

## Administrative Procedure 218

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### SPECIAL PROJECT COURSES

#### Background

Special projects credits are designed to recognize work undertaken by students on an individual or small group basis and should not be used as a means of offering credits for unapproved courses. Students may enroll in Special Projects 10, 20 or 30. Special Projects 20 and Special Projects 30 do not have prerequisites.

Special projects serve two major functions.

- Students become involved in the selection, planning and organization of their own programs.
- Students 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.

#### Procedures

The requirements for special project credits are outlined below.

1. The Principal and school staff is responsible to the Superintendent of Schools for all activities undertaken and for all materials used in carrying forward the project.
2. Each project shall be carried out under the supervision of a staff teacher in the school.
3. Students are required to submit a clearly planned proposal to the Principal for approval, which should include:
  - 3.1 description or outline of the project;
  - 3.2 number of hours of work expected to complete the project;
  - 3.3 method by which the project is to be carried out;
  - 3.4 description of the expected result;
  - 3.5 evaluation procedures as outlined by a teacher;
  - 3.6 completion date expected;
  - 3.7 name of the supervising teacher.
4. The Principal shall retain a copy of each special project proposal until the project is completed.

5. 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.
6. Projects shall be completed and reported to the Principal prior to the conclusion of the quarter, the semester or the full term.
7. Where a project takes a student off campus, the provisions of the Off-Campus Education Policy (see Policy, Regulations and Forms Manual) shall apply.
8. Students who successfully complete projects are granted 3 credits for 62.5 hours of work or 5 credits for 125 hours of work in any one quarter, semester or full term, on the approval of the Principal.
9. Special projects may also be offered for 1, 2 or 4 credits. Credit will be awarded for successful completion in any quarter, semester or full term, on approval of the Principal.
10. Each special project will have an evaluation outline developed by a certified teacher at the school the student attends. All assignments and projects connected to the Special Project will be evaluated by a certified teacher prior to the Principal assigning a final grade and credits.
11. The following restrictions apply to special projects:
  - 11.1 In instances where a student enrolls in more than one special project, credits shall not be approved unless the projects vary substantially from year to year or demonstrate increased levels of proficiency.