

**COLOGNE ACADEMY  
MANUAL OF SCHOOL POLICIES APPROVED BY THE BOARD**

---

**425 STAFF DEVELOPMENT SPECIFIC TO SPECIAL EDUCATION**

**I. PURPOSE**

The purpose of this policy is to provide staff development for staff specific to special education topics.

**II. GENERAL STATEMENT OF POLICY**

A. All staff are eligible to participate in training, courses, workshops (including graduate level courses) pertaining to special education practices, students, and issues at the school's expense, contingent on:

1. The request is approved by the director and special education director,
2. Training is billed as "special education" by the offering agent, and
3. Funding is available for this expenditure.

**III. GENERAL STATEMENT OF POLICY**

A. The employee understands that the district's offering of this staff development training is contingent on the staff staying employed in the district in the position for which the training is offered. In the event that coursework resulting in a completed certificate, licensure, or advanced degree, the staff completing that coursework, then is obligated to employment at Cologne Academy for an additional two years beyond completion of coursework unless

1. The employee is released from employment,
2. The position is terminated, or
3. The tuition costs are reimbursed by the employee to Cologne Academy.

B. When the district and the employee have agreed to and the district has paid for coursework toward a certificate, licensure or advanced degree and the employee voluntarily leaves the district prior to completing the obligated coursework, the employee will reimburse the district for that coursework.