

LID Hours

The LID hours are to be documented for payment using the **Professional Development Activities Form**. All activities documented must be in support of the building's student learning improvement plan and are to be approved by the building principal.

Building Funds Used For Staff Training

Using any building funds for staff training where credits/clock hours may be earned must be authorized by the building principal and must support the building's student learning improvement plan. The cost of any credits/clock hours will be the teacher's responsibility. Any credits/clock hours earned through these activities may be used to advance on the salary schedule if the building principal approves them using the district's **Credit/Clock Hour Approval Form**.

Tuition Reimbursement as per Contract

Any classes taken for credit/clock hours that are related to the teacher's field of work or are graduate level may qualify for tuition reimbursement from the district by using the **Credit/Clock Hour Approval Form**. In addition to paying for qualifying courses, there are other reimbursable expenses in support of these efforts that can be claimed. The collective bargaining agreement delineates in greater details these reimbursable expenses. Courses that do not easily meet one or more of the qualifying areas on the **Credit/Clock Hour Approval Form** may require additional justification for approval. Funds obtained through the Tuition Reimbursement Pool must also meet these requirements.