

## PROFESSIONAL CONFERENCES, SEMINARS, AND VISITATIONS

### PURPOSE:

The North Kingstown School District sets forth this policy for the purpose of providing encouragement and expected standards for the participation of employees in job-related professional activities whose purposes support the improvement of the educational program of the School Department.

### PHILOSOPHY:

The North Kingstown School Committee, although acknowledging that staff membership of employees in organizations and participation in their regular activities is the responsibilities of those who elect to engage in them, accepts a responsibility to support such participation by the granting of leaves, paying certain expenses, and providing transportation within the limits of budget provision.

### POLICY STATEMENT:

The North Kingstown School Committee authorizes the participation of employees in approved professional activities which clearly meet the Committees' expectation that the purpose and intent of the employee's participation will support the improvement of the educational program and activities of the North Kingstown School Department.

Employee participation shall be governed by the following standards:

#### Authority:

1. All requests involving attendance at conferences, seminars and visitations, and requests for expense reimbursement for participation in same, must be in writing and require approval of the Superintendent or his/her designee in advance.
2. The Superintendent or the School Committee, upon recommendation of the Superintendent, may direct specified personnel in writing to represent the school district in a variety of activities not specifically outlined in this policy at his/her discretion.

#### Approved Activities

School Department approval of activities shall be limited in support in the form of leave, expenses, or transportation for professional participation, to those activities which relate directly to the educational program of the school and to personnel representing the district and limits employee participation to the employee's specific area of assignment unless it is to the district's advantage to lift such limitations.

Adoption: April, 1975

Amended: April, 1999

Amended: March 28, 2007