

FORESTBURG SCHOOL



**SR. HIGH
PROGRAM GUIDE**

2020 – 2021

PRINCIPAL'S MESSAGE

Forestburg School is an excellent example of what partners in a community can achieve when working together for our youth. My experience throughout the 2018-2019 school year exemplifies what parents, teachers, support staff, and volunteers can do when they come together to provide the best educational experiences a rural education system can provide. The educational successes that our students are experiencing is a direct result of teachers, with the support of parents and guardians, engaging students with the Alberta Program of Studies. Forestburg School parents and families provide a strong voice for education and take interest in their children's educational life. Our educational community does an excellent job of not only trying to educate our children academically, but also in helping them to mature and grow socially and emotionally in inclusive classrooms. Success comes from intentionally focusing on one's goals, being perseverant, and consistently providing additional supports as they are required. I continue to look forward to see what we can achieve together!

Mr. Gordon Thompson
Principal
Forestburg School

REGISTRATION PROCEDURES AND INFORMATION

Individual students (and their parents) should begin the registration process by reading this booklet carefully.

Prior to the end of June, students will be asked to indicate which courses they wish to take during the upcoming school year. Students are advised to consult with parents and the school before making their course selections.

It is our goal to offer students at Forestburg School as wide a range of high school courses as is practical and possible. Past experience has shown that actual student interest and enrolment may be insufficient to warrant certain courses being offered. A minimum number of students is required before we will consider offering a course, and in some cases courses may need to be combined. However, Distance Education, Google Hangouts or CTS programming may allow for extra student courses to be offered where numbers are lower or where courses cannot be taught in a conventional manner (mainly at the grade 11 and 12 levels). In some courses a maximum enrolment number will exist. Cut-off may be based on student grades and program routes, as well as availability of other courses.

Changes to specific course enrolment will be considered within the first week of any semester, after consultation with parents and with approval of school administration based upon a completed Add/Drop form. The registration process is incomplete until a parent has signed the registration form and returned to the school.

Most regular and distance education courses at the high school level are on a semester system. However, a few might be offered over a full year, depending on staffing, timetabling and program needs. The scheduling of courses is subject to adequate enrolment, availability of teaching personnel and other factors, and is finalized at the start of the school term. Some distance education courses may be offered where there are timetable conflicts or students are unable to fit in a course necessary for their high school diploma or program route. Selection and enrolment in distance education courses will require approval of school administration.

PLANNING YOUR HIGH SCHOOL PROGRAM

STEP ONE

Know the Graduation Requirements for an Alberta High School Diploma

To earn an Alberta High School Diploma, students successfully complete certain courses and earn a minimum of 100 credits. They may, however, earn more than 100 credits. Having a full program (timetable) in senior high school allows students to explore a wider variety of courses and develop other interests and abilities that may help them in the future. The requirements below are the minimum requirements for a student to attain an Alberta High School Diploma. The requirements for entry into post-secondary institutions and workplaces may require additional and/or specific courses.

EARN A **MINIMUM OF 100 CREDITS** AND **COMPLETE THE FOLLOWING COURSES:**

- English 30-1 or 30-2; and
- Social Studies 30-1 or 30-2; and
- Mathematics 20-1 or 20-2 or 20-3; and
- Science 20 or 24 or Biology 20 or Chemistry 20 or Physics 20*; and
- Physical Education 10; and
- Career and Life Management (CALM 20); and

EARN **10 CREDITS**, IN ANY COMBINATION, FROM:

- Career and Technology Studies (CTS)
- Fine Arts
- Second Languages
- Physical Education 20 and/or Physical Education 30
- Registered Apprenticeship Program (RAP)
- Knowledge & Employability courses; and

EARN **10 CREDITS** IN ANY 30-LEVEL COURSE (IN ADDITION TO ENGLISH AND SOCIAL STUDIES), IN ANY COMBINATION, FROM:

- 30 level Mathematics, Chemistry, Biology, Physics, Science, Fine Arts, Second Languages, CTS, or Physical Education and/or
- 30 level locally developed course and/or
- 35 level Work Experience and/or
- 35 level Registered Apprenticeship Program (RAP) and/or
- 30-4 level Knowledge & Employability courses.

