

# The International Academy Letter of Understanding



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## **THE INTERNATIONAL ACADEMY**

This Letter of Understanding is entered between the Consortium Districts and the respective Education Associations for the purpose of establishing terms and conditions of employment for teachers employed by Bloomfield Hills Schools and assigned to the International Academy. The International Academy is a consortium of public school districts who have combined their resources to provide a grade nine through twelve program operating as a school of choice for residents of the consortium districts operating at various locations in the consortium districts. The parties, through their undersigned representatives, agree to amend and add to the terms of the home school district collective bargaining agreement, as follows:

**1. DURATION OF AGREEMENT**

This agreement with respect to the International Academy (the Academy) will be in effect from \_\_\_\_\_, 2022 through June 30, 2025.

**2. SELECTION OF PERSONNEL, TRANSFERS, TERMINATIONS AND REDUCTION IN FORCE**

**a. Teachers are Employees of the Home School District and are not Employees of the International Academy Consortium.**

Teachers assigned to the Academy are not employees of the consortium. Instead, teachers working at the International Academy shall remain as employees of the home school district and will be considered to be assigned to the International Academy.

It is understood that the home school district may hire a teacher for the purpose of assigning that teacher to teach at the International Academy. Such teacher shall be the employee of the home school district and not an employee of the International Academy Consortium of school districts.

**b. Selection of Personnel**

The staff will be selected from qualified teacher applicants employed by the consortium school districts. The Academy's administration will determine the qualifications of the applicants. If a position cannot be filled in this manner, (i.e., qualified or if qualified applicants do not apply), the Academy will ask a consortium district to hire a qualified candidate.

**c. Vacancies Posted at Home School District**

Vacancies at the International Academy will be provided in an electronic format to home districts.

**d. Termination**

Nothing in this section shall prohibit a teacher's home school district from terminating a teacher's employment pursuant to the terms of the home district's collective bargaining agreement, the home district's policies and procedures, applicable law, and/or the Michigan Teachers' Tenure Act.

**3. WAGE ISSUES**

**a. Payment for required days will be according to the home school district's step and salary track.**

Teachers will be paid for the required days according to the appropriate step and salary track of their home districts. The regular paychecks shall be issued according to the home district pay schedule.

**b. Stipend for required days and hours worked beyond the regular work year and day**

For required days and hours worked beyond the home district's regular work year, teachers will be paid as follows:

(1) **Stipend Rate:** The stipend rates are attached as Appendix A

1.

**Pay Frequency:** For the 2022-2023 school year, the stipend will be paid in two (2) installments: the first payroll in December and the last payroll in June.

Beginning in the 2023-2024 school year, the **total** stipend shall be paid as part of the teachers' regular **salary commensurate with the bargained** number of pays permitted in their home district contract.

Stipends shall be paid when the teacher is on paid leave of absence **commensurate with home district collective bargaining agreements.**

**c. Special Compensation**

**1. Optional Enrichments/Orientation Activities**

a. All teachers who plan or participate in enrichment/orientation activities which

take place outside of the established school day or year shall be compensated as outlined below.

- b. Teachers are not required to participate in enrichment/orientation activities and the International Academy is not required to use teachers assigned to the International Academy for these services.
- c. All teacher sponsored enrichment activities will be submitted to the enrichment team for review and are subject to administrative approval. The enrichment team shall notify in writing of any enrichment activity that is not approved. Approval will include the completion of the pre-enrichment payment agreement.
- d. International Academy teachers who plan or participate in these activities will be compensated at **\$32** per hour curriculum rate. Payment shall be made no later than the second pay period following the teacher's submission of the required documentation.
- e. **Enrichment Hours**
  - i. Maximum payment per day is eight (8) hours. (A seven (7) hour and fifty (50) minute day will be paid as eight (8) hours.)
  - ii. Maximum payment for an activity is forty (40) hours times the hourly amount. At each campus, the principal may designate up to six (6) activities per year that will be compensated up to 64 hours.
  - iii. However, The principal has the discretion to increase number of hours paid based on the activity planned. Foreign Language Immersion activities will receive priority.
  - iv. Maximum payment may include up to eight (8) hours of preparation time.
- f. Activities that occur on a teacher workday will be paid the hourly amount for all time beyond the regular workday except that a maximum four (4) hours will be paid if that time is for the purpose of travel.
- g. Prior to the activity the International Academy principal shall determine the number of staff to be compensated for the activity and the number of hours for which each is to be compensated. This determination will be set forth in writing and provided to all staff participants.

