



EDUCATIONAL SERVICES 14 – Student Adult Learning Council/Continuing Education

Date: June 30, 2004

Responsible Administrator: Superintendent

1.0 RATIONALE

- 1.1 The Sturgeon Adult Learning Council may offer both credit and non-credit courses.
- 1.2 The Division, in conjunction with the Sturgeon Adult Learning Council, the Sturgeon Regional Recreation Council, or other community organizations, sponsor senior high school credit courses and academic upgrading courses.

2.0 PROCESS

- 2.1 The Superintendent or designate shall be the Division representative to the Sturgeon Adult Learning Council.
- 2.2 The Superintendent or designate shall be responsible for decisions regarding the use of school facilities, equipment, supplies and personnel for courses which are offered in schools sponsored by the Sturgeon Adult Learning Council.
- 2.3 The Superintendent or designate may consult with school principals, custodians, or other appropriate personnel before permission is granted to use schools, equipment, materials and personnel.

3.0 GUIDELINES

- 3.1 The Division shall designate representative(s) to the Sturgeon Adult Learning Council.
- 3.2 The Division may allow school facilities, equipment, materials, and personnel to be used for offering courses sponsored by the Sturgeon Adult Learning Council, Sturgeon Regional Recreation Council, or other approved community groups.
- 3.3 The facilities and equipment referred to in Guidelines 3.2 are exclusive of those facilities and equipment in any school which are covered under a joint-use agreement between the Division and a municipal body or community organization.

References: *Board Policy: F/1/22*

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- 3.4 Any facilities, equipment, materials, or personnel provided by the Division under these guidelines shall be made available on a user-pay basis for such items as the instructor, materials and supplies, custodial services, and instructional equipment.

- 3.5 The sponsoring organization of any course shall be responsible for making all arrangements for the use of schools, equipment, materials, instructors, collection of any required fees, and submission of any required payments.

References: *Board Policy: F//22*