

Service-Learning Approval Process for North Adams Public Schools

If you'd like to implement a Service-Learning Project, here's an easy how-to guide to help navigate the logistics and paperwork in order to obtain the proper approvals.

Option A: Non-Funded Project

1. If there's no funding involved, a teacher fills out the Permission Form and sends it to Emily Schiavoni no later than 2 weeks prior to the start of the class project.
2. Permission Forms will then be sent to the Service Learning Advisory Board for feedback and then to the Superintendent for final approval.
3. Post-project, the teacher fills out the SL Project Report and submits it to Emily.

*Both forms are available on our SL Webpage at

https://dhs.napsk12.org/apps/pages/index.jsp?uREC_ID=277880&type=d&pREC_ID=620166

Option B: Funded Project

1. A teacher fills out a SL Mini-Grant Application and submits it to Emily no later than 2 weeks prior to the start of the project. The mini-grant application will then be sent to our SL Advisory Board for feedback. We may reach back out to you for further clarification.
2. If approval from the committee is given, the form is then sent to the Superintendent for final approval.
3. If the Superintendent gives final approval, Sharon Davignon and the teacher are then notified of the approval.
4. The teacher then must work with Sharon to make their purchases within the district's purchasing policies. (When emailing Sharon please cc Emily as the account number assigned to purchases run through her.)
5. After purchases are made, all receipts should be turned into Emily who will document the items for SL record-keeping and forward the receipt to Sharon.
6. A post-project form must be filled out within a week of project completion.

*Under no circumstances are items to be purchased without approval through each of the official channels. Reimbursements are not made, per district policy.

**All forms are located on our SL Website at:

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