1.3300	1.3678	1.4050	1.4423	1.4800	1.5172	1.4423	1.4800	1.5172
5.5	1.198	1.2358	1.2742	1.3503	1.3937	1.4264	1.4643	1.5026	1.5403	1.4643	1.5026	1.5403
6.0	1.216	1.2544	1.2934	1.3706	1.4096	1.4479	1.4863	1.5252	1.5635	1.4863	1.5252	1.5635
6.5	1.234	1.2729	1.3125	1.3909	1.4306	1.4693	1.5083	1.5478	1.5866	1.5083	1.5478	1.5866
7.0	1.252	1.2915	1.3317	1.4112	1.4514	1.4909	1.5303	1.5704	1.6098	1.5303	1.5704	1.6098
7.5	1.270	1.3100	1.3508	1.4315	1.4723	1.5122	1.5523	1.5930	1.6329	1.5523	1.5930	1.6329
8.0	1.288	1.3286	1.3700	1.4518	1.4932	1.5337	1.5743	1.6156	1.6561	1.5743	1.6156	1.6561
8.5	1.306	1.3471	1.3891	1.4721	1.5141	1.5551	1.5963	1.6382	1.6792	1.5963	1.6382	1.6792
9.0	1.324	1.3657	1.4083	1.4924	1.5340	1.5765	1.6183	1.6608	1.7024	1.6183	1.6608	1.7024
9.5	1.342	1.3842	1.4274	1.5127	1.5559	1.5980	1.6403	1.6834	1.7255	1.6403	1.6834	1.7255
10.0	1.360	1.4028	1.4466	1.5330	1.5768	1.6195	1.6623	1.7060	1.7487	1.6623	1.7060	1.7487
15.	1.396	1.4399	1.4849	1.5736	1.6186	1.6624	1.7063	1.7512	1.7950	1.7063	1.7512	1.7950
20.	1.432	1.4770	1.5232	1.6142	1.6604	1.7053	1.7503	1.7964	1.8413	1.7503	1.7964	1.8413
25.	1.468	1.5141	1.5615	1.6548	1.7022	1.7482	1.7943	1.8416	1.8876	1.7943	1.8416	1.8876

SCHOOL CALENDAR

1. Faculty meetings will be held the Friday prior to opening of school.
2. School will open the first Tuesday after Labor Day, unless Labor Day falls on September 6 or 7. In this case, school will open the Monday prior. This date may vary from August 30 to September 6.
3. Schools will close on the Thursday or Friday for the Annual State Teachers Institute for Region 15. This is usually the first Thursday and Friday in October. The days will be used for teachers to attend these meetings.
4. School will close at the end of the school day on Wednesday preceeding Thanksgiving and remain closed until the following Monday.
5. Schools shall close for Christmas and New Year's as follows:
 - a. School closes for Christmas vacation as follows:
 1. If Christmas comes on Monday, Tuesday or Wednesday, school will close the preceeding Friday.
 2. If Christmas comes on Thursday, Friday, Saturday or Sunday, schools shall close the third day before Christmas at the regular dismissal time.
 - b. When January 1st. occurs on a Sunday, schools will open the following Tuesday. Schools open the day after January 1st. when January 1st. comes on Monday, Tuesday or Wednesday. When January 1st. comes on Thursday, Friday or Saturday, schools shall open the following Monday.

- c. The foregoing provides for a range of 10-13 vacation days, (6-9 "no school" days).
- d. The following chart indicates the possible Christmas, New Year's vacation period:

Sa	S	M	T	W	T	F	Sa	S	M										
23	24	(25)	26	27	28	29	30	31	(1)										
Sa	S	M	T	W	T	F	Sa	S	M	T									
22	23	24	(25)	26	27	28	29	30	31	(1)									
Sa	S	M	T	W	T	F	Sa	S	M	T	W								
21	22	23	24	(25)	26	27	28	29	30	31	(1)								
			T	W	T	F	Sa	S	M	T	W	T	F	Sa	S				
			23	24	(25)	26	27	28	29	30	31	(1)	2	3	4				
				W	T	F	Sa	S	M	T	W	T	F	Sa	S				
				23	24	(25)	26	27	28	29	30	31	(1)	2	3				
					T	F	Sa	S	M	T	W	T	F	Sa	S				
					23	24	(25)	26	27	28	29	30	31	(1)	2				
						F	Sa	S	M	T	W	T	F	Sa	S	M			
						23	24	(25)	26	27	28	29	30	31	(1)	2			

- 6. Schools will close on Monday following the end of the first semester. This is usually the third or fourth Monday in January. All teachers will be present for a normal school day to mark report cards and do other school work, meetings or school activities.
- 7. Schools will close for the Annual Intermediate District Institute, if institute is held. This is usually the third (or second) Wednesday in February.
- 8. Schools will close for the week preceeding Easter for Spring Vacation. They will reopen on the Monday following Easter.
- 9. Schools will close on Friday for the National Trout Festival. This is usually the last Friday in April.

