



**CURRICULUM AND
INSTRUCTION**

4100

**CONTINUING
EDUCATION**

4121

1. Rationale

The Simcoe County District School Board recognizes and acknowledges that residents of all ages wish to engage in purposeful learning activities throughout their lifetimes.

The Board further acknowledges the value of continuing education programs and services to support student achievement and learner pathways in a fiscally responsibly manner.

The Board also recognizes the positive benefits such courses can provide to the well being of all citizens within its jurisdiction and the fact that a properly organized continuing education program results in effective use of facilities, equipment and resources.

2. Policy Statement

It is the policy of the Simcoe County District School Board to develop and promote continuing education programs, given sufficient enrolment and availability of resources, that will enable all residents of the Simcoe County District School Board's area of jurisdiction to expand their educational experience in both credit and non-credit areas outside the regular day school program.

These programs, where feasible, shall be developed in consultation with other agencies providing continuing education programs within Simcoe County in order to avoid unnecessary duplication and to provide the most comprehensive program of continuing education courses possible to all citizens.

Continuing education programs may include the following:

2.1 credit courses for adults and approved secondary school students in evening classes and in daytime continuing education programs;

2.2 non-credit English as a second language (ESL);

2.3 literacy and basic skills;

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- 2.4 adult citizenship and language training;
- 2.5 driver education;
- 2.6 international language programs;
- 2.7 summer school credit courses;
- 2.8 remedial programs;
- 2.9 correspondence credit courses;
- 3.0 government funded programs and services that align with organizational goals.

3. Guidelines

3.1 Costs

- 3.1.1 Continuing education courses shall be provided within an annual operating budget approved by the Board.
- 3.1.2 Continuing education courses will be offered as economically as possible with the intent to recover instructional costs through available legislative grants and where permissible by the charging of fees.
- 3.1.3 General interest courses will be offered at no cost to the Board.

3.2 Course Offerings

- 3.2.1 Continuing education courses may be offered after consideration of the needs and interests of the local community, the availability of teaching staff, resources and facilities, sufficient enrolment and consultation with other agencies providing continuing education programs in Simcoe County.
- 3.2.2 Continuing education courses will follow Ministry of Education regulations and curriculum guidelines where they exist.

3.2.3 Continuing education courses not subject to Ministry of Education regulations and guidelines will follow regulations and procedures established by the Director of Education.

3.3 Staff Qualifications

3.3.1 Teachers of continuing education courses will have qualifications specified by Ministry of Education regulations.

3.3.2 Teachers of courses where no such regulations exist will have qualifications acceptable to the Simcoe County District School Board.

3.4 Course Locations

3.4.1 Courses will be offered in board facilities where possible subject to the availability of space.

3.4.2 Locations, other than board facilities that meet the needs of the programs, courses and students, may be used at the discretion of the Director of Education.

3.5 Externally Funded Programs

At the discretion of the Director of Education externally funded programs may be introduced in order to provide various learning and work experiences that are not available through board or ministry of education funded programs.

3.6 Reports to the Board

The Director of Education shall provide information to the Board on the status of the continuing education budget as part of the on-going expenditure reporting schedule.

4. Administrative Procedures

The Director of Education is authorized to establish procedures to implement this policy.