



ADULT EXTENSION PROGRAMS

Background

While the primary mandate of the Division is to provide education services to school aged (non-adult) students, the Division supports the provision of courses and programs that assist adults in the acquisition of a basic education.

Procedures

1. The objectives of the adult extension program are to:
 - 1.1 Provide adults with increased opportunities to access basic education programs; and
 - 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 Procedure 3;
 - 2.2 Provides evening credit and summer school courses which parallel regular daytime programs; and
 - 2.3 Provides courses which meet the requirements of the regular Program of Studies.
3. A mature student is defined as a student who meets one (1) of the following requirements as of September 1 of a school year:
 - 3.1 Twenty (20) years of age or older;
 - 3.2 Nineteen (19) years of age and who, since reaching the age of eighteen (18), has been out of school for at least eight (8) consecutive months; or
 - 3.3 Has 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 Division shall pay no fee for an Extension Program course.
5. Both mature and regular school 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 is granted; and
 - 6.3 The Continuing Education course and materials fees are paid in advance.
7. The Extension Program shall not interfere with normal school operations.
8. The Extension Program will operate on a cost recovery basis (grants and fees).
9. 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).
10. Course and materials fees shall be established annually by the Board.
11. Certificated instructors for evening and summer courses will be selected from a list of available applicants that may include interested Division teaching staff.
12. The Superintendent will appoint an administrator or teacher to administer the Extension Program.
13. Performance on regular high school credit courses offered by the Extension Program will be evaluated in accordance with administrative procedures on evaluations.
14. Diploma exams shall be written at designated writing centres in January, June and August.
15. An annual report summarizing the operation of the Extension Program shall be submitted by the administrator to the Superintendent.

Reference: Section 3, 4, 7, 8, 9, 11, 16, 21, 33, 52, 53, 68, 222 Education Act
Adult Programming in the Basic Learning System Policy 1.9.2