

## Administrative Procedure 235

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### ADULT EDUCATION

#### Background

The District recognizes that the general objectives of post-secondary, adult, general interest, and community education are the same as those of other levels of public education: preparing individuals for democratic, participatory citizenship; giving individuals the means to advance in their profession and improve their income; giving individuals cultural knowledge and enjoyment; and enriching the personal lives of all who participate.

For the purpose of funding, administrating, charging fees and similar considerations, certain distinctions must be made among the various types of programs for adults and young people over the age of 15 in the District.

Under the [School Act](#), the District is empowered to provide school accommodation and tuition to persons over school age. This accommodation and tuition may be free of charge to persons enrolled in a middle or secondary school subject to Ministry guidelines. A person over school age who is enrolled in any other type of program may, at the discretion of the Board, be required to pay a fee.

#### Procedures

1. Districts generally have the responsibility for the following adult education programs:
  - 1.1. Courses for academic upgrading, secondary completion, and special areas of Adult Basic Education, such as basic literacy, English Language Learning, citizenship training, and adult special education.
  - 1.2. Career, basic technical, and vocational education in program areas offered as part of the school curriculum or fields where the schools have unique resources.
  - 1.3. Co-operative delivery of continuing education for professional associations and provincial institutions.
2. The District, in accordance with the above and in keeping with the requirements of the *School Act*, provides and maintains day and night schools for persons over school age and shall seek to secure Ministry of Education and Child Care funding for such programs, in accordance with policy statements issued from time to time by the Ministry.
3. All adult education courses or night courses shall be Ministry approved or Board/Authority Authorized.
  - 3.1. The Superintendent shall appoint a person to be responsible for the organization, development, and supervision of such programs and shall hire certified teachers.

4. The following procedures shall apply to adult education and night programs.
  - 4.1. Adult education programs or night classes are subject to the same District policies and procedures as other District programs.
  - 4.2. The school year for adult classes is as defined in the *School Act* for the public schools. Adult classes may be held at any time during the year.
  - 4.3. A register of students shall be kept and regular reports made to the Ministry of Education and Child Care as required. Course outlines shall be kept on file and made available to the Ministry upon request.

Reference: Sections 8.4, 8.5, 22, 65, 85 School Act  
Adopted: December 15, 2020