

OFFICE OF PROFESSIONAL NEGOTIATIONS
Michigan Education Association

Reviewed Sept. 21, 1967

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OFFICE OF
PROFESSIONAL NEGOTIATIONS

1967 - 1968

MASTER AGREEMENT

between

THE BOARD OF EDUCATION

and

THE ARMADA EDUCATION ASSOCIATION

Armada Board of Education

Armada Area Schools
23550 Center Road
Armada, Michigan 48005

Duv: June 30, 1968

MEA
1216 Kendale
E. Lansing, MI 48823

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AGREEMENT

This Agreement entered into this August 24, 1967, by and between the Board of Education of the Armada Area School District of Armada, Michigan, hereinafter called the "Board", and the Armada Education Association, hereinafter called the "Association".

WITNESSETH

WHEREAS the Board and the Association recognize and declare that providing a quality education for the children of Armada Area School District is their mutual aim and that the character of such education depends predominantly upon the quality and morale of the teaching service, and

WHEREAS both parties recognize that the Board by state law is vested with policy making responsibilities, and

WHEREAS the members of the teaching profession are particularly qualified to assist in formulating policies and programs designed to improve educational standards, and

WHEREAS the Board has a statutory obligation, pursuant to Act 379 of the Michigan Public Acts of 1965, to bargain with the Association as the representative of its teaching personnel with respect to hours, wages, terms and conditions of employment, and

WHEREAS the parties, following extended and deliberate professional negotiations, have reached certain understandings which they desire to confirm,

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

ARTICLE I - RECOGNITION

- A. The Board recognizes the Armada Education Association as the exclusive bargaining representative for these professional personnel: classroom teachers, substitute teachers, guidance counselors, and librarians.
- B. The Board agrees not to negotiate with any teacher's organization other than the Association for the duration of this agreement.

, ARTICLE II - BOARD RIGHTS

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

- (1) To the executive management and administrative control of the school system and its properties and facilities and the activities of its employees;
- (2) To hire all employees and subject to the provisions of law, to determine their qualifications, and the conditions for their continued employment, or their dismissal or demotion; and to promote, and transfer all such employees;
- (3) To establish grades and courses of instruction, including special programs, and to provide for athletic, recreational and social events for students, all as deemed necessary or advisable by the board;
- (4) To decide upon the means and methods of instruction, the selection of textbooks and other teaching materials and the use of teaching aids of every kind and nature;
- (5) To determine class schedules, the hours of instruction, and the duties, responsibilities, and assignments of teachers and other employees with respect thereto, and non-teaching activities, and the terms and conditions of employment.

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

ARTICLE III - ASSOCIATION AND TEACHER RIGHTS AND RESPONSIBILITIES

- A. Teachers shall have the right to participate in professional organizations and to negotiate or bargain collectively with their public employer through representatives of their own choice and shall not be discriminated against as a result of such activities. The teacher shall not be discriminated against as a result of instituting a grievance, complaint, or proceeding under this Agreement or because he has given testimony or instituted proceedings under the law.
- B. The Association shall have permission to use school building facilities at all reasonable hours for meetings not conflicting with the school calendar.
- C. In response to reasonable written requests the Board agrees to furnish the Association committee concerned all available information concerning the financial resources of the district, together with information which may be necessary for the above mentioned committee to process any grievance or complaint.
- D. Teachers are entitled to full rights of citizenship. No religious or political activities will be grounds for discrimination. The private or personal life of any teachers, within the limits of professional behavior as outlined in the Code of Ethics of the Education Profession (which is attached to and made a part of this agreement) is not within the appropriate concern or attention of the Board. 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, sex or marital status or membership in any employee organization.

- E. Rights teachers may have under the Michigan General School Laws or applicable civil service laws and regulations shall be limited only by the specific and expressed terms of this agreement, and then only to the extent such specific and expressed terms hereof are in conformance with the Constitution and laws of the State of Michigan and the United States.
- F. The terms and conditions of an individual contract will be subject to and will incorporate the terms and conditions negotiated in the Master Agreement.
- G. This Agreement shall supercede any rules, regulations, or practices of the Board which shall be contrary to or inconsistent with its terms.
- H. Within thirty days of the beginning of their employment hereunder, teachers may sign and deliver to the Board an assignment authorizing deduction of membership dues or assessments of the local Association, the Michigan Education Association, and the National Education Association. Such authorized sums shall be deducted from the regular salaries of teachers in ten equal deductions (one per school month) in accordance with the "Payroll Deduction for Continuing Membership" plan conducted by the M.E.A.

