

## **Policy & Procedures for Teaching an AFE Class at a School Facility**

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

### **After approval, the teacher is informed about the following:**

- AFE facilities use guidelines
- Non-parents get fingerprinted and TB-tested (state mandates)
- Classes with fees need to include scholarships opportunities
- Advertising in the AFE Newsletter, in the RC and the online AFE Yahoo Bulletin Board
- 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.