

INSTRUCTION

Continuing Education: Adult/Alternative Programs

The DDSB will provide a range of alternative, adult and continuing education opportunities to respond to identified community needs

1. INTRODUCTION

- 1.1. Durham Continuing Education has developed a Community Advisory Board which includes stakeholders representing business, industry and the community at large. The input of the Community Advisory Board is taken into consideration with respect to DCE programs and future offerings.
- 1.2. A combination of salary and hourly personnel are employed to develop and implement a full range of programs and services.
- 1.3. Technological, psychological, and social support services are available through DDSB.
- 1.4. Flexibility in the mode of program delivery and scheduling will be provided.
- 1.5. Transportation is provided for elementary summer programs.
- 1.6. Permission to register in Adult and Continuing Education courses for students under 21 will be granted by the principal of Adult and Continuing Education in consultation with the home school principal, and the student's area Superintendent of Education where applicable.

2. DEFINITIONS

Continuing Education:

"Continuing education enables people to engage in purposeful learning activities at various points in their lives. It involves the provision of credit and non-credit courses for individuals who wish to study part-time, or full-time for a short term, outside the program offered in elementary or secondary schools." (OS 2016)

Adult (Mature) Student:

A student who is at least eighteen years of age and who has not attended day school for a period of at least one year.

Adult Education

Four designations of delivery types shall exist:

- 2.1. Re-entry: daytime credit courses in the Durham Alternative Secondary School (D.A.S.S.) and Durham Continuing Education (DCE).
- 2.2. Continuing Education: all other day and evening adult programs provided for credit or general interest learning.
- 2.3. Regular School-Based Programs
- 2.4. Alternative Programs (including SAL): are designed to provide another option for students, parents and teachers and opportunities for individualization and extensive use of the community as a learning facility.

3. ADULT (MATURE STUDENT) EDUCATION

The Principal of Durham Continuing Education shall be responsible for these programs when running and occurring outside of a regular high school.

3.1. Daytime Credit Courses :

- a. Mature students over 21 years of age may achieve credits in a continuing education program and/or by attending a regular high school operated by the Board.
- b. The Board shall advertise the availability and accessibility of these programs.
- c. Mature students shall have access to counselling to assist them in planning a suitable program in an acceptable setting to meet their needs. Mature students may access this counselling through a continuing education program and/or at a regular high school operated by the Durham District School Board.
- d. After such counselling, mature students may have access to all programs operated by the Board whether in a regular high school or in a school or program established exclusively for mature students.
- e. All mature students enrolling in a credit program shall be subject to a text book security deposit, the amount of which shall be reviewed from time to time.

3.2. Credit/Non Credit Day and Evening Courses /Services

The principal of Durham Continuing Education may be responsible for these programs:

- a. Night School/Summer School:
 - i. Credit course outlines and objectives shall be consistent with the Durham District School Board and Ministry of Education guidelines. Evaluation shall be consistent with Durham District School Board policy.
 - ii. Interest course outlines and objectives shall be relevant to that specific interest area, and shall be monitored by the supervising principal.
 - iii. Regular attendance is important for any student regardless of the type of program. In the credit program specifically, students may be removed from the class due to excessive absenteeism as defined by the supervising principal.
 - iv. No fee will be charged for credit courses, excluding work preparation and certification programs; however, all students shall be subject to a textbook security deposit, the amount of which shall be reviewed from time to time. A fee, as per the schedule, will be charged for general interest courses.
 - v. Mature students shall have access to counselling to assist them in planning a suitable program in an acceptable setting to meet their needs.
 - vi. The Durham District School Board shall advertise the availability and accessibility of these programs.
- b. Literacy and Basic Skills (Literacy)
 - i. This program enables adults to access academic upgrading in preparation to attend secondary school classes or post-secondary studies.
 - ii. The focus of the upgrading is to improve the adult's skills in English and Mathematics/Digital Readiness starting at the student's individual levels.
 - iii. Since grants are received for these programs, no fees are charged.
 - iv. These programs will provide an option for students and parents in literacy and numeracy.

- c. English as a Second Language (ESL):
 - i. Programs in ESL are intended to meet the needs of the participants who have a diversity of backgrounds, motivations and experiences.
 - ii. Classes are offered at a variety of times and locations to accommodate varying schedules.
 - iii. Classes may be offered in one of the four major program types: core, academic preparation, vocational preparation and citizenship preparation.
- d. Non Credit General Interest Programs:
 - i. General interest courses shall be completely cost recoverable.
 - ii. Fees, form of program, location and times available will be advertised in each community.
- e. International Language Programs:

The Durham District School Board will offer international language courses in accordance with current provincial regulations.
- f. Work Preparation and Certification Programs :
 - i. Durham Continuing Education develops programs for adults which respond to market/community needs including, but not limited to:
 - Building and Maintenance
 - Hospitality
 - Office Assistant
 - Logistics and Distribution
- g. Credential Centre Services :
 - i. Prior Learning Assessment and Recognition (PLAR) - Prior Learning includes the knowledge and skills that students have acquired, in both formal and informal ways, outside secondary school. Skills and knowledge are evaluated against the expectations outlined in provincial curriculum policy documents in order to earn credits towards the secondary school diploma. PLAR procedures are carried out under the direction of the school principal, who grants credits (OSS 1999, 6.6).
 - ii. Durham Continuing Education provides PLAR services to local secondary schools as well as adult mature students. The Principal of Durham Continuing Education may grant credits or equivalent credits.
 - iii. Foreign Document Evaluation

4. ALTERNATIVE EDUCATION PROGRAMS

- 4.1. The Principal of Durham Alternative Education shall be responsible for these programs.
 - a. Alternative Education Programs (Community Based Learning Program, Teen Parent Program) shall be established with flexible schedules to meet identified student needs.
 - b. All programs shall follow Ministry of Education guidelines and Durham District School Board policies.

5. NON-CREDIT COURSES

5.1. ESL (English as a Second Language):

An assessment is done to determine an individual's level of English language proficiency

5.2. LBS (Literacy Basic Skills):

Adult learners complete an assessment to determine suitability for literacy and/or numeracy program.

Appendix:

None

Effective Date

92-05-12

Amended/Reviewed

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