

## STATE BOARD OF EDUCATION RULING ADJUNCT FACULTY APPOINTMENT

The State Board of Education passed a rule June 9, 1994, that allows public school students to be considered in attendance when participating in approved off-campus activities with an adjunct staff member of the school district. The amendment that was adopted states:

Amendments to 19 TAC§129.21 (k)(1). Requirements for Student Attendance Accounting for State Funding Purposes.

(4-12) A student not actually on campus at the time attendance is taken may be considered in attendance for Foundation School Program (FSP) purposes under the following conditions:

1. The student is participating in an activity which is approved by the local board and is under the direction of a professional staff member of the school district or an adjunct staff member. This adjunct staff member must have a minimum of a bachelor's degree and be eligible for participation in the Teacher Retirement System of Texas.

(4-13) Students participating in any activity which is not approved by the local school board and/or without certified district personnel supervision are counted absent [see (4-12)]. To qualify for funding purposes, the certified district staff member/adjunct staff member must be accompanying the students as an official of the school district for the specific purpose of supervising the students and must be approved by the school board to supervise the activity. For example, students participating in 4-H activities which are supervised solely by a County Extension Agent are reported present.

The approved rule changes provide local school boards the opportunity to recognize county Extension agents as adjunct staff members and to count the students in attendance for the Foundation School Program purposes. Note: The approval for county Extension agents to be recognized as adjunct staff members and the activity in which the student is participating must be approved by the local board of school trustees.

As you develop plans for contacting local school districts, these guidelines should be followed:

1. A strategy for contacting all local school districts should be discussed in a joint office conference involving all staff member. Immediate action should be taken to initiate these contacts in order for this to be considered by the school board as early in the school year as possible.
2. As local school districts are contacted requesting for the county faculty to be recognized as adjunct staff members, each member of the county Extension staff should be named in the request. All county Extension agents have responsibility for the 4-H youth development program and there should not be single members of the staff requesting adjunct staff status.
3. Contact the appropriate school administrator, i.e. school superintendent, assistant superintendent or designee to schedule an appointment to discuss extracurricular status of 4-H programs and adjunct faculty appointments. A personal meeting is recommended; however, in the urban counties it may be necessary to contact the various school officials through correspondence and/or phone. The staff should request written confirmation of the local school board's approval in order to maintain appropriate documentation of adjunct status. Follow-up with the local school officials may be needed to obtain a written response.
4. All activities that require students to be absent from school must be approved by the local board of school trustees in order for them to be considered in attendance for Foundation School purposes. Approval for 4-H youth to participate in various activities, i.e. stock shows, judging contests, consumer decision making contests, National 4-H Congress, etc., must be granted prior to the date of the event. The county Extension staff should develop a comprehensive list of all activities that would require 4-H youth to be absent from school and submit this request for board approval at the same time.
5. County Extension agents are to receive no compensation from the local school system as a result of their adjunct staff status.