When authorized by the individual teacher, a designated sum may be deducted and remitted to the Macomb County Schools Employee Credit Union, health insurance company designated by A.E.A. and The Board approved tax sheltered annuity program.

- I. The Teacher in fulfilling their obligations shall deal justly and considerately with each student, and shall encourage the student to study varying points of view and respect his right to form his own judgement.
- J. The authority and effectiveness of classroom control shall be primarily the teacher's responsibility. It is recognized that discipline problems are less likely to occur in classes which are well taught and where a high level of student interest is maintained. It is likewise recognized that when discipline problems occur, they may most constructively be dealt with by encouragement, praise and emphasis upon the child's desirable characteristics. Whenever it appears that a particular pupil requires the attention of special counselors, social workers, or law enforcement personnel, the teacher shall advise the principal in writing. Reasonable efforts shall be made to provide such special attention as is required.

- K. A teacher may exclude a pupil from one class 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 principal, as promptly as his teaching obligations will allow, full particulars of the incident. Continued exclusion from class must be with the approval of the principal.
- L. It is the responsibility of the Association and individual teachers to honor Board policies and administration regulations not in conflict with this agreement. The Board anticipates revision of the Board Policy Book. Before adoption of a revised Board Policy Book, the Board and Association will meet for the purpose of discussing such policies of mutual concern.
- M. It is the responsibility of the Association and individual teacher, as well as the Board of Education, to provide the highest quality educational program possible for every boy and girl in the school district. On the teacher's part this includes but is not limited to:
1. Careful daily preparation of lessons, lectures, demonstrations, etc.
 2. Voluntary participation in building and district-wide curriculum study.
 3. Reasonable participation in public-oriented activities of the school such as:
 - a. Open Houses
 - b. PTA meetings
 - c. Public performances of children in plays, concerts, athletic activities, etc.
 4. Promptness in meeting classes, keeping appointments with parents, students and other school employees, and furnishing essential reports and information required by administrators.
 5. Consideration of home conditions which hamper learning and make scheduling of parent-teacher conferences during usual school hours impossible.
 6. Reserving Tuesdays for staff meetings which are called by the administration. All teachers shall attend the meeting unless specifically excused by the administrator.

ARTICLE IV - PROFESSIONAL COMPENSATION

- A. The salaries of teachers covered by this agreement are set forth in Schedule A which is attached to and incorporated in this agreement. Such salary schedule shall remain in effect during the term of this Agreement.
- B. All teachers newly employed shall be given full credit on the Salary Schedule set forth in Schedule A for full years of outside teaching experience.
- C. If the need arises for the teacher to appear before the State Labor Mediation Board, the teacher shall be released from regular duties without loss of salary.
- D. A teacher shall be released from regular duties without loss of salary an average of one day each semester for the purpose of participating in Region 6 meetings of the Michigan Education Association.
- E. Substitute teachers shall be paid \$25 per diem. Full time teachers substituting during their preparation period shall be paid \$5.00 per full period class assignment.
- F. A teacher with seniority on the staff shall be given first consideration for any opening involving supplemental pay, provided the teacher is qualified for such opening.

Class advisors will be assigned by the administration on a rotation basis. Any deviation from this shall be by mutual consent of the administration and teachers involved.

- G. Teachers involved in extra duty assignments shall be compensated in accordance with Schedule A, II, which is attached to and incorporated in this agreement.
- H. Teachers required in the course of their work to drive personal automobiles on school business which has been approved by the Board or its agent shall be paid a car allowance of nine (9) cents per mile. The Board shall provide liability insurance protection for teachers when their personal automobiles are used as provided in this section.
- I. Secondary teachers who are requested to accept permanent or continuing additional classroom assignment in lieu of a preparation period shall receive a portion of their regular salary pro-rated for the duration of the assignment equal to the ratio the preparation period bears to the total number of class periods per day.

- J. Teachers are paid on the basis of 188 duty days. Deductions for days lost or for a partial year's service shall be determined on the basis of 1/188th of the annual salary. The hourly rate will be determined by dividing the daily rate by 7 1/2 hours.
- K. The Board shall pay (\$11.30) eleven dollars and thirty cents per month toward insurance protection on the four point option plan offered by M.E.A.

