

**Statement of Policy**

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To meet the credit requirements for graduation, the Ministry of Education recognizes three 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 Credit(s) shall be named Special Project 10, Special Project 20, or Special Project 30 and may be used to fulfill elective requirements for graduation. Students must complete the credit(s) during Grades 10-12.

**Rationale**

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Granting of credit for approved out-of-school initiatives recognizes student achievement in areas outside of the regular Secondary Level program. It encourages students to become involved in the selection, planning, and organization of their own programs.

**Authority**

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- The Education Act, 1995 Sections 3 (1), (2)(a)(b), 4 (1)(f)(g), 87 (1)(aa), 88 (1)(z)
- The Education Regulations, 2015 Sections 30, 31, 32
- The Registrar's Handbook for School Administrators
- Special Project Credit Policy – Government of Saskatchewan

**Procedures**

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**Guiding Principles**

1. Special Project credits are offered through Saskatoon Catholic Cyber School within Greater Saskatoon Catholic Schools.
2. Special Projects are not intended to be delivered in a classroom by a teacher to a group of students. Where there is a need for course options not met by provincially developed curricula, schools should follow policy and procedures for approval of Secondary Level Courses (Locally Developed Courses).
3. Credit recognition for Royal Conservatory of Music and Lifeguard 30 should not be awarded through the use of Special Project, but rather as a Dual Credit.
4. Special Projects are not to be submitted in lieu of dual credit courses.
5. To earn a Special Project Credit, the student must be enrolled in the school division.
6. Students must be in Grade 10 before they can request a Special Project credit.
7. The duration of the project shall not exceed two semesters.
8. Students are required to submit a clearly planned proposal prior to the student beginning the project(s).

9. 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.
10. 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.
11. Special Projects must require a minimum of 100 hours of work.
12. Each project shall be carried out under the supervision of a teacher.
13. When a project takes a student off campus, the Work Study Guidelines for coordinating and monitoring shall apply, as appropriate (see Practical and Applied Arts Handbook).
14. Student activities that would be considered a normal part of extra-curricular or co-curricular activities generally offered by a school may not be given Special Project Credit recognition (e.g., school team sports, school newspaper, yearbook, student representative positions).
15. Student activities that are an extension of what would be considered extra-curricular or co-curricular activities may be used provided continuous practice of skills (repetition of drills or activities) only account for a maximum of 20% of the overall project work and assessment.
16. Parents/guardians are responsible for all transportation arrangements of any child in an approved Special Project that involves experiences away from the school site.

## **Process**

1. Schools shall establish procedures to communicate to parents and students the availability, procedures, outcomes and assessment strategies for Special Projects.
2. Students are required to submit a clearly planned Special Project Proposal for approval before the student begins the special project, outlining:
  - a) A description of the project, rationale and a list of any previous experience in the area.
  - b) A list of who is involved in the project and other resources required.
  - c) The expected start and completion dates and an outline of how the required amount of time (100 hours) to receive the credit will be met.
  - d) How the Broad Areas of Learning and Cross-curricular Competencies are reflected in the project.
  - e) Learning outcomes and associated indicators and assessments.
  - f) How the project will be evaluated.

3. Broad Areas of Learning, Cross-curricular Competencies, learning outcomes, indicators, assessment strategies and evaluation for a Special Project shall be developed jointly by the student and supervising teacher in consultation with the project mentor.
4. Monitoring the project ensures the student is being provided with a meaningful and appropriate learning experience and ensures the mentor is meeting his/her responsibilities. It is recommended school supervisors make contact with the project mentor and student at least three times during the duration of the project.
5. Project mentors should be provided with locally developed information package containing material such as the expectations of mentor/supervisor, student log sheet, a copy of the student proposal, timelines/calendar, and any other relevant information.
6. The principal shall retain a list of all students enrolled in the Special Project credit program and project activity locations.

### **Final Mark Record:**

Students who successfully complete projects will be granted one credit for a minimum of 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.

The school division shall retain a copy of each Special Project Proposal on file for a minimum of five (5) years.

### **Documents/Forms**

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Special Project Proposal

### **References**

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- The Registrar's Handbook for School Administrators
- Special Project Credit Policy – Government of Saskatchewan

### **Date Approved**

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January 21, 1998

### **Amended**

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March 10, 2018