

administrative guidelines

BOARD OF EDUCATION
PORT WASHINGTON-SAUKVILLE PUBLIC SCHOOLS

PROFESSIONAL STAFF
3120.02 / page 1 of 6

CREDIT FOR ADVANCED GRADUATE COURSEWORK OR EQUIVALENT

- I. The Port Washington-Saukville School District Board of Education encourages professional staff members to participate in advanced graduate credit programs to enhance instruction and student learning. Therefore, the Board supports additional compensation for approved advanced graduate credits or approved equivalent taken by staff members, as determined by the Superintendent or designee and outlined in this administrative guideline.
- II. Requirements that apply to courses taken for graduate credit include:
 - A. Credit or reimbursement is available for approved graduate credits taken by professional staff members while employed by the District.
 - B. The staff member must have an approved Master's Degree Plan or Teacher Specialist Plan on file, as outlined in this guideline.
 - C. The staff member must obtain prior approval for each course, as outlined in this guideline.
 - D. Graduate credits must be from an accredited university/college with a proven record of successful academic learning.
 - E. Graduate credits should be transferrable to the classroom and aligned to the District's areas of focus, culturally-responsive Tier 1 instruction, and/or Professional Learning Communities; and/or taken as part of an approved master's degree program.
 - F. Online courses must meet the required educational rigor and have a collaborative component, as determined by the Superintendent or designee.
 - G. Credit or reimbursement will only be granted for approved courses when a grade of A, B, or Pass is earned.
- III. Requirements that apply to graduate credit equivalency include:
 - A. Graduate credit equivalency may be requested, with approval being determined by the Superintendent or designee, for coursework taken by professional staff members while employed by the District. When approved, a general rule is that 15 hours of coursework is equivalent to one (1) graduate credit.
 - B. The staff member must have an approved Teacher Specialist Plan on file, as outlined in this guideline.

administrative guidelines

**BOARD OF EDUCATION
PORT WASHINGTON-SAUKVILLE PUBLIC SCHOOLS**

**PROFESSIONAL STAFF
3120.02 / page 2 of 6**

- C. The staff member must obtain prior approval for each course, as outlined in this guideline.
 - D. Graduate credit equivalency should be transferrable to the classroom and aligned to the District's areas of focus, culturally-responsive Tier 1 instruction, and/or Professional Learning Communities.
 - E. The staff member will be required to use one of the two methods listed below to document how they will transfer their learning into their instructional practice:
 - 1. If the class offers an option for an in-class presentation with peers to showcase learned knowledge, the staff member may submit a copy of that presentation/paper to the Superintendent's Office upon completion of the course in order to receive the credit equivalency.
 - 2. Alternately, upon completion of the coursework, the staff member may provide a reflective summary of their key takeaways and how they will apply this learning to their instructional practice. The staff member would need to share this reflective summary with at least two colleagues, and obtain signatures from them. The staff member would then need to submit the summary and signatures to the Superintendent's Office in order to receive the credit equivalency.
- IV. Process for requesting prior approval to take graduate courses or equivalent for credit toward salary guide movement:
- A. Moving from a Bachelor's Degree toward a Master's Degree:
 - 1. Only courses taken as part of an approved master's program may be used for movement from the bachelor's level (BA/BS+0) on the salary guide to the bachelor's plus 15 level (BA/BS+15), and master's degree level (MA/MS+0).
 - 2. The staff member must receive prior approval of their master's degree program by their principal and the Superintendent or designee by submitting a Master's Degree Program Approval Request Form.
 - 3. Prior to taking each course as part of a staff member's approved master's program, staff members must complete a Graduate Course Approval Request Form and have it signed by their principal and Superintendent or designee.

administrative guidelines

BOARD OF EDUCATION
PORT WASHINGTON-SAUKVILLE PUBLIC SCHOOLS

PROFESSIONAL STAFF
3120.02 / page 3 of 6

4. Upon completion of each approved course, the staff member should re-submit their original signed Graduate Course Approval Request Form to the Superintendent's Office, with their transcript or grade report attached, to receive credit for their completed course.
 5. Upon completion of their approved master's degree, the staff member must submit an official copy of their college transcripts (showing their master's degree awarded) to the Superintendent's Office.
 6. Only one salary guide movement is allowed every two (2) semesters for staff member's taking courses for movement from the bachelor's degree level toward the master's level.
 7. The course transcript/final grade report must be submitted to the District Office no later than 14 calendar days after the start of the Port Washington-Saukville semester in order for an eligible salary change to go into effect during that semester. If it is submitted more than 14 calendar days after the start of the Port Washington-School District semester, the eligible salary change would be effective beginning the following semester.
- B. Moving from a Master's Degree to Teacher Specialist I (Masters +15) and Teacher Specialist II (Masters + 30):
1. Staff members must receive prior approval of their Teacher Specialist I and/or II Plan by their principal and Superintendent or Designee by submitting a Teacher Specialist Plan Approval Request Form.
 2. Prior to taking a graduate course as part of a staff member's approved Teacher Specialist Plan, the staff member must complete a Graduate Course Approval Request Form and have it signed by their principal and the Superintendent or designee.

