

# St.Odilia School Policy and Information Manual

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## Workshops

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### Policy

Teachers should continually update themselves. Therefore, teachers are encouraged to attend two workshops during the school year.

### Procedure

St. Odilia School will pay the cost of workshops pre-approved by the principal and attended by teachers. The teacher will obtain a substitute and St. Odilia School will pay for the substitute. St. Odilia will not pay for college courses or summer classes. For pre-approved workshops attended on a non-school day (on a Saturday, Sunday, holiday, or during summer break), teachers will receive compensation equal to the daily substitute pay at the time of the workshop for each day of workshops attended.