

School District of Clayton

Tuition Support Procedures

Certified Staff

2010-2011

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CERTIFIED STAFF TUITION SUPPORT PROCEDURES

District Long-Range Goals 2008-2013

1. By 2013 the written, instructed, and tested curriculum will reflect vertical and horizontal alignment of expected learner outcomes across all disciplines, courses, schools, and support programs.
2. By 2013 the District will have developed and implemented a district-wide professional development plan that directly addresses expectations for teachers' learning relative to established professional practice for each discipline and that provides adequate time, differentiated learning opportunities, and a common district wide focus in order to improve teaching practice and student achievement.
3. By 2013 interventions, structures and programs that are reflective of and responsive to students' strengths, abilities, learning styles, and career interests will be established at all levels in order to increase students' self knowledge and achievement.
4. By 2013 high quality technology will be accessible to all students and staff and usage of that technology by both students and staff will meet the level of expertise established by state and national standards.

Purpose of Tuition Support

Tuition support is intended to assist teachers with deepening their content knowledge and content specific pedagogy as well as furthering their knowledge base in an area related to their current or future professional assignment in the District. It is also intended to assist probationary teachers in attaining a Masters Degree.

Certified staff planning to access tuition support during the 2010-2011 school year must submit a Tuition Support Proposal to the Assistant Superintendent of Human Resources and Student Services. **Deadline for receipt of Tuition Support Proposals is April 15.** Staff will be notified of funds that will be allocated for their use during the 2010-2011 school year by May 15.

Eligibility Guidelines

Probationary Teachers

Non-Matching Tuition Support

Beginning in year one, teachers on the last three steps of the Bachelors and the Bachelors + 15 channels of the salary schedule are eligible to request \$1,000 in non-matching funds in tuition support. Non-matching tuition caps at \$3,000. This support is provided to assist teachers in attaining a Masters Degree. Upon registration for courses, teachers may request payment for tuition at 80% of the cost. The remaining 20% of tuition cost is paid upon receipt of a copy of the teacher's final grade. Teachers are expected to achieve a grade of 'A' or 'B' in order to receive tuition reimbursement.

Matching Tuition Support

In year three and thereafter, \$1,000 in matching funds may be requested annually to probationary teachers for tuition support regardless of salary step placement. Upon registration for courses, teachers may request payment for tuition at 80% of the district-matching portion (50% of the tuition cost). The remaining 20% of the district-matching portion is paid upon receipt of a copy of the teacher's final grade. Teachers are expected to achieve a grade of 'A' or 'B' in order to receive tuition reimbursement.

Career Teachers

Matching Tuition Support

All Career Teachers may request up to \$1,000 per year in matching funds for tuition for college course work in professional education or in related teaching subject areas. Teachers must access these matching funds before applying for additional tuition support through professional incentive funds. Upon registration for courses, teachers may request payment for 80% of the tuition cost of the district-matching portion (50% of the tuition cost). The remaining 20% of the district matching portion is paid upon receipt of a copy of the teacher's final grade. Teachers are expected to achieve a grade of 'A' or 'B' in order to receive tuition reimbursement.

Course Approval

Criteria

Tuition Support Proposals should:

- Be focused on improving student achievement
- Be connected to the employee's professional goals, building goals, or District's goals
- Be evaluated based on impact on teacher effectiveness and student learning
- Be designed to deepen and broaden content knowledge in his/her field
- Be supportive of content-specific pedagogy

The following questions are used in reviewing Tuition Support Proposals for Certified Staff.

- How is the course content connected to advancing the teachers professional knowledge?
- Is there a clear link between the course work content and increased student learning?
- Is the college or university accredited?
- If this is an online course, how many credit hours will be received per semester?
- If this is an online course, will the course result in credit hours and a letter grade?

Tuition Support Proposal Changes

Employees who have received approval for their tuition support proposal, and who want to change their course selection must apply for approval through AllofE. The same criteria used to determine approval for initial course work will be used to evaluate the proposed change in course work. Approval notification or denial is sent through AllofE.

Salary Advancement

Professional staff who intend to use their course work to advance across the salary schedule must receive prior approval of selected course work through AllofE.

*Approval must be obtained from the Assistant Superintendent of Human Resources and Student Services **before** beginning intended course or activity. Please follow AllofE instructions for approval.*

Tuition Reimbursement Process

Please follow the Business Office procedures for reimbursement. Specific to tuition support, staff must submit a student 'account inquiry' statement with all costs broken out, and with a 'paid' line. A copy of an official grade report or a copy of an official transcript must be submitted in order to receive reimbursement. Staff are expected to earn a grade of 'A' or 'B'.

Please Note: Tuition reimbursement must be requested prior to May 15.

Tuition funds are issued annually, and do not "roll-over" to the following fiscal and/or school year.

Guidelines for Teacher Salary Schedule Advancement

Guidelines:

- 1.) All coursework and Professional Development Units (PDUs) to be counted toward salary schedule advancement *must receive prior approval through AllofE*.
- 2.) After completion of approved coursework, have transcripts sent to your home, verify the appropriate credits are listed on the transcripts, and then submit the transcripts to Human Resources. **Original transcripts must be received by human resources in order for any salary advancement to be processed.** Grade reports are not accepted for salary schedule advancement.