STEP TWO

Consider Your Needs and Goals

You have your own needs, interests and talents. It is a good idea to spend some time thinking about your personal goals so that choosing courses is a meaningful process. You are encouraged to keep as many options open as possible. This means that you would be wise to register for the highest sequence of courses for which you are eligible. **You're better off having a course you don't need than needing a course you don't have.**

STEP THREE

Check Entrance Requirements of Post-Secondary Institutions

The entrance requirements for post-secondary programs vary from institution to institution and program to program. Students are advised to consult the calendar of the institution for specific details before they select their high school courses. Calendars are available from university websites. Students should plan their high school programs on a three-year basis by selecting courses for all three levels that will satisfy diploma requirements, individual interests and aspirations or goals. The school counsellor can also assist students with deciding which courses should be taken in high school to ensure success in the future and in post-secondary education.

STEP FOUR

Understand the Alberta Education Credit and Course Numbering Systems

a) Course Credit Requirements

In Alberta high schools, credits are awarded to students when they show that they have learned what is expected for a particular high school course. One credit is equal to 25 hours of instruction time. The Forestburg timetable is constructed to ensure a minimum of 125 hours for a 5-credit course (full course) and about 65-75 hours for a 3-credit course (half course). Modules of approximately 20-25 hours make up one credit in the CTS courses. The total credit value of all subjects that may be taken by a student in any year is approximately 40. All high school courses require a grade of at least 50% in order for the student to obtain credit.

b) Retroactive Credits

Students who receive a grade of 40% to 49% in certain courses will be granted retroactive credit the following year, provided the student passes the next higher level course in an alternate stream the following year.

e.g. If a student fails English 10-1 with a mark of 45%, the student may advance to English 20-2 the following year and if the student passes English 20-2, he/she will be granted credits in not only English 20-2 (5 credits) but also English 10-2 (5 credits), retroactively.

This provision applies to English, Mathematics, Science and Social Studies courses.

c) Course Numbering System

Grade 10 courses are numbered between 10 & 19

Grade 11 courses are numbered between 20 & 29

Grade 12 courses are numbered between 30 & 39

d) Prerequisites and Course Sequences

A prerequisite is the course required to gain admission to a higher level course in a program sequence.

e.g. English 10-1 is the prerequisite for English 20-1
English 10-2 is the prerequisite for English 20-2

English 10-2 cannot be used as the prerequisite for English 20-1 (different program sequence). 50% must be obtained to proceed to the next higher course in the same program sequence. e.g. 50% in Science 10 → 50% in Biology 20 → Biology 30

Students should check the recommended prerequisite before selecting a course to make sure that they are eligible. Completion of Science 30, Biology 30, Chemistry 30, Physics 30, Mathematics 30-1 / 30-2 / 30-3, English 30-1 / 30-2, and Social Studies 30-1 / 30-2 require the writing of a provincial diploma exam.

STEP FIVE

Know the Awards for Academic Achievement

Scholarships are offered by post-secondary institutions, businesses and organizations to students who achieve outstanding marks and who are exemplary citizens.

a) The Alexander Rutherford Scholarships

Students may earn up to \$2500 toward their post-secondary education based on their high school marks. Students who have an average of 80% or higher in five specific subjects qualify for \$400 based on grade 10 marks, \$800 based on grade 11 marks and \$1300 based on grade 12 marks. Students who have an average of 75% - 79.9% in five specific subjects qualify for \$300 based on grade 10 marks, \$500 based on grade 11 marks and \$700 based on grade 12 marks. Please see the school counselor for further details. Scholarships are awarded after enrolment in a post-secondary institution. Students must apply for the scholarship at the end of grade 12.

b) Other awards and scholarships

Other awards and scholarships are available for students going on to post-secondary institutions. Information can be obtained from the school counselor. Check out www.scholarshipscanada.com and www.alis.gov.ab.ca/scholarships for more information.

STEP SIX

Select Your Courses

Plan your high school program on a long-term basis. Select courses for all three grade levels that will satisfy your interest, aspirations and diploma requirements. Use the chart on the last page to list the courses in which you wish to enroll.

STEP SEVEN

Monitor Your Plan

Each semester review your marks and your three-year plan. All students should be frequently accessing their myPass account for up to date status of their courses/completions. It may be necessary to adjust your courses based on academic achievement or changing interests.

