

AGREEMENT

between

THE BOARD OF EDUCATION

of the

School District of the City of Hamtramck

and

THE HAMTRAMCK FEDERATION OF TEACHERS

Local 1052

American Federation of Teachers AFL-CIO

July 1, 2016

to

June 30, 2019

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This agreement is entered into this 1st day of July, 2016, by and between the HAMTRAMCK SCHOOL DISTRICT, hereinafter referred to as the District, and the HAMTRAMCK FEDERATION OF TEACHERS, Local 1052, AMERICAN FEDERATION OF TEACHERS, AFL-CIO, hereinafter referred to as the Union.

DEFINITIONS

- A. The term "school" includes any work location or functional division or group in which a grievance may arise.
- B. "Adult Education Teacher" shall mean any teacher (certified if required by law) assigned to the adult education program and shall be considered full-time or part-time in accordance with the terms and conditions of the teacher's appointment.
- C. The term "teacher" shall mean all appropriately certified teachers who are members of the full-time teaching staff, social workers, special services staff, counselors, DH48212 consulting teachers, and nurses.
- D. Whenever the singular is used, it is to include the plural.
- E. The term "grievance" shall mean an alleged violation, misapplication or, misinterpretation of any provision of this agreement.
- F. The term "teacher representative" shall mean the teacher in a school designated by the Union to represent all teachers in that school, or his designated alternate.
- G. The term "union representative" shall mean the teacher designated by the Union to represent the bargaining unit.
- H. The term "superintendent" shall mean the Superintendent of Schools and shall include his designee upon whom the Superintendent has conferred authority to act in his place instead, or the individual whose actions have been ratified by the superintendent.
- I. The term "Board" shall mean the Board of Education of the Hamtramck School District.
- J. The term "this agreement" shall mean the agreement itself, together with all exhibits incorporated therein by reference.
- K. The term "full-time teacher" shall mean a teacher who holds an elementary and/or secondary teaching certificate and works a full regular daily schedule.
- L. A teacher who does not possess an elementary or secondary teaching certificate but who is otherwise certified by the State Department to work in the public schools will be defined as a teacher either full-time or part-time, depending on the hours worked.
- M. The term "preparation period" shall indicate a period of time when teachers will be expected to perform their classroom related duties within their assigned buildings.

ARTICLE I
RECOGNITION

Section 1. - THE BARGAINING UNIT

- A. The District recognizes the Union as the sole and exclusive bargaining representative for teaching personnel working in the District, excluding the Superintendent of Schools, Assistant Superintendent of Schools, Principals, Assistant Principals, Directors, and Supervisors as defined in this act.
- B. The employer agrees to notify the Union of new employees hired, and of employees leaving the employment of the employer within this specified unit.

ARTICLE II
FEDERATION RIGHTS

Section 1. - UNION MEETINGS

- A. The Union shall have the right to schedule and conduct meetings of teachers in each school in a place that will not disrupt normal after-school activities. All union meetings shall be held after regular working hours.
- B. The administrative staff shall not schedule faculty meetings or other meetings after school on the 2nd Tuesday of each month so that teachers may attend the monthly membership meetings of the Federation.

Section 2. - UNION AND TEACHER REPRESENTATIVES

- A. The Union may designate one (1) teacher in each school building as the official spokesman for all teachers in that building for the purposes of dealing with the principal of that school building on union or employee issues. The Union shall advise the principal of the identity of the teacher representative.
- B. The Union may designate a teacher within the system as the official spokesman for all teachers in dealing with the administration on union or employee issues and shall advise the Superintendent of the identity of the Union representative.

Section 3 - UNION DAYS

- A. There shall be forty-five (45) days allotted for union business to be used by teachers authorized by the union.
- B. No union member other than the president, vice-president and three negotiating team members shall be granted more than five (5) union days per year.

No more than five (5) union members shall be approved by the Union Executive Board for any one date.

The Union will notify the District at least three (3) days prior to the use of Union Day(s).

ARTICLE III
BOARD RIGHTS AND RESPONSIBILITIES

Section 1. BOARD RIGHTS

- A. Both parties to this Agreement recognize that because of limitations which apply, and for sound business practices in the operation of the schools, the Board of Education has the responsibility of limiting expenditures to reasonably anticipated revenue.
- B. The Board and the Union agree that the Board, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan.

Section 2. DUTIES TO UNION

- A. INFORMATION FOR COLLECTIVE BARGAINING - The District shall make available to the Union upon its request, any and all information, statistics and records relevant to negotiations or necessary for the proper enforcement of the terms of the Agreement, to the extent to which such material is readily available or is reasonable to be obtainable, except that personnel files shall not be made available to the Union without the consent of the individual.
- B. AGENDAS AND MINUTES OF BOARD MEETINGS - The Board will provide the Union with three (3) copies of the minutes of the previous meeting and the agenda for the next meeting prior to the Friday before such meeting. Unless they involve confidential information, copies of enclosures added to such minutes or agenda shall also be provided to the Union.
- C. MEETINGS WITH THE UNION - The Superintendent or his designee shall meet, if requested, at least once a month with the Union Representatives and not more than two (2) additional teachers designated by the Union to discuss special problems and matters of educational policy and development. The time and place of the meeting will be mutually agreed upon by the Superintendent and the Union representatives making the request.
- D. BULLETIN BOARDS AND MAILBOXES - The Union shall be provided with bulletin board space at each school to post notices and other Union materials. The Union may also place union notices and other union materials in teachers' mailboxes. The Union shall be responsible for the posting and placing of such materials and contents thereof.
- E. CLASSROOM SALES - Commercial concerns such as student pictures, etc., wishing to sell or solicit business within the school, other than insurance, shall send representatives to do promotion and take orders. The teaching staff will thereby be released to perform teaching duties.
- F. Meetings - The Union/Teacher representative shall be given the opportunity to discuss and suggest additions of a housekeeping nature to the late start/early release meeting agenda prior to the meeting. A copy of the agenda shall be given to the Union/Teacher representative at a minimum of twenty-four (24) hours in advance of the faculty meeting.

In the case of an emergency, a building principal may call a meeting of teachers, one half hour in duration. If possible, all efforts shall be made to notify teachers of such emergency meeting at least 24 hours in advance.

ARTICLE IV
TEACHER RIGHTS AND RESPONSIBILITIES

Section 1. - STATEMENT OF POLICY

- A. All teachers in this District shall have the type of working conditions commensurate with their professional status and the best interest of their students and the school system.
- B. Appropriate professional attire will be required of all teaching staff members.

Section 2. TEACHER'S WORK DAY

- A. All teachers shall have a duty free lunch. Lunch Duty may be offered to a teacher by the Building Principal, after prior approval from the Superintendent or designee. Teachers will be paid \$18.00 to cover lunch duty when requested to do so. In the event there are more volunteers than needed, teachers will be used on a rotating basis. A teacher that is unable to perform his or her lunchroom duties satisfactorily as determined by the school administration may be ineligible for lunch duty for the remainder of the year.
- B. The middle school and high school will maintain a closed campus during the lunch hour.
- C. Teachers shall indicate their presence in the school building to which they are assigned by initialing in and out on the existing form made available to them in the school office.
- D. Teachers will be on hall duty 5 minutes before the tardy bell beginning the morning and afternoon sessions. They will be on hall duty during the changing of classes and at the end of the school day.
- E. The present schedule of hours within the workday may not be changed for the present school year or during the life of this Agreement, except by mutual consent of the District and the Union.

Section 3. - HOURS OF WORK

- A. 30-minute lunch period will be provided at the high school and middle school. The lunch period at the elementary school shall be 35 minutes.
- B. If given two weeks notification prior to the start of a zero hour or 7th hour, and the Senior High School teacher agrees to teach a zero hour or 7th hour, the work day will be adjusted accordingly.
- C. The Board of Education may schedule additional days/hours of instruction at the end of the school year to ensure that the District achieves the minimum days and hours of student contact time requirements set in the State Aid Act or other acts passed by the State of Michigan.
- D. If a reduced workweek were to become a reality, the normal workday will be adjusted accordingly.
- E. All students shall meet the state requirements.
- F. The following schools shall have starting and quitting times, as follows:

Elementary Schools:	8:00 a.m. to 3:15 p.m.
Middle School:	8:00 a.m. to 3:15 p.m.
High School:	7:40 a.m. to 2:55 p.m.

Starting and quitting times may be adjusted by a cooperative agreement between the District and the Union during the negotiating of the calendar. Any such agreement shall not increase or decrease the hours of the school day.

Section 4. - TEACHING ASSIGNMENTS

- A. All teachers shall be assigned by the Superintendent to those positions for which they are certified and qualified.
- B. All teachers shall teach only in those areas for which they are certified and qualified.
- C. Chemistry and Physical Science teachers shall have the first hour for preparation of demonstrations, whenever possible.
- D. If possible, classes will be arranged so that no teacher shall be required to prepare for more than two (2) classes.
- E. Each high school teacher shall accept a sponsorship of some class or club on a rotating basis starting with those having the least seniority. The high school principal shall have the authority to name a sponsor if no volunteers are available.

Section 5. - TEACHING PERIODS

- A. ELEMENTARY SCHOOL - Teaching periods and/or assignments in the elementary schools shall be those assigned by the administration.
- B. There shall be no split classes at the elementary level in grades one and two.
- C. Three (3) half days shall be established in each elementary school and two (2) half days in the middle and high school for parent-teacher conferences and home visits.
- D. SENIOR HIGH SCHOOL/MIDDLE SCHOOL – High school and middle school teachers shall have six (6) standard periods per day, five (5) of which shall be teaching periods plus a homeroom assignment or its equivalent.
- E. The District will provide elementary teachers with 200 minutes of preparation per week.