**2. Extended Essay:** Teachers supervising Extended Essay **students beyond more than one of the campus average** shall be compensated at the curriculum rate according to the number of hours spent on Extended Essay work up to five (5) hours per student. **For example, if the campus average is 4.12 and the teacher is assigned 6 students, this language shall apply.**

***Language will be added to the Teacher Handbook that states that the official due***

*date is not the end of the Extended Essay process.*

#### **4. SUPPLEMENTAL ACTIVITIES AND CLUB PAY**

##### **A. Compensation**

1. Teachers will be compensated for each supplemental club, organization or duty performed in accordance with the schedule in Appendix B.
2. Remuneration may be divided between staff members who co-sponsor a club or organization with the written approval of all sponsors involved and the principal.
3. Teachers shall provide written notification of interest of a club advisor by September 15<sup>th</sup>.
4. The principal will notify each club sponsor their stipend amount in writing by the end of September.
5. Teachers shall be paid for clubs/organizations before the end of the school year.

**B. Prior Approval:** Appendix B activities shall have the prior approval of the principal. Teachers may be assigned a club, organization or duty. It is understood that certain activities will occur outside of the teacher workday especially those in Category III.

##### **C. Guidelines**

1. Teachers shall apply to the building administrator to be club/organization advisors for a new club no later than the second week of the school semester year. The Labor Management Council shall determine new advisor compensation if approved. Clubs will be established at the building level based on:
  - Budget and financial considerations.
  - Student and staff interest.
  - Administration approval.
2. A minimum of 12 students must actively participate in the club.
3. The sponsor of a full-time club must provide a meeting or activity a minimum of 18 hours during the school year.
4. Teachers who co-sponsor clubs may share the co-curricular stipend on a prorated basis.

Stipend pay for clubs shall be determined according to the "Co and Extra Curricular Pay List" found in Appendix B reviewed.





## 5. DEPARTMENT CHAIRS

The job description for Department Chairs shall be set forth in the IA Teacher Handbook.

A Department Chair shall be selected from the teaching staff for each of the following departments: Literature, History, Math, Theory of Knowledge, Personal Project, French/German, Spanish, Chemistry, Physics, Biology, Economics, Art, Music, Physical Education/Health and Counseling.

Each department may bring forth a recommendation, or provide input, to the principal for consideration. Administration is not obligated to select the department member recommended, but Administration shall not make a final selection without first receiving and considering the department's recommendation. The department chair shall serve for a term of three (3) years. By May 1st of the last year of the Chair's term, the Administration will notify the department in writing, which includes email, of a request for a recommendation. The department shall have thirty (30) calendar days upon receipt of notification to present such recommendation in order for it to be considered by the administration. If no recommendation is made and no department member wishes to serve as department chair, then the current department chair's term may be extended on a year-by-year basis.

If a Department Chair position becomes vacant during the school year for an extended period of time, then the Administration maintains discretion to fill the vacancy with an Interim Department Chair for the duration of the absence, up to the end of the school year. The primary Department Chair may return to the position; if not, the process outlined above will take place.

The Department Chair shall be paid according to the "Supplemental Pay" list in Appendix B.

## 6. WORK YEAR FOR STAFF (The calendars are attached as Appendix C)

### A.

**For 2022-23:** Teachers are required to work **190** days which includes **185** student days. **One teacher workday will include a conference compensation day where teachers are not required to report to work.**

**For 2023-24 and 2024-25:** Teachers are required to work **190** days which includes **186** student days. **One teacher workday will include a conference compensation day where teachers are not required to report to work.**

**The 2024-25 calendar shall be negotiated and mutually agreed upon before the end of the 2023-24 school year.**

**B. Discretionary Day:** Each teacher shall receive one paid discretionary day each school

year. Such day may be taken during the regular work year. If the discretionary day is not utilized by the end of the school year, it shall not be carried over to the next school year. The request for use of the discretionary day, whenever possible, shall be made in advance on the form available at the International Academy. Scheduling of the discretionary day shall be on a first-come, first-served basis and be approved by the principal, with no more than ten percent (10%) of the staff allowed on any one day. The scheduling of the discretionary day shall occur no later than April 15 of each school year. Should circumstances warrant, exceptions to the above may be made by the principal

- C. Student Days: There shall be 186 instructional days. In addition, students will be scheduled for enrichment/orientation days.
  
- D. **Calendar Days:** Two early release days a year shall be inserted in the school calendar for the purposes of individual or small group teacher management of Extended Essay, Internal and External Assessment, MYP and DP Curriculum Alignment, Approaches to Teaching and Learning coordination, and any IB related requirements.
  
- E. Open House: Teachers are required to attend the Open House as identified in the school calendar.
  
- F. Parent/Guardian/Teacher Conferences: Conferences should be scheduled for two days in the fall. The format of parent-teacher conferences shall be discussed through the Labor Management Team. Conferences shall include one (1) mid-day session and two (2) evening sessions. Conference days and formats should be established before the end of the prior school year.
  