10. School closes on Memorial Day. If this holiday falls on Sunday, schools shall close on Monday following. If Memorial Day falls on Tuesday, the preceeding Monday shall also be a "no school" day. If Memorial Day falls on a Thursday, the following Friday will be a "no school" day.
 11. High School graduation shall be scheduled for the evening of the Thursday preceeding the closing of schools for the year.
 12. The Thursday preceeding the closing of schools for the year will be a "no school" day. Teachers will use this day for marking, records, and work day, and will be present for a normal length school day.
 13. School closes for the summer as follows:
 - If school opens on August 30, school shall close on the Friday closest to the 3rd of June.
 - If school opens on August 31st, school shall close on the Friday closest the 4th of June.
 - If school opens on Sept. 2nd, school shall close on the Friday closest the 4th. of June.
 - If school opens on Sept. 3rd, school shall close on the Friday closest the 5th of June.
 - If school opens on Sept. 4th, school shall close on the Friday closest the 6th of June.
 - If school opens on Sept. 5th, school shall close on the Friday closest the 7th of June.
 - If school opens on Sept. 6th, schools shall close on the Friday closest the 8th of June.
- These closing days, without consideration for days lost because of snow or other emergencies, provides a basic calendar of 184 days of school.

14. Noon dismissal shall be as follows: for Christmas vacation or other special events.
 - a. Grades K-5 shall be released at 11:50; grades 6-12 shall be released at 11:55.
 - b. Grades K-5 shall release at 12:00 on days when grades 6-12 are to remain in session.
15. A normal school day for "no school" days is from 9:00-3:30.

HOMEWORK

I. PHILOSOPHY

Homework, or independent study, has an important place in a good educational program. Parents and teachers realize the value of helping boys and girls to develop self direction and to acquire study and work skills which will be of value to them long after their school year.

In the lower grades, children need the careful supervision of the teacher in a variety of activities, calling for independent work. As children become older, it is wise to provide more opportunities for independent use and practice outside the classroom. Moreover, the very nature and scope of the Junior High and Senior High program makes it necessary for a pupil to spend a reasonable amount of time outside of the classroom on independent study.

II. GENERAL POINT OF VIEW

A. Home refers to assignments which will achieve their

purpose best when prepared during a period of supervised study in class, or outside of class, or which requires independent work in the studyhall, classroom or home.

- B. Purpose of homework is a learning activity which should increase in difficulty with the age of the pupil. As pupils get older, they need more and more to want to study and to investigate things for themselves and to work independently of others. This is a necessary experience for the maturing pupil. Homework should improve the learning process, aid in the mastery of skills and create and stimulate interest on the part of the pupil.
- C. Assignments should always have real meaning for the child and the purpose should always be clearly understood by both pupil and teacher. Assignments should be carefully planned and presented. An important part of a good assignment is making sure that each pupil understands the assignment and knows how to go about following it. Teachers should give clear and specific information for each assignment so that its requirements are clearly understood by each pupil and can be accomplished without further "teaching" on the part of the parents. Homework assignments should take into consideration individual differences of pupils such as health, ability, conditions at home, and educational resources at home. Homework

should not require the use of reference materials not readily available in most homes, or in the school library. Homework should be seen as one of the many activities in the total life of the pupil. It should be shared with responsibilities in family living, participation in organizational activities, pursuit of cultural interests, and exploration of personal interest.

III. HOMEWORK FOR ELEMENTARY PUPILS

A. Informal homework means parents and teachers working together to guide pupils to develop lasting, worthwhile interests such as leisure time, reading, outdoor sports, listening to good radio and television programs, collecting leaves or stamps, etc. School activities can very well stimulate family discussion in these areas, or create an interest in voluntary activities related to school.

B. Formal homework, such as drill in skill subjects and remedial work should be given to students on the intermediate level (4,5,6 grades) when teacher, parent and pupil find that such work would be helpful. In no event should it be more than 30 minutes per evening, according to the needs of the individual pupil. Assignments requiring study and research may also be helpful at this level.

Cases of long absences, vacation trips and orientation of pupil or pupils who enter after the school year has begun, may also call for formal homework.

Assignments should be of an individual nature based on the teacher's knowledge of each pupil, rather than blanket assignments for the entire class group. To be most effective, homework should be individualized in amount and kind for the same reason classwork is individualized.

- C. Home and school work together on homework. In the elementary grades the teacher should guide each child in developing good study skills and opportunities should be provided for independent work in the classroom or library under the guidance of the teacher. Parents should occasionally observe pupils at work, and should be available so they can give assistance and guidance if the need arises. Parents should provide a good atmosphere for work at home. Self direction is one of the major goals of all informal and formal homework.

IV. HOMEWORK FOR JUNIOR HIGH STUDENTS

- A. More homework is necessary for Junior High School students to provide mastery of an art or field of study and to acquire skills which would never be accomplished by the student solely in the classroom. Homework is as essential to a student as practice is to a musician. Homework should be a gradual and progressive experience for all children.
- B. Assignment books should be kept by all pupils. This can be a special section in his notebook which should be available for inspection by teacher or parent at any time.

