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431 - INTERNAL CREDIT POLICY

Continuous improvement of teaching skills and abilities is part of the mission of the Detroit Lakes Schools. As part of the effort to achieve that mission the Detroit Lakes Public Schools has adopted an Internal Credit program.

The internal credit program provides a method of offering classes to teachers designed to improve teaching skills. By completing an internal credit class teachers shall have the opportunity to earn lane change credit that can be applied to the salary schedule of the Detroit Lakes Public Schools – EMDL Master Agreement.

Internal Credit Class Requirements and Conditions

1. Classes must provide a minimum of twelve (12) hours of instructional classroom time.
2. Participants will take classes on a voluntary basis.
3. Instructors will teach courses on a voluntary basis.
4. Before a course can be offered an Internal Credit Course Request form must be completed and submitted to the Education Director. The request must be approved by the District Council and the Education Director at least four weeks prior to the first session of the class.
5. When approved, the instructor will be responsible for any internal credit advertising of the class, registration of participants, teaching the class and certifying class completion to the Education Director.
6. In order for a class to be offered there must be a minimum of nine paid participants. Exceptions can only be granted by the Education Director. Pre-registration must be completed at least one week prior to the first session. All fees are due and payable at the first session.
7. Classes must take place outside of the teacher contracted hours.
8. The cost for a class shall be \$60 for each participant. A \$5.00 late fee will be assessed after the first meeting of the class. No refunds will be made after the first session of the class.
9. The instructor shall submit all fees collected to the District Business Office the day following the first session.
10. Instructors shall be paid \$540 for teaching a class. In lieu of the \$540 stipend the instructor may choose to receive one credit towards lane change on the salary schedule. The credit option may only be done one time. All other courses taught must be for the stipend payment.
11. Participants are expected to attend all class sessions. Excused absences will only be allowed for illness and family emergencies. Failure to attend all sessions exceed for excused absences shall result in not internal credit being granted.

12. Credit for class will not be given until all projects or other requirements of the course have been completed and approved by the instructor. The instructor shall send a list of all participants who have successfully completed the class to the Education Director who will issue completion certificates.
13. Internal credit classes may be used for recertification renewal units on an hour for hour basis.
14. If class size limits are set, teachers from the Detroit Lakes Public Schools shall be given priority over other individuals not employed as teachers by the Detroit Lakes Public Schools.
15. Participants who are required by the District to take a class, but who do not wish to take the class for credit, shall be paid an hourly rate based on the curriculum writing rate of pay.