District: Coahoma County School District
Section: G - Personnel
Policy Code: GADA - Professional Staff Continuing Education

PROFESSIONAL STAFF CONTINUING EDUCATION

This school district seeks to maintain a well-qualified professional staff and encourages its teachers to improve their individual competence through appropriate continuing education programs. The superintendent shall be responsible for developing continuing education guidelines for professional staff. The following shall be considered in developing such guidelines:

1. Consideration of the Mississippi Professional Development Model, available from the Mississippi Department of Education;

2. Emphasis on, and a definition of, appropriate continuing education;

3. Categories / qualifications of professional employees to whom the guidelines will apply;

4. Availability of funds for reimbursement of tuition and/or other costs;

5. Factors to be used in determining if the continuing education course/program/activity qualifies for reimbursement;

6. Application procedure for reimbursement of tuition and/or other expenses; and,

7. Other factors as deemed appropriate for this district.

Persons who possess two (2) years of classroom experience as an assistant teacher or who have taught for one (1) year in an accredited public or private school shall be allowed to fulfill student teaching requirements under the supervision of a qualified participating teacher approved by an accredited college of education. The local school district in which the assistant teacher is employed shall compensate such assistant teachers at the required salary level during the period of time such individual is completing student teaching requirements. ' 37-3-2 (6) (a)

LEGAL REF.: MS CODE as cited
CROSS REF.: Policies CK - Administrative Personnel Professional Development
GAD - Professional Staff Development
GADD - Beginning Teacher Support Program

STAFF DEVELOPMENT/TUITION REIMBURSEMENT

It shall be a policy of this district to implement and fund a comprehensive staff development program in accordance with State Department of Education regulations.

As part of the rules and criteria for the renewal of teacher certificates in all fields, every

certified teacher shall:

1. Be required to successfully complete the prescribed in-service training staff development plan approved by the Commission on School Accreditation as provided in Section 37-17-8, Mississippi Code of 1972. This plan shall include means of addressing needs for improvement as determined through the evaluation of on-the-job performance; or

2. Complete coursework for credit prescribed by the commission at an accredited college or university; or

3. Programs and curriculum developed by the Board of Trustees of State Institutions of Higher Learning to instruct teachers in student dropout prevention techniques and the latest nontraditional approaches, including meeting individual needs of students through the following nontraditional modes of instruction: integrated, holistic curriculum; whole-language instruction; collaborative learning; peer tutoring; values development and clarification; use of rich science and social studies resources; mathematics manipulatives; discovery learning; computer-based technology; video technology and other technology; and other means for every school-age child in the state; or

4. A combination of (a), (b), and (c) as determined by the commission. §37-3-2 (14-16)

The granting of a certificate shall not be deemed a property right or a guarantee of employment in this public school district. A certificate is a privilege license minimal eligibility for teaching in the public schools of Mississippi. This section shall in no way alter or abridge the authority of this school district to require greater qualifications or standards of performance as a prerequisite of initial or continued employment in this district. §37-3-2 (20) 1994

Furthermore, the Coahoma County School Board of trustees and the administration recognize that professional personnel may have opportunities to enhance their teaching abilities in the critical areas of language arts, social studies, science, mathematics, technology, and National Board Certification by taking worthwhile course work at institutions of high learning or participating in high quality professional development activities related to respective teaching areas. Subject to the availability of Title I, II, and Title VI funds, certified teachers can be reimbursed for tuition and the cost of books and/or paid stipends for professional development.

Certified teachers who have been approved by Coahoma County School District's Superintendent to enhance their knowledge of content and teaching strategies in language arts, social studies, science, mathematics, technology or a course required for National Board Certification shall be reimbursed for the cost of tuition and books as indicated below:

1. Certified teachers can be reimbursed for a maximum of 6 semester hours per semester and 3 semester hours per session during the summer. (Certified teachers who accept reimbursements must sign a memorandum of agreement to remain with Coahoma County School District for a minimum of two (2) years.)

2. Certified teachers can be reimbursed for the cost of textbook(s) required for the course.

3. Certified teachers must provide valid receipts for tuition cost and textbook(s) cost.

4. Certified teachers must earn a grade of B or better as evidence by a copy of the grade report from the college or university providing the instruction.

5. Certified teachers cannot enroll in courses during the regular scheduled school day.

6. Certified teachers may be paid a stipend of $125.00 per day for participation in professional development activities on any day other than a regular school day (i.e., Saturday or School Holidays).