ELIGIBILITY TO PARTICIPATE IN SPRING EXERCISES

To be eligible to participate in Spring Exercises, students must meet the following criteria:

- Be actively registered;
- Be in Grade 12;
- Not have previously participated;
- Be in good standing with all aspects of school citizenship and attendance;

Students who do not meet the above criteria may appeal to the Principal. A staff committee will determine whether or not the student may participate.

SR. HIGH SCHOOL COURSE DESCRIPTIONS

CALM 20

CALM 20 (Career and Life Management) (3 credits)

The aim of senior high school Career and Life Management (CALM) is to enable students to make well-informed, considered decisions and choices in all aspects of their lives and to develop behaviours and attitudes that contribute to the well-being and respect of self and others, now and in the future.

The CALM program focuses on personal development in the following three areas:

- **Personal Choices** – managing personal well-being
- **Resource Choices** – making responsible decisions in the use of finances and other resources
- **Career and Life Choices** – developing and applying processes for managing personal, lifelong career development

CALM is a required course and is the core program for health literacy at the senior high school level in Alberta.

ENGLISH LANGUAGE ARTS (ELA)

There are two basic aims of English language arts (ELA). One aim is to encourage, in students, an understanding and appreciation of the significance and artistry of literature. A second aim is to enable each student to understand and appreciate language and to use it confidently and competently for a range of purposes, with diverse audiences and in a range of situations for communication, personal satisfaction and learning.

ELA 10-1, 20-1, 30-1 (5 credits per course)

This course sequence provides an opportunity to study texts with an increased emphasis on critical analysis. Texts studied are often “literary” in nature and relate to cultural and societal issues. These courses are designed for students who aspire to careers that require a broader application of skill to a generalized level.

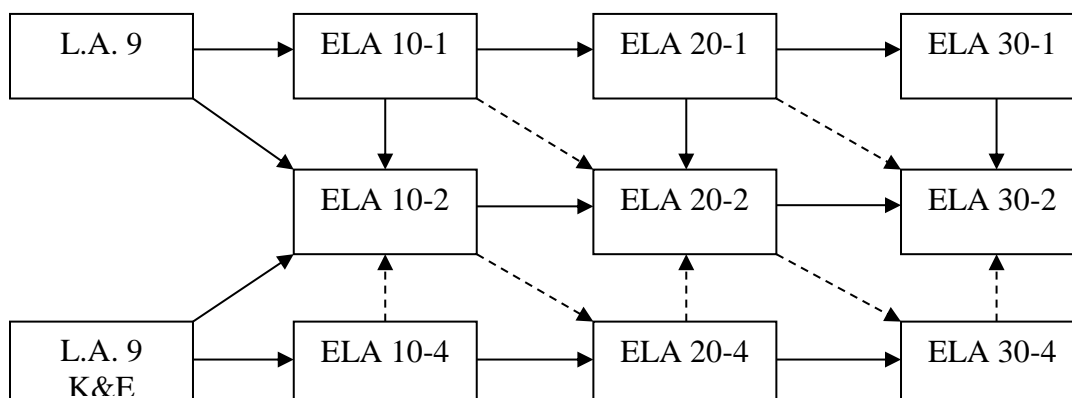
Prerequisites: ELA 10-1 for ELA 20-1, ELA 20-1 for ELA 30-1.
Completion of ELA 30-1 requires the writing of a provincial diploma examination.

ELA 10-2, 20-2, 30-2 (5 credits per course)

This course sequence provides for the study of texts at a variety of levels of sophistication to meet the needs of students who are more diverse in terms of aspirations and abilities. Texts studied often have specific applications to careers or daily living.

Prerequisites: ELA 10-2 for ELA 20-2, ELA 20-2 for ELA 30-2.
Completion of ELA 30-2 requires the writing of a provincial diploma examination.

Both ELA 30-1 and 30-2 serve as prerequisites for a senior high diploma; however, not all post-secondary institutions accept ELA 30-2 for entry. In general, students who plan to attend a post-secondary institution need to familiarize themselves with the entry requirements of the institution and the program they plan to enter.



FRENCH as a SECOND LANGUAGE (FSL)

Students continuing their French studies from Junior High

FSL 10-9Y, 20-9Y, 30-9Y
(5 credits per course)

This course sequence is designed for students who have acquired the knowledge skills and attitudes from their French studies in elementary and junior high (Nine Year Program of Studies). Students expand their language use so they can understand the main idea(s) and some related details in oral and written texts dealing with familiar topics written in the past, present and future. Based on their life experience, students will be able to participate in a variety of activities enabling them to continue to develop and refine language learning strategies so as to become more effective and efficient learners of French.

