

**All Personnel**

BP 4131.3

4231.3

**INSERVICE EDUCATION/VISITATIONS; CONFERENCES**

4331.3

To maintain a superior school system, it is important for the district to be represented at conferences in order to be kept abreast of educational developments which are designed to improve the educational program in our schools.

Requests shall be submitted in writing, through the division head, to the Superintendent or designee, at least 30 days prior to the conference. The conference program or outline of events, if available, and a cost estimate should be submitted with the request. All conference attendance requires Governing Board authorization.

The Superintendent may authorize conference attendance at no loss in salary, not to exceed two days absence from duty, when no expenses for attendance are to be claimed.

Any member of the Board, employee or authorized representative of the Board, with the approval of the Board, may be assigned to attend selected conferences or meetings, without loss of salary and with actual and necessary expenses paid in accordance with the provisions of Board policy 4133.

(cf. 4133 - Travel Expenses)