

**PARK COUNTY SCHOOL DISTRICT #6
BOARD OF EDUCATION POLICY**

CODE: GCB-R-2: PM

PROFESSIONAL STAFF CONTRACTS AND COMPENSATION PLANS

ADVANCED DEGREE/LANE ADVANCEMENT
Conditions Governing Eligibility for Salary Increment

Teachers applying salary increments for B.A.+ 15, +30, +45, M.A., M.A. + 15, +30, +45, +75, must meet the following requirements:

1. Certified personnel who plan to acquire enough hours to move on the salary schedule must notify the superintendent by May 1 before the anticipated year. Evidence of courses completed for advancement on the salary schedule must be submitted to the superintendent's office no later than September 10th of the following school year, with transcripts or other official documents showing credits earned.
2. Credits earned will be measured in semester hours. One-quarter hour will equal 2/3 of one semester hour.
3. All credits earned must be graduate credits*, and must be earned from an accredited institution granting graduate credits. No more than one third (1/3) of the hours for each horizontal advancement on the salary schedule may be workshops, coaching clinics, and/or conferences.
4. All courses applied to lane advancement must be related to the current teaching assignment or courses specifically oriented to improve instructional skills.
5. Graduate credit earned via television/internet may be used for salary increment advancement. All requests for television credit classes must be submitted to the superintendent, in writing, for approval before the class begins. Each request will be evaluated for approval on a case-by-case basis by the superintendent or designee. Generally, all courses approved must be rigorous in nature, designed to improve instructional capabilities, and/or oriented to the content teaching assignment of the teacher seeking approval for the television/internet course.
6. All persons taking graduate level course work for the purpose of lane advancement should submit an Application For Prior Credit Approval For Lane Advancement to secure pre-approval of coursework. (available at each building's office)
7. Staff Academy Credits initiated and offered by Park County School District #6 will be allowed for lane advancement.
8. Repeated courses may not be used for lane advancement.
9. State department credit cannot be applied toward lane advancement.

*Undergraduate courses may be considered for lane advancement, in rare cases. Staff seeking to take undergraduate courses for the purpose of lane advancement must schedule a meeting with the superintendent to determine lane advancement applicability.

Adopted: 12/16/97

Revised: 3/16/99

Note: If you do **NOT** complete the intended coursework, and do **NOT** plan to make a lane change, you **MUST** notify the Human Resources Office.

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FORM B

APPLICATION FOR SALARY SCHEDULE LANE ADVANCEMENT

Name _____

Present Lane _____ Requested Lane _____

Application for credits being considered for lane or degree advancement.

Institution	Course Number	Course	Year	Semester Hours

Please group the credits that you believe apply directly to your field of teaching. Written data supporting a course description will be helpful in considering your application.

Attach grade cards or transcripts of credits listed above.

Approved _____ Approved pending receipt of final transcripts _____ Denied _____

Date: _____

Superintendent or Designee Signature _____

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FORM A

APPLICATION FOR PRIOR CREDIT APPROVAL FOR LANE ADVANCEMENT

Please fill out this form and return it to the Superintendent/designee prior to registering for the course.

Name _____ Date of Application _____

Lane level for which these courses would apply:

_____ BS +15	_____ BS + 30	_____ BS + 45
_____ Masters	_____ MS + 15	_____ MS + 30
_____ MS + 45	_____ MS + 75	

NOTE: Credits to be applied for lane advancement must be part of an approved graduate level program showing a letter grade on the transcript. Upon completion of sufficient credits to request a lane advancement to the next salary lane, please submit official transcripts to the Human Resources Office.

Please list all course titles, semester hours, and institutions for all graduate level courses you are seeking to use for lane advancement on the salary schedule.

<u>Date</u> Course <u>Begins</u>	<u>Date</u> Course <u>Ends</u>	<u>Course</u> <u>Number</u>	<u>Graduate</u> <u>Level (Y/N)</u>	<u>Course</u> <u>Title</u>	<u>College or</u> <u>University</u>
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Briefly, describe how the course(s) you are requesting for approval apply to your assigned area of teaching or how the course(s) will improve your instructional skills.

- _____ Courses for lane advancement are approved.
- _____ Approved pending receipt of final transcripts. (Must be graduate level credits.)
- _____ Not approved.

Superintendent or Designee Signature _____

Date _____

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