



ADMINISTRATIVE PROCEDURE 201

HIGH SCHOOL PROGRAMS

Background

Schools have the responsibility to provide instructional programs that ensure students will meet the provincial graduation requirements and are prepared for entry into the workplace and post-secondary studies. High schools must have a coherent set of policies and procedures that provide opportunities for students to succeed in their high school programs.

Procedures

1. High School Programs must offer as much flexibility as possible for students to achieve competence.
 - 1.1 High Schools shall define in their school policy:
 - 1.1.1 The conditions and requirements for registration in distance education courses.
 - 1.1.2 The conditions and requirements for students registered in courses offered at times outside of the regular school day such as Saturdays, evenings or the summer months and where instruction is provided for a minimum of:
 - ◆ 80 hours for a five-credit course; and
 - ◆ 48 hours for a three-credit course.
 - 1.1.3 The conditions and requirements for a student withdrawing from a course or requesting a course sequence transfer.
 - 1.1.4 The requirements for the waiver of pre-requisites.
 - 1.1.5 The conditions and requirements for locally-developed courses and special projects.
2. Students must have achieved the learning needed for graduation before a diploma is awarded.
 - 2.1 Course outlines, including long-range objectives, basic resources and evaluation procedures shall be completed in accordance with school policy, but not later than September 15.

- 2.2 The Alberta Education requirements for determining course completion shall apply.
 - 2.3 Administrative Procedure 215 – Inclusive Education shall be applied in the provision of programs for Special Education students.
 - 2.4 High Schools shall define their attendance requirements in their school policy.
 - 2.5 Course challenges shall be administered in a senior high school according to its policy.
3. Students must be assessed as fairly as possible and have access to due process.
 - 3.1 Students shall be evaluated in accordance with Alberta Education requirements, Board policy, administrative procedures and school policy.
 4. Generally, students are expected to enter high school with a plan to graduate within three years. Students may apply to extend the three years given reasonable circumstances.
 - 4.1 High schools shall define in their school policy the minimum credit requirements or course loads.
 5. Parents or guardians, or, where a student is 16 years of age or older, the student, his/her parents or guardians, or both of them, will be given the opportunity to be involved in course selection for their child's high school program and any subsequent course changes.
 - 5.1 A final timetable shall be sent to parents or guardians, where applicable, for their signature by September 15 and February 15 respectively.
 - 5.2 When a major change occurs in a student's timetable, the student's parents or guardians, where applicable, shall be informed.
 - 5.3 A student wishing to drop a course must present written permission from his/her parents or guardians, where applicable.

Reference: Section 60, 61, 113, School Act

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