



**Policy Number: 203 OLA**

**Series:** 200 (Teachers)  
**Policy Title:** Continuing Education for Teachers  
**Effective Date:** 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**

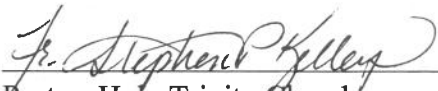
This policy applies to all contracted teachers of Our Lady of the Angels School.

**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.
- 3.6 Teacher must remain on staff at Our Lady of the Angels for two years after completing a course or reimburse 50% of the tuition costs.

**4.0 References**

- 4.1 Diocesan Policy 4131

  
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Pastor, Holy Trinity Church

  
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Pastor, Saint Peter Church

Page	Review or Change Date	Description of Change	Approved By	Scheduled Revision Date
1	September 3, 2019	Three Year Periodic Review	OLA School Board	September 2022

**Continuing Education**

To provide the students entrusted to their care with a quality Catholic education which reflects the current trends of research, professional employees should pursue their own professional growth through college courses, conferences, workshops and professional reading.

Each school will develop a written policy for compensation to the professional employee for costs incurred in continuing education. The minimum level of reimbursement is as follows: (Higher levels of funding are encouraged.)

1. For professional employees working towards level II certification- ½ of the current cost for graduate credits at state universities, with a limit of six credits per year. Presently teachers must have 24 credits beyond level I certification to attain level II.
2. After level II certification- ½ of the current cost for graduate credits at state universities, with a limit of three credits per year.

**Diocesan Orientation Day**

All elementary and secondary professional employees, religious and lay, who are **new** to the diocese, must participate in the Diocesan Orientation Day, scheduled annually by the Secretariat for Education.

**Diocesan Education Conference**

The annual Diocesan Education Conference is considered a regular contract day. All full time professional employees are required to participate in this gathering.

**Staff Development**

As educators committed to on-going professional development, all professional employees are required to participate in the staff development program outlined by the diocese and by their local school. The current program of staff development is outlined on the attached page. This program may be modified annually to meet evolving state and professional standards. (See attachment 4131)