



Mission Statement: Ensure excellence in education and respect for the local culture.

Application for Educational Leave during Regular Work Day

I am requesting Educational Leave during Regular Work Day in accordance with Board Policy Descriptor Code DDDF Educational Leave.

I will be attending _____.
Name of College or University

Course number and Title: _____

Day's and Time: _____

Employee Signature Date

Supervisor Signature Date **Approved** **Disapproved**

Superintendent Signature Date **Approved** **Disapproved**

Any employee, excluding teachers, may attend classes during his/her regular working day provided that:

- 1. He/she has the approval of his/her supervisor.**
- 2. No more that three hours in any one week is used for class time.**
- 3. The proposed classes are not offered at any other time other than the regular work day.**
- 4. Attendance at such classes will clearly benefit the school.**
- 5. Approval has been obtained from the Superintendent.**
- 6. Employee must have been employed for at least six months to qualify.**

The Educational Leave During Regular Work Day policy maybe viewed by going to our school web site www.belcourt.k12.nd.us . Click on School Board go to section D and click on DDDF Educational Leave.