Section 6. - CONFERENCES AND EXPENSES

- A. The District shall encourage teachers to attend selected professional conferences with expenses paid by the School District. A teacher's request to attend conferences shall be presented to the building principal or other supervisory officers and to the Superintendent of schools, for his/her approval.
- B. Teachers shall file with the Superintendent a written report of the meeting attended. The Superintendent will have the authority to deny future conferences for failure to submit a written report within ten (10) working days.
- C. Teachers who are permitted to attend educational conferences shall be reimbursed for their reasonable expenses. The School District shall provide a substitute teacher.
- D. For the first three (3) years of induction in classroom teaching, in accordance with 380.1526, teachers shall complete 15 additional days of professional development including classroom management and instructional delivery.
 - 1. The intensive professional development shall consist of five (5) days, in each of the first three (3) years of induction and shall be completed by April 1st. Professional Development occurring in May and June of the 3rd year may count provided that proof of registration is provided prior to April 1st and proof of completion of said PD is submitted by July 1st.

2. Administration shall make teachers aware of Professional Development seminars, workshops, in-services, and other activities which have been approved by Administration as qualifying for an induction professional development day. A teacher may also make application to the Administration for the approval of professional development activities (s)he may want to attend. AFT-MI professional development activities shall be considered proper induction PD without prior approval.

Section 7. - TEACHER EMPLOYMENT FILES

- A. A teacher shall have access to his/her personnel record upon making an appointment with the Superintendent's secretary.
- B. No material derogatory to a teacher's conduct, service, character, or personality shall be placed in the file unless the teacher has personally received, in hand, a copy of such material from the administrator, and such material expressly states that it will be placed in the teacher's file. The teacher shall acknowledge that he/she has read such material by affixing his/her signature on the copy to be filed, with the understanding that such signature merely signifies that he/she has read the material and does not indicate agreement with its content. If the teacher refuses, that fact shall be noted on the document.
- C. No material derogatory to a teacher's conduct, service, character, or personality, which is not in the file, shall be used against the teacher in recommendations to other schools or positions.
- D. The teacher shall have the right to answer any material placed in his file and his answer shall be attached to the file copy.
- E. The teacher shall be permitted to reproduce any material in his file.
- F. All non-professional comments shall be excluded.

Section 8. - COUNTY, STATE, FEDERAL PROGRAMS -TEACHER PARTICIPATION

Teachers will be encouraged to obtain individual grants where applicable. The District will provide assistance in the preparation and implementation of such grants.

Section 9. - NON-TEACHING ASSIGNMENTS

- A. Teachers will be given an opportunity to volunteer for extra duties for which they will be given compensatory time. If there are insufficient volunteers, the principal will assign the teachers on a rotating basis with those teachers who are not otherwise involved in extra curricular activities. The rotating of assignments will be done in a fair and equitable manner.
- B. Teachers who are requested to return to school for evening activities such as Commencement, Fine Arts Festival, Open House, etc., will be excused five minutes after the completion of the students' regular school day schedule. The previous sentence does not pertain to those who are paid to chaperone activities such as basketball, football, dances, etc.

Section 10. - LIABILITY

- A. Teachers will not be held responsible for loss within the school or on official school business of school property or children's property in the absence of willful neglect.
- B. The Board of Education will consider reimbursement for losses of employees' personal property when the employee suffers such loss during his hours of employment.

Section 11. - STUDENT DISCIPLINE AND TEACHER PROTECTION

- A. Policies as approved by the Board of Education shall constitute the basis for the Student Code of Conduct (5500) and for the Teachers' Safety Provisions (3162). In no event shall the teacher use force in excess of that permitted by law in the discipline of any student.
- B. The teacher involved shall be given 24-hour notice when his/her presence is required at any meeting relating to a student assault and the teacher shall be informed if the meeting involves allegations that the teacher assaulted someone. If the meeting concerns allegations of a teacher assaulting someone, the teacher's union representative or chosen representative shall also be allowed to attend the meeting.
- C. The Superintendent or his/her designee shall form a student discipline committee or committees (either District-wide and/or building by building) comprised of representatives designated by the Superintendent or his/her designee but which shall include three Union representatives (one from each of the following schools: Elementary, Middle, and High School), which committee shall be responsible for generating quarterly reports to the Superintendent that track violations of the code of student conduct on campus and which make recommendations for improving the District's code of student conduct, student disciplinary processes and procedures and community involvement with respect to minimizing the frequency of student code of conduct violations.
- D. When a teacher exercises his/her right to a snap suspension of a student, in addition to the Teacher's obligation to meet with the student's parent regarding the suspension, the teacher shall inform his/her principal of the suspension, the reason for it and he/she shall recommend further discipline if the teacher believes same to be warranted. Said notice and recommendation shall be in writing and shall be issued as soon as practicable after the snap suspension. If the teacher makes such a recommendation, the teacher shall cite in the recommendation the provisions of the student code of conduct he/she believes the student violated and the teacher shall detail in the recommendation whatever evidence the teacher has or is aware of that would support the alleged violation(s), including the names of any witnesses. Upon receipt of a snap suspension notice and any recommendation for further discipline, the Principal or his/her designee shall investigate the incident giving rise to the notice as soon as is practicable. As soon as is practicable after the completion of the investigation, the Principal or his/her designee shall issue a written report to the Superintendent or his/her designee detailing the snap suspension, the incident giving rise to it, the results of the Principal's or his/her designee's investigation and the principal's recommendation of either no further action or for additional action. The report shall include a copy of the notice and recommendation of the teacher with respect to the snap suspension involved. The Principal and Superintendent or their respective designees shall confer with respect to the report as soon as practicable after its receipt by the Superintendent or his/her designee and thereafter a decision will be made with respect to any recommendations. The teacher who issued the notice shall be informed of the decision. The teacher may then confer with the Superintendent or his/her designee about the decision. The Superintendent's or his/her designee's decision shall not be subject to a grievance. However, the right to grieve a failure to follow the process is not waived.
- E. Teacher absences resulting from and caused by assault at school or a school related event not caused by the teacher shall be governed by Article XII.

Section 12. - STAFF DEVELOPMENT

- A. The Union will cooperate with the administration in encouraging teachers to become members of and participate in committees as needed. The committees will include subject matter committees, school improvement and other committees necessary for the operation of the District. The hourly rate will be paid, pro-rata, after student dismissal.

Section 13. - COMMUNICABLE DISEASES

- A. A teacher absent from work because of any communicable disease (e.g. measles, mumps, chicken pox, scarlet fever, impetigo, conjunctivitis) contracted in connection with his teaching duties shall suffer no loss of pay and shall not have resultant absences charged against his accumulated sick days. Upon date of return, a doctor's statement will be required identifying the disease and indicating that the teacher may return to work.
- B. Students may return to school after suffering a contagious disease only after they have presented a doctor's certificate indicating they have been cleared for return to school.

Section 14. - LESSON PLANS

- A. Lesson plan and grade books will be available to the school administrator at all times. Lesson plan books that are turned in by teachers as a part of the closing of schools routine shall be returned to the teachers no later than the last day of school.
- B. An emergency lesson plan needs to be on file with the principal, including class schedules, classroom rules and procedures, free and reduced lunch lists, busser lists, encompassing a three (3) day period of plans. The teacher is responsible for replacing this plan once it is used.

Section 15 - ABSENCE FROM WORK

- A. It is the teacher's responsibility to inform the District prior to an absence. The teacher shall notify AESOP the morning of or the night before the absence. Telephone number and web address for AESOP shall be provided to the staff at the beginning of the school year.
- B. Teachers who have been absent because of a sick day or personal business day shall not be required to give notification that they will report for work on the day following their absence. It shall be assumed that they will report for work.
- C. Teachers attending mandatory conferences shall not be responsible for contacting AESOP or any other substitute provider, nor will teachers be required to code any absences. These absences due to mandatory IEPCs, conferences, institutes, professional development, school improvement, or any other school related business shall be handled by the school or administrative secretary.

ARTICLE V
CLASS SIZE

Realizing that the pupil-teacher ratio is an important aspect in an effective program, the parties agree that class size should be lowered wherever possible.

The District will attempt, whenever feasible, to meet the following class size ranges:

- A. Elementary Schools —
 - Grades Pre K — K, 20 — 25 pupils per regular class
 - Grades 1 – 3, 23 — 28 pupils per regular class
 - Grades 4 – 8, 25 - 30 pupils per regular class
- B. Senior High School - 30 — 35 pupils per regular class

Teachers designated to have the mainstream special education classroom shall have the smallest class size of that grade level in that subject area and shall not exceed the upper limits of the class range outlined above.

It is further recognized that events may occur which threaten the financial stability of the school district and require the reduction of teaching staff. In such instances, the ranges may not be achievable

and they shall not be applicable during periods of layoff. The Administration is willing to discuss with the Union how to avoid deviations from or minimize the effect of deviations from the ranges set forth above, but reserves the right to have final say on the matter based on the financial circumstances of the District. Such discussion should include, where appropriate, safety concerns, available resources and scheduling the use of resources. Further, and in the event a class size falls below the low number in a range set forth above, the Administration has the obligation and the right to decide the best course of action which could include cancellation, combination, reassignments and/or maintaining the status quo. The District shall document these financial shortcomings to the Union.

ARTICLE VI SENIORITY

Section 1. - DEFINED

Seniority shall be years of continuous employment from the first date when the teacher taught on a regular basis and was responsible for daily classroom duties. . Summer school teaching will not count. Time spent on leave of absence to work for another employer shall not be used to compute seniority, except as herein provided. The union will have 30 days after the close of the school year to question any objections on the seniority list as prepared by the Superintendent's office.

Section 2. - SENIORITY IN STATE AND FEDERAL PROGRAMS

- A. When teachers have the same starting date, their place on the seniority list shall be determined by a lottery to be conducted jointly by the District and the Union within ten (10) school days after the start of the school year.
- B. Teachers may only accrue District-wide seniority.

Section 3. - LOSS OF SENIORITY

Seniority shall be lost for any of the following reasons:

- A. Resignation
- B. Discharge unless it is reversed.
- C. If the teacher fails to return to work from leave of absence within ten (10) school days after the teacher was scheduled to return to work except when prevented by "an act of God".

