



RED CLAY CONSOLIDATED SCHOOL DISTRICT
ADMINISTRATIVE MEMORANDUM

ATTENDANCE OF STAFF AT MEETINGS DURING THE DAY | 4009.1

Staff members may attend in-District meetings that are initiated or authorized by District administrators.

Staff attendance at meetings that are initiated by outside groups (e.g., Delaware Department of Education, professional associations) must be approved in advance by the appropriate central office administrator.

An absence request must be submitted to and approved by the appropriate administrator(s) before permission is granted to attend a meeting taking place during regular working hours if the meeting is outside of the District.

Questions about the information contained in this administrative memorandum should be directed to the Director of Human Resources.