

BYRAM HILLS SCHOOL DISTRICT
Armonk NY 10504

Procedures for Salary Lane Changes

Eligibility for salary lane change is contingent upon **ALL** of the following procedures being completed for each course:

1. An *Application for Course Approval* form must be signed by the principal to determine the relevance of the course based on the teacher's current assignment and professional development goals. (Appendix A)
2. The course has been pre-approved by the Superintendent, as eligible for salary lane change.
3. The course has been successfully completed, and the teacher has met the time and standard requirements for eligibility.
4. The demonstration of new learning has been completed and verified by a principal, director, or chairperson **within six (6) school months** of the completion of the course. However, if a course is the final course of 15 eligible credits for salary lane change, then the demonstration of new learning must be completed and verified **within three (3) school months** of the completion of the course to receive retroactive payment.
5. An *Application for Salary Scale Adjustment* form has been signed by the teacher and submitted to the Director of Personnel at least one (1) month before the requested salary lane change date. This form can be submitted prior to the completion of the last course. (Appendix B)

Please Note: Salary scale adjustments for eligible **pre-approved** courses are made September 1st and February 1st only. All coursework must be completed before these dates.

Any questions or concerns about course approval and salary lane change procedures should be directed to the Personnel Assistant, Ms. Cynthia Vanderheof, at 273-4280, ext. 219, or cvanderheof@byramhills.org.

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General Course Approval Requirements

1. The course must be relevant to the current teaching assignment of the teacher and must be part of a teacher's professional development goals to support student learning.
2. The teacher must attach to an *Application for Course Approval* form a copy of pages from the college catalogue, brochure, or website which includes **ALL** of the following: name of university/college or sponsoring agency, location, specific dates, number of sessions/hours, number of credits, and detailed description of the course.
3. The teacher must submit the *Application for Course Approval* form, with relevant documents attached, to the principal for his/her review and signature, before it is submitted to the personnel office. **Please read #4 carefully to allow sufficient time for your principal to review the request.**
4. The Director of Personnel must receive the *Application for Course Approval* form **15** working days prior to the start of the course to be assured consideration for approval by the Superintendent. Teachers are advised to submit course approval forms as soon as they know they want to enroll in a particular course to facilitate early approval.
5. The Superintendent reviews the *Application for Course Approval* form, marks it approved or disapproved (with a reason), and signs it. The original signed application is then returned to the teacher. **No graduate or in-service course except for those in-service courses on page 4, #1 will be considered for salary lane change without a signed pre-approved form by the Superintendent.**
6. A principal, director, or chairperson must verify by signature the "Demonstration of New Learning" section of the pre-approved course approval form, and the teacher must resubmit the original signed *Application for Course Approval* form to the Personnel Assistant.
7. The "Demonstration of New Learning" section of the *Application for Course Approval* form must be completed and verified within six (6) school months following course completion. However, if the course is the final course prior to a salary lane change request, then the demonstration of new learning must be completed and verified within three (3) school months of the completion of the course to receive retroactive payment.
8. One (1) three-credit, graduate on-line course, out of the possible eight (8) required graduate courses (MA+15 through MA+60), will be considered for pre-approval by the Superintendent for salary lane changes. The **teacher is responsible for verifying in writing** to the District that the graduate university/college is NCATE certified at time of application for course approval. **This documentation must be attached to the Application for Course Approval form.**
9. With respect to the high standards required of Byram Hills teachers, the District suggests teachers may take up to six (6) graduate credits or their in-service equivalent concurrently during the Byram Hills school year. Teachers who wish to apply for additional credits are encouraged to make an appointment with the Superintendent through the personnel office.

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Additional Graduate Course Requirements

1. No undergraduate courses will be accepted as graduate credit.
2. The university must be an accredited college or university. Teachers are responsible for reviewing the graduate catalogue and locating accreditation information.
3. All programs must be reviewed by the teacher to determine if the following two criteria are met:
 - i. the graduate course appears in the regular graduate course catalogue; AND
 - ii. the course is taught by a full time professor at the university or college which will be awarding the graduate credit.
4. The graduate school programs listed in Appendix C will be considered for approval by the Superintendent even if taught by an adjunct professor, but **only** if they have met the additional graduate course criteria listed in #1, #2, and #3i.
5. The following courses when offered by NYSUT, in conjunction with an approved graduate program, are eligible for salary lane changes **with pre-approval by the Superintendent. No other NYSUT courses are currently eligible for graduate credit.**
 - i. Encouraging Student Responsibility and Discipline
 - ii. Successful Teaching for Acceptance of Responsibility (STAR)
 - iii. Assessing Student Learning
 - iv. Brain Compatible Learning (approved 9/06)
6. An official transcript must be received by the District indicating successful completion of the graduate course.

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Additional In-service Course Requirements

Please Note:

- In-service courses must meet 7½ hours, **excluding lunch or breakfast**, to qualify for a ½ in-service credit.
 - Individual courses meeting less than 7½ classroom hours are not eligible for in-service credit.
 - In-service courses must meet 15 hours, **excluding lunch or breakfast**, to qualify for 1 in-service credit.
1. In-service courses require **pre-approval from the Superintendent** except in the following cases:
 - i. Byram Hills Cyber Camp technology integration courses authorized by the Director of Technology; OR
 - ii. in-service courses offered in a Byram Hills School District facility, and authorized by the Deputy Superintendent.
 2. Undergraduate courses may qualify for in-service credit with pre-approval by the Superintendent.
 3. An original certificate or letter from the sponsoring agency indicating successful completion of the course which **documents the number of classroom hours** must be received by the District.

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Appendix D

The Byram Hills School District is committed to the ongoing learning of the faculty. The following areas are District priorities and courses relevant to these topics are encouraged.

- Well-researched lesson or unit design - the research of Grant Wiggins in Understanding by Design and Heidi Hayes Jacobs in Developing Essential Questions
- Differentiated Instruction - the research of Carole Anne Tomlinson and Cindy Strickland
- Instructional Strategies - the research of Robert Morzano, Art Costa, Bene Kallick, Nancy Letts, ASCD
- Mastery of the New York State Learning Standards' performance indicators and National Standards
- Technology Integration – the District supports and encourages the National Educational Technology Standards for Students
- Performance Assessment
- Portfolio Assessment
- Columbia Reading & Writing Programs
- Higher Level Thinking Skills