**Washington County School District**
121 West Tabernacle Street
Saint George, Utah 84770
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# District Policy 1900

## Professional Development

*Professional Development Washington County School District - Approved 11-10-98; Revised 1-13-04; Revised 3-9-04; Revised 11-11-08; Revised 10-10-17; Revised 6-18-19; Revised 2-24-20*

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### 1. Purpose

1.1. To recognize the need for a constantly improving, professionally trained, teaching staff.

1.2. To establish professional development standards and apply them through the DPDC.

1.3. To provide a process for review and recommendation of sabbatical leave candidates.

1.4. To establish Education Credit for purposes of compensation under the Certified Salary Schedule.

### 2. Policy

2.1. All education credit must be:

2.1.1. Taken after the teaching license was issued; AND

2.1.1.1. Acquired either from a college or university accredited by the Northwest Commission on Colleges and Universities; or

2.1.1.2. From an equivalent accrediting association recognized by one of the seven active regional accrediting agencies for educational institutions* in the United States as identified by the U.S. Department of Education on their official website at https://www2.ed.gov/admins/finaid/accred/accreditation_pg4.html; or

2.1.1.3. Through a program specifically approved by the District.

*The seven currently recognized Regional Accreditation Agencies are as follows:

- **Middle States Commission on Higher Education**, formerly part of the Middle States Association of Colleges and Schools - Postsecondary institutions in New York,

New Jersey, Pennsylvania, Delaware, Maryland, the District of Columbia, Puerto Rico, and the US Virgin Islands.

- **New England Association of Schools and Colleges**- Educational institutions in the six New England states (Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont).

- **Higher Learning Commission**, formerly part of the North Central Association of Colleges and Schools[7] - Educational institutions in Arkansas, Arizona, Colorado, Iowa, Illinois, Indiana, Kansas, Michigan, Minnesota, Missouri, North Dakota, Nebraska, New Mexico, Ohio, Oklahoma, South Dakota, Wisconsin, West Virginia, and Wyoming. Since 2006, the North Central Association has been part of AdvancED.

- **Northwest Commission on Colleges and Universities**(NWCCU) for postsecondary institutions in Alaska, Idaho, Montana, Nevada, Oregon, Utah, and Washington. Since 2012, the Northwest Accreditation Commission for primary and secondary schools has been a division of AdvancED.

- **Southern Association of Colleges and Schools**- Educational institutions in Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas and Virginia.

- **Accrediting Commission for Schools, Western Association of Schools and Colleges** - 4-year educational institutions in California, Hawaii, Guam, American Samoa, Micronesia, Palau, and Northern Marianas Islands, as well as schools for American children in Asia.

- **Accrediting Commission for Community and Junior Colleges**, formerly part of the Western Association of Schools and Colleges - 2-year educational institutions in California, Hawaii, Guam, American Samoa, Micronesia, Palau, and Northern Marianas Islands, as well as schools for American children in Asia.

2.1.2. Acquired outside of normal contract time: Because of the impact on students and substitute cost associated with contract time in-service, classes held on contract time shall not be used for education credit. Exceptions may be considered only after careful review of the impact by District-level administration, and are subject to prior approval of the Superintendent or superintendent's designee as documented on District Form 552. Exceptions must meet the following criteria: (revised 11-08)

- The credit must not be offered during student instructional time or require the services of a substitute teacher in the absence of the participant.

- The credit must be taken in as a District approved intervention effort, designed for school, District, or program improvement in order to meet; District, State, or federal mandates, avoid financial sanctions, or to improve student achievement.

- The credit will qualify for and be documented as accredited university or college credit.

- The credit is offered to all applicants who meet predetermined, objective, merit related criteria.

2.1.3. Related to teacher's current or probable future assignment.

2.2. Additionally, the following requirements must be met:

2.2.1. Bachelor's degree plus credit must be taken after the bachelor's degree was issued AND meet one or more of the following requirements:

2.2.1.1. Completed in 5000 series or higher college classes

2.2.1.2. Completed in classes required for a State teaching endorsement. Credit will be given only after all Utah State Office of Education requirements are completed for the endorsement. The following documents are required to verify eligibility and must be submitted with District Form 551 to receive credit under this paragraph:

2.2.1.2.1. An official copy of the university catalogue, department requirements, or statement outlining the course requirements for the endorsement;

2.2.1.2.2. An official copy of the transcript verifying satisfactory completion of the course work, and;

2.2.1.2.3. An official notice from the Utah State Office of Education certifying that the endorsement has been added to the educator's license.

