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*Lansing School District*

# MASTER AGREEMENT

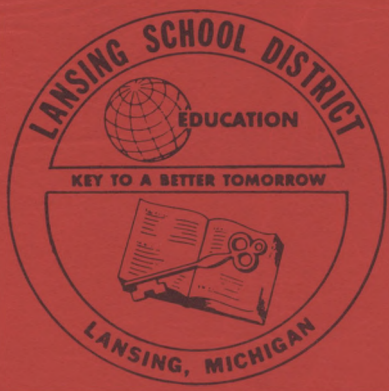
LABOR AND INDUSTRIAL  
RELATIONS LIBRARY **between**

Michigan State University

## LANSING SCHOOLS EDUCATION ASSOCIATION

and

## LANSING SCHOOL DISTRICT BOARD OF EDUCATION



### 1973-1976

**MASTER AGREEMENT**

**between**

**LANSING SCHOOLS  
EDUCATION ASSOCIATION**

**and**

**LANSING SCHOOL DISTRICT  
BOARD OF EDUCATION**

**1973-1976**

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## ARTICLE I

### Recognition

- A. The Board hereby recognizes the LSEA as the exclusive bargaining representative as defined in Section II of Act 379, Public Acts of 1965, for those employees included in the unit for bargaining as set forth in the paragraph below. The term "teacher" when used hereinafter in this Agreement shall refer to all employees within the unit and reference to male teachers shall include female teachers. The term "Board" when used hereinafter shall refer to the Board of Education of the Lansing School District, its administrative agents and supervisory personnel.
- B. The following teacher personnel who hold valid contracts with the Lansing School District comprise this bargaining unit: K-12 classroom teachers, guidance counselors, librarians, School Psychologists or Diagnosticians, social workers, school social workers, special education teachers, speech and hearing therapists, remedial reading teachers, advanced instruction teachers, helping teachers, teachers of the homebound or hospitalized, attendance or truant officers, school nurses, and coordinators; but excluding: all ABE and High School completion teachers; per diem substitutes; E.I.P. intern teachers; supervisory and executive personnel, as well as any other certified and non-certified personnel employed by the Board.
- C. The Board agrees not to negotiate with any teachers' organization other than LSEA for the duration of this Agreement. Nothing herein is intended to prohibit the right of free communication between the Board or its representatives and the personnel included in the bargaining unit.

## ARTICLE II

### Association and Teacher Rights

- A. Pursuant to Act 379 of the Public Acts of 1965, the Board hereby agrees that every teacher employed by the Board shall have the right freely to join and support the LSEA for the purpose of engaging in collective bargaining or negotiations. 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.
- B. Nothing contained herein shall be construed to restrict or deny to any teacher rights he may have under any other laws.
- C. LSEA announcements during duty hours shall be permitted only at the close of building faculty meetings. Association activities will in no way interfere with classroom or preparation time.
- D. The Board recognizes and respects the right of citizens to make suggestions for the improvements of public schools, but maintains that no group can deny academic freedom to educators. The Board recognizes that the education profession has both the right and the responsibility to insist that children must be free to learn and teachers free to teach broad areas of knowledge, including those considered controversial. Thus, no special limitations shall be placed upon study, investigation, presentation and interpretation of facts and ideas, except that:
  1. The teacher must exercise responsibility and prudence, and must realize that teaching in an elementary or a secondary school places special responsibility upon the teacher to carefully consider the maturity level of the student and the special circumstances that surround the teacher/learning relationship.
  2. The teacher shall have the responsibility of keeping his principal informed of all controversial issues to be taught outside the accepted course of study.

If any group or individual brings charges against the teacher designed to impede the teacher's freedom to teach, and the teacher's position concurs with Board of Education policy #6122 and number 1 and 2 above, the Board shall provide without cost to the teacher, the necessary and sufficient leave of absence, legal

## ARTICLE II (Cont.)

assistance, and other support for the protection of academic freedom.

- E. 1. The LSEA shall have the right to use building facilities at reasonable times and hours for teacher meetings outside their working day when an operating staff is on duty, provided this shall not interfere with or interrupt normal school procedures. Such use will be scheduled through the building administrator. When special custodial service is required, the Board will charge the LSEA for the actual charge involved.
2. Duly authorized officials of the LSEA shall be permitted to transact official LSEA business on school property at all reasonable times, provided it does not interfere with or interrupt or affect normal school operations or assigned duties. It is the responsibility of the above mentioned officials to report their presence to the office of the building principal before their conference with any teacher.
3. The LSEA, by its representatives, may, for LSEA purposes, enjoy the use of Board typewriters, calculating machines, duplicating equipment, audio visual and amplifying equipment at an annual rental fee of \$106.00 per annum plus the cost of materials and supplies: provided, however, all such use shall be only when such equipment is not in use, or needed for use, for educational or instructional purposes as determined by the building administrator. LSEA agrees to indemnify and hold harmless the Board of and from any damage or cost of repair arising out of LSEA use.
4. The Board shall provide a bulletin board in each building, part or all of which shall be designated in writing by the building administrator for LSEA use. With the exception of the Association elections, political campaign literature shall not be posted on school bulletin boards by the Association or any teacher.
5. The courier service may be used by the LSEA at its option. Service shall include a regular daily stop at the LSEA office, subject to the charge of one cent per posted unit picked up at the LSEA office. The LSEA shall also be entitled to utilize teacher mailboxes.
6. All of the foregoing are granted solely to the LSEA and shall not be utilized by any other teacher organization as contemplated by P.A. 379.

## ARTICLE II (Cont.)

The LSEA agrees to indemnify and hold harmless the Board against and from any and all costs, expenses or money judgments and agrees to pay the same in behalf of the Board to the extent that any cost, expense or judgment shall arise out of, or be incurred in any lawsuit or other action wherein any party claims to have been aggrieved as the result of any of the privileges in this Article being granted solely to the LSEA to the exclusion of any other teacher association.

- F. The Board agrees to provide in the form in which it is available in the records of the District, upon written request of the LSEA President or Executive Directors, all financial and non-confidential personnel information relative to the District, excluding, however, any and all financial information or data which may be held not accessible to teacher bargaining units by any statute, state administrative or judicial body.
- G. Teachers shall be entitled to full rights of citizenship.
- H. No teacher shall be prevented from wearing insignia, pins, or other identification of membership in the United Profession either on or off the school premises. However, teachers may not attach or glue any types of membership insignia to any part of the building structure.
- I. 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, marital status, or membership in, or association with, the activities of any employee organization.
- J. Upon appointment with the Personnel Office which may be made anonymously, teachers shall have access to their personnel files once each semester to review any document prepared by the teacher himself, college transcripts, progress evaluation forms prepared by the principal or supervisor, and other miscellaneous documents and information which are not received as privileged or confidential. Such records will be made available at the Personnel Office and will not be removed from said office.
- K. Nothing herein shall require any teacher to be a member of, or participate in the activities of any organization.
- L. The LSEA shall be entitled to a total of twenty (20) school days with pay and five (5) school days with-

## ARTICLE II (Cont.)

out pay per year to be utilized by the LSEA as needed (subject to cancellation due to emergency) provided, however, such time is to be utilized only for the necessary business purposes of the LSEA and is specifically denied for arbitration use.

The LSEA Executive Director must give notice for this request as early as possible but in any event no less than three (3) days prior to the leave to the Assistant Superintendent for Personnel and the immediate supervisor of the affected teacher. No more than two (2) teachers may be absent under this provision at one time except as approved by the Assistant Superintendent for Personnel.

- M. Professional staff members, who by law do not qualify for tenure, shall after two years of satisfactory service in the Lansing School District be granted leaves of absence in accordance with leave qualifications required of tenure teachers.
- N. The Board and the LSEA recognizes the significance and priority of the goal established in the policy on Recruitment and Selection of Certificated Personnel, and acknowledges the charge to the Superintendent and Assistant Superintendent for Personnel to recommend appointments for staff positions on merit with increased racial and ethnic integration to approximate the racial and ethnic composition of the student population served by the Lansing School District. The Board and the LSEA shall promote an aggressive effort to recruit members of minority groups for employment in the schools.
- O. Under the direction of the principal, a Budget Committee composed partially of teachers selected by the teaching staff shall be established in each building by September 30th of each year to assist in the development of budget priorities and to review the budget monthly. In addition, under the direction of the appropriate supervisor, the Special Education, Pupil Personnel and auxiliary disciplines shall appoint appropriate budget committees.  
The Board shall provide necessary forms, catalogs, data, procedure charts, ordering deadlines and average appropriations and interpolated appropriations for the use of the Budget Committee. Information on the status of individual building foundation allowance budgets and expenditures shall be updated monthly by the Board.
- P. The Board shall support those teacher rights expressed in the Board Policy #5114.



## ARTICLE III

### Association and Teacher Responsibilities

- A. Teachers shall be at their work station for the days contracted. Permitted absences without pay for purposes or reasons not covered by this Agreement shall be recorded and a history of such absences may constitute a basis to refuse to rehire a teacher. Any unexcused absence will result in an entry to that effect in the teacher's personnel file, with notice thereof to the teacher and it, or a combination of these, may be cause for disciplinary action up to and including dismissal.
- B. No teacher on continuing tenure shall discontinue his service with the Board except by mutual consent, without giving a written notice to said Board at least sixty days before September 1st of the ensuing school year. Any teacher discontinuing his services in any other manner than as provided in this Section shall forfeit in accordance with the Act his rights to continuing tenure previously acquired under the Tenure Act.
- C. The teacher and/or Association will in no way involve children or parents in disputes regarding Board policies or contract administration.
- D. All teachers in the Lansing School District shall annually furnish evidence of freedom from communicable tuberculosis.  
A statement showing evidence of freedom from communicable tuberculosis shall be presented to the Personnel Office and placed in the teacher's personnel file no later than 14 days after the first day of regular school sessions of each school year, and shall be available for examination by Public Health Department personnel. Failure to provide such statement shall result in automatic disqualification and suspension without pay.  
Acceptable statements of evidence may date back no further than December 1 of the preceding year.
- E. All Association materials intended for distribution or display in any property under the management of the Board shall be identified as Association material before display or distribution.
- F. Teachers are responsible for maintaining a continuous high level of professional service to the welfare and benefit of the student body. Teachers, therefore, are responsible to discharge their teaching assignment with professional proficiency, to plan adequately and make conscientious efforts to meet, if

### ARTICLE III (Cont.)

necessary, with children, parents, and/or administrators.

- G. Teachers are expected to indicate to the Board as soon as possible if they do not intend to return for the coming school year. Any teacher knowing on or before February 15 that he will not return the following school year shall file a notice of such intent with the office of the Assistant Superintendent for Personnel on or before such date. Any teacher determining after such date that he will not return the following school year will immediately upon knowing file a notice of such intent with the Assistant Superintendent for Personnel. Recognizing the assistance such notice will be to teachers desiring transfers, the LSEA will send notices to each building encouraging compliance with the provision of this paragraph by its membership.

### ARTICLE IV

#### Grievance Procedure

- A. A claim by a teacher, group of teachers or the Association that there has been a violation, misinterpretation or misapplication of any provision of this Agreement and/or written teacher personnel policies directly applicable to wages, hours or conditions of employment adopted by the Board may be processed as a grievance as hereinafter provided.
- B. There shall be one or more LSEA representatives (Association Representatives) for each school building who shall be recognized as official representatives of the LSEA in grievance procedures. The names of such representatives of the Association shall be furnished in writing to the Director of Employee Relations at the beginning of each school year. No such representative shall act on behalf of the Association until the Director of Employee Relations has been advised of his designation in writing by the Association. Any changes in such representatives shall be reported to the Director of Employee Relations in writing.
- C. The LSEA shall maintain a Grievance Committee for the purpose stipulated in Section G of this Article. In the event that a member of the Grievance Committee is a party in interest to any grievance he shall disqualify himself.

