



Book	Policy Manual
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Authority

Continuing professional study and inservice training for administrative, professional and support employees are prerequisites for professional development, enhanced ability to complete responsibilities and maintaining certification.

The Board directs district employees to further their professional and personal advancement through graduate study, inservice training, conference attendance and professional development activities.[\[1\]](#)[\[2\]](#)[\[3\]](#)

All full time classified employees are encouraged through advanced studies to further personal advancement in accordance with these guidelines.

Guidelines

Graduate/Special Courses

Only courses of study that are preapproved shall be eligible for reimbursement by the district or a change in compensation for the employee. Documentary evidence of satisfactory completion of all study programs shall be required.

Reimbursement for credits for approved graduate study or special courses shall be made in accordance with terms of the administrative compensation plan or an individual contract, or collective bargaining agreement and when preapproved by the Superintendent.

All eligible employees shall submit annually by July 1 a record and description of the attainment of approved credits to the Superintendent.

Approved graduate study or special courses/programs may be of sufficient advantage to the district to warrant an increase in an employee's annual salary, upon documentation of satisfactory completion. Such an increase will be in accordance with provisions of the

administrative compensation plan, individual contract, collective bargaining agreement, or Board resolution.[\[4\]](#)[\[5\]](#)

The Board will pay the actual cost of credits earned by all full time classified employees, provided that:

1. They are pre-approved by the Superintendent of Schools.
2. They contribute toward the present job of the person.
3. They are of such a cultural nature as to be useful in the present job of the person.

Limit of payment - one (1) 3-credit course per college semester.

Induction Plan

The district shall comply with Department of Education requirements when developing and maintaining an induction plan for first-year teachers, long-term substitutes hired for a position for forty-five (45) days or more, educational specialists and teachers new to the district. The district shall develop and submit the induction plan to the Department of Education for approval every six (6) years, as required by law and regulations. Prior to approval by the Board and submission to the Department of Education, the induction plan shall be made available **for public inspection and comment on the district's publically accessible website for a minimum of twenty-eight (28) days.**[\[6\]](#)[\[7\]](#)[\[8\]](#)

Induction Program for School System Leaders

School system leaders shall complete an induction program which is consistent with the Pennsylvania School Leadership Standards within five (5) years of serving as a school system leader in Pennsylvania for the first time.[\[9\]](#)[\[10\]](#)

School system leaders include principals, vice-principals, assistant principals, Assistant Superintendent, Superintendent and individuals who are converting an administrative certificate from a Level I certificate to a Level II certificate.[\[9\]](#)

Professional Education Plan

The Board shall appoint to the professional education committee parents/guardians and representatives of the community and local businesses. Representatives of administrators, teachers and educational specialists on the professional education committee shall be selected by their respective members.[\[2\]](#)[\[11\]](#)

The district shall develop and submit a professional education plan to the Secretary of Education for approval every three (3) years, as required by law and regulations. The professional education plan shall be designed to meet the educational needs of the district and its certificated administrative and professional employees; specify approved courses, programs, activities and learning experiences, including training on subjects required by law, regulations and Board policy; and identify approved providers. Prior to approval by the Board and submission to the Secretary of Education, the professional education plan shall be made available for public inspection and comment **on the district's publically accessible website for a minimum of twenty-eight (28) days.**[\[2\]](#)[\[6\]](#)[\[8\]](#)[\[11\]](#)

The Board shall ensure an annual review of the district's professional education plan is conducted by the professional education committee to determine if the plan continues to meet the needs of the district, employees, students and community. The professional education committee may recommend amendments to the plan, subject to approval by the Board and the Department of Education.[\[2\]](#)

The Board may approve, on a case-by-case basis, specific professional education activities not stated within the district's professional education plan.[3]

If the district assumes all costs of credits or hours, the Board may disapprove any course, program, activity or learning experience that is inconsistent with the goals of the professional education plan.[3]

Trauma-Informed Approach Education -

The professional education plan shall include a minimum of one (1) hour of required training in trauma-informed approaches, in accordance with law.[2][12][13]

The district shall provide certificated administrative and professional employees with training on trauma-informed approaches, in accordance with law and the professional education plan.

Training shall address, but shall not be limited to:[12][13]

1. Recognition of the signs of trauma in students.
2. Best practices for schools and classrooms regarding trauma-informed approaches, including utilizing multi-tiered systems of support.
3. Recognition of the signs of impact of secondary trauma on school employees and appropriate resources for employees experiencing secondary trauma.
4. The district's policies regarding trauma-informed approaches.[14]
5. The district's policies regarding connecting students with appropriate services.[15][16][17]

Training shall be based on evidence-based or evidence-informed programs that meet the needs of the district's local community and reflect current best practices related to trauma-informed approaches.[13][18]

Legal

1. [24 P.S. 517](#)
2. [24 P.S. 1205.1](#)
3. [24 P.S. 1205.2](#)
4. [24 P.S. 1144](#)
5. [24 P.S. 1151](#)
6. [22 PA Code 4.13](#)
7. [22 PA Code 49.16](#)
8. Pol. 100
9. [24 P.S. 1205.5](#)
10. [24 P.S. 1217](#)
11. [22 PA Code 49.17](#)
12. [24 P.S. 102](#)
13. [24 P.S. 1205.7](#)
14. Pol. 146.1
15. Pol. 146
16. Pol. 209
17. Pol. 236

[18. 20 U.S.C. 7801](#)

[24 P.S. 1205.6](#)

[24 P.S. 1311-B](#)

Pol. 806