

PROFESSIONAL STAFF VISITATIONS AND CONFERENCES

Because the School Committee wants its professional staff to stay abreast of current trends and developments in education, the annual district budget will provide a specified amount for school visitations, conference, and conventions.

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.

Insofar as advantageous to the district, a rotation system will be used in assigning staff members to attend regularly held conventions and conferences, but assignment will also take into consideration the role the staff member will play at the meeting and his/her ability to share the benefits derived with other staff members.

Absence for the purpose 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 will require prior School Committee action.

Adopted: 1988

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The following procedures will be used to determine attendance at conferences and conventions and to approve visitations:

All requests will be made in writing to the appropriate principal. The request should contain all necessary information including an expense estimate. If approved, the request will be forwarded to the Superintendent who will use the following criteria in making his/her decision:

- A. Relevance and timeliness;
- B. Value to the school system;
- C. Appropriate distribution among the various levels and departments;
- D. Availability of funds; and
- E. Follow-up report in writing to principal.

In general, trips involving more than an overnight will not be approved except for principals and directors. Ordinarily not more than one classroom teacher from a building at the elementary level or from a department at the secondary level will be excused on any given school day.

Attendance at a conference or convention sponsored by a professional organization will be approved for members of that organization only.

Teachers wishing to attend conferences must be sure that funds have been budgeted and that permission has been secured well in advance of the departure date.

Teachers may be allowed up to one visiting day per year provided that plans are made in advance and written confirmation is received from the school involved. These visitation days shall be subject to the approval of the principal and the Superintendent.

Adopted: PRIOR TO 1984