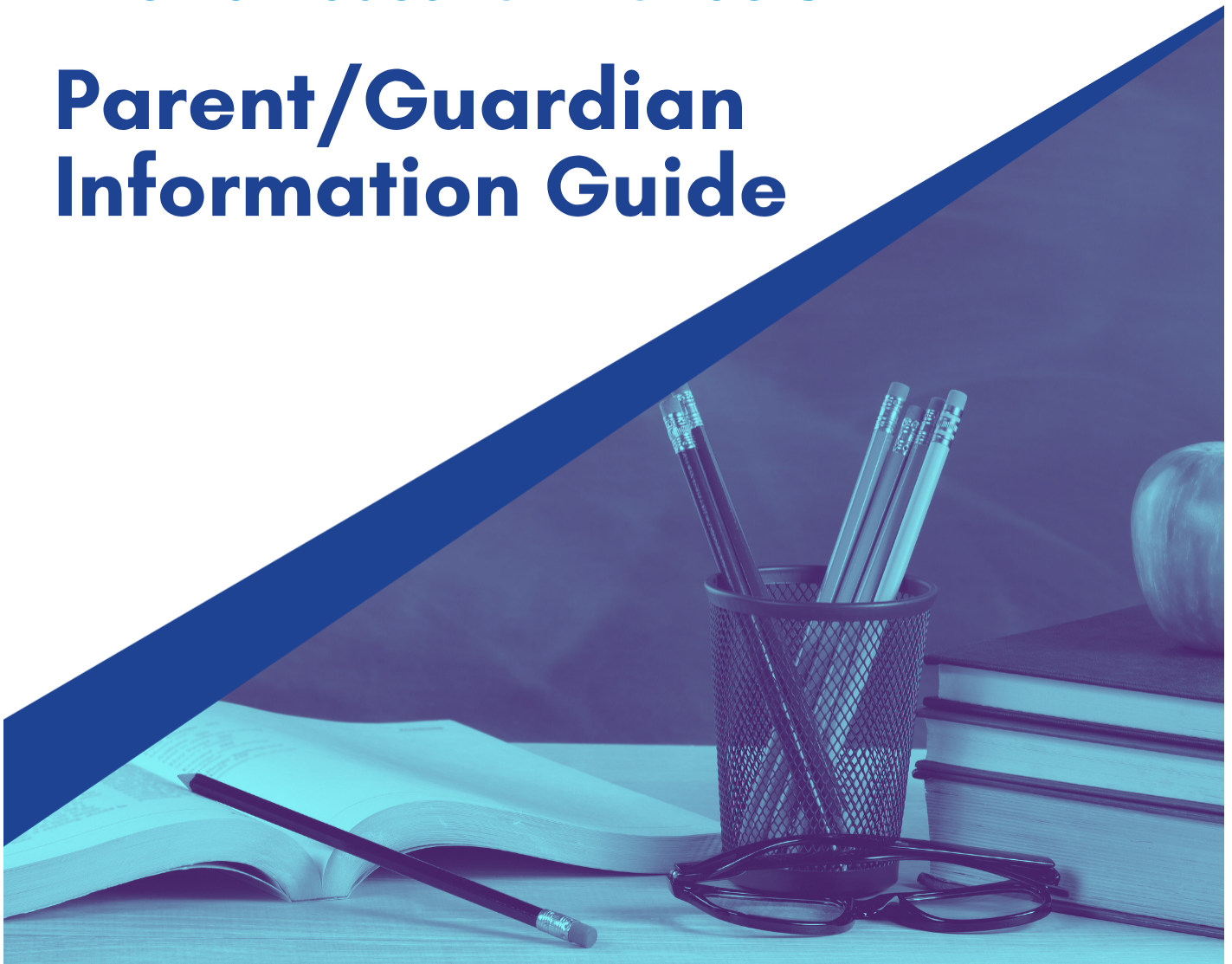




FORT McMURRAY
CATHOLIC SCHOOLS

Grade 10-12
Course Enrolment through
External Education Providers

Parent/Guardian Information Guide



Background

This document serves as a Parent/Guardian Information Guide regarding the protocols and guidelines outlined in the Fort McMurray Catholic Schools Administrative Procedure 364: Grade 10-12 Course Enrolment through External Education Providers.

Why Fort McMurray Catholic Schools Values In-Person Learning

At Fort McMurray Catholic Schools, we believe that the best way to support your child's growth, achievement, and well-being is through face-to-face instruction with our classroom teachers. While we recognize that online and external schooling options exist, our experience and core educational beliefs show that learning in an active classroom provides a much richer and more impactful experience for high school students.

