



Book	Current Board Policies
Section	G: PERSONNEL
Title	Professional Staff Development Opportunities
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PROFESSIONAL STAFF DEVELOPMENT OPPORTUNITIES

Encouragement shall be given to professional personnel to attend training, take courses, belong to organizations and read literature regarding innovative practices and the solving of instructional problems.

The Board will provide for professional growth through the following:

1. Planned in-service programs and workshops offered within the School District
2. Release time for attendance at conferences, workshops and educational meetings.
3. Advancement on the salary schedule will be provided for with additional education or training in accordance with Board policy.

Reimbursements for expenses related to conferences and visitations will be as approved by the superintendent of schools in accordance with Board policy, provided such expenses are within budget allocations for the purpose.

Tuition Reimbursement - All professional staff development opportunities and reimbursement of expenses are dependent upon budgetary allocations and the availability of funds. Annually, the Board will budget funds based upon the economic agreement to be used for the tuition assistance program. Tuition assistance will be paid to certificated staff members who successfully complete preapproved college hours at accredited colleges and universities. The District will reimburse staff members working towards a first Master's degree in education for a total of six (6) credit hours per year at University of Missouri-St. Louis (UMSL) rates upon their presentation of a copy of the tuition bill and evidence that they have successfully completed (with an A or B grade) the course(s). Staff members must complete an application for tuition reimbursement and submit it with the receipt and transcript/grade report to the Human Resource Center. Reimbursement deadlines for each semester are as follows:

Summer Semester – September 15
 Fall Semester – January 15
 Spring Semester – June 15

Failure to submit the materials required for reimbursement by the deadline dates above will not result in non-payment of any reimbursement. However, missing the deadlines above will push payment of any reimbursement owned to the next semester period. All

tuition will be reimbursed at the UMSL tuition rate in effect during the semester in which the hours were earned. Any classes not completed by June 15 will be considered a summer semester class for purposes of this policy. Any tuition reimbursement request received after June 15 will be held until July 1 and processed in the next fiscal year. If there is a problem obtaining a transcript/grade report by the deadline, a letter from the university is needed stating the delay was beyond the staff member's control.

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