

PROFESSIONAL STAFF WORKSHOPS AND CONFERENCES

Professional leave may be granted so that teachers can attend conferences, attend meetings of professional organizations, attend staff development programs, and participate in professional activities.

1. Requests for professional leave shall be approved by the principal or appropriate supervisor prior to the date of the leave. This includes attendance at workshops presented by the district. Registration for in-district staff development will be through the appropriate registration forms.
2. Whenever possible, requests for professional leave should be completed two weeks in advance. Professional leave requests submitted after the date of the professional leave may or may not be approved. Once the professional leave is approved, teachers are responsible for contacting the Call Center and requesting a substitute teacher.
3. Teachers will receive notification of approval or disapproval of leave within one week of submission.

Adopted: October 27, 1998
Revised: January 8, 2002