

## **1.0. School Administration**

### **1.B. Student Management**

#### **1.B. ADULT STUDENTS**

**Policy Reference: EL-1.1**

**Reviewed by Committee: December 16, 2014, February 14, 2017**

Adult students are welcome to enroll in day school classes providing that there is room and that there will not be increased costs or staffing to the Board at the high school level, provided attending class would be an appropriate choice as determined by the Principal.

Adults enrolled in day classes shall be subject to the regulations established by the Principal.

#### **Regulations:**

1. Students, over the age of 21 and not wanting regular attendance at school, who want to take courses for upgrading, GED or high school accreditation (those adults not covered by the present funding guidelines), will request their educational opportunities through the Principal. There is no obligation to accept students over 21.
2. Students who apply as adult learners, and are eligible for funding on a full or pro-rated basis, may be educated at the high school of their catchment area or a school of their choice providing they fill out the schools of choice form and adhere to the schools of choice guidelines.
3. When a Principal accepts an adult student, he/she must ascertain, by consulting with the Secretary-Treasurer, the funding allocation for that student. The Principal must be certain that the cost of educating that student will not be at the educational expense of the other students. The adult student should not be taking more courses than their funding allows unless the student, or some organization, pays the additional course cost. Confirmation of payment must be in writing. Payment should be received by September 30<sup>th</sup> unless otherwise authorized by the Secretary-Treasurer. Adult students who require full services will be assessed full funding if the division decides to accept them as students. There is no obligation to accept students over 21 according to the Public Schools Act.
4. Students under 21 who have graduated and are re-entering the system for additional credits or upgrading have limited funding eligibility (maximum 4 credits). The Principal should consult with the Secretary-Treasurer on these cases and restrict program offerings for the student to the funding. Additional courses would require fee payment beyond approved funding.
5. Students who are in attendance for a course delivered by Distance Learning where there is daily contact will be considered an eligible student.
6. Course fees will be defined annually based on average cost per student. The Secretary-Treasurer will determine the course fees by June 30<sup>th</sup> of each year.

**Procedures:**

1. Principals will identify adult learners who are in regular attendance at school by September 30<sup>th</sup> as per the Department guidelines for funding. They will be reported according to these guidelines.
2. Principals will not enroll adult learners who are requesting programming at home or off-site. Schools that have off-site programs, may enroll adult learners in consultation with the Superintendent/CEO and the Secretary-Treasurer.
3. Adult students must complete a Criminal Record Check and a Child Abuse Registry Check, at their own expense, prior to beginning a program. These checks must be completed every three years.