

POLICY 5-7.5 LICENSED AND CLASSIFIED PERSONNEL: PROFESSIONAL DEVELOPMENT REIMBURSEMENT

Hanover County School Board full-time and part-time (.5 FTE or greater) employees are eligible for reimbursement of tuition for college course work or registration for conferences, seminars, and workshops, as related to the individual's professional growth plan. In order to be eligible for assistance, the employee shall submit a five-year professional growth plan consistent with school division and individual school goals to his principal or immediate supervisor for approval as part of the evaluation plan. The professional growth plan must address short-term and long-term growth and development opportunities, assessment of performance, improvement of instruction, and professional responsibility. The plan shall be updated annually and filed with the office of human resources.

The level of professional development reimbursement shall be established through the annual budget process.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, § 22.1-78.
Recodified: August 2000, Amended: March 14, 2001

ACCOMPANYING REGULATION

REGULATION 5-7.5 LICENSED AND CLASSIFIED PERSONNEL: PROFESSIONAL DEVELOPMENT REIMBURSEMENT

In order to promote professional development needs and to support individual growth plans, all employees are eligible for professional development reimbursement as established through the annual budget process. Part-time employees are eligible for a pro-rated amount of that established for full-time employees.

Application Procedure

Full-time and part-time (.5 FTE or greater) contracted employees shall file application for tuition assistance reimbursement prior to the activity to ensure that approval is granted and that revenues are available.

All requests must be consistent with the employee's five-year professional development plan and must be endorsed by the employee's principal or immediate supervisor, with final approval subject to review by the assistant superintendent of human resources or his designee.

Reimbursement requests must be submitted no later than 90 days following the completion of the activity.

Assistance Allotment

The division superintendent shall determine through the annual budget process the amount of professional development assistance available for qualifying employees.

Conditions of Assistance

Should requests for professional development assistance exceed available funds, priority for making awards will be based on:

1. Endorsement need.

2. Licensure renewal need.
3. Appropriateness of course work or professional development activity to position with HCPS.
4. Advanced degree.

Employees who resign from employment with the School Board prior to reimbursement will not receive payment. Employees who receive the maximum annual professional development allotment shall sign an agreement to work in HCPS one (1) year after receipt of the assistance. An employee who fails to meet this requirement shall reimburse the school system the amount received.

Amended March 14, May 9, 2001

POLICY 5-7.6 LICENSED PERSONNEL: ASSISTANCE FOR MEETING REQUIREMENTS FOR ADDITIONAL ENDORSEMENTS

Hanover County School Board licensed personnel who are interested in pursuing added endorsements in the critical teaching shortage areas of Mathematics, Physics, Earth Science, Physical Science, Chemistry, Biology, Latin, German, and Special Education (Emotionally Disturbed and Learning Disabilities), or such other areas as the School Board from time to time recognizes, or who need courses to complete licensure with an endorsement in an area of critical shortage, may be granted financial assistance in any one of these specific areas subject to eligibility for assistance criteria. In order to be eligible for the assistance, the teacher must have at least six (6) semester hours toward the specific requirements established by the Virginia Board of Education to meet the endorsement, and must agree to teach for a specified period of time in the Hanover County Public Schools after endorsement requirements are met. A teacher may receive a scholarship for two (2) consecutive years. Scholarships for any teacher shall not exceed \$1,000 per year.

Recodified August 2000

ACCOMPANYING REGULATION

REGULATION 5-7.6 FINANCIAL ASSISTANCE FOR ADDITIONAL ENDORSEMENTS

Application Procedures

Professional personnel shall file applications for scholarships for receiving additional endorsements in the specific areas listed in Hanover County School Board Policy 5-7.6 between June 1 and June 30 of each year. Applications shall show the courses that are to be taken, the year in which it is anticipated they will be taken, and the projected costs.

After all applications are received, the division superintendent or his designee shall review and select the recipients of the scholarships.

