

Fern Ridge School District 28J

Code: **CD-AR**
 Adopted: 12/11/89
 Readopted: 5/23/05
 Orig. Code(s): 2123.1

Management Team Location and Travel

	Building secy knows destination & return time	D.O. informed	Building secy knows location & phone #	Discussed w/Supt ahead of time	Report to Adm Team
In District	✓				
Out of District (Professional & personal business)	✓	✓	✓		
Conference	✓	✓	✓	✓	✓

Definitions

“In district” is defined as being within the boundary of Fern Ridge School District.

“Out of district” is defined as being in the general area of Eugene, Springfield or Junction City on district, professional or personal business, which would include meetings of various types.

“Conference” is defined as a professional activity that normally requires a fee and/or registration. The conference may be in the Eugene area or out of the area.

NOTE:

If the superintendent **and** the administrative assistant are scheduled to be out of the district for more than one day, the superintendent’s office will inform the building administrators.