

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 300-3
Subject: TWELVE MONTH TEACHER ASSISTANCE TO PRINCIPALS	Date of Issue: 11/9/78
Preparing Office: Office of the Superintendent	Effective Date: 7/1/89

I. Policy

In his or her absence, the principal may authorize teachers on a twelve-month contract who volunteer to perform supervisory duties for activities which occur outside of the students' normal school day.

While the principal is present, he or she may authorize teachers on a twelve-month contract who volunteer to assist with supervisory duties for activities which are scheduled outside of the students' normal school day. This authority shall not include suspension of students, notification of trespass, or any other action specifically delegated by law to the principal.

The Board of Education shall approve such designations annually.

II. Procedures

A. A principal who authorizes a teacher to perform supervisory duties in the absence of an administrator outside of day school hours shall notify the Area Superintendent.

B. A principal authorizing teacher assistance for supervisory duties for out-of-school activities shall proceed as follows:

1. Secure from the Associate Superintendent:

a. Approval for authorization

b. 12 month teachers available and who voluntarily accept assignment

c. Total work hours authorized

d. Procedures for payment

2. Send to Department of Human Services prior to August 25, the teachers selected requesting Board of Education approval the first meeting in September.

Approved:

Noel T. Farmer, Jr.
Superintendent