



MAPLE HILL SCHOOL  
SUMMITTING TOGETHER

## Maple Hill School

SECTION	General School Administration
POLICY NAME	Equivalency, Challenge, Independent Directed Studies, School Completion, International Student Graduation Credit Policy
POLICY NUMBER	312
DATE CREATED	August 8, 2017
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### Preamble:

Maple Hill School respects the abilities of students to achieve and the complete learning expectations of courses outside the traditional BC classroom. This policy outlines how credits can be awarded course content obtained alternatively to the BC classroom.

### Policy:

#### Equivalency (documented learning outside BC):

The school will recognize documented learning from outside British Columbia if it is demonstrated effectively that the class content matches at least 80% of the prescribed learning outcomes of a similar course offered in British Columbia. The student and parent/guardian are responsible for providing official documentation from the previous school that verifies official course content of the completed course. The granting approval for equivalency credit is the sole right and responsibility of Maple Hill School for an equivalency credit.

#### Challenge (undocumented learning):

The school will provide students with the opportunity to receive credit for undocumented prior learning if they can pass the school's challenge assessment process. This challenge assessment is a rigorous test that requires a student to *complete all the assessment requirements* of the local course they wish to challenge. To earn this challenge credit the student must receive a grade of at least C- (50% minimum). If the course they wish to challenge is one with a provincial exam, the student must also complete this exam during one of the scheduled examination periods set by the Ministry of Education and receive at least a C- (50% minimum) for the resultant mark in a combination of the provincial exam and the course challenge assessment mark. The percentage ratios will be the same as if the student had studied and completed the course locally, e.g., 40:60.

Distributed Learning (online course):

The school does not offer Distributed Learning, but it will accept credits completed at a registered BC Distributed Learning school upon receipt of an official transcript from the registered DL school.

Independent Directed Studies (IDS):

The BC Ministry of Education allows students to complete what is called Independent Study (IDS) courses in order to fulfill elective requirements in the 2018 Graduation Program. Required courses for graduation are not allowed to be completed through IDS. IDS courses also do not grant a student a mark that can be used in their admission average for university admissions. IDS is meant to be used after a student has finished with a course and they would like to explore deeper learning in the course. It is not meant to be used instead of taking an actual course in class. As such, if a student wants to pursue an IDS course, they must have the expressed written approval from the principal in order to do so.

If students need extra courses and credit to graduate, the school will explore adding a class at the end of the school day if there is enough interest. Students and parents need to understand that if a Block 5 course were to run, it would not be run by one of the full time teachers at Maple Hill School. Teachers at Maple Hill School are present before 9:00 AM and leave after 4:00 PM. Maple Hill School would have to hire a dedicated teacher for a Block 5 course which is why it will only be pursued if there is enough interest from the student population.

Core courses cannot be completed through the IDS process. Access to IDS will be subject to approval by the school and will be primarily offered to students who have course conflicts, preventing them from graduating on schedule. These students will complete their IDS under the supervision of a teacher. The learning must be completed while under observation by a teacher. The class may be completed during the school's after-school study program. Students are required to attend the necessary hours in order to receive credits (30-45 hours approximately for each credit)

External credentials (Non-high school courses or programs that provide credit):

It is generally the policy of Maple Hill School that we do not allow for external credentials to apply for credit. Under the rare circumstances that an external credential might be awarded it will be subject to the following policy and be subject to approval by the Principal, a TRB-certified educator.

In order to earn credit for an approved credential at Maple Hill School, students must provide the appropriate documentation proving successful completion of the external course or program. If students have earned an approved external credential prior to entering Grade 10, they will be awarded credit if they present their credential any time after they enter Grade 10. For reporting and transcript purposes, Maple Hill School

will assign all credits received either a letter grade or percentage, if possible to determine. If impossible to determine, we will award a "Transfer Standing" (TS).

#### School Completion:

Maple Hill School provides students with School Completion ("Evergreen") Certificate that is intended to celebrate success in learning not recognized in a Certificate of Graduation (Dogwood Diploma). It is used to recognize the accomplishments of students with special needs and an Individual Education Plan, who have met the goals of their education program, other than graduation.

All students of school age are entitled to an education program, whether or not that program leads to graduation. For students pursuing an Evergreen Certificate, they should have an Individual Education Plan (IEP) that indicates their personal education goals, how the goals will be achieved, and on-going monitoring and assessment to know when the goals have been met and an Evergreen Certificate should be issued.

All students receiving the School Completion Certificate Program credential will be issued transcripts showing all successfully-completed credit and non-credit courses from Grades 10, 11 and 12.

#### Credit from Post-Secondary Courses Policy

This policy describes how students earn credit towards graduation by earning credit for courses at specific Post-Secondary Institutions. It is aligned with the earlier sections on Equivalency and External Credentials.

Students are entitled to earn "dual credit" if they earn credit that leads to a post-secondary credential from a post-secondary institution which is a member of the British Columbia Transfer System or offered in French through Educacentre.

Post-secondary courses for which credit may be earned must be documented as follows:

- Listed in the most recent edition of the British Columbia Council on Admissions and Transfer Guide, or
- Specified in individual Career Technical Centre (CTC) program agreements, or
- Included in a B.C. public post-secondary institution's calendar as a course leading to a credential of one year or less, a two-year diploma or a four-year degree

Applicable post-secondary level courses count towards the required number of Grade 12 level credits needed to satisfy graduation requirements.

Boards must not charge students for reviews of transcripts.

#### Procedures for Earning Dual Credit

All post-secondary level courses will be reported using course codes listed in the online Course Registry.

For reporting and transcript purposes, schools must assign all credits earned at a post-secondary institution a letter grade and percentage. Provided a course consists of the standard number of hours for most courses offered at that post-secondary institution, such courses will be awarded four credits, regardless of the number of credits indicated on the post-secondary institution's transcript. However, if the course at the post-secondary institution is offered in modules, credits awarded should be proportionate to 4 credits for the whole course.

Adult Basic Education (ABE) courses do not count for dual credit. For information on how to report these for credit toward graduation, see the online Course Registry.

International Student Graduation Credit Policy:

This policy applies to international students studying in British Columbia who wish to earn a British Columbia Certificate of Graduation (Dogwood Diploma) and who have not had their educational program instructed in one of Canada's two official languages for at least two years. The International Student Graduation Credit Policy is not applicable to those students whose educational program was instructed in English or French for the past two years.

To earn a Dogwood Diploma, international students must meet all graduation requirements.

In addition, there are a number of specific conditions that pertain to international students (whose educational program was not instructed in either English or French for the previous two years). Such international students may earn credit for Graduation Program courses, with the exception of those listed below, through an equivalency review or challenge process.

- International students must earn credit for courses in the following categories through instruction from a British Columbia-certified teacher. No Equivalency review or Challenge process is permitted:
  - Language Arts 11
  - Language Arts 12
  - One of Science 11 *or* 12
  - One of Mathematics 11 *or* 12
  - Social Studies 11 (or Civic Studies 11 or BC First Nations Studies 12)
  - Planning 10
- For Language Arts 12, students must write the required provincial exam(s).
- International students must also earn credit for Graduation Transitions through a school-supported course or process. International students must be assessed to determine if all the Graduation Transitions Prescribed Learning Outcomes have been met, regardless of the grade level at which they enter a British Columbia school. When the requirements have been met, international students will be assigned four (4) credits and "requirements met (RM)" will be noted on their transcript.

Implementation:

The school principal is responsible to assess student academic achievement and thoroughly examine each case to ensure Equivalency, Challenge and Independent Direct Study, School Completion, International Student Graduation Credit criteria are met.