

T/EB

SUBJECT: CONTINUING EDUCATION PROGRAM**General Objectives**

The general objectives of Continuing Education shall be to prepare individuals for full democratic citizenship, to provide them with means for economic improvement and cultural development, and to enrich their personal and family lives. The program shall be sponsored by the Board and shall be controlled and administered in the same general fashion as other parts of the educational program.

Scope of the Program

The extent of the program shall be determined by a balance between community needs and the willingness of the District to provide for the program in the School District budget and by individual fees.

Types of Activities

The educational needs of District residents may be met by the offering of activities in the following areas:

- a) General Academic Education;
- b) Civic and Public Affairs Education;
- c) Americanization and Elementary Education;
- d) Arts and Crafts Education;
- e) Commercial and Distributive Education;
- f) Career, Technical, and Home and Lifestyles Education;
- g) Parent and Family Life Education;
- h) Health and Physical Education;
- i) Safety and Driver Education;
- j) Remedial and Miscellaneous Education;
- k) Music and Drama Education.

No continuing curriculum shall be fixed, but activities shall be designed to meet the needs and wishes of the individuals and of the community.

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SUBJECT: CONTINUING EDUCATION PROGRAM (Cont'd.)**Administration**

The program shall be administered by the Superintendent through the Director of Continuing Education, who shall act with the advice of the District Community Education Coordinating Committee and Board approval.

Financial Support

Continuing Education shall be supported by a combination of registration and materials fees, local taxation, and federal aid.

An annual estimate of the income and expenditures for the Continuing Education Program shall be submitted by the Director to the Assistant Superintendent for consideration as part of the proposed Annual School Budget.

Personnel

The Board shall appoint instructors on the recommendation of the Superintendent and shall set their salaries. Custodial service shall be provided on the same basis as it is provided to other parts of the School System.

Physical Facilities

All physical facilities of the School System may be available for use in the Continuing Education Program when they are not scheduled for day school activities. Activities shall not be limited to those which can be conducted in school buildings, but may be conducted at other places or with other facilities with prior approval of the Board of Education.

Basic Requirements for Courses

A course may be given only when the number of interested residents is sufficient to form a class of proper size, when qualified teachers, adequate facilities and appropriate supervision can be made available and with the advice of the District Community Education Coordinating Committee.

Registration

Any resident may register for any course or courses upon payment of established registration and materials fees. Secondary school students may enroll in courses not available in the day school.

Fees

Community Service Courses - No registration fee shall be charged for:

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- a) Americanization classes for foreign-born adults;
- b) Classes for adults in the common elementary subjects;
- c) Classes in English to speakers of other language (for adults);
- d) Classes for residents with disabilities;
- e) Any course which has substantial value to the community as a whole.

Educational Courses

Registration fees and minimum class size for educational courses shall be set at levels necessary to make a reasonable contribution to administrative costs and to cover salaries for instructors.

An additional fee shall be charged for consumable materials purchased for any course.

Fees for any course shall be refunded, subject to a withdrawal fee, on request at any time prior to the first class meeting of that course. No other refunds shall be made except in cases where a refund appears to be clearly equitable.

Registrants who do not live in the School District may be assessed a non-resident fee.

Size of Classes

Class size shall be determined by the Superintendent and the Director of Continuing Education with the advice of the District Community Education Coordinating Committee and the instructor.

Scheduling of Classes

The time of day, month or year at which classes are scheduled, the length of each class session, the number of sessions held each week, and the total number of sessions in each course need not be uniform to all courses.

Function of the District Community Education Coordinating Committee

The DCECC shall serve to advise in the planning, development and evaluation of the program.

Relations With Other Agencies

Through jointly sponsored courses, the personnel and facilities of the Continuing Education Program may be made available to further the educational efforts of other agencies when the objectives of these efforts are in accord with those of the School System.

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Community Relations

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Relations with Other Communities

Activities may be sponsored jointly with the Continuing Education Department of neighboring communities when such arrangements will improve the opportunities available to District residents.

Adoption Date 9/28/10