File: GCID

CONFERENCES

The Webster School Committee believes that conferences are an integral part of the learning process for all personnel. Conferences should be planned as an educational experience complete with a written request and rationale to the highest ranking authority in the building.

Permission to attend a conference should be secured from the building Principal prior to making arrangements for the conference and passed on to the office of the Superintendent for final approval.

The conference should be followed with the submission of a synopsis and evaluation of the experience.

Any expenses applied to the school department for reimbursement should include receipts, invoices, vouchers, et cetera.

Any out of state conference, where reimbursement may be applied to the Webster Public Schools, needs School Committee approval.