2.2.1.3. Completed for a District endorsement, after all locally approved requirements have been met. Additionally, the classes must be accepted for credit on an official college or university transcript under conditions outlined under 2.1.1.

2.2.1.4. In addition to the above, a total of no more than six semester hours of 4000 series course work, taken after the bachelor's degree was issued, may be counted. For example, if an individual uses six semester hours of 4000 series classes (at his/her discretion) to advance to a bachelor's plus 20, that individual may not use additional discretionary 4000 series classes to advance to a bachelor's plus 30.

2.2.1.5. Completed for an additional teaching certification. Credit will be given only after all Utah State Board of Education requirements are completed for the new license certification.

2.2.2. Master's degree plus credit must be taken after the master's degree was issued AND meet one or more of the following requirements:

2.2.2.1. Completed in 6000 series or higher college classes

2.2.2.2. Completed in classes required for a State teaching endorsement. Credit will be given only after all Utah State Office of Education requirements are completed for the endorsement. The following documents are required to verify eligibility and must be submitted with District Form 551 to receive credit under this paragraph:

2.2.2.2.1. An official copy of the university catalogue, department requirements, or statement outlining the course requirements for the endorsement;

2.2.2.2.2. An official copy of the transcript verifying satisfactory completion of the course work, and;

2.2.2.2.3. An official notice from the Utah State Office of Education certifying that the endorsement has been added to the educator's license.

2.2.2.3. Completed for a District endorsement, after all locally approved requirements have been met. Additionally, the classes must be accepted for credit on an official college or university transcript under conditions outlined under 2.1.1.

2.2.2.4. In addition to the above, a total of no more than six semester hours of 5000 series course work, taken after the master's degree was issued, may be counted. For example, if an individual uses six semester hours of 5000 series classes (at his/her discretion) to advance to a master's plus 20, that individual may not use additional discretionary 5000 series classes to advance to a master's plus 36.

2.2.2.5. Completed for an additional teaching certification. Credit will be given only after all Utah State Board of Education requirements are completed for the new license certification.

2.2.3. District-sponsored endorsement areas: District-sponsored endorsement areas, specifically approved in advance by the Superintendent for education credit may count toward master's plus or bachelor's plus credit adjustments (as documented on District Form 552) upon completion of all required course work.

2.3. Education Credit Adjustments.

2.3.1. With the exception of education credit for masters or doctorate degrees, employees may not receive more than one education credit advancement per year.

2.3.2. The following deadlines must be met for education credit advancement:

2.3.2.1. Employees who plan to obtain education credit advancement must file the intent to do so with the Board of Education (Human Resource Department) by March 15th of the year preceding the contract year in which they plan to receive the advancement.

2.3.2.2. The contract change will not be made until the teacher has completed the credits necessary for the education credit advancement and submitted an official transcript of credit containing sufficient hours to qualify the employee for the education advancement. All coursework must be completed and transcripts together with other documents supporting completion of an endorsement, as appropriate, must be submitted by the 15th of September to receive education credit advancement in any particular year.

2.4. Majority Teacher Association Education Credit:

2.4.1. Based upon criteria agreed upon by the District administration, the School District will authorize up to one hour of education change credit each year up to a maximum of three total credits for one faculty representative per school and seven executive board members who participate in and complete the training provided by the Teacher Association. (Neg. 7-11-94) Requests must have prior approval.

2.4.2. If the administration refuses a request, the employee can request that the Professional Rights and Responsibilities Committee of the employee association review it with the administration.

2.5. Current and Historical Lane and Salary Adjustments for Education Credit

| Old Lane Prior to Sept 98 (Qtr Hrs) | Lane after Sept 98 (Sem Hrs) Education Credit 2017 | Education Credit After August 2018 (Sem Hrs) | Steps Adju Schedule f |
|---|---|---|---|
| BS + 20 | BS + 20 (Sem Hrs) | BS + 18 (Sem Hrs) | 2 Steps |
| BS + 40 | BS + 30 (SH) | BS + 36 (SH) | 2 Steps |
| BS + 60 | Masters | Masters | 2 Steps |
| MS + 20 | MS + 20 (SH) | MS + 18 | 2 Steps |
| MS + 45 | MS + 36 (SH) | MS + 36 | 2 Steps |
| MS + 60 | Doctorate | Doctorate | 2 Steps |

2.5.1. After September 15, 1998, employees who remain in the old salary lane will be indefinitely grandfathered at the corresponding level of education credit. A grandfathered employee's "Education Credit" is used as a point of reference only.