All course work must be prior approved by the Assistant Superintendent of Human Resources and Student Services

To Advance to the BA+15 Channel

A teacher will advance to the BA+15 channel on the District's salary schedule by completing the following requirement:

- Earn 15 additional semester hours of graduate work toward your Master's Degree (Undergraduate work and/or PDUs will not be accepted)

To Advance to the MA Channel

A teacher will advance to the MA channel on the District's salary schedule by completing the following requirement:

- Earn a Master's Degree with a major in education or related subject area from an accredited university

To Advance to the MA+15 Channel

A teacher will advance to the MA+15 channel on the District's salary schedule by completing the following requirements:

- Earn 15 additional semester hours of credit from an accredited university **after** completion of the Master's Degree
 - o One (1) semester hour of credit is granted for each semester hour of graduate level coursework completed in education or a related subject area
 - o Three fourths (3/4) of a semester hour of credit is granted for each semester hour of undergraduate coursework completed in education or a related subject area
 - o One-fourth (1/4) of a semester of hour of credit is granted for each PDU earned. No more than six (6) PDU semester hours equivalents may be applied to the fifteen (15)-semester hour requirement. (24 PDUs or 96 contact hours is the equivalent of 6 semester hours of credit.)

To Advance to the MA+30 Channel

A teacher will advance to Master’s+30 schedule on the District’s salary schedule by completing both of the following conditions:

- Earn 30 additional semester hours of credit **after** completion of the Master’s Degree

These credits may be accumulated in any combination of the following ways

- o One credit is granted for each one semester hour of graduate level course work completed in education or a related teaching subject area.
- o Three-fourths of a credit is granted for each one semester hour of undergraduate course work completed in education or a related subject area.
- o One fourth (1/4) of a semester of hour of credit is granted for each PDU earned. No more than fifteen (15) PDU semester hours equivalents may be applied to the thirty (30) semester hour requirement. (60 PDUs or 240 contact hours is the equivalent of 15 semester hours of credit.)

REMEMBER: DOCUMENTATION (OFFICIAL TRANSCRIPTS FOR ANY COURSEWORK AND OFFICIAL PDU FORM APPROVED THROUGH ALLOFE FOR ANY PDU CREDITS) MUST BE RECEIVED IN HUMAN RESOURCES IN ORDER FOR AN ADJUSTMENT IN SALARY TO BE COMPLETED.

| <u>PDU Credit Conversion:</u> | |
|--|----------------------|
| 4 contact hours* | =1 PDU |
| 4 PDUs | =1 Graduate Hour |
| 16 contact hours* | =1 Graduate Hour |
| 1 credit hour undergraduate coursework | =0.75 Graduate Hours |
| *CONTACT HOUR REFERS TO ONE (1) HOUR OF PRE-APPROVED PROFESSIONAL DEVELOPMENT ACTIVITIES | |



School District of Clayton

CERTIFIED STAFF TUITION SUPPORT PROPOSAL

All certified staff planning to access tuition support in the next school year should submit this form by April 15.

Teacher _____

Grade/Subject/School _____ Career Stage _____

Hire Date _____ Current Degree _____

District Goals

1. By 2013 the written, instructed, and tested curriculum will reflect vertical and horizontal alignment of expected learner outcomes across all disciplines, courses, schools, and support programs.
2. By 2013 the District will have developed and implemented a district-wide professional development plan that directly addresses expectations for teachers' learning relative to established professional practice for each discipline and that provides adequate time, differentiated learning opportunities, and a common district wide focus in order to improve teaching practice and student achievement.
3. By 2013 interventions, structures and programs that are reflective of and responsive to students' strengths, abilities, learning styles, and career interests will be established at all levels in order to increase students' self knowledge and achievement.
4. By 2013 high quality technology will be accessible to all students and staff and usage of that technology by both students and staff will meet the level of expertise established by state and national standards.

Tuition Support Proposal – Certified Staff

- Taking course(s) for enhanced knowledge of subject matter to impact student learning.
- Accumulating credits toward next salary level: BA+15 MA MA+15 MA+30 Doctorate
- Working towards a Degree: Title of Degree _____
- Major: _____ Minor: _____ Anticipated Completion Date: _____
- Taking course for certification requirement (give title of certification): _____
- I am taking course work through an online college or university
- I will receive a letter grade(s) for my course work I will receive a credit(s) for my course work
- I am eligible for non-matching tuition (Steps 9, 10, 11 of the BA and 10, 11, 12 of the BA+15 Channel).
I understand that non-matching funds may not exceed a total of \$3,000.
This is my First Second Third year requesting non-matching funds for tuition.

PROPOSED COURSES

| Semester/ Quarter/ Year | University/ College | Proposed Courses | Number of Credit Hours | Estimated Tuition Costs* |
|-------------------------------|------------------------|------------------|---------------------------|--------------------------------|
| | | | | |
| | | | | |
| | | | | |

| FOR HUMAN RESOURCES DEPARTMENT USE | | |
|------------------------------------|-----------------------|--------|
| Principal's Signature: | | Date: |
| Asst. Superintendent of H.R. | | Date: |
| Matching Tuition: | Non-Matching Tuition: | Denied |



School District of Clayton

CERTIFIED STAFF TUITION SUPPORT PROPOSAL

PART II: EDUCATION PLAN AND COURSE DESCRIPTION

Teacher _____

Grade/Subject/School _____

Career Stage _____

Hire Date _____

Current

Degree

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Part II: Education Plan and Course Description

Please outline your education plan (title of degree; name of school, timeline for completion; rationale; etc.) and describe the content of each course and how it will enhance your practice and impact student learning:

EDUCATION PLAN

Proposed Course Title:

Description:

Proposed Course Title:

Description:
