

Overnight Travel

Purpose:

This regulation establishes guidelines for overnight travel for administrators, ensuring that all activities align with district goals, are cost-effective, and support the continuous improvement of leadership within the district.

Scope:

This regulation applies to all administrators, including principals, assistant principals, and other administrative staff.

Regulation Statement:

1. Eligibility for Professional Development, Presenting at Conferences, and Serving as a Chaperone:

- A. All administrators are encouraged to participate in professional development activities and present at conferences to enhance their skills and network, as well as contribute to professional growth. Administrators can serve as chaperones for overnight student trips to provide oversight.
- B. These activities must align with district priorities, individual professional goals, and the overall objectives of the district.

2. Restrictions on Travel:

- A. **No Out-of-State Travel:** School administrators cannot travel out of state for professional development purposes or to present at conferences. Individuals who serve on boards can continue if the organization pays for travel expenses and the administrators use leave to participate. Administrators can serve as chaperones for students' out-of-state travel with the approval of their area director. Exceptions may be made only under extraordinary circumstances and must be approved in advance by the Superintendent.
- B. **In-State Conferences and Workshops:** Administrators are encouraged to participate in in-state professional development opportunities that offer relevant and high-quality learning experiences.

3. Conference Participation:

- A. **Two Conferences per Budget Year:** Each administrator can attend up to two professional development conferences per budget year as an attendee or a presenter. This ensures equitable access to development opportunities while maintaining fiscal responsibility.

- B. Administrators shall choose conferences that best meet their professional development needs and support the district's strategic goals.
 - C. Conference selection should be discussed with and approved by the administrator's direct supervisor to ensure alignment with the district's professional development plan.
4. **Budget Considerations:**
- A. All professional development activities, including conferences, must be planned and executed within the allocated budget.
 - B. Administrators must submit all anticipated costs, including registration, travel, lodging, and meals, for approval before making any commitments.
 - C. Any unapproved expenses will be the responsibility of the individual administrator.
5. **Approval Process:**
- A. Administrators must submit a professional development request form outlining the details and expected outcomes of the proposed activity at least 30 days before the event.
 - B. The administrator's direct supervisor and the district's professional development coordinator will review the request.
 - C. Final approval rests with the Superintendent or designee.
6. **Post-Conference Reporting:**
- A. After a conference, administrators must share the knowledge and insights gained with relevant staff members through a report or presentation.
 - B. This ensures that professional development's benefits extend beyond the individual and contribute to the collective growth of the district's leadership team.
7. **Monitoring and Compliance:**
- A. The Leadership & Learning Department will track professional development activities and expenditures to ensure compliance with this regulation.
 - B. Non-compliance with this regulation may result in disciplinary action or denial of future professional development opportunities.

Review and Revision:

This regulation will be reviewed annually and revised to meet district and administrator needs.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(REGULATION)