## ARTICLE IV (Cont.)

- D. The number of days indicated at each step of the Grievance Procedure are calendar days, should be considered as maximum, and every effort should be made to expedite the grievance process. Any time limit may be extended by mutual consent.
- E. The failure of an aggrieved person to proceed from one step of the Grievance Procedure to the next step within the time limits set forth shall be deemed to be an acceptance of the decision previously rendered and shall constitute a waiver of any future appeal concerning the particular grievance.
- F. The failure of an Administrator to communicate his decision to the teacher within the specified time limits shall permit the teacher and/or Association to proceed to the next step in the Grievance Procedure.
- G. In the handling and processing of a grievance the following procedure shall apply:
1. **Step One**  
Within fourteen (14) days of the date a grievance occurs, the teacher shall discuss the grievance with his immediate supervisor individually, together with his LSEA Building Association Representative and/or through another official LSEA Representative with the objective of resolving the matter informally. In proper cases, the fourteen (14) days limitation shall be waived. Within five (5) days after discussion of the grievance, the administrator or his designee shall give his disposition orally to the teacher.
  2. **Step Two**  
If the grievance is not resolved informally, the teacher shall, within five (5) days of receipt of the administrator's disposition, submit to the administrator a signed written "Statement of Grievance." The "Statement of Grievance" shall name the teacher involved, shall state the facts giving rise to the grievance, shall identify all the provisions of this Agreement alleged to be violated by appropriate reference, shall state the contention of the employee and of the Association with respect to these provisions, shall indicate the relief requested and shall be signed by the teacher involved.  
The Administrator or his designee shall give the teacher an answer in writing no later than five (5) days after receipt of the written grievance.
  3. **Step Three**  
If the grievance is not resolved at Step Two, the

## ARTICLE IV (Cont.)

teacher shall immediately transmit the grievance to the Association's Grievance Committee. Within twelve (12) days of the date of disposition at Step Two, the Grievance Committee shall consider the merit of the grievance and in the event it is considered meritorious shall process the claim with the Director of Employee Relations. If the Grievance committee determines the grievance to be without merit it shall so notify the claimant and the claimant may continue to process his claim without Association support within the same twelve (12) day time period.

Within twelve (12) days of receipt of the grievance, the Director of Employee Relations or his designee shall meet with the committee chairman or the grievant, whichever party is pursuing the grievance. If the committee pursues the grievance, the aggrieved may be present and shall be present at the request of either the Director of Employee Relations or the Association. A written answer shall be given within five (5) days after such meeting. Association grievances shall commence at this level and shall be filed within fifteen (15) days of the alleged occurrence of such grievance.

### 4. Step Four

If the grievance remains unresolved at the conclusion of Step Three, it may be submitted for binding arbitration at the request of either party, provided written notice of the request for submission to arbitration is delivered to the Board or Association within ten (10) days after the date of the decision under Step Three. Following the written notice of request for submission to binding arbitration the Association and a representative of the Board shall attempt to select an arbitrator. If mutual agreement on the selection of an arbitrator cannot be reached within ten (10) days after the date of the request for submission to arbitration, he shall be selected by the American Arbitration Association in accordance with its rules which shall likewise govern the arbitration hearing.

The fees and expenses of the arbitrator shall be shared equally by the Association and the Board. All other expenses shall be borne by the party incurring them, and neither party shall be responsible for the expense of witnesses called by the other.

## ARTICLE IV (Cont.)

### Powers of the Arbitrator

It shall be the function of the arbitrator, and he shall be empowered, except as his powers are limited below, after due investigation, to make a decision in cases of alleged violation of the specific articles and sections of this Agreement.

- a. He shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of this Agreement.
  - b. He shall have no power to establish or alter salary schedules.
  - c. His powers shall be limited to deciding whether the Board has violated the express articles or sections of this Agreement, it being understood that any matter not specifically set forth herein remains within the reserved rights of the Board.
- H. Both parties agree to be bound by the decision of the arbitrator and agree that either party may enter judgment thereon in any court of competent jurisdiction.
- I. Miscellaneous
1. The filing of a grievance shall in no way interfere with the right of the Board to proceed in carrying out its responsibilities, subject to the final decision of the grievance.
  2. No reprisals of any kind shall be taken by or against any party of interest or any participant in the grievance procedure by reason of such participation.
  3. All documents, communications, or records dealing with a grievance shall be filed separately from the personnel files of the participants.
  4. The form "Statement of Grievance" found in Appendix B will be the form used in the grievance procedure.
  5. Access shall be made available to records of all unprivileged information used in the determination and processing of the grievance.
  6. No grievance shall be filed for or by any teacher after the effective date of his resignation.
  7. Any grievance filed during the life of this Agreement shall be processed through the steps of this procedure regardless of whether such time required may go beyond the expiration date of this document.
  8. If any teacher has a grievance regarding any condition of employment covered by the Michigan

## ARTICLE IV (Cont.)

Tenure Act, such grievance shall be dealt with exclusively through the provisions of said Act and the established procedures thereof.

9. Two or more grievances on the same subject may be handled by the Board as one grievance. When such a situation occurs, the Association shall be notified and the answer directed to the Association representative or the Association.
10. Nothing contained herein shall be construed to prevent any individual teacher from presenting a grievance and having the grievance adjusted without the intervention of the LSEA, if the adjustment is not inconsistent with the terms of this Agreement, providing that the LSEA has been given opportunity to be present at such adjustment.
11. Any grievance occurring during the period between the termination date of this Agreement and the effective date of a new Agreement shall not be processed.

## ARTICLE V

### Teaching Conditions

#### A. General Conditions

1. Subject to scheduling and priority as determined by the principal, secretarial service and office machines in the school buildings shall be available to teachers for school purposes.
2. The Board will continue its best efforts to have collections handled by the school offices.
3. Teachers properly covered by a volunteer(s) arranged by the teacher with the principal's approval may be permitted to leave their building up to one-half day for school district employment related activities without suffering the loss of any pay, sick or personal leave.
4. The Board recognizes that the regular classroom teacher is not expected to assume the responsibility for emotionally disturbed students. Whenever it appears to the classroom teacher, the school principal and an appropriate auxiliary staff member that a particular pupil requires the attention of special counselors, law enforcement personnel, physicians or other professional persons, the administration shall take immediate

## ARTICLE V (Cont.)

steps to relieve the teacher of responsibilities with respect to such pupil. In the event emotionally disturbed or mentally handicapped pupils are tested and determined eligible for placement in a special program but there is a delay in placement, appropriate supportive help for the classroom teacher and/or student shall be sought for the interim.

It is the intent here to provide an orderly and systematic procedure for the handling of emotionally disturbed and/or mentally handicapped pupils' cases.

5. Telephone facilities shall be made available to teachers for their reasonable use. Long distance calls shall be made only in emergencies, with the prior approval of the principal, and at the teacher's expense, if personal.
6. The Board shall make reasonable effort to provide adequate free parking space for teachers except when substantial capital investment would be required.
7. Vending machines may be installed in a teachers' lounge at the request and expense of the teachers in that building with the proceeds to be used for the teachers' building social fund.
8. The Board shall make available in each school a designated eating area, restroom and lavatory facilities exclusively for teacher use during school hours. At least one room of habitable nature, appropriately furnished, shall be reserved for use as a faculty lounge.
9. Materials such as textbooks supplied to students by the Board shall be available in sufficient supply by the opening day of each semester if the teacher is to be held accountable for achievement gains.
10. The Board shall provide attendance books, paper, pencils, pens, chalk, erasers and materials such as those listed below for the performance of daily teaching duties. The Board and the LSEA recognize that appropriate texts, library reference facilities, maps, globes, laboratory equipment, audio-visual equipment, art supplies, athletic equipment, current periodicals, and standardized tests and questionnaires and other inanimate objects are the tools of the teaching professions. Consistent with the philosophy of building autonomy, staff shall have the responsibility for recommending selection and use of such educational tools.

## ARTICLE V (Cont.)

11. Instructional materials shall reflect the multi-ethnic nature of our society and shall be utilized in a manner consistent with the policies of the Lansing School District.

### B. Teaching Assignments

1. Teachers shall not be assigned outside the scope of their teaching certificates in the elementary schools or their major or minor fields of study in the secondary schools. Exceptions may be made for tenure teachers with their written approval.
2. No secondary teachers shall have more than three preparations a day; each modified, accelerated, and enriched class shall be considered a separate preparation. Exceptions may be made with the teacher's written approval.
3. Whenever practicable, returning teachers will be informed of the coming year's assignment by the close of the current school year. If changes in assignment are necessitated beyond that date, the principal will make a reasonable effort to notify the teacher. Every effort will be made to avoid reassigning probationary elementary school teachers to different grade levels except for extenuating circumstances.
4. No regularly assigned teacher shall be used as a substitute teacher except in case of emergency, it being understood expressly that the failure of a substitute to arrive on schedule or inability to secure a qualified substitute shall be considered an emergency.
5. A teacher may volunteer for extra duties where a teacher assignment is deemed necessary by the principal. Such assignment shall not be recognized as a regular assignment and shall be paid for at the rate specified in Article XVII.

### C. Special Education Specifications

1. All Types
  - a. Before a child is placed in or removed from a special education classroom, the principal, coordinator or director shall consult with the teacher involved.
  - b. Student records will be available to the teacher prior to the placement of the student if such records are on file.
  - c. Teachers may request a case conference on a child at which time recertification may be requested.



## ARTICLE V (Cont.)

- d. The Board shall provide diagnosticians and speech and hearing therapists to serve students.
  - e. Whenever practicable, returning teachers will be informed of the coming year's assignment (achievement level) by the close of the current school year. If changes in assignment are necessitated beyond that date, the Director of Special Education will make a reasonable effort to notify the teacher. Every effort will be made to avoid reassigning probationary elementary school teachers to different achievement levels except for extenuating circumstances.
  - f. The Special Education Office shall distribute a current list of local, county, state, regional and national workshops, conferences, and meetings related to special education by the opening day of school. This list will be updated and distributed as needed.
  - g. A committee composed of the Director of Special Education, one coordinator, a diagnostician, and three teachers appointed by the LSEA shall meet a minimum of three times a year to review the total process of placement and evaluation of students for the purpose of clarification, revision or both and report to their respective curriculum committees.
2. Type A—Elementary  
Except in extenuating circumstances, Type A teaching personnel shall be served by special education helping teachers in the areas of physical education, art and music on a regularly scheduled basis.
  3. Type C
    - a. The Type C teachers-teacher consultants duties shall be based on State guidelines.
    - b. Type C teachers-teacher consultants shall have a minimum of three years teaching experience in the Type A classroom.
    - c. Type C teachers-teacher consultants are responsible to the Special Education Department for their hours, schedules, absences and reports.
    - d. An educational planning meeting may be called on the recommendation of the Type C teacher-consultant.

## ARTICLE V (Cont.)

### D. Counselors

1. There shall be one or more full-time counselor in each secondary school.
2. The counseling chairman shall not be required to teach any guidance courses.
3. No counselor shall be required to teach more than two sections of the guidance course.
4. In the secondary schools, qualified guidance counselors shall be assigned no more than 70 students per counseling hour. Such ratio figures shall not include coordinators of specialized programs, work-study personnel or administrators.
5. Counselors shall be free from direct punitive referrals, noon hour supervision and shall not be assigned additional responsibilities out of proportion to other staff members.
6. The counselor will have the opportunity to initiate and carry on conferences with pupils during school hours, but with due regard for their academic programs.
7. A counselor's employment may be extended at the discretion of the Board beyond the normal school year at the summer school rate of pay for the time employed during the summer.

### E. Part-time Teachers

1. Secondary teachers shall be hired according to the number of class periods taught (i.e. 1/5, 2/5, etc.). Consideration will be given for scheduling their class periods consecutively.
2. Elementary teachers shall be hired by half-days.
3. Salary and Fringe Benefit provisions of this agreement shall apply to regular part-time teachers on an equal ratio basis.

### F. Department Chairmen

1. The following secondary departments shall have one hour of released time: Science, Social Studies, Language Arts, Math and Counseling.
2. Each year the principal shall provide an opportunity for individual teachers to make suggestions for department chairmen at least five (5) days prior to the selection of the department chairmen by the principal. The principal shall consider such suggestions in making his decision. Department chairmen of departments other than those listed above shall be selected in the same manner and shall be given released time with the

## ARTICLE V (Cont.)

approval of the principal and the consultant during periods of peak activity.

3. Department chairmen are not to be considered supervisory personnel.
  4. Department chairmen shall be responsible directly to the principal for the performance of their duties and shall be given a formal evaluation each year.
  5. The provisions of this section shall not apply when innovative staffing patterns are in effect.
- G. Consistent with building autonomy, in buildings where innovative staffing patterns exist or are to be initiated, the staff and principal shall determine the manner by which persons who are to be provided released time and/or additional compensation are to be selected.

## ARTICLE VI

### Class Size

- A. The Board and the Association shall participate when and where feasible and practical with private organizations, governmental units and agencies, or teacher groups in such innovative means as they deem advisable to accomplish the improvement of educational quality. It is recognized that in such experimental programs or organizational structures, working conditions as defined by this contract may be effected, and as such noncompliance will not be subject to the grievance procedure.
- B. The staff (principal and teachers) of each school shall be given the responsibility to determine the instructional organization of the school within the limits imposed by the staffing budget and in accordance with the goals of the Lansing School District, the final approval remaining the responsibility of the Board of Education.

