

POLICY

COLLINGSWOOD BOARD OF EDUCATION

CERTIFICATED STAFF
3412/Page 1 of 1
PLACEMENT ON GUIDE COLUMN

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The Board of Education encourages all teaching staff members to enroll in programs of advanced education and will provide additional compensation to those who successfully complete such programs.

The Board reserves the right to approve a change in the salary of a teaching staff member who meets the following standards for advanced studies:

1. Courses must have been offered by an accredited institution of higher education, except as this requirement is waived by the Superintendent;
2. Courses must be those offered for the attainment of a graduate degree or those specifically related to a member's assigned duties;
3. Courses must lead toward a degree that will contribute to the member's performance in this school district;
4. Course registration must be approved in advance by the Superintendent;
5. Courses must have been taken after the award of the last earned degree credited on the guide;
6. Course credit will be given on the salary guide only for the successful completion of the course, which may be demonstrated by an earned grade of "B" or better on a transcript submitted directly to the Superintendent by the institution in which the course was taken.

Where initial placement on the salary guide recognizes an employee's academic achievements by degrees conferred and credits awarded by an accredited college or university in accordance with Policy No. 3411, proof of academic achievement must be by official transcript issued by the college or university.

N.J.S.A. 18A:29-13

Adopted: September 26, 2005

