

## PERSONNEL

### PROFESSIONAL PERSONNEL - CONFERENCES AND VISITATIONS

Teachers shall be responsible for keeping themselves informed of improvements in education through professional meetings, inservice meetings, and school visitations. Activities to broaden the teacher's background and make for better quality teaching include travel and professional workshops.

After application to and with the approval of the Superintendent or his or her designee, staff members may be released with full pay to attend conventions, professional meetings, and workshops, visit exemplary programs, and participate in other professional growth activities. At the time of approval, the Superintendent shall indicate which expenses, if any, shall be paid for by the District. After participation, a written report shall be submitted to the Superintendent summarizing the highlights of the activity. Staff members shall also share these activities with their colleagues.

#### Administrative Requests

An administrator may request that a teacher or specialist attend a conference or workshop for a specific reason. For example, members of a reading committee might be requested to attend a presentation on textbook selection guidelines for reading. These requested conferences or workshops may be in addition to those requested by a teacher.

Adopted: March 10, 1983  
Revised: February 8, 1996  
Revised: March 12, 1998