
ARTICLE XVII: GENERAL TEACHING CONDITIONS

1. The provisions of this contract are not intended to limit a teacher's rights to voluntarily accept any school activity offered to him/her.

If a teacher does not wish to volunteer for any assignment which is beyond the terms of this contract, he/she is free to do so.

In either case, the teacher's right to volunteer or not to volunteer shall be without prejudice to his standing in the School and without censure from the School or the Association.

2. The School shall provide storage space (lockers), one (1) teacher's lounge, and lavatory facilities, where possible.
 - a. Individual mailboxes shall be provided for each teacher in the school, and mail received shall be placed in the teacher's mailbox. Telephone messages are also to be placed in the teacher's mailbox.
3. Teacher assignments will be made on a basis commensurate with the teacher's professional status. Every attempt shall be made to distribute service assignments equitably on a year-by-year basis among all personnel so that an undue burden is not placed on any individual.

It is understood that all members of the bargain unit share the responsibilities of substituting for those teachers who are absent, proctoring mid-semester and final exams, and detention supervision.

4. Expenses directly related to activities for which prior approval has been obtained from the principal shall be reimbursed at a rate and/or amount agreed to in advance.
5. Orientation: The School shall conduct orientation meetings for new teachers. The purpose of these meetings will be to prepare and acquaint the new teachers with the functions and regulations of the various departments and committees within the School; to prepare new teachers to teach more effectively and with greater knowledge in their assigned subjects or areas; to familiarize new teachers with the curriculum and procedures of our School; to enable the new teachers

to assimilate into the school in an orderly fashion; to provide a sense of confidence in the new teacher by defining his/her role in the School; and to explain the purposes and functions of the Association.

6. A teacher's grade for a student should not be changed. Should circumstances indicate that a change might be necessary; the Administration shall attempt reasonable means of discussing these circumstances with the teacher before making any change in the grade.
7. Teachers shall be required to follow a dress code commensurate with their professional duties (sport coat, suit coat, tie, etc.) but such code shall not be the same as that of the students, and shall not forbid facial hair (e.g. mustache, neatly trimmed beard).
8. Each teacher shall receive a copy of this Agreement with its exhibits from the Association.
9. The School shall provide each teacher with the necessary school supplies.
10. The cost of duplicating this contract shall be borne by the Board to the number of persons in the unit.
11. The Association agrees to observe the recommended guidelines in the Diocesan Handbook for Teachers, so long as nothing in this Handbook abrogates, invalidates, or qualifies any of the terms and conditions set forth in this contract.
12. It is understood that smoking is forbidden in all areas of the school building.
13. Copies of all school-related material to be mailed through the inter-school mailboxes must be given to the principal.