

**PROFESSIONAL ADVANCEMENT PROGRAM**

Statement of Purpose

This policy is intended to encourage the professional development of the professional staff, and to detail the manner in which such development will be compensated.

It is the desire of the school board to provide the most beneficial educational climate possible for the pupils in the schools of the district. The school board believes that professional staff should grow with and in their profession, keep abreast of sound teaching procedures and trends, and broaden their educational horizons. This, in turn, will benefit the pupils participating in the instructional program provided by the professional staff.

Statement of Policy

To encourage such professional development, the school board will make available a certain amount of money each year to help defray expenses for professional staff members who participate in the Professional Advancement Program by taking college courses. The Superintendent of Schools will be responsible for the administration of the program.

The following procedure shall be established to implement the program:

1. The course of study must be in an accredited educational institution, be approved in advance, and be directly related to or relevant to improving classroom procedures and/or curriculum.
2. This program does not apply to courses taken during a sabbatical leave or to courses paid for by other grants.
3. Reimbursement will be made at the cost per credit, but not to exceed the prevailing rate for graduate courses at the University of New Hampshire, for the successful completion of courses with a grade of "B" or better. Members may request reimbursement for up to two (2) courses/eight (8) credits per fiscal year. The Sanborn Regional School District shall apportion the funds equally in the Course Reimbursement Account semi-annually to ensure that all members have an opportunity to take courses and be reimbursed. Implementation must be consistent with school board policy. Institutional fees and charges over and above tuition costs will not be reimbursed. The fiscal year is from July 1 to June 30.
4. The application for reimbursement must be submitted through My Learning Plan along with the course registration or a receipt from the educational institution verifying cost per credit hour for tuition.

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5. Request for reimbursement must be made within ninety (90) days of course completion and prior to July 1.
6. Upon completion of the course with a grade of "B" or better and before reimbursement is made, an official grade report from the educational institution must be submitted through My Learning Plan completing your encumbered course form together with a receipt from the educational institution verifying payment.
7. Teachers who receive reimbursement for approved college courses and who return their contract unsigned or resign from the District for the year after taking the course and receiving the reimbursement shall refund the District for the cost of the course.

Original Effective: September 1, 1970

Revised: July 1, 1981

Revised; July 1, 1985

Revised: November 21, 1990

Revised: October 21, 1998

Revised: May 18, 2011