

**ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT**  
**Certificated Staff - Course/Training Approval Form**

TO: Jess Borjon, Deputy Superintendent, Education Services

FROM: \_\_\_\_\_ SITE: \_\_\_\_\_ DATE: \_\_\_\_\_

I request approval for the below listed course/training for my advancement on the salary schedule:  
(Please use the attached guidelines to complete the information below.)

**I understand that this Course Approval Form must be submitted to Mr. Borjon's department at least 10 days before the start of the course/training. Please attach a course description from a course catalogue/training.**

**Course/Training:** \_\_\_\_\_

**University (or other):** \_\_\_\_\_

**Justification:** \_\_\_\_\_

**Date course/training begins:** \_\_\_\_\_ **Date course/training ends:** \_\_\_\_\_

**Number of units/hours:** Semester \_\_\_ Quarter \_\_\_ Hours \_\_\_

**Course fees paid by:** Employee \_\_\_ School or District \_\_\_

**You must submit a course/training description and the work to be completed with this form.**

Please submit a **Transcript / Staff Development Verification Form** upon completion of this course/training. I understand an official transcript or original grade card must be submitted at the completion of the course in order to be granted units.

I understand units to be used for salary purposes for a school year must be completed before the first teacher workday for that school year as established by the adopted school calendar

<input type="checkbox"/> I have taken this course before. I am repeating the course for the reasons listed above under "justification".
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By signing, I certify I will not receive compensation for the above course.

\_\_\_\_\_  
*Signature*

<b>For District Office Use</b>
Approved ___ Denied ___ Pending* ___
By: _____
Date: _____
<small>*Pending review of project, portfolio, presentation or product to meet online requirements.</small>

## **Criteria for Approving and Receiving Salary Advancement Credit**

- I. All course work for salary growth credit must always be pre-approved**
- II. Masters and Doctoral programs must be pre-approved against the following criteria:**
  - a. The unit member must submit the goals of the program, what courses he/she will take as part of the program, and a statement as to why they are applying to participate in the program
  - b. Online programs must adhere to the highest educational standards and be fully accredited in the same manner as traditional matriculation programs.
  - c. Programs in the following areas will be considered for approval:
    - Curricular areas that match a unit member's college/university degree major or minor,
    - Programs that meet the future needs of the school or district, as determined by the principal or Assistant Superintendent for Curriculum
    - Curriculum and Instruction
    - School Counseling
    - Reading
    - School Administration
    - Unit members may request that programs not on the above list also be considered for approval

Remember that even though a Masters or Doctoral program is approved, the unit member is still required to turn in a pre-approval form on an annual or course-by-course basis listing the courses they intend to complete the coming academic year. If the unit member takes additional courses or different courses from those listed on the annually per-approval form, an additional pre-approval form must be submitted.

- III. College and University course work that does not apply towards an approved Masters or Doctoral program must apply to the following categories:**
  - a. CLAD certification
  - b. Pedagogical course work that is:
    - research-based
    - linked to California State Content Standards taught at the high school level
    - linked to the unit member's current teaching or extra-curricular assignment,
    - linked to the unit member's college/university degree major or minor, or one that his/her principal or Assistant Superintendent of Curriculum believes he/she will have a need to teach in the near future.
  - c. Clearing a preliminary credential in order to have a California Professional Clear Teaching Credential
  - d. Courses that will allow a unit member to meet the highly qualified teacher requirements under current legislation.

#### **IV. On-line Courses**

- a. An on-line course will be approved if the course is researched based and incorporates at least 33 percent face-to-face time (for a 1 unit course this would amount to 5 hours of face time) with the professor and other students. In order for an on-line course that meets the above criteria to be approved, the unit member needs to submit a course syllabus that indicates how the course is researched based and how the unit member will be assessed.
- b. In order to have an on-line course that has no face-to-face time and/or is not researched based approved a unit member must submit the following:
  1. A course syllabus that indicates what assignments and assessments will be submitted and how the unit member will interact and receive feedback from the professor
  2. An overview of how the unit member expects this course to impact their teaching and lesson planning
  3. If a course is pre-approved the unit member must provide copies of all of the submitted assignments and assessments with grades and feedback from the professor prior to receiving salary advancement credit

#### **V. College and University units earned through a conference will only count towards salary advancement if the following criteria have been met:**

1. The entire conference must take place outside contract hours
2. Any credits applied for salary advancement must receive pre-approval
3. If the unit member pays for the conference, the unit member will need to:
  - Submit with the pre-approval request an explanation for how the conference/credit work will help the unit member better meet the needs of students within their current or projected assignment
  - submit a copy of the work that was submitted to receive the credits
4. If the district is paying for the conference or travel costs, the unit member must:
  - Submit with the pre-approval request an explanation for how the conference/credit work will help the unit member better meet the needs of students within their current or projected assignment
  - pay the cost for the credit(s) and present a receipt to the district office.

#### **VI. RJUHSD/RSEA Contract. Units earned for salary advancement must adhere to the following negotiated contract provisions. Article V. Wages:**

6. After hire, units recognized for salary purposes may be earned at a four-year college or university or at a community college under the following conditions:

- 6.1 Units taken must be within a unit member's major or minor field, education courses prescribed by an accredited university or college to fulfill a program for a specific degree or credential in a subject or subjects commonly taught in California public high schools, or in a subject clearly related to improving the teacher's ability to provide appropriate instruction.
- 6.2 Units taken may also be accepted for training in extra-curricular or athletic areas to which the teacher is currently assigned or may reasonably be assigned in the future.
- 6.3 The college, university, or community college is accredited by a United States or other reputable accrediting association.
7. Units earned for salary purposes may only be duplicates of previous courses of training with the approval of the Superintendent, or designee. The unit member must indicate on the District provided approval form that the course is a repeat of a previous course or training.
8. Unit members must receive prior approval for any units to be used for salary purposes on the District provided form.
9. The unit member must supply the District with an official transcript or original grade card for all units credited for advancement on the salary schedule. The unit member will remain on the lower column until the units are verified. Once the units are verified, the employee will be placed on the appropriate column and step and will receive the new pay from that point forward.
10. Units to be used for salary purposes for a school year must be completed before the first teacher workday for that school year as established by the adopted school calendar
11. Cases not covered by the preceding may be referred to the Superintendent, or designee, for consideration.
12. Longevity Increments – Longevity increments shall be provided for eligible unit members. To be eligible, the unit member shall be class E (BA and 75), and have met all other conditions of the salary schedule. Increments will be credited upon completion of 15, 18, 21, 24, and 27 years of service.
13. Members of the unit who utilize their automobiles shall be reimbursed for such utilization at the District rate. For this provision to be applicable, such utilization must be for District business and must be approved by the Superintendent, or designee.