

**PROFESSIONAL STAFF DEVELOPMENT ADMINISTRATIVE PROCEDURE**

**TEACHER ATTENDANCE AT CONFERENCES, WORKSHOPS AND SPECIAL SCHOOL VISITATIONS**

Any teacher wishing to attend an instate educational conference, workshop or special school visitation program must request permission through the Principal, from the Superintendent of Schools, who may grant approval for attendance, if funds are available.

Any teacher wishing to attend an out-of-state conference or workshop must request permission, through the Principal and Superintendent, from the Board who may grant approval, if funds are available.

Each request by the teacher must be accompanied by an explanation regarding the conference, workshop or special school program and an estimate of the costs to the school system. The teacher should, if requested, be willing to present a report highlighting the conference, workshop or special school program to the Board, the Superintendent or the school faculty, whichever is most appropriate.

DATE ADOPTED: JULY 1, 2003