

Administrative Educational Assistance

Section 1. Entitlement. The Board of School Trustees will reimburse administrators for educational expenses to a maximum of \$100.00 per semester hour for any course taken by an administrator that qualifies under this policy and is within the district's financial allotment set forth in Section 2 of this Policy.

Section 2. District Financial Allotment. The total amount compensated from January 1 to December 31 shall be no more than two thousand five hundred dollars (\$2,500).

Section 3. Application Procedure. Application, which includes identification of the institution(s) and the course title(s), shall be submitted to the Director of Human Resources no earlier than three (3) weeks prior to starting the course and no later than the start of the course. If the reimbursement amount surpasses the total district reimbursement allotment, the reimbursement will not be paid. Reimbursements shall be paid in the order in which the applications are received and approved.

Section 4. Claim Submission Dates. There will be three (3) dates during the budget year on which the reimbursements for approved courses will be paid. The deadlines for submission of claim forms shall be January 15, June 1, and September 15 of that budget year, with reimbursement as soon as feasible thereafter after approval.

Section 5. Approved Courses. Credit courses from an approved institution of higher education recognized by the Indiana Department of Education shall be approved if the courses:

1. Are required by the Superintendent; or
2. Are needed to professionalize a license; or
3. Are needed to acquire additional certifications desired and approved by the Superintendent; and
4. Can be completed in twelve (12) months from the start of the course; and
5. Are approved by the Superintendent within the authorized budget allotment.

No more than six (6) hours per calendar year may be reimbursed per person without written prior approval by the Superintendent.

Section 6. Release Time. No release time will be granted to take courses to be reimbursed under this policy.

Section 7. Reimbursement for Early Departure. If an individual who receives reimbursement under this policy leaves East Allen County Schools within two (2) years of completing a course reimbursed under this policy, the individual must refund to East Allen County Schools any reimbursement made for any course completed within two (2) years of such departure.

Section 8. Exceptions. Any exceptions or deviations from this policy must be approved in writing by the Superintendent prior to reimbursement.

Section 9. Effective Date of Policy. This policy shall be in effect as of February 15, 2005.