- G. Guidance Counselor: See Appendix E for counselor work year and job responsibilities.
  
- H. Professional Development days/hours will be conducted as follows:

Teachers shall attend professional development hours offered as part of the school calendar unless they have an excused absence as delineated in their home district's absence policy. Teachers who fall below the state recommended thirty (30) hours of annual professional development are encouraged to find additional opportunities, whether within or outside the IA, to avoid falling short of the 150 hours needed to renew their certification. Probationary teachers will be responsible for additional hours of professional development to meet any statutory requirements.

Additional required professional development which is assigned outside the bargained PD calendar shall be compensated at the curriculum rate or teachers shall be provided additional time during the workday to complete the assigned work. The determination of payment or provision of additional time is at the discretion of the administration. This does not include offsite IB training.

## **7. TENURE**

Tenure will be with the teacher's home school district and not with the International Academy or any consortium district other than the home school district. ~~Each teacher will sign an acknowledgment that his/her tenure is with the home district.~~

## **8. GRIEVANCE PROCEDURE**

Definitions: Any claim By the constituent association units (local education association) or a bargaining unit member that there has been a violation, misinterpretation or misapplication of the terms of the International Academy Agreement shall be a grievance and shall be resolved through the procedure set forth below. Any grievances regarding the home district's collective bargaining agreement shall be filed and processed in accordance with the home district's collective bargaining agreement.

Time Limits: Time limits shall be measured by regular working days of the International Academy. Time limits may be extended only with the written consent of the principal (step one) or a member of the grievance Joint Steering Committee's Grievance Committee (step two, step three) and the Association. In the event management does not file a timely response at any step of the grievance procedure, the grievance shall automatically be granted. In the event the Association does not file a timely response at any step of the grievance procedure, the grievance shall automatically be considered abandoned.

Association Representative: An Association representative is any person so designated by the constituent association units.

Procedure: Nothing in this procedure shall be construed to prevent the bargaining unit member and the International Academy principal from attempting to resolve the problem.

### Formal – Step One:

- a.** Whenever a bargaining unit member or the Association has a grievance, the aggrieved shall present the grievance in writing to the International Academy principal within fifteen (15) working days following the date of the alleged occurrence giving rise to the grievance or within fifteen (15) working days following the date that the aggrieved became aware of the alleged occurrence. Within five (5) work days after receipt of such grievance, the International Academy principal shall schedule a meeting with the aggrieved member. This meeting may be attended by the Association representative.
- b.** Within five (5) work days after the conclusion of the Step One meeting, the International Academy principal shall submit a written response to the aggrieved

bargaining unit member and the Association.

Step Two:

- a.** If the grievance has not been resolved at Step One, within ten (10) work days after the Step One meeting, the grievant(s) may present the grievance in writing to the Joint Steering Committee's Grievance Committee. The Grievance Committee shall consist of three representatives from the constituent school districts; one (1) member of the Grievance Committee shall be from the grievant's home school district. Within ten (10) work days, the Grievance Committee shall schedule a meeting which may be attended by the grievant(s), the Association representative and the International Academy principal.
- b.** Within five (5) work days after the conclusion of such meeting, the Grievance Committee shall submit a written response to the Association with a copy to the grievant.

Step Three:

If the grievance is not settled at Step Two, only the Association may cause the grievance to go to binding arbitration. To do so, the Association shall, within twenty (20) work days after the receipt of the Grievance Committee's decision, file for arbitration under the rules of the American Arbitration Association which shall act as administrator of the proceedings or the parties may agree to mutual selection of arbitrators with all other AAA rules remaining applicable. The losing party shall pay the arbitrator's fees and expenses.

Power of Arbitrator:

The arbitrator shall have no power of authority to alter, amend, add to, or subtract from the terms of this Agreement. The decision of the arbitrator shall be final and binding on both parties.

Miscellaneous Provisions:

The grievant(s) shall be provided with paid release time for attendance at the arbitration hearing.

Time lines shall be tolled if a grievance is filed under the wrong grievance procedure. In such event, management is responsible for apprising the grievant(s) and conveying the grievance to the appropriate destination (International Academy or home district).

## 9. **TEACHING SCHEDULE**

### A. **Daily Schedule:**

1. The normal daily schedule for teachers is **seven (7) hours and fifty (50) minutes per day, on Monday, and two (2) other designated days of the week.** Teacher report and end times shall be flexible to maintain a seven (7) hour and fifty (50) minute day as long as they provide a minimum of forty-five (45) minutes of office hour time availability after the student school day in their instructional space. For example, if the teacher reports to work at 7:30am, they would be expected to work until 3:20 that day.

