

Davis School District

EXCEL PROGRAM OVERVIEW

- Purpose:** EXCEL classes are designed to provide before and/or after school enrichment opportunities for students. (Additional courses may be offered through *Community School*.)
- Principal:** The principal has primary responsibility to: 1) determine whether the class is needed and, if so, approve the class; 2) ensure that the class cost estimate is prepared and the class fee is sufficient to cover all costs; 3) monitor the class from inception to completion; 4) upon completion of the class, provide designated individuals with class data.
- Staff:** EXCEL classes are most often taught by certified teachers at the school who want to share their expertise in a particular area. Classified staff or Paraprofessional staff, with approval from the principal, could teach these classes but would need to complete an application with Human Resources which requires both a background check and fingerprinting.
- Curriculum:** Schools may design their own curriculum for the class or take advantage of the variety of instructional programs available through the district.
- Duration:** The duration of the class is determined by the local school. Typically, either nine or ten week classes have been offered.
- Fees:** Enough money must be collected to pay for materials, teacher or paraprofessional's salary, and also any fee waivers. **There is no district budget for EXCEL, therefore all classes must be self-supporting.**
- For Profit:** For Profit classes should be run through the *Davis Education Foundation* and follow the district rental policy.

OVERVIEW

INSTRUCTORS

Instructors may be certified staff, classified staff or paraprofessional staff approved by the principal. Non-certified staff must also submit an application through the District's Human Resource Department. All non-certified staff must agree to the completion of a background check and fingerprinting. There is a one-time fingerprinting fee for this service (contact *Fingerprinting* at 801.402.5550 for current cost).

All Instructors must also sign/update a Conflict of Interest form.

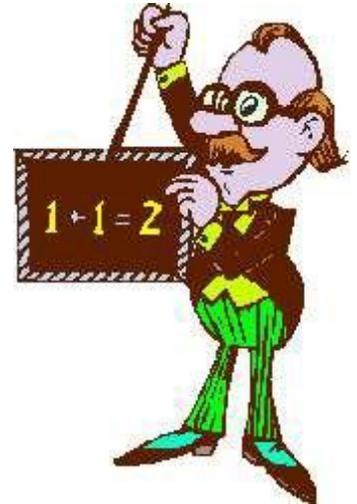
INSTRUCTOR SALARY

Certified Instructor can be paid up to their hourly rate. This is dependent on enough money being generated by the class, including FICA & Retirement (contact RJ Barnes in the *Accounting Department* at 801.402.5174, for current rates).

Classified Instructor should usually receive their hourly rate of pay.

Paraprofessional Instructor (not currently employed by district) are paid on Table 9, Grade 4 (contact RJ Barnes in the *Accounting Department*, 801.402.5174, for current hourly rate)

Preparation time may be included as part of the salary. A common scenario is to pay an instructor for ten hours total time, with eight hours being paid for instructional time and two hours being paid for preparation time. Individual classes may require some adjustment in this schedule however, and time for preparation should be worked out with the principal before the class is taught.



INSTRUCTORS

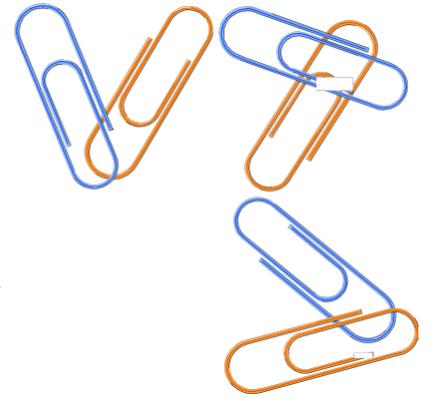
ACCOUNTING PROCEDURES

- A. The class instructor should prepare a list of students enrolled.
- B. All fees for the class are to be collected by the school secretary, in accordance with Davis School District Accounting Policy 6F-101 3.2.4. The secretary will deposit all money for EXCEL classes in the school's 5671 account. Receipts should be provided to individuals enrolled in the class and the instructor.

