

Facilities Use and Classes Policy for AFE 2012–2013

Classes in district facilities offered or organized by parents are encouraged and welcome. These classes will be open to any AFE student with appropriate skill or age level up to the capacity as determined by the instructor/facilitator. Enrollment shall follow a fair and equitable process and may be announced in the newsletter.

The following policy is based on the desire to offer as many quality classes (taught by teachers, parents, and community members) as possible while staying within our capacity as staff, our classroom capacity, and our legal obligations.

Consultant teacher-led classes will be taught in district facilities whenever possible. We will make arrangements in city facilities when necessary (for example, Loudon Nelson Community Center or Harvey West Park). Consultant teacher-led classes may or may not require a fee, and the teacher may request a donation for supplies.

Parents offering or organizing classes may request to use district classroom space through the principal and this use will be approved, if the following four criteria are met:

- 1) Space is available. (Check with Community Coordinator Joanne Brown to see if there is an available space.)
- 2) The course activities are compatible with the facility.
- 3) The course activities are compatible with school and district missions and goals.
- 4) A teacher is supervising on campus.

Parent-led and organized classes that are free of charge will receive first priority.

Parent-led and organized classes that have a fee and utilize district space are required to offer scholarships. Requests for either full or partial scholarships will go through the consultant teacher. When a parent requests a partial or a full scholarship, the funds will be withdrawn from the Scholarship Fund.

In order to establish a fund for scholarships, each class requiring a fee will set aside 10% of collected fees for the Scholarship Fund. Also, our fundraiser events will contribute 10% of earnings to the Scholarship Fund. These percentages will be evaluated after a period of time and will be modified if needed.

Every class meeting in district facilities needs administrative approval.