We strongly believe that in-person learning offers essential benefits that are difficult to replicate in an isolated digital environment:

- ★ **Deeper Understanding:** Being in a classroom fosters stronger critical thinking, real-time discussion, and a deeper grasp of the subject material.
- ★ **Timely & Responsive Support:** Students get feedback, encouragement, and academic help from their teachers right when they need it.
- ★ **Social & Emotional Growth:** High school is about more than just academics. Face-to-face classes provide vital opportunities for peer collaboration, friendship, and personal growth.

As well, to be responsible stewards of public education funding, our division relies on predictable student enrolment numbers. Accurate planning allows us to secure stable staffing, ensure program sustainability, and support our schools in continuing to offer a wide, vibrant variety of internal courses for all students.

Procedure on Electing to Enrol in Courses Through an External Education Provider

Because we are fully committed to providing the highest quality of education within our secondary schools, **the Fort McMurray Catholic School Division does not recommend or accommodate enrolment in a course through an external education provider if that same course is already offered at your child's primary school of enrolment.**

We understand that families may occasionally choose to register for an external course anyway. If you choose to do so contrary to the school division's recommendation, this guide outlines the specific guidelines and protocols that will apply to your child's school schedule and academic tracking.

Guidelines & Protocols for All Students

- ★ Taking a course through an external education provider that is required for academic awards will make the student ineligible for school-based academic awards (i.e., honour roll) in that school year, including the designation of grade 12 valedictorian.
- ★ Students in grade 10 and grade 11 must maintain a full course load of 4 courses each semester at their primary school of enrolment. Taking a course through an external education provider cannot create a spare or free block in your child's daily school schedule.
- ★ A student who takes a course through an external education provider is unable to receive instructional support and/or tutoring from their school of primary enrolment for that specific course. Responsibility for academic assistance and course completion rests solely with the external education provider.
- ★ School administrators will not monitor course progress or assignment completion, or provide parent/guardian notifications regarding student progress in a course administered by an external education provider.
- ★ The school of primary enrolment is not responsible for providing immediate remediation or schedule adjustments if a student does not achieve a passing grade in a course taken through an external education provider.

Additional Guidelines & Protocols for Grade 12 Students

- ★ A student who enrolls in **more than two** 30-level courses through an external education provider in their grade 12 year is not eligible to participate in the graduation ceremonies hosted by their primary school of enrolment.
- ★ A student who elects to complete a 30-level course with a Diploma Examination requirement through an external education provider is responsible for working directly with the provider to register to write the required examination.
- ★ A student who elects to complete Religion 35 with an external education provider at any time during their high school enrolment, including summer sessions, is not eligible to participate in the Graduation Retreat hosted by their primary school of enrolment during their grade 12 year.

Unique Circumstances & Graduation Planning

Fort McMurray Catholic Schools understands that despite everyone's best efforts, a student may occasionally face an unavoidable and unresolvable scheduling conflict that could impact their ability to complete their graduation plan.

In these rare and exceptional situations, school principals will work closely with students and their parents/guardians to find a solution. If the school principal determines that the conflict cannot be resolved internally, they will formally recommend to a Director of Curriculum, Instruction, Assessment that a student take a course through an external education provider to keep them on track with their graduation plan. If a Director of Curriculum, Instruction, & Assessment agrees with the school principal's recommendation, the Director of Curriculum, Instruction, & Assessment shall confirm that the standard restrictions and limitations in this guide will not apply and, if so, to what extent they are not being applied.

Registration Process for Enrolment with an External Education Provider

After reviewing the guidelines and protocols outlined in this information guide, if a student and their parents/guardians elect to pursue enrolment in a course through an external education provider, contrary to the school division recommendation, the following steps must be taken:

1. The student meets with the school counsellor or administrator to discuss the impact of the decision on their graduation plan. As part of this discussion, the school will review the student's circumstances to ensure all internal avenues have been fully explored and exhausted.
 - *Parents/guardians are encouraged to participate in this discussion if possible.*
2. The school counsellor or administrator provides the student with a copy of the *Course Enrolment with an External Education Provider Acknowledgement Form*, which must be completed and signed by the following parties: (a) student, (b) parent/guardian, (c) school counsellor, and (d) principal.
3. The student returns the signed form to the school counsellor, which is then processed. Processing includes formally withdrawing the student from the internally-provided course and completing any necessary schedule adjustments. **Please note:** The student will remain active in their current face-to-face class until this processing is complete.