



4.02 Courses and Projects

4. Instructions, Programs and Services - Administrative Procedure Manual

School-Initiated Courses and Student-Initiated Projects

Pine Creek School Division High Schools and high school students are encouraged to utilize locally developed curricula through School-Initiated Courses (SICs) and Student-Initiated Projects (SIPs) including, but not limited to, the Community Service SIP and the Cultural Exploration SIP.

High Schools take the responsibility of properly approving, registering and reporting such credits as per regulations established by the provincial education authority and for informing students and parents/guardians of the requirements to earn such credits. In addition to the provincial regulations, Community Service SIP credits are governed by the divisional regulations outlined below.

Student and Parent/Guardian Roles and Responsibilities

1. The student will discuss the Community Services SIP credit opportunity with their parent/guardian and provide the school with a completed Parent/Guardian Approval Form.
2. The student will indicate their intention to participate in a community service activity with the purpose of obtaining a Community Service SIP credit to the school Principal prior to beginning the activity and prior to deadlines established by the provincial education authority for the school year during which they will earn the credit.
3. The student will discuss with the Principal or designate the anticipated civic skills, knowledge and attitudes they expect to obtain as a result of the community service activity. This will serve as a preliminary discussion as to whether the school will recognize the community service for credit and the level at which the credit will be granted.
4. The student will participate in the community service activity for a minimum of 110 hours for one credit and 55 hours for one-half credit. The student, with oversight of the community organization, will keep track of the hours contributed.
5. The student will provide the school with documentation from the community service organization indicating that the student did participate, when they participated, the number of hours contributed by the student and the civic skills, knowledge and attitudes obtained in the community service activity.
6. The student and the parents/guardians understand that in evaluating the community service activity prior to the commencement of the activity the school is only evaluating the civic skills, knowledge and attitudes to be obtained in the activity. The school is not evaluating the hazards, which may be associated with the activity. *The school, the school division and the provincial education authority assume no responsibility for any injury to the student or any damage to or loss of property of the student caused by or in any way related to the student's participation in the community services activity.*
7. The student and their parents/guardians assume the responsibility for safety. *It is expected that the student will discuss with his/her parent/guardian any safety concerns and that the student and parents/guardians will exercise discretion and jointly investigate the organization or group's safety policies for volunteers and liability insurance coverage for volunteers before deciding to participate in the community service activity.*

8. The student understands that withdrawal from the community services activity is possible at any time for any reason, but credit will not be granted if the requirements have not been met.
9. The student and parents/guardians understand that a community services credit is not available for assisting members of the student's immediate family.
10. The student understands that a Community Services Credit is an optional credit.
11. The student understands that in order to be eligible for a Community Services SIP credit, the activity must be totally voluntary and that *no remuneration or honorarium can be accepted*.
12. The student and the parents/guardians understand that court imposed community service cannot be used for credit.

School Roles and Responsibilities (Administrators and Teachers)

1. The school will make parents, including the Advisory Council if it exists, aware of the Community Service Credit SIP option.
2. The school will provide information to students and teachers of the Community Service Credit SIP option.
3. The school will provide Parent/Guardian Approval Forms to students who wish to participate.
4. The Principal or designate will meet with the student prior to the student to the beginning of the activity and prior to deadlines established by the provincial education authority to determine if the activity will be recognized for credit and the level at which the credit will be granted. The level of the credit granted will be determined by the level of the civic skills, knowledge and attitudes obtained by the student in the community service activity. The level will be confirmed upon the completion of the community service activity.
5. The school will properly register approved students, as per regulations established by the provincial education authority.
6. The school will recognize a Community Service SIP credit that has been granted by another school or school division and properly registered with the provincial education authority.
7. The school will record the Community Services Credit using the appropriate code as provided by the provincial education authority and report on a pass/incomplete basis to the province.