

ADMINISTRATIVE PROCEDURE NO. 333

HIGH SCHOOL COMPLETION

Background

Schools operated by the Division exist to serve the educational needs of the residents of the Division. They have a legal mandate and moral obligation to educate all students and do all that is possible for these students to graduate within the context of the Catholic Church's mission to educate the whole person in the name of Jesus Christ.

In most instances, a high school diploma signifies the minimum academic preparation for life. Consequently, students who withdraw from school may have less than the desired minimal preparation. Therefore, the Division expects every teacher, counselor, principal and parent to exert influence to keep all students in school through high school completion. The Division expects all high school students to take school seriously, to work at all times to the best of their abilities, and to complete courses in which they register.

The Division supports the Alberta Education document, Alberta High School Completion Framework which consists of five core strategies: Student Engagement, Successful Transitions, Collaborative Partnerships, Positive Connections and Tracking Progress.

Procedure

1. The underlying purpose of this administrative procedure is to clearly communicate the responsibility of high school completion to the high school student, to reduce the number of students who drop courses, to promote a more responsible attitude toward learning on the part of students, and to expand the support of parents in efforts to hold students accountable and responsible for their actions.
2. Generally, students are expected to enter high school with a plan to graduate within three years. Exceptions such as enrolment in special programs, illness, family circumstances and other unavoidable deterrents may extend the time to complete high school.
3. Students are expected to register for appropriate courses recommended by the school where success is indicated by previous work and work habits. Students are expected to seek assistance from school counselling staff in developing their plan for graduation.
4. Senior high schools will contact and provide appropriate information to middle schools, middle school students, and to parents/guardians of students moving on to high school about high school expectations (the background of this procedure).

5. Grade 9 students and their parents/guardians will be informed of the need to prepare a three year plan for high school graduation. The plan may be amended as necessary throughout each year of high school.
6. High schools and parents will make every effort to identify students who may be at-risk to withdraw prematurely from school and direct all reasonable resources toward encouraging such students to remain in school.
 - 6.1 The earlier the risk of leaving school can be determined, the greater the likelihood of prevention, therefore, middle school counsellors should inform high school counsellors, teachers, and other appropriate staff members about potential at-risk students.
 - 6.2 All teachers who are in contact with identified students should be aware of the concerns and make a concerted effort to make a connection with that student.
 - 6.3 Parents should be in open communication about their child and any concerns that may affect school completion.
7. When students withdraw from school prematurely, schools are expected to make every reasonable effort to guide such students to continue with their education in an alternate setting or delivery model such as outreach or virtual schooling.
 - 7.1 Where possible, students leaving high school before completion should complete an exit interview conducted by school administration, a counsellor, or designate. The interview should include completing the *Student Exit Interview Questionnaire (Form 47)*.
8. School administrators are expected to make a concerted effort to keep in contact with students who have withdrawn from school. These students should be encouraged, verbally and in writing, to re-evaluate their decision and return to school to complete their education plan.
9. Once the September student count has been determined, the principal shall complete the *Student Exit Summary Form (Form 48)* and submit it to the Associate Superintendent of Inclusive Learning by October 31 for Semester 1, and March 15 for Semester 2.
10. The principal, counsellor, or designate shall complete the *High School Graduation Summary Form (Form 49)* and submit it to the Associate Superintendent of Inclusive Learning by October 31.