This should be a uniform procedure for all classes and students.

C. TIME ALLOTMENT FOR HOMEWORK

Time allotments must necessarily be suggestive and should not make for inflexibility. Some students can accomplish as much in fifteen minutes as it might take another student to do in one hour. With this in mind, the following recommendation is made:

The time spent on independent work (including work done in studyhall at school and work done at home) should be approximately one hour per day at seventh grade level, and should increase gradually to approximately two hours per day by the time the pupil has reached the ninth grade. These time limits are stated as one hour to two hours to provide for more flexibility, and includes time spent on all subjects in independent study. Generally speaking, there should be no short time assigned homework on weekends. Weekend work should usually be limited to recreational reading and working on long term assignments.

D. REPORTS

All homework will be collected by the teacher, graded, and returned to the pupil. It is suggested that periodically papers be returned to the teacher after the pupil has seen them and placed in the students folder. This is the basis for conference with student, parent and teacher.

PREAMBLE

CODE OF ETHICS OF THE EDUCATION PROFESSION

We, professional educators of the United States of America, affirm our belief in the worth and dignity of man. We recognize the supreme importance of the pursuit of truth, the encouragement of scholarship, and the promotion of democratic citizenship. We regard as essential to these goals the protection of freedom to learn and to teach and the guarantee of equal education opportunity for all. We affirm and accept our responsibility to practice our profession according to the highest ethical standards.

We acknowledge the magnitude of the profession we have chosen, and engage ourselves, individually and collectively, to judge our colleagues and to be judged by them in accordance with the applicable provisions of this code.

PRINCIPLE I

COMMITMENT TO THE STUDENT

We measure success by the progress of each student toward achievement of his maximum potential. We therefore work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals. We recognize the importance of cooperative relationships with other community institutions, especially the home. In fulfilling our obligation to the student, we--

1. Deal justly and considerately with each student.
2. Encourage the student to study varying points of view and respect his right to form his own judgment.

3. Withhold confidential information about a student or his home unless we deem that its release serves professional purposes, benefits the student, or is required by law.
4. Make discreet use of available information about the student.
5. Conduct conferences with, or concerning students in an appropriate place or manner.
6. Refrain from commenting unprofessionally about a student or his home.
7. Avoid exploiting our professional relationship with any student.
8. Tutor only in accordance with officially approved policies.
9. Inform appropriate individuals and agencies of the student's educational needs and assist in providing an understanding of his educational experience.
10. Seek constantly to improve learning facilities and opportunities.

PRINCIPLE II

COMMITMENT TO THE COMMUNITY

We believe that patriotism in its highest form requires dedication to the principles of our democratic heritage. We share with all other citizens the responsibility for the development of sound public policy. As educators, we are particularly accountable for participating in the development of educational programs and policies and for interpreting them to the public.

In fulfilling our obligations to the students, we-

1. Share the responsibility for improving the educational opportunities for all.
2. Recognize that each educational institution may have a person authorized to interpret its official policies.
3. Acknowledge the right and responsibility of the public to participate in the formulation of educational policy.
4. Evaluate through appropriate professional procedures conditions within a district or institution of learning, make known serious deficiencies, and take any action deemed necessary and proper.
5. Use educational facilities for intended purposes consistent with applicable policy, law, and regulation.
6. Assume full political and citizenship responsibilities, but refrain from exploiting the institutional privileges of our professional positions to promote political candidates or partisan activities.
7. Protect the educational program against undesirable infringement.

PRINCIPLE III

COMMITMENT TO THE PROFESSION

We believe that the qualities of the services of the educational profession directly influences the future of the nation and its citizens. We therefore exert every effort to raise educational standards, to improve our services, to promote a climate in which the exercise of professional

judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. Aware of the value of united effort, we contribute actively to the support, planning, and programs of our professional organizations.

In fulfilling our obligations to the profession, we-

1. Recognize that a profession must accept responsibility for the conduct of its members and understand that our own conduct may be regarded as representative.
2. Participate and conduct ourselves in a responsible manner in the development and implementation of policies affecting education.
3. Cooperate in the selective recruitment of prospective teachers and in the orientation of student teachers, interns and those colleagues new to their positions.
4. Accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities and support them when unjustly accused or mistreated.
5. Refrain from assigning professional duties to non-professional personnel when such assignment is not in the best interest of the student.
6. Provide, upon request, a statement of specific reasons for administrative recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.

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7. Refrain from exerting undue influence based on the authority of our positions in the determination of professional decisions by colleagues.
8. Keep the trust under which confidential information is exchanged.
9. Make appropriate use of time granted for professional purposes.
10. Interpret and use the writings of others and the findings of educational research with intellectual honesty.
11. Maintain our integrity when dissenting by basing our public criticism of education on valid assumptions as established by careful evaluation of facts or hypotheses.
12. Represent honestly our professional qualifications and identify ourselves only with reputable educational institutions.
13. Respond accurately to requests for evaluations of colleagues seeking professional positions.
14. Provide applicants seeking information about a position with an honest description of the assignment, the conditions of work and related matters.