



# NEBO SCHOOL DISTRICT BOARD OF EDUCATION POLICIES AND PROCEDURES

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**SECTION:** K – School / Community Relations  
**POLICY TITLE:** Community Education  
**FILE NO.:** KAA  
**DATED:** March 9, 2011

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**Note:** When reviewing this policy, the following interrelated policies may need to be referenced:

KA – School Facility Use  
KAB -- Booster Clubs  
KAC – School Fundraising Projects  
KAD – Summer / Out-of-Season Activities

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## 1. PURPOSE AND PHILOSOPHY

The Board of Education of Nebo School District recognizes that educational opportunities do not end with the granting of a high school diploma. Therefore, it is one of the Board of Education's goals and objectives to help provide for continual educational growth through cost efficient and beneficial Community Education programs and activities. These Community Education programs and activities are centered on enhancing learning, skill building, and/or enrichment. Such programs and activities are designed to be non-exclusive in participation and taught by competent instructors. The District will endeavor to provide necessary school facilities and available staff leadership to respond to community needs. Each community has a large investment in the public school buildings and facilities, and such buildings and facilities should be available for Community Education programs as finances and regular school classes, programs, activities, and events permit.

## 2. DEFINITIONS

- 2.1** A “**camp**” or “**sports camp**” consists of at least four (4), but not more than ten (10), consecutive days of instruction. Participants may be charged a reasonable fee for the camp. The sports camp shall be directed by a school employee who is identified as the instructor, coach, advisor, or leader of the team or group. There shall be at least one (1) instructor for every ten (10) participants. All sports camps must receive prior approval from the school principal and the District's Coordinator of Community and School Services.
- 2.2** A community education “**class**” is generally scheduled for at least four (4) weeks and has a recommended enrollment of at least ten (10) students in order for the class to be authorized, scheduled, and held.
- 2.3** A “**clinic**” or “**sports clinic**” consists of one (1) to three (3) consecutive days of instruction. Participants may be charged a reasonable fee for the clinic. The sports clinic shall be directed by a school employee who is identified as the instructor, coach, advisor, or leader of the team or group. There shall be at least one (1) instructor for every ten (10) participants. All sports clinics must receive prior approval from the school principal and the District's Coordinator of Community and School Services prior to being advertised.

- 2.4 An **“instructor”** is a person who is at least eighteen (18) years of age, competent in the instructional area, approved by the District’s Coordinator of Community and School Services, and has completed the District’s hiring process.
- 2.5 A **“school liaison/supervisor”** means an individual who is designated and approved by the District’s Coordinator of Community and School Services to supervise all community education programs and activities governed by this policy at a particular school building and/or facility.
- 2.6 **“Participant fees,” “registration fees,” or “fees”** means the fees required for each participant to register and participate in the particular Community Education class, clinic, or camp.
- 2.7 **“Reasonable compensation”** paid to an instructor means a thirty percent (30%) / seventy percent (70%) split of collected and received participant fees -- thirty percent (30%) of funds are retained by the District and seventy percent (70%) of the funds are paid to the instructor in accordance with established District payroll procedures. “Reasonable compensation” paid to a teaching assistant means the federal minimum hourly wage paid in accordance with established District payroll procedures.
- 2.8 A **“teaching assistant”** shall be at least fourteen (14) years of age, competent in the instructional area, approved by the District’s Coordinator of Community and School Services, and has completed the District’s hiring process.

### 3 COMMUNITY EDUCATION PROGRAM AND ACTIVITY GUIDELINES

- 3.1 Nebo School District Community Education classes, clinics, and camps are sponsored by the District and properly authorized if the following conditions are satisfied: (a) the classes, clinics, and camps are approved by the District’s Coordinator of Community and School Services; (b) the classes, clinics, and camps are designated and scheduled as Community Education programs or activities; (c) the classes, clinics, and camps are scheduled at designated District school buildings or facilities; (d) the classes, clinics, and camps are non-exclusive as to the participants; (e) instruction for the classes, clinics, and camps focuses on enhancing learning, skill building, and/or enrichment, and are not primarily based upon competitive play or tournaments; (f) a participation fee may be charged; and (g) compensation for instructors and teaching assistants are based upon established reasonable compensation standards for Community Education programs and activities.
- 3.2 Practice sessions, league play, or tournaments for accelerated teams or competition leagues cannot be designated and scheduled as Community Education programs or activities.
- 3.3 School facilities shall not be used by any unauthorized groups or individuals (profit or non-profit) under the auspices of a Community Education program or activity.
- 3.4 All Community Education classes, clinics, and camps are under the direction of the Coordinator of Community and School Services. With the authorization of the District’s Coordinator of Community and School Services, certain pre-approved camps and clinics may be under the direction of the school principal, or his/her designee.
- 3.5 No person shall, on the basis of sex, race, color, national origin, religion, age, disability, or any other classification protected by law, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any Community Education program or activity.
- 3.6 Community Education programs and activities are not designed to serve selected individuals, groups, or teams.