Prerequisite: FSL 9

MATHEMATICS

The current high school mathematics program of studies began implementation in September 2010. Information on the courses is given below.

The following guidelines are in place to assist students with choosing the mathematics course sequence that will help them on the path to their future. You can find more detailed information about these courses and about post-secondary acceptance of the course sequences at the Alberta Education website at www.education.alberta.ca/math.

MATHEMATICS 10C
(5 credits)

The Math 10C 'combined' course is the starting point for both the Mathematics -1 and -2 course sequences. Students will gain the background knowledge to be able to switch course sequences in either Grade 11 or 12 if their goals and needs change. Measurement (SI and Imperial), trigonometry, polynomial factoring and operations, systems of equations, linear relations and functions are studied.

Prerequisite: Math 9

MATHEMATICS 20-1, 30-1
(5 credits per course)

The Mathematics -1 course sequence is designed for students who plan to apply for post-secondary programs that may require calculus skills (e.g., engineering, mathematics, sciences, some business studies, or other programs that require advanced math skills).

Prerequisite: Math 10C

Completion of Math 30-1 requires the writing of a provincial diploma examination.

MATHEMATICS 20-2, 30-2
(5 credits per course)

The Mathematics -2 course sequence is designed for students who want to attend a university, college, or technical institute after high school, but do not need calculus skills (e.g., arts programs, civil engineering technology, medical technologies, or some apprenticeship programs).

Prerequisite: Math 10C

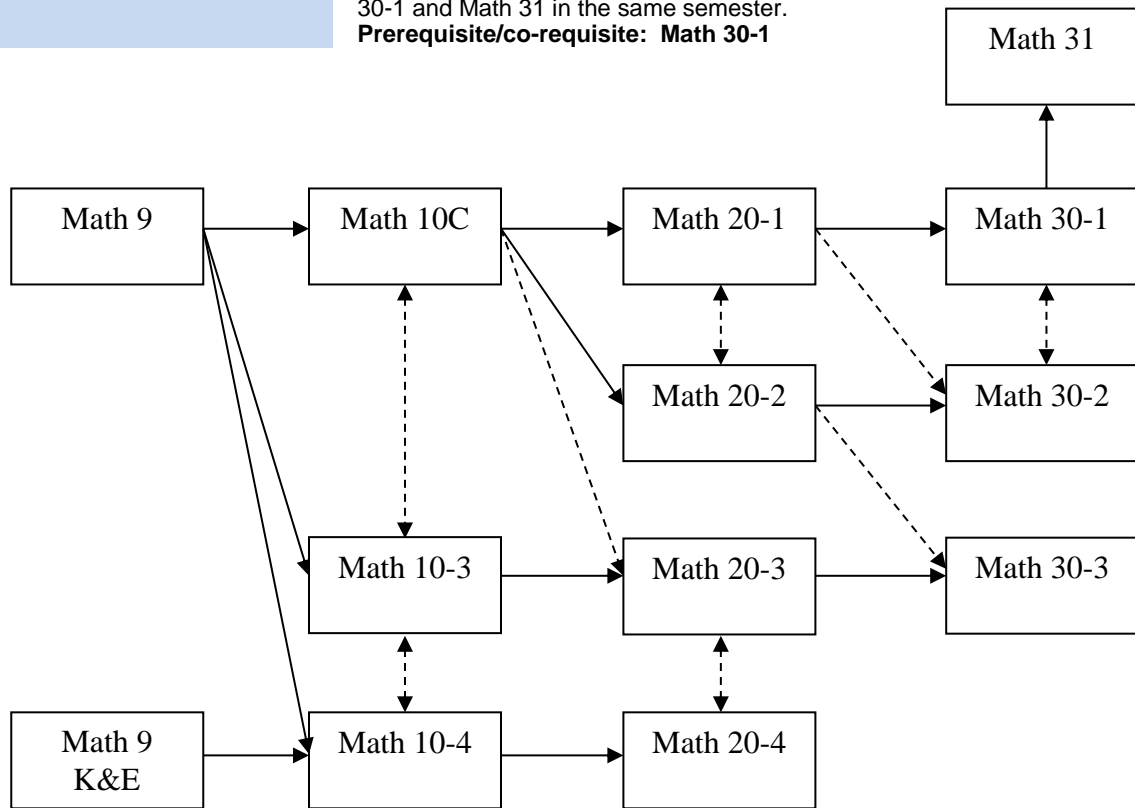
Completion of Math 30-2 requires the writing of a provincial diploma examination.

