HANCOCK COUNTY SCHOOLS
HIGHLY QUALIFIED PLAN

HIGHLY QUALIFIED TEACHERS
In an effort to ensure that the students of Hancock County Schools are taught by highly qualified and effective teachers, Hancock County Schools utilizes federal funds, when appropriate, to recruit and retain fully certified and highly qualified teachers. The following plan will guide the county’s effort to identify and address needs in meeting NCLB requirements for highly qualified teachers.

1. Analyze data and identify deficiencies
Timeline: July/August/September
Person(s) responsible:
- Assistant Superintendent/Director of Personnel
- Technology Coordinator/WVEIS Contact
- Principals

A. Ensure data accuracy (Principals Meeting)
- Communicate the necessity for accurate data to all staff who enter WVEIS data
- Verify course codes entered for classes (SCH.310)
- Verify teacher certification codes
- Ensure that all certification codes are included for each teacher
- Verify each teacher’s employee identification number (STU.240)
- Compare certification codes with course codes – must match

B. Identify problem areas
Timeline: October
Person(s) responsible:
- County Staff (Title I, II, III, Special Education, Personnel, WVEIS) will analyze data and report the data to principals.

1) Determine the percentage of highly qualified teachers in the areas of:
- Review data at the county and school levels
- Review data for Core classes
- Review data for particular subjects or programmatic levels
- Review data for future retirements and subject areas
- Review data for potential transfers and/or reduction in force
- Review teaching assignments of special education teachers
- Review teaching assignments of K-8 certified teachers employed
- Review the teaching assignments of teachers of English language learners
- Identify gaps in data and collect any additional relevant information

2) Report qualification needs to teachers who are identified as not meeting the highly qualified status.
- Schedule a meeting with the teacher and principal
- Discuss possible solutions (take more classes, transfer, etc.)

C. Review additional data
Timeline: December
Person(s) responsible:
- County Staff - Assistant Superintendent, Title I, II, III, Special Education, Personnel

1) Percentage of increased highly qualified teachers will be reported
2) Prepare for Personnel Season:
   - Retirement incentives
   - Review retirement data for upcoming needs
   - Potential transfers and/or RIF positions
   - Directors of Title I, title II, and Special Education, personnel will review teaching assignments
   - Director of Title III will review teaching assignments of English Language Learners

2. Options to increase highly qualified teachers in core academic classes
   Timeline: Ongoing
   Person(s) responsible:
   - Assistant Superintendent/Director of Personnel
   - Federal Programs
   - Curriculum Directors

Examine recruiting, retaining and retraining options to increase highly qualified teachers in core academic classes and identify appropriate solutions.

A. Recruiting
   - Counsel bright students into field of teaching through elective options that allow for teacher-like experiences
   - Encourage teacher aides/paraprofessionals to become certified teachers
   - Encourage teachers to consider expanding their certificate to embrace high need areas
   - Develop a tuition reimbursement policy to utilize Title I and Title II funding to assist teacher aides, and paraprofessionals in completing the course work
   - Require "permit" teachers to become "highly qualified" as soon as possible or within a specified amount of time
   - Broaden recruiting efforts to reach a wider audience
   - Target institutions of higher education that specialize in the category of teacher for which the data indicates a need and systematically develop professional and personal relationships within those institutions
   - Recruitment shall adhere strictly to equality of employment opportunity policies as well as WV Code 18A

B. Retaining
   - Develop supplemental mentoring and induction programs for new teachers based on best practices
   - New teacher Induction Program
   - Develop mentoring programs for teachers changing subjects and/or programmatic levels
   - Provide a means of teacher support through peer coaching/mentoring initiatives
   - Develop and implement professional development plans that progress through the stages of awareness, developmental, transfer, and institutionalization over a period of three (3) to four (4) years (WVCPD)

C. Retraining
   - Tuition Reimbursement
     - Provide opportunities for teachers that are highly qualified in one (1) core subject to become highly qualified in additional core subjects
     - General educators to become highly qualified in special education
• Designate appropriate solutions for identified problem areas

3. Implementation of the Plan
Timeline: Ongoing
Person(s) responsible:
• Assistant Superintendent/Director of Personnel
• Federal Programs

