

**BURR OAK COMMUNITY SCHOOLS
TEACHERS
HANDBOOK**

Effective July 1, 2021

PURPOSE AND INTENT

This handbook does not restrict the rights of Burr Oak Community Schools (the “District”) to establish rules governing the conditions of employment for full- and part-time certified Teachers (“Teachers”). This handbook is designed to set forth the working conditions and fringe benefits to ensure orderly labor relations.

The District’s Teachers recognize and designate the Superintendent as the administrator of this handbook, including the processing of complaints.

Teachers working less than full-time shall receive benefits on a prorated basis shall also comply with the handbook provisions. Proration would be based on the amount of hours taught. (For Example: teaching three hours a day would be 3/7 of the benefits in a seven hour day).

MANAGEMENT RIGHTS

The District, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities and the exercise thereof conferred upon and vested in it by the laws and the constitution of the State of Michigan, and of the United States.

TEACHING HOURS

No Teacher shall be required to report for duty earlier than (15) minutes before the opening of the pupils' regular school day. Teachers are expected to be at their teaching stations ten (10) minutes before their classes commence in the morning. The building administrator shall be called if a Teacher expects to be late to class. The number of student and Teacher days shall be set forth in the District’s school calendar. Teaching hours will be flexible and the District reserves the right to change teaching hours when it is in the best interests of its students.

Teachers may leave fifteen (15) minutes after the end of the regular student day except when requested to stay by a student needing extra help, by a parent requesting a conference for his or her child, when attendance is needed for a SAT meeting, or because of a scheduled staff meeting.

All Teachers shall be granted collaboration/planning time.

Staff meetings are required and will provide SCECHs for certification.

TEACHING CONDITIONS

The parties recognize that the availability of optimum school facilities for the District’s students and Teachers is desirable to ensure the high quality of education.

It is acknowledged that the primary duty and responsibility of the Teacher is to teach and that the organization of the school day should be directed at ensuring that the energy of the Teacher is primarily utilized to this end.

Parent-Teacher conferences may be held two (2) times during the school year. If for some reason a Teacher is unavailable (other contractual duties), he/she must schedule conferences with all parents on a different date. Conferences can be done in person, via Zoom/Google Meet/Facetime, or by phone call. Conferences must be documented (see link below). If parents are

unable to attend any of the provided options, please document attempts made on the same form. [Parent Teacher Conference Log](#) Once complete, share the document with the appropriate building principal.

The parties recognize that Covid-19 might require a new model of teaching. The District will do everything possible to ensure the safety of its Teachers and will provide training to support teaching as it is applicable.

STUDENT DISCIPLINE AND TEACHER PROTECTION

The Teacher's authority, as well as the effectiveness in restorative practice in the classroom is strengthened when there is positive support from the administration. The District recognizes its responsibility to give all reasonable support and assistance to the Teacher with respect to the maintenance of control and discipline in the classroom following restorative practice systems.

Any case of assault or legal action upon a Teacher while acting within the scope of his/her duties shall promptly be reported to the District. The District will provide legal counsel to advise the Teacher of his/her rights and obligations with respect to such assault and shall promptly render all reasonable assistance to the Teacher in connection with handling of the incident by law enforcement and judicial authorities when necessary.

Teachers must adhere to all Family Education Rights and Privacy Act (FERPA) regulations; documented training will be done through Safe Schools each year.

ILLNESS AND DISABILITY

Teachers will receive twelve (12) days of leave per school year. There will be no distinction between sick and personal days granted each year.

PHYSICAL EXAMINATIONS.

1. If a Teacher is absent for five (5) consecutive days and/or it appears that the Teacher is unable to do his/ her assigned responsibility because of a possible health condition, the District reserves the right to ask the Teacher to submit a health statement from a qualified physician as to his/her physical ability to perform the assigned task. If requested by the District, the District will pay expenses related to the examination.
2. In cases of five (5) consecutive days of illness, a health statement from a medical doctor may be required before returning to work. This will not be at the expense of the school district.
3. New Teachers may be requested to have a physical examination within thirty (30) working days from the date of employment. If requested, the Teacher may have the physical examination by his/her family medical doctor at his or her expense or if the applicant chooses, the physical examination will be paid for by the District but the doctor shall be selected by mutual agreement of the Teacher and the District.

Illness or disability leaves will be granted and paid for as any other temporary disability. The Teacher involved will have the following options:

1. To take an unpaid leave of absence for up to one year, with an annual extension available upon approval of the District.
2. To use accumulated sick leave from the time disability begins until he/she is physically able to return to work. The beginning and ending of the temporary disability is solely at the discretion of the attending physician.
3. A Teacher who is unable to teach because of personal illness or disability and who has exhausted all sick leave available, will be granted a leave of absence without pay for the duration of such illness or disability for up to one (1) year, and the leave may be renewed each year upon written request by the Teacher.

PROFESSIONAL BUSINESS, JURY DUTY AND BEREAVEMENT LEAVE

Professional business days may be used for any educational purpose at the discretion of the Teacher with the approval of the District's Superintendent. The Teacher planning to use a professional business day shall notify his/her building principal at least one week in advance of his/her absence. Examples of professional business days are as follows:

1. Visitation to view other instructional techniques or programs.
2. Conferences, workshops, or seminars to improve classroom instruction that are not district provided.

