

PROFESSIONAL STAFF TRAINING, WORKSHOPS AND CONFERENCES

Because the Board desires its professional staff to stay abreast of current trends and developments in education, the annual budget of the district shall provide a specified amount for school visitations, conferences and conventions.

Teachers desiring to visit another school to observe a program, or visit another classroom in this district, should submit a request to the principal and superintendent.

Employees authorized by the superintendent to represent the school system at such educational meetings will be allowed salary and expenses in conformance with regulations on expense reimbursement.

Employees other than those selected as official representatives may be allowed by the superintendent to attend recognized educational meetings and conferences with no loss of salary but without allowance for expense. The salary of a substitute may be deducted from a teacher's salary for excused absence for attendance at such meetings when so specified by the superintendent.

Insofar as advantageous to the district, a rotation system shall be used in assigning staff members to attend regularly held conventions and conferences, but assignment also shall take into consideration the role the staff member will play at the meeting and his ability to share the benefit he derives from it with other staff members. Requests for leaves shall be submitted to the principal and superintendent. As a general rule, a staff member should not expect to attend more than one conference or workshop in their area of concentration per year.

Absence for the purposes of attending area, state or national meetings may be approved by the superintendent within amounts budgeted for such purposes. Any leave for visitations or conferences involving exceptional expenses shall require prior Board action.

ADOPTION DATE: January 15, 1985

REVISION DATE: January 15, 1997

CROSS REF.: DKC, Expense Authorization/Reimbursement