ARTICLE V - TEACHING HOURS

- A. The teacher's normal working day shall not exceed 7 $\frac{1}{2}$ hours including a thirty minute duty free lunch period. Teachers shall check in no later than 15 minutes prior to the beginning of their first assignment, shall be at their assigned place of duty not later than ten minutes prior to the beginning of their first assignment in the morning, and shall leave school no earlier than thirty minutes following the end of their last assignment except on Friday and the day preceding a holiday, at which time, they may leave five minutes following the end of their last assignment.
- B. All teachers shall be allowed, during an average day, a minimum 20% of the working day for preparation, planning, and other non-instructional duties. For K-5 elementary teachers, this includes the two 15 minute recess periods weather permitting.

ARTICLE VI - TEACHING ASSIGNMENTS

- A. Teachers shall not be assigned outside the scope of their teaching certificates in their major or minor field of study except temporarily and for good cause.
- B. Teachers affected by a change in grade or subject assignment will be notified as soon as practicable and reassigned. If two or more teachers request reassignment to the same position, the selection will be made by the Superintendent based upon professional background and attainments of all applicants and the length of time each has been employed within the school system.

Every effort will be made to avoid reassigning probationary elementary school teachers to different grade levels unless the teacher requests such change.

- C. It is the sole responsibility of the teacher to meet and maintain certification requirements as prescribed by State law.

ARTICLE VII - TEACHING CONDITIONS

- A. The Board and the Association recognize that appropriate texts, library reference facilities, music supplies and equipment, maps and globes, lab equipment, audio-visual equipment, art supplies, athletic equipment, current periodicals, standard tests and questionnaires, and similar materials are the tools of the teaching profession. The parties will confer from time to time for the purpose of improving discipline procedures, and the selection and use of educational tools. The Board undertakes to promptly implement all joint decisions thereon made by its representative and the Association. The Board agrees at all times to keep the school reasonably equipped and maintained.
- B. Under no condition shall a teacher be required to drive a school bus as a part of his regular assignment.
- C. The Board shall make available as soon as practical in each school adequate lunchroom and lavatory facilities exclusively for teacher use and at least one room appropriately furnished, which shall be reserved for use as a faculty lounge in which smoking shall be permitted.
- D. Telephone facilities shall be made available to teachers for their reasonable use. All toll calls for personal business shall not be charged to the school but are to be listed on the form available and paid for by the teacher.
- E. A vending machine for beverages may be installed in the teachers lounge if requested by the Association, the proceeds to be used for a teachers' fund. Such vending machines shall be maintained by the teachers, with no maintenance from the custodians, and at no expense to the school.
- F. Adequate parking facilities shall be made available to school personnel.
- G. X-rays for the purpose of detection of tuberculosis shall be required every year.

ARTICLE VIII - LEAVE PAY

- A. The Board shall grant a maximum of one day per month sick leave each school year. The total accumulation credit shall not exceed seventy-five (75) days without loss of pay.
- B. One-half pay, at the teacher's present daily rate, shall be paid at the time of retirement for the unused portion of sick days.
- C. At the end of the first year of employment the Board will refund to employees all sick leave pay deducted for which they would have been eligible, according to policy.
- D. At the beginning of the school year, the Board will furnish a statement of accumulated sick leave.
- E. The Board shall have the right for medical verification of absence.

ARTICLE IX - LEAVES OF ABSENCE

- A. Any teacher whose personal illness extends beyond the period compensated for above shall be granted a leave of absence without pay for such time as is necessary for complete recovery from such illness. Upon return from leave, a teacher shall be assigned to the same position, if available, or a substantially equivalent position.
- B. Leaves of absence with pay chargeable against the teacher's sick leave accumulation may be granted for the following reasons:
 - 1. A maximum of five days per school year for an emergency or critical illness in the immediate family. Immediate family is interpreted to mean father, mother, father-in-law, mother-in-law, brother, sister, husband, wife, or child.
 - 2. Attendance at a ceremony awarding a degree to the staff member for such portion of the day as is necessary.
 - 3. One day for attendance at the school graduation of a son, daughter, husband, or wife.
 - 4. Time necessary not to exceed two (2) days, for the conduct of personal affairs which cannot be handled outside of school hours, the same to be requested in writing and approved by the Superintendent.