2. The normal daily schedule for teachers is **seven (7) hours, on Friday and one (1) other designated day of the week.**

3. **Staff shall be required to publicly post their office hours to students subject to the approval their building principal.**

The normal teacher schedule will have two hundred seventy (270) minutes of instructional time per day. When time is not available during the school day to schedule meetings with parents and/or students because of conflicts in parent and/or student schedules, teachers, upon parent and/or student request, will provide opportunities to meet before or after the school day. This time is not part of the normal daily schedule.

During the time after the end of the student's instructional school day until the end of the teacher's contracted day, teachers are to maintain a schedule of open office hours and be available to support students when not involved in a club activity and/or department/staff meetings.

In an eight (8) block schedule over a two-day period, a normal full time teacher schedule shall be six (6) instructional blocks out of the eight (8).

Block E is for Music Teachers only:

Music teachers may be assigned to teach a Block E course that enhances the musical program during the school year.

A music teacher instructing a Block E course that meets a total of 45-55 hours per year will receive a one semester release time block. For a Block E course that meets 90-110 hours per year, the teacher receives two semesters of a release time block. The Block E course schedule shall be mutually agreed upon by the teacher and building administrator prior to the start of the school year.

Every attempt will be made by administration to schedule the release time block for the first or last period of the regular school day. If the schedule does not allow for five (5) instructional blocks in one semester during an instructional year, the teacher will be

compensated one-sixteenth (1/16) of their salary for the additional instructional block. Block E does not necessarily need to run concurrently with the semester of five (5) instructional blocks (i.e., it can be offered as a semester or year-long program.)

B. The normal teacher schedule may include a homeroom/seminar that is not intended to exceed an average of forty-five (45) minutes weekly

Teachers shall be provided an agenda for, homerooms/seminars no less than twenty-four (24) hours prior to the homeroom's/seminar's start time.

**C.** Preparation periods on C Day, Interdisciplinary Day and outside evaluation days  
Every effort will be made to provide a preparation period on "C" Day, Interdisciplinary Day and any outside evaluation days including but not limited to IB Evaluation and AdvancED for teachers. However, all teachers will not necessarily have a preparation period on these days.

**D.** Non-music teachers assigned to 5 or more preparations per semester

For non-music teachers assigned to five or more preparations per semester, where possible the teacher shall be provided an extra planning period for at least one semester. If scheduling does not permit for this allocation, the teacher shall be compensated 1/16 of the salary for the additional instructional block. For the purpose of this provision, a Product Team shall be considered a preparation.

**E.** The schedules in Appendix D are examples of a typical eight (8) block schedules at each campus. Any proposed significant long-term changes may be brought to the appropriate administrative/labor committee for consideration, which may make non-binding recommendations to Administration.

**F.** Lunch: There shall be a daily, thirty (30) minute, duty free lunch.

**G.** After school staff or professional development meetings should end by 3:30 pm. To the best extent possible, there shall be no more than two (2) required after school meetings a week and no more than four (4) a month. Notice of scheduled staff or professional development meetings should be provided by Thursday for the following week

## **10. ACADEMIC FREEDOM**

The parties seek to educate young people in the democratic tradition and foster their recognition of both individual freedom and social responsibility while aiming to develop inquiring, knowledgeable, and caring students through intercultural understanding and respect. Educators have an obligation to encourage students to uncover bias, to think, and to draw objective conclusions.

Responsible teaching shall be encouraged for all educators, who shall exercise such responsibility within the framework of the IB curriculum and school policy. Educators are also encouraged to teach each student in the best manner suitable to their capabilities. Within this framework, no special limitations shall be placed upon study and investigation of facts and ideas concerning human society, the physical and biological world, and other branches of learning. Educators shall encourage students to study varying points of view and respect their right to form their own judgments. In doing so, educators shall be allowed to interpret and use the writings of others and educational research with intellectual honesty.

Specific guidelines regarding student learning pacing guides and common assessments shall be provided in the IA Teacher Handbook.

## **11. PROFESSIONAL DEVELOPMENT COMMITTEE**

1. The Administration and Association agree to the establishment of a joint Professional Development Committee ("PDC"). Each party shall elect members to this committee. However, Administration may appoint its representatives in the event none are elected. The teaching staff shall appoint a teacher as a lead faculty member to serve jointly with the lead administrator. The charge of the committee shall be to:
  - a. Establish a professional development building and/or tri-campus calendar coordinated with the bargained IA school calendar. Prior to the end of the school year, the committee shall issue a calendar and agenda for the first day of all staff PD for the following school year. Additionally, within the two weeks of the new school year, the committee shall develop a year-long professional development plan and calendar.
  - b. Design and implement appropriate learning and development opportunities to address new and continuing education programs consistent with the IB program.
2. In selecting professional development opportunities, the committee shall garner feedback from students and staff consistent with the needs of the IB learning community. The feedback shall be considered in determining future professional development.
3. The Committee shall set a schedule at the beginning of the school year and shall meet at least once per semester, with necessary additional meetings to be held at the request of either, and the approval of both, the lead administrator of the committee of the committee and the professional development chair. The scheduling of meetings shall, to the extent possible, not take place during instructional time. Meetings may be cancelled by mutual consent of each party.