### Staff Approval:

1. When the principal and a majority of the teaching staff in a given school approve a proposed program in their school, this will be considered staff approval under the terms of this contract. No program will be approved without meaningful community involvement.
2. In a situation where a sub-set of teachers in a given building wish to organize and carry out a

## ARTICLE VI (Cont.)

different staffing pattern that does not interfere with the rest of the program in the building, approval by this sub-set and by the principal will be considered staff approval under the terms of this contract.

- C. For purposes of alternate staffing patterns, when a staff agrees to reduce the number of professional staff below the allocated number for a given building or program, the money released shall be determined by multiplying the number of teachers not hired by the district-wide average teacher's salary. The staff involved will determine how this money is to be spent.
- D. In innovative or experimental programs, alternate staffing patterns or other cases where specific class size maximums do not apply, the ratio of students to teacher equivalent positions employed by the district shall not exceed the equivalent ratio of classroom teachers in regular or traditional programs.
- E. Elementary Maximums
1. K — 27
  2. One and two years out of Kindergarten 26 (Grades 1 and 2)
  3. Three to six years out of Kindergarten 30 (Grades 3 thru 6)
  4. In a situation where the continuous progress concept is in use, the class size shall not exceed those of the respective grade level equivalents.
  5. Teachers having combination grades in the same room shall have class sizes two below the respective grade level equivalents.
  6. If class sizes exceed three pupils over the guidelines without the consent of the teacher or teachers involved, the staff of the building shall meet to review and attempt to resolve the problem.
- F. Elementary Overloads
1. Teachers shall be paid \$5.00 per week per pupil in classes where there is one pupil over the maximum for elementary classes set forth above. Fractional overloads shall be paid on the basis of the first 2/3rds and every 1/3rd thereafter. Kindergarten classes shall be considered as separate units.
  2. Overloads shall be determined and paid each semester by using the average of three count dates. In 1973-74 the dates to be used the first

## ARTICLE VI (Cont.)

semester shall be November 2, December 14, and February 1. The dates to be used the second semester shall be March 22, May 10, and June 7. In 1974-75 the dates to be used the first semester shall be October 18, November 27, and January 17. The dates to be used the second semester shall be March 7, April 25, and May 30. In 1975-76 the dates to be used the first semester shall be October 17, November 26, and January 16. The dates to be used the second semester shall be March 5, April 14, and May 28.

### G. Secondary Maximums

Class size maximums are set forth in Appendix C.

### H. Secondary Overloads

1. Teachers shall be paid \$2.00 per week per pupil in classes where there is one pupil over the maximum for secondary classes set forth in Appendix C. Fractional overloads shall be paid on the first 2/3rds and every 1/3rd thereafter.
2. Overloads shall be determined and paid each semester by using the average of three count dates. In 1973-74 the dates to be used the first semester shall be November 2, December 14, and February 1. The dates to be used the second semester shall be March 22, May 10, and June 7. In 1974-75 the dates to be used the first semester shall be October 18, November 27, and January 17. The dates to be used the second semester shall be March 7, April 25, and May 30. In 1975-76 the dates to be used the first semester shall be October 17, November 26, and January 16. The dates to be used the second semester shall be March 5, April 14, and May 28.

## ARTICLE VII

### Teaching Hours

- A. Services to be rendered by teachers include their participation outside of regular teaching hours in, up to, and including, six school functions per school year and attendance at five hours of general teachers' meetings per semester. Time included will be from the beginning of the meeting as called by the principal. School functions shall include parent-teacher conferences as scheduled by the principal, PTA, staff developed community activities, supervision of extra-curricular activities of students, and attendance at

## ARTICLE VII (Cont.)

any educational or civic function as approved by the principal. Athletic events are excluded except in junior high schools, where such required functions may be athletic events at the request of the teacher and the approval of the principal. This applies to all extra-curricular duties in which attendance is not voluntary but required. When a teacher has been assigned an activity and finds he cannot fulfill the responsibility, the teacher is required to report this to the administrator in charge and the teacher will secure a replacement subject to the approval of the administrator. No discrimination shall be made against individuals who do or do not volunteer. Attendance at all functions other than as provided for above shall be at the option of the individual teacher.

### B. 35 Hour Curriculum and In-Service Weeks

1. During the third and sixteenth week of the first semester and the third week of the second semester, the staff (principal and teachers) of each school shall be given the responsibility to determine the scheduling of time exclusive of pupil-teacher contact time. At least three hours of each week will be devoted to curriculum development.
2. In the Elementary schools, the fourth week of each semester shall be designated as selective mandatory system-wide in-service week. The administration shall designate the schedule and those teachers to be involved.
3. In the Secondary schools, the fifth week of each semester shall be designated as selective mandatory system-wide in-service week. The administration shall designate the schedule and those teachers to be involved.

### C. Elementary Hours

In elementary schools the teachers' normal workday shall be divided into the following segments:

1. Teacher-pupil contact time—5 hours, 30 minutes.
2. Teacher supervision.
- \*3. Teacher Planning—35 minutes at beginning of day. Group planning and evaluation sessions shall be scheduled as needed by staff.
- \*\*4. Teacher lunch—70 minutes duty free.

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\*Scheduled library time may be used as additional planning time at the option of the teacher.

\*\*In schools where lunch programs are provided, teachers will have a 45-minute lunch period, except at Gier Park and Maple Grove.

## ARTICLE VII (Cont.)

5. Pupil conferences—If parents request individual conferences regarding students and the parents are unable to meet during the normal day, the teacher will be available for individual conferences outside the above times.

Total minimum duty time shall be 6 hours and 35 minutes.

### D. Junior High Hours

In junior high schools the teachers' normal workday shall be divided into the following segments:

1. Teacher-pupil contact time shall include five periods of 50 or 55 minutes duration.
2. Teacher planning of one period duration. Group planning and evaluation sessions shall be scheduled as needed by staff.
3. Teacher lunch of 23 minutes duty free.
4. Teacher supervision and pupil conferences.
5. An optional homeroom period not to exceed 15 minutes except in extenuating circumstances.

Total minimum duty time shall be 6 hours and 37 minutes.

### E. Senior High Hours

In senior high schools the teachers' normal workday shall be divided into the following segments:

1. Vocational teacher assignment shall be two three-hour blocks without homeroom or supervision assignments during school hours.
2. Teacher-pupil contact time shall include five periods of 50 or 55 minutes duration.
3. Teacher planning of one period duration. Group plannings and evaluation sessions shall be scheduled as needed by staff.
4. Teacher lunch of one period duty free.
5. Teacher supervision, pupil conferences.
6. A homeroom period not to exceed 15 minutes except in extenuating circumstances.

Total minimum duty time shall be 6 hours and 55 minutes.

### F. Special Education Teaching Hours

#### 1. WALNUT

- a. Teacher-pupil contact time—5 hours, 30 minutes.
- b. 35 minutes planning at beginning of day. Group planning and evaluation sessions shall be scheduled as needed by staff.
- c. Teacher supervision—10 minutes.

## ARTICLE VII (Cont.)

- d. Teacher lunch—60 minutes duty free.
  - e. Pupil conferences—20 minutes.
- Total minimum duty time—6 hours, 35 minutes.  
Elementary orthopedic teachers shall be provided with 90 minutes per month of released time from their classroom duties to attend clinic staffing of their students. The clinic staff meets for two hours staffing time per week.

### 2. LINCOLN CENTER

- a. Teacher-pupil contact time—5 hours, 15 minutes.
  - b. 65 minute block for planning, conferences, staffing.
  - c. Teacher lunch—30 minutes duty free.
  - d. 15 minutes supervision.
- Total minimum duty time—6 hours, 35 minutes.

### 3. BEEKMAN

- a. Teacher-pupil contact time—5 hours, 30 minutes.
  - b. 60 minute block for planning, conferences, staffing.
  - c. Teacher lunch—30 minutes duty free.
  - d. 15 minutes supervision.
- Total minimum duty time—6 hours, 45 minutes.

### 4. TYPE A ELEMENTARY

- a. Teacher-pupil contact time—5 hours, 30 minutes.
  - b. 35 minutes planning at beginning of day.  
Group planning and evaluation sessions shall be scheduled as needed by staff.
  - c. Teacher supervision—15 minutes.
  - d. Pupil conferences—10 minutes.
- Total minimum duty time—6 hours, 30 minutes.

- G. 1. The Board may make changes in teaching schedules as necessary for periods of up to fifteen (15) school days in cases of unforeseen circumstances. Changes in the schedules for a period in excess of fifteen (15) school days shall be made by mutual agreement between the Board and the LSEA.
- 2. The Board and the Association recognize that teachers have responsibility to pupils and the profession which requires performance of duties that involve expenditures of time beyond that provided in the minimum workday.
- 3. Planning and preparation time which is provided teachers during the school day must be used for professional work alone or in conjunction with



## ARTICLE VII (Cont.)

other staff members, administrators or parents related to the teacher's assignment. Teachers may make use of such time for other necessary purposes when mutually agreed by the principal and the teacher.

### H. Professional Public Librarian Hours

1. Professional Public Librarians shall work a total of 40 hours per week to be scheduled between the hours of 8:30 a.m. to 9:00 p.m., Monday through Friday, and from 9:00 a.m. until 5:00 p.m. on Saturdays. No Professional Public Librarian shall be scheduled to work more than two evenings in one week or two consecutive Saturdays without his consent.
2. The Board shall provide a substitute, if and when available, for a Professional Public Librarian when absent due to illness.

## ARTICLE VIII

### Protection of Teachers

- A. The Board recognizes its responsibility to give reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom in accordance with established Board policies and building procedures. Each teacher, however, bears the primary responsibility for maintaining proper control and discipline. In exercising his responsibility, the teacher shall assure that all disciplinary actions and methods invoked are reasonable and just and in accordance with the policies and procedures referenced above.
- B. Temporary suspension of students from school may be imposed only by a principal or his assistant. The principal or his assistant and the teacher will cooperatively endeavor to achieve correction of student behavior through whatever avenues are reasonably available. A teacher may exclude a pupil from the classroom temporarily when the grossness of the offense, the persistence of the misbehavior or the disruptive effect of the violation makes the continued presence of the student in the classroom intolerable. In such cases the teacher will furnish the administration full particulars of the incident(s) as promptly as his teaching obligation will allow, but in no case later than the end of the teacher's day unless extenuating circumstances dictate otherwise.

## ARTICLE VIII (Cont.)

Before the principal or his assistant returns the student to the classroom, he shall inform the teacher of the corrective measures taken.

- C. 1. The Board agrees to indemnify and hold harmless any teacher to the extent he is held pecuniarily liable in excess of \$150,000 for any claim for damages to persons or property that arise out of an incident related to his employment and further agrees to provide a defense against any such action excepting, however, such coverage will not be provided in those cases of willful and wanton misconduct by the teacher.
2. Any case of employment related assault and battery upon a teacher shall be immediately reported to his immediate supervisor. The Board shall provide legal counsel to advise the teacher of his rights and obligations in connection with handling of the incident by law enforcement and judicial authorities.
3. Any teacher who is absent because of an injury inflicted by a Lansing School District student or his parent or legal guardian as a result of employment related activity shall receive from the Board the difference between his weekly income and the amount to which he is entitled under provisions of Workmen's Compensation laws for a period up to 30 weeks. Beyond 30 weeks such payments would be charged against compensable leave on a pro-rata basis computed on the relationship of the differential pay to his regular weekly pay until the compensable leave is exhausted.
4. The Board will repair or reimburse teachers the current value of any clothing or other personal property damaged or destroyed as the result of an accident or assault and/or battery upon him suffered in the course of his employment unless such loss is covered by insurance or reimbursement is obtained from other sources. (Forms for reimbursement are available from one's immediate supervisor.)
5. In cases where the teacher is not found in a court of competent jurisdiction to be the responsible party, time lost by a teacher in connection with an incident mentioned in this section shall not be charged against the teacher.
- D. 1. No complaint by any parent, pupil or other person not employed by the Lansing School District shall become part of a teacher's personnel file

## ARTICLE VIII (Cont.)

without such complaint first being reviewed at a hearing in which the participants shall include the involved teacher, an LSEA representative, the teacher's immediate supervisor, and the Assistant Superintendent for Personnel. The complaining party may be present if the party desires.

2. After such review, only those complaints determined to be valid by the Board may be included in the teacher's personnel file, however, the determination of validity shall be subject to the grievance procedure. A transcript of the entire hearing may be taken at the election and expense of the teacher and made part of the file at the teacher's election. Teachers shall have the right to enter personal statements relative to the complaint in their personnel file.