- C. Leaves of absence with pay not chargeable against the teacher's sick leave accumulation may be granted for the following reasons:
1. Time necessary, not to exceed three days per school year, for a death in the immediate family. (Immediate family is defined in B-1 above.) Notification of such absence shall be given to the building principal or the superintendent.
 2. Court appearance as a witness in any case connected with the teacher's employment with the school whenever the teacher is subpoenaed to attend such proceeding.
 3. Visitation at other schools, attending educational conferences or conventions when approved by the Principal and Superintendent.
 4. Time necessary to take the Selective Service physical examination.
- D. Leaves of absence without pay may be granted upon application for the following purposes:
1. Study related to the teacher's license field.
 2. Study to meet eligibility requirements for a license other than that held by the teacher.
 3. Study, research, or special teaching assignment involving probable advantage to the school system.
- E. A maternity leave shall be granted without pay, commencing not later than the end of the fifth month of pregnancy, except that when this date falls within one school month of the end of the semester the teacher may be permitted to complete the semester. The teacher shall be entitled to return from such leave at any time within one year, subject to written medical approval and a vacancy in her teaching area exists.
- F. Military leaves of absence may be granted to any teacher who shall be inducted or shall enlist for military duty to any branch of the Armed Forces of the United States. Teachers on military leave may be given the benefit of any increments and sick leave allowances which would have been credited to them had they remained in active service in the school system.

ARTICLE X - TEACHER EVALUATION

- A. The work performance of all teachers shall be evaluated in writing.
- B. All observation of the work of a teacher shall be conducted openly and with full knowledge of the teacher. A copy of the written evaluation shall be submitted to the teacher within ten (10) school days. No less than one evaluation shall be made per semester for probationary teachers and one per year for tenure teachers.
- C. Each teacher shall have the right upon request to review the contents of his own personnel file with the exception of confidential materials.
- D. A teacher shall be entitled to have present a representative of the Association when he is being reprimanded, warned, or disciplined.
- E. Any Board representative shall be entitled to have present another representative of the Board when he is reprimanding, warning, or disciplining a teacher.
- F. No teacher shall be disciplined, reprimanded, reduced in compensation or deprived of any professional advantage without just cause.

ARTICLE XI - PROTECTION OF TEACHERS

- A. The Board recognizes its responsibility to give all reasonable support and assistance to teachers in maintaining control and discipline.
- B. Any case of assault upon a teacher, or if any teacher is complained against or sued as a result of disciplinary action taken against a student, it shall be promptly reported to the Board, who will advise the teacher of his rights and obligations.
- C. Time lost by a teacher in connection with any incident mentioned in this article shall not be charged against the teacher's leave, but such time shall not exceed five (5) days. Additional leave may be granted upon approval of the Board.
- D. Teachers shall be expected to exercise reasonable care with respect to the safety of pupils and property but shall not be individually liable, except in cases of gross negligence, for any damage or loss to person or property.

- E. A teacher may take such reasonable steps as necessary to protect himself from attack or to prevent injury to another student.

ARTICLE XII - GRIEVANCE PROCEDURE

- A. A grievance is a matter involving the violation of a specific Article or Section of this Agreement.
- B. The following matters shall not be the basis of any grievance filed under the procedures outlined in this article:
 - 1. Failure to re-employ or the termination of the services of any probationary teacher.
 - 2. The placing of a non-tenure teacher on a third year of probation.
 - 3. Any complaint for which there is another remedial procedure of forum established by law or regulation having the force of law, including any matter subject to the procedures specified in the Teacher Tenure Act (Act 4 of Public Acts, Extra Session of 1937 of Michigan as amended).
- C. If the teacher or Association does not process the alleged grievance with the Building Principal at level one within ten (10) school days following the date on which the act or condition of the alleged grievance occurred, then the grievance will be considered waived.
- D. PROCEDURE

Level One: Any teacher or the Association shall discuss the grievance with the Building Principal in an informal manner. The Principal shall have five (5) school days in which to resolve the problem.

Level Two: Within five (5) school days of receipt of the decision of the Principal, the Aggrieved teacher or the Association may appeal to the Superintendent. The appeal shall be in writing, shall specify the Article and Section of the Agreement allegedly violated, and shall contain the reasons for the appeal. Within ten (10) school days after receipt of the appeal, the Superintendent shall render his decision with reasons in writing.

