

Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

**Policy Statement #6110 (Personnel) of the Board of Education  
Regarding the Reimbursement of Tuition, Coursework, and Training  
for Certificated and Educational Support Employees**

- I. Purpose
  - A. To ensure the reimbursement of tuition, coursework, and training for certificated and educational support employees in specific situations
- II. Definitions
  - A. Educational support employees – employees who hold positions that do not require a Maryland State Department of Education certificate.
  - B. Coursework cost – tuition paid for the cost of pre-approved college coursework, including Continuing Education Units, to maintain required licenses for selected employees.
  - C. Certificated employees – employees who hold positions that require a Maryland State Department of Education certificate.
  - D. Training fees – fees paid for the cost of pre-approved training to keep employees current in their respective fields and trades.
  - E. Tuition cost – tuition paid for earning college credit, excluding associated costs such as textbooks, registration, and campus fees
- III. Policy Statement
  - A. The Board of Education values the continuing professional development of its employees and is committed to reimbursing certificated and educational support employees for the tuition cost of pre-approved college coursework, and training in accordance with the appropriate negotiated agreement.
- IV. Delegation of Authority
  - A. The Superintendent of Schools is directed to develop administrative procedures to implement this policy in accordance with all local policies, local, state and federal laws and regulations, and employee negotiated agreements and to communicate this policy and accompanying procedures to all relevant parties.
- V. Exceptions
  - A. There are no exceptions to this policy. However, the Board, by majority vote, may temporarily suspend all or part of this policy. Suspension of all or part of this policy, however, in no way relieves the Board of its obligation to comply with the pertinent local, state and federal laws and regulations, the rules and regulations of the Maryland

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Originally Adopted: 10/27/1997

Revised: 7/13/2006; 7/9/2009; 7/12/2012; 7/09/15; 8/8/19; 9/14/23

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State Board of Education and the Maryland State Department of Education and negotiated employee agreements.

VI. Review

- A. This policy will be reviewed at the end of four years, or sooner, if approved by majority vote of the Board of Education in public session.

VII. Effective Date

- A. This policy is effective September 14, 2023.

Citations

State Law:

State Reg.:

Federal Law:

Adm. Reg.:

Neg. Agr.: Agreement between the Calvert Education Association and the Board of Education of Calvert County

Agreement between the Board of Education of Calvert County and the Calvert Association of Supervisors and Administrators

Agreement between the Calvert Association of Educational Support Staff and the Board of Education of Calvert County

Other Citation:

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