## ARTICLE IX

### Teacher Evaluations

- A. The evaluation of teachers shall be conducted in accordance with Board of Education policy and Administrative Regulations numbered 4117 and 4117.1 and consistent with procedures set forth in the Appraisal of a Professional handbook which the Board shall make available to all teachers. The content of any evaluation is not subject to the grievance procedure, however, non adherence to procedures set forth in the Appraisal of a Professional handbook by administrative or supervisory evaluators shall be grievable.
- B. Both parties agree to maintain the joint Board-LSEA Teacher evaluation committee established in the 1971-73 Master Agreement for the purpose of further study of the evaluation of teachers. The Board may change the Policy, Regulations and evaluation form only after consultation with the joint committee.

## ARTICLE X

### Professional Conduct and Disciplinary Procedures

- A. The Board may adopt rules and regulations not in conflict with the terms of this Agreement governing the professional conduct of teachers.

## ARTICLE X (Cont.)

- B. The Board and the LSEA recognize a mutual responsibility for promoting professional conduct that encourages quality in the educational process and reflects favorably upon the teaching profession and the Lansing School District. Breaches of professional conduct are subject to disciplinary procedure. Such breaches include but are not limited to: abuses of sick leave and other leaves, tardiness, willful deficiencies in professional performance, violation of Board policies, regulations and administrative directions not inconsistent with the terms of this Agreement, and violation of the terms of this Agreement. Alleged breaches of professional conduct shall be reported promptly to the offending teacher.
- C. Disciplinary action shall be defined as any written warning, written reprimand, suspension or discharge.
- D. Before any meeting is called from which disciplinary action may result, the teacher shall be notified and shall be entitled to have present a representative of the Association. If an Association representative is requested to be present, no longer than two (2) days may lapse before such meeting is held.
- E. Whenever the result of a reprimand, or disciplinary action for any infraction of discipline, or delinquency in professional performance is reduced to writing by the Administrator, the findings and decisions of the Administrator shall be filed, in writing, in the teacher's personnel file, and a copy thereof given to the teacher.
- F. No teacher shall be disciplined without just cause.

## ARTICLE XI

### Transfers, Vacancies and Co-Curricular Assignments

#### A. Transfers

The Board and the Association recognize that it may be necessary for the administration to accomplish transfers. For example, transfers may become necessary to meet load conditions, to meet instructional requirements, to maintain a balance of experienced and inexperienced teachers on a particular staff and to facilitate balance in race and/or sex.

Subject to circumstances such as listed above, probationary teachers will be retained in the same building throughout their probationary period. When a

## ARTICLE XI (Cont.)

transfer is necessary, the Association shall be notified.

### 1. Voluntary Transfers

- a. Teachers desiring to request consideration for transfer or to fill a vacancy may, at any time, submit an application to the Personnel Office stating school, grade or position sought, and their qualifications.
- b. By March 15, the Personnel Office shall post, by assignment and location, known openings and/or vacancies in bargaining unit positions that will be available the following year. Teachers desiring to request consideration for transfer shall submit an application stating school, grade or position sought, and applicant's qualifications to the Personnel Office by April 1. The Personnel Office shall notify the teacher that his request has been received and is being processed. In the event of an opening in any school, the principal of such school shall be notified of, and interview, all transfer applicants on file who requested such an opening. All such applicants shall be informed when the vacancy for which they applied has been filled.
- c. The LSEA will be informed of all transfer requests that are not consummated.

### 2. Involuntary Transfers

In cases of involuntary transfers, teachers shall have the opportunity to meet with the Assistant Superintendent for Personnel or his designee to discuss the transfer. When circumstances so dictate, teachers affected shall be given a choice of available open positions.

## B. Vacancies

1. Newly created certificated positions within the bargaining unit, as well as Helping Teachers and Coordinator positions, shall be advertised through written communication to each school building and the LSEA office and shall include the job description and necessary qualifications. If possible, all applicants will be interviewed by the immediate supervisor. It is recognized that newly created government positions may be filled through necessity prior to the end of the 12 day advertising period. As soon as practicable after the submission of an application for participation by the Lansing School District in any new government program, notice of the application in-

## ARTICLE XI (Cont.)

cluding a description, to the extent known, of the number, type, and probable qualifications of the jobs to be created by such program, shall be sent to the LSEA office and to each school building.

2. A special committee consisting of three (3) members from the Administration and three (3) members from the LSEA shall review those job descriptions and qualifications of positions mentioned above for the purpose of recommending revision to the Assistant Superintendent for Personnel.

### C. Co-Curricular Assignments

1. When an athletic vacancy exists before June 1st of each year for a co-curricular assignment, the principal shall just post appropriate notices in the building soliciting written applications. The vacancy shall not be filled except in case of an emergency, and then only on a temporary basis, until such vacancy shall have been posted for at least five (5) days. All applicants shall be interviewed and considered for the position. If after the posting period specified herein the co-curricular vacancy still exists and:
  - a. Has not resulted in a teaching vacancy, notices shall be posted in all buildings for a period of five (5) days. All applicants will be interviewed and considered for the position.
  - b. Has resulted in a teaching vacancy, notices shall be posted in all buildings for a period of five (5) days. Applicants from within and outside the district will be interviewed and considered for the position.
2. It is recognized that tenure does not apply to any co-curricular assignments.

## ARTICLE XII

### Lay Off and Recall

- A. In the event of lay off due to a decreased student enrollment or shortage of revenue, the order of reduction shall be:
  1. First year probationary teachers shall be laid off first by using the criteria below in the following order:
    - Certification
    - Competency as determined by administrative

## ARTICLE XII (Cont.)

evaluation of probationary personnel in accordance with Board of Education Policy and Administrative Regulations #4117.

### Seniority

When certification and competency are relatively equal, seniority will be disregarded for all first year probationary ethnic minority teachers and such teachers shall be maintained until the number of ethnic minority teachers employed by the Board is no less than the percentage of ethnic minority students enrolled in the district, or until all ethnic majority probationary teachers have been laid off regardless of their probationary year.

If, at anytime, the percentage of ethnic minority teaching personnel reaches the ethnic minority student population percentage norm, further staff reduction shall result in maintaining a racial balance among staff no lower than the existing student ratio.

2. Second year probationary teachers shall be laid off in accordance with A. 1. above.
3. Third year probationary teachers shall be laid off in accordance with A. 1. above.
4. Tenured teachers shall be laid off only after all probationary teachers have been laid off. In proper cases of special qualifications, exceptions may be made. Tenured teachers shall be laid off by using the criteria below in the following order:

#### Certification

Competency as determined by administrative evaluation which shall be developed by the joint Board-LSEA Teacher Evaluation Committee for implementation in 1974-75.

#### Seniority

Seniority shall be defined as the teacher's first working day in the Lansing School District.

In the circumstance of more than one individual teacher beginning employment on the same date, all individuals so affected will participate in a drawing to determine position on the seniority list. The association and teacher so affected shall be notified in writing of the date, place and time of the drawing. The drawing shall be conducted openly and at a time and place which will reasonably allow affected teachers and association representatives to be in attendance.

A teacher shall lose his seniority if he resigns, retires, or is discharged by the Board.

## ARTICLE XII (Cont.)

- B. If for any reason the Board anticipates a reduction of staff it shall, prior to taking formal action, consult with the LSEA to receive recommendations regarding priorities and procedures to be followed.
- C. In the event it becomes necessary to reduce the number of teachers through lay off of employment, or to reduce the number of teachers in a given subject area, field, or program, or eliminate or consolidate position(s), the Board shall determine the order of lay off provided, however, such action shall not be contrary to Section A. The Board shall endeavor to give forty-five (45) calendar days notice of lay off to the individual involved, and in any event, thirty (30) calendar days notice shall be given in all cases.
- D. It is further agreed that any lay off pursuant to this Article shall automatically terminate the individual employment contract of all laid-off teachers and shall suspend for the duration of the lay off, the Board's obligation to pay salary or fringe benefits and any laid-off teacher's individual or supplemental employment contract as well as all benefits under this collective bargaining agreement. Changes in a teacher's certification while on lay off shall not affect the teacher's status during the lay off period.
- E. Any teacher on lay off shall be recalled in inverse order of lay off provided he is certified and qualified for the vacancy.  
No new teachers shall be employed by the Board while there are teachers of the district who are laid off unless there is no laid off teachers with proper certification and qualifications to fill any vacancy which may arise.
- F. The Board shall give written notice of recall from lay off by sending a registered or certified letter to said teacher, at his last known address. It shall be the responsibility of each teacher to notify the Board of any change in address. The teacher's address as it appears on the Board's records shall be conclusive when used in connection with lay offs, recall, or other notice to the teacher. If a teacher fails to report to work within ten (10) calendar days from date of sending of the recall, unless an extension is granted in writing by the Board, said teacher shall be considered as a voluntary quit and shall thereby terminate his individual employment contract and any other employment relationship with the Board.



## ARTICLE XIII

### Leaves of Absence

#### A. Leave of Absence for Reasons of Health

Any teacher whose personal illness extends beyond the period compensable under Article XIV, Compensable Leave, shall be granted a leave of absence without pay for reasons of health which, in accordance with general school laws may not exceed one year from the date granted by the Board. Annual extensions of such leave may be granted by the Board upon written request of the teacher. A teacher anticipating extended illness may be granted such leave prior to the expiration of his accumulated compensable leave days, and upon returning from sick leave, will have the unused portion of his accumulated compensable leave reinstated.

Upon return from leaves of absence for personal illness or reasons of health, the teacher shall, at his request be returned to the same position held prior to leave provided that the leave does not exceed sixty (60) school days or the date of return does not fall within the last thirty (30) school days of the school year. In such instances, the teacher shall be returned to a comparable position for the balance of the school year.

Prior to return from a leave of absence for reasons of health, the Board may require the teacher to provide a certificate of good physical and/or mental health. The Board reserves the right to have teachers returning from such a leave promptly examined by a doctor of its choice at Board expense.

#### B. Parental Leave

A parental leave of absence without pay shall be granted upon request to teachers who become parents of newborn. Such leave must be requested, in writing, prior to the 6 weeks post-natal examination, but not less than 30 days prior to the date such leave is to become effective. Such leave shall, if applicable, be granted until the end of the school year.

#### C. Maternity Leave

1. A teacher who becomes pregnant must notify the Personnel Office as soon as she knows of or confirms her pregnancy. She must present a physician's statement setting forth the anticipated date of birth and that she is fully capable of performing all the duties of her position.
2. If the teacher desires a leave of absence, she must

## ARTICLE XIII (Cont.)

file a written request with the Personnel Office at least 30 days prior to the anticipated date of such leave.

3. A pregnant teacher will be permitted to work provided (a) her physician certifies on a monthly basis through the seventh month, and biweekly thereafter, that she is physically sound and able to perform all duties of her position, and (b) that she performs all normal duties and functions of her position on the same basis as expected of any other teacher. Failure to comply with any of these requirements shall be just cause for the Board to place the teacher on a leave of absence.
4. Any leave of absence shall be for the duration of the pregnancy and extend no longer than through the post-natal examination period (usually 6 weeks after termination of the pregnancy).
5. In the event the teacher decides to work through the third trimester of her pregnancy, the teacher shall be required to execute a waiver of liability or "save harmless" agreement to protect the Board against any possible claim for any injury and/or by the unborn baby and/or father.
6. After the termination of pregnancy the teacher shall be permitted to return from leave at any time. However, unless parental leave has been granted, such return shall be no later than following the post-natal examination period (usually 6 weeks after termination of pregnancy). Upon returning from leave of absence the teacher must provide a physician's certification that she is physically sound and able to perform all normal duties of her position. The Board may choose at its option and expense to have the teacher examined by the Board's physician prior to the teacher's return to work.
7. Section I of this Article shall not be applicable to Maternity Leaves.

### D. Adoptive Leave

Any teacher on continuing tenure may apply for an adoptive leave without pay. When first notified that he has been accepted as an adoptive parent by the adoption agency, the teacher desiring leave shall apply to the Personnel Office for an adoptive leave which shall commence when the teacher assumes custody of the child, and shall continue for the duration of the school year.

Upon request of the teacher, the leave shall be extended for one additional school year.

## ARTICLE XIII (Cont.)

### E. Public Office Leave

1. A teacher who has been on the staff of the Lansing School District for a minimum of three years and has a record of satisfactory service shall be entitled to a leave of absence without pay to campaign for, or serve in, a public office.
2. Such leave shall be granted in segments of one semester or more by the Board on recommendation of the Superintendent.
3. Teachers holding political office requiring their occasional presence during school hours for non-compensable political office functions may utilize their available personal leave time for such absences.