4. The Administration shall strongly consider all proposals and recommendations received by the PDC. The Administration shall have the authority to enact professional development as required by law or the IB program.

## **12. OTHER ISSUES**

- a. Teachers will not evaluate support staff but will work with Administration to supervise graduate assistants.

Teachers will not evaluate or supervise support staff members, including graduate assistants, but department heads will work with Administration to supervise and evaluate graduate assistants, acknowledging that the final responsibility for their employment status remains with Administration.

- b. **School Closing**

For Purposes of school closing, i.e., inclement weather, etc., the International Academy shall function as the fiscal agent of that campus.

- c. **Leave Days**

Leave day provisions will be in accordance with the terms of the applicable collective bargaining agreement of the home school district. The International Academy calendar will govern the teacher and student days at the International Academy.

- d. **Absence Reporting**

Teacher absences will be reported to the Substitute Management System of the fiscal agent for the campus to which the teacher is assigned for the majority of his/her work day. The International Academy will report the absences to the home school district.

- e. **Substituting**

Teachers who substitute for another Academy teacher shall be paid at the rate of \$32 per hour.

- f. **Parent/Guardian/Teacher Conferences**

Teachers shall receive a conference compensation day for fall Parent-Teacher Conferences. The conference compensation day will be bargained into the yearly calendar

as a teacher workday.

**g. Mentorship Program**

The Administration and Association shall work together to maintain the viability of the current IA Mentoring Program, which shall be overseen by the Professional Development Committee.

Administration may employ the following conditions:

- Training for teacher mentors.
- Sharing the IA Mentoring Program guidelines and any updates with staff.
- Connecting new teacher needs/requirements to professional development offerings.
- Maintaining a data curtain to ensure confidentiality and to prevent influence on the mentee evaluation.
- Assignment of mentee/mentor to be made by building administrators.
- Making a good faith effort to ensure that the mentor teach the same subject and be assigned to the same building as the mentee.
- Placing teachers new to the IA but with previous teaching experience in year two (2) or three (3) of the program.
- Establishing a mentor coordinator to oversee the program and an assistant at each of the other two campuses.
- Regularly reviewing and assessing the program to ensure program is meeting the needs of teachers and mentees.

**h. Teacher Handbook**

An IA Teacher Handbook shall be created that contains important information for all Staff.

The Administration and teachers shall be in charge of creating and maintaining the IA Teacher Handbook.

**I. This Agreement does not Establish Precedent at Consortium School Districts**

This Agreement is specific to the International Academy and shall not establish a precedent at any of the consortium school districts for the addition of hours or days to the school day or calendar.

**SIGNATURE PAGE**

The negotiators of both parties reached a Tentative Agreement on March 9, 2017 and the International Academy teachers ratified the Agreement on \_\_\_\_\_.

The parties for the Consortium School Districts and Education Associations have executed this Agreement by their duly-authorized representatives below on \_\_\_\_\_

**Education Association**

**Board of Education**

By: \_\_\_\_\_  
President

By: \_\_\_\_\_  
Superintendent

By: \_\_\_\_\_  
Executive Director

By: \_\_\_\_\_  
President

By: \_\_\_\_\_

**Note:** The actual signature pages are on file in the Human Resources Office of Bloomfield Hills Schools.

# APPENDICES

## APPENDIX A

### *Stipend Rates*

This stipend proposed is based on 190 teacher/185 student days for 2022-23, with one teacher day counting as a conference compensation day (see the IA Calendar for scheduling of that day).

	<b>IA Teacher Stipend</b>
Avondale	<b>\$4,500.00</b>
Berkley	<b>\$4,200.00</b>
Birmingham	<b>\$3,400.00</b>
Bloomfield Hills	<b>\$3,100.00</b>
Clawson	<b>\$4,500.00</b>
Huron Valley	<b>\$4,500.00</b>
Lake Orion	<b>\$3,500.00</b>
Rochester	<b>\$3,500.00</b>
Royal Oak	<b>\$3,500.00</b>
Troy	<b>\$3,400.00</b>
Waterford	<b>\$4,500.00</b>
West Bloomfield	<b>\$4,200.00</b>

- Stipend: All teachers shall be placed at the IA Stipend Schedule effective in the 2022-23 school year. Teachers shall remain on that schedule for the duration of the agreement.
- Part-time teachers receive a prorated amount based upon FTE.

