

**Event Attendance
and Approval
Procedures**

Events include conferences, conventions, short courses, seminars, and workshops. Staff members doing program development for their professional organization may attend additional meetings with the approval of the supervisor.

Approval to attend events and conventions is the responsibility of the Superintendent or the appropriate assistant superintendent, associate superintendent, executive director, or athletic director who has authority over the staff member's division and is subject to budget constraints.

The following guidelines will apply:

1. All staff members planning to attend events requiring them to miss work must complete a Professional Trip Authorization and Expense Report prior to the event.
2. The Professional Trip Authorization and Expense Report is approved for the following positions by the administrative positions listed:

Position	Approval Required By
Assistant/Associate Principal	Superintendent/Assistant Superintendent
Assistant/Associate Superintendent	Associate Superintendent/Superintendent
Band Director	Principal, Director for Performing and Visual Arts, and Associate Superintendent for Academics and Administration
Business staff member	Assistant Superintendent for Finance
Career and Tech. Education staff member	Principal, Director for CTE, and Associate Superintendent for Academics and Administration
Child Nutrition staff member	Assistant Superintendent for Business and Support Services
Choir Director	Principal, Associate Superintendent for Academics and Administration, and Director for Performing and Visual Arts
Coach	Director of Athletics and Associate Superintendent for Academics and Administration
Counselor	Principal and Executive Director for Instructional Programs and Accountability
Diagnostician	Executive Director for Special Services and Associate Superintendent for Academics and Administration
Director of Athletics	Associate Superintendent for Academics and Administration

PROFESSIONAL DEVELOPMENT
PROFESSIONAL MEETINGS AND VISITATIONS

DMD
(REGULATION)

Position	Approval Required By
Executive Director	Assistant Superintendent
Instructional Director	Associate Superintendent for Academics and Administration
Librarian	Principal and Associate Superintendent for Academics and Administration
Technology Department staff member	Associate Superintendent for Fiscal and Human Resources
Nurse	Associate Superintendent for Academics and Administration
Human Resources staff member	Assistant Superintendent for Human Resources
Police Department staff member	Associate Superintendent for Community Engagement and Quality Improvement
Principal	Assistant Superintendents for Administration
Psychologist	Executive Director for Special Services and Associate Superintendent for Academics and Administration
Special Services staff member	Executive Director of Special Services and Associate Superintendent for Academics and Administration
Support Services staff member	Assistant Superintendent for Business and Support Services
Teacher	Principal and Associate Superintendent for Academics and Administration

3. To be approved, the Professional Trip Authorization and Expense Report must be received by the Superintendent or appropriate assistant superintendent, associate superintendent, executive director, or athletic director at least three weeks in advance of the event for approval and received by financial services at least two weeks in advance for approval and for advance funding.