



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATION

Regulation Name: Alternative, International and Continuing Education

Regulation Code: ES-3.1.1

Section: Educational Services

Policy Code Reference: ES-3.1

Established: April 26, 1999

Revised or

Reviewed: April 12, 2011; October 27, 2016; June 20, 2023

1. OBJECTIVE

This administrative regulation is written in accordance with the guiding principles in Board Policy ES-3.1, Alternative, International, and Continuing Education. The goal of this administrative regulation is to best support lifelong learners to fulfil their academic and personal goals by providing programs which are responsive to their unique needs and interests. These programs are based on the Mission, Vision, and Values of the Kawartha Pine Ridge District School Board and the Education Act of the Ministry of Education. In addition, the programs may involve partnerships with other Ministries, educational institutions, and social agencies.

2. DEFINITIONS

Administrative Regulation

A document issued through the Director of Education, governing the implementation of a Board policy, or required to coordinate and control certain aspects of system operations.

Alternative and Continuing Education

Alternative and Continuing Education at KPR consists of consists of secondary school credit and non-credit programs.

Board

The corporate Board which maintains the daily operation of the system; Kawartha Pine Ridge District School Board; a reference specifically pertaining to Kawartha Pine Ridge District School Board as a legal entity; also referred to as KPR or KPRDSB.

ESL

English as a Second Language Programs

Human Rights

Human Rights pertains to Ontario law that grants every person with a right to equal treatment with respect to services, goods, and facilities without discrimination where one or more of the 17 protected grounds (as stipulated in the Human Rights Code) is applicable. Human Rights pertain specifically to Code-based complaints and will always be handled according to Board Policy B-3.3, Human Rights: Code-Based Harassment and Discrimination and corresponding administrative regulation.

International and Indigenous Languages Elementary Program (IILE)

A program offered by KPR for students in Kindergarten to Grade 8 who are interested in the opportunity to develop their language skills through a free, non-credit course outside of school hours. International Language Instructors focus on the development of the four language skills: listening, speaking, reading, and writing with an emphasis on oral language development. Indigenous Language Instructors focus on listening and speaking within the context of land and culture.

MOE

Ministry of Education

PPM

Policy and Program Memorandum

3. APPLICATION

This administrative regulation applies to all Board employees, students, parents/guardians, visitors, and volunteers.

4. RESPONSIBILITY

Responsibility for this administrative regulation is as outlined in Board Policy ES-3.1, Alternative, International, and Continuing Education.

5. PROCEDURE**5.1 Alternative, International, and Continuing Education Programs**

Courses offered by the Board may include, but are not limited to:

- 5.1.1 credit and academic upgrading programs at the secondary school level,
- 5.1.2 Adult Literacy and Basic Skills Programs, Adult English as a Second Language Programs,
- 5.1.3 International and Indigenous Language classes for elementary students,
- 5.1.4 International Student Program,
- 5.1.5 Exchange Program, and
- 5.1.6 Beginner Driver Education Program.

5.2 Finance/Funding for Alternative, International and Continuing Education

Most of the programs offered through Alternative, International, and Continuing Education are supported by Ministry of Education grants.

5.3 Staff of Alternative, International and Continuing Education Program

- 5.3.1 The principal and vice-principal of Alternative, International, and Continuing Education shall be responsible for the administration and supervision of the Alternative, International and Continuing Education sites through the family of schools superintendent.
- 5.3.2 Only a teacher holding Ministry of Education qualifications and a member in good standing of the Ontario College of Teachers may teach secondary school credits, upgrading, or remedial courses.
- 5.3.3 An instructor may instruct non-credit Programs in Adult Literacy and Basic Skills, English as a Second Language, Indigenous and International Language, and skills training/retraining courses.
- 5.3.4 An educational assistant may assist a teacher or instructor.
- 5.3.5 Program Coordinator for International (including Rotary and New Canadian) student enrolment.
- 5.3.6 Program Coordinator for Beginner Driver Education.

5.4 Budget for Alternative, International, and Continuing Education Programs

The budget for Alternative, International, and Continuing Education Programs will be administered by the Principal of Alternative, International, and Continuing Education in conjunction with the Finance department and through the family of schools superintendent.

5.5 Alternative, International, and Continuing Education Attendance

In Alternative, International and Continuing Education programs, attendance will be monitored in accordance with Ministry of Education, Employment Ontario, Ministry of Immigration, Labour, Training and Skills Development regulations.

5.6 Centre for Individual Studies (CIS)/Peterborough Alternative and Continuing Education (PACE) Operating Procedures

Operating procedures and further information are found in the Centre for Individual Studies/Peterborough Alternative and Continuing Education staff and student handbooks.

6. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS

Board Policies:

[B-3.2, Equity, Diversity and Inclusion](#)

[B-3.3, Human Rights: Code-Based Discrimination and Harassment](#)

[B-8.1, Partnerships in Education](#)

[ES-3.1, Alternative, International and Continuing Education](#)

[ES-3.4, Experiential Learning](#)

[ES-3.16, Indigenous Language Program](#)

[ES-3.17, English Language Learners/English Development Program](#)

Administrative Regulations:

[ES-3.1.2, Supervised Alternative Learning](#)

7. REFERENCE DOCUMENTS

Legislation:

[Accessibility for Ontarians with Disabilities Act](#)

[Child and Family Services Act](#)

[Education Act](#)

[Ministry of Immigration, Labour, Training and Skills Development](#)

[Municipal Freedom of Information and Protection of Privacy Act](#)

[Occupational Health and Safety Act](#)

[Ontario Human Rights Code](#)

[Ontario Regulation 285: Continuing Education](#)

[Ontario Regulation 374/10: Supervised Alternative Learning and Other Excusals from Attendance at School](#)

[Truth and Reconciliation Commission of Canada: Calls to Action](#)

[United Nations Declaration on the Rights of Indigenous Peoples](#)

Other Documents:

[Ministry of Education, Policy and Program Memorandum 167: Online Learning](#)

[Graduation Requirement](#)

[Supervised Alternative Learning Policy and Implementation, 2010](#)