- 3.7** Community Education programs and activities are an integral part of the total educational program for Nebo School District. Accordingly, there shall be no rent, fees, or other charges assessed for conducting Community Education programs and activities at school buildings and facilities, nor shall there be any rent, fees, or other charges assessed for the use of school equipment, personal property, and supplies. However, the proper sharing of costs between Community Education and schools for the purchase of equipment and supplies, and to pay for appropriate maintenance services, is recommended. In using school buildings and facilities, Community Education programs and activities will comply with the rules and regulations set forth in Nebo School District Policy #KA, School Facility Use.
- 3.8** Due to the ever increasing cost of operating school buildings and facilities, Community Education programs and activities should be held in high schools whenever possible. When it is impractical to schedule the high school facilities, then Community Education programs and activities may be scheduled and held at other available school buildings and facilities.
- 3.9** Communication and good faith cooperation should be established between the District's Coordinator of Community and School Services and school administrators in regards to the scheduling and use school buildings and facilities, the handling of finances, classroom etiquette, and all other necessary details involved with the conducting of Community Education classes, clinics, and camps.
- 3.10** Community Education classes, clinics, and camps shall be focused on instruction that enhances learning, skill building, and/or enrichment.
- 3.11** Community Education employees include a District Coordinator, a secretary(ies), school liaisons/supervisors, instructors, and teaching assistants.
- 3.12** Community Education instructors and teaching assistants are entitled to reasonable compensation, as defined in this policy, in consideration for their services.
- 3.13** Supervision of all Community Education programs and activities will be conducted by an authorized and approved school liaison/supervisor. The responsibilities of the school liaison/supervisor shall include, but are not limited to, supervision of school buildings and facilities in connection with the classes, clinics, and camps; collecting class, clinic, and camp participation fees; communicating with the District's Coordinator of Community and School Services regarding the status and any concerns with the classes, clinics, and camps; maintaining and organizing appropriate documentation, attendance records, and other paper work; collecting instructor contracts; assisting instructors when needed; providing building security by opening and closing classrooms; working with school finance secretaries; responding to questions about Community Education programs and activities; and coordinating school building and facility use with school administrators and the District's Coordinator of Community and School Services.

#### **4. SCHEDULING, REGISTRATION, AND FEES**

- 4.1** The approval and scheduling of all Community Education classes, clinics, and camps are under the direction of the District's Coordinator of Community and School Services.
- 4.2** Individuals who are interested in teaching a Community Education class, clinic, or camp shall contact the District's Coordinator of Community and School Services, or his/her designee, at the Nebo School District Offices, 350 South Main, Spanish Fork, Utah, 84660, Telephone No. (801) 354-7400.
- 4.3** Community Education programs and activities will be scheduled as classes, clinics, or camps. The determination of whether a class, clinic, or camp will continue will be decided after the first day the class, clinic, or camp is held.

- 4.4** Participant enrollment in a Community Education class, camp, or clinic is coordinated by the school liaison/supervisor. Final enrollment in a particular class, clinic, or camp will be determined after the first or second meeting date.
- 4.5** Registration for Community Education classes, clinics, and camps will primarily take place online at Nebo School District's website at [www.nebo.edu](http://www.nebo.edu). In addition, registration may take place by other authorized means, such as mail-in registration, registration at the District Office, or registration at the school site.
- 4.6** Participation or registration fees may be charged to each participant in order to register and participate in Community Education classes, clinics, or camps. These fees are intended to cover the costs associated with school building and facility utilities, maintenance, overhead, administration, supervision, and to provide the instructors and teaching assistants reasonable compensation as set forth in this policy. Notwithstanding the foregoing, it is the intent of the District to keep participation fees for Community Education programs and activities at the lowest possible cost in order to allow the greatest opportunity for participation by community patrons.
- 4.7** Participation or registration fees are generally to be paid online at the time of registration at Nebo School District's website. In addition, registration or participation fees may be paid through other authorized means, such as mail-in payment, payment at the District Office, payment at the school site, or payment on the first day of the class, clinic, or camp. Participation or registration fees may be processed at the District Office or through the school finance department.

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**EXHIBITS**

None

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**REFERENCES**

Nebo School District Policy # KA, [School Facility Use](#)  
Nebo School District Policy #KAB, [Booster Clubs](#)  
Nebo School District Policy #KAC, [School Fundraising Projects](#)  
Nebo School District Policy #KAD, [Summer / Out-of-Season Activities](#)

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**FORMS**

Community Education Participation Forms (Minor and Adult)

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