MATHEMATICS 10-3, 20-3, 30-3
(5 credits per course)

The Mathematics -3 course sequence is designed for students who want to learn the mathematics needed to enter most trades or want to enter the workforce after high school. Most apprenticeship training programs in Alberta will recommend students successfully complete Math 30-3. However a small number of apprenticeship training programs may require students to complete the -2 course sequence in order to meet the mathematics entrance level competencies for those trades.

MATHEMATICS 31
(5 credits)

This is an advanced mathematics course designed for students entering post-secondary programs that recommend or stipulate calculus as an entrance requirement. It is desirable that students complete Math 30-1 before taking the Math 31 calculus course. In some circumstances students may take Math 30-1 and Math 31 in the same semester.
Prerequisite/co-requisite: Math 30-1



INSTRUMENTAL MUSIC (Band)

INSTRUMENTAL MUSIC
10-20-30
(5 credits)

The Senior High School Instrumental Music Program is designed to help students to develop competencies and to strive for excellence in the following categories: Performing, Listening, Creating, Valuing and Researching

PHYSICAL EDUCATION

PHYSICAL EDUCATION 10
(5 credits)

Physical Education 10 is a required course, which is an extension of the grade 9 program. The course consists of individual and team sports with an emphasis on skill development, improvement, fitness, participation and fun. Activities may include basketball, volleyball, curling, cross-country, dance, gymnastics, tennis and badminton.

PHYSICAL EDUCATION 20
(5 credits)

This course emphasizes individual and life-long type sports. Students also receive training in anatomy and athletic training and conditioning. Typical programs may include games, dance, curling, badminton, archery, cross-country running, canoeing and golf.
Prerequisite: Physical Education 10

PHYSICAL EDUCATION 30
(5 credits)

Physical Education 30 is a continuation of Physical Education 20 with more emphasis on activities that can be carried on beyond high school. Students may get a taste of scuba diving, wall climbing, canoeing, planning a fitness program, orienteering, badminton, tennis and golf. There is also a leadership component: students have to teach an unknown sport to the class.
Prerequisite: Physical Education 20

SCIENCE

SCIENCE 10 (5 credits)

This academic course provides students with a unified view of the biological, chemical, physical and earth sciences and an awareness of the connections among them.

The four topics covered are:

- Energy and Matter in Chemical Change
- Energy Flow in Technological Systems
- Cycling of Matter in Living Systems
- Energy Flow in Global Systems

Science 10 is the prerequisite for all the academic sciences.

The Science 14-24 general program allows students to meet the credit requirements in science for an Alberta High School Diploma and also provides for transfer into the academic program. The focus is on helping students understand the scientific principles behind the natural events they experience and the technology they use in their lives.

SCIENCE 14 (5 credits)

The four topics covered are:

- Investigating Properties of Matter
- Understanding Energy Transfer Technologies
- Investigating Matter and Energy in Living Systems
- Investigating Matter and Energy in the Environment

SCIENCE 24 (5 credits)

The four topics covered are:

- Applications of Matter and Chemical Change
- Understanding Common Energy Conversion Systems
- Disease Defence and Human Health
- Motion, Change and Transportation Safety

BIOLOGY (will be offered in 2020-2021)

BIOLOGY 20 (5 credits)

Biology is the study of life. Specifically, this course addresses how matter and energy are exchanged in the biosphere, the cell, ecosystems and the human body.

Prerequisite: Science 10

BIOLOGY 30 (5 credits)

Cycled program every other year

In Biology 30 the emphasis is on adaptation and change. The four topics covered are:

- Nervous and Endocrine Systems
- Reproduction and Development
- Cell division, Genetics and Molecular Biology
- Population and Community Dynamics

Prerequisites: Biology 20

Chemistry 20 strongly advised.

Completion of Biology 30 requires the writing of a provincial diploma examination.

