

Procedure Title	Community Education		
Date of Issue	May 18, 2010	Related Policy	BP 5902-D
Revision Dates	October 19, 2011, September 13, 2016	Related Forms	
Review Date		Originator	Administrative Council
References			
AP 5901-D "Community Education"			

Procedure:

1.0 RATIONALE

- 1.1 Bluewater District School Board recognizes the need for community education. The following procedures will ensure the board's ability to implement community education in all settings.

2.0 PROCEDURE

2.1 DEFINITIONS

i. Community Education

Community Education includes programs held at Bluewater District schools beyond the regular day school program. This includes interest courses, credit/upgrading courses, summer school programming, student driver education and other programs that may be developed from time to time. It may include programming offered at off-site locations, such as a woodworking course offered at a place of business. It also includes programs funded through Continuing Education grants such as English as a Second Language (ESL) and Heritage Language programs. However, it does not include activities related to day school operations such as student activities, staff-parent activities and board employees conducting activities identified as board business.

ii. Summer School

Summer School occurs at a school after the day school program ends in June and before the beginning of the next school year. Summer school courses for credit and academic based programming will be administered by a Summer School Co-ordinator, under the supervision and in consultation with the Superintendent of Education responsible for Summer School. The expectation is that the Summer School Program will operate on a cost recovery basis.

2.2 STAFFING - COMMUNITY EDUCATION PROGRAM

- i. Instructors for Community Education programs will be chosen as follows:
 - a) credit/upgrading - As per board policy and procedure.
 - b) all other courses - In consultation with the Superintendent responsible for the Community Education Program, or designate.

- ii. In specific areas where certification is provided by an association, or required by the Education Act all instructors must possess appropriate instructor qualifications to instruct in their specific areas (i.e. gymnastics). Instructors should have an above-average interest in community education, particularly in adult education, and should be willing to broaden their knowledge in this area of education.

2.3 BUDGET

- i. The Community Education program budget year runs from September 1st to August 31st.
- ii. The Community Education program budget for Bluewater District School Board shall be prepared by the Superintendent responsible for the Community Education Program, or designate, as part of the board's overall budget.
- iii. Revenue generated from Community School Membership fees is to be directly credited to the appropriate community education revenue account. Any equipment fees assessed will be credited to the appropriate individual day school budget at year end.
- iv. All programming monies collected shall be accounted for in accordance with Bluewater District School Board's accounting procedures

2.4 PARTICIPANT FEES, INSTRUCTOR COMPENSATION AND EQUIPMENT FEES (Refer to Appendix A)

2.5 REGISTRATION

- 1. If registration is insufficient, courses will be subject to cancellation by the Superintendent responsible for the Community Education Program, or designate.
- 2. A student who attends a day school shall not be admitted to attend a continuing education credit course except with the approval of the principal of the day school in which the student is enrolled.
- 3. Teachers must maintain accurate attendance records for all courses/activities for which such records are required by the Ministry of Education.

**APPENDIX A
PARTICIPANT FEES, INSTRUCTOR COMPENSATION AND EQUIPMENT FEES**

COURSE ACTIVITY	PARTICIPANT FEE/CHARGE	INSTRUCTOR COMPENSATION
Credit Upgrade	\$75.00 refundable deposit/person for materials	as per current secondary school collective agreement
English as a Second Language (adults)	Nil	\$28.00/hour maximum based on student enrolment, as per grant regulations
Heritage Language (elementary aged students)	Nil	\$28.00/hour maximum based on student enrolment, as per grant regulations
Community School Membership Fees Program	Groups meeting with an adult leader/contact or instructor who does not receive direct compensation for his/her duties may do so under the Community School Membership Fee Program. The fee charged is "per person/per activity/per school/per school year". Please Refer to AP 5901-D "Community Use of Schools", Appendix A for fees.	

NOTE:

Equipment Fees assessed to user groups will be credited to the appropriate day school budget at year-end as follows:

- i. \$10.00/adult per class for computers & sewing classes
- ii. \$15.00/adult per class for automotive, small engines, welding & woodworking