

# Regulation

No. 3350

BOARD OF  
EDUCATION  
HOWELL TOWNSHIP

PROFESSIONAL STAFF

## WORKSHOP ATTENDANCE

Workshop attendance is distinguished from those educational presentations which have graduate level college credit awarded as a result of successful completion. These are addressed in the negotiated agreement in the Article dealing with tuition reimbursement.

Approval shall be given only if the workshop shall improve the individual skills of the staff member or yield information that will serve to improve; the educational program of the district. The specific expected outcome goal will be delineated by the staff member on the application form.

Except for unusual circumstances, attendance shall be limited to two persons. Every effort will be made to see that as many different persons as possible will have the opportunity to attend these presentations.

Every person attending will be expected to complete an original report expressing the content of the workshop, their personal reactions, and implications for the district. Reproducing material distributed at the workshop without completing the first-person report is not acceptable.

Number of copies to be determined by the Superintendent and/or his office designee within five school days so they may be disseminated to those individuals in the district that will benefit from these shared expertise.

The cost of substitute teachers, where necessary, shall not count as part of the \$300.00 limitation.

All requests for workshop attendance shall be acknowledged by the Superintendent and/or his office designee in writing. A request for professional leave for the appropriate date shall accompany the request for the approval of the workshop.

Date Adopted: 6/15/94  
Date Revised: 11/30/05