

Policy and Procedures for Teaching an AFE Class at a School Facility

- Provide a class proposal to Community Coordinator (Jasmin this year)
- Joanne gives recommendation to Administrator

After approval, the teacher is informed about:

- AFE facilities use guidelines
- Non-parents get fingerprinted and TB-tested (state mandates)
- Classes with fees need to include scholarships opportunities
- Advertise in the AFE Newsletter, in the RC and on the listserv (if it is open to all)
- Once the participants are signed up, the teacher or organizer needs to check with Administrator to see whether any students need accommodations or modifications per their IEP or 504 plans.