

SPECIAL PROGRAMS BY COMMUNITY MEMBERS

The Board of Education recognizes that the community 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 members in an instructional role are in keeping with District mission 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 members:

- A. Any suggested activity must be presented to the principal or appropriate administrator, in writing, at least ten (10) 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 members 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.
- C. The special programs community member must be under direct supervision of a district employed teacher or administrator and provide only the services approved by the principal.

The Board delegates to the Superintendent or his/her designee 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 extra-curricular programs, the Superintendent will prepare any special administrative guidelines required for the proper conduct and evaluation of activities involving community members.

Adopted: 6/18/01

Revised: 4/2/07; 3/12/15

The Port Washington-Saukville School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Special Services, Port Washington-Saukville School District, 100 W. Monroe Street, Port Washington, WI 53074 - Duane.Woelfel@pwssd.k12.wi.us