



DERRY AREA SCHOOL DISTRICT
DERRY PENNSYLVANIA 15627

The mission of the Derry Area School District, as a student-centered environment, is to develop responsible citizens and life-long learners who are prepared to adapt to an ever changing world by providing knowledge and skills in a partnership of home, school and community.

DATE: December 16, 2014

TO: Principals/Professional Staff

FROM: David K. Welling, Superintendent

RE: **Procedures & expectations for conference/workshop attendance**

Please be advised of the following expectations when attending a conference/workshop and school is delayed or cancelled for the day:

It is expected that the employee will attend the conference/workshop if supported with school or district funds. A Comp day* will be granted to the employee for his/her attendance at the conference/workshop if school has been cancelled that day. The awarded Comp day must be used prior to the end of the school year and does not carry over to the next year.

If the conference/workshop is cancelled, and the employee has prior knowledge of this cancellation, the employee is to report this cancellation to his/her supervisor and follow district policies regarding reporting to work. If a substitute has been scheduled to cover the employee attending the conference/workshop, every effort should be made to cancel the substitute by the employee's supervisor.

District delays are not impacted by this procedure for it is expected the employee will allow for extra travel time to attend activities on days of poor travelling conditions.

*Does not apply to 12-month employees.

DKW:rrs