

PROFESSIONAL DEVELOPMENT  
CONTINUING PROFESSIONAL EDUCATION

DMC  
(LOCAL)

PROFESSIONAL GROWTH	The Board encourages professional staff and classroom instructional aides to pursue professional growth activities.
REIMBURSEMENT FOR COURSEWORK	On a year-to-year basis, based on the discretion of the Board, professional staff members and instructional aides shall be awarded a one-time reimbursement of \$50 per approved semester hour for accredited college work completed with a passing grade for the prior year only. Such professional growth reimbursement payments, if any, shall not be included as part of an employee's contractual annual salary. An employee shall have no expectation of continued professional growth plan reimbursements from year to year and no expectation of, and no property right to, continued reimbursement payments. The professional growth plan may be terminated by the District for any reason or no reason, in the sole discretion of the Board.
GUIDELINES	Professional employees, instructional aides, and nurses shall be paid the one-time reimbursement only for courses on a degree plan. Personnel shall not be paid for college hours earned prior to their current employment by the District. Employees who receive the salary reimbursement and leave District employment shall not be eligible for the reimbursement if they return to employment with the District. Upon their return to employment, they will be eligible for the reimbursement only for college work taken after their return date.
PROFESSIONAL PERSONNEL	Professional personnel may take graduate-level college courses or bachelor-level courses required on a degree plan for an additional teaching field to qualify for the professional growth plan. Professional personnel must present a degree plan to the Superintendent prior to approval of courses.
CLASSROOM INSTRUCTIONAL AIDES	Classroom instructional aides may take bachelor- or graduate-level college courses required on a degree plan for a teaching field. For purposes of this policy, classroom instructional aide shall be defined as: classroom aide, ISS aide, special education aide, library aide, Title I aide, and ESL aide. Aides must provide a degree plan to the Superintendent prior to approval of courses.
LICENSED VOCATIONAL NURSES AND REGISTERED NURSES	Licensed vocational nurses and registered nurses must present a degree plan to the Superintendent prior to approval of courses. Licensed vocational nurses must be working toward a registered nurse degree. Registered nurses must be working toward a bachelor's or master's of nursing.
TIME LINES AND APPROVAL	To be eligible for the reimbursement, an employee must obtain the Superintendent's written approval of courses before beginning coursework. The employee must furnish the Superintendent with an official transcript to verify coursework by September 10.

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Time is of the essence. The employee shall be responsible for obtaining prior written approval from the Superintendent and furnishing the degree plan and transcript to the Superintendent within the designated time lines. Failure to meet the time lines shall disqualify the applicant for participation in the professional growth plan reimbursement for the school year.

PAYMENT

One-time reimbursements shall be paid in October for all work completed by September 1 for the prior school year. The school year, for purposes of this policy, shall be defined as September 1 through August 31.

Employees who were receiving an accumulative stipend prior to the adoption date of this policy shall be grandfathered.

Employees who earn stipends in good faith during the 2004–05 school year shall be grandfathered as well.

Any promotion an employee receives in the District that results in a pay increase that exceeds the stipend amount shall negate the stipend; this shall also apply to employees who are grandfathered.

# VERNON INDEPENDENT SCHOOL DISTRICT

## PROFESSIONAL GROWTH APPROVAL FORM

NAME \_\_\_\_\_ DATE \_\_\_\_\_

JOB ASSIGNMENT \_\_\_\_\_ CAMPUS/AREA \_\_\_\_\_

BEGINNING DATE OF COURSE WORK \_\_\_\_\_

List courses to be approved:

NAME OF COLLEGE/UNIVERSITY	COMPLETE COURSE NUMBER	COURSE DESCRIPTION	SEMESTER HOURS
1.			
2.			
3.			
4.			

Reason for taking courses (graduate work, additional teaching field, etc.)

\_\_\_\_\_

★ Submission of degree plan to the Superintendent. \_\_\_\_\_  
(date submitted)

★ Employee must obtain the Superintendent's written approval of course(s) 10 - 30 days prior to enrolling. If you have been given prior approval to take a course in a previous year, but intend to take the course this year, you must get new approval from the Superintendent.

★ An official transcript or an official grade report verifying completion of course work must be submitted to the Superintendent by September 10 in order to receive payment. Payment for completed courses will be made in a lump sum payment with October paycheck.

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Superintendent's Approval Date