**APPENDIX B**  
CO- AND EXTRA-CURRICULAR PAY

**Clubs will be established at the building level based on:**

1. Budget and financial considerations
2. Student and staff interest
3. Administration approval

**The criteria for paid clubs are:**

- A. A minimum of 12 students must actively participate in the club;
- B. The sponsor of a full-time club must provide a meeting or activity a minimum of 18 hours during the school year.
- C. Teachers who co-sponsor clubs may share the co-curricular stipend on a prorated basis.

**Category A (Music) - \$3,000**

Band  
Choir  
Orchestra

**Category B (Tri Campus Leadership) - \$2600**

English  
Spanish  
French/German  
History  
Economics  
Chemistry  
Physics  
Biology  
Mathematics  
Art  
Music  
Personal Project  
TOK  
Counseling  
Health/PE

**Category C - \$1700**

Class Sponsor (12<sup>th</sup>)  
Building Extended Essay Coordinator  
HOSA  
Forensic Lead  
Science Olympiad Lead  
Model UN Lead  
Quiz Bowl  
Theater Director

PD Committee Chair  
Graduation Planning (Counselor Duty)

**Category D - \$1200**

Class Sponsor (11<sup>th</sup>, 10<sup>th</sup>, 9<sup>th</sup>)  
National Honors Society  
Forensics Assistant  
Science Olympiad Assistant  
Model UN Assistant  
Subject Area Honors Societies  
Peer Corp  
Honors Convocation (Counselor duty)  
Tri Campus Mentor/ Mentee Committee Chair. (Includes Building Role)

**Category E - \$575**

Building Mentor/Mentee Committee Chair  
Other Clubs  
Teacher in Charge  
Art Show  
Olympics Coordinator  
Yearbook Advisor

**Extra Duty Payments**

Professional Development Committee Members. May request up to 10 hours of curriculum pay for work done outside the workday

**\*Placement outside Category E for other clubs should go through the Labor Management Council, which can determine campus specific placement**

**Summer Online Government:** Payment \$2000 per section (up to 30 students per section)

**APPENDIX C**  
Calendars



**APPENDIX C-1**

**APPENDIX D**  
Daily Schedules

**APPENDIX D-1**  
Okma Daily Schedules

**Daily**

# Daily Schedules – Okma Campus

## Regular Day Schedule

### First Lunch

	Start	End
First Block	7:45	9:15
Second Block	9:25	10:55
Lunch	10:55	11:25
Third Block	11:30	1:00
Fourth Block	1:05	2:35

### Second Lunch

	Start	End
First Block	7:45	9:15
Second Block	9:25	10:55
Third Block	11:00	12:30
Lunch	12:30	1:00
Fourth Block	1:05	2:35

## Half-Day Schedules

### Noon Dismissal

	Start	End
First Block	7:45	8:45
Second Block	8:50	9:50
Third Block	9:55	10:55
Fourth Block	11:00	12:00

### 11:00 Dismissal

	Start	End
First Block	7:45	8:30
Second Block	8:35	9:20
Third Block	9:25	10:10
Fourth Block	10:15	11:00

## Passport Schedules

### First Lunch

	Start	End
First Block	7:45	8:45
Second Block	8:50	9:50
Third Block	9:55	10:55
Fourth Block	11:00	12:00

### Second Lunch

	Start	End
First Block	7:45	8:30
Second Block	8:35	9:20
Third Block	9:25	10:10
Fourth Block	10:15	11:00

## Schedules

**APPENDIX D-2**  
East Daily Schedules

# Daily Schedules – East Campus

## Regular Daily Schedule

<b>First Lunch</b>		
	Start	End
1 <sup>st</sup> Block	7:45	9:15
Passing	9:15	9:20
2 <sup>nd</sup> Block	9:20	10:50
Lunch	10:50	11:20
Passing	11:20	11:25
3 <sup>rd</sup> Block	11:25	12:55
Passing	12:55	1:05
4 <sup>th</sup> Block	1:05	2:35

<b>Second Lunch</b>		
	Start	End
1 <sup>st</sup> Block	7:45	9:15
Passing	9:15	9:20
2 <sup>nd</sup> Block	9:20	10:50
Passing	10:50	10:55
3 <sup>rd</sup> Block	10:55	11:40
Lunch	11:40	12:10
Passing	12:10	12:15
3 <sup>rd</sup> Block	12:15	1:00
Passing	1:00	1:05
4 <sup>th</sup> Block	1:05	2:35