Note: Fee waivers apply to EXCEL Classes.

- C. To purchase materials for an EXCEL class, the class instructor should submit a purchase requisition to the secretary and then have it approved by the principal. Purchase requisitions over \$250 must be approved by the Elementary School Director.
- D. To pay instructors, the principal or secretary completes a miscellaneous payroll on the Encore system for the total amount of hours the instructor is to be paid.

REMEMBER: CLASSES MUST BE SELF-SUPPORTING (including FICA, Retirement, and any fee waivers)



ACCOUNTING PROCEDURES

4x4

HOW TO ESTIMATE THE COST OF A CLASS

- STEP ONE: Multiply the amount paid to the teacher or paraprofessional by the number of hours taught (remember to include planning time, if applicable).
- STEP TWO: Call RJ Barnes in *Accounting* (801.402.5174) to determine the FICA & Retirement
- STEP THREE: A detailed estimate of the cost of materials for the class should be prepared. This estimate should include (if applicable) facility rental, awards, costumes, ticket prices, competition fees, etc. The estimate should also include whether costs will be covered with in house resources or contracted to an outside vendor.
- STEP FOUR: Total Steps one through three.
- STEP FIVE: Divide by the estimated number of students paying tuition for the class. This is the tuition fee* that should be charged to each student.
- STEP SIX: Instructor should submit the class proposal and estimated costs to the school principal for approval.

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*** Note: Fees charged for EXCEL classes must be in accordance with the Davis School District School Board approved School Fee Schedule:**

(http://www.davis.k12.ut.us/cms/lib09/UT01001306/Centricity/domain/12/forms/FeeSchedule_Elem.pdf)

$$\sqrt{8}$$

COURSE CONTENT

A wide variety of classes have traditionally been offered through the EXCEL program. Elementary Debate, Junior High Debate, Chorus, Technical Writing, Band, Drawing, Painting, Utah History Fair, Foreign Language, Drama, Junior Great Books, Young Astronauts, and Future Problem Solving are just a few of the classes that have been taught.

The district has also purchased materials from the *Omnibus* program that are appropriate for Elementary before or after school classes (some may also be appropriate for Middle Level students). This nationally recognized curriculum was written to provide enrichment for students on a variety of topics* and can be checked out through *Davis Enhanced Education Programs*.

***Omnibus Units**

Level I
(for primary students)

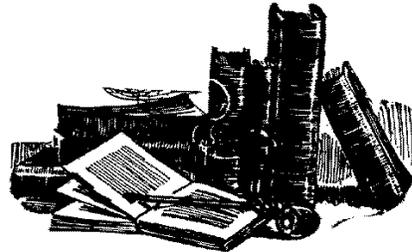
Communication, Media
Economics
Satire City
Planning Animal
Behavior
Learning
Ancients
Imagination
Weather

Level II
(for advanced primary or intermediate students)

Mysteries and Codes
Law
Sound
Cultural Anthropology

Level III
(for advanced intermediate or junior high)

Aerodynamics
Political Satire and Cartooning
Thinking and Learning



COURSE CONTENT

GETTING STARTED

1. Get information from your school community regarding which classes they would like to see offered (perhaps conduct a survey to get specific suggestions).
2. Find out from your staff what classes they could/would like to teach.
3. Arrange dates, and a time and location for the class.
4. Estimate the costs for the class and the tuition fee.
5. Submit the class proposal along with a detailed cost estimate and class fee to the principal for approval.
6. Announce/share information about the class with parents/students (be sure to include fee waiver information in any announcement).
7. Have the school secretary collect all class fees and deposit them in the school's 5671 account.

A Final Note: EXCEL classes can help provide time for enrichment activities not generally offered during the regular school day. It can be a chance for staff to not only share what they love and are good at, but also an opportunity for staff to be paid extra for their time and effort. Most importantly, it offers students new opportunities to learn and grow in ways that might be of particular interest to them.



GETTING STARTED