

Course Approvals and Educational Assistance

The Bismarck Public School District encourages teachers to continue their education and work towards advanced degrees by providing educational assistance for course work and by giving employees the opportunity to move on the salary schedule by obtaining specific levels of course work and degrees for a lane change.

Criteria for Course Approval

The following criteria must be met for a course to be approved. An approved course can be applied towards a lane change.

1. Must be a graduate level course.
2. The course must be in an appropriate field (i.e., a math class for a math teacher) or a general course appropriate for all teachers (i.e., positive discipline in the classroom).
3. Courses may be taken while on professional or personal leave (i.e., after school, weekends, vacation).

Educational Assistance for College Coursework

To be eligible to receive educational assistance for college courses teachers must submit a study plan that outlines the specific courses and type of advanced degree a teacher is working towards. Plans should be submitted to the Human Resources Manager for approval. To receive educational assistance for a college course the courses must meet the following criteria:

1. Be listed on the approved study plan.
2. Be taken outside of regular work hours or while a teacher is on personal leave.
3. Be in a masters or doctorate program.

Additional Information on Course Approvals and Educational Assistance:

1. The maximum amount that can be received during any five-year period is covered by the negotiated agreements.
2. Vocational teachers who are working towards a bachelor's degree can receive educational assistance for undergraduate courses.
3. Teachers cannot take the same class twice from the same college or different college and receive educational assistance and for credit towards a lane change.
4. All courses submitted for reimbursement must show a passing grade of B or higher.