

ADULT EXTENSION PROGRAMS

Background

The Division supports the provision of courses and programs that assist adults in the acquisition of a basic education.

The demands of modern society accentuate the importance of all adults having a basic education. While the primary mandate of the Division is to provide education services to school-aged (non-adult) students, the Division believes it has some obligation to assist adults in the acquisition of a basic education.

Guidelines

1. The objectives of the adult extension program are to:
 - 1.1 Provide adults with increased opportunities to access basic educational programs.
 - 1.2 Assist adults to develop skills and/or competencies required for occupational training and/or retraining.
2. The extension program:
 - 2.1 Is targeted to mature students as defined in Guideline 3.
 - 2.2 Provides evening credit and summer school courses which parallel regular daytime programs.
 - 2.3 Provides courses which meet the requirements of the regular program of studies.
3. Mature students are defined as students who meet one of the following requirements as of September 1 of a school year:
 - 3.1 Twenty years of age or older.
 - 3.2 Nineteen years of age and who, since reaching the age of eighteen, have been out of school for at least eight consecutive months.
 - 3.3 Presently have a high school diploma.
4. Regular high school students may, with the permission of their Principal, be accepted into evening credit extension program courses. Students enrolled in a school operated by the jurisdiction shall pay no fee for an extension program course.
5. Both mature and regular students may register in summer courses.

6. Mature students who are unable to attend night classes may be allowed to attend day school provided:
 - 6.1 Space is available.
 - 6.2 The Principal's permission to attend is granted.
 - 6.3 The continuing education course and materials fees are paid.
7. The extension program shall not interfere with normal school operations.

Procedures

1. The program will operate on a cost-recovery basis (grants and fees).
2. Courses to be offered will be determined by level of interest (i.e., enrollment must be adequate to cover the costs associated with offering the course).
3. Course and materials fees shall be established annually by the Board.
4. Certificated instructors for evening and summer courses will be selected from a list of available applicants which may include interested Division teaching staff.
5. Each year, the Superintendent will appoint an administrator or teacher to administer the extension program.
6. Performance on regular high school credit courses offered by extension will be evaluated in accordance with administrative procedures.
7. Diploma exams shall be written at designated writing centres in January, June and August.
8. An annual report summarizing the operation of the extension program shall be submitted to the Superintendent.

Reference: Section 23, *Education Act*