

STAFF PERSONNEL
Series 400

Policy Title: RECOGNITION FOR ADDITIONAL PREPARATION Code 402.7

1. Additional preparation that may add to the professional ability of the teacher, earned after the conferring of the Bachelor degree, shall be considered for initial placement and/or advancement on the salary schedule. The following guidelines exist for placement and advancement purposes and are contingent upon approval of the superintendent.
1. For placement or advancement on the BA portion of the salary schedule, the following are considered: all academic credits and workshop activities for which credit is earned. Course work may be graduate or undergraduate for movement on the BA + 15, BA + 30 and BA+ 45 steps.
2. For placement on or advancement to the Masters step on the schedule, proof of completion of a masters program appropriate to the field of education must be provided to the district office.
3. For advancement on the Masters portion of the salary schedule, the following is considered: all academic or workshop credit at the 400's level and above.
4. Recognition of credits for the initial placement on the salary is based upon credit received after initial teacher certification.
1. A Credits Committee consisting of one board member, appointed by the district, who shall act as chairman; the superintendent; the appellant teacher; and one certificated professional person of the appellant's choice shall review any credits refused at the appellant teacher's request and make recommendations to the Board of Trustees. The Board of Trustees shall make the final decision.
1. Documentation of additional professional preparation shall be submitted no later than thirty (30) days after the beginning of the school year in which the employee is ready to advance on the salary schedule. This documentation may be in the form of an official transcript, course grade slips, or an advisor's letter. In the event an appeal is made to the Credits Committee, it is incumbent on the Superintendent's office to turn over to the committee any and all documents submitted by the employee. The employee shall have the right to submit any additional documents necessary to the committee's evaluation of the credits.
2. All credits previously recognized and approved for placement on the salary schedule will not be denied by the contract. Any other credits the teacher would like to submit will be considered according to 1.a-d.

Date of Adoption:
Readopted: 7/19/99, 7/19/04

Legal References:

Related References:
Negotiations Agreement