



ADMINISTRATIVE PROCEDURE

CERTIFICATED PERSONNEL KNOWLEDGE OF STATE BYLAWS AND LOCAL RULES AND REGULATIONS

2512.2
Procedure No.

July 1, 2008
Date

- I. **PURPOSE:** To make available to certificated personnel those Policies, Procedures, Bylaws, and other guidance publications required for performance of their duties in the Prince George's County Public Schools.
- II. **INFORMATION:** State regulation requires every certificated employee to become familiar with the regulations of the State and County Board of Education. Consequently, the following information is available in the Central Office, all area offices, the professional library and the PGCPs website:

- Board of Education Policies
- The Administrative Procedures Handbook

The Code of Maryland Regulations (COMAR) is available on the Maryland Department of State's website.

All certificated personnel are encouraged to familiarize themselves with the information contained in these policies, procedures and regulations. It is the intention of the Superintendent of Schools that these publications be available for the use of all personnel needing them. Where additional copies of Policies or Administrative Procedures are needed, principals and other administrators may request them directly from the Office of Communications or download from the PGCPs website.

- III. **PROCEDURES:** The following should be accomplished:
- A. **Availability of Publications:** Principals and other administrators will ensure that all certificated personnel under their direction are aware of where the publications listed in Section II are available for their use.
- B. **Publication of New Policies and Procedures:** Upon the publication of new Policies and Administrative Procedures, principals are to insure that all certificated personnel become familiar with the contents.
- C. **Communications:** Each administrator or principal should periodically review the policies and administrative procedures with certificated employees.
- IV. **RELATED PROCEDURES AND REGULATIONS:** COMAR 13A.07.03.01.
- V. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Office of General Counsel and will be reviewed and updated from time to time as may be necessary.



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- VI. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 2512.2, dated July 1, 1987.
- VII. **EFFECTIVE DATE:** July 1, 2008.

Approved by:
John E. Deasy
Superintendent of Schools

Distribution: Lists 1, 2, 3, 4, 5, 6, 7, 10, and 11