### F. Sabbatical Leave

1. Qualifications
  - a. The applicant must be a full time contractual professional employee and attained a BA+ on the salary schedule.
  - b. The applicant has been employed in the Lansing School District for at least seven consecutive years. Absence from service for a period of not more than one year under a leave of absence without pay, granted by the Board for professional improvement, restoration of health, or maternity leave, shall not be deemed a break in continuity of service required by this Section.
  - c. The applicant has not been granted a sabbatical leave of absence from the Lansing School District during the seven consecutive years of service immediately preceding current application.
  - d. The applicant signs an agreement to return to service with the Lansing School District immediately upon termination of the sabbatical leave and to continue in such service for a period of two years, unless causes beyond his control prevent, or to refund any compensation received from the Lansing School District while on leave except as the Board shall, by special action, waive such obligation.
  - e. All applications shall be reviewed for recommendation to the Superintendent by a committee consisting of six members, three appointed by the Superintendent and three appointed by the LSEA. The Committee shall consider among other qualifications the fol-

## ARTICLE XIII (Cont.)

lowing: the extent of the applicant's professional study, travel, research, growth contributions, and successful service during the seven years.

- f. Requests for sabbatical leaves will be considered only for a full semester or a full school year.

### 2. Application

- a. Application shall be filed with the Assistant Superintendent for Personnel by the end of the first semester for leave beginning the following September. For leave beginning in February, the application shall be filed by the end of the preceding June.
- b. An applicant for sabbatical leave of absence shall file with the application form an outlined program for the period requested for sabbatical leave. This plan shall be indicated in an attached statement and include details for either study in an approved college or university, or a problem or project in research to be pursued independently by the applicant, provided such problem or project is related to his professional obligation.
- c. Sabbatical leave granted shall not exceed one percent of the total certified staff in that current year.
- d. A sabbatical leave shall not exceed two semesters. (State Law)
- e. A teacher will be notified within sixty (60) days after the deadline date for submission of application as to the results of his request.

### 3. Salary Protection

- a. A teacher on sabbatical leave will be paid one-half of his scheduled salary.
- b. A teacher granted such leave shall advance on the salary schedule the same number of steps he would have advanced had he been on the staff in the Lansing School District.

### 4. Status While on Sabbatical Leave

- a. A teacher on sabbatical leave shall be considered to be in the employ of the Lansing School District and shall have a contract. However, the Lansing School District shall not be held liable for death or injury sustained by any staff member while on sabbatical leave.
- b. He shall be entitled to participate in any other

## ARTICLE XIII (Cont.)

benefits that may be provided for by rules and regulations of the Board.

- c. The teacher shall be responsible for notifying the Payroll Department of the Lansing School District as to the place to which his checks should be addressed during his period of sabbatical leave.

### G. Educational Leave

#### 1. Leave of Absence for Study

- a. A teacher who has been on the staff of the Lansing School District for a minimum of three years and has a record of satisfactory service shall be eligible for a study leave for a period of up to two years, provided said teacher states his intent to return to the Lansing School District for a minimum period of one year.
- b. Application shall be filed with the Assistant Superintendent for Personnel by the end of the first semester for leave beginning the following September. For leave beginning in February, the application shall be filed by the end of the preceding June. Leaves must be for semester durations.
- c. A teacher requesting a leave of absence for study shall be required to take at least ten (10) semester hours a semester or ten (10) term hours a quarter in a university or college accredited by the North Central Association of Colleges and Secondary Schools or equivalent agency which may include credit hours for conducting and/or compiling research towards an advanced degree course.
- d. Study leave shall be a leave without pay and may be granted by the Board on recommendation of the committee provided for in Article XIII, Section F, paragraph 1, part e.
- e. A teacher being granted a leave of absence for study shall advance on the salary schedule as he would have advanced had he been employed in the Lansing School District provided a transcript is filed indicating the required credits have been earned.

#### 2. Exchange Teaching

- a. A teacher may apply for exchange teaching assignment for a period not to exceed one year in another state of the United States, another country, or a territory of either, following five years of satisfactory service in the Lan-

## ARTICLE XIII (Cont.)

- sing School District, provided said teacher states his intent to return to the Lansing School District for a minimum of one year.
- b. Exchange leave with pay may be granted by the Board on recommendation of the Superintendent, after receiving the recommendation of the committee provided for in Article XIII, Section F, paragraph 1, part e.
  - c. A teacher being granted an exchange teaching leave of absence shall advance on the salary schedule as he would have advanced had he been employed in the Lansing School District.
  - d. Requests for a leave of absence for exchange teaching assignments shall be made by the end of the first semester for leave beginning the following September.
3. Teaching for the United States Government, Peace Corps, or Other Special Programs.
- a. A teacher who has been employed in the Lansing School District for a minimum of three years and has a record of satisfactory service shall be eligible for a leave of absence for a period not to exceed two years to teach in an assignment abroad in schools maintained by the United States, provided said teacher states his intent to return to the Lansing School District for a minimum period of one year.
  - b. Such leave granted shall be leave without pay and may be granted by the Board on recommendation of the Superintendent after receiving the recommendation of the committee provided for in Article XIII, Section F, paragraph 1, part e.
  - c. A teacher granted such leave shall advance on the salary schedule as he would have advanced had he been employed in the Lansing School District.
  - d. Requests for a leave of absence for such an assignment shall be made by the end of the first semester for a leave beginning the following September.

### H. Military Leaves of Absence

Military leaves of absence shall be granted to any teacher who shall enter into active military service of the United States. Teachers on military leave shall be given the benefits of any increments, up to a maximum of four (4) years, which would have been credited to them had they remained in active service to the school system, and all accumulated

## ARTICLE XIII (Cont.)

sick leave days acquired prior to entry into service will be reinstated.

### I. Notification of Return from Leaves of Absence

Teachers on leave of absence shall be contacted by certified letter sixty (60) days prior to the expiration of their leave to appraise them of their obligations regarding their return to work. Failure to respond within thirty (30) days prior to the expiration of their leave shall be considered as a voluntary quit. Teachers upon return, shall be restored to their former position, if available, or a comparable position.

### J. Leaves for Other Purposes

1. Absence for jury service. In such cases an employee will be paid the difference between his pay for that duty and his regular pay provided he has cooperated with school officials in attempting to obtain a postponement from such service for the period of the school year. Proof of service and pay must be submitted to the Payroll Office.
2. Leaves of absence with pay not chargeable against compensable leave shall be granted in connection with an appearance before a court or an administrative agency when subpoenaed as a witness in any case connected with the teacher's employment or the school, except that leave with pay shall not be granted in connection with unfair labor practice hearings involving the Board and the LSEA.
3. When attending any function when so directed by the Administration.
4. Release from regular duty with full pay may be granted, upon request, for approved visitation to other schools, which need not be in the Lansing School District.
5. Substitutes shall be provided for teachers released for the purposes of this section.

## ARTICLE XIV

### Compensable Leave

- A. Compensable leave of ten (10) days for the school year shall be credited to the compensable leave account of each teacher. This benefit will be pro-rated for teachers hired after the beginning of the school year. Each teacher shall be entitled to up to 200

## ARTICLE XIV (Cont.)

days accumulation of the unused portion of each year's compensable leave which shall be available to him in future years. In addition, teachers shall be provided two personal leave days per year. Any unused portion of the personal leave shall become additional compensable leave.

B. Compensable leave shall be granted in accordance with the schedule specified herein, subject to the following conditions:

1. Personal illness: Bonafide physical or mental incapacity of the teacher to report for and discharge duties to the extent of unused days credited.
2. Illness or serious injury in the immediate family: Absence necessitated because of the need of the personal attendance of the teacher. (Immediate family shall include the teacher's spouse, children, parents or foster parents, parents-in-law, brothers, sisters, and any other person for whose financial or physical care he is principally responsible.)
3. Bereavement: Utilization of such leave shall be for the purpose of attending the funeral or making funeral arrangements in the case of the death of a teacher's father, mother, father-in-law, mother-in-law, spouse, children, brother, sister, grandparents or grandchildren. This leave shall be for a maximum of five (5) days.
4. Funerals: One day leave may be granted for attending funerals for persons other than in the immediate family. One additional day may be requested for attending funerals held more than 250 miles from Lansing.
5. Personal Leave: A teacher taking a personal leave day shall file a notice of his intent to take such day with his principal or other immediate supervisor at least five (5) days prior to the date of such leave (except in case of emergency). Such notice shall include a statement of the reason for such leave.

Personal Leave shall not be used for:

- a. First or last week of each semester and the day before or the day after a holiday or vacation (except in an emergency as determined by the building administrator).
- b. Recreational pursuits, shopping, or pleasure trip with spouse (including accompanying spouse on his or her business trip).



## ARTICLE XIV (Cont.)

- c. Other employment or seeking new employment.
  - d. Child care.
  - e. Any other leave provision in this Agreement.
- At the discretion of the Assistant Superintendent for Personnel, personal leave may be cancelled if there are more than 15 such requests for any one day.

Personal leave days shall be credited to teachers on the following pro-rating system:

- a. Teachers hired at the beginning of the school year—Post 2 days.
- b. Teachers hired after ninth week of first semester—Post 1½ days.
- c. Teachers hired at the beginning of the second semester—Post 1 day.
- d. Teachers hired after the ninth week of the second semester—Post ½ day.

- C. Any teacher who willfully violates or misuses this compensable leave policy or who misrepresents any statement or condition under said policy shall forfeit all accumulations and any further right under said policy unless or until reinstated in good standing by the Board on recommendation of the Superintendent.
- D. Summer School: Summer school teachers shall be entitled to one and one-half (1½) of their summer teaching day each summer as compensable leave. Compensable leave shall be used for personal illness or illness in the immediate family. In the event a teacher does not use any portion of the summer compensable leave, one full day of compensable leave shall be transferred to their regular cumulative leave.
- E. Each teacher shall present a signed statement indicating the reason for each absence, such statement to be filed in the principal's or immediate supervisor's office. The principal or immediate supervisor may request a physician's statement for an absence of five (5) or more days duration.
- F. Personal excused absences, without payroll or compensable leave deductions, may be authorized by the Assistant Superintendent for Personnel for affairs relative to community service.
- G. The Board agrees at all times to maintain an adequate list of substitute teachers. Teachers shall be informed of the substitute teacher's office number which they must call before 7:00 a.m. to report un-

## ARTICLE XIV (Cont.)

availability for work. It shall then be the responsibility of the administration to arrange for a substitute teacher. Each teacher shall at the time of reporting his absence state the type of leave being taken and the anticipated length of absence. Teachers absent due to illness shall call their building prior to student dismissal whenever possible to indicate their availability for work the next day.

- H. Any teacher who is absent because of injury compensable under the Michigan Workmen's Compensation Law except as provided for in Article VIII, Section C, paragraph 3, shall receive from the Board the difference between the Workmen's Compensation payment prescribed by law and his regular salary for a period up to four (4) weeks. Beyond four (4) weeks such payments would be charged against compensable leave on a pro-rata basis computed on the relationship of the differential pay to his regular weekly pay until the compensable leave is exhausted.

## ARTICLE XV

### Curriculum

#### A. Steering Committees

1. The role of the curriculum steering committee shall be to exert district-wide leadership in providing a viable and up-to-date instructional program in its area of special concern. Among the responsibilities of the steering committee will be the following:
  - a. Development of realistic objectives.
  - b. Development of new approaches, methods, materials and/or programs to reach these objectives.
  - c. Evaluation of both new and existing programs, and the development of appropriate instruments and procedures for these evaluations.
  - d. Organization and promotion of workshops for staff development.
  - e. Prompt communication of curriculum recommendations and other committee proceedings to schools, departments, other steering committees and to the Instructional Council.
  - f. Undertaking research and study as directed by the Instructional Council.

## ARTICLE XV (Cont.)

2. The steering committee should hold a minimum of three meetings per semester. Curriculum consultants will be members and will serve as resource people and advisors in cooperation with the chairman. (Resource people would also include A-V personnel, and others determined by the curriculum committee.)
3. The Association Representatives will secure volunteers for curriculum steering committees early in the fall semester. Each committee is encouraged to have a broad representation of teachers from various instructional levels and buildings, as well as student and parent representatives.
4. Each steering committee shall be composed of 10 or more teacher volunteers, the coordinator of that particular area, and students and parents as determined by the committee.
5. Each steering committee shall select its own teacher chairman in the spring to serve the following year.
6. Teachers wishing to propose innovative programs in a given building should present such proposals to the building principal or assistant principal for instruction. Concurrently the program should be submitted to the appropriate steering committee for its information and support. If the steering committee does not wish to support the proposal, the teacher may submit it to the Instructional Council for its consideration.

### B. Instructional Council

1. An Instructional Council is established to act as a decision-making body for recommendations to the Superintendent regarding curriculum development, instruction improvement, evaluation, and staff development for the school district. In carrying out its responsibility, the Instructional Council shall function as:
  - a. An initiating agency and clearing house for research and innovations.
  - b. A recommending agency for policy change and philosophy renewal.
  - c. An agency for curriculum re-alignment, to review and balance curricular emphasis.
  - d. A promotional agency for staff development programs.
  - e. A reviewing agency for accountability procedures.

