



**Policy Number: 203 OLA**

**Series:** 200 (Teachers)  
**Policy Title:** Continuing Education for Teachers  
**Effective Date:** May 11, 2016  
**Replaces Policy Dated:** November 15, 2012  
**Version:** 1.2

**1.0 Purpose**

The purpose of this policy is to define the terms under which Our Lady of the Angels School provides contracted teachers with financial assistance for educational expenses that support furthering their education in their respective job areas.

**2.0 Applicability**


This policy applies to all contracted teachers of Our Lady of the Angels School.

**3.0 Policy**

- 3.1 Teachers must obtain verbal prior permission from the Administration for courses or workshops if they wish to be reimbursed.
- 3.2 A teacher may apply for reimbursement limited to a cost not to exceed \$800.00 during the fiscal year (July 1 through June 30).
- 3.3 A final grade of "S" (satisfactory), "P" passing, or a "B" or above is required for reimbursement.
- 3.4 A copy of the tuition bill as well as a copy of the final grade or certificate must be submitted to the Administration within 60 days after completion of the course. The Administration will verify that the requirements have been met and submit the necessary information to the school office.
- 3.5 Reimbursement will be made directly to the contracted teacher from the Harrisburg Catholic Administrative Services upon approval.

**4.0 References**

- 4.1 Diocesan Policy 4131

  
Executive Pastor  
Holy Trinity Parish  
St. Peter Parish

Page	Review or Change Date	Description of Change	Approved By	Scheduled Revision Date
1	May 11, 2016	Three Year Periodic Review	OLA School Board	May 2019