

It is the aim of Columbia County Schools to assist in the comprehensive development of the social, emotional, physical, aesthetic and intellectual capabilities of our students. To enhance this comprehensive development, extra-curricular activities have become an integral part of our educational system. Extra-curricular programs exist for the purpose of meeting the individual needs, abilities and interests of our students.

The Columbia County Board of Education recognizes teaching as a profession and establishes the expectation that all teachers will participate in system and school-sponsored activities designed to support comprehensive student development and community service. The teaching profession encompasses certain responsibilities which include, but are not limited to the following assignments: supervision of students in hallways, restrooms, lunchrooms, playgrounds, parking lots, and bus loading areas; attendance at parent organization meetings, staff development or professional development sessions or meetings, faculty and staff meetings; participation in open house activities, parent orientations and parent conferences, system or school committees, and curriculum development activities; assistance for students before or after school, and educational planning meetings for individuals or groups of students; and sponsorship of student clubs and community service projects. Reasonable attendance at public performances of students is expected.

Principals and administrators shall strive to equalize these extra-curricular responsibilities and duties among the faculty. In addition, principals and administrators shall strive to alleviate or minimize extra duties required of teachers whenever curtailing such activities does not infringe on student safety, community services or school operations.

Extra Duty

Certain extra-curricular duties constitute responsibilities not expected of all teachers and require clearly defined expectations. These duties require a significant amount of work beyond the professional requirements of all teachers. Such duties, which require a specific amount of time to accomplish, whether ongoing during the entire year or heavily concentrated during a particular season, shall earn a supplement to compensate for the extra hours required beyond the normal professional expectations.

Extra-curricular assignments are made by the principal or his/her designee. Administrators, including principals and assistant principals, are prohibited from coaching assignments due to conflicts with the work schedule and other assigned responsibilities. Supplemented extra-curricular assignments are made and accepted under the following stipulations:

- reviewed and assigned on an annual basis in accordance with the system nepotism policy
- certified teachers employed in the school or system shall be eligible for extra-duty assignments and supplements
- when no certified teacher is available, qualified and approved community lay coaches **or non-certified employees (must follow procedure GBA(2) in recording work time)** may be used according to the guidelines established in this policy and through the Georgia High School Association by-laws
- accepted with the anticipation of achieving the highest level of competition or recognition possible for that assignment
- compensated in addition to the contract salary in accordance with the supplemental salary schedule approved annually by the Columbia County Board of Education
- accepted with the understanding that these assignments are exclusive of all contract provisions, including the due process provision of Georgia Code 20-2-940
- supplemented for the full, regular season schedule which extends to the highest level of competition or recognition possible
- supplemented at a proportionately reduced rate for any abbreviated schedule
- accepted with the understanding that the monetary compensation is for the completion of the assigned task and that the size of school is not a factor
- extra-curricular assignments are made on an equitable basis so as not to overload an individual and to avoid an overlap of seasons and assigned responsibilities
- The school administration will monitor and evaluate employees and volunteers serving in extra duty assignments. It is the expectation of the Columbia County School System that employees, volunteers, and students will perform their duties in an honorable, ethical and respectable manner.

Community Coaches

The Board of Education authorizes the School District's participation in the Georgia High Schools Association's community coach program. Schools participating in this program will be expected to comply with the rules and regulations of the Georgia High Schools Association.

Community Lay coaches must be approved by the Board of Education following the same procedures used in all other system positions. Additionally, community coaches shall be registered with the Georgia High Schools Association and shall have completed the required training and successfully passed the required test as prescribed by the Georgia High Schools Association. Community lay coaches are prohibited from serving as the head coach in any sport.

Since the middle schools are not members of the Georgia High School Association, the middle school community lay coaches or volunteers will not be required to be registered with the Georgia High School Association or have completed the training or testing requirements as specified for the high school lay coaches.

All schools will observe the following guidelines when approving lay coaches. It will be the responsibility of the principal to insure that these guidelines are followed.

1. Volunteer coaches must be approved by the principal and professional staff member assigned to coach the designated sport.
2. Volunteer coaches must be recommended for Board of Education approval each year on or prior to the following dates:
 - a. Fall Sports July 1
 - b. Winter Sports September 1
 - c. Spring Sports January 1
3. Volunteer coaches may begin work only after official Board of Education approval and after tryouts are completed, and may have no input in team member selection.
4. An orientation must be held with the principal, athletic director, or designee to insure that the following items are clearly understood:
 - a. Volunteer coach limitations
 - b. Safety and First Aid Training/Procedures
 - c. Expectations for proper sportsmanship
 - d. Rules of the designated sport
5. Only one volunteer coach per team will be allowed in the middle school.

PROCEDURE: NO

ADOPTED: 4/4/91

**REVISED: 9/12/95,10/01/97,8/10/99,9/12/00,8/14/01,6/24/03,
8/26/03**

Columbia County Board of Education