

**MOUNTAIN HOME SCHOOL DISTRICT NO. 193**  
**MOUNTAIN HOME, IDAHO**

<b>PROCEDURES</b> Section 400.2, Pages 1
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**DISTRICT LEAVE**

1. Request for leave should be submitted prior to the time leave is taken.
2. Request must be signed by building principal and appropriate District level personnel, or designee.
3. District Leave may be granted for:
  - Curriculum or program development
  - To assist the State Department of Education
  - Instructional improvement related to a program of goals and objectives for personnel placed on probation
  - Mentor Teacher Program
  - Other measures deemed necessary

**CURRICULUM/PROFESSIONAL DEVELOPMENT**

Approved by District level personnel only:

Superintendent; Director of Educational Services; Director of Instruction & Federal Programs; District Activities Director; or designee.

**ATHLETICS**

Approved by:

District Activities Director; Superintendent; Assistant Superintendent, or designee.

**MUSIC**

Approved by:

District Activities Director; Principal; Superintendent; Assistant Superintendent, or designee.

March 1, 2001  
Revised: August 10, 2011

Reviewed: March 6, 2006  
Revised: October 10, 2016

Reviewed: November 23, 2009