Section 4. - APPLICATION OF SENIORITY

- A. Pursuant to 380.1248 (1) (c), seniority may be used as a tie breaker in cases where all other factors are equal.
- B. A teacher with an elementary and/or secondary teaching certificate working a partial schedule shall accumulate seniority on the basis of hours worked per day in relationship to a full work day.
- C. A teacher with an elementary and/or secondary teaching certificate working a partial weekly schedule shall accumulate seniority on the basis of days worked in relationship to a five-day week.
- D. Seniority shall not accumulate on leave of absence except on infant care leave for children under age 2, sabbatical, illness, and as provided in Article XIII, Section 7. Seniority for infant care leaves will accumulate for a maximum of two years total for the work life of the employee. Seniority for illness will also accumulate for two years.

- E. Teachers shall accumulate seniority while on layoff; however, they shall not advance more than one increment upon recall from layoff.
- F. If a teacher is required to return to a position from which he has been laid off, he shall have full system-wide seniority in that position immediately.
- G. If a laid off teacher has committed himself to a full time study program, or a contractual term of employment and is recalled to his teaching position, he shall have the option of returning to it or of accepting a leave of absence without loss of seniority for the remainder of that school year and negates any unemployment for that period.

ARTICLE VII
COUNSELORS

- A. A counselor will not act as an assistant principal nor as an administrative assistant.
- B. The counselor will be responsible to perform those duties specified in his job description.
- C. A permanent secretary shall be assigned to the counseling office in the high school at least on a half-time basis.
- D. High school counselors shall work an additional ten (10) days and shall be paid for these additional days at their normal daily salary rate.

ARTICLE VIII
Consulting Teachers

Section 1. Salary Schedule

DH48212 consulting teachers will start no lower than step 5 on the salary scale. Teachers transferring to a consulting position shall not lose steps in the transfer. Teachers returning to a regular teaching position from a consulting position shall return to the step they left plus an additional step for each year spent being a consulting teacher.

ARTICLE IX
PROMOTIONS, TRANSFERS AND VACANCIES

Section 1. - CHOICE OF OPEN POSITIONS

The Superintendent will provide a list of vacancies for the next school year, which will be posted on the District's web site and in each building by the Union for ten (10) days prior to filling such vacancies. During the summer, all teachers who wish to be notified of vacancies must leave self-addressed envelopes with the Superintendent to receive the notices. These will be sent at the same time as the notice to the Union president or his designee. Members of the Union who have applied for a vacancy will be notified by the Superintendent of his decision.

Section 2. - TRANSFERS, VACANCIES AND ASSIGNMENTS

- A. Teachers who will be transferred or reassigned shall be given sufficient notice of such transfer or reassignment as soon as feasible. Unless notified, it shall be presumed that teachers will continue their present assignment. Teachers who intend to separate employment with the school system shall give a sixty (60) day notice of such intention before the commencement of the school year.
- B. If a teacher is transferred because of a reduction of staff or the formation of a new school his or her seniority (system-wide) shall be in effect immediately in the new position.

Section 3. - DURATION OF ASSIGNMENTS

All assignments shall be on a continuing contract.

Section 4. - NOTICE REQUIREMENTS

- A. Any promotion, open position, transfer, or assignment shall be posted for not less than ten (10) school days except with the permission of the President of the Union.
- B. The Superintendent will provide a list of vacancies for the next school year, which will be posted on the HPS web site and in each building by the Union for ten (10) days prior to filling such vacancies. During the summer, all teachers who wish to be notified of vacancies must leave self-addressed envelopes with the Superintendent to receive the notices. These will be sent at the same time as the notice to the Union president or his designee. Members of the Union who have applied for a vacancy will be notified by the superintendent of his decision.

Section 5. - JOB DESCRIPTIONS

- A. Both parties shall be governed by the job descriptions and definitions of responsibilities as set forth in the policies of the Board of Education. Copies of said policies shall be made available to the Union. Amendments and future changes affecting the bargaining unit's wages, hours, and working conditions shall remain negotiable.
- B. No teacher shall be required to perform procedures for handicapped/medically fragile students such as suctioning and catheterization, unless currently trained and certified.
- C. Assistance for New Teachers – In accordance with Section 1526 of the State Aid Act, the District will provide new teachers with assistance in the form of intensive professional development and mentoring, including five (5) days of in-service training each school year.

ARTICLE X
BUILDINGS AND CLASSROOMS

Section 1. CLASSROOM ATMOSPHERE

- A. The creation and preservation of a safe, healthy, clean, quiet and comfortable classroom and general school atmosphere is necessary for the best interests of the children, the teachers, and the furtherance of the educational process.
- B. It is our mutual responsibility to make every effort to maintain such an atmosphere.
- C. Buildings shall be kept as clean, safe and healthful as possible.

- D. Facilities for personal hygiene, desk space and facilities for clothing, as well as other necessary requirements for good teaching shall be provided and maintained. Any necessary improvements to existing conditions shall be made at the earliest possible time.
- E. The parties will cooperate in maintaining physical facilities of the school and classroom to the best of their abilities.
- F. Classroom interruptions shall be held to a minimum so as not to interfere with the work of the teacher and his pupils.
- G. Teacher absences resulting from and caused by a District building shall be governed by Article XII, Section 5.
- H. The District and Union shall establish a district-wide Clean and Safe Schools Committee. This Committee shall address staff concerns about health and safety issues. This Committee shall consist of a Union Designee from each building and administration. This Committee shall meet once a marking period and shall make recommendations regarding issues of health and safety to the Superintendent. One committee member per building shall collaborate with the building Administrator to complete the monthly report regarding building cleanliness.

Section 2. – SUPPLIES

- A. All budgeted supplies and materials shall be distributed to building administrators prior to the first day of school attended by students.
- B. Duplicating paper and supplies shall be stocked near the duplicating machines in a convenient place that is available to teachers at reasonable times and subject to reasonable procedures. Duplicating equipment shall be available at reasonable times and subject to reasonable procedures to teachers for official District use (not other business or personal or union use) but will normally be used during preparation periods, lunch, before and after school.

Section 3. - SUPPLIES REQUISITION

Effective September 1, 2013, each teacher shall be allowed to requisition through the school principal classroom supplies not generally ordered during the school year. The Superintendent or his/her designee will approve any such requisition at his/her discretion.

ARTICLE XI
LAYOFF AND RECALL

Section 1. – RECALL

- A. To remain on layoff and subject to recall from layoff, a teacher shall notify the School District of such intention annually by registered letter (return receipt requested) postmarked on or between June 1 and June 30.
- B. The School District's obligations to recall a laid off teacher shall be considered fulfilled if the district sent a registered letter (return receipt requested) with the notice of recall to that teacher's last known address on file in the Superintendent's Office.

ARTICLE XII
GRIEVANCE PROCEDURE

Section 1. - PURPOSE

The fundamental purpose of the grievance procedure is to resolve grievances and complaints in an equitable manner at the earliest step and to eliminate the source of them.

Section 2. - BARGAINING COMMITTEE

The Bargaining Committee shall consist of a membership not to exceed five (5) members including the president of the Union.

Section 3. - UNION RIGHTS

The Union shall be notified of any meetings between a teacher and administration at which disciplinary action against a teacher is to be discussed or taken. No teacher shall be disciplined or reprimanded arbitrarily or capriciously.

Section 4. - TIME IN WHICH TO FILE GRIEVANCE

Grievances shall be considered waived unless filed, in writing, within twenty (20) days of the grievable offense, except when the offense arises from a clerical error on behalf of the district. In the latter case, a grievance shall be considered waived if not submitted in writing within ten (10) days of the date that the informal process has ended.

Section 5. - INFORMAL CONFERENCE

An alleged grievance shall be discussed first with the principal and/or his designee with the object of resolving the matter informally. The opportunity to be present shall be extended to the teacher representative and or Union designee.

Section 6. - FORMAL PROCEDURE

STEP 1. - PRINCIPAL, TEACHER AND TEACHER REPRESENTATIVE

If the grievance has not been resolved informally, the aggrieved teacher may present his grievance in writing in duplicate to the office of the principal within ten (10) business days following the act or condition which is the basis of the grievance. Thereafter, the grievance shall be discussed with the principal or his designee within three (3) business days after delivery of the grievance to his office. Within three (3) business days after delivery of the written grievance to the principal, the grievance shall be discussed by the principal or his designee with the aggrieved teacher and the teacher representative. If it has not been resolved by agreement, the principal or his designee shall, within two (2) business days following this meeting, write his decision together with supporting reasons on the grievance and return it to the teacher representative. The Union may send it to STEP 2 by delivering it to the office of the Superintendent within five (5) business days after receiving the grievance from the principal.

STEP 2. - SUPERINTENDENT AND BARGAINING COMMITTEE

Within five (5) business days after the grievance has been received by the office of the Superintendent, the grievance shall be discussed at a meeting of the Superintendent and the Bargaining Committee and such representatives as either party may desire with the intention of resolving the grievance with an agreement. If an agreement is reached, it shall be written on the grievance and the Superintendent and the chairman of the Union Bargaining Committee shall sign it. If no agreement is reached, the Superintendent shall write on the grievance his denial of it together with his supporting reasons within the second business day following this meeting and return it to the Chairman of the Union

Bargaining Committee. If the Union is dissatisfied with the results of this meeting the Union may proceed to STEP 3.

A grievance shall be deemed withdrawn and waived by the Union and the grievant if the grievance is not filed or pursued to the next step within the time frames of each step.

A non-response by the District to a grievance shall be considered a rejection of the grievance. The time to respond to the next step after such rejection shall begin on the day after the District's response was due to the Union.

STEP 3. - BINDING ARBITRATION

Within five (5) business days after the completion of STEP 2, the Union shall notify the District of its intention to proceed to arbitration. If the District and the Union do not select an arbitrator within five (5) business days after this notification, the Union may refer the grievance to the American Arbitration Association for binding arbitration. The dismissal of probationary teachers shall not be a proper subject for arbitration. The arbitrator shall not add to, nor subtract from the terms of this Agreement. Both parties agree to be bound by the decision of the arbitrator. The expenses of the arbitration shall be borne by the party against whom the decision was rendered.

