School Based Extensions of the Instructional Program

Any instructional program is considered to be an extension of or related adjunct to the regular instructional program if it substantially meets the following conditions:

1. Involves Prince William County School's students, parents, staff or buildings/equipment.
2. Is not a part of the division-wide instructional program.
3. Involves the collection of a fee.
4. Is initiated at the school level.

Selection of Personnel

Current School Board employees and non-School Board employees may be employed as instructors in extension programs. The employment of all personnel for such programs will comply strictly with all laws and School Board policies. The Personnel Department will be directly involved in the selection and employment process.

Procedures for Collection of Charges and Paying of Instructors

I. Collection of Charges

A. A tuition/registration charge will be paid to cover the salary expense of the instructor and other direct program costs.

These programs are considered an extension of the overall education program and outside groups may take advantage of them. However, principals are reminded that building use contracts may be necessary in some cases.

B. All tuition/registration charges and any charges for materials, workbooks, etc. will be receipted to a separate account on the school's books. This account will be titled "School Based Instructional Programs" and will be a Category "E" account.
C. Only a small amount of excess revenue will be permitted. The Finance Department will monitor the accounts and provide direction concerning revenue in excess of expenses.

II. Payment to Instructor

A. Current School Board Employees

1. The instructor will be paid at his or her hourly rate as calculated by the Personnel Department. In the event paid registrations are insufficient for full payment to the instructor, the instructor must agree to accept the reduced amount as payment. The appropriate tax deductions will be made.

2. The "Substitute & Temporary Employee Time Report" will be appropriately filled out. The school will attach a check including salary and FICA and forward the paperwork to the employee's immediate supervisor.

3. The supervisor will code the time report with the appropriate salary code, sign the time report and forward the paperwork on to the Personnel Department for processing.

4. The Finance Department will deposit the school's check as an expenditure credit to offset the expenses incurred.

B. Non-School Board Employees

1. Before engaging the services of an individual who is not an employee of the School Board, the administrator in charge shall confer with the Personnel Department to assure compliance with Regulation 517.01-1.

2. The individual will submit a statement that indicates the number of hours worked, the rate per hour and the gross amount of pay due.

3. The "Substitute & Temporary Employee Report" will be appropriately filled out. The school will attach a check to include the gross pay and F.I.C.A. and a W-4 card. The paperwork will then be forwarded to the Personnel Department for coding and processing.

The Finance Department is responsible for the implementation and monitoring of this regulation.

Prince William County School Board