

FERNDALDE SCHOOL DISTRICT NO. 502  
ADMINISTRATIVE PROCEDURES

No. 2150 P-3

AFTER SCHOOL ENRICHMENT PROGRAMS

The Ferndale School District offers after school enrichment programs for interested elementary and middle school students designed to supplement a broad range of regular classroom activities.

Each year elementary and middle school principals make program plans and conduct a variety of activities such as surveying student interest, informing parents about potential school programs, encouraging teachers to apply for positions, and recommending proposed programs for the year. Students will typically meet for one and a half hours for eight sessions each quarter. At the elementary level, sixth grade students will receive first priority followed by students in the descending grades thereafter.

Enrichment programs will be designed based upon student and parent interests and advisor availability. Approximately twenty students will participate in each section and students will be selected according to interest as recognized by parents, teachers, principals, and enrichment specialists.

I. PROCEDURES FOR SELECTING PROGRAM AND STUDENTS

In order to implement the enrichment programs, each school will follow the procedures listed below:

A. Step One

1. Students will be surveyed to determine interest in and availability for participating in after school programs (see Attachment 1 - Needs Assessment).
2. Students in lower grades may be surveyed after sixth grade interest in participation at the elementary level is determined.
3. Parents will be informed (through school newsletters, announcements, etc.) that after school programs will be offered to encourage students to select an area of interest.
4. Principals will encourage teachers and staff members to apply for positions. If current staff are not available, principals will make arrangements to obtain qualified instructors.

B. Step Two

1. School survey results will be summarized and sent to the administrative assistant to the superintendent.

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2. Principals will inform teachers of survey results.
3. Elementary principals will review the design of the after school activities, the organizational format, and recommended proposed personnel. Program proposals will then be submitted to the director.
4. Information regarding program plans will be presented to the students by the principal and/or his/her designee and a final list of interested participants obtained for the fall session.
5. Interested advisors will submit applications including training, experience, and/or background related to the position.

D. Step Three

Principals, assistant superintendent, and the administrative assistant to the superintendent will recommend personnel as program instructors/advisors.

E. Final Step

1. Parents of participating students will be notified by program instructors/principals.
2. Principals will notify transportation department of proposed plan.
3. Programs will begin after board approval.

II. INFORMATION

- A. Enrichment program advisors will organize general activities in such areas as basic skills, math, science, reading, writing, computers, foreign language, and drama.

Enrichment program advisors will be responsible for organizing eight, one and a half (1.5) hour sessions. A teaching stipend for each quarter is established at the beginning of the school year. The teacher stipend will be determined on the basis of twelve instructional hours (eight, one and a half-hour sessions) plus three planning hours.

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The initial cash fund for supplies and materials is one hundred and twenty dollars (\$120) per quarter. This could be increased by club activities, special events, and donations.

- B. Course descriptions, resumes, and related material will be sent to the administrative assistant to the superintendent and approved by the board of directors prior to final confirmation of advisors and program activities.

Implemented    06-10-87  
Revised        12-08-95