

administrative guidelines

BOARD OF EDUCATION
PORT WASHINGTON-SAUKVILLE PUBLIC SCHOOLS

PROFESSIONAL STAFF
3120.02 / page 1 of 4

CREDIT FOR ADVANCED GRADUATE COURSEWORK

- 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 taken by staff members, as determined by the Director of Instruction and Superintendent and outlined in this administrative guideline.
- II. Requirements that apply to all courses include:
 - A. Credit or reimbursement is available for graduate credits taken by professional staff members while employed by the District.
 - B. Graduate credits must be from an accredited university/college with a proven record of successful academic learning, as determined by the superintendent and Director of Instruction. Credit equivalency may be substituted for graduate credits as determined by the Director of Instruction and Superintendent.
 - C. Credit or reimbursement will only be granted for approved courses when a grade of A, B, or Pass is earned.
 - D. Online courses must meet the required educational rigor and have a collaborative component, as determined by the Director of Instruction and Superintendent.
- III. Requesting prior approval for a plan to begin taking graduate courses for credit toward future 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), bachelor's plus 30 (BA/BS+30) level, and master's degree level (MA/MS+0).
 2. The staff member must receive prior approval of their principal, the Director of Instruction, and the Superintendent by submitting a [Master's Degree Program Approval Form](#).
 3. After receiving approval of their master's degree plan, and prior to taking courses each semester, staff members must complete a [Graduate Course](#)

administrative guidelines

BOARD OF EDUCATION
PORT WASHINGTON-SAUKVILLE PUBLIC SCHOOLS

PROFESSIONAL STAFF
3120.02 / page 2 of 4

[Approval Form](#) and have it signed by their principal, the Director of Instruction, and the Superintendent.

4. Upon completion of their approved course(s), the staff member should re-submit their original signed Graduate Course Approval Form to the Superintendent's Office with their transcript or grade report(s) attached to receive credit for their completed course(s).
 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.
- B. Moving from a Master's Degree to Teacher Specialist I (Masters +15) and Teacher Specialist II (Masters + 30)
1. Staff member must receive prior approval of their principal, the Director of Instruction, and the Superintendent by submitting a [Teacher Specialist Plan Approval Form](#).
 2. Prior to taking courses each semester as part of a staff member's approved Teacher Specialist Plan, the staff member must complete a [Graduate Course Approval Form](#) and have it signed by their principal, the Director of Instruction, and the Superintendent.
 3. Upon completion of their approved course(s), the staff member should re-submit their original signed Graduate Course Approval Form with their transcript or grade report(s) attached to the Superintendent's office to receive credit for their completed course(s).
 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.
- C. Moving beyond Teacher Specialist II (Teacher Specialist Plus Plan):

administrative guidelines

BOARD OF EDUCATION
PORT WASHINGTON-SAUKVILLE PUBLIC SCHOOLS

PROFESSIONAL STAFF
3120.02 / page 3 of 4

1. This Teacher Specialist Plus section applies to teachers who have already reached the Teacher Specialist II (Master's +30) level and are "in the black" on the salary guide.
2. Before taking courses beyond the Teacher Specialist II level, the teacher must receive prior approval of their principal, the Director of Instruction, and the Superintendent by submitting a [Teacher Specialist Plan Approval Form](#).
3. Prior to taking courses each semester as part of a staff member's approved Teacher Specialist Plus Plan, the staff member must complete a [Graduate Course Approval Form](#) and have it signed by their principal, the Director of Instruction, and the Superintendent.
4. Upon completion of their approved course(s), the staff member should re-submit their original signed Graduate Course Approval Form with their transcript or grade report(s) attached to the Superintendent's Office to receive credit for their completed course(s).
5. Staff members will be eligible for one vertical lane movement on the salary guide after earning 12 approved graduate credits or equivalent.
6. Only one salary guide movement is allowed every three (3) semesters for staff member's taking courses for movement on the salary guide as part of a Teacher Specialist Plus plan.
7. 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.

administrative guidelines

BOARD OF EDUCATION
PORT WASHINGTON-SAUKVILLE PUBLIC SCHOOLS

PROFESSIONAL STAFF
3120.02 / page 4 of 4

- D. Prior to taking courses each semester for tuition reimbursement, the staff member must complete a [Graduate Course Approval Form](#) and have it signed by both their principal and the Superintendent.
- E. Upon completion of their approved course(s), the staff member should re-submit their original signed Graduate Course Approval Form with proof of payment and a copy of their transcript or grade report(s) 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

The Port Washington-Saukville School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Special Services, Port Washington-Saukville School District, 100 W. Monroe Street, Port Washington, WI 53074 - Duane.Woelfel@pwssd.k12.wi.us