

AC/GC Teacher Quality Guidelines

The following are guidelines that the committee will use to make decisions on approving, or not approving, teacher quality requests:

1. Curriculum Hours:
 - a. The teacher quality committee may approve up to 40 hours of work on curriculum in the summer. Hours approved will depend on the funds available in the professional development budget.
 - i. If multiple courses are being worked on, up to 20 hours per course will be considered.
 - b. This work can be done for a new course, improving on a course that already exists, or to work in collaboration with grade/team members.
 - c. Curriculum hours will not be paid out until follow up form and materials are shared with the building administrator.
2. Training or Conferences attendance
 - a. Registration cost
 - i. Covered by the teacher quality committee.
 - ii. If approved teachers need to fill out a PO to pay for the training/conference.
 - b. Transportation Cost
 - i. If within 500 miles teachers are allowed to take a school vehicle
 1. Teachers will need to request a car for travel through the transportation request form.
 - ii. More than 500 miles, teachers will be allowed up to \$300 for airfare or transportation
 1. If approved teachers need to fill out a PO to pay for the transportation.
 - iii. Hotel/Overnight accommodations
 1. Teachers will be allowed up to \$150 per night for hotel or overnight accommodations for no more than 3 nights.
 2. Large group trainings will be arranged by the school
 3. If it's a multiple day training in Des Moines or Omaha or further, accommodations will be considered.
 4. Hotel accommodations will be specific to the conference time frame.
 - iv. Hourly professional development stipend not included
3. Follow Up
 - a. Teachers will be asked to report to their principal what was accomplished or learned during their training, class or curriculum hours.
 - b. Teachers will also be asked to fill out the teacher quality follow up form, and possibly present their findings to school stakeholders.

*TQ Guidelines approved on 11/27/23 by the Teacher Quality Committee.

*TQ Committee- Josh Rasmussen, Ed Den Beste, Jen Faber, Brooke Boals.