

PROFESSIONAL STAFF TRAINING, WORKSHOPS AND CONFERENCES

The Board of Education (the Board) and the administration intend to promote and provide for attendance and participation in meetings and conferences at the local, state and national levels which represent interests and activities that will provide benefits to the educational program of the school system.

While membership in professional organizations and participation in their regular activities are the responsibilities of those who elect to engage in them, the board supports employees' participation by authorizing attendance, paying certain expenses and providing transportation under circumstances described in this policy and within the limitations of budget provisions.

The Board, through the Superintendent, requires approval in advance of all requests involving an absence from District 11 (the District) and/or expenses for travel. The right to make exceptions is reserved in cases deemed to be appropriate when special occasions arise.

In addition, the Board or Superintendent may direct specific personnel to represent the District in activities not specifically outlined in this policy.

The District shall limit its support in the form of an approved absence, expenses or transportation for professional participation to those activities which relate directly to the educational program of the district and to personnel representing the District and shall limit employee participation to the area of assignment unless it is to the District's advantage to lift such limitations.

Approval for attendance at state or national meetings shall be obtained through written application on a "Travel Request" form.

All travel expense approval and processing will be in accordance with policy DKD, Travel Policy.

Adopted September 1972
Revised May, 1995
Revised May 11, 2011
Reviewed October 5, 2012

CROSS REFS.:

GCRC, Staff Consulting Activities
DKD, Travel Policy

Policy Owner: Executive Director, Human Resources Department