CHEMISTRY (will be offered in 2021-2022)

CHEMISTRY 20 (5 credits)

This course investigates the nature of matter and chemical changes. The four topics covered are:

- The Diversity of Matter and Chemical Bonding
- Forms of Matter: Gases
- Matter as Solutions Acids and Bases
- Quantitative Relationships in Chemical Changes

Prerequisite: Science 10

CHEMISTRY 30
(5 credits)

Cycled program very other year

In Chemistry 30 students are given an opportunity to continue to explore and understand the natural world and to become aware of the profound influence of chemistry on their lives. The four topics covered are:

- Thermochemical Changes
- Electrochemical Changes
- Chemical Changes of Organic Compounds
- Chemical Equilibrium Focusing on Acid-Base Systems

Prerequisite: Chemistry 20

It is also recommended that students have a strong base in mathematics. Completion of Chemistry 30 requires the writing of a provincial diploma examination.

PHYSICS (will be offered in 2020-2021)

This academic program is designed to study matter and energy and their interactions. This program emphasizes the context of science by considering the interrelationship among science, technology and society. Physics 20-30 helps students understand the physics principles behind the natural events they experience and the technology they use in their daily lives.

PHYSICS 20
(5 credits)

See note below.

The four topics covered are:

- Kinematics
- Dynamics
- Circular Motion, Work and Energy
- Oscillatory Motion and Mechanical Waves

Prerequisite: Science 10

PHYSICS 30
(5 credits)

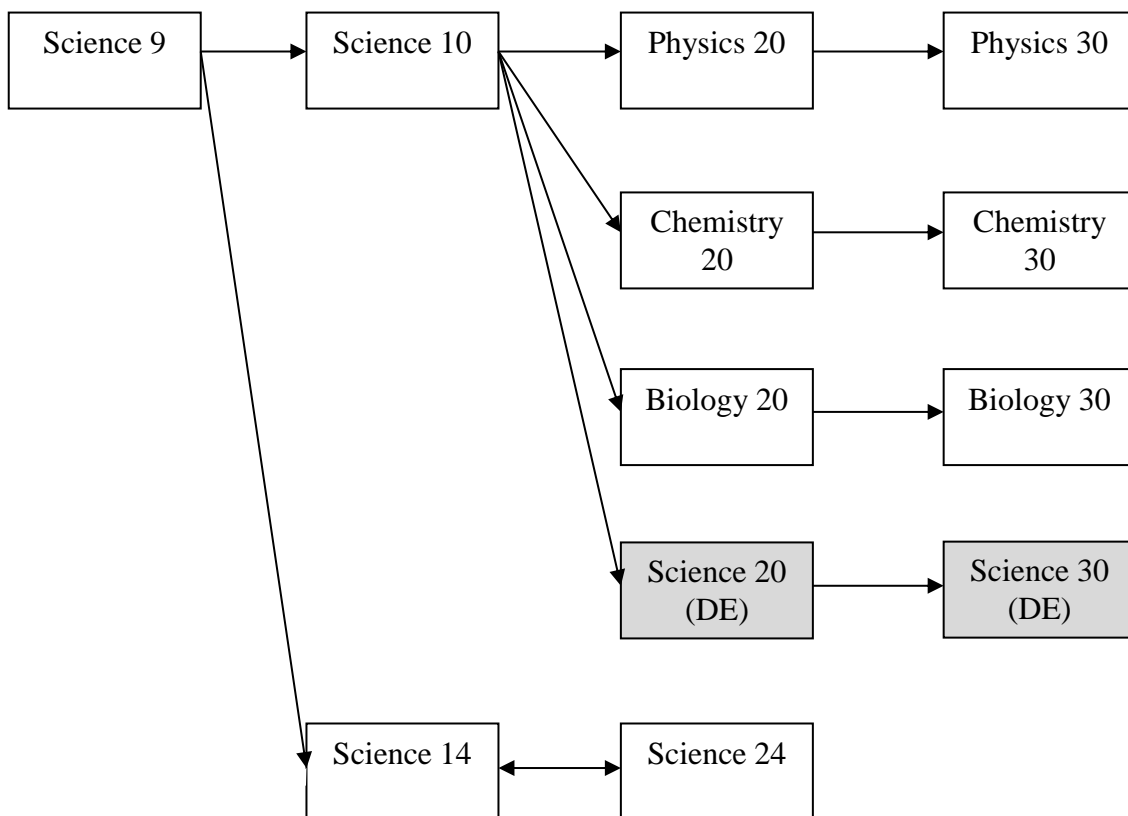
Cycled program very other year

The four topics covered are:

- Momentum and Impulse
- Forces and Fields
- Electromagnetic Radiation
- Atomic Physics

Prerequisite: Physics 20

It is also recommended that students have a strong base in mathematics. Completion of Physics 30 requires the writing of a provincial diploma examination.



