

FOSTER-GLOCESTER REGIONAL SCHOOL DISTRICT

Glocester, RI

EMPLOYEE CONFERENCE ATTENDANCE

PURPOSE:

This policy is established to set forth the expectations of the School Committee in regards to the attendance of teachers and administrators at educational workshops and conferences.

PHILOSOPHY:

The Foster-Glocester Regional School Committee endorses the involvement of the members of its professional staff in attendance at conferences, seminars and workshops which present programs to broaden and strengthen staff knowledge, skills and background in developing and carrying out the educational mission of the school district. In support of this commitment, the Committee establishes the following conference attendance policy statement.

POLICY STATEMENT:

Teachers and administrators may submit requests to attend educational conferences, seminars and/or workshops under the following stipulations:

1. Such requests must be in keeping with budgeted parameters. When such a request falls outside budgeted parameters, but has significant value to the district and carries the endorsement of the Superintendent, it may be submitted to the School Committee for approval.
2. All teacher requests must be approved by the Principal and the Superintendent.
3. All Principal requests must be approved by the Superintendent.
4. Persons attending a conference, seminar or workshop shall submit a written report of the event, along with an itemized expense listing (with appropriate receipts) for travel, lodging, meals, registration, etc. to the Superintendent no later than fourteen (14) days after the event.

Adopted: June 2, 1970

Revised: March 2, 1999

