

Frederick County Public Schools

STUDENTS

School Assignment Benefit for Staff Registration Form

FREDERICK COUNTY PUBLIC SCHOOLS
School Assignment Benefit for Staff Registration Form

School Year: _____

Registration Deadlines- **Current staff: on or before May 15**
 Newly hired staff: on or before July 31

Parent/Employee's Name: _____

Employee's School Assignment: _____

Home Address: _____

School Requested: _____

Child(ren) to be enrolled:

Name of Child	Grade	Child's Base School
_____	_____	_____

I have read and agree to adhere to the program conditions listed in regulation 409R-B, Students - School Attendance Zones (School Assignment). I also understand that the School Assignment Benefit for Staff Program is not guaranteed.

Signature: _____ Date: _____
(parent)

Approved _____ Not Approved _____

Principal's Signature: _____ Date: _____

- pc: Receiving School
- Parent
- Base School
- Assistant Superintendent for Administration

The School Assignment Benefit for Staff Program conditions are as follows:

School Assignment Benefit for Staff Registration Form

1. The dependent child/children must be enrolled by using the School Assignment Benefit for Staff Registration Form (409R-B – Appendix B). The registration deadline for current staff is on or before May 15, for the following school year. The registration deadline for newly hired staff is on or before July 31, for the following school year.
2. The employee is responsible for their child's supervision before and after the employee's regularly scheduled work hours regardless of whether the child is attending the school at which the employee works or the elementary or middle school closest to their place of employment. When the child attends the school at which the employee works, supervised care in the employee's classroom or work area before and/or after the employee's regularly scheduled work hours is permissible as long as it does not interfere with the employee's work responsibilities, including but not limited to, attendance at meetings, communicating with parents, or conducting work-related tasks that require confidentiality. It is not permissible for the child to be unsupervised in the employee's work area. When the employee's work responsibilities do not permit such supervision, other child care accommodations must be made. When the employee's child is attending the elementary or middle school closest to their place of employment, the employee is responsible for securing child care before and after school for their child. Under no circumstances, is the student's school or the school at which the employee works to be responsible for providing child care.
3. The employee is responsible for student transportation to and from school.
4. Attending school out of the attendance zone where one resides is a privilege which may be denied by the principal of the receiving school with just cause including, but not limited to, attendance, behavior, or whether it will cause a disruption in school operations.

Adopted: July 3, 2018

Amended: August 28, 2019