

# FORT LA BOSSE SCHOOL DIVISION

TITLE - **SCHOOL-INITIATED COURSES (SICs)  
STUDENT-INITIATED PROGRAMS (SIPs)\***

POLICY - **IHBJ-R\***

Approval Date - 11/02/02

Cross Reference - **IGA/IGC  
IGD/CGE**

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The Board encourages teachers and school administrators to initiate the development of special programs designed to meet the specific requirements of the students in their care. Whenever the staff of a Division high school decides to undertake the development of either a SIC or SIP they should adhere to the following guidelines.

## **General procedures for School Initiated Courses (SICs)/Student Initiated Projects (SIPs).**

1. The goals, objectives, and content of locally developed SICs and SIPs must be significantly different (more than 50%) than those of provincially developed courses.
2. The teacher(s) and school administrator developing a school based course should follow the guidelines established by Manitoba Education and forwarded in the Handbook - **LOCALLY DEVELOPED CURRICULA: SCHOOL-INITIATED COURSES AND STUDENT-INITIATED PROJECTS (1995)**.
3. Consideration for the Manitoba Education requirements for minimum credit contact hours should also be included in the overall plan. A one-credit course should provide for a minimum of 110 hours of contact time. A one half-credit program will require a minimum of 55 hours of contact time.
4. The teacher(s) developing a course and/or serving as project advisor(s), the Principal, and the Curriculum, Instruction and Assessment Consultant will be responsible for ensuring that the quality and degree of difficulty for the program is appropriate for the level at which it is to be offered.
5. When the SIC or SIP proposal is completed the Principal will forward a copy of the course and a completed program application to the Curriculum, Instruction and Assessment Consultant.
6. Final responsibility for granting Division approval to SICs and SIPs rests with the Superintendent and Board.
7. After Board approval has been received the Curriculum, Instruction and Assessment Consultant will forward the signed application request and a copy of the proposal to Manitoba Education.
8. Manitoba Education approval and an assigned course registration number will be required before a student may be granted a credit upon the successful completion of a SIC or SIP.
9. Approved SICs and SIPs are also subject to Manitoba Education registration renewal requirements if the program is to be offered in another school year.

### **Student Initiated Projects (SIPs)**

The following additional criteria should be considered when a SIP is being developed.

1. A student-initiated project should be put in the form of a written agreement between the student, teacher advisor, Principal, the person responsible for any out of school learning situation, and the student's parents. This agreement should include:
  - a) goals for the project;
  - b) activities to be completed;
  - c) procedures to be followed;
  - d) resources required; and
  - e) evaluation procedures.
2. Student initiated projects should not be equated with the regular extracurricular activities of the school, or with the regular activities of organised community groups.
3. The student can not receive any remuneration while completing the credit requirements of a SIP.

### **Acquired SICs and SIPs**

It is possible to “acquire” SICs and SIPs developed by other schools when this is a more expedient way to adequately meet the needs of a particular class or student. If an “acquired” curriculum is to be used the Principal, when forwarding the proposal to the Curriculum, Instruction and Assessment Consultant, will be expected to include a signed waiver of proprietary right from the teacher(s) who originally developed the “acquired” program.

NOTE: Steps 6-9 above will apply to “acquired” SICs and SIPs.

### **Maximum Allowable Credits.**

The school staff responsible for any SIC or SIP program must ensure that the student(s) enrolled in the course or project will not exceed the maximum number of allowable SIC and/or SIP credits.