## ARTICLE XV (Cont.)

- f. A consulting agency for the Lansing Citizens' Advisory Committee on Educational Opportunity and for other concerned citizens' groups.
  - (1) To bring ideas and concerns to teachers, administrators and citizens into focus.
  - (2) To provide resource people, research, and background information on curriculum and instructional matters.
- g. An Agency for reviewing Federal, State, and locally funded programs, especially those affecting more than one building.
- 2. The Instructional Council shall be composed of six administrators, six teachers, six parents, and six students from the secondary schools in the system. Each of the 24 members shall have an equal vote in the matters before the Instructional Council. They shall be selected as follows:
  - a. The Superintendent of Schools shall appoint the six administrative members, which shall include a secondary principal and an elementary principal.
  - b. The LSEA President shall nominate, for ratification by the LSEA Board of Directors, six teachers, such teachers to be representative of:
    - (1) The various curriculum areas,
    - (2) The elementary-secondary ratio,
    - (3) Minority groups,
    - (4) Groups such as helping teachers, counselors and diagnosticians,
    - (5) The LSEA membership-at-large.
  - c. The Lansing PTA Council shall be responsible for the designation of parent members of the Instructional Council. The six parent members shall be representative of the total school population, including minorities. They shall reside in separate school attendance areas within the School District.
  - d. The Junior Board of Education shall appoint four senior high students (one from each high school) and two junior high students. The student members shall be representative of the total school population, including minorities. The Junior Board itself shall function as a steering committee to advise the Instructional Council on student affairs. The student members of the Instructional Council shall attend all meetings of the Council on an excused absence basis. Their terms shall be

## ARTICLE XV (Cont.)

for one year, with re-appointment permissible for a second term.

3. The Instructional Council shall be chaired alternately by the administrator co-chairman appointed by the Superintendent and the teacher co-chairman selected by the teacher representatives on the Council. The Chairman of the day shall retain his vote.
4. The Instructional Council shall meet monthly on school time (second Wednesday at 1:00 P.M.) and such other times as the Council may determine. If any member of the Council cannot attend a meeting, he shall provide an appropriate substitute.
5. Proposals to be implemented the following September shall be voted upon by the Instructional Council on or before its March meeting. Extensions or exceptions beyond March deadline may be made with the approval of two-thirds of the Council present. Types of proposals which receive Council attention and recommendation include staffing proposals, research proposals and government proposals as well as innovative curriculum changes; however, proposals for innovative programs to existing curricular areas may be initiated by teachers and principals on a building basis.
6. In the event that a proposal must be acted upon during the summer recess, or at other times when the entire Instructional Council is unable to meet, the Instructional Council Contingency Committee composed of eight members (three administrative representatives, three teacher representatives, one parent representative, and one student representative), shall meet to make a disposition of the matter. Any action by such a Contingency Committee, however, must be reported back to the regular Instructional Council and be on the agenda of its next meeting. One of the Co-Chairmen of the Instructional Council will chair the Contingency Committee.
7. The Deputy Superintendent for Planning shall receive recommendations from the Instructional Council and present them to the Superintendent. The Superintendent shall act on such recommendations from the Council or shall arrange for presentation of the recommendations to the Board for action.
8. The Co-Chairmen shall communicate to the Coun-

## ARTICLE XV (Cont.)

cil the disposition of Council-approved proposals or resolutions within one week after the action of the Board of Education of the Superintendent's actions.

9. Any Board approved program shall be implemented as soon as feasible.
10. Instructional Council recommendations rejected by the Board or the Superintendent shall be returned to the Council for reconsideration. The Council shall have the authority to modify the proposals and resubmit them.

### C. In-Service Training

1. Workshops, conferences, and programs designed to improve the quality of instruction may be provided for teachers during school hours by the Board.
2. The Board shall arrange after-school courses, workshops, conferences, and programs designed to improve the quality of instruction. At least one workshop on budgeting shall be provided annually prior to February 1. Teachers shall determine for themselves whether such activities are applicable and worthwhile. Attendance shall be voluntary.

### D. Conferences

After one year of service in the Lansing School District (exceptions may be made for those with prior professional conference commitments) a teacher, upon request, may be released from his regular duties without loss of pay for up to four (4) days each school year to participate in workshops, programs, or conferences oriented solely to improving professional competency. Such time, however, is subject to the discretion of each principal as to scheduling feasibility. There shall be no more than 18 teachers requiring substitutes absent for such reasons at any one time, unless special authorization has been given by the Assistant Superintendent for Personnel. All staff members will make requests to attend these meetings on forms provided by the principal's office or departmental office. Substitutes shall be provided for teachers released for the above purposes. (Conference forms available from one's immediate supervisor.)

- E. The Board agrees to involve teachers in the preparations of applications for state and federally-funded projects.

## ARTICLE XV (Cont.)

F. There shall be no more than thirty (30) EIP interns in any given school year except by mutual agreement between the Board and the LSEA. The Board agrees to limit to seven (7) the number of interns to be supervised by each intern coordinator. No EIP intern shall displace any teacher under contract or prevent the recall of any laid off teacher.

## ARTICLE XVI

### Professional Dues, Representation Benefit Fees and Payroll Deductions

Sections A and B of this article shall be applicable as a condition of continued employment to all teachers who were LSEA members in 1972-73, all teachers on leave during 1972-73 who were LSEA members during 1971-72, all teachers new to the district and all teachers returning to the district following a resignation.

#### A. Professional Dues

1. Any teacher who is a member of the Association, or who has applied for membership may sign and deliver to the Board an assignment authorizing deduction of Professional Dues in the Association. Such authorization shall continue in effect from year to year unless revoked in writing between June 1 and September 1 of any year.
2. Deduction of Professional Dues shall be made the second pay period of each month provided that deductions for such dues shall not supersede any legally required deductions or deductions authorized prior to the date of the Agreement and the Board shall not be required to make any check-off for Professional Dues if the teacher's pay is not sufficient to cover the Professional Dues in any pay period. The Payroll Office shall not be required to honor for any month's deduction any authorizations that are delivered to the Payroll Office later than two weeks prior to the distribution of the payroll from which the deductions are to be made.
3. No later than October 15, the Board shall provide the LSEA with a list of those employees who have authorized dues deductions. The Board shall provide the LSEA monthly with any additions to or deletions from such lists.

## ARTICLE XVI (Cont.)

4. So long as a teacher remains on the payroll, the authorized deductions shall be continued.
5. The Board agrees to promptly remit to the Association all monies so deducted, accompanied by a list of the teachers' names from whom such deductions have been made and the amount of the deduction. The Board assumes no responsibility for such deduction if notice of termination is given after the final check has been issued.
6. The LSEA shall, at least sixty days prior to the beginning of each school year, give written notification to the Business Office of the amount of the Professional Dues which are to be deducted in that school year under such authorizations. The amounts of the deductions for these dues shall not be subject to change during the entire school year. For the purpose of this article, the term "School Year" shall mean the twelve-month period beginning with the opening of school in the fall of each year. The right to refund to teachers monies deducted from their salaries under such authorization shall lie solely with the LSEA.

### **B. Representation Benefit Fees**

1. Any teacher who is not a member of the Association or who does not make application for membership within thirty (30) days from the date of commencement of teaching duties, shall, as a condition of employment, pay as a Representation Benefit Fee to the Association an amount equal to the Professional Dues of the Association, provided, however, that the teacher may authorize payroll deduction for such fee in the same manner as provided for Professional Dues.
2. Deduction of Representation Benefit Fees shall be made the second pay period of each month provided that deductions for such fees shall not supersede any legally required deductions or deductions authorized prior to the date of the Agreement and the Board shall not be required to make any check-off for Benefit Fees if the teacher's pay is not sufficient to cover the Benefit Fees in any pay period. The Payroll Office shall not be required to honor for any month's deduction any authorizations that are delivered to the Payroll Office later than two weeks prior to the distribution of the payroll from which the deductions are to be made.
3. No later than October 15, the Board shall provide



## ARTICLE XVI (Cont.)

the LSEA with a list of those employees who have authorized fee deductions. The Board shall provide the LSEA monthly with any additions to or deletions from such lists.

4. So long as a teacher remains on the payroll, the authorized deductions shall be continued.
5. The Board agrees to promptly remit to the Association all monies so deducted, accompanied by a list of the teachers' names from whom such deductions have been made and the amount of the deduction. The Board assumes no responsibility for such deduction if notice of termination is given after the final check has been issued.
6. In the event that a teacher shall not pay such Representation Benefit Fee directly to the Association or authorize payment through payroll deductions, as provided for Professional Dues, the Board may cause the termination of employment, and shall request termination of the teacher's employment. A copy of the notice of non-compliance and proof of service shall be attached to said charges.

ment of such teacher. The parties expressly recognize that the failure of any teacher to comply with the provisions of this article is just and reasonable cause for discharge from employment.

7. The procedure in all cases of discharge for violation of this article shall be as follows:
  - a. The Association shall notify the teacher of non-compliance by certified mail, return receipt requested. Said notice shall detail the non-compliance and shall provide ten (10) days for compliance, and shall further advise the recipient that a request for discharge may be filed with the Board in the event compliance is not effected.
  - b. If the teacher fails to comply, the Association may file charges in writing, with the
  - c. The Board, only upon receipt of said charges and request for termination, shall conduct a hearing on said charges, and to the extent that said teacher is protected by the provisions of the Michigan Tenure of Teachers Act, all proceedings shall be in accordance with said Act. In the event of compliance at any time prior to discharge, charges may be withdrawn. The Association, in the processing of charges, agrees not to discriminate between various persons who may have refused to pay the Pro-

## ARTICLE XVI (Cont.)

Professional Dues and/or Representation Benefit Fee.

8. The Association agrees to assume the legal defense of any suit or action brought against the Board regarding this article of the collective agreement. The Association further agrees to indemnify the Board for any costs or damages which may be assessed against the Board as the result of said suit or action, subject to the following conditions:
  - a. The damages have not resulted from the misfeasance or malfeasance of the Board or its agents.
  - b. The Association has the right to decide whether or not to appeal the decision of any court or other tribunal regarding the validity of the section or the defense which may be assessed against the Board by any court or tribunal.
  - c. The Association has the right to choose the legal counsel to defend any said suit or action.
  - d. The Association shall have the right to compromise or settle any claim made against the Board under this section.
- C. The LSEA agrees to reimburse the Board \$170.00 for the cost incurred in administering this Article.
- D. Payroll deductions and reductions are also available for the following purposes upon written authorization of the teacher:
  1. U.S. Savings Bonds and/or Freedom Shares
  2. United Fund Contributions
  3. Lansing Teachers Credit Union
  4. Tax Sheltered Annuities
  5. Other purposes approved by the Board.

## ARTICLE XVII

### Compensation

- A. When a regular pay day occurs within a vacation period during the school year, checks shall be mailed to the employee's home prior to the regularly scheduled pay date or that pay day shall be advanced to the last day prior to the beginning of said vacation period at the option of the Board.

## ARTICLE XVII (Cont.)

- B. A teacher who is required as a part of his job on a regular basis to use his own vehicle for transportation in order to perform his duties shall be reimbursed at the rate of twelve cents (12¢) per mile. Mileage will be computed on the basis of actual miles logged and reported each month.
- C. Teachers transferring into the Lansing School District shall be given full credit for teaching experience up to eight years. Any former teacher of the Lansing School District who is re-employed within a period not exceeding five years shall be placed on the salary schedule at the next step above the one on which his salary was based when he left the Lansing School District, or shall be given credit for teaching experience as provided in this section, whichever is greater.
- D. 1. Retirement
- a. Upon retirement under the Michigan Teacher's Retirement Act and ten (10) years of service with the Lansing School District, the teacher shall receive a lump sum payment of \$50.00 for each year of service in the Lansing School System up to a maximum of \$1500.
  - b. The following will disqualify a teacher for eligibility for retirement pay:
    - (1) Any teacher whose dismissal is sustained by the Michigan State Tenure Commission.
    - (2) Any teacher who is dismissed or resigns at the request of the Board.
    - (3) Any teacher who leaves the system contrary to the provisions of the Michigan State Tenure Act or contrary to the terms of his employment contract.
    - (4) Any teacher who has previously received this benefit from the Lansing School District.
2. Insurance Protection
- Pursuant to the authority set forth in Section 617 of the School Code of 1955, as amended, the Board agrees to furnish to all teachers the following insurance protection, subject to the other terms of this Agreement.
- a. The Board shall provide a choice of full family health insurance or \$25 per month, at the teacher's option, to be applied to one or more of the following programs:
    - (1) During 1973-74 and 1974-75, MEA Super

## ARTICLE XVII (Cont.)

Medical Semi-Private. During 1975-76, MESSA SM2 Program.

