

PRINCE ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 6

POLICY ITEM: Special Project Credit	CODE: HMB
LEGAL STATUS: Education Act (1995), Part II, 4 (1) Education Regulations (1988), Part VI, Sections 25-27, Board Motions #04.03, #60.03, #213.09	DATE APPROVED: 13 Oct 09

Background: It is recognized that opportunities for learning exist outside of school offerings. The Special Project Credit performs two major functions:
1) Students become involved in the selection, planning and organization of their own programs; 2) Students pursue activities in which they have considerable interest or ability but which are not within the scope of the regular curriculum or the program being offered in the schools.

POLICY: **The Prince Albert Roman Catholic School Division will recognize up to three Special Project Credits per student for out-of-school learning activities for the work proposed and completed by the student in accordance with the following guidelines and procedures.**

- Guidelines:**
1. A Special Project Credit will be identified as Special Project 10, Special Project 20 or Special Project 30.
 2. The credit level of the Special Project will be determined by the Principal on the basis of the student's current level standing and the rigor and complexity of the project.
 3. The Special Project content will be distinct from and in addition to any regular course of study that might be offered in the school. Student activities that would be considered a normal part of extra-curricular or co-curricular activities generally offered by the school will not be given Special Project Credit recognition.
 4. Up to three Special Project credits may be used as an elective to meet the 24 credit requirement for high school graduation.
 5. The Ministry of Education currently recognizes up to three credits for completion of external Music programs, such as the Royal Conservatory of Music or the Western Board of Music. In these situations students are to submit their documentation directly to the Registrar's Office of the Ministry of Education. Up to three external music credits will be applied to the Special Project Credit option.
 6. Special Project credit may be granted for Cadet training. The student will be required to submit his/her Cadet Training History card as well as a written project summary based on the life of the student in Cadets to the principal.

The credit level will be determined by the level of completion of the Royal Canadian Cadet Handbook. Regarding credit level, the following shall apply:

- Completion of Level 3 shall qualify as 10 level credit
- Completion of Level 4 shall qualify as 20 level credit
- Completion of Level 5 or higher shall qualify as 30 level credit

The credit will be applied to the Special Project Credit option.

7. All other Special Projects completed for credit will be carried out under the supervision of a teacher approved by the principal.
8. The evaluation of the project shall clearly demonstrate consistency with the principles of Core Curriculum. At a minimum, this should include principles of resource-based learning, communication skills, and technological literacy as well as independent learning.
9. Rigor shall be equivalent to that of related secondary level courses.
10. Where a project takes a student off campus, the provision of the Work Experience Education Guidelines for coordinating and monitoring shall apply as appropriate.
11. In the event of a dispute arising from the application of this policy, the student may appeal to the Director of Education or designate.

Procedures:

1. The written proposal must be developed and formally approved before the project is begun. The plan will follow the format outlined in Appendix A.
2. Proposals must be submitted to the Principal by May 30th for the first semester of the following school year and by November 30th for the second semester.
3. The Special Project shall be carried out during the academic year that the credit is recognized.
4. The student will be responsible for all expenditures.
5. The student, the supervising teacher and the community supervisor (where applicable) will develop the Special Project proposal and timelines and submit a copy of the final plan to the Principal for review and approval.
6. The proposal for the Special Project Credit shall include: a) a description or outline of the project, including the broad goal and specific learning objectives; b) a description of how the minimum 100 hours will be utilized; c) a method by which each of the components of the project will be carried out; d) a description of the expected results; e) the evaluation procedures jointly developed by the student and supervising teacher; f) agreed upon interim timelines.
7. All plans will be submitted to the Director of Education or designate and to the Regional Office of the Ministry of Education to ensure that it meets guidelines.
8. Each student will submit a final project summary, including his/her own evaluation of the project.
9. The supervising teacher, in consultation with the student and other supervising adults, will evaluate the project following the guidelines of the plan. The supervising teacher will assign a mark.
10. The registration and mark shall be submitted to the Ministry of Education in the same manner as for other courses of study.
11. The School Division will retain on file a copy of each Special Project proposal for a minimum of two years.

12. Students may consider Special Project Credits in the following areas:

A. Heritage Languages/Multicultural Activities

For the first 100 hours of successful study with an instructor, a 10 level credit may be earned. If the language has already been studied for one year, a second successful 100 hours of study may earn a 20 level credit. If two years of previous study have been completed, 100 hours of successful study may earn a 30 level credit. (Students may earn either 10 level, 20 level or 30 level credit, but not all three.)

B. Arts Education

In order to earn a credit in visual art, music, dance or drama, there must be evidence of theory and learnings in each of the historical, cultural/creative and performance areas. The level of theory and performance will determine the credit level.

C. Sporting Activities

A credit may be earned for coaching a sport, as long as the student successfully completes a certified course. Level one certification, and 100 hours of coaching will earn a 20 level credit. Level two certification, and 100 hours of coaching will earn a 30 level credit. (Students may earn either the 20 level or 30 level credit, but not both.)

D. Athletic Trainers Course

Students who complete the level one course, and apply their skills for a total time of 100 hours will earn a 20 level credit. Students who complete the level two course and apply their skills for a total time of 100 hours will earn a 30 level credit. (Students may earn either the 20 level or 30 level credit, but not both.)

E. Other Areas

In order to earn a credit there must be evidence of theory and learnings that apply to a full range of topics in the given area of study. Guidance from a mentor or expert in the field of study is recommended. The level of theory and performance will determine the credit level.

SPECIAL PROJECT CREDIT – APPENDIX A

**APPLICATION FOR SPECIAL PROJECT CREDIT
PRINCE ALBERT R.C.S.S.D. #6**

Name _____ School _____

Current Grade _____

Brief Description of the Project

School Supervisor _____

Community Supervisor (where applicable) _____

Address _____ Phone _____

Planned Date of Completion _____ Estimated Number of Hours _____

Previous involvement with this project

Planned method of evaluation and who will be involved

Credit expected at which level (circle one) 10 11 12

Date

Student Signature

Date

Parent/Guardian Signature

Date

Approved by

Date Completed

Date Submitted

Date Approved

Mark Assigned