Teachers who are seeking endorsement in the areas of most critical shortage shall receive top priority. Teachers who will meet endorsement requirements in the shortest period of time shall receive next priority.

Assistance Allotment

The division superintendent or his designee shall determine the amount of the scholarship for each awarded according to the applicants' needs. Scholarships shall be applied to those classes that meet specific requirements set by the Virginia Department of Education for certification in the specified areas.

Conditions of Assistance

Those teachers who receive scholarships totaling \$1,500 to \$2,000 shall sign an agreement to teach in the school division for three (3) contract years after the completion of the endorsement. A teacher who receives scholarships totaling \$1,000 to \$1,500 shall sign an agreement to teach in the school division for two (2) years following the completion of the endorsement. A teacher who receives scholarships totaling \$500 to \$1,000 shall sign an agreement to teach in the Hanover County School system for one (1) year following completion of the endorsement. In each case the agreement shall contain a provision for a pro rata reimbursement to the School Board of the scholarship received if the teacher does not complete the endorsement within three (3) years of receiving the initial scholarship or fulfill the teaching responsibility provided in the policy and regulations for teacher scholarships. Scholarships are awarded with the understanding that upon completion of the endorsement a teacher may be assigned to a position wherever a critical shortage exists.

Yearly Limit of Assistance Grants

No more than five (5) new grants shall be made in any one fiscal year from local funds.

Completion of Teaching Requirements

If a teacher who has received scholarship assistance does not fulfill the required number of teaching years after completion of the endorsement, that teacher shall reimburse the School Board a pro rata amount of the scholarship assistance received in

proportion to the amount of time taught. If a teacher receives a scholarship(s) as provided herein, and fails for any reason to meet endorsement requirements within three (3) years of receiving the initial scholarship, that teacher shall reimburse the Hanover County School Board the amount of the scholarship(s) received or shall teach the required time in the school division as provided in the Conditions of Assistance section of this Regulation.

Amended August 21, 2001

HANOVER COUNTY SCHOOL BOARD
SCHOLARSHIP APPLICATION - Area of Critical Shortage

NAME _____ DATE _____

SCHOOL _____

Present Endorsement(s) _____

Area of critical shortage for which endorsement is being sought:

List specifically required classes previously completed:

Number	Name	College

List specifically required classes to be taken, when they will be taken, cost of classes, and college at which they will be taken:

Class Number	Name	Year to be Taken	College	Tuition
Total Tuition:				

This application is to be filed in the office of human resources of the Hanover County Public Schools between June 1 and June 30 of each year.

I agree to abide by the requirements of the Hanover County School Board Policy and Regulations should I receive a scholarship under the scholarship assistance in areas of critical shortage.

Teacher _____ Date _____

For Office Use:

Scholarship granted in the amount of _____ Scholarship denied.

Approved by School Board: _____ Date _____

HANOVER COUNTY SCHOOL BOARD
EDUCATIONAL ASSISTANCE AGREEMENT

THIS AGREEMENT, entered into this _____ day of _____, by _____, a teacher employed by the Hanover County School Board (the "School Board") and school board (hereinafter "the teacher").

WITNESSETH:

In consideration of educational assistance provided to the teacher by the Hanover County School Board in the amount of _____, the teacher agrees that if he/she leaves School Board employment for any reason, including resignation or termination, prior to _____ years after completion of endorsement, he/she will pay to the School Board a proportionate amount of the total paid by the Hanover County School Board. Such amount shall be prorated on a weekly basis with reference to the length of time remaining in the time period referred to above and in Hanover County School Board Policy and Regulations regarding teacher educational assistance.

If the teacher fails for any reason to meet endorsement requirements prior to _____ (three years from date of receipt of initial scholarship), and if he/she leaves School Board employment for any reason, including resignation or termination, prior to _____ years after the three-year period has elapsed, the teacher shall pay to the School Board a proportionate amount of the total paid by the School Board, prorated as stated above.

WITNESS the following signature:

_____ (SEAL) _____
Signature **Date**