SOCIAL STUDIES

SOCIAL STUDIES 10-1 (5 credits)

Students will explore multiple perspectives in the origins and impacts of globalization on lands, cultures, economies, human rights and quality of life. The relationships among globalization, citizenship and identity to enhance skills for citizenship in a globalizing world will be examined.

SOCIAL STUDIES 10-2 (5 credits)

Students will explore historical aspects of globalization on lands, cultures, human rights and quality of life. The relationships among globalization, citizenship and identity will be explored.

SOCIAL STUDIES 20-1 (5 credits)

This course explores the complexities of nationalism in Canada and international contexts and includes the study of the origins of nationalism and the influences of nationalism on regional, international and global relations.

Prerequisite: Social Studies 10-1

SOCIAL STUDIES 20-2 (5 credits)

Students will examine historical and contemporary understandings of nationalism in Canada and the world. They will explore the origins of nationalism as well as the impacts of nationalism on individuals and communities in Canada and other locations.

Prerequisite: Social Studies 10-2 or Social Studies 10-1.

SOCIAL STUDIES 30-1 (5 credits)

Students will explore the origins and complexities of ideologies and examine multiple perspectives regarding the principles of liberalism.

Prerequisite: Social Studies 20-1

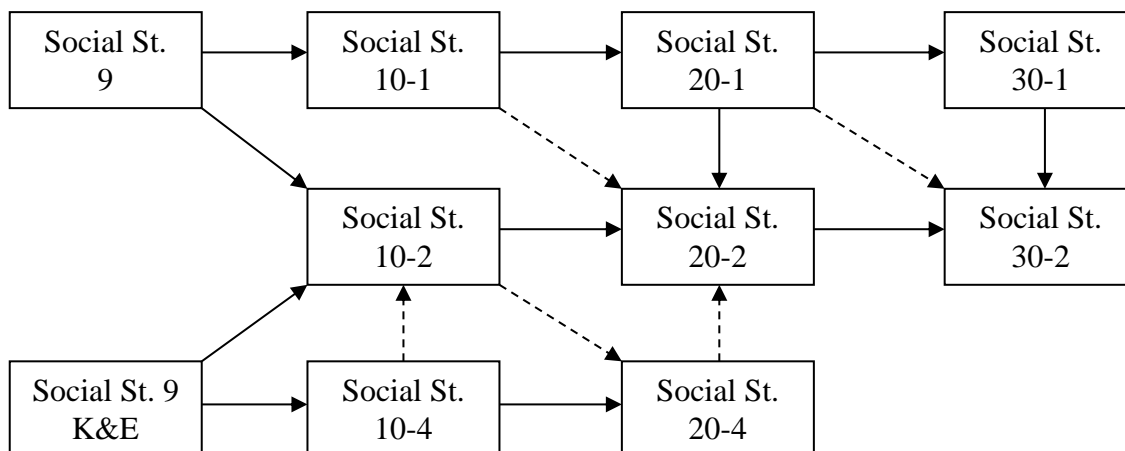
Completion of Social Studies 30-1 requires the writing of a provincial diploma examination.

SOCIAL STUDIES 30-2 (5 credits)

Students will examine the origins, values and components of competing ideologies. They will explore multiple perspectives regarding relationships among individualism, liberalism, common good and collectivism.

Prerequisite: Social Studies 20-1 or Social Studies 20-2.

Completion of Social Studies 30-2 requires the writing of a provincial diploma examination.



CAREER and TECHNOLOGY STUDIES (CTS)

Career and Technology studies (CTS) is designed to develop skills that senior high school students can apply in their daily lives when preparing for entry into the workplace or for further learning opportunities.

CTS is organized into five clusters:

Business, Administration, Finance & Information Technology (BIT)

Health, Recreation & Human Services (HRH)

Media, Design & Communication Arts (MDC)

Natural Resources (NAT)

Trades, Manufacturing & Transportation (TMT)

Each cluster includes several modules available for study.

KNOWLEDGE and EMPLOYABILITY

Knowledge and Employability is a series of courses rather than a program. This allows schools and students to have some flexibility in offering and selecting the courses based on highest level of achievement and areas of need.