<b>Third Lunch</b>		
	Start	End
1 <sup>st</sup> Block	7:45	9:15
Passing	9:15	9:20
2 <sup>nd</sup> Block	9:20	10:50
Passing	10:50	10:55
3 <sup>rd</sup> Block	10:55	12:25
Lunch	12:25	12:55
Passing	12:55	1:05
4 <sup>th</sup> Block	1:05	2:35

## Half-day Schedules

<b>Noon Dismissal</b>		
	Start	End
1 <sup>st</sup> Block	7:45	8:45
Passing	8:45	8:50
2 <sup>nd</sup> Block	8:50	9:50
Passing	9:50	9:55
3 <sup>rd</sup> Block	9:55	10:55
Passing	10:55	11:00
4 <sup>th</sup> Block	11:00	12:00

<b>11:00 a.m. Dismissal</b>		
	Start	End
1 <sup>st</sup> Block	7:45	8:30
Passing	8:30	8:35
2 <sup>nd</sup> Block	8:35	9:20
Passing	9:20	9:25
3 <sup>rd</sup> Block	9:25	10:10
Passing	10:10	10:15
4 <sup>th</sup> Block	10:15	11:00

## Morning Passport Schedule

First Lunch		
	Start	End
1 <sup>st</sup> Block	7:45	9:05
Passing	9:05	9:10
<b>Passport</b>	<b>9:10</b>	<b>9:55</b>
Passing	9:55	10:00
2 <sup>nd</sup> Block	10:00	11:20
Lunch	11:20	11:45
Passing	11:45	11:50
3 <sup>rd</sup> Block	11:50	1:10
Passing	1:10	1:15
4 <sup>th</sup> Block	1:15	2:35

Second Lunch		
	Start	End
1 <sup>st</sup> Block	7:45	9:05
Passing	9:05	9:10
<b>Passport</b>	<b>9:10</b>	<b>9:55</b>
Passing	9:55	10:00
2 <sup>nd</sup> Block	10:00	11:20
Passing	11:20	11:25
3 <sup>rd</sup> Block	11:25	12:05
Lunch	12:05	12:30
Passing	12:30	12:35
3 <sup>rd</sup> Block	12:35	1:10
Passing	1:10	1:15
4 <sup>th</sup> Block	1:15	2:35

Third Lunch		
	Start	End
1 <sup>st</sup> Block	7:45	9:05
Passing	9:05	9:10
<b>Passport</b>	<b>9:10</b>	<b>9:55</b>
Passing	9:55	10:00
2 <sup>nd</sup> Block	10:00	11:20
Passing	11:20	11:25
3 <sup>rd</sup> Block	11:25	12:45
Lunch	12:45	1:10
Passing	1:10	1:15
4 <sup>th</sup> Block	1:15	2:35

## Afternoon Passport Schedule

First Lunch		
	Start	End
1 <sup>st</sup> Block	7:45	9:00
Passing	9:00	9:05
2 <sup>nd</sup> Block	9:05	10:20
Lunch	10:20	10:45
Passing	10:45	10:50
3 <sup>rd</sup> Block	10:50	12:10
Passing	12:10	12:15
4 <sup>th</sup> Block	12:15	1:30
Passing	1:30	1:35
<b>Passport</b>	<b>1:35</b>	<b>2:35</b>

Second Lunch		
	Start	End
1 <sup>st</sup> Block	7:45	9:00
Passing	9:00	9:05
2 <sup>nd</sup> Block	9:05	10:20
Passing	10:20	10:25
3 <sup>rd</sup> Block	10:25	11:00
Lunch	11:00	11:25
Passing	11:25	11:30
3 <sup>rd</sup> Block	11:30	12:10
Passing	12:10	12:15
4 <sup>th</sup> Block	12:15	1:30
Passing	1:30	1:35
<b>Passport</b>	<b>1:35</b>	<b>2:35</b>

Third Lunch		
	Start	End
1 <sup>st</sup> Block	7:45	9:00
Passing	9:00	9:05
2 <sup>nd</sup> Block	9:05	10:20
Passing	10:20	10:25
3 <sup>rd</sup> Block	10:25	11:45
Lunch	11:45	12:10
Passing	12:10	12:15
4 <sup>th</sup> Block	12:15	1:30
Passing	1:30	1:35
<b>Passport</b>	<b>1:35</b>	<b>2:35</b>

**APPENDIX D-3**  
West Daily Schedules

# Daily Schedules – West Campus

**Regular Day Schedule**

	Start	End
First Block	7:45	9:15
Passing	9:15	9:25
Second Block	9:25	10:55
Passing	10:55	11:00
Third Block	11:00	12:30
Lunch	12:30	1:00
Passing	1:00	1:05
Fourth Block	1:05	2:35