Prior to taking a course for credit equivalency as part of a staff member's approved Teacher Specialist Plan, the staff member must request prior approval by submitting a Graduate Credit Equivalency Request Form and having it signed by their principal and the Superintendent or designee.
 3. Upon completion of their approved graduate course, the staff member should re-submit their original signed Graduate Course Approval Request Form to the Superintendent's office, with their transcript or grade report attached, to receive credit for their completed course.

administrative guidelines

BOARD OF EDUCATION
PORT WASHINGTON-SAUKVILLE PUBLIC SCHOOLS

PROFESSIONAL STAFF
3120.02 / page 4 of 6

Upon completion of their approved credit equivalency coursework, the staff member should re-submit their original signed Graduate Credit Equivalency Request Form, with the required documentation attached (as outlined in section III. of this guideline).

4. Only one salary guide movement is allowed every two (2) semesters for staff member's taking courses for movement on the salary guide to Teacher Specialist I and Teacher Specialist II level.
5. The course transcript/final grade report (or credit equivalency documentation, if course was approved for credit equivalency) must be submitted to the District Office no later than 14 calendar days after the start of the Port Washington-Saukville semester in order for an eligible salary change to go into effect during that semester. If it is submitted more than 14 calendar days after the start of the Port Washington-School District semester, the eligible salary change would be effective beginning the following semester.

C. Moving beyond Teacher Specialist II (Teacher Specialist Plus Plan):

1. This Teacher Specialist Plus section applies to teachers who have already reached the Teacher Specialist II (Master's +30) level and are at Step J/J+ on the salary guide.
2. Before taking courses beyond the Teacher Specialist II level, the teacher must receive prior approval of their principal and the Superintendent or designee by submitting a Teacher Specialist Plan Approval Request Form.
3. Prior to taking a graduate course as part of a staff member's approved Teacher Specialist Plus Plan, the staff member must complete a Graduate Course Approval Request Form and have it signed by their principal and the Superintendent or designee.

Prior to taking a course for credit equivalency as part of a staff member's approved Teacher Specialist Plus Plan, the staff member must request prior approval by completing a Graduate Credit Equivalency Request Form and having it signed by their principal and the Superintendent or designee.

4. Upon completion of their approved graduate course, the staff member should re-submit their original signed Graduate Course Approval Request Form with their transcript or grade report attached to the Superintendent's Office to

administrative guidelines

**BOARD OF EDUCATION
PORT WASHINGTON-SAUKVILLE PUBLIC SCHOOLS**

**PROFESSIONAL STAFF
3120.02 / page 5 of 6**

receive credit for their completed course.

Upon completion of approved credit equivalency coursework, the staff member should re-submit their original signed Graduate Credit Equivalency Approval Request Form, with the required documentation attached (as outlined in section III. of this guideline).

5. Staff members will be eligible for one vertical lane movement on the salary guide after earning 12 approved graduate credits or credit equivalency.
6. Only one salary guide movement is allowed every three (3) semesters for staff members taking courses for movement on the salary guide as part of a Teacher Specialist Plus plan.
7. The course transcript/final grade report (or credit equivalency documentation, if course was approved for credit equivalency) must be submitted to the District Office no later than 14 calendar days after the start of the Port Washington-Saukville semester in order for an eligible salary change to go into effect during that semester. If it is submitted more than 14 calendar days after the start of the Port Washington-School District semester, the eligible salary change would be effective beginning the following semester.
8. A new Teacher Specialist Plus Plan must be approved for each twelve (12) credits used for a vertical movement on the salary guide. Teachers will be eligible to begin their next Teacher Specialist Plus Plan upon:
 - a. Completion of their last vertical movement on the salary guide and the start of a new semester; and
 - b. Submission and approval of a new Teacher Specialist Plan Approval Request Form.
9. Beginning August 1, 2022, staff members taking courses as part of an approved Teacher Specialist Plus Plan will be limited to twelve (12) approved graduate credits or credit equivalency every three (3) semesters. Credits for any courses taken beyond the twelve (12) approved credits during this period will not apply towards salary movement.
11. Staff members who have “banked” credits prior to August 1, 2022 as a result of a previously-approved Teacher Specialist Plus Plan will maintain their current credits, but will be ineligible to continue taking additional credits until

administrative guidelines

**BOARD OF EDUCATION
PORT WASHINGTON-SAUKVILLE PUBLIC SCHOOLS**

**PROFESSIONAL STAFF
3120.02 / page 6 of 6**

salary movement has been achieved for all prior plans.

12. Once the staff member reaches the maximum level on the salary guide, they may no longer receive salary increases for advanced graduate credits. However, they may be eligible for tuition reimbursement, as outlined in section IV of this guideline.

IV. Requesting tuition reimbursement for advanced graduate courses:

- A. Staff members may request reimbursement for graduate courses in lieu of using the credits toward salary guide movement.
- B. Courses taken for tuition reimbursement must meet all requirements established in section II of this guideline.
- C. Requests for tuition reimbursement must be submitted within one calendar year of the date such credit is earned.
- D. Prior to taking courses for tuition reimbursement, the staff member must complete a Graduate Course Approval Request Form and have it signed by their principal and the Superintendent or designee.
- E. Upon completion of their approved course, the staff member should re-submit their original signed Graduate Course Approval Request Form with proof of payment and a copy of their transcript or grade report attached.
- F. The district will reimburse the actual cost of the course up to one hundred fifty dollars (\$150) per credit.

Adopted: 8/18/04

Revised: 11/10/04; 1/08/08; 10/16/12; 01/03/18; 8/06/19; 8/11/21; 5/04/22; 6/01/22; 10/05/22; 7/24/23