

CONTINUING EDUCATION

AG 19.0
NPS 5-99

POLICY:

IT SHALL BE THE POLICY OF THE NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD to promote and support Continuing Education programs subject to Ministry of Education and Training (M.E.T.) directives and financial viability, and according to the following administrative regulations.

ADMINISTRATIVE REGULATIONS:

1. Continuing Education for the purposes of this policy may include:
 - a. Credit courses;
 - b. Adult basic education programs;
 - c. General interest courses;
 - d. Heritage Language courses.
2. All Continuing Education programs shall be submitted to the Superintendent of Education for approval at least fifteen (15) days before the expected commencement date of the course.
3. No Continuing Education course will start before formal approval has been obtained from the Superintendent of Education.
4. Enrolment
 - a. For a credit course, the minimum average enrolment at the time of its approval will be determined by the Director of Education;
 - b. For a general interest course, the minimum number of pupils will be mutually agreed upon by the Superintendent of Education, the Continuing Education Principal and the Teacher;
 - c. For a heritage language or basic adult education course, the minimum number of pupils will be mutually agreed upon by the Superintendent of Education and the Continuing Education Principal;
 - d. Should the actual enrolment of any Continuing Education course become less than the agreed minimum at any time during its implementation, the Principal will advise the Superintendent of Education before the next session;
 - e. In the event that the average enrolment of any course becomes less than the minimum, the Superintendent of Education may authorize its cancellation;

Replaces former Section A1

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- f. The Superintendent of Education will ensure that all expenditures related to a course or subject, including staffing and supplies, are held within the maximum approved allocation per equivalent full-time pupil generated by the course.

5. Continuing Education Principal

- a. The Board shall appoint a Continuing Education Principal as required by the program;
- b. Any principal appointed to supervise a Continuing Education program will hold the required Ministry of Education and Training qualifications;
- c. The principal's responsibility will include:
- i. planning and advertising the courses identified from the demands and needs of the community through
 - personal interviews
 - surveys
 - newspaper, radio, television advertisements, as required
 - services of advisory committees
 - surveys of social-service representatives
 - surveys of government agencies
 - invitations through the media for calls from adults interested in up-grading their skills
 - contact with local organizations, agencies and parishes;
 - ii. recommending hiring of teaching staff;
 - iii. submitting within one month of the end of each course, a report to the Superintendent of Education concerning:
 - pupil attendance
 - the achievement of pupils enrolled
 - the performance of the staff involved
 - his/her recommendations concerning any matter pertaining to the program;
 - iv. the management of classes;
 - v. all other duties assigned by the Superintendent of Education.

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6. In the case of a day school pupil attending a Continuing Education class for credit, the principal shall,
 - a. obtain a statement signed by the day school principal indicating:
 - i. that there has been consultation with the pupil regarding the proposed enrolment in evening classes;
 - ii. that a pupil who is enrolled for credit in the same course in day school has the day school principal's permission to enroll in the evening class course;
 - b. obtain evidence of parental approval for those pupils who have not attained the age of majority;
 - c. report to the appropriate day school principal, if applicable, the registration of any pupil to a credit course, and the awarding of credits to any pupils also attending day school;
 - d. submit to the Superintendent of Education, for authorization of courses, a report on the anticipated enrolment.
7. The Continuing Education principal's allowance shall be determined by the Board.
8. Continuing Education Staff
 - a. Continuing Education staff shall have at least the following qualifications:
 - i. Qualified Teachers:

Certificate of registry and certificate of qualification from the Ontario College of Teachers.
 - ii. Unqualified Teachers:
 - deemed knowledgeable and competent instructors in their particular field
 - holding a Ministry of Education and Training Letter of Permission.
 - b. Continuing Education staff will be hired and teach according to the following criteria:

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- i. Full-time teachers of regular day school classes may teach to a maximum of seven (7) hours per week in a Continuing Education program;
- ii. In hiring teachers for the Continuing Education program (credit courses, adult basic education courses, and heritage language courses), preference should be given to qualified teachers declared redundant by the Board.
- c. Appointed teachers will submit to the Continuing Education Principal, for approval, a course description and outline, prior to the first day of the course.
- d. All staffing for Continuing Education projects will be approved by the Superintendent of Education.
- e. The hourly rate for qualified and unqualified teachers will be based on local conditions.
- f. Total salaries paid under 8 (e) above will be within the limits of the salary budget established for each course.

9. Secretarial Services

Subject to the approval of the Superintendent of Education, the principal will be granted secretarial services.

10. Custodial Services

- a. Continuing Education programs may be offered in the various schools throughout the Board's jurisdiction.
- b. For credit, adult basic education or heritage language courses, no custodial services shall be provided beyond those already available in the day school, unless authorized by the Superintendent of Business.
- c. For general interest courses, where additional custodial services beyond those already available in the day school are required and authorized by the Superintendent of Business, the costs related to such additional services shall be included in the costs to be covered by course fees.

11. Finances

- a. The budget allocated for the Continuing Education program shall be based on all revenues generated.

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<p>b. The following budget shall be made available to the Continuing Education Principal:</p> <p><u>Direct and Office Supplies and Textbooks:</u></p> <ul style="list-style-type: none"> • as per current budget allocation <p><u>Advertising:</u></p> <ul style="list-style-type: none"> • an annual budget will be set by the principal, in consultation with the Superintendent of Education; <p>c. The FTE for budget purposes shall be determined by the enrolment on the fourth day of classes;</p> <p>d. All financial transactions related to Continuing Education schools shall be carried out in accordance with Ministry directives and within the established Board policies, Administrative Regulations and Procedures, as is the case with any other school in the system;</p> <p>e. No fees shall be charged to pupils, except pupils for whom fees are required to be paid according to the regulations. The only other charges that may be made pertain to consumable supplies that relate to a specific course, e.g. special material used in woodworking, etc., and then, only if such a charge could be applicable during the regular school year to day school pupils taking the same course;</p> <p>f. Any charge to pupils for consumable supplies shall be approved by the principal;</p> <p>12. For the purpose of this policy, general interest courses will involve only courses requiring no financial support from the Board.</p> <p>13.</p> <ol style="list-style-type: none"> a. Fees will be determined by mutual agreement between the Teacher of the course, the Principal, the Superintendent of Education, and the co-sponsoring organization, if applicable, e.g. the YMCA, Catholic Centre, etc.; b. Such fees will be determined in consideration of the number of participants and the costs related to the courses in question; c. The Principal will arrange for the collection of such fees prior to the beginning of the first session of any given course; d. Each participant will be given a receipt by the Principal upon payment of fees, and all monies collected directed to the Board's Comptroller; 	

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<ul style="list-style-type: none">e. Where general interest courses are cancelled before their completion, the Comptroller will arrange for a reimbursement to all participants of a portion of the fees equivalent to the unencumbered funds related to the course;f. After the second session of general interest courses, any participant wishing to abandon a course which has not been cancelled, will forfeit his/her fees;g. There will be a \$5.00 administrative fee applied to all cancellations prior to the first class;h. All financial transactions related to general interest courses will be carried out in accordance with the established policies, regulations and procedures of the Board, as is the case with any other school within the system;i. The total expenditures related to a general interest course will be limited to the total amount of registration fees collected from the participants.	