- (2) During 1973-74 and 1974-75, Blue Cross-Blue Shield (MVF-1) with Master Medical Semi-Private. During 1975-76, Blue Cross-Blue Shield (MVF-2) with Master Medical Semi-Private.
  - (3) One of the group insurance options available through M.E.S.S.A.
- b. If a man and wife are employed by the Board, they shall have the option of applying both subsidies toward one insurance program.
  - c. The Board's insurance contributions shall begin in September of each year and continue for twelve (12) full months.
3. Life Insurance  
The Board shall provide without cost to the teacher a group life insurance plan providing a \$7,000 benefit, with a provision for double indemnity in case of accidental death and a waiver of premium provision.

### E. Teachers' Salary Schedule (See Appendix A)

1. Any professional staff member who has completed 23 term hours on an approved program as a candidate for a Master's degree shall qualify for the BA+ schedule.
2. Any professional staff member who has completed 45 term hours beyond the Master's degree on a program of study approved by the Superintendent of Schools will be placed on the MA+ schedule.
3. The salary is based upon a teaching load for the thirty-eight (38) week teaching year from September to June, during teaching hours.
4. Any teacher placed on the BA+ salary column will be continued on that column until such time as the Master's degree is awarded. At no time will a teacher be returned to a column of lesser educational achievement.
5. Changes in teacher contracts which result in column advancements on the salary schedule will be reviewed by the Personnel Office on September 15, February 15, and May 15. It shall be the responsibility of the staff member to notify the Assistant Superintendent for Personnel of any change in classification and to provide official evidence from the college or university of requirements completed. Transcripts do not con-

## ARTICLE XVII (Cont.)

stitute notification since these are not evaluated by the Assistant Superintendent for Personnel until requested by the applicant for change of salary status. Pay increases will be retroactive to the date of course completion as specified on the college credentials or transcripts, but may not go further back than the current fiscal year.

6. Professional Public Librarians' pay shall be at the rate of 5% above the teachers' salary schedule.
7. Holders of a Ph.D. degree teaching in the area in which the Ph.D. was earned shall be paid at the rate of 8% of the BA base in addition to their MA+ step. Holders of a Ph.D. degree teaching outside of the area in which the Ph.D. was earned may submit to the Personnel Office a request for review of their Doctoral Program. If it is determined by the Assistant Superintendent for Personnel that the Doctoral Program is related to the subject area taught, the Ph.D. rate shall be granted.
8. Vocational Education teachers (Trade and Industrial and Senior Co-op Coordinators) who are required by State Law to have necessary work experience and who are holders of provisional or permanent Vocational Certificates shall be paid at the rate of 9% of the BA base salary plus their current salary step.
9. Vocationally certified teachers without a BA degree shall be paid at the rate of \$300 per year for the special certification.
10. Vocationally certificated teachers without a BA degree shall at the time of initial employment have the option of being placed on the teachers' BA Salary Schedule or at an hourly rate ranging from \$6.03 per hour to \$8.38 per hour in 1973-74, \$6.32 per hour to \$8.78 per hour in 1974-75 and \$6.59 per hour to \$9.15 per hour in 1975-76. Exceptions to the hourly rate may be made upon mutual agreement of the LSEA and the Board. Those presently on an hourly rate shall receive the same percentage increase as reflected in the base salary for each year.
11. Certified vocational teachers other than those covered in number 8, teaching in State approved reimbursable vocational courses shall receive 0.4% of the BA base per course per semester.
12. Special Education teachers who were employed

ARTICLE XVII (Cont.)

in the school district during 1972-73 shall continue to receive \$300 for certification.

13. Extra Assignments

	<u>1974</u>	<u>1975</u>	<u>1976</u>
Summer School	\$8.38	\$8.77	\$9.14
Driver Education	8.38	8.77	9.14
Workshop Pay	7.86	8.22	8.57
For all work required beyond the activities specified in Article VII, teachers shall be paid	6.81	7.12	7.42

14. Lead teachers working with 12 or more teacher equivalents for 38 weeks shall be paid an additional \$1200 above their salary step to compensate for additional time and/or responsibility. Team leaders working with 7 to 11 teacher equivalents for 38 weeks shall be paid \$900 above their salary step to compensate for additional time and/or responsibility. Team leaders working with up to six teacher equivalents for 38 weeks shall be paid \$700 above their salary step to compensate for additional time and/or responsibility. Lead teachers or team leaders working beyond the school year shall be paid an additional \$225 per week.
15. Teachers holding the MSW degree shall be placed on the appropriate experience step of the MA+ track for salary purposes.

F. Co-Curricular

1. Athletics

a. Senior High

*Athletic Director	17%
Head Football	17%
Assistant Football	10.5%
Head Basketball	16%
Assistant Basketball	10%
Cross Country	8.5%
Head Swimming	12%
Assistant Swimming	8%
Head Wrestling	12%
Assistant Wrestling	8%
Golf	8%
Head Baseball	10.5%

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\*One hour released time

## ARTICLE XVII (Cont.)

Assistant Baseball	8%
Head Track	12%
Assistant Track	10%
Tennis	8%
Equipment Manager	6%
Varsity Basketball (girls)	8%
JV Basketball (girls)	5%
Varsity Swimming (girls)	8%
Varsity Tennis (girls)	8%
Varsity Volleyball (girls)	8%
Varsity Softball (girls)	8%
Varsity Track (girls)	8%
Intramurals (girls)	8%
Cheerleading (girls)	8%
Gymnastics (girls)	8%

Note: Senior High coaches should be assigned to no more than two coaching assignments except in emergency situations.

### b. Junior High

Athletic Director	8%
Football	7%
Assistant Football	7%
Wrestling	7%
Swimming	7%
Varsity Basketball	7%
Junior Varsity Basketball	7%
Track	7%
Volleyball	7%
Intramural	7%
Basketball (girls)	7%
Softball (girls)	7%
Swimming (girls)	7%
Track (girls)	7%
Volleyball (girls)	7%
Intramurals (girls)	4.5%
Cheerleading (girls)	4.5%

## 2. Other Activities

### a. Senior High

Debate and Forensic Coach	9%
*Band Director	9.5%
Choir Director	7.5%
Dramatics (per full-length production)	4%
Year Book Advisor	6%
Newspaper Advisor	4.5%

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\*One hour for individual or small group instruction

**ARTICLE XVII (Cont.)**

Faculty Business Advisor for Newspaper and Year Book	4.5%
School Treasurer	7.5%
Book Custodian	5%

**b. Junior High**

Book Custodian	3%
Band Director	5.5%
Orchestra Director (per school)	3%
Choir Director	3.5%
Dramatics (per full-length production)	4%
Newspaper Advisor	4.5%
School Treasurer	6%

All percentages in Section F shall be applied to the first step of the Bachelor's scale.

**3. Athletic Department Activities**

**a. Senior High**

- (1) Scoreboard operators, announcers, and clock operators at all events, \$7.91 per event.
- (2) Clerks, ticket-sellers and takers, judges and timers, scorers, and supervisors at all athletic events, \$6.86 per event.

**b. Junior High**

Activity assistance at any athletic event, \$6.86 per event.

**ARTICLE XVIII**

**Negotiating Procedures**

At least by March 1, 1976, the LSEA and the Board will begin negotiations for a new agreement covering wages, hours, terms, and conditions of employment of teachers employed by the Board.

Neither the LSEA nor the Board shall have any control over the selection of the negotiating or bargaining representatives of the other party and each party may select its representatives from within or outside the school district. It is recognized that no final agreement between the parties may be executed without ratification by a majority of the Board and by a majority of the membership at large of the LSEA who cast votes, 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



## ARTICLE XVIII (Cont.)

bargaining, subject only to such ultimate ratification. This Agreement incorporates the agreement reached by the parties on all agreed issues which were subjects of negotiation. This Agreement may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in writing and signed by both parties as an amendment to this Agreement.

## ARTICLE XIX

### Continuity of Operations

- A. The Association agrees that neither it nor its members nor any persons acting on its behalf will cause, authorize, support or take part in any strike (i.e., the concerted failure to report for duty, or willful absence of a teacher from his position, or stoppage of work or abstinence, in whole or in part, from the full, faithful, and proper performance of the teacher's duties of employment) to occur during the life of this Agreement for any purpose whatsoever. The Association further agrees not to impose or cause the imposition of any sanction on the Lansing School District during the life of this Agreement.
- B. In the event of any action in violation of the foregoing, the Association agrees to post notices immediately at any or all schools affected, or otherwise communicate with persons violating this provision by all means at its disposal, that said activity is contrary to law, unauthorized by the Association and in violation of this Agreement and shall advise such persons to discontinue immediately said activity, and the Association, further, will use every other means at its disposal to assist in the immediate termination of such activity.
- C. The Association will not directly or indirectly take reprisals against a teacher who continues, or attempts to continue, his contractual duties, or who refuses to participate in any of the activities prohibited by this Article.
- D. The Board will have the right to all remedies available at law for violation of this Article, including injunctive relief and/or damages against any person, group or organization violating this Article.

## ARTICLE XX

### Rights of the Board

- A. Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities, and authority under the Michigan General School Laws or any other laws or regulations.
- B. Except as expressly abridged by the provisions of this Agreement, it is agreed that all rights which ordinarily vest in and have been exercised by the Board shall continue to vest exclusively in and be exercised exclusively by the Board. Such rights shall include, by way of illustration and not by way of limitation, the right to:
1. Manage and control its business, its equipment, and its operations.
  2. Continue its rights, policies, and practices of assignment and direction of its personnel, and scheduling.
  3. Direct the working forces, including the right to hire, promote, discipline, transfer and determine the size of the work force.
  4. Determine the services, supplies, and equipment necessary to continue its operations.
  5. Adopt reasonable rules and regulations.
  6. Determine the qualifications of employees, including health conditions.
  7. Determine over-all goals and objectives as well as the policies affecting the educational programs.
  8. Determine the number and location or relocation of its facilities, including the establishment or relocations of new schools, buildings, departments, divisions or subdivisions thereof and the relocation or closing of offices, departments, divisions or subdivisions, buildings or other facilities.
  9. Determine the size of the management organization, its functions, authority, amount of supervision and the table organization.
  10. Determine the financial policies, including all accounting procedures, and all matters pertaining to public relations.

## ARTICLE XXI

### Miscellaneous Provisions

- A. This Agreement shall supersede any rules, policies, regulations or practices of the Board which shall be contrary to, or inconsistent with, its terms. Policies

## ARTICLE XXI (Cont.)

affecting professional personnel covered by this Agreement may be modified or implemented by the Board during the life of this Agreement, provided such policy changes shall not affect wages, hours, or the terms and conditions of employment. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.

- B. The Board and the LSEA 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 for all pupils.
- C. Copies of this Agreement shall be printed at the joint expense of the Board and the LSEA and presented to all teachers now employed or hereafter employed by the Board.
- D. This Agreement shall be exclusively between the Board and LSEA and not dependent upon the approval of any other organization.
- E. Contracts for non-tenure teaching personnel including those recommended for tenure will be issued after April 15 of each year. The contract will contain the current year's salary position until the new Agreement and salary schedule have been negotiated.

Salary agreements for all tenure personnel will be issued only with the consent of the Association while negotiations are pending. It is understood that all individual contracts for the 1973-74 school year and future individual contracts shall be made expressly subject to the terms and conditions of this Agreement or any successor Agreement between the Board and the Association.

The Association guarantees that it will not interfere with the performance of this section of the Agreement.

### F. Closing of Schools—Inclement Weather

When it is necessary for the Superintendent to close schools because of inclement weather every effort shall be made to make such public announcements by 6:30 a.m.

On days when schools must be closed because of inclement weather, all personnel should report to assigned stations at the regular time or as soon thereafter as safe travel conditions will permit. Personnel who are unable to report to work shall notify

**ARTICLE XXI (Cont.)**

their immediate supervisor at the earliest practicable time. Absences or delays in reporting to work on such days shall not result in deduction from sick leave, personal leave or salary.

The chief administrator in each building shall be authorized to excuse personnel on an individual basis from completing the normal work day when weather conditions cause such action to be advisable. This authorization shall apply only on such days when pupils are absent from school due to inclement weather.

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

**ARTICLE XXII**

**Duration of Agreement**

- A. This Agreement incorporates the agreement reached by the parties on all agreed issues which were subjects of negotiation. This Agreement may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in writing and signed by both parties as an amendment to this Agreement.
- B. This Agreement shall be effective as of September 15, 1973, and shall continue in effect until June 30, 1976. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated. No other organization may ask for exclusive bargaining rights during the fixed term of this Agreement.

