

## COMMUNITY EDUCATION PROGRAM REGULATION

**Fees:** Fees should be charged for all courses with the minimum fee to be \$3.00 per class hour, and the fees should not exceed any amount that would provide a zero-balance at the conclusion of the course offering. Adjustments in the fee may be made when special circumstances require. Any adjustments in the fee structure must have the approval of the Superintendent. Materials used in any course, if required, should be a separate charge to class participants, and should reflect the exact cost to the district for the materials purchase per student.

All fees collected are expected to cover the cost of the instructor, materials and supplies, and administrative costs for the course.

**Salaries:** The pay for instructors should be \$15.00 per hour of class taught, with one hour of paid preparation time given for each fifteen hours of instruction.

If there are not enough people enrolled for any course to cover the cost of the instructor, the course may be offered only if the instructor agrees to teach the course for a lesser amount to be negotiated with the coordinator and/or superintendent.

In certain cases, instructors may teach a course that is high in demand and that generates revenue based on large enrollment. Instructors in these situations may be paid at a rate higher than \$15.00 per hour to manage the large class enrollment. In no case may any instructor's pay exceed \$30.00 per hour.

**Classes:** Classes may be organized to meet at any time suitable to the instructor and participants, and may use any of the school facilities, provided the course does not interfere with any of the ongoing K-12 programs, and the course supports the community use of school facilities policy. People who are not residents of the school district may enroll in any courses.

Summer Camps: Summer Camps may be run by coaches/directors of West Central School District Programs. If the camps utilize school facilities, the program will be considered a part of the community education program.

Fees for the camps may be set by the director/coach that are comparable to the market price for similar activities in other local districts. The coach/director of each camp will be paid the sum of the registration revenue minus 10% and any expenses. Students for these camps must pay the registration fees to West Central School District, and the West Central School District Business Office must process all registration receipts.

Coordinator: A coordinator will be employed and a job description shall be maintained by the office of the superintendent to give him/her direction in carrying out the duties of this position.

Adopted 10-12-81

Revised 7-13-92; 7-25-94; 7-8-98; 4-10-06

LEGAL REF.: SDCL 13-33-3

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WEST CENTRAL SCHOOL DISTRICT