



# CALGARY BOARD OF EDUCATION

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## Administrative Regulation 6093 - Fourth Year of High School

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**Application**      1      This regulation applies to all students who are eligible to attend a board-operated program.

**Definitions**      2      In this regulation,

- (a)      **“board-operated program”** means a program either provided by the Calgary Board of Education or a home education program, supervised by the Calgary Board of Education under section 29 of the School Act;
- (b)      **“independent student”** means a student who is
  - (i)      18 years of age or older, or
  - (ii)     16 years of age or older, and
    - (A)     who, in the opinion of the principal, is living independently according to Administrative Regulation 6000 - Independent Students, or
    - (B)     who is a party to an agreement under section 57.2 of the Child, Youth and Family Enhancement Act;
- (c)      **“outreach program”** means a program of basic education developed for students aged 12 to 19 years who are enrolled in grades 7 to 12 and who are unable to attend or benefit from a

regular school program;

(d) **“parent”** means parent as defined in section 1(2) of the School Act;

(e) **“resident student”** means

(i) a student who is entitled to attend a board-operated program without the payment of tuition fees, provided that the student’s parents or guardian resides within the Calgary Board of Education district and is not a separate school supporter or a Francophone school supporter,

(iii) the student is an independent student, residing in the Calgary Board of Education district, or

(iii) a resident student as otherwise defined in section 1(1)(x) of the School Act.

**Expectations of high school students**

**3(1)** A student who is admitted to a high school program of study is expected, in most cases, to complete their high school education in three years depending on the student's needs and the breadth and scope of the student's program.

(2) All high school students must demonstrate commitment and responsibility in pursuing their program of studies through

(a) realistic program planning,

(b) enrolment in the number of credits required by the school,

(c) successful completion of all or most courses,

(d) regular attendance, and

(e) compliance with the school code of conduct.

**Fourth year of high school**

**4(1)** The purpose of a fourth year of high school in a high school setting is to complete a program of studies or to meet exceptional needs or circumstances. A fourth year of high school education is not for the purpose of upgrading.

(2) Notwithstanding sections 3 and 4, a principal may waive the restrictions on high school registration for the following students if the student is 16 to 19 years of age as of September 1 of a school year if the principal determines

that

- (a) the student needs a fourth year of high school in a regular high school setting;
- (b) the student has demonstrated commitment and responsibility in planning and pursuing high school studies,
  - (i) by attending classes regularly,
  - (ii) successfully completing all or most courses,
  - (iii) planning a course load each year to meet or exceed the expectations of the school; and
- (c) the student has complied with the school code of conduct.

**Deemed  
fourth year of  
high school**

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Students will be deemed to require a fourth year of high school in a high school setting if the student has complied with the school code of conduct and

- (a) the student has participated in a high school program, planned in conjunction with a guidance counsellor, requiring four years of high school;
- (b) the student is, or has been, registered at the high school level in one of the following:
  - (i) English as a Second Language,
  - (ii) Integrated Occupational courses, or
  - (iii) a program which cannot reasonably be completed in a three-year period, such as a program which combines academic and fine arts elements, provided that the program is extensive in scope, full in terms of course load, and planned with a guidance counsellor or a teacher advisor in the student's Grade 10 year;
- (c) the student has special education needs that support a fourth year of high school in a high school setting as outlined in their current Individualized Program Plan; or
- (d) if, in the opinion of the principal, there are other valid reasons to justify a fourth year of study.

**30 level courses**

- 6** Repetition of a 30-level course at a high school is subject to the following provisions:
- (a) students will be permitted to repeat a 30-level course only if it can be scheduled within three years or, in the case of students for whom a fourth year is approved, four years; and
  - (b) students who are registered in a 30-level course will not be permitted to apply for re-registration in the course until after it has been completed.

**Chinook Learning Services, outreach program and Cbe-learn students**

- 7(1)** The following students will be referred to Chinook Learning Services, a Calgary Board of Education outreach program listed in Administrative Regulation 3090 - Outreach Programs, or Cbe-learn:
- (a) students who are 19 years of age as of September 1 of a school year; and
  - (b) students who are 16 to 18 years of age as of September 1 of a school year and who have attended, or registered to attend, a high school program
    - (i) in six semesters, or
    - (ii) three ten-month terms, or
    - (iii) their equivalent in terms of months of attendance or instruction; and
  - (c) students who are 16 to 18 years of age as of September 1 of a school year and who will not reasonably be able to complete their program within a fourth year of high school.

**Chinook Learning Services, outreach program and Cbe-learn fees**

- 8(1)** Resident students who are 19 years of age or less on September 1 of a school year and who attend or have been referred to attend Chinook Learning Services, or a Calgary Board of Education outreach program, or who are enrolled in or referred to Cbe-learn, do not pay tuition fees but are responsible to pay Chinook Learning Services, outreach program, or Cbe-learn fees, as the case may be.
- (2)** The Director of Chinook Learning Services, the principal with designated responsibility for an outreach program, or the Director, Innovative Learning Services, may waive fees for students who are unable to pay them provided that

- (a) the student has not attained the age of 20 as of September 1 of the school year, and
- (b) evidence of financial need is provided in accordance with the requirements of the Director of Chinook Learning Services or designate, the principal with designated responsibility for an outreach program, or the Director, Innovative Learning Services or designate, as the case may be.

**Appeals and special cases**

- 9(1)** Parents, guardians or independent students may appeal decisions pertaining to the provisions of this regulation as follows:
- (a) decisions made by principals may be appealed to the Area Director;
  - (b) decisions of the Associate, Adult Academic may be appealed to the Director of Chinook Learning Services;
  - (c) decisions of the Director, Learning Innovative Services or designate may be appealed to the Superintendent of School Support Services.
- (2) Parents, guardians, students and independent students must be advised of the appeal opportunities which are available to them.

<b>Approved:</b>	September 10, 2004
<b>1<sup>st</sup> Amendment:</b>	June 16, 2005
<b>Review:</b>	February 1, 2011

**References**

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| <b>Legal References:</b>                     | <ul style="list-style-type: none"> <li>• School Act. R.S.A. 2000 c. S-3, sections 8, 13, and 45(4)</li> </ul>  |
| <b>Administrative Regulation References:</b> | <ul style="list-style-type: none"> <li>• 3090 - Outreach Programs</li> <li>• 6000 - Independent Students</li> <li>• 6090 - Student Registration</li> </ul> |