

ADVANCED STUDY

The Board encourages its staff to pursue advanced degree programs which serve to improve the skills of the staff members and enhance their employment with Albemarle County Public Schools. While teachers are encouraged to pursue advanced study during the summer months, the Board recognizes that licensed and nonlicensed administrators, as well as eleven-and twelve-month classified personnel, may need to pursue this work during regular employment hours. To this end, the Board has established consistent procedures to assure the appropriateness of the course of study to the particular assignment and the amount of release time and payment involved in the achievement of the degree.

Adopted: July 1, 1993

Amended: July 8, 1996; December 8, 1997

Legal Ref.: Code of Virginia, 1950, as amended, Section 22.1-79

PROCEDURE FOR COMPLIANCE FOR RELEASE TIME FOR ADVANCED STUDY

A. Approval of Programs

Classified and administrative staff members who intend to pursue an advanced degree program (masters level and above) which will require release time should make an appointment to review this program with the appropriate Assistant Superintendent. Licensed administrators would meet with the Assistant Superintendent for Instruction. Nonlicensed administrators and classified staff members would meet with the Assistant Superintendent for Support Services. Approval for the program will be based on the following:

1. Relevancy of the program to present assignment
2. Benefit to the school division in meeting future staffing needs

The Assistant Superintendent will either approve or disapprove of the proposed study then render a ~~his~~ decision, in writing, indicating the reasons for the decision. If the proposed program of study is disapproved, it will not lead toward payment of a stipend for advanced degrees. Appeals of these decisions may be made in writing to the Superintendent whose decision will be considered final.

B. Release Time for Study

Eleven-and-twelve month employees may take coursework during their regular working hours within the following conditions:

1. A written request for release time must be submitted to the Superintendent outlining the number of courses to be taken, the amount of release time being requested, and the specific schedule of work/study to be followed during the particular semester.
2. The salary of the individual being released will be affected as follows:
 - 3 credit hours - 10% reduction or a plan agreed to with the Superintendent for compensatory time
 - 6 credit hours - 20% reduction
 - 9 credit hours - 30% reduction

In no event will the amount of release time be approved in excess of nine (9) semester hours. Employees needing more time for study should explore the possibility of a career leave or leave without pay.

3. Only two (2) such proposals for release time may be approved for any particular semester during the school year. Applications should be submitted in accordance with the following:
 - a. By October 15 for release during the Spring semester
 - b. By April 15 for release during the Summer months
 - c. By July 15 for release during the Fall months

Decisions on release time will be made with consideration for the ability of the school or department to function without the person who will be on release time.

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