

207.00 MINGO COUNTY POLICY

USE OF FEDERAL FUNDS FOR TUITION ASSISTANCE FOR CORE-CONTENT TEACHERS

The Mingo County Board of Education (“Board”), subject the availability of federal funds and in accordance with federal guidelines as approved by the State of West Virginia, may assist in the payment of college tuition reimbursement for core-content teachers who are employed by the Board and who qualify to receive such assistance.

In order to receive reimbursement for a qualifying course, the teacher must apply on or before May 15th of the preceding school year and receive a letter grade of “B” or better. Pass/Fail or Satisfactory/Unsatisfactory grades will not qualify for reimbursement. Upon completion of the course, the teacher must submit a receipt for tuition reimbursement issued to the teacher from the institution granting the credit, a copy of the course syllabus, and a transcript verifying the grade received in the course.

The Board may also use federal funds to reimburse teachers for course textbooks that are required for the course(s).

In order to be eligible to receive consideration for tuition assistant, the course(s) shall:

1. Increase the teacher’s subject matter knowledge; or
2. Increase the teacher’s teaching skills; or
3. Assist the teacher in becoming “highly qualified”; or
4. Support the teacher’s acquisition of an advanced degree (see Section K-12 of the Title II, Part A, Non-Regulatory Draft Guidance dated December 19, 2002, which is currently subject to revision); or

5. Support the teacher's acquisition of certification in an area that has an insufficient number of certified teachers, as determined from time-to-time by the Board.

Financial assistance for tuition and/or course textbooks may be provided for only eligible course work. Any eligible teacher who seeks reimbursement must first be denied funding for tuition reimbursement from the West Virginia Department of Education. The amount of funding available for assistance for tuition and/or texts is subject to the amount of money made available to the Board, from time-to-time. The Board is not obligated to provide such tuition reimbursement, absent sufficient funding. Subject to available funds, the Board will reimburse those who submit proper documentation on a "first to apply" basis.

Approved by the Board of Education on the 5th day of December,
2006.

Approved by the West Virginia Superintendent of Schools on the 5th day of
December, 2006.

Meeting the Need for Highly Qualified Teachers

MINGO COUNTY BOARD OF EDUCATION

Administrative Guidelines

In the interest of having highly qualified teachers, the following guidelines have been established for teachers who are not highly qualified as per No Child Left Behind (“NCLB”). The procedures address how the Mingo County Board of Education will assist teachers as they make progress under the NCLB guidelines.

1. Any teacher under contract, teaching in a core subject area, and working in a Title I school, will be eligible for federally-funded “highly qualified” set-aside funds – subject to being available, pursuant to Title I. All other teachers employed by the Board, teaching in a core subject area, may be eligible for reimbursement pursuant to Title II set-aside funds - subject to such funds being available.

2. For special education teachers, Title I reimbursement funds may only be used if you are obtaining certification in a core academic area and not for special education classification.

3. These funds also apply to preschool teachers.

4. All requests from qualified applicants which have been filed on time and in the proper manner, will be honored on a first-come, first-serve basis, subject to the availability of funds.

5. Any eligible teacher who seeks reimbursement must first be denied funding for tuition reimbursement from the West Virginia Department of Education. The Title I Office will need proof of denial prior to being eligible for Title I reimbursement funds. Should an applicant need information on how to apply to WVDE for this initial reimbursement, please contact the Title I office for information.

6. These funds may only be used as the county policy dictates.
 7. No housing costs, parking fees or technology fees will be reimbursed.
 8. The application for reimbursement requires the principal's signature and the applicant's signature.
 9. By no later than May 15th of the preceding school year, applicants must submit their application form to the Federal Programs Director. This application must specify the course(s) the teacher plans to take the following school year. Reimbursement will not be granted for courses taken for which prior written approval was not granted (i.e. after the fact requests will not be honored).
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10. Procedures to qualify for course-work reimbursement:

1. The teacher must complete the class with a grade of B or better;
2. A receipt of the amount paid for the course must be submitted along with a grade sheet indicating successful course completion;
3. A receipt for the text(s) that accompanied the course must be submitted for text reimbursement; and
4. A copy of the course syllabus must be turned in.

**Meeting the Need for Highly Qualified Teachers
Through No Child Left Behind Funds**

MINGO COUNTY BOARD OF EDUCATION

APPLICATION FORM

Name of Application: _____

School Location of Applicant: _____

NOTE: This form is not to be used after courses are taken. This is only for core content area teachers.

List below the course(s) for which you will seek reimbursement for the following school year. Please note, these are the course(s) for which you have signed up for or anticipate taking.

Course Name	Course Title
Expected cost of course: _____	Expected cost of text: _____

Course Name	Course Title
Expected cost of course: _____	Expected cost of text: _____

Name of institution from which these courses will be taken (Must be accredited):

College or University	Location if out of state
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I have read the county policy and guidelines on reimbursement for highly qualified teachers and understand the restrictions.

Applicant's Printed Name
Date: _____

Applicant's Signature

Principal's Printed Name

Principal's Signature

Submit to: Office of Federal Programs, Board of Education, Route 2, Box 310, Williamson, WV 25661