



Independent School District 152



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Community Education Activity and Course Proposals

Administrative Procedure: 901.1

Section: 900 Community Relations

Date Adopted: 09/09/1982

Date Revised: 02/08/2016

Date Reviewed: 02/08/2016

When making administrative decisions regarding Community Education offerings, the following criteria are used:

1. Is the class congruent with Community Education's mission? The mission of Community Education is to improve the quality of life in our school district by extending learning opportunities to residents of all ages and abilities and by identifying community needs and developing cooperative relationships between school and community to meet those needs.
2. Do we have administrative support for the course offering?
3. Do we have resources available to offer the class? Can we make them available?
4. What skills does the instructor bring to prepare and deliver course material?
5. What methods will be used to deliver course content? Are the available facilities adequate to accommodate those methods?
6. Does the class meet our standards for learner needs? Cash flow? Adequate enrollment?
7. What are the assessment tools that will be used? How do we use the positive and negative evaluations to enhance our program?
8. Would the course be stronger if offered cooperatively with another organization? In situations where there is ambiguity regarding the appropriateness of the course, the Community Education Director may request submission of (Administrative Procedure 901.2) and seek direction from the advisory council. Final approval shall rest with the Assistant Superintendent.

Any private (profit-making) proposals may be pursued through rental of space from the school district or other sources.