Section 7. - DAMAGES

In the event of reinstatement, any award of backpay shall be reduced by a grievant's interim earnings. Interim earnings includes but is not limited to unemployment compensation, workers' compensation, income received from other employment and any other disability payments.

Section 8. - WAIVER OF STEPS

If a grievance is of such a nature and character that it may affect more than one member of the bargaining unit, or if there is a deviation, misapplication or misinterpretation of this Agreement, the Union on its own, may file the grievance directly at STEP 2.

ARTICLE XIII PAID LEAVES OF ABSENCE

Section 1. - SICK LEAVE

- A. 12 days per year shall be given to teachers for sick leave. Teachers can bank unused sick days for use either as sick days or for severance in accordance with Article XVIII. Teachers hired prior to August 27, 2008 may only bank up to a limit of 210 days. Teachers hired after August 27, 2008 can accrue their own personal bank of unused sick days up to 180 days. If a teacher retires or resigns during the course of the school year, these days shall be prorated at the rate of 1 day per month for the current year.
- B. A teacher who has exhausted his sick days may borrow up to ten (10) days with a promissory note. These days will be charged to the teacher at the beginning of the following school year. Such a teacher may borrow no more than 30 days (Limit 10 per year) in a ten-year period. When the limit has been reached and hospitalization or rehabilitation is required, the teacher may borrow up to 10 additional days for that year. The days will be charged to the teacher against his next available 12 sick day period.

- C. If a teacher leaves the District with an amount of unpaid, borrowed sick days, those days shall be repaid by the teacher within thirty (30) days of the beginning of the next instructional school year.
- D. Any absence due to illness extending beyond four (4) consecutive work days shall require a physician's statement. Such statement may be from the school physician or from the teacher's physician. The statement must be presented to the building principal within three (3) working days of the teacher's return to work. If no such statement is presented within said period, the days will not count as sick days.
- E. Any absence due to illness on the day immediately preceding or immediately following a holiday shall require a physician's statement in order to receive pay for the days absent either immediately prior to or immediately following a holiday. A statement must be presented to the building principal within three working days upon return.
- F. Any absence due to illness must be called in the day before or the morning of the absence in accordance with Article IV section 15.
- G. Perfect Attendance Incentive: Teachers who do not use any sick or personal days in a marking period will receive a payment of \$125.00 for that marking period except teachers who do not use any sick or personal days during the last marking period shall receive \$150.00 instead of \$125.00. Perfect Attendance Incentive Forms shall be kept in the office of each school in a location accessible to the teachers.

Section 2. - BEREAVEMENT LEAVE

Three (3) days on full pay shall be granted because of death in the immediate family. (Note: Immediate family consists of: father*, mother*, husband, wife, son*, son-in-law, daughter*, daughter-in-law, sister, brother, father-in-law, mother-in-law, grandfather* and grandmother.* (* Indicates including step) The Superintendent shall prescribe the procedures for applying for and documenting such leave which procedures shall be followed in order for the leave to be paid. The Superintendent or his/her designee can extend the leave to five (5) days if necessary due to extenuating circumstances. Decisions regarding the extension of bereavement leave beyond the three (3) days are not grievable. Bereavement leave is not sick leave and shall not accumulate.

Section 3. - PERSONAL BUSINESS LEAVE

- A. Personal business is construed to mean any personal affairs that cannot be handled outside of the work day or during off time.
- B. Each teacher shall be allowed three (3) days each year with pay for personal business. Such leave shall be applied for in writing in advance to the building principal.
- C. No leaves shall be granted on the day before or the day after a school holiday or a school vacation. A personal business day may not be granted the first week or the last two (2) weeks of the school year.
- D. No more than two (2) members of the Union in each school may take a personal business day on any given day.
- E. Personal business days are non-cumulative.

Section 4. - COURT APPEARANCES, EXAMINATIONS AND JURY DUTY

- A. A leave of absence with pay shall be granted for time necessary for appearances in any legal proceeding if the teacher is required by law to attend, except on behalf of the Union in cases against the Board, with the exception of the Union president, provided that the teacher must reimburse the District the amount of the compensation received from such appearance, if any. This section shall apply only in those instances where an employee is required by law to attend in matters where he or she is not a party to the action. If an employee requires time off because of a lawsuit or claim involving him or her, or a relative, then the employee must use personal days to attend hearings, depositions, trials, court dates, etc.
- B. Teachers who are required to appear for jury qualifications or serve on a jury shall receive their regular salary from the District for such days providing they present their jury duty paycheck to the District.

Section 5. — SICK LEAVE RESULTING FROM AND CAUSED BY ASSAULT/DISTRICT BUILDING

Any teacher may submit documentation to the Superintendent or his designee indicating that the teacher's sick leave resulted from and was caused by an assault at school or a school related event and not caused by the teacher or resulted from and was caused by a district building. Such documentation shall include, at a minimum:

In the case of an assault:

1. Documentation proving that the teacher had filed a complaint with or caused a police report to be issued by the appropriate police agency concerning the assault.
2. Documentation from a physician detailing the extent of the assault related illness/injury and confirming that it prevented the teacher from being at work for the period claimed.

A teacher will also submit the following if and when available (the absence of these will not be a basis to refuse to make or to delay the making of the determination below):

3. Any documentation filed with the Court regarding the assault.
4. Any documentation determining who committed the assault.

In the case of sick leave resulting from or caused by unhealthy or unsafe building conditions:

1. Documentation of a competent expert determining causation and which specifies the aspect of the building that caused the illness/injury.
2. Documentation from a physician confirming the illness/injury and the inability of the teacher to work for the period claimed.

Article XII, Section 1 D., shall govern illness claimed to be caused by assault or a building extending beyond four consecutive work days. Upon presentment of the documentation indicated above, the Superintendent or his designee, in his/her sole discretion, may determine that sick leave resulting from and caused by assault or unhealthy or unsafe building conditions as detailed above will not be charged against the teacher's sick bank.

ARTICLE XIV
UNPAID LEAVES OF ABSENCE

Section 1. - MILITARY LEAVE

- A. A military leave without pay shall be granted to any teacher who may enlist or be inducted into the armed forces of the United States. Upon returning from service, the employee shall be assigned to his/her previous position or to one of comparable rank in the school system. He/she shall receive the annual increments under the salary schedule to which he/she would have been entitled had he/she remained in the employment of the District. The written request for return from military leave must be supported by competent proof that said person has an honorable separation from military service. The application for reinstatement must be presented within ninety (90) days from said release or discharge.
- B. A teacher shall be granted leave with pay to a maximum of 30 thirty days of emergency duty with Armed Forces Reserve Units, if such duty occurs during the regular school year (September to June).

Emergency duty in this instance also includes issuances of orders over which the teacher had no control. However, the teacher's pay from the Board shall be the difference between the gross pay that the teacher receives from the reserve unit and his/her regular pay.

Section 2. - SABBATICAL LEAVE OF ABSENCE

- A. A sabbatical leave may be granted to a teacher who has completed seven (7) consecutive years of service for travel, study, and other approved reasons at one-half (1/2) pay and one-half (1/2) payment of Blue Cross/Blue Shield. A committee shall recommend to the Board and the Board makes the final decision. Leave may be granted pursuant to this Section for the following reasons (in order of priority):
1. Fellowship, internship, or industrial or professional update.
 2. Study--when related to current teaching assignments.
 3. Travel--only when related to teaching assignments.
- B. In considering requests for leave, the committee shall follow these guidelines:
1. What will the return investment be to the students of the School District and the School District itself?
 2. The complete biographical background of the applicant, including age, past performance as a classroom teacher, and involvement in extra curricular and professional activities.
 3. Proof of leave request reason in writing.
 4. Requirements for obtaining a qualified replacement teacher while applicant is on leave.
- C. The applicant shall be required to present his case for leave request both in writing and in person to the committee. This should also include a professional resume.
- D. The leave shall not exceed two (2) semesters. The number of leaves granted shall not exceed two (2) percent of the total number of instructional teachers in any one year. A committee consisting of five (5) persons, including the Superintendent and four (4) others of which two (2) teachers shall be named by the Union to review and recommend sabbatical leave.

- E. A teacher shall be paid at the same time as other persons of his salary group. Scheduled increments, adjustments in salary, if any, and credit toward retirement shall be granted an employee on sabbatical leave.
- F. A teacher shall be entitled to reapply for sabbatical leave after each seven (7) years of consecutive teaching. A teacher who receives a Sabbatical Leave shall agree to return to service with the District for a period of two (2) years. The teacher shall reimburse the District the amount of salary granted to him or her during the sabbatical if he or she fails to return to work after the end of the sabbatical.
- G. A teacher on sabbatical leave shall report all compensation received from Federal Grants and Fellowship Funds to the District, provided that compensation shall not include allowance for travel, cost of living adjustments, research, or other expense in connection with his project. Should such compensation, when added to the compensation paid by the District, exceed the salary he would have received if on active duty, the amount of compensation paid by the District shall be reduced to bring the total to the amount of salary he would have received if on active duty.
- H. Applications for sabbatical leaves must be submitted on or before January 31 of the year in which the leave sought would begin. Approval or denial of such leave shall be made within 60 days after date of applicant's request.

Section 3. - PEACE CORPS AND ARMED SERVICES TEACHING

Leave without pay, not to exceed two (2) school years, shall be granted for Peace Corps assignment or assignment to teach children of armed forces personnel.

Section 4. - STUDY LEAVE

- A. Leaves of absence without pay may be granted upon application for the following purposes:
 - 1. Study in major field
 - 2. Study to meet eligibility requirements for degree
 - 3. Study research, or
 - 4. Special teaching assignments involving advantage to the school system.

The regular salary increment occurring during such period of leave shall be granted.

