

Board Policy with Guidelines

Subject: Professional Improvement

BOARD POLICY

1. The Board recognizes the value of a competent, up to date, professionally trained teaching staff. This policy is intended to support certified teachers' continued professional growth in ways that support district needs.
- ~~2. North Sanpete School District awards lane changes only for college credit listed on a university transcript. Any exception, to address issues prior to the policy update, must be approved by assistant superintendent.~~

In order to receive lane changes on the salary schedule for additional credits earned, the teacher must present to the Assistant Administrator/Personnel, evidence that additional units have been completed by August 15 for a salary adjustment or lane change for that school year.

3. Accredited university/college credits and/or credits approved by the State Board of Education shall be approved for lane changes, but only after the employee has been awarded a college degree AND teacher certification. Employees should only submit credits completed since the most recent lane assignment or lane change.
4. Currently certified, returning teachers may receive tuition reimbursement up to \$1000 per school year per teacher*, \$10,000 annual total for the district, for credit earned with a B grade or better under the following conditions.
 - A. The Assistant Superintendent/ Personnel must approve prior to the start of the college course.
 1. Endorsements or courses that are encouraged by NSSD may be reimbursed for 50% of the tuition cost include:
 - a. Elementary Reading Endorsement
 - b. Elementary Math Endorsement
 - c. English as a Second Language (ESL) Endorsement
 - d. Secondary Endorsements (likely needed in NSSD within 5 years)

2. Additional endorsements for already certified teachers, required by NSSD for employment, may be reimbursed for 75% of tuition cost. Teachers must continue employment with NSSD for three years after the reimbursement or refund a prorated portion of the reimbursement. ** except endorsements under category c. with preapproved extenuating circumstances*
3. Credit reimbursed by NSSD will qualify for lane change credit on the salary schedule.
4. Teachers requesting tuition reimbursement will complete the “Request for Tuition Reimbursement” form with Assistant Superintendent / Personnel written approval before starting qualifying coursework. Teachers will submit transcripts and the completed “Request for Tuition Reimbursement” form to the school board secretary by August 1st each year for reimbursement and lane change credit.

**North Sanpete School District
Request for Tuition Reimbursement**

Teacher: _____ Date: _____

School: _____ Grade/Subject: _____

Endorsement Requested: _____

University of Enrollment: _____

Credit cost per hour or course:

Number of hours or courses for endorsement:

Reimbursement Rate:

Total Reimbursement Cost:

Type of Endorsement Requested:

- Encouraged by NSSD (50%) ESL

Elem Reading _____

Elem Math _____

Other (list endorsement) _____

Required by NSSD (75%) List Endorsement(s) _____

Teacher Signature

Date

Assistant Superintendent/Personnel

Date