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## HIGH SCHOOL PROGRAMS

### Background

Principals 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/or post-secondary studies.

### Procedures

1. High school programs must offer as much flexibility as possible for students to achieve competence.
  - 1.1 Principals of high schools will define in school procedures:
    - 1.1.1 The conditions and requirements for registration in distance education courses.
    - 1.1.2 Schools participating in High School Redesign are exempted from the 25 hours of instruction per high school credit requirement; this allows schools to have increased flexibility in programming for student needs
    - 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 as outlined by Alberta Education before a diploma is awarded.
  - 2.1 Students will receive course outlines, including long-range objectives, basic resources and evaluation procedures as part of the class start up.
  - 2.2 The Alberta Education requirements for determining course completion will apply.
  - 2.3 Administrative Procedure 214 – Inclusive Education will be applied in the provision of programs for students with diverse needs.
  - 2.4 Principals of high schools will define attendance requirements in school procedures.
  - 2.5 Course challenges will be administered in a senior high school according to its procedures.
3. Students must be assessed as fairly as possible and have access to due process.
  - 3.1 Students will be evaluated in accordance with Alberta Education requirements, Board policy, administrative procedures and school procedures.

4. Generally, students are expected to enter high school with a plan to graduate within three (3) years. Students may apply to extend the three (3) years given reasonable circumstances.
  - 4.1 Principals of high schools will define in school procedures the minimum credit requirements or course loads.
  
5. Parents, or, where a student is sixteen (16) years of age or older, the student, his/her parents, or both, will be given the opportunity to be involved in course selection for the student's high school program and any subsequent course changes.
  - 5.1 A final timetable will be sent to parents, 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, where applicable, will be informed.
  - 5.3 A student wishing to drop a course must present written permission from his/her parents, where applicable.

Reference: Sections 7, 10, 16, 18 Education Act  
ECS to Grade 12: Guide to Education 2019 - 2020

Approved: November 2005  
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