

PORT EDWARDS PUBLIC SCHOOLS

## Board of Education Policy

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**STAFF ATTENDANCE AT REGIONAL AND NATIONAL CONVENTIONS**

With the broad objectives of professional growth, continual maintenance of professional curricula, and continuous improvement of professional skills, the Board of Education fully supports staff attendance at professional conventions. Staff members are encouraged to be aware of upcoming professional conventions in the areas of their teaching or job assignments and are further encouraged to discuss the possibility of attendance with their direct supervisor. Staff members who receive approval in accordance with established leave request procedures to attend professional meetings are eligible for reimbursement for expenses incurred.

Upon returning from the professional meeting, the staff member is required to complete a brief summarization of the professional highlights of the meetings and submit it to the Board of Education.

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LEGAL REF.: Sections 118.21(4) Wis. Statutes  
121.02(1)(b)  
PI 8.01(2)(b), Wis. Admin. Code  
PI 34

CROSS REF.: 537 – Exhibit(1), Professional Staff Request to Attend Conference  
547 – Exhibit, Support Staff Request to Attend Workshop  
671.2, Expense Reimbursement

Adopted: 10/63  
Reviewed:  
Revised: 8/82, 06/13/05