

Administrative Procedure 218

SPECIAL PROJECT CREDITS

Background:

The Division will recognize three Special Project Credits per student for out-of-school initiatives, on the basis of work proposed and completed by an individual student. Students must complete the credit(s) during grades 10-12 and the Special Project Credit(s) may be used to fulfill elective requirements for graduation. Granting of credit for approved out-of-school initiatives recognizes student achievement in areas outside the regular Secondary Level program. While students may use program currently in place (ex. Cadets, post-secondary courses) to develop their personal learning proposal, it is recommended that the proposal be developed to meet the needs and interests of the individual student.

Procedures:

1. A Special Project Credit may include:
 - 1.1. Work proposed and completed by an individual student outside the regular and extra-curricular program.
 - 1.2. The individual student is primarily responsible for the selection, planning and organization of the learning associated with his/her special project credit.
Acceptable areas of study may include but shall not be restricted to:
 - 1.2.1. Community service;
 - 1.2.2. In-depth research in an academic field;
 - 1.2.3. Skill development in a technical field, the performing arts or athletics; or
 - 1.2.4. An entrepreneurial pursuit.
2. General Requirements:
 - 2.1. The Special Project Proposal must be in place and approved prior to the student beginning the project.
 - 2.2. Special Project(s) may be used up to three times as electives to meet the 24 credit requirement or once to meet the Adult 12 requirement at the Secondary Level.

- 2.3. The content of the Special Project(s) need not be related to a specific school subject. 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.
 - 2.4. Special Projects must require a minimum of 100 hours of work.
 - 2.5. Special Projects shall be carried out under the supervision of a teacher.
 - 2.6. Student activities that would be considered a normal part of extra-curricular activities generally offered by a school may not be given Special Project recognition.
3. Application and Monitoring:
 - 3.1. Students are required to complete a clearly planned Special Project Proposal using the Special Project Proposal Template. (link to template)
 - 3.2. Assessment strategies for the Special Project shall be developed jointly by the student and supervising teacher. Each student completing the Special Project Credit shall present, for final evaluation, evidence of personal growth in the project's stated goals and objectives.
 - 3.3. Schools shall establish procedures to communicate to parents and students the availability, procedures, outcomes and assessment strategies for Special Projects.
 - 3.4. The school division shall retain a copy of each Special Project Proposal on file for a minimum of five years.
 - 3.5. Where a project takes a student off-campus, pertinent provisions of the Work Experience Education Guidelines shall apply.
 4. The Principal shall have the authority to approve, disapprove, or defer all special project credits. Approvals shall be based on such factors as:
 - 4.1. The proposals conformity to all stated requirements.
 - 4.2. The Principal's assessment of the student's commitment and ability to complete the proposed project.
 - 4.3. The availability of suitable professional staff to support the project and monitor the student's achievement.
 - 4.4. The relevance of the credit proposal to the student's personal, educational or career development plans.
 5. Upon approval of all Special Project Proposals by the principal, the principal shall submit all Special Projects Proposals to the Superintendent (or designate) for final approval.

6. The Principal, in consultation with the supervising teacher, shall be responsible for withdrawing approval status related to a project should such an action be deemed, by the Principal, to be appropriate.
7. Upon successful completion of the project, a grade will be submitted to Saskatchewan Education in the same manner as for other courses of study. The course designation (10,20,30) shall be determined by the year of completion of the project. The grade shall be determined by the teacher responsible for supervision of the project and shall reflect the degree to which the learning objectives of the project have been met.
8. The designated Superintendent shall be responsible for considering and ruling on any student or parental appeal of a school-level decision related to Special Project Credits or the application of this procedure. The decision of the Superintendent may not be appealed.

Revised:

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