**Passport Schedule**

	Start	End
First Block	7:45	9:05
Passing	9:05	9:10
Second Block	9:10	10:30
Passing	10:30	10:35
Third Block	10:35	12:00
Lunch	12:00	12:30
Passport	12:30	1:15
Fourth Block	1:20	2:35

**Half-Day Schedules**

**Noon Dismissal**

	Start	End
First Block	7:45	8:45
Second Block	8:50	9:50
Third Block	9:55	10:55
Fourth Block	11:00	12:00

**11:00 Dismissal**

	Start	End
First Block	7:45	8:30
Second Block	8:35	9:20
Third Block	9:25	10:10
Fourth Block	10:15	11:00

**APPENDIX E**  
International Academy Guidance Counselor

Contract Extension:

The need may arise to extend the counselor's contract days beyond the teacher's contract for a maximum of four (4) days as determined by the principal. These four (4) days will be paid at their per diem rate.

Supervision or Meeting:

Counselors shall attend and/or supervise up to eight (8) events beyond those required of classroom teachers. These events shall include but not be limited to:

- Ninth Grade Welcome  
College Panel Event
- 
- IA Enrollment Nights (2)
- Freshman Welcome Night
- Financial Aid Information Night
- Career or student health related programs  
Middle School Outreach
- 

The counselor and principal will create a schedule of these events. These evenings do not include attending events expected by teachers such as open house and conferences

Program Development/Supervision:

Counselors will be responsible for organizing the following as part of their regular duties. The principal will assign these duties in coordination with the counselors:

- Honors Convocation
- Graduation Planning (Appendix B)
- Career Day
- Junior college planning meetings with family

Counselors will organize and attend Freshmen Orientation and such time will be compensated at the curriculum rate of pay.

**APPENDIX F**  
Department Chair Job Description\*

**Responsibilities include:**

- Organize, manage, and direct effective and clear procedures for the operation and functioning of the department consistent with the mission and vision of the International Academy (IA), as well as the continuity of curriculum plan. This includes collaboration necessary to implement Middle Years Programme (MYP) and Diploma Programme (DP) instruction.
- Lead the department through horizontal and vertical articulation of all IB components.
- Work collaboratively with the department to set pacing guidelines for each course including a common assessment calendar.
- Lead an ongoing process to ensure the development, implementation and evaluation of departmental goals and objectives based on reflection of departmental data (student achievement) and discussions.
- Monitor all curricula of the department, developing and modifying when appropriate to ensure that the curricula assists teachers with instruction that meets and exceeds International Baccalaureate (IB) and state requirements.
- Recommend personnel, courses and number of sections so that a master schedule for instructional programs is established. This process includes interviewing prospective teaching candidates.
- Inform administration of the needs, successes, and general operation of the department.
- Meet with new teachers to provide an orientation to school guidelines as it relates to departmental curriculum and instruction.
- Provide guidance to department members on how to assist students who may be experiencing academic difficulties.
- Keep the department staff informed and seek ideas for improvement of the school through regular departmental meetings. Distribute minutes of the meetings to administration.
- Attend all Cabinet meetings. Serve as the department's representative on IA's administrative team. Keep the department staff informed of school initiatives, policies and the like.
- Develop and recommend to the principal purchases for the department, including textbooks and other educational resources.
- Maintain an inventory of departmental supplies as needed.
- Maintain communication with parents regarding departmental initiatives.
- Maintain positive, cooperative, and mutually supportive relationships with administration, staff, students and parents.
- Perform other relevant duties as assigned by administration.
- Communicate all IB requirements to teachers including deadlines, formatting and proper storage and handling of student work.
- Oversee and ensure that all members of the department meet the IB deadlines established by the IB Coordinator for submission of internal assessment scores, predicted grades, eCoursework verification and additional IB requirements including the coordination and submission of all moderated internal assessments.

**\*The responsibilities are subject to change at the discretion of administration.**

**Not part of contract**



**APPENDIX G**  
Mentor/Mentee Committee Chair  
Job Description\*

There will be one chairperson for the school. The position must be pre-approved by the principal, and will be based on the number of mentees in the program.

**Responsibilities include:**

- Coordinate, prepare, and distribute meeting agendas and minutes.
- Take attendance for all meetings.
- Report relevant information to Associate Principal in charge of Professional Development and KALPA.
- Reflect and report to Administration on program status and teacher needs.
- Meet annually with mentor/mentee committee to evaluate past year, to plan for following year, and to set yearly goals.
- Other relevant duties, as assigned.
- Subject to modification by Administration.

**\*This job classification is subject to change at the discretion of administration.**

**NOT PART OF LETTER OF UNDERSTANDING**