

Administrative Procedure 303

HIGH SCHOOL COMPLETION

Background

Alberta Education has changed the manner in which it funds students attending high school. The Credit Enrolment Unit (CEU) is the unit of measurement used by Alberta Education to calculate funding for high schools. The Division receives funding only for those courses completed by the student as defined in the funding formula used by Alberta Education.

If a student who enrolls in high school does not meet the criteria in the funding formula during the year, the school receives no revenue for this student's educational program. The Division, however, will have made provision for the student and have incurred an expenditure for which there is no compensating revenue. This has the result of diminishing the resources available for other students in the instructional block.

The Division expects all high school students to take school seriously, to work at all times to the best of their abilities, and to complete the courses in which they register.

Procedures

1. The underlying purpose of this administrative procedure is to place more responsibility upon the high school student, to reduce the number of students who drop courses, to encourage a more responsible attitude toward learning on the part of students, and to encourage the support of parents in efforts to hold students accountable and responsible for their actions.
2. Generally, students are expected to enter high school with a plan to graduate within three (3) years. Exceptions such as enrolment in special programs, family circumstances, illness, and other unavoidable deterrents may extend the time to complete the high school program.
3. Students are expected to register for appropriate courses recommended by the school where success is indicated by previous work and work habits. Students are expected to seek assistance from school counselling staff in developing their plan for graduation.
4. A high school student who does not complete ten (10) credits in a semester or twenty (20) credits in a non-semester school or is registering for a course for the third time, and is unable to demonstrate compelling extenuating circumstances shall be required to post a performance bond upon registration. The bond would be refunded upon completion of the course(s) as defined by Alberta Education.
5. A high school student who is in the second year (or more) of grade 12 and is repeating a "30" level course (30, 31, 32, 33, 35) that the student may have passed, failed, dropped, or been withdrawn may be required to post a performance bond upon registration. The bond would be refunded upon successful (pass) completion of the course. The principal may make exceptions if the circumstances are sufficiently compelling.

6. Senior high schools will provide appropriate information to junior high schools, grade nine students, and to parents/guardians of grade nine and senior high students about the background for this procedure.
7. Grade 9 students and their parents/guardians will be informed of the need for the student to present a three (3) year plan upon registration. The plan may be amended upon the completion of each year of high school.
8. Non-resident high school students registering in the Division are subject to this procedure and must present the appropriate information at the time of registration.
9. High schools will develop and disseminate the information on the procedures for the collection, refunding, and exceptions to this procedure.
10. All high schools will levy the fee determined annually by the Board as part of the budget process, considering expenditures incurred and revenue foregone.
11. The performance bond has been set at \$20.00 per credit, to a total of \$400.00, and hereafter will be determined annually by the Board.
12. The principal may make exceptions to the above requirements if the circumstances are sufficiently compelling and waive the need for any performance bond being posted.

Reference: Section 8, 12, 44, 49, 55, 60, 61, School Act
Adult Programming in the Basic Learning System Policy 1.9.2