

## **Administrative Procedure 219**

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### ***SPECIAL PROJECT CREDIT***

#### **Background**

The Division believes in providing a wide array of varied learning opportunities for its students. Therefore, the Division will actively support the Ministry of Education's policy of recognizing three (3) special credits per student for out-of-school initiatives, on the basis of work proposed and completed by an individual student. This encourages students to become involved in the selection, planning and organization of their own programs.

#### **Procedures**

Projects will be approved on the basis of adherence to the following:

1. The special project shall be named Special Project 10, Special Project 20 or Special Project 30.
2. The project proposal must be in place and approved prior to the student beginning the project.
3. Evaluation of the special project is to be carried out in the school year that the credit is to be recognized.
4. A special project may be used as an elective to meet the twenty-four (24) credit requirements at the secondary level.
5. A special project at the 30 level may be used as an elective to meet the seven (7) credit requirements for an Adult 12 standing.
6. Special project credits shall not be awarded for student activities that would be considered a normal part of extra-curricular or co-curricular activities generally offered by a school; e.g. school team sports, school newspaper, yearbook, student representative positions.
7. External programs (three (3) credits before) shall no longer receive blanket approval.
8. Cadet training shall follow special project regulations as per the Ministry of Education's directive.
9. Students who successfully complete projects will be granted one (1) credit per project for a minimum of one hundred (100) hours of work on the approval of the Principal. The registration and mark shall be submitted to Ministry of Education in the same manner as for other courses of study.
10. The Division shall retain a copy of each special project proposal on file for a minimum of two (2) years.

Reference: Sections 85, 87, 108, 109, 176, 191 Education Act