



Book	Policy Manual
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2430.01 - **SPECIAL PROGRAMS BY COMMUNITY VOLUNTEERS**

The Board of Education believes in providing opportunities for students to enhance their education through a variety of appropriate co- curricular and extra-curricular activities. The Board recognizes that the community itself can be an excellent resource for such activities and welcomes the participation of community members who have special knowledge and skills that can add to the District's program.

In order to ensure that activities recommended by or involving community volunteers in an instructional role are in keeping with District philosophy and will help students better accomplish the learning goals of the District's program, the Board establishes the following guidelines for the approval of any activity involving community volunteers:

A. Any suggested activity must be presented to the Superintendent, in writing, at least sixty (60) days prior to the planned starting date.

B. Each request must include:

1. the purpose of the activity;
2. the students for whom the activity is planned;
3. the intended learning outcomes;
4. an explanation of how the intended learning outcomes contribute to the accomplishment of District goals;
5. the names and qualifications of those community volunteers who will be participating in any aspect of the activity;
6. the number of hours and total duration of the activity;
7. an itemization of the District resources (staff, facilities, equipment, etc.) that will be needed and their estimated cost.

The Board delegates to the Superintendent the responsibility for approving each requested activity based on its educational merits and relationship to the total District program.

In addition to those established for all regular co-curricular and extra-curricular programs, the Superintendent will prepare any special administrative guidelines required for the proper conduct and evaluation of activities involving community volunteers.