Sparta Area School District

Article 358 - Professional Advancement and Continuing Education Credits

A Professional Advancement Credit Committee of six members (three members appointed by the Superintendent and three members appointed by the president of the Sparta Education Association) has the responsibility to establish professional advancement courses, conditions necessary to obtain credits, and credit allotted for each course. A chairperson of the committee shall be appointed by the Superintendent.

The committee shall meet at the direction of the chairperson with regular meetings to be held in August, October, December, February, April and June at a time and place designated by the chairperson. The normally scheduled meetings may be waived by majority consensus of the committee.

An organized class may be created by any person, group of persons, or department within the Sparta Area School District. To be given for credit, the course must be approved by the Professional Advancement Credit Committee prior to the first meeting of the class. No deviation from this policy is allowed. Before a previously-approved class can be reoffered to a new group of participants, that class must be reapproved by the committee.

1. Eighteen hours of organized class time during noncontract time is equal to one credit. Fractional credits are not granted.

2. A copy of the course proposal along with a reaction form will be mailed to each committee member by the chairperson.

3. PACC members will react in writing in one of three ways to the mailed proposal:
   a. I approve this course proposal.
   b. I reject this course proposal for the following reasons:
   c. I wish to discuss this inservice course proposal with the PACC membership before rendering my decision.

4. Only by unanimous approval of PACC members will course proposals be approved via the mail. One or more 'dissenting' reactions (rejection or call for discussion) will table the proposal until the next regularly scheduled or specifically called meeting.

5. A standard form shall be used for submission by anyone who wishes to teach a course for professional advancement credit or continuing education credit. The form shall be available through the office of the Director of Instruction.

6. Courses must be approved by a majority of the six member committee. The committee may only make decisions with a minimum of five members in attendance at the meeting.
7. The coordinator or the teacher of the class must certify to the Director of Instruction, in writing on a standard form, a list of teachers who have satisfactorily completed the course and are therefore eligible for advancement or continuing education credit.

8. A maximum of 12 district professional advancement credit hours may be used for lane change in the Sparta Area School District.

9. Teachers wishing to take a class for credit must have the class preapproved by the Superintendent. Requests may be made through a letter to the Superintendent or on a standard form obtained through the Director of Instruction. Any class taken for credit must be germane to the teacher's instructional area.