**Board of Education**

**Lansing Schools Education Association**

By \_\_\_\_\_  
Its President

By \_\_\_\_\_  
Its President

By \_\_\_\_\_  
Its Secretary

By \_\_\_\_\_  
Its Secretary

## APPENDIX A

### TEACHERS' SALARY SCHEDULE

1973 - 1974

Step	B.A.	B.A.+	M.A.	M.A.+	Non-Degree
1	\$ 9,065 (1.00)	\$ 9,428 (1.04)	\$ 9,790 (1.08)	\$10,515 (1.16)	\$ 6,638
2	9,428 (1.04)	9,790 (1.08)	10,153 (1.12)	10,878 (1.20)	
3	10,062 (1.11)	10,425 (1.15)	10,787 (1.19)	11,513 (1.27)	
**4	10,697 (1.18)	11,059 (1.22)	11,422 (1.26)	12,147 (1.34)	
<hr/>					
5	11,331 (1.25)	11,694 (1.29)	12,056 (1.33)	12,782 (1.41)	8,973
6	11,966 (1.32)	12,328 (1.36)	12,691 (1.40)	13,416 (1.48)	
7	12,600 (1.39)	12,963 (1.43)	13,326 (1.47)	14,051 (1.55)	
**8	13,235 (1.46)	13,598 (1.50)	13,960 (1.54)	14,685 (1.62)	
<hr/>					
9	13,869 (1.53)	14,232 (1.57)	14,595 (1.61)	15,320 (1.69)	10,325*
10	14,504 (1.60)	14,867 (1.64)	15,229 (1.68)	15,954 (1.76)	
11		15,501 (1.71)	15,864 (1.75)	16,589 (1.83)	
12			16,498 (1.82)	17,224 (1.90)	

\*To be paid non-degree teachers who are working towards a degree, and who have senior status.

\*\*Double lines indicate where Professional Growth Steps occur. Additional Professional Growth Steps of \$400 each may be earned at the 17th step of BA and BA+ schedules and at steps 16, 19, and 22 of the MA and MA+ schedules.

## APPENDIX A

### TEACHERS' SALARY SCHEDULE

1974 - 1975

Step	B.A.	B.A.+	M.A.	M.A.+	Non-Degree
1	\$ 9,482 (1.00)	\$ 9,861 (1.04)	\$10,241 (1.08)	\$10,999 (1.16)	\$ 6,943
2	9,861 (1.04)	10,241 (1.08)	10,620 (1.12)	11,378 (1.20)	
3	10,525 (1.11)	10,904 (1.15)	11,284 (1.19)	12,042 (1.27)	
**4	11,189 (1.18)	11,568 (1.22)	11,947 (1.26)	12,706 (1.34)	
<hr/>					
5	11,853 (1.25)	12,232 (1.29)	12,611 (1.33)	13,370 (1.41)	9,386
6	12,516 (1.32)	12,896 (1.36)	13,275 (1.40)	14,033 (1.48)	
7	13,180 (1.39)	13,559 (1.43)	13,939 (1.47)	14,697 (1.55)	
**8	13,844 (1.46)	14,223 (1.50)	14,602 (1.54)	15,361 (1.62)	
<hr/>					
9	14,507 (1.53)	14,887 (1.57)	15,266 (1.61)	16,025 (1.69)	10,800*
10	15,171 (1.60)	15,550 (1.64)	15,930 (1.68)	16,688 (1.76)	
11		16,214 (1.71)	16,594 (1.75)	17,352 (1.83)	
12			17,257 (1.82)	18,016 (1.90)	

\*To be paid non-degree teachers who are working towards a degree, and who have senior status.

\*\*Double lines indicate where Professional Growth Steps occur. Additional Professional Growth Steps of \$400 each may be earned at the 17th step of BA and BA+ schedules and at steps 16, 19, and 22 of the MA and MA+ schedules.

## APPENDIX A

### TEACHERS' SALARY SCHEDULE

1975 - 1976

Step	B.A.	B.A.+	M.A.	M.A.+	Non-Degree
1	\$ 9,884 (1.00)	\$10,279 (1.04)	\$10,675 (1.08)	\$11,465 (1.16)	\$ 7,235
2	10,279 (1.04)	10,675 (1.08)	11,070 (1.12)	11,861 (1.20)	
3	10,971 (1.11)	11,367 (1.15)	11,762 (1.19)	12,553 (1.27)	
**4	11,663 (1.18)	12,058 (1.22)	12,454 (1.26)	13,245 (1.34)	
<hr/>					
5	12,355 (1.25)	12,750 (1.29)	13,146 (1.33)	13,936 (1.41)	9,780
6	13,047 (1.32)	13,442 (1.36)	13,838 (1.40)	14,628 (1.48)	
7	13,739 (1.39)	14,134 (1.43)	14,529 (1.47)	15,320 (1.55)	
**8	14,431 (1.46)	14,826 (1.50)	15,221 (1.54)	16,012 (1.62)	
<hr/>					
9	15,123 (1.53)	15,518 (1.57)	15,913 (1.61)	16,704 (1.69)	11,254*
10	15,814 (1.60)	16,210 (1.64)	16,605 (1.68)	17,396 (1.76)	
11		16,902 (1.71)	17,297 (1.75)	18,088 (1.83)	
12			17,989 (1.82)	18,780 (1.90)	

\*To be paid non-degree teachers who are working towards a degree, and who have senior status.

\*\*Double lines indicate where Professional Growth Steps occur. Additional Professional Growth Steps of \$400 each may be earned at the 17th step of BA and BA+ schedules and at steps 16, 19, and 22 of the MA and MA+ schedules.

## APPENDIX B

### SCHOOL CALENDAR

#### Lansing School District

##### 1973 - 1974

Instructional Staff Meetings	September 17, 1973
Classes Convene	September 18, 1973
Thanksgiving Recess	November 22 and 23, 1973
Holiday Vacation Begins	December 24, 1973
School Reopens	January 7, 1974
First Semester Ends	February 8, 1974
Second Semester Begins	February 11, 1974
Spring Vacation Begins	April 8, 1974
School Reopens	April 15, 1974
Memorial Day Recess	May 27, 1974
Last Pupil Attendance Day	June 21, 1974
School Year Ends	June 26, 1974

##### 1974 - 1975

Instructional Staff Meetings	September 3-4, 1974
Classes Convene	September 5, 1974
Thanksgiving Recess	November 28 and 29, 1974
Holiday Vacation Begins	December 23, 1974
School Reopens	January 6, 1975
First Semester Ends	January 24, 1975
Second Semester Begins	January 27, 1975
Spring Vacation Begins	March 28, 1975
School Reopens	April 7, 1975
Memorial Day Recess	May 26, 1975
School Year Ends	June 13, 1975

##### 1975 - 1976

Instructional Staff Meetings	September 2-3, 1975
Classes Convene	September 4, 1975
Thanksgiving Recess	November 27 and 28, 1975
Holiday Vacation Begins	December 22, 1975
School Reopens	January 5, 1976
First Semester Ends	January 23, 1976
Second Semester Begins	January 26, 1976
Spring Vacation Begins	April 16, 1976
School Reopens	April 26, 1976
Memorial Day Recess	May 31, 1976
School Year Ends	June 11, 1976

All elementary teachers shall receive two one-half days each semester for planning. One of the half-days each semester shall be used for school district planning model purposes, and the other one-half day for individualized planning.



## APPENDIX B (Cont.)

At the elementary level, released time of four one-half days each semester shall be granted for parent-teacher conferences.

In addition to the four half days per semester currently allowed for elementary parent-teacher conferences, two half days per semester shall be allowed for planning time for these conferences.

In addition to the eight one-half days per semester currently allowed for Kindergarten parent-teacher conferences, four one-half days per semester shall be allowed for planning time for these conferences.

In the event this calendar conflicts with student instructional day rules and regulations of the State Department of Instruction, the parties agree to mutually determine the manner in which the conflict shall be resolved in order to insure maximum reimbursement for State aid.

## APPENDIX C

### SECONDARY CLASS SIZE — MAXIMUMS

The course types specified below are based on the degree of individual attention demanded by the course content, safety factors and the needs of the students typically enrolled in such courses. In the event new course offerings are implemented during the course of this Agreement, placement within a type shall be determined jointly by the teacher involved, the department chairman, the building principal and the Director of Curriculum.

#### TYPE I (35 Students)

##### Senior High

English:

World Lit.

English Lit.

American Lit.

Contemp. Lit.

Sci. Fiction

Black Lit.

Film As Lit.

Social Studies:

World History

Afro-Am. History

Am.-Indian History

##### Junior High

Comm. Arts 1, 2

Explore (7 Elective)

8 Soc. Stud. Elective

## APPENDIX C (Cont.)

Humanities  
 Comp. Religion  
 Economics  
 Sociology  
 WUACC  
 St. & Loc. Govt.  
 Psychology  
 Philosophy  
 Community Inv.  
 World Geog.  
 Comp. Govt.

### Math:

Trig.	9 E. Algebra
Probabilities	9 Algebra
Analysis	9 Pre Algebra
Geometry 2	8 E. Math
Algebra 3, 4	7 E. Math

### Business:

Bus. Law  
 Consumer Ed.

## TYPE II (33 Students)

### Senior High

#### English:

Speech  
 Drama  
 Bus. English  
 (Gen.) English 10, 11, 12

#### Social Studies:

U.S. History 3, 4  
 Am. Govt.  
 Prob. Dem.

#### Math:

Bus. Math  
 Algebra 1, 2  
 Algebra 1c, 2c  
 Geometry 1

#### Science:

Biology  
 Adv. Biology  
 Chemistry  
 Physics  
 Adv. Physics  
 Comp. Program

### Junior High

7 English 1, 2  
 8 English 1, 2  
 9 English 1, 2  
 Speech  
 Drama

7 Soc. St. 1, 2  
 8 Soc. St.  
 9 U.S. History 1, 2

9 Gen. Math 1, 2  
 9 Basic Math 1, 2  
 8 Gen. Math 1, 2  
 7 Gen. Math. 1, 2

7 Science 1, 2  
 8 Science 1, 2  
 Biology 1, 2

## APPENDIX C (Cont.)

### Art:

Comml. Art	Art 1, 2
Gen. Art	
Crafts	
Design	
Adv. Art	

### Business:

Shorthand	Gen. Bus.
Forkner	
Sales	
Mdsg.	
Bookkeeping	

### Home Economics:

Family Living
Soc. Probs.
Home Mgt.
Child Dev.

### Foreign Language:

Latin	French 1, 2, 3
Spanish	German 1, 2, 3
French	Spanish 1, 2, 3
German	Latin 1, 2
Russian	

### Industrial Arts:

Drafting	Drafting
Graphics	Graphics
	Electronics
	Others:
	9 Guidance

## TYPE III (29 Students)

### Senior High

#### English:

Adv. Comp.
Publications
Journalism
Creative Writing
Litcomp
Group Dynam & Nv. Comm

#### Math:

Concepts 2
------------

#### Science:

Natural Science
-----------------

### Junior High

Journalism
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Science 1, 2 (Physical)
Lab Investigations

## APPENDIX C (Cont.)

### Home Economics:

Clothing  
Foods  
Social Econ.  
Food Mdsg.  
Quan. Cooking

Homemaking 1, 2, 3, 4  
Exploring Homemaking

### Business:

Record Keeping  
Intro. Data Processing  
D.P. Lab  
General Business  
Office Machines

### Industrial Arts:

Woods  
Metals  
Materials Production

Power Mechanics  
General Mechanics  
Intro. to Industrial Arts  
Woods  
Metals

## TYPE IV (24 Students)

### Senior High

#### Vocational:

Auto Mech.  
Auto Body  
Service Station  
Drafting and Design  
Residential Dev.  
Engine Mechanics  
Electronics  
Appliance Repair  
Graphic Shop  
Machine Shop  
Cosmetology (20)  
Dental Services  
Hospital Services  
Quantity Cooking  
Food Merchandising  
Quantity Baking  
Construction Occupations  
Heating, Air Conditioning  
& Ref.  
Hospitality Services  
Vocational Comm. Art  
Business Block  
Clerical Block  
Secretarial Block  
Data Management Block

### Junior High

## APPENDIX C (Cont.)

### TYPE V (22 Students)

#### Senior High

English:

Reading Impr.

Debate

Math:

Fund. Math

Concepts 1

Industrial Arts:

Am. Industries

#### Junior High

Fund. Math

None of these maximums shall apply in typing, physical education, music or study hall.

Vocational Senior Co-op Coordinators shall be assigned a maximum of 1 pupil for each 20 minutes of scheduled coordinating time per week.

Re-Entry — 40 students per class maximum.

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