

# **NEW ACADEMY 39 SYSTEM BEGINS AUGUST 18, 2009**

## **(REPLACES CEI SYSTEM)**

### **ACADEMY 39 TEACHER PARTICIPANT INFORMATION**

1. Academy 39 classes will be designed in two-hour increments. A specific Academy class could be anywhere from a single two-hour session to six two-hour sessions (12 class hours), depending on the course content. Each two-hour session will be one unit. Six units will be the equivalent of one semester credit (CEI) for purposes of lane change credit. Only class time is counted in the sessions and does not include individual time spent on outside reading or preparation for the course. On-line courses will be considered as long as they meet the criteria of other Academy 39 classes and include real-time interaction between teacher and classmates and intermittent products and assignments.
2. Each Academy 39 course will include some type of authentic assessment which must be completed no later than one week after the final class meeting by the participant to receive stipend or credit. Assessments will be varied and could include reflective statements, products, or a query/response. At the end of the class, the instructor will review the assessments and certify if each course participant completed the desired objectives. (Instructors will not be required to “grade” participants)
3. Compensation for Participating – Participants in Academy 39 courses can choose to receive a stipend of \$360 per each semester credit taken (\$60 for each two-hour unit) or Academy 39 credit of 1.0 credit for each 12 hours for courses taken outside the workday. Credits from 2-hour courses can accumulate to 12 hours (6 courses) to achieve one Academy 39 (CEI) credit. Credits will be applied for lane change purposes on the teacher salary schedule. Academy 39 (CEI) credit cannot be used to move into the master’s lane.

Participating teachers can receive credit for the stipend only once for each course. A course may be repeated if there is space available, but the repetition will not earn a stipend or additional Academy 39 (CEI) credit.

The choice of credit or stipend may not be changed once a class has been completed.

Full attendance for the duration of the workshop is necessary to receive credits or stipends. Full attendance is defined as participation for at least 90% of the class time. (eg., the participant can miss no more than one and one-half hours of one Academy 39 credit course, and still receive credit or a stipend for the course). All absences including missing sessions, arriving late, or leaving early will be counted in the calculation of the 90%.

For state recertification purposes, one CPDU is given for each hour of attendance. For example, one Academy 39 (CEI) credit equals 12 CPDUs.

4. Your Responsibilities:
  - You must submit a registration form to Nancy Schwall, Secretary for Curriculum and Instruction, for each course(s) in which you want to enroll. This form is available on the District 39 website and on the Intranet.
  - Approval will be given by the Department of Curriculum and Instruction for classes taken as part of the Academy 39 Program after the registration form is completed and signed by the building principal.
  - In order to provide the necessary documentation for the award of Academy 39 credits or stipends, teachers must personally sign in each session and sign out if they leave before the end of class.

- Notification of registration will be sent. The District will determine the number of Academy 39 (CEI) courses to be offered based on budgetary and other considerations. Only courses listed as part of Academy 39 will earn credit.
- Following the completion of the Academy 39 class, those electing Academy 39 (CEI) credit will be issued a transcript. Transcripts will be issued in the spring of each year. Stipends will be sent four to six weeks following the instructor's submission of class rosters.
- It is the teacher's responsibility to notify the Department of Human Resources when sufficient Academy 39 (CEI) credit has been accumulated to earn a lane change. Credits used for lane change must be from courses completed by September 1 of the current year. Teachers should submit this information to HR no later than October 1 of each school year.

## **ACADEMY 39 PARAPROFESSIONAL PARTICIPANT INFORMATION**

District 39 Paraprofessionals are welcome to participate in Academy 39 courses, but will not be compensated. If the building principal recommends or directs a parapro to take a course outside of contract hours, the parapro will be compensated at the hourly rate.