2.5.2. Grandfathered employees will not be artificially credited with the extra academic credit hours by virtue of being associated with the education credit level.

2.5.3. Employees, who plan to advance beyond their grandfathered education credit level, must complete all additional credit hours identified with education credit advancement level.

2.6. Pay Setting and Education Credit Change Requirements for Non-Traditional Certified Employees

2.6.1. The Utah State Board of Education provides the opportunity to receive non-traditional educational certification for individuals with qualifying occupational work experience or a combination of education and work experience. Certificates are limited to those courses listed on the State-endorsement list. The District will compensate educators certified through the non-traditional certification process at step one of the BS salary education credit level. Within the relevant conditions of District Pay Policy and Procedure 1200, years of experience in excess of those required for State certification may be credited toward step advancement at a rate of two complete years of directly related experience for one step advancement.

2.6.2. The District will allow credit for course work toward education credit change if the course work was obtained after appointment and is otherwise in accordance this policy.

## 3. Procedure:

### 3.1. Definitions:

3.1.1. Endorsement Areas: Endorsement areas are approved areas of focused, sequential courses. They may be either higher education or District-sponsored endorsement areas. Currently accepted endorsements include but are not limited to: Gifted and Talented, Special Education, Math, Media, Reading, Early Childhood, English as a Second Language/Bilingual. Additionally, endorsements may be approved unique to career and technology education or other specialized areas. These and others will be posted on the Internet site www.wash.k12.ut.us.

3.1.2. Stipend: A stipend will be considered as an hourly payment or honorarium for attendance.

3.1.3. Honorarium: An honorarium will be considered a payment fee, not a reimbursement for expenses.

3.1.4. Approval: Includes recommendation by the District Professional Development Committee (DPDC), the District Level Director over the subject area, and approval by the Superintendent.

3.2. An ad hock committee to review requests for sabbatical and one-year leave of absences in accordance with the provisions of WCSD Policy 1330-3.1.7.will consist of up to: Director of Curriculum Development, Director of Human Resources, three school administrators, one program administrator, and four teachers and meet annually as needed. Teachers selected for the committee (DPDC) will be representative of the teaching staff of the District-levels and specialty areas.

3.3. Instructor Compensations: Compensation for District instructors in District-sponsored courses conducted outside of contract hours will be reflected in compensable time off or as a stipend based on the current hourly in-service curriculum development rate, plus the same rate for an agreed upon number of preparation hours not to exceed the total number of hours of instruction. An instructor may elect to receive credit in lieu of pay the first time he/she teachers a particular course, if that practice is approved by the sponsoring institution of higher education.

3.4. District Endorsement Area Approval Process.

3.4.1. To be eligible for education credit consideration, under paragraph 2.2.3, District Endorsement Areas must receive prior approval as documented on District Form 552.

3.4.2. Instructors must verify that each semester hour of credit requires a minimum course work time of 15 hours of class time and 30 hours out-of-class time.

3.4.3. Courses offered to the District and using District facilities must have prior approval. Requests for use of District facilities must be made on District form 552 (Professional Development Course Approval Form). Approval will not be granted unless the form is completed and signed by the person making the request. If the applicant is a group, the person signing the application must state the name of the group making the request.

3.4.4. After submitting District form 552, the Director of Human Resources and the Director of Curriculum Development shall (1) recommend approval; (2) recommend disapproval; or (3)

recommend approval subject to conditions. The chair shall sign the request and forward to the Superintendent.

3.4.5. District-approved courses must still meet other requirements identified in this policy to qualify for education credit changes.

3.4.6. District endorsement area approvals will be posted on the Web site and reviewed annually to determine eligibility for renewal.

3.4.7. Any District educator may request authorization to teach a course which he/she is qualified to teach.

3.5. Exceptions to any of the above policy or procedures must be brought to the Superintendent for approval.

## Attachments:

Form 552

Form 504

Form 551

Form 503

Inservice Overview of Time Standards