The District agrees to reimburse a Teacher for fees accrued for the above specified items that have been approved by the superintendent.

No more than two (2) Teachers may use professional business day on any given school day unless approved by the District's Superintendent. Preference will be given to the first two (2) applicants.

Any Teacher called for jury duty during school hours or who is subpoenaed to testify during school hours in any judicial or administrative matters shall be paid in full salary minus any compensation received for such time spent on jury duty or giving testimony.

Bereavement days are at the discretion of the Teacher. If more than five (5) days are needed, it is expected that the Teacher will communicate with the District's Superintendent who has the authority to grant more time off with acknowledgement by both parties that time is deducted from the granted 12 days and/or the accumulated days that Teacher has.

SABBATICAL LEAVE

Teachers who have been employed with the District for seven (7) consecutive years may be granted an unpaid sabbatical leave for professional improvement for up to one (1) year. It is agreed that professional improvement includes, but is not limited to: attending a college, university or other educational institution and travel which will improve the Teacher's ability to teach.

Teachers on sabbatical leave shall be allowed credit toward retirement for time spent on such leave.

UNPAID LEAVE OF ABSENCE

A military leave of absence shall be granted to any Teacher who shall be inducted or shall enlist for the military duty in any branch of the Armed Forces of the United States.

A leave of absence of up to one (1) year will be granted to any Teacher upon written application for the purpose of engaging in study at an accredited college or university related to his professional responsibilities.

A health leave of absence without pay may be granted for a period of one (1) school year to a Teacher for illness and/or disability, upon written request from the Teacher and approval by the District's Board of Education. Such a request shall be accompanied by a statement from the attending physician that the illness or disability prevents the Teacher from performing the duties and responsibilities of the Teacher's position and the date the Teacher will likely recover and be able to return to work.

IN-SERVICE PROFESSIONAL EDUCATION

In recognition of the rapidly expanding fields of knowledge in the social and scientific fields, the parties hereby agree to establish a MiCIP team composed of at minimum one (1) elementary Teacher, one (1) middle school Teacher, and one (1) high school Teacher along with administrative representation.

The MiCIP team shall organize itself and assume responsibility for the planning and conducting of ongoing school improvement and professional development within the District.

In recognition of the importance of improving the educational program of the District, the District agrees to provide professional development each semester for Teachers to engage in meaningful educational activities. In the event of a half day, students will be dismissed at 11:30 a.m.

PROFESSIONAL COMPENSATION

The basic salaries of Teachers covered by this contract are set forth in Appendix A.

The school counselor shall be required to work five (5) additional days prior to the beginning of the school year and five (5) additional days following the last day of work for Teachers in order to complete the duties of that position. The school counselor shall be compensated for the additional days at full pro-rata of actual salary based upon the number of actual work days for Teachers in the district.

INSURANCE

The Board shall provide insurance benefits for a full twelve (12) month period of each school year for all bargaining unit employees and their eligible dependents, except for those bargaining unit employees electing cash in lieu. The District will comply with the "hard caps" pursuant to the Publicly Funded Health Insurance Contribution Act, MCL 15.561 et seq. The

health insurance plan options are included in Appendix A.

Teachers not electing health insurance will receive an in lieu of contract which will pay Four Hundred Dollars (\$400) per month. Teachers will also be enrolled in dental, vision, life and LTD coverage at the district's expense.

CURRICULUM AND FIELD TRIPS

The District retains the rights to establish curriculum.

Field trips will be available, upon superintendent approval, for both elementary and secondary Teachers to enhance the reality of the educational experience. The applicants will be notified within ample time of approval or non-approval of the request.

MICHIGAN CONTINUOUS SCHOOL IMPROVEMENT PLAN

The MiCIP committee shall be comprised of the following:

[MI Continuous Improvement Team Roster Burr Oak 2020](#)

FINAL PROVISIONS

Between June 1 and June 30, the Superintendent will take written suggestions and/or ideas from Teachers to be considered for the next year's contract.

All Safe School trainings and assessments assigned by the District must be completed effectively each year.

**APPENDIX A
BURR OAK SALARY SCHEDULE 2021-22**

<u>STEP</u>	<u>B.A. COLUMN</u> (\$700)	<u>B.A. +40 OR M.A. COLUMN</u> (\$750)	<u>B.A. +60 M.A. +20 COLUMN</u> (\$750)
1	\$35,000	\$36,000	\$37,000
2	\$33,700	\$36,750	\$37,750
3	\$36,400	\$37,500	\$38,500
4	\$37,100	\$38,250	\$39,250
5	\$37,800	\$39,000	\$40,000
6	\$38,500	\$39,750	\$40,750
7	\$39,200	\$40,500	\$41,500
8	\$39,900	\$41,250	\$42,250
9	\$40,600	\$42,000	\$43,000
10	\$41,300	\$42,750	\$43,750
11	\$42,000	\$43,500	\$44,500
12	\$42,700	\$44,750	\$45,250
13	\$43,400	\$45,000	\$46,000
X	\$44,600	\$46,400	\$47,600
Grandfathered			
2020-2021 Base	\$33,152		
2020-2021 Top	\$54,919		
2020-2021 Average	\$44,036		
2020-2021 Off Step Increase	\$2,902	\$2,952	\$2,952

HEALTH INSURANCE OPTIONS