

Adopted: December 20, 2004

Revised: _____

450 DISTRICT SPONSORED WORKSHOPS, CONFERENCES, MEETINGS AND MEMBERSHIPS

I. PURPOSE

The purpose of this policy is to clarify the obligations, opportunities, and business necessities for the School District, its employees, and students regarding workshops, conferences, meetings and memberships sponsored by the School District.

II. GENERAL STATEMENT OF POLICY

- A. The School District is committed to the improvements of all staff. For professional staff, the School District will set aside time each year for professional in-service.
- B. The School District is committed to parent-teacher communication. The School District will set aside time within the professional contract for the purpose of parent-teacher conferences.
- C. It is the task of the staff and administration to use the time effectively in meeting the needs for in-service workshops and parent-teacher conferences.
- D. The School District is committed to partnering with local, civic, community and governmental organizations for the purpose of communicating and shared endeavors.

III. APPLICATIONS AND PROCEDURES:

- A. Staff and administration will work together in the planning of such in-service workshops and conferences.
- B. In arranging for such workshops, conferences and meetings, the School District recognizes the following:
 - 1. At times there is a need to schedule workshops, conferences, and meetings that last more than two hours, and/or extend over a normal mealtime.
 - 2. That in the above-described conditions, there is a business necessity of providing a meal or refreshments for the purpose of maintaining attention, productivity and efficiency of time.
- C. Given these conditions, the School District authorizes the administration to make such provisions on a limited basis for workshops, conferences and meetings.
- D. The District authorizes membership in the local Chamber of Commerce and other civic organizations whose mission is mutually beneficial to the district.
- E. This policy applies only to employees and/or other individuals required to attend such workshops, conferences and meetings or to hold memberships as authorized by the board of education.