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District 77 Policy 443

## **443 EDUCATIONAL MEETING - ATTENDANCE POLICY**

### **I. PURPOSE**

The purpose of this policy is to provide a framework for making decisions regarding attendance at educational meetings.

### **II. GENERAL STATEMENT OF POLICY**

Each year many educational meetings are held that are of interest and value to staff members. Since many of these meetings are held during school hours and on school days, it is impossible to release all teachers who might desire to attend. Some meetings might not be valuable enough to justify releasing the teacher from the classroom; others are of such value to the improvement of instruction that they should not be missed. All requests for time and/or expenses to attend meetings must be carefully evaluated, both by the teacher and administration, as to the value to the instructional program. Decisions regarding approval will be made according to regulations as give below.

### **III. APPROVAL CRITERIA**

- A. All absences from school to attend meetings shall be authorized by the building principal.
- B. All requests for attendance at meetings involving payment of expenses by the school shall be made in writing before the meeting is held. The Business Office will provide forms for this purpose. Requests should have the approval of the principal before they are brought to the Superintendent.
- C. After approval, the School District will pay the substitute and necessary expenses.
- D. Each teacher who attends an approved meeting involving at least one-half day shall submit a brief report to the principal and all teachers teaching in the area of interest, the department, etc. Meetings that are open to attendance by entire departments or groups of teachers shall be attended by representatives of such groups or departments according to a rotational plan prepared by the group or principal.
- E. Occasionally, members of the staff are elected to offices of state, regional or national professional organizations. While serving in this capacity, it often

becomes necessary that they attend certain meetings and conventions. Ideally, the professional organization should have funds to pay the expenses incurred. The school will, upon approval, do the following:

1. Pay the substitute during the teacher's absence.
  2. If the professional organization does not provide sufficient expense money, the school may assist to the extent the school budget will permit.
  3. The teacher, upon election to such office, shall arrange a meeting with the principal of his/her building. The purpose of this meeting shall be to discuss the teacher's responsibilities to the professional organization and the amount of time and expense that might be involved.
- F. Everything outlined in items A-E above is dependent on the school budget. If requests cannot be granted in any year, an effort will be made to equalize opportunities over a period of years by alternating attendance.
- G. To obtain advance payment when going on a long trip, specific approval for such payment shall be obtained from the appropriate administrator and a claim presented to the Business Office in time for the check to be written with the regular bills of the School Board meeting (third Monday of each month) held previous to departure.

***Cross References:*** District 77 Policy 433 (Leave for Teachers Elected to Public Office or Chosen to a Position of Leadership in a Public Service Organization)