Section 5. - PARENTAL LEAVE OF ABSENCE

- A. Maternity shall be treated as any other illness.
- B. PARENTAL CARE LEAVE FOR CHILDREN UNDER THE AGE OF TWO (2) YEARS--Leave for the purpose of child care shall be granted without pay. Such leaves shall be granted to either parent for a maximum of one (1) year per birth. The right to return to the job which the employee held prior to the leave of absence shall be governed by the Family Medical Leave Act for the twelve (12) weeks of leave granted under that Act. If the person's FMLA leave expires during the time school is not in session, the employee may return to his or her job by the first day of classes for the next semester.

Section 6. - UNION LEAVE OF ABSENCE

Teachers who are elected or appointed to full-time positions with the Union or any organization with which it is affiliated upon proper application will be granted unpaid leaves of absence for the purposes of accepting those positions and shall continue to accrue seniority as though they were in regular service. Upon their return to service they shall be placed on the assignment which they left and the increment step

on which they would have been had they remained in regular service. To maintain his seniority, a teacher who is on such leave of absence must notify the School District within thirty (30) days of the anniversary date of his leave of absence that he wishes to remain on such leave or will return to active employment. Employment by Union leaves are limited to a maximum of one (1) year.

Section 7. - PUBLIC OFFICE LEAVE OF ABSENCE

A teacher shall receive a leave of absence without pay, seniority, or increment to serve in a public office provided such leave is for no less than one (1) year.

Section 8. - SPOUSAL LEAVE OF ABSENCE

A teacher will be awarded a one-year leave of absence without pay and without increments when his/her spouse has been transferred out of the area for business, provided that such leave has been applied for at least sixty (60) days prior to the start of the school year.

Section 9. - PERSONAL LEAVE OF ABSENCE

Personal leave of absence will be granted without pay and fringe benefits to a teacher after five (5) years of service to the District upon proper request as indicated in the following:

- A. Proper request shall mean written notification to the Superintendent at least sixty (60) calendar days before the end of the school year in June except in case of emergency.
- B. Personal leave shall be for no more than two (2) years. Employees must return for at least one school year prior to be eligible for another personal leave. The maximum number of personal leaves that may be granted is two (2). An employee who is on a personal leave may not gain employment with another school district while on a personal leave. Leaves may be extended to the maximum but not reduced.
- C. The teacher must notify the Superintendent in writing of his decision to return from personal leave at least forty-five (45) calendar days before the end of his leave.
- D. Failure to notify the Superintendent of one's desire to return from a leave shall mean termination of that teacher's employment by the District.
- E. The teacher's seniority and increment shall be frozen for the period of the leave.
- F. The number of leaves granted shall not exceed two (2) percent of the total number of teachers in any one year.
- G. If a qualified substitute cannot be found, the teacher involved shall be notified by August 1, prior to the scheduled leave. If no qualified substitute can be found before the scheduled start of school, the leave shall be denied.
- H. If more than two (2) percent of the total number of teachers apply, or in emergency cases, then a committee of five (5) persons, including the Superintendent and four (4) others of which two (2) shall be teachers named by the Union, shall make the final recommendations to the Board on requests for personal leave.

Section 10. - MEDICAL LEAVE OF ABSENCE

- A. A leave of absence for illness may be extended without pay beyond a teacher's accumulated sick leave days for such time as is necessary for complete recovery from such illness, based upon the verification of the medical condition from a certified physician, or as required by law.

If documentation provided is not sufficient in the Superintendent's opinion, then the individual must go to a physician selected by the District. If a conflicting opinion arises, a third doctor will be selected by the Union and the District, to be paid for by the District. The opinion of the third doctor will be final.

- B. See Article VIII, Section 2B.
- C. The foregoing shall not supersede provisions for layoff.
- D. A teacher returning from a one-year leave of absence shall inform the Superintendent no later than the first of April preceding the school year of the intended return. Failure to supply such a notice to the Superintendent shall be deemed evidence of the teacher's intention not to return to the employ of the School District and therefore relieve the Board of further obligation for re-employment.
- E. Teachers on semester leave who wish to return to their teaching duties shall notify the Superintendent of such fact no later than thirty (30) calendar days prior to the expiration of that leave. Failure to supply such a notice to the Superintendent shall be deemed evidence of the teacher's intention not to return to the employ of the School District and therefore, relieve the Board of further obligation for re-employment.
- F. All insurance payments shall cease when a teacher is on an extended unpaid leave, under this article or any other article contained in this contract, except as provided in Article XVII, Section F. A teacher on such leave, may elect to continue coverage provided such teacher makes necessary premium payment to the Board of Education at such times as the premiums fall due. This section shall be administered in accordance with the provisions of the FMLA and COBRA.
- G. A leave of absence for pregnancy disability shall be treated like a leave for any other disability.
- H. Any leave or absence taken for reasons covered by Family and Medical Leave Act will be counted against an employee's allotted Family and Medical Leave time.

ARTICLE XV **WORKERS COMPENSATION**

All leaves required by virtue of illness or accident compensable under the Workmen's Compensation Laws shall not be charged against sick leave and the Board shall pay to such persons an amount equal to the difference between the amount allowed under the Workmen's Compensation Laws of the State of Michigan and the basic salary due such teacher. In no event are payments to exceed a period of ninety (90) days or exceed one hundred percent (100%) of the employee's daily rate. The employee must procure proper medical documentation and supply it to the insurance company in order to receive this benefit.

ARTICLE XVI **FAIR EMPLOYMENT PRACTICES**

- A. A District agrees to continue its policy of non-discrimination toward any teacher or pupil on the basis of race, creed, color, national origin, sex or marital status, age, handicap, disability, or membership or participation in or association with activities of any teacher organization.
- B. The Union, in accordance with its Constitution, agrees to continue to admit persons to membership without discrimination on the basis of race, creed, color, national origin, sex or marital status, age, handicap, or disability, and to represent equally all teachers without regard to membership or participation in or association with the activities of any other teacher organization.

- C. The parties jointly agree to work together to continue and expand a policy to eliminate all forms of discrimination and segregation with respect to school facilities, programs, materials and staff.

ARTICLE XVII
BOARD POLICIES

The policies of the Board of Education of this District as amended from time to time shall govern the parties hereto in all particulars not otherwise set forth herein and are hereby incorporated by reference and made a part of this agreement. Provided, however, that any proposed amendments or changes in Board policies relating to wages, hours and working conditions shall hereinafter be negotiated at a future date. Matters not covered by this agreement which affect the rights of the bargaining unit relative to wages, hours and working conditions shall be negotiated. .

ARTICLE XVIII
HOSPITALIZATION, DENTAL, VISION, LIFE INSURANCE
AND LONG TERM DISABILITY

A. General

1. The District has defaulted to the Hard Cap Provision in PA 152 for Medical Coverage and 80/20 Dental and Vision for each eligible employee and his or her eligible dependents upon written application by the employee. The District retains the right to be the policy holder of all insurance policies provided for in this agreement and the right to bid out insurance coverages which are comparable to those required by this agreement. Coverages shall be administered under the rules and regulations of the underwriter. Coverage becomes effective after the insurance company notifies the employee of his/her acceptance into the plan.
2. The employee shall report to the Business Office additions/deletions of dependents or changes in coverage status within 30 days of occurrence. Failure to comply will compel the employee to make whole the employer for any cost sustained.
3. All insurance programs, outlined in this article, shall run from September 1 through August 31, except for individuals who resign their positions prior to August 31 or go on any leave which does not call for the continuation of insurance benefits. These individuals shall have their insurance terminated at the end of the month they terminate or go on leave subject to the provisions of COBRA (Comprehensive Omnibus Budget Reconciliation Act).
4. Effective September 1, 2013, family dependent coverage is limited to spouse and children under the age of 27. Currently the law states dependent children can remain on the insurance until the end of the calendar year in which the dependent turns the age of 26.

Despite the provisions above, the parties agree that the terms of the medical coverage policy shall govern the age of eligibility of dependents for insurance coverage.

B. Hospitalization:

1. The District shall provide a Hospitalization plan with a Premium Funded drug prescription rider according to the following schedule:

RX - \$10/\$30/\$40
90-day supply - \$10/\$40/\$60
2. As an alternative to the foregoing program an employee may elect as his/her health insurance, subject to the underwriter's acceptance, an HMO (Health Care Network) plan selected by the District.

3. If allowed by the insurance carrier and offered by the District, the married employee with or without dependents who does not elect to enroll in the District's health care program will be eligible for a stipend in the amount of \$2,400 per year. This program shall be subject to the requirements of the law.
4. Annually the employees will disclose any other health care coverage under which the employee, their spouse or dependents are covered so that the District may be assured that claims are processed in the proper order and that its claims history is not distorted.

C. Dental:

The District will provide self-insured dental coverage 100-70-70% with a fifty percent (50%) orthodonture benefit. Plan maximum of \$1,250/\$1,200. If the Dental Plan should ever become more expensive than an alternative plan, the District may switch coverage.

D. Vision:

The District will provide vision coverage comparable to the AFL-CIO Public Employee Trust Gold Star Vision Care Plan.

E. Life Insurance:

The District shall provide each teacher with a life insurance policy at the rate of fifty thousand (\$50,000) dollars, implemented October 1, 1994.

F. Long Term Disability Insurance:

The District will provide for the employee Long-Term Disability insurance coverage with a waiting period of ninety (90) calendar days from the first date of disability and benefits of sixty (60) percent of the normal monthly earnings to a maximum benefit of Three Thousand Five Hundred and no/100 (\$3500.00) dollars per month. Upon becoming eligible for Long-Term Disability the employee will receive long term disability benefits from the insurance company.

The employee has the responsibility to file the proper disability applications in a timely manner. Following the ninety (90) day waiting period, the unexpended sick days of the employee will remain in the sick bank during the disability period. The employee will not earn any sick days while on disability. Teachers returning from Long-Term Disability shall not advance more than one (1) increment on the pay scale, and shall not accrue more than two (2) years seniority for the work life of the employee.

"Insurance benefits provided by this agreement shall continue to be paid by the district for a period of six (6) months on and after the initial date of the disability. Any leave under this provision shall be substituted for FMLA. Insurance benefits will cease six (6) months from the initial date of the disability. The employee may elect to continue coverage under the provisions of COBRA."

