

District Code:

**LEAVE OF ABSENCE FOR ATTENDANCE AT DISTRICT-SUPPORTED
CONFERENCES OF STATE, REGIONAL/NATIONAL PROFESSIONAL
ORGANIZATIONS**

1. All staff members are encouraged to participate in appropriate local, state, national and international associations.
2. The number of conferences/conventions sponsored by such associations and are approved for attendance, will be based upon the amount of money the Board of Education budgets for this purpose.
3. An allocation of funds shall be made to each school level (elementary, middle school and secondary) as determined by the Superintendent of Schools.
4. Department heads and curriculum coordinators shall notify the Assistant [to the] Superintendent for Curriculum/Instruction and their respective staff, prior to October 2, of appropriate local, state, national and international conferences/conventions occurring during current school year.
5. Eligibility for attendance at conferences/conventions:
 - a. Active membership* in the organization sponsoring the conference or convention or be a member of a K-8 curriculum committee.
 - b. Current teaching assignment determines eligibility for the subject area rotation lists.

*Active membership shall mean proof of paid membership by October 1 of the year the staff member is scheduled for conference/convention attendance.

6. Eligible staff members will be notified of their turn for conference/ convention attendance the first week of school and asked to submit a preliminary budget by September 30.
7. Selection Procedures: The department coordinator/chair or principal shall determine those staff members attending based on anniversary employment date and last conference/convention attendance at the state, regional, national or international level. Department rotation lists shall be organized in the following manner:

Annual Attendance
(15 or more)

Guidance K-12
Instructional Technology Specialists K-12
Kindergarten and Pre-School
Language Arts K-8
Language Arts (Speech/Drama) 9-12
Math K-8
Math 9-12
P.E. K-8
Reading Specialists K-12

Biannual Attendance
(14 or less)

- Art K-8
- Art 9-12
- Business Ed. (Voc.Ed.) 6-12
- Family & Consumer Science 6-12
- Gifted K-12
- Instrumental Music K-12
- Library/Media K-12
- Modern Languages 6-12

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Annual Attendance

(15 or more)

Science K-8
Science 9-12
Social Studies K-8
Social Studies 9-12
Middle School 6-8
Reading K-8

Biannual Attendance

(14 or less)

- P.E. 9-12
- Technology Education 6-12
- Vocal Music K-12
- Driver's Education

There are two categories of rotation lists: annual and biannual attendance. The categories will be determined based upon a membership size. If there are 15 or more teachers, the group will be on the annual attendance list. If the group is 14 or fewer teachers, the group will be on the biannual attendance list. If district funding allows, additional conference attendance will be considered. If district funding allows, a teacher will attend an international/national/state conference for each year from each subject area/grade level list in the annual category and every other year from the biannual attendance category subject/grade level lists.

Rotation lists shall be maintained by the department heads and curriculum coordinators and coordinating principal. Teachers may be placed on a rotation list by contacting the appropriate coordinator, department head, resource teacher or principal. Any additional teachers will be added to the bottom of the established rotation list. A copy of the rotation list is to be filed each year in the Instruction Office. Rotation lists will be reviewed periodically. Teachers may obtain a copy of the rotation on which they are listed from the appropriate coordinator, department head, resource teacher, principal or the Instruction Office.

- a. Elementary: Staff members may be listed on only one subject area list. Rotation lists will be established for each curriculum area. Teachers attending conferences/conventions will be required to report conference/convention activities to the appropriate curriculum committee or department.
 - b. Middle School: Middle school teachers not included in subject area rotation lists may request to be placed on the middle school rotation list.
 - c. Secondary: Eligibility to attend is based on rotation list for each department.
 - d. Placement on the Rotation List in the Case of Administrative Transfer: If a teacher is administratively (involuntarily) transferred, the teacher will move laterally on the rotation list based on expected year of conference attendance. The transferred teacher will be listed below the teacher currently specified for that year. The remaining teachers on the list will be adjusted accordingly.
8. If the scheduled staff member waives the right to attend, the established rotation schedule will be followed to determine the district representative. The scheduled staff member who waived the right to attend during scheduled year (but not those staff members next in rotation who were eligible but declined to substitute for scheduled staff member) is dropped to the bottom of the rotation schedule. Staff member who attends cannot be scheduled for future conference/convention attendance until all others on the rotation list have had the opportunity to participate. A staff member can only attend either a state or regional/national/international conference in a school year. No staff member will be approved for successive years of attendance at the same level, unless all other eligible persons have waived the right to attend.

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9. Extenuating circumstances (i.e. illness, family emergency) that prevent the attendance of a scheduled staff member, will be governed by a consensus of the department/committee.

10. Released Time and Reimbursement Procedure

a. Participants selected shall submit a leave of absence to building principal at least two (2) weeks in advance of conference/ convention dates.

Participants shall notify district call center two (2) weeks in advance of conference dates to provide ample time for substitute provisions to be made, if needed.

b. Reimbursement

Approved applicants MUST submit request for ADVANCE reimbursement on PSD A/4, Claim for Reimbursement for Travel & Conference Expenses. Reimbursement is in accordance with district policy and procedure.

c. Financial compensation for attendance at an international convention shall not exceed the maximum amount of compensation granted for attendance at any national convention during the previous year as determined by district administrator.

d. Any travel outside of continental United States must be pre-approved by the Superintendent of Schools.

- Adopted: June 8, 1982
- Revised: November 22, 1983
- Revised: February 28, 1984
- Revised: August 14, 1990
- Revised: August 25, 1992
- Revised: January 10, 1995
- Revised: May 12, 1998
- Revised: March 20, 2001
- Revised: January 8, 2002
- Revised: February 22, 2005