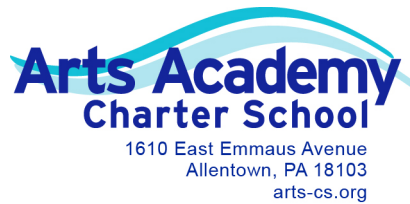


Adoption Date:	08/18/2014
Revision Date(s):	



Board Policy 7.9

Tuition Reimbursement / Professional Development

Our philosophy at AACCS is to encourage continued professional development through many pathways, including in-house provisions, webinars and trainings through the IU and SAS, as well as through college coursework.

Credit-Bearing Coursework / Coursework Towards Advanced Degrees

Reimbursement for postsecondary coursework will be provided to teachers, administrators and/or professional staff members with the following restrictions:

1. An employee is not eligible for tuition reimbursement during first year of employment.
2. All coursework must be directly aligned with the position that the teacher, administrator or professional staff member is currently holding in the school and designed to enhance the professional skills of the teacher/administrator/professional staff member.
3. Beginning the second year of employment the employee is eligible for reimbursement via the parameters set forth below:
 - a. \$500 per approved course, \$1,000 maximum per academic year.
 - b. The employee shall only be reimbursed for grades of A or B.
 - c. Reimbursement is for tuition only, not any other associated costs (reimbursement is not available for travel costs, fees, textbooks, etc.).
 - d. The employee must submit official documentation from the postsecondary institution showing the amount to be reimbursed and the grade(s) achieved in the course.
 - e. The proper approval paperwork must be completed and submitted as directed, as well as the post-course filing of transcript/grade.
 - f. Reimbursement comes after all of the above is complete.

An employee must continue to be employed by AACCS for two (2) years beyond the date of reimbursement. In the event that the employee ceases to be employed by AACCS within one year of receiving reimbursement, the employee is responsible for repaying the tuition reimbursement amount in full. In the event that the employee ceases to be employed by AACCS within two (2) years after receiving reimbursement but after more than one year after receiving reimbursement, the employee shall be responsible for paying half (1/2) of the amount of reimbursement received.

Adoption Date:	08/18/2014
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Continuing Professional Education

The Executive Director may approve reimbursement of or payment for professional development seminars and/or courses that will enhance the teacher/professional staff member's skills in his/her current position and/or provide fundamental knowledge in an area related to his/her current duties. Such payment/reimbursement is dependent upon available funding. In approving such reimbursement/payment, the Executive Director will consider such factors as: 1) the cost of the program; 2) the value of the content to the school and the teacher/professional staff member; 3) the distance and length of the program; and 4) the amount of reimbursement already received by the requesting employee during the current school year.