ARTICLE XIX
SEVERANCE PAY

- A. For the purposes of severance at retirement, after 06/30/2015, all teachers will be paid up to a max of 180 sick days in their sick bank at \$175.00 per day at retirement only. District must receive notification that employee has submitted retirement paperwork. Final Salary Affidavit's submitted to the Payroll Office is sufficient notification of employee's retirement for severance pay-out.
- B. In the event of the death of a teacher who meets the criteria for severance pay (the payments due in A above), his/her beneficiary shall be paid severance due based on the number of unused sick

days in the teacher's sick bank, in accordance with the scale in Section A of this Article.

ARTICLE XX
ADULT EDUCATION

Section 1. APPLICATION

The following articles shall apply only to Adult Education teachers and shall not include teachers in the Community Education Program.

- A. Adult Education Teachers shall be State Certified, and shall be a teacher in the Adult Education Program.
- B. Adult Education Teachers will receive one (1) personal leave day each semester. No leaves shall be granted on the day before or the day after a school holiday or a school vacation. A personal business day may not be granted the first week or the last two (2) weeks of the school year.
- C. Adult Education Teachers will receive pay for the hours they would normally work if the class, as scheduled, falls on the following holidays:
 - New Year's Day
 - Good Friday
 - Independence Day
 - Thanksgiving Day
 - Martin Luther King Day
 - Memorial Day
 - Labor Day
 - Christmas Day
- D. Adult Education Teachers will accumulate one (1) hour of sick time for every fifteen (15) hours worked.

Adult Education Teachers will receive pay for any snow days provided they would be scheduled to work on that day.

E. ADULT EDUCATION CLASS SIZE

- 1. At the beginning of the school year and/or semester, a minimum of twenty (20) students is necessary to open up a class section.
- 2. If an Adult Education Teacher has less than eight (8) students in his/her class, the Adult Education Director may discontinue that class.

F. ADULT EDUCATION SENIORITY

- 1. Adult Education shall maintain a separate seniority list for the sole purpose of the Adult Education Program.
- 2. Seniority for Adult Education Teachers shall accrue based on the total number of hours of continuous employment beginning with the 1987-88 school year.
- 3. All adult education teachers are subject to certification requirements for the positions they hold. Selections for adult education positions will be made on appropriate certifications.

G. POSTING PROCEDURES

- 1. New positions in Adult Education shall be first offered to Adult Education Teachers.
- 2. Positions not filled by Adult Education staff shall be posted for the remainder of the bargaining unit.

Section 2. - ADULT EDUCATION SALARY SCHEDULE:

Step	2016-2017
1	25.09
2	25.77
3	27.08

- A. Any absence due to illness the day preceding or following a holiday shall require a physician's statement in order to receive pay for the days absent. A statement must be presented to the Director within three (3) working days upon return.
- B. Any absence due to illness extending beyond four (4) days shall require a physician's statement. Such statement may be from the school physician or from the teacher's family physician. The statement must be presented to the Director the day the teacher returns to work.
- C. The District shall provide an answering machine for reporting absences.
- D. The District shall provide each full-time adult education teacher single coverage from the vision plan provided to regular education teachers. (Full time is defined as working a minimum of twenty-four (24) hours per week.)
- E. Under the direction and supervision of the Adult Education Director each teacher will receive a paid prep period three (3) times per school year. This will be one (1) class period per course. If throughout the year the active enrollment is equal to or exceeds 30 or more students, that teacher is entitled to one (1) additional prep.
- F. The School District shall reimburse one-half (1/2) the cost of medical coverage to full time adult education employees, provided said teacher completes the school year as a full time employee.

ARTICLE XXI
PART-TIME TEACHERS

- A. To be eligible to receive any fringe benefits a teacher must be under contract for full-time employment.
- B. No full-time staff members will have their work assignments reduced to hire a part-time teacher to fill an assignment for which the full-time teacher is qualified.
- C. A less than full-time teacher may be hired when the need exists for a part-time position.
- D. A part-time teacher shall be placed on the teachers' salary schedule at the appropriate fraction of an agreed upon step of the salary schedule and shall progress to the next step of the salary schedule annually until the maximum salary step has been reached. The Union shall be informed of the agreement. Agreements made prior to the ratification of this contract shall prevail.
- E. To accumulate seniority, a part-time teacher must have an elementary and/or secondary teaching certification and be under contract.

ARTICLE XXII
MISCELLANEOUS

- A. The dismissal of a probationary teacher is not proper grounds for a grievance.

- B. The District will print the Agreement in booklet form.
- C. Any student who fails a class, may not re-take the class with the same teacher, if another teacher's class is available for that student in the subject or class that he failed, unless mutually agreed to by the teacher and principal.
- D. The high school cafeteria will have a table setting for teachers.
- E. Parking places shall be available to teachers.
- F. The word "assignments" shall be added to all sections relating to promotions, vacancies and transfers.
- G. Five (5) W-2 forms will be given to teachers for income tax purposes if possible
- H. A student who is suspected of being a special education student candidate shall be referred to the Special Education Department. The Department will test and process the referral according to its rules and regulations.
- I. In the absence of emergency, major repair work, painting, or exterminating that can be done when school is not in session shall be done during vacations so as not to disrupt classes.
- J. The School calendar shall be negotiated by the District and the Union and distributed by June. It shall include four (4) report card markings for all schools.
- K. The District shall encourage educational field trips and when funds are available, transportation shall be provided. Substitutes will be provided when necessary.
- L. All teacher evaluations shall be done on a timely basis. If a principal or administrator fails to complete an evaluation on an agreed date, he or she shall evaluate that teacher within 10 working days.
- M. Removal of all Prohibited Subjects of Bargaining effective with the Ratification date of HFT Membership 05-26-2015. \$500.00 (One Time) Bonus given to every HFT Teacher by June 30, 2015.

ARTICLE XXIII
STRIKE PROHIBITION

The Union will not engage in or encourage strike action of any kind during the life of this contract.

ARTICLE XXIV
SAVINGS CLAUSE

If any provisions of this agreement shall at any time be held contrary to law or decisions by a court of last resort in Michigan or of the United States or by any court of competent jurisdiction from whose judgment no appeal has been taken within the time provided for so doing, and in that event, all other provisions of this Agreement shall continue in full force and effect.

ARTICLE XXV
COMPENSATION

Compensation shall be governed pursuant to the terms and conditions set forth in Schedule "A" and Schedule "B" attached hereto and made a part hereof.

ARTICLE XXVI
DURATION

This agreement shall be in effect from July 1, 2016 through June 30, 2019. At any time subsequent to January 1, 2017, either party may give written notice of its intention to reopen negotiations for a new agreement. Meetings between the parties shall begin not later than twenty (20) days after such notification unless otherwise agreed upon by the parties hereto.

This entire agreement and/or specific provisions of this agreement may be rejected, modified, or terminated by an emergency manager under conditions provided in the Local Government and School District Accountability Act, 2011 PA 4. The preceding clause is inserted into this document pursuant to 2011 PA 9. The parties did not mutually agree on this provision. By signing this agreement, the Union does not agree or acknowledge that this provision is binding on either the Employer or the Union. The Union reserves the right to assert, where appropriate, that this clause is unenforceable.

In witness whereof, the parties have executed this Agreement by their duly authorized representatives the day and year first written above:

For the School District of the City of
Hamtramck, a General Law School District:



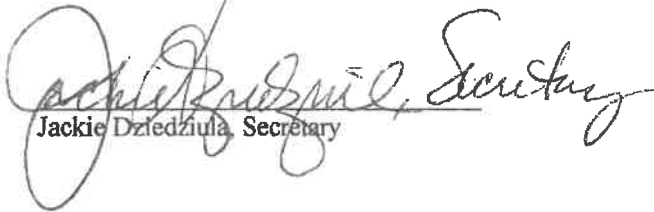
-and-



For the Hamtramck Federation of Teachers, Local
1052, American Federation of Teachers, AFL-CIO,
by:



Michelle Cook, President



Jackie Dzedziula, Secretary

SCHEDULE "A"
COMPENSATION

Section 1. GENERAL PROVISIONS

A. SALARY FOR NEW INSTRUCTIONAL POSITIONS

If a new position is established within the bargaining unit during the period of the Agreement, the District will consult with the Union concerning an appropriate salary for such position

B. STATE AND FEDERAL PROGRAMS

The salaries and fringe benefits for teachers on state and federal programs shall correspond to the salaries and fringe benefits of teachers in the bargaining unit.

C. VOCATIONAL CLASSES

Vocational classes and programs that are reimbursable shall be established whenever feasible in the high school.

Section 2. SALARY SCHEDULES

2016-2017 – Eliminate steps 0 and 1 (Teachers moved 2 steps due to removal of steps: 0 moves to 2, 1 moves to 3. All steps 0-10 get an additional step. BA/MA 11 moves to step 12 + 3% off schedule. 12th step teachers receive off schedule 3%.

2017-2018 – Wage Reopener

2018-2019 – Wage Reopener

BA –2016-2017

MA –2016-2017

STEPS

STEPS

~~0 – 34551~~

~~0 – 37476~~

~~1 – 37013~~

~~1 – 40022~~

2 – 39733

2 – 43939

3 – 42436

3 – 47032

4 – 44397

4 – 49647

5 – 47453

5 – 53072

6 – 49513

6 – 55146

7 – 51641

7 – 58335

8 – 54255

8 – 60477

9 – 58182

9 – 64340

10 – 61037

10 – 69956

11 – 63055

11 – 72480

12 – 64316.

12 – 73930

Section 3. HOURS BEYOND DEGREE

Bachelor Degree	
+15 semester hours.....	\$ 300
Master Degree	
+20 semester hours.....	\$ 375
Master Degree	
+30 semester hours.....	\$ 500
Education Specialist.....	\$ 900
Ph.D. Ed.D.....	\$ 2,000

Section 4. LONGEVITY

Teachers who have eleven (11) years of service in the District by the first day of the school year shall receive longevity pay during the first week of December that is not a regular pay week.

