

## **Addendum 4: Related District Policies and Practices**

1. Faculty Committees: Major Educational Planning Committee shall be one that:
  - a) Meets by special negotiated contract with the Board of Directors.
  - b) Is funded by the District.
  - c) Meets either during the non-contracted school days and/or after the regularly contracted school day.
  - d) Pays its members at the negotiated hourly rate.
  - e) May be concerned with, but not limited to, curriculum planning, major building planning, District philosophy, and job descriptions.

### **2. School Construction**

The District shall, in the establishment of any major educational building or remodeling program, make the Association aware of its intent. The District may request assistance or participation of the Association in establishing requirements and/or specifications for the building or remodeling program.

### **3. Attendance at Meetings and Conferences**

- a) Released time as approved by the administration will be provided for the certificated employee for attendance at the following:
- b) Professional workshops conducted by approved agencies
- c) In-service training programs.
- d) School visitations and school planning.

### **4. Classroom Observers**

Classroom observation by patrons of the District is highly desirable and is encouraged by both the Board and the Association. It must be recognized, however, that frequent and unannounced interruptions are not in the best interest of the students. In order to provide the patrons the opportunity to visit the classroom with a minimum of interruption, the following courtesies should be extended:

- a) The observer must first check into the school office to be recognized as an observer.
- b) The observer should provide an opportunity for that employee to confer with the observer either before or after the conference.

### **5. Classroom Interruptions**

The employee shall receive notice of interruptions such as special programs, assemblies, concerts, films, or outside speakers that might disrupt classroom activity.

### **6. Teacher and Clerical Assistants**

The Board and the Association recognize that teaching is a profession, and as such the teachers of the Tahoma School District shall be treated as professionals. In order to insure that teachers can be released from duties that have nothing to do with the teaching process, the District shall endeavor to supply instructional assistants to assume duties of a non-teaching nature. Under no circumstances shall instructional assistants be used in calculating teacher loads, ratios, or salaries.

## 7. Classroom Substitution

Both the School Board and the Association recognize the importance of having substitute teachers for teachers who are absent or for some other reason are not able to cover their class. The Board will attempt, when it is financially feasible, to provide adequate substitute teacher funds.