Subject to the availability of Title I, II, and Title VI funds, para-professionals (assistant teachers) employed in the Coahoma County School District may be reimbursed for the cost of tuition and books for post-secondary course-work towards an associate degree, bachelor's degree and/or certification in teacher education as indicated below:

1. Assistant teachers can be reimbursed for a maximum of 6 semester hours per semester and 3 semester hours per summer session. (Assistant teachers who accept reimbursements must sign a memorandum of agreement to remain with Coahoma County School District for a minimum of two (2) years.)

2. Assistant teachers can be reimbursed for the cost of textbooks(s) required for course.

3. Assistant teachers must provide valid receipts for tuition cost and textbook(s) cost.

4. Assistant teachers must earn a grade of B or better and provide an official transcript from the college or university where course work was completed.

5. Assistant teachers cannot enroll in courses during the regular scheduled school day.

6. Assistant teachers may be paid a stipend of $80.00 per day for participation in professional development activities on any day other than a regular school day (i.e., Saturday or School Holidays).

REQUEST FOR COURSE WORK FINANCIAL SUPPORT
APPLICATION FOR TITLE II FUNDS FOR COLLEGE TUITION
GADA-P Title II Professional Development Program Opportu.pdf
GADA-P (November 2008)
TITLE II PROFESSIONAL DEVELOPMENT PROGRAM OPPORTUNITIES

1. Title II funds may be used to pay expenses for school employees enrolling in Institutions of Higher Learning schools of education provided that training is designed to improve classroom instruction and that participation in the course(s) is consistent with Coahoma County School District's overall plan for professional development

    a. Financial assistance may be provided to teachers or other instructional staff to pursue degrees/advanced degrees. Recipients must meet the district

requirements as outlined in the Request for Course-work Tuition Assistance and must be approved through the district application process.

2. Title II funds may also be used to provide financial assistance for teachers to become certified by nationally recognized professional enhancement programs, e.g. National Board Certification. Financial assistance is limited to the cost of the process fee. Request for financial assistance must be made in writing by the applicant and must be approved through the district application process.

Adopted Date: 11/1/2008
Approved/Revised Date: 5/13/2014

COAHOMA COUNTY SCHOOL DISTRICT
TITLE II PROFESSIONAL DEVELOPMENT PROGRAM

REQUEST FOR COURSE WORK FINANCIAL SUPPORT

For the acquisition of financial support for college COURSE WORK under the Title II Professional Development Program, I understand that the following guidelines must be met:

PARTICIPATION REQUIREMENTS

1. Participant must be an employee of the Coahoma County School District.
2. Participant agrees to remain an employee of the Coahoma County School District for at least two (2) years after financial support or after certification is obtained.
3. Only mathematics, science, computer technology, and reading courses will be considered for reimbursement
4. In grades K through 6 and Special Education, participants must be training to be certified or re-certified in teacher education.
5. In grades 7 through 12, participants must be interested in mathematics and/or science and training to be certified or re-certified in science or mathematics.
6. Participant will pay fees and the District will reimburse him/her.

REIMBURSEMENT REQUIREMENTS

1. An official copy of the transcript or grade report showing completion of course and passing grade of at least a "B" must be brought to the office within one (1) month of completion of course. Failure to do so will result in the amount being deducted from participants' payroll check, if the district is billed by the University:
2. Receipt of course(s) taken, showing that the bill has been paid in full (bills paid by grants of any kind will not be reimbursed);
3. Receipt of textbook purchase including name of textbook:
4. Reimbursements are not to exceed 2 courses per semester, fall or spring, and one course per summer term.

The guidelines have been explained to me and I do agree to and understand them.

PARTICIPANTS SIGNATURE_____DATE_____

FEDERAL PROGRAMS DIRECTOR_____DATE_____

SUPERINTENDENT OF EDUCATION_____DATE_____

COAHOMA COUNTY SCHOOL DISTRICT
APPLICATION FOR TITLE II FUNDS
FOR COLLEGE TUITION

NAME_____ Date_____

Address _____City_____

State_____ Zip Code _____ Phone _____

Social Security Number _____ Base School _____

Number of Years in District_____ Present Assignment_____

School Attending _____

Semester Fall_____ Spring_____ 1st Summer____ 2nd Summer_____ Year _____

Name of Course(s) to be taken:

1. _____ ( )undergraduate ( )graduate
2. _____ ( )undergraduate ( )graduate

Reasons for Requesting Title II Funds:

_____
_____
_____
_____
_____

Principal's Signature_____

School Improvement Plan Yes_____ No _____

AN APPLICAION AND ALL PRELIMINARY INFORMATION MUST BE COMPLETED, SUBMITTED AND APPROVED BEFORE REGISTERING FOR CLASSES.

All first time applicants must attach a copy of college transcript and/or program of study to this application.