

**FILE: GCLA**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED: February 15, 1990     FILE SECTOR: PERSONNEL**  
**DATE REVISED: October 21, 1999     POLICY TITLE: STAFF VISITATIONS**  
**DATE REVISED: December 15, 2005                             AND CONFERENCES**  
**DATE REVISED: February 18, 2010**  
**DATE REVISED: November 15, 2012**

The Medford Area Public School District Board of Education encourages teaching staff members to participate in meetings and workshops of local and state professional organizations and educational agencies. National meetings are also supported by the board under special circumstances. Eligibility to attend functions of these types shall be based upon professional improvement plans, professional interest or leadership, and basic policy procedures as determined by the board. All leaves and absences for professional staff members shall be subject to the provisions of the current employee handbook, if applicable, and board policy.

**CROSS REFERENCE:** Employee Handbooks, DLC, GCLA-R  
**LEGAL REFERENCE:** Sections 118.21(4), 121.02(1)(b) Wisconsin Statutes

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Attendance at Out-of-State National Conferences:

Staff members may be granted approval to attend a national conference in a bordering state without completing the following conditions.

Staff members will be allowed to attend national conferences and conventions, during the school year, without loss of pay, subject to the following conditions:

1. The staff member will file a written request to attend with his/her principal during the spring preceding the school year in which the conference is to be held. An estimated budget must also be filed so funds can be allocated.
2. Only staff members who have completed six (6) or more years of successful employment in the district will be considered for attendance at a national conference more often than once every six years.
3. The staff member must have been a member of the national organization hosting the conference for at least two (2) years prior to the request.
4. The staff member must agree to file a report with the district administrator, board, and faculty upon return.
5. A maximum of one (1) national conference may be attended by teaching staff, under this provision, in any one year. Principals receiving a request at budget time shall inform all the administrative staff.
6. A staff member attending a national conference will not miss more than three (3) contract days unless approved by the district administrator.
7. If more than one request is received, preference will be given to a staff member of the grade and/or department with the longest duration between national conferences. If more than one person from the same grade level and/or the same department files a request, preference will be given to the person with the longest duration between national conferences and, if this criteria does not resolve the issue, then, the staff member with seniority will receive first priority. Any further tie will be broken by the toss of a coin.
8. Attendance at a national convention, under this provision, may not be used to extend a vacation or holiday period.