A. Policies and procedures
• Administrative guidelines for highly qualified teachers
  o Vacancy is identified
  o Principal request posting of position
  o Applicants submit required documentation
  o Credentials are evaluated
  o Qualifying names are interviewed by principal and committee
• Tuition Reimbursement
  o Title I required 5% set aside for Title I Schools – after WVDE denies reimbursement
  o Title II for qualifying teachers in school not served by Title I – after WVDE denies reimbursement
• Parents Right to Know
  o Notification of teacher qualifications
  o School handbooks
  o County websites
  o Notification to parents of students who have been taught for a period of four consecutive weeks by a teacher who is not highly qualified - Title I schools
• 4. Budgeting for the plan
  • Title II funds are used to assist teachers to become highly qualified
  • Title II funds are used to support:
    o Tuition reimbursement
    o Personnel hiring process
    o Professional development
  • Title I funds are used to assist teachers to become highly qualified in Title I schools

5. Communicate The Plan To Stakeholders
• Explain administrative procedures and timelines to affected personnel
• Post procedures on county website, at all schools and readily share information with all personnel
• All information pertaining to recruiting, retaining and retraining will be kept on file
• Strategic Plan
• Principals Meeting
• Tuition Reimbursement Policy is distributed
USE OF FEDERAL FUNDS FOR TUITION ASSISTANCE AND EMPLOYMENT OF HIGHLY QUALIFIED TEACHERS
HANCOCK COUNTY SCHOOLS

Purpose
Hancock County will strive to have 100% of its core academic classes taught by highly qualified and effective teachers. Hancock County Schools utilizes federal funds, when appropriate, to recruit and retain fully certified and highly qualified teachers. The following guidelines identify the manner in which Hancock County Schools will use federal funding to increase its employment of highly qualified teachers.

Use of Federal Funds for Recruitment and Retention of Highly qualified Teachers
Hancock County Schools, based upon the availability of federal funds, may assist in the payment of college/university tuition for instructional personnel, regular employees who currently possess a professional teaching certificate, who qualify to receive benefits under federal guidelines.

Use of Title II Funds
Title II funds may be utilized to target the county’s need for highly qualified teachers.

Title II funds may be utilized to reimburse teachers for coursework leading to highly qualified status in a core subject area. Core subject areas include civics and government, economics, English, foreign language, geography, history, mathematics, reading/language arts, science, and the arts. Title II funds may also be utilized to reimburse teachers for obtaining special education certification and for seeking advanced certificates (i.e., National Board for Professional Teaching Standards) and advanced degrees (i.e., master's and doctoral degrees).

Upon recommendation of the county superintendent and based on a need for highly qualified teachers, the Hancock County Board of Education may approve the utilization of Title II funds to provide a stipend to individuals willing to fill a position of high need in a core subject area and/or special education. Such stipends may be identified at the school or county level and per identified subject area.

Financial assistance for tuition may be provided only for those areas that are identified as critical areas of need in Hancock County. Dependent upon available funding, reimbursement will be granted to the individual for a total of six (6) semester hours per calendar year; for up to a total of 15 hours toward an advanced degree, provided the individual continues to be employed by Braxton County Schools.
APPLICATION FOR REIMBURSEMENT OF TUITION THROUGH FEDERAL PROGRAMS.

In order to receive reimbursement for courses through Hancock County Schools' federal funds, the individual must:

(1) First apply for reimbursement through the West Virginia Department of Education (WVDE) and receive an "Out of Funds" letter. (Tuition reimbursement forms may be requested from the Hancock County Schools Personnel Department.)
(2) Request an Application Packet for Tuition Reimbursement from the Hancock County Schools Personnel Department
(3) Complete and return all of the following to the Hancock County Schools Personnel Department
   (i) Application form for tuition reimbursement
   (ii) All Necessary Forms
   (iii) Certified Transcript of applicable course(s) with a minimum grade point average of 3.00 for the applicable course(s)
   (iv) Receipt for tuition paid that shows no balance owed
   (v) Copy of the applicant's "Out of Funds" letter received from the WVDE
Incomplete applications will not be processed.