

## SPECIAL PROJECT CREDIT

### Background

The Division believes in providing all students with opportunities which include out-of-school initiatives in areas of study such as cadet training, community service, in depth research in academics, technology, the performing arts, athletics and entrepreneurship.

### Procedures

1. Special project credit shall be restricted to work proposed and completed by individual students outside the regular and extra-curricular program.
2. General Requirements
  - 2.1 If a Special Project is related to a specific school subject, the content of the project shall be distinct from, and in addition to, regular course requirements.
  - 2.2 The Ministry of Education will recognize up to three (3) Special Project credits per student for out-of-school initiatives, on the basis of work proposed and completed by an individual student. The Special Project credits shall be named Special Project 10, Special Project 20, or Special Project 30, as determined by the school, and may be used to fulfill elective requirements for graduation. Students must complete the credit(s) during grades 10-12.
  - 2.3 Students shall undertake the course during the academic year in which they are applying for the Special Project credit. The course designation (10, 20, 30) shall be determined by the year of completion of the project. Past completion of a course shall not qualify for a Special Project credit.
3. Restrictions
  - 3.1 The project proposal shall be approved by the school superintendent or designate. The Special Project will be approved by the Supervising Teacher/Grad Coach and the Principal prior to the commencement of the project. In the event the project lies outside the expertise of the teacher/principal, a mentor acceptable to both the student and the teacher/principal shall be involved in the supervision, reporting, and evaluation of the project.
  - 3.2 The course shall be approved by the principal and evaluated by the principal or designate. Upon earning the applicable Special Project Credit(s), *Form 8.1 Secondary Level Non-Academic Courses New Mark Addition* shall be submitted to the Ministry of Education.
  - 3.3 Students shall submit a clearly planned project proposal (see Form 217-1) that shall include:
    - 3.3.1 A description or outline of the project and a method by which the

- project will be carried out;
- 3.3.2 The number of hours of work expected to complete the project (minimum 100 hours)
- 3.3.3 A description of the expected result
- 3.3.5 The evaluation procedures jointly developed by the student and the supervising teacher
- 3.3.6 The expected completion date
- 3.4 The project shall qualify as part of the minimum required course load during one academic year.
- 3.5 The supervising teacher, in consultation with the student and principal shall approve completion of the project.
- 3.6 The Division shall not be responsible for any costs associated with a student project.
- 3.7 When a project takes a student off campus, the provisions of the Work-Based Learning Guidelines for coordinating and monitoring the project site shall apply, as appropriate.
- 3.8 As Special Project Credits are not covered by the Memorandum of Understanding with the Worker's Compensation Board, schools offering Special Project Credits should address legal liability and insurance implications regarding students engaged in activities outside of the school.
- 3.9 A copy of each Special Project shall be kept on file at the school for a minimum of five years.

Reference: Section 85, 87, 109, 175, 176, Education Act  
Section 2.1.3 Ministry of Education Registrar's Handbook

Forms Manual: Form 217-1

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