Effective 2010/2011 School Year

After 11 years the following rate shall apply:	\$ 950
After 15 years the following rate shall apply:	\$ 1450
After 22 years the following rate shall apply:	\$ 1950

Section 5. NUMBER OF PAYS

Teachers will be given the option of receiving paychecks over the duration of the school year or twenty-six (26) paychecks over fifty-two (52) weeks.

Section 6. LIST OF DEDUCTIONS

- A. A complete legible report of all deductions and updated totals will be given with each teacher's paycheck.
- B. Detroit income tax will be deducted for Detroit residents on a bi-weekly basis if possible.

Section 7. CREDIT FOR PREVIOUS EXPERIENCE

New teachers who enter the service of the Hamtramck School District at the beginning of the school year 1966-67 or at any time thereafter, who have approved professional experience outside the Hamtramck Public Schools, may receive up to a maximum of eight years credit on the salary schedule on a year for year basis, based upon the recommendation of the Superintendent.

Section 8. INCREMENTS FOR ADDITIONAL ACADEMIC HOURS (SEMESTER)

Any member of the instructional staff claiming additional salary increments based on academic credits or degrees must submit proof of having obtained such credit or degree on or before October 1 of such

school year will be compensated for the full school year and if before February 1 shall be compensated for one half the school year. Proof submitted thereafter will not be accepted for credit in that school year.

Section 9. INCREMENTS FOR ADDITIONAL ACADEMIC HOURS (NON-SEMESTER)

Teachers who are not on the semester system at their college shall start receiving payment for educational credits or degrees in the month in which they present their transcripts indicating satisfactory completion of their scores.

Section 10. MILEAGE

All employees assigned and required to travel to more than one building shall be compensated at the current IRS mileage rate.

All other school related mileage requests must have prior approval by the Superintendent or his designee.

Section 11. NON-REIMBURSABLE DIFFERENTIAL POLICY

Inasmuch as the State of Michigan no longer reimburses the school system for differentials, teachers hired for the 1980-81 school year and thereafter will no longer receive a differential for certification in Vocational Education, Speech Correction and Special Education.

Section 12. TAX SHELTER

The District will cooperate with the Union in establishing a tax shelter program for its teachers. There shall be no more than Five (5) tax shelter companies approved at one time.

Section 13. COMPENSATION FOR ASSIGNMENT DURING PREPARATION PERIOD

If assigned a duty to teach class during his or her preparation period, a teacher shall be paid as follows:

2016-2017

22.50 per hour

SCHEDULE "B"
EXTRA-CURRICULAR ACTIVITIES

CURRENT

Directors:

Athletic Director	5,412.16
Vocational	3,247.30
Vocal Music (senior high)	1,623.65
Band (senior high)	2,273.11
Music (middle school)	1,298.92

Sponsors:

Senior Class	1,082.43
Junior, Sophomore, Freshman Class	703.58
Student Council (h.s./m.s.)	703.58
Yearbook	1,082.43
Safety Patrol (m.s./elem.)	324.73
Service Squad (m.s./elem)	324.73

SENIOR HIGH COACHES

Female:

Cheerleading	2,976.69
Head Basketball	3,919.37
Assistant Basketball (J.V.)	1,921.32
Freshman Basketball	1,921.32
Head Softball	2,976.69
Assistant Softball (J.V)	1,921.32
Head Volleyball	2,976.69
Assistant Volleyball (J.V)	1,921.32
Tennis	2,976.69
J.V. Tennis	1,921.32
Soccer	2,976.69
Assistant Soccer	1,921.32
J.V. Soccer	1,921.32

Male:

Head Baseball	2,976.69
Assistant Baseball (J.V)	1,921.32
Head Basketball	3,919.37
Assistant Basketball (J.V)	1,921.32
Freshman Basketball	1,921.32
Head Football	4,337.65
Assistant Football Varsity	1,921.32
Assistant Football (J.V) (2)	1,921.32

Head Wrestling	2,976.69
Assistant Wrestling	1,921.32
J. V. Wrestling	1,921.32

Tennis	2,976.69
J.V. Tennis	2,976.69
Soccer	2,976.69
Assistant Soccer	1,921.32
J.V. Soccer	1,921.32

Co-ed:

Head Soccer	2,976.69
Assistant Soccer (J.V.)	1,921.32
Head Drama	2,976.69
Assistant Drama	1,921.32
FIRST Team	1,061.21

MIDDLE SCHOOL COACHES

Female:

Cheerleading	1,623.65
Head Basketball	1,623.65
Assistant Basketball	1,055.37
Head Softball	1,623.65
Assistant Softball	1,055.37
Soccer	1,623.65
Assistant Soccer	1,055.37

Male:

Head Baseball	1,623.65
Assistant Baseball	1,055.37
Head Basketball	1,623.65
Assistant Basketball	1,055.37
Head Football	1,623.65
Assistant Football - Varsity	1,055.37
Head Wrestling	1,623.65
Assistant Wrestling	1,055.37
Soccer	1,623.65
Assistant Soccer	1,055.37

Co-ed:

Softball	1,623.65
Head Drama	1,623.65
Assistant Drama	1,055.37

FIRST Team	795.91
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ELEMENTARY

LEGO

530.60

Section 3. DIFFERENTIAL INFORMATION

- A. The differential salary shall be paid in a lump sum at the end of the season for the athletic activity that is being coached.
- B. Administrative and supervisory personnel shall not be eligible for assignment to coach athletic activities.
- C. A coach may be assigned to more than one athletic activity for which a differential salary is paid.

Section 4. SUMMER SCHOOL

Summer schools shall be staffed in the following manner:

- A. Summer school teachers shall have the qualifications required by the State of Michigan for the subjects they will teach in summer school.
- B. The salary of summer school teachers shall be as follows:

22.50 per hour

SCHEDULE "C"
SCHOOL CALENDAR

The School week calendar will be distributed to each teacher on Thursday for the following week. A master calendar of events will be posted at least two (2) weeks in advance.

Hamtramck Public Schools

Staff Calendar 2016-2017

HHS – Hamtramck High School, KMS – Kosciuszko Middle School, ELE – Elementary (Hol, DE, DW, ECE), HOZ – Horizon High School

Semester 1	Semester 2
Aug 29 – PD, 8:00-3:00	Feb 2 – Report Card 2 distributed
Aug 30 – PD, 8:00-3:00	Feb 8 – Supplemental Count Day
Aug 31 – PD, 8:00-3:00	Feb 17 – ½ Day for students, PM Staff PD
Sep 1 – Optional Teacher Preparation Day	Feb 20 – No school for students and staff President’s Day/Midwinter Break
Sep 2 – District offices closed	Mar 1 – End of Progress Report Period 3: Grading window open
Sep 5 – Labor Day, No School	Mar 6 – Grading window closed - Progress Report Period 3
Sep 6 – First day for all students K-12	Mar 9 – Progress Report 3 distributed
Sep 12 – No school for students or staff – Eid al-Adha	Mar 9 – ½ Day for all students. P-T Conferences 12:30-3:00 & 5:00-7:00
Sep 19 – First day of Preschool	Mar 31 – End of 3 rd Quarter, grading window open
Sep 19-20 – ½ day for Preschool	Mar 31 – ½ Day for HOZ – Final Exams
Oct 5 – Fall Count Day	Apr 3-7 – No school for students and staff, Spring Break
Oct 7 – End of Progress Report Period 1: Grading window open	Apr 11 – HHS & HOZ – SAT 11 th /12 th Grade (SAT Seniors); PSAT 10, 10 th grade; No school 9 th , 12 th (Seniors who previously took SAT)
Oct 10 – Grading window closed - Progress Report Period 1	Apr 12 – HHS & HOZ – WorkKeys 11 th / 12 th Grade (WorkKeys Seniors); PSAT 9, 9 th grade; No school 10 th , 12 th (Seniors who previously took WorkKeys)
Oct 13 – Progress Report #1 Distributed	Apr 12 – Grading window closed
Oct 13 – ½ Day for HHS/HOZ: High School P-T Conferences 12:30-3:00 & 5:00-7:00	Apr 14 – No school for students and staff Good Friday
Nov 8 – PD 8-3:00, No school for students	Apr 20 – Report Card 3 distributed
Nov 9 – ½ Day for HOZ – Final Exams	May 12 – End of Progress Report Period 4: Grading window open
Nov 9 – End of 1 st Quarter, grading window open	May 16 – Grading window closed - Progress Report Period 4
Nov 17 – Report Card 1 distributed	May 18 – Progress Report 4 Distributed
Nov 17 – ½ Day for Elementary/Middle School students P-T Conferences (All grades except high school) 12:30-3:00 & 5:00-7:00	May 26 – ½ Day for students and staff
Nov 18 – ½ Day for students, PM Staff PD	May 29 – No school for students and staff Memorial Day
Nov 23 – ½ Day for students & staff	May 30 – HHS/HOZ & Elementary grading window open
Nov 24-Nov 27 – No school for students and staff Thanksgiving Break	Jun 1 – Last day for HHS and HOZ Seniors
Dec 13 – End of Progress Report Period 2: Grading window open	Jun 8 – Last day for Preschool
Dec 16 – Grading window closed - Progress Report Period 2	Jun 9 – HHS/HAE Graduation, 6:00 PM
Dec 21 – Progress Report #2 Distributed	Jun 12 – Grading window open KMS Grading window closed Elementary
Dec 24-Jan 8 – No school for students and staff Winter Break	Jun 15 – HHS & KMS Semester Exams ½ Days for HHS, KMS & Elementary schools, Records Day PM HHS, KMS, & Elementary schools
Jan 9 – Students and staff return	Jun 16 – HHS, HOZ & KMS Semester Exams, ½ Days for all schools, Records Day PM all schools
Jan 16 – No school for students and staff Dr. Martin Luther King, Jr. Day	Jun 16 – End of 4 th Quarter & 2 nd Semester Last day for all students
Jan 25 – Grading window open	Jun 19 – Grading window closed – KMS, HHS, HAE
Jan 26 – HHS & KMS Semester Exams, ½ Day for HHS & KMS, Records Day PM HHS & KMS	Jun 23 – Final report cards mailed
Jan 27 – HHS, HOZ & KMS Semester Exams, ½ Day for HHS, HOZ & KMS, Records Day PM HHS, HOZ & KMS	
Jan 27 – ½ Day ELE, Records Day PM	
Jan 27 – End of 2 nd Quarter & 1 st Semester	
Jan 31 – Grading window closed	

