

ECEC Credit Based Education Policy

ST. JOSEPH ACADEMY
(SJA)

Department:	ECEC
Number:	800.9
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- I. **Policy:**
This policy outlines St. Joseph Academy's (SJA) procedure regarding enrolling and completing credit-based courses through a college or university. Prior to enrolling in credit-based courses, the employee must have a discussion with their immediate supervisor.
- II. **Procedure:**
- A. **Eligibility:**
1. No courses scheduled during employee's work hours.
 2. If the employee is enrolled in one of the programs listed below:
 - Early Childhood/School-Age Credential
 - Early Childhood Associate Degree
 - Bachelor's Degree in Early Childhood EducationAccommodations may be made on a case-by-case basis for these three programs.
 3. Employee must be employed with SJA for one year.
 4. Employees who utilize the TEACH Scholarship Program will have their release time met on an individual basis.
 5. Submit grades at the end of each semester to your immediate supervisor.

Approved by: _____

President/CEO

Date: _____

3/2/2020