

## **8.7 SUPPLEMENTARY SCHOOL PROGRAMS**

Vanguard Academy shall designate a committee to develop supplementary school program plans.

Definition:

Supplementary school programs means programs that are offered to Vanguard Academy students in addition to the regular school content, specifically after-school enrichment classes and co-curricular activities. Supplementary school programs may also mean, at the discretion of the School Leader, specific programs that are offered during the regular school day or any other additional programs the School Leader may choose to assign.

Supplementary school programs shall:

- be in alignment with the school's mission, vision, and philosophy
- enhance the curricular objectives of the school
- have adequate adult supervision, including but not limited to:
  - appropriate student/adult ratio
  - background checks and fingerprinting on file at the school for all supervisors, including third-party instructors, and volunteers
- require the use of the standard Vanguard Academy Informed Consent form
- be appropriately covered under the school's insurance, or provide for its own insurance coverage

A plan for a supplementary school program shall include, but not be limited to:

- a description of how the plan will enhance the vision, mission and overall school goals
- a specific listing of materials, equipment, financial resources, instructors, supervision, etc. required to implement the program
- an analysis of the fiscal impact of the program to the school, i.e. materials, instructor time, utilities, cleaning and supervisory staff that may be necessary, and additional insurance expenses
- proposed fees and coverage of costs to be approved by the Board, including but not limited to:
  - any materials and instructor time
  - utilities and cleaning
  - building supervisory staff
- program-specific rules and behavior guidelines for both students and parents
- a class size minimum and class size limit (if applicable)
- a proposed schedule of use of the school facilities, coordinated with the School Leader
- a course of action in implementing the program, including a plan to staff the program and/or recruit volunteers which may include parent volunteer scholarship.

All supplementary school program plans developed are subject to the approval of the Board of Directors and oversight of the Director. Programs shall be approved by June 30 in order to be implemented for the next school year. Programs not approved by this date shall undergo the approval process for the following school year. An exception may be granted at the recommendation of the Director. Implementation of the program shall be consistent with all state and federal laws, the Vanguard mission, vision, philosophy, charter, by-laws, and any other board-approved documents, and in partnership with the school's leadership. Supplementary school program coordinators shall prepare and present an annual report to the Business Manager which details results obtained from the implementation of the program, including but not limited to, student interest and fiscal success, to be evaluated for continuation of the program for the following year. All supplementary school programs must be approved on an annual basis.

Approved: 9/9/2015