Hamtramck Public Schools Staff Calendar 2017-2018

HHS – Hamtramck High School, KMS – Kosciuszko Middle School, ELE – Elementary (Hol, DE, DW, ECE), HOZ – Horizon High School

Semester 1	Semester 2
<p>Aug 28 – PD, 8:00-3:00 Aug 29 – PD, 8:00-3:00 Aug 30 – PD, 8:00-3:00 Aug 31 – Optional Teacher Preparation Day Sep 1 – Eid al-Adha, No School Sep 4 – Labor Day, No School Sep 5 – First day for all students K-12</p> <p>Sep 18 – First day of Preschool Sep 18-19 – ½ day for Preschool Oct 4 – Fall Count Day Oct 6 – End of Progress Report Period 1: Grading window open Oct 9 – Grading window closed - Progress Report Period 1 Oct 12 – Progress Report #1 Distributed Oct 12 – ½ Day for HHS/HOZ: High School P-T Conferences 12:30-3:00 & 5:00-7:00 Nov 7 – PD 8-3:00, No school for students Nov 8 – ½ Day for HOZ – Final Exams Nov 8 – End of 1st Quarter, grading window open Nov 13 – Grading window closed Nov 16 – Report Card 1 distributed Nov 16 – ½ Day for Elementary/Middle School students P-T Conferences (All grades except high school) 12:30-3:00 & 5:00-7:00 Nov 17 – ½ Day for students, PM Staff PD Nov 22 – ½ Day for students & staff Nov 23-Nov 24 – No school for students and staff Thanksgiving Break Dec 12 – End of Progress Report Period 2: Grading window open Dec 15 – Grading window closed - Progress Report Period 2 Dec 20 – Progress Report #2 Distributed Dec 23-Jan 7 – No school for students and staff Winter Break Jan 8 – Students and staff return Jan 15 – No school for students and staff Dr. Martin Luther King, Jr. Day Jan 24 – Grading window open Jan 25 – HHS & KMS Semester Exams, ½ Day for HHS & KMS, Records Day PM HHS & KMS Jan 26 – HHS, HOZ & KMS Semester Exams, ½ Day for HHS, HOZ & KMS, Records Day PM HHS, HOZ & KMS Jan 26 – ½ Day ELE, Records Day PM Jan 26 – End of 2nd Quarter & 1st Semester Jan 30 – Grading window closed</p>	<p>Feb 1 – Report Card 2 distributed Feb 14 – Supplemental Count Day Feb 16 – ½ Day for students, PM Staff PD Feb 19 – No school for students and staff President’s Day/Midwinter Break Feb 28 – End of Progress Report Period 3: Grading window open Mar 5 – Grading window closed - Progress Report Period 3 Mar 8 – Progress Report 3 distributed Mar 8 – ½ Day for all students. P-T Conferences 12:30-3:00 & 5:00-7:00 Mar 29 – ½ Day for HOZ – Final Exams Mar 30 – No school for students and staff Good Friday Mar 31 - Apr 8 – No school for students and staff, Spring Break Apr 10 – HHS & HOZ – SAT 11th /12th Grade (SAT Seniors); PSAT 10, 10th grade; No school 9th, 12th (Seniors who previously took SAT) Apr 11 – HHS & HOZ – WorkKeys 11th / 12th Grade (WorkKeys Seniors); PSAT 9, 9th grade; No school 10th, 12th (Seniors who previously took WorkKeys) Apr 11 – End of 3rd Quarter, grading window open Apr 16 – Grading window closed Apr 19 – Report Card 3 distributed May 11 – End of Progress Report Period 4: Grading window open May 14 – Grading window closed - Progress Report Period 4 May 17 – Progress Report 4 Distributed May 25 – ½ Day for students and staff May 28 – No school for students and staff Memorial Day May 29 – HHS/HOZ & Elementary grading window open May 31 – Last day for HHS and HOZ Seniors Jun 4 – Grading window closed for Seniors Jun 7 – Last day for Preschool Jun 8 – HHS/HAE Graduation, 6:00 PM Jun 11 – Grading window open KMS Grading window closed Elementary Jun 13 – HHS & KMS Semester Exams ½ Days for HHS, KMS & Elementary schools, Records Day PM HHS, KMS, & Elementary schools Jun 14 – HHS, HOZ & KMS Semester Exams, ½ Days for all schools, Records Day PM all schools Jun 14 – End of 4th Quarter & 2nd Semester Last day for all students Jun 18 – Grading window closed – KMS, HHS, HAE Jun 22 – Final report cards mailed</p>

Hamtramck Public Schools Staff Calendar 2018-2019

HHS – Hamtramck High School, KMS – Kosciuszko Middle School, ELE – Elementary (Hol, DE, DW, ECE), HOZ – Horizon High School

Semester 1	Semester 2
Aug 27 – PD, 8:00-3:00	Jan 24 – Report Card 2 distributed
Aug 28 – PD, 8:00-3:00	Feb 13 – Supplemental Count Day
Aug 29 – PD, 8:00-3:00	Feb 15 – ½ Day for students, PM Staff PD
Aug 30 – Optional Teacher Preparation Day	Feb 18 - 19 – No school for students and staff President's Day/Midwinter Break
Aug 31 – District offices closed	Feb 20 – Students and staff return
Sep 3 – Labor Day, No School	Feb 22 – End of Progress Report Period 3: Grading window open
Sep 4 – First day for all students K-12	Feb 25 – Grading window closed - Progress Report Period 3
Sep 17 – First day of Preschool	Feb 28 – Progress Report 3 distributed
Sep 17-18 – ½ day for Preschool	Feb 28 – ½ Day for all students, P-T Conferences 12:30-3:00 & 5:00-7:00
Oct 3 – Fall Count Day	Mar 22 – ½ Day for HOZ – Final Exams
Oct 3 – End of Progress Report Period 1: Grading window open	Mar 22 – End of 9 th Quarter, grading window open
Oct 8 – Grading window closed - Progress Report Period 1	Mar 26 – Grading window closed
Oct 11 – Progress Report #1 Distributed	Mar 28 – Report Card 3 distributed
Oct 11 – ½ Day for HHS/HOZ: High School P-T Conferences 12:30-3:00 & 5:00-7:00	Mar 30 - Apr 7 – No school for students and staff, Spring Break
Nov 2 – End of 1 st Quarter, grading window open	Apr 8 – Students and staff return
Nov 2 – ½ Day for HOZ – Final Exams	Apr 9 – HHS & HOZ – SAT 11 th /12 th Grade (SAT Seniors); PSAT 10, 10 th grade; No school 9 th , 12 th (Seniors who previously took SAT)
Nov 5 – Grading window closed	Apr 10 – HHS & HOZ – WorkKeys 11 th / 12 th Grade (WorkKeys Seniors); PSAT 9, 9 th grade; No school 10 th , 12 th (Seniors who previously took WorkKeys)
Nov 6 – PD 8-3:00, No school for students	Apr 19 – No school for students and staff, Good Friday
Nov 8 – Report Card 1 distributed	May 1 – End of Progress Report Period 4: Grading window open
Nov 8 – ½ Day for Elementary/Middle School students P-T Conferences (All grades except high school) 12:30-3:00 & 5:00-7:00	May 6 – Grading window closed - Progress Report Period 4
Nov 9 – ½ Day for students, PM Staff PD	May 9 – Progress Report 4 Distributed
Nov 21 – ½ Day for students & staff	May 24 – ½ Day for students and staff
Nov 22-Nov 23 – No school for students and staff Thanksgiving Break	May 27 – No school for students and staff Memorial Day
Dec 7 – End of Progress Report Period 2: Grading window open	May 28 – HHS/HOZ & Elementary grading window open
Dec 10 – Grading window closed - Progress Report Period 2	May 30 – Last day for Preschool
Dec 13 – Progress Report #2 Distributed	May 30 – Last day for HHS and HOZ Seniors
Dec 22-Jan 1 – No school for students and staff Winter Break	Jun 4 – Grading window closed for Seniors
Jan 2 – Students and staff return	Jun 5-7 – Eid al-Fitr, No school for students or staff
Jan 16 – Grading window open	Jun 7 – HHS/HOZ Graduation, 6:00 PM
Jan 17 – HHS & KMS Semester Exams, ½ Day for HHS & KMS, Records Day PM HHS & KMS	Jun 10 – Grading window open KMS Grading window closed Elementary
Jan 18 – HHS, HOZ & KMS Semester Exams, ½ Day for HHS, HOZ & KMS, Records Day PM HHS, HOZ & KMS	Jun 13 – HHS & KMS Semester Exams ½ Days for HHS, KMS & Elementary schools, Records Day PM HHS, KMS, & Elementary schools
Jan 18 – ½ Day ELE, Records Day PM	Jun 14 – HHS, HOZ & KMS Semester Exams, ½ Days for all schools, Records Day PM all schools
Jan 18 – End of 2 nd Quarter & 1 st Semester	Jun 14 – End of 4 th Quarter & 2 nd Semester Last day for all students
Jan 21 – No school for students and staff Dr. Martin Luther King, Jr. Day	Jun 17 – Grading window closed – KMS, HHS, HOZ
Jan 22 – Grading window closed	Jun 20 – Final report cards mailed

RESOLUTION NUMBER 4- APPROVAL OF SCHOOL CALENDAR FOR 2018-2019

Motion by Member DL Seconded by Member HS

RESOLVED, that the Board of Education does hereby approve the 2018-2019 school calendar as presented.

Votes: Aye ALL Nay Ø b

Abstain _____