

<b>FREDERICK COUNTY PUBLIC SCHOOLS</b>	<b>Reg. No. 300-25</b>
<b>Subject:</b> <b>COURTESY CONSULTING BY ADMINISTRATIVE AND SUPERVISORY PERSONNEL</b>	<b>Date of Issue:</b> <b>1/15/84</b>
<b>Preparing Office:</b> <b>Office of the Superintendent</b>	<b>Amended:</b> <b>10/14/05</b>

I. Policy 303.6

II. Procedures

- A. Approval for courtesy consulting must be secured from the appropriate associate superintendent (or the superintendent, if appropriate) prior to participation by submitting the proper written form. Courtesy consulting is defined as non-paid consulting for any out-of-county or out-of-state public sector agency, including the Maryland State Department of Education.
- B. Requests to do courtesy consulting for more than five (5) days in one (1) year must be approved by the superintendent.
- C. Administrative and supervisory personnel who engage in courtesy consulting may accept expenses for travel, room, and meals. Annual leave shall not be taken.
- D. Consulting done by administrative and supervisory personnel, which is paid (e.g. stipend or honorarium), is not courtesy consulting and personnel must take annual leave.
- E. Presentations or participation in programs during meetings or conferences a person normally attends is not considered to be courtesy consulting.

Approved:

Original signed by

---

Linda D. Burgee  
Superintendent