The district may contract for instructional classes to be offered at the request of public or private agencies or groups according to the following procedures:

A. Contract education needs of the community are assessed by the Community Services Office. Once those needs are determined, the same office develops courses that will meet those needs or will contract with experts who will assist with curriculum development.

B. Courses are reviewed and approved by the Director of Community Services and Business Development in conjunction with the entity requesting the course(s) to ensure identified community needs are met, and, where applicable, standards defined by state, national, or contracting entities are met. In these instances, the curriculum is measured against learning objectives provided by these entities.

C. Contract education is evaluated through a formal student evaluation process using instruments designed by the Office of Community Services and Business Development in conjunction with the entity requesting course(s) and approved by the Director of Community Services and Contract Education. The evaluation results are used to ensure continuous quality improvement of contract education.

D. State support may not be sought for contract education courses.

E. Credit courses offered through contract education require the contracting entity to pay for all student fees and costs on behalf of the students.