

Advancement Through Additional Training

1. In order to advance on the salary schedule, teachers with a bachelor's degree plus 45 quarter credit hours or above, must attend an institution of higher learning which is recognized by the Teacher Standards and Practices Commission for licensure purposes at least once in every seven years and earn not less than nine¹ quarter credit hours. Teachers with less than a bachelor's degree plus 45 quarter credit hours must attend an institution of higher learning which is recognized by the Teacher Standards and Practices Commission for licensure purposes at least once in every three years, and earn not less than nine² term hours. This policy applies even though some of the educator's years of employment were in another district. Teacher improvement courses taken should have a definite relationship to the individual instructor's teaching program. Unless the nine quarter credit hours are earned as stated, the employee will automatically fail to receive the scheduled increase. Professional technical credit may be granted by the superintendent.
2. Teachers with degrees may be granted part of the summer school requirements through travel.
3. Summer school and extension classes must be mutually agreed upon by each teacher and the superintendent or his/her designee. Summer school is recommended over extension classes by the administration.
4. The following general guide will be used in evaluating additional training:
 - a. Teachers with degrees, with the approval of the administration, may take courses, graduate or undergraduate, which will improve their teaching program. This is in order to encourage teachers to take courses which will be a benefit to their teaching assignments;
 - b. Travel for summer school requirements is granted on the following basis:
 - (1) All applications must be filed with the superintendent before May 15. The application, which is to give a complete overview of the purposes of the planned travel, should include itinerary, time and expected benefits;
 - (2) Acceptable travel must have some relationship to the improvement in instruction and/or have a direct bearing on classroom, school or community activities. Holiday travel of teachers on exchange and college tours are acceptable;

¹September to September for a 3-year span - 3 Fall Terms, 3 Winter Terms, 3 Spring Terms and 3 Summer Terms or 3 Fall Semesters, 3 Winter Semesters and 3 Summer Semesters.

²September to September for a 7-year span - 7 Fall Terms, 7 Winter Terms, 7 Spring Terms and 7 Summer Terms or 7 Fall Semesters, 7 Winter Semesters and 7 Summer Semesters.

- (3) A typewritten terminal report must be made before credit is granted. The teacher is encouraged to present information concerning the travel experience to a few groups or organizations;
- (4) The following limitations are part of this policy:
 - (a) Credit will be granted not more than one time in a six-year period;
 - (b) Previous travel, business trips and resort vacations are not acceptable;
 - (c) Travel must be outside the state of Oregon;
 - (d) The teacher must be fully licensed.
- (5) Not more than three of the nine credits required during the three-year or seven-year period will be allowed for travel.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)