

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION:	200 – INSTRUCTIONAL PROGRAMS & MATERIALS	CODE:	AP 218
PROCEDURE:	SPECIAL PROJECT CREDIT		

BACKGROUND

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.

Christ the Teacher Catholic Schools believes that education in the Catholic tradition must expose students to a comprehensive and broad range of learning experiences. The Board of Education supports the granting of Special Project Credits to accomplish this goal and encourages students to become involved in the selection, planning, and organization of their own programs.

While students may use programs currently in place (e.g., Cadet Training) to develop their personal learning proposal, it is recommended that the proposal(s) be developed to meet the needs and interests of the individual student.

PROCEDURES

1. Special Project Credit General Requirements

- a. To earn a Special Project Credit, the student must be enrolled in the School Division.
- b. Special Project(s) may be used up to three times as an elective to meet the twenty-four (24) credit requirement or once to meet the Adult 12 requirement at the secondary level.
- c. A Special Project credit shall be restricted to work proposed and completed by an individual student outside the regular and extracurricular program and must comply with Ministry policy.
- d. Special Projects must require a minimum of 100 hours of work.
- e. Students shall submit a planned project proposal by completing and submitting the [Special Project Proposal Template found on the Ministry of Education website](#) for approval prior to beginning the Special Project.

- f. Students are required to submit a clearly planned Special Project Proposal to the principal for approval, outlining through the recognized template referenced above, the following:
 - a. A description of the project, including the student's goals and show how this project will contribute to the student's personal growth.
 - b. A list of any previous experience in the area.
 - c. A description of the experiences and processes that will be followed to complete the project.
 - d. The expected start and completion dates.
 - e. An acknowledgement of the required amount of time (100 hours) to receive the credit.
 - f. A list of who is involved in the project.
 - g. How the project might be evaluated.
- g. The Special Project proposal is to be approved by the parent, the supervising teacher, the principal, and the Superintendent of Education prior to the initiation of the project.
- h. The Special Project proposal shall be carried out under the supervision of the teacher. If the project lies outside the expertise of the supervising teacher, a mentor acceptable to both the student and the supervising teacher shall be involved in the supervision, reporting, and evaluation of the project.
- i. 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.
- j. 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 (i.e. school team sports, school newspaper, yearbook, student representative positions).
- k. Students must complete the Special Project Credit(s) during Grades 10 to 12.
- l. Students shall undertake the course during the academic year in which they are applying for the Special Project Credit. The course designation (10, 20, or 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.
- m. The registration and mark shall be submitted to the Ministry of Education in the same manner as for other courses of study. Therefore, for each submission of a Special Project Credit to the Ministry of Education, the principal must submit the student mark, a copy of the Special Credit Proposal, and a copy of the Christ the Teacher Catholic School Division Administrative Procedure 218.

2. Added Conditions

- a. Assessment strategies for a 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. This can be presented in many forms. Some examples may include (but are not all-inclusive): an attestation by the project mentor, a portfolio, a reflective journal, a video, etc.

- b. Students who successfully complete projects will be granted one credit for a minimum of 100 hours of work on the approval of the principal.
- c. The supporting documents for a special project credit submission by the principal is to include the:
 - School Division Special Project Credit policy
 - Special Project Proposal.
- d. 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](#)).
- e. A copy of each Special Project shall be kept on file at the school for a minimum of five (5) years.
- f. 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 Course).
- g. Credit recognition for Royal Conservatory of Music should not be awarded through the use of Special Project, but rather through the [Dual Credit Initiative](#) as per policy. Special Projects are not to be submitted in lieu of dual credit courses.
- h. Parents / guardians are responsible for all transportation arrangements of any child in an approved Special Project that involves experiences away from the school site.

Reference: Sections 85, 87, 108, 109, 191 Education Act

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