

ADMINISTRATIVE PROCEDURE NO. 225**SPECIAL PROJECTS****Background**

In accordance with the School Act, the Division will provide the opportunity for high school students to undertake Special Projects. Special Project credits are designed to encourage students to become involved in the selection, planning and organization of their own programs in specific areas and to encourage students to pursue activities in which they have considerable interest or ability but which are not within the scope of the regular curriculum or the programs being offered in the school. Special projects should be consistent with our Catholic Christian beliefs and morals while allowing students to pursue academic experiences and excellence through our school communities.

Procedures

1. The opportunity to earn Special Projects credits shall be available to all students.
2. Students may enroll in Special Projects 10, 20, or 30. Special Projects 20 and 30 do not have pre-requisites.
3. Special Projects shall be carried out under the supervision of a certified teacher.
4. Special Projects credits shall not be awarded for student activities that would be considered a normal part of extra-curricular, co-curricular activities or work experience activities generally offered by a school (i.e. yearbook, school newspaper, school sports teams, special clubs).
5. The content of a Special Project need not be related to a specific school subject.
6. 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.
7. In circumstances where a student enrolls in more than one Special Project over their school career, the projects must vary substantially from year to year or demonstrate increased levels of proficiency.
8. The principal shall require the student to submit a clearly planned proposal for approval. The proposal shall include:
 - A description or outline of the project;
 - The number of hours of work expected to complete the project;
 - Method by which the project would be carried out;
 - A description of the expected results
 - Evaluation procedures as outlined by the supervising teacher;
 - An expected completion date; and

Name of the supervising teacher.

9. The principal shall retain a copy of the Special Project proposal until the project is completed.
10. Projects shall be completed and a report submitted to the principal prior to the conclusion of the semester or school year.
11. When a Special Project takes a student into the workplace, the worksite shall be registered as an "Off-Campus Education Work Site" and the student should be registered in a work experience course.
12. As stated in Alberta Education guidelines, Special Projects to be granted three credits require 75 hours of work and five credit projects require 125 hours of work.
13. Projects must be evaluated in accordance with Division evaluation procedures.

Reference: School Act
Alberta Education: Special Projects 10-20-30
Off Campus Education Handbook
Guide to Education, ECS to Grade 12

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