

GUIDELINES FOR ATTENDANCE AT MEETINGS, WORKSHOPS AND CONVENTIONS

School administrators shall be permitted to attend professional meetings or workshops as approved by the District Administrator. The District Administrator shall be guided by the following when granting his/her approval:

1. Relevance and educational benefits.
2. Distance to and location of the workshop or meeting.
3. The number of meetings held per year.
4. Likely overall cost involved in each request, and total cost for the fiscal year.

The District Administrator is also permitted to attend workshops and meetings according to his/her discretion and criteria as listed above.

Convention Attendance

1. The District and School Administrators shall be permitted to attend conventions each year. They may elect not to attend due to time or budget constraints.
2. Administrators shall inform the business manager of length of convention, distance traveled, etc., in advance so that funding may be determined.
3. Administrators shall be encouraged to attend annual conferences that relate to their specific position, and annual conferences held by their specific professional organization for the purpose of professional growth.

Attendance at such conferences will be subject to the approval of the District Administrator and the availability of budgeted funds.