| BLOOMSBURG AREA SCHOOL DISTRICT |
| Policy Manual |

Section: PROFESSIONAL EMPLOYEES

Title: PROFESSIONAL CONFERENCES

Date Adopted: August 17, 1981

Date Last Revised: June 16, 2003

435. PROFESSIONAL CONFERENCES

.1   Attendance and participation in professional meetings are essential for growth and progress toward higher achievement in quality education, which are promoted by these activities. They may include conventions, workshops, inter-school visitations and evaluation committees of other schools.

.2   All professional employees are encouraged to further personal development through the opportunities presented by these activities.

.3   The Superintendent shall have the authority to approve requests to attend professional conferences within guidelines established by the Board. Such authority is limited to travel within the state, and is subject to Policy #431.

.4   Applications for approval of attendance at conferences or workshops should be submitted to the Superintendent at least twenty (20) working days prior to the next regularly scheduled Board meeting so that Board approval, when needed, can be requested prior to the conference or workshop.

    .41   Requests to attend workshops or conferences must be submitted to and approved by the immediate supervisor prior to being forwarded to the Superintendent.

    .42   Brochures, agendas, or other printed information concerning the conference or workshop should be attached to employee requests.

    .43   The Superintendent's approval and, when necessary, subsequent recommendation to the Board for staff attendance at workshops or conferences, will be based on the relation of the conference or workshop to the employee's position, and the value and relevancy of conference or workshop attendance to district programs.

.5 Each professional employee attending an approved professional conference must submit a schedule of meetings and activities, plus a condensed report of meetings and activities actually attended. The report should be submitted to the immediate supervisor.