Level Three: Within five (5) school days of receipt of the written decision of the Superintendent, the aggrieved teacher or the Association may appeal the decision of the Superintendent to the Board of Education. The appeal shall be in writing, shall contain the same wording as the grievance filed with the Superintendent, and shall contain the reasons for the appeal.

Level Four: If the grievance is not satisfactorily resolved at level three, the aggrieved teacher or Association may, within five (5) school days of receipt of the decision of the Board, submit the grievance to mediation under the act. All parties shall be so notified.

- E. The Association reserves the right to determine the validity of a grievance and to process only those grievances which are in direct violation of the Master Agreement.
- F. If any teacher for whom a grievance is sustained shall be found to have been unjustly discharged, he shall be reinstated with full reimbursement of all professional compensation lost.

ARTICLE XIII - NEGOTIATION PROCEDURES

- A. It is contemplated that matters not specifically covered by this Agreement may, by mutual consent, be subject to negotiations from time to time during the period of this Agreement.
- B. At least sixty (60) days prior to the expiration of this Agreement the parties will begin negotiations for a new agreement covering wages, hours, terms and conditions of employment of teachers employed by the Board.

ARTICLE XIV - MISCELLANEOUS PROVISIONS

- A. The Board agrees at all times to maintain an adequate list of substitute teachers. Teachers shall be informed of a telephone number they may call before 7:00 a.m. to report unavailability for work. Once a teacher has reported unavailability prior to 7 a.m., it shall be the responsibility of the administration to arrange for a substitute teacher.

- B. The Association shall deal with ethical problems arising under the Code of Ethics of the Education Profession in accordance with the terms thereof and the Board recognizes that the Code of Ethics of the Education Profession is considered by the Association and its membership to define acceptable criteria of professional behavior.
- C. Copies of this Agreement shall be printed at the expense of the Board and presented to all teachers now employed or hereafter employed by the Board.
- D. If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such 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 XV - DURATION OF AGREEMENT

- A. This agreement shall be effective as of the first day of July, 1967, and shall continue in effect until the thirtieth day of June, 1968. This Agreement shall not be extended orally, but may be extended by mutual written consent.

IN WITNESS WHEREOF, the parties hereunto set their hands and seals this _____ day of _____, 1967.

ARMADA EDUCATION ASSOCIATION

ARMADA BOARD OF EDUCATION

BY

Roger P. Senoran
President

BY

President

Orville Krause
Secretary

Eleanor Stanley
Secretary

SCHEDULE A

B.A.	B.A. + 15 4%	M.A. 8%	M.A. + 15 12%	Ed. S. 16%
6,000	6,240	6,480	6,720	6,960
6,300	6,552	6,804	7,056	7,308
6,600	6,864	7,128	7,392	7,656
6,900	7,176	7,452	7,728	8,004
7,200	7,488	7,776	8,064	8,352
7,500	7,800	8,100	8,400	8,700
7,800	8,112	8,424	8,736	9,048
8,100	8,424	8,748	9,072	9,396
8,400	8,736	9,072	9,408	9,744
8,700	9,048	9,396	9,744	10,092
9,000	9,360	9,720	10,080	10,440

Non-Degree Teachers teaching on full year certification
or a 90 day permit shall receive \$5,500 for
full time employment per year.

Salary Schedule is based on semester hours.

SCHEDULE A, II

Extra Duty

Football	
Head	400
Assistant	300
JV	275
Freshman	-
Basketball	
Head	400
JV	300
Freshman	-
J.H.	250
Baseball	
Head	250
Assistant	150
Track	250
Tennis	150
Golf	150
Athletic Director	350
Girls	
Basketball	250
GHA	150
Cheerleaders	150
Band	400
Plays	150 each
Senior Class Advisors	100 each
Junior Class Advisors	75 each
Debate	125
Hi-Booster	125
Yearbook	125

ARMADA AREA SCHOOLS

CALENDAR

1967 - 68

Monday, September 4	Labor Day (Schools closed)
Tuesday, September 5	Faculty Meetings
Wednesday, September 6	Faculty Meetings
Thursday, September 7	Classes Begin
Thursday, Friday, November 2, 3	State Teachers Institute (Schools closed)
Thursday, November 23	Thanksgiving Vacation
Monday, November 27	School reopens
Friday, December 22	Christmas Vacation (Close of day)
Monday, December 25	Christmas Day
Monday, January 1	New Years Day
Tuesday, January 2	School reopens
Friday, January 26	End Semester (Reports Day - Schools closed)
Monday, January 29	Second Semester Begins
Thursday, April 11	Easter Vacation (Close at end of day)
Monday, April 22	School reopens
Thursday, Friday, May 30, 31	Memorial Day (School closed)
Thursday, June 13	Records Day (School closed)
Friday, June 14	Records Day (School closed)

