

**PROFESSIONAL ACTIVITIES OF TEACHERS**

In-District

No teacher shall charge a fee for activities within the school district directly related to his/her professional position unless approved by the school board. No teacher may advertise or sell materials and or services within the school district not specifically authorized or approved by the school board.

Out-of-District

Arrangements for attendance and/or participation in any out-of-district professional activity shall be approved by the administration in advance.

When a staff member is invited to speak, serve on a panel, or similar assignment, all costs shall be borne by the school district or organization sponsoring the event, unless other arrangements are approved by the superintendent, upon the recommendation of the building administrator.

An employee may be reimbursed for out-of-district costs provided that there is prior approval by either the superintendent and/or business administrator.

An overnight stay reimbursement request will require prior school board approval with the recommendation of the superintendent and business administrator. All requests must be presented to the school board through the building administrator, in writing, before any reimbursement will be made.

Reports

A listing of all professional activities will be included in the building administrator's monthly report. The listing will include the person attending, organization sponsoring the event, name of activity, and reason for attending.

SAU 50

Any teacher giving a workshop and receiving compensation must receive prior approval from the School Administrative Unit 50 Staff Development Committee.

Adopted 2001

