

1. Rationale

The Simcoe County District School Board (SCDSB) acknowledges the value of adult and continuing education programs and services to support student achievement and learner pathways for students of all ages. The impact of adult and continuing education programs and services contributes to the achievement of the strategic priorities of the board with effective use of programming, facilities, equipment, and resources while operating in a fiscally responsible manner.

2. Policy

2.1 It is the policy of the SCDSB to develop and promote adult and continuing education programs and services given sufficient enrolment and availability of resources. This will enable all students and residents of the SCDSB's area of jurisdiction to access educational programs and services to support their learner pathway.

2.2 Adult and continuing education programs and services may include the following:

- 2.2.1 credit courses for adults;
- 2.2.2 night-school credit courses;
- 2.2.3 summer school credit courses;
- 2.2.4 correspondence/self-study/eLearning credit courses;
- 2.2.5 non-credit adult English as a Second Language (ESL);
- 2.2.6 adult citizenship and language training;
- 2.2.7 literacy and essential skills programs;
- 2.2.8 international and Indigenous languages – elementary programs;
- 2.2.9 literacy/numeracy programs for compulsory-aged students;
- 2.2.10 adult native language courses;
- 2.2.11 government funded programs and services that align with organizational strategic priorities (e.g., Lengthy Suspension and Expulsion program, management services for Ontario eLearning Consortium, international visa student and exchange programs, Newcomer Welcome Centre services, student re-engagement programs, Employment Ontario contracts etc.); and
- 2.2.12 general interest courses.

3. Guidelines**3.1 Costs**

- 3.1.1 The Adult and Continuing Education department shall be provided within an annual operating budget approved by the Board.
- 3.1.2 Adult and continuing education programs and services will be managed in a fiscally responsible manner 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.

Page 2

3.2 Program and Service Offerings

3.2.1 Adult and continuing education programs and services will 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 adult and continuing education programs in Simcoe County.

3.2.2 Adult and continuing education programs and services will follow all applicable Ministry guidelines (e.g., Ministry of Education, Ministry of Long-term Care, Ministry of Labour, Immigration, Training and Skills Development, etc.).

3.3 Staff Qualifications

3.3.1 Teachers/instructors of adult and continuing education courses will have qualifications specified by the relevant ministry regulations.

3.3.2 Teachers/instructors of courses where no such regulations exist will have qualifications acceptable to the SCDSB.

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

3.5.1 At the discretion of the Director of Education, externally funded programs may be introduced in order to provide various educational programs and services that are not available through board or Ministry of Education funded programs.

3.6 Reports to the Board

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

4. Administrative Procedures

The Director of Education is authorized to provide the administrative procedures necessary to implement this policy.

**ADOPTED JANUARY 10, 1990
REVISED OCTOBER 22, 2003
REVISED NOVEMBER 24, 2010
REVISED MARCH 25, 2015
REVISED MAY 23, 2018
REVISED MAY 24, 2023**