Attendance Days	182
Membership Days	187
Teacher Duty Days	188

CODE OF ETHICS
of the
Education Profession

(1) PREAMBLE

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

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

(2) PRINCIPLE I Commitment to the Student

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

In fulfilling our obligations to the student, we....

- (a) Deal justly and considerately with each student.
- (b) Encourage the student to study varying points of view and respect his right to form his own judgment.
- (c) Withhold confidential information about a student or his home unless we deem its release serves professional purposes, benefits the student, is required by law.
- (d) Make discreet use of available information about the student.
- (e) Conduct conferences with or concerning students in an appropriate place and manner.
- (f) Refrain from commenting unprofessionally about a student or his home.

- (g) Avoid exploiting our professional relationship with any student.
- (h) Tutor only in accordance with officially approved policies.
- (i) Inform appropriate individuals and agencies of the student's educational needs and assist in providing an understanding of his educational experiences.
- (j) Seek constantly to improve learning facilities and opportunities.

(3) PRINCIPLE II Commitment to the Community

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

In fulfilling our obligations to the community, we....

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

(3) PRINCIPLE III Commitment to the Profession

We believe that the quality of the services of the education profession directly influences the future of the nation and its citizens. We therefore exert every effort to raise educational standards, to improve our service, to promote a climate in which the exercise of professional judgment is encourage, and to achieve conditions which attract persons worthy of the trust to careers in education. Aware of the value of united effort, we contribute actively to the support, planning, and programs of our professional organizations.

In fulfilling our obligations to the profession we....

- (a) Recognize that a profession must accept responsibility for the conduct of its members and understand that our own conduct may be regarded as representative.
- (b) Participate and conduct ourselves in a responsible manner in the development and implementation of policies affecting education.
- (c) Cooperate in the selective recruitment of prospective teachers and in the orientation of student teachers, interns, and those colleagues new to their positions.
- (d) Accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities, and support them when unjustly accused or mistreated.
- (e) Refrain from assigning professional duties to non-professional personnel when such assignment is not in the best interest of the student.
- (f) Provide, upon request, a statement of specific reason for administrative recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
- (g) Refrain from exerting undue influence based on the authority of our positions in the determination of professional decisions by colleagues.
- (h) Keep the trust under which confidential information is exchanged.
- (i) Make appropriate use of time granted for professional purposes.

- (j) Interpret and use the writings of others and the findings of educational research with intellectual honesty.
- (k) Maintain our integrity when dissenting by basing our public criticism of education on valid assumptions as established by careful evaluation of facts or hypotheses.
- (l) Represent honestly our professional qualifications and indentify ourselves only with reputable educational institutions.
- (m) Respond accurately to requests for evaluations of colleagues seeking professional positions.
- (n) Provide applicants seeking information about a position with an honest description of the assignment, the conditions of work, and related matters.

(5) PRINCIPLE IV Commitment to Professional Employment Practices

We regard the employment agreement as a solemn pledge to be executed both in spirit and in fact in a manner consistent with the highest ideals of professional service. Sound professional personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect.

In fulfilling our obligations to professional employment practices, we

- (a) Apply for or offer a position on the basis of professional and legal qualifications.
- (b) Apply for a specific position only when it is known to be vacant and refrain from such practices as underbidding or commenting adversely about other candidates.
- (c) Fill no vacancy except where the terms, conditions, policies, and practices permit the exercise of our professional judgement and skill, and where a climate conducive to professional service exists.
- (d) Adhere to the conditions of a contract or to the terms of an appointment until either has been terminated legally or by mutual consent.
- (e) Give prompt notice of any change in availability of service, in status of applications, or in change in position.
- (f) Conduct professional business through the recognized educational and professional channels.
- (g) Accept no gratuities or gifts of significance that might influence our judgment in the exercise of our professional duties.
- (h) Engage in no outside employment that will impair the effectiveness of our professional service and permit no commercial exploitation of our professional position.