During grades 8-12, students may enrol in one or more courses at any appropriate entrance/registration date.

Forestburg School does not have a centralized K & E "division program", but in a given year may be able to offer courses to meet the specific needs of our own students.

Knowledge and Employability courses are designed for the student who meets criteria specified and learns best when the focus is on the development and application of reading, writing and mathematical literacy and when meaningful connections are made between the home, school workplace and community through experiential learning experiences.

Students who successfully complete Knowledge and Employability courses may qualify for a Certificate of High School Achievement. Students may also transfer into courses leading to an Alberta High School Diploma at any time during their senior high school career. Knowledge and Employability courses consist of both academic and occupational courses.

OFF-CAMPUS PROGRAMS

WORK EXPERIENCE

WORK EXPERIENCE 15, 25, 35
(5 credits per course)

This program is designed to provide students with on-the-job training and assistance in making career choices. Work Experience will generally only be offered at the grade 11 and 12 levels. Students in the regular program will be allowed to take up to 15 credits of work experience to contribute to their high school diploma upon prior approval of the work experience coordinator. Each course requires a minimum of 125 hours of work on the job and on school activities. Students are expected to perform their Work Experience duties on a regular basis throughout the semester. Students must clearly select a course that will coincide with career interests and specify the type of work place sought. The school will make the actual placements.

Work Experience 15, 25, 35 have the prerequisite of HCS 3000

Possible work experience sites or placements in the Forestburg area:

Welding Shop

Store Clerk / Sales / Stock

Motel Housekeeping / Clerical

Dental / Medical Office

Hospital Aide / Office

Post Office

Pharmacy

School Clerk / Classroom Assistant

Farm / Agribusiness / Auto Parts / Supply

Garage / Mechanical

Restaurant

Hair Salon

School Library Assistant

Service Station

GREEN CERTIFICATE PROGRAM

GREEN CERTIFICATE PROGRAM

The Green Certificate Program for senior high school students allows students in grades 10, 11 and 12 to participate in an agriculture-related apprenticeship, earn credits, and complete the Technician Level of a Green Certificate in any one of nine specializations. To be eligible the student must:

- have a strong farm background,
- be highly involved with farm operations,
- be at least 15 years of age.

Alberta Agriculture, food and Rural Development, and Alberta Education jointly administer the Green Certificate Program. The course is taken over one calendar year commencing in June.

The registration fee of \$650.00 per student is paid by Battle River School Division. **prerequisite of AG 3000**

REGISTERED APPRENTICESHIP PROGRAM (RAP)

REGISTERED APPRENTICESHIP PROGRAM

The Registered Apprenticeship Program (RAP) is a program in which students spend part of their time in school and part of their time in industry as registered apprentices in one of Alberta's 50 designated trades. Students enrolled in RAP are paid by their employers. To be eligible for the program, students must:

- be entering grade 10,
- have demonstrated the following in their grade 9 year:
 - good attendance
 - good attitude towards learning
 - good cooperation skills
 - achievement in grade 9 subjects (60% average)
- have completed CTR 101 (Job Preparation Module),
- have successfully completed a school-level screening process.

Students must complete a trial period of 125 hours of unpaid work experience before they enter into the program. Once officially registered in the program students are then registered as an apprentice with the Apprenticeship Board.

Note: it is the student's responsibility to find a credible place to do their apprenticeship.

FORESTBURG SCHOOL ADDITIONAL COURSE POSSIBILITIES

Independent Study (iStudy)

Some students may be required to take specific courses by distance education if the enrolment is not high enough to justify classroom instruction. In certain instances students may choose distance education courses in subjects that are not offered by classroom instruction at Forestburg School. Some other legitimate reasons for students requesting D.E. courses are switching tracks/programs, obtaining prerequisites, repeat of a required course or post-secondary requirements. Grade 11 and 12 students may take a course by distance education if it is being offered by classroom instruction at a time another required course they wish to take is offered. Which class to be taken by distance education or by classroom instruction will be decided in consultation with the student, principal and teacher(s).

Students will be only permitted to take one distance education course at one time. Students in grade 10 will normally not be permitted to take D.E. courses with the exception of low enrolment core courses that end up not being offered by classroom instruction.

D.E. courses involve independent study with little direct teacher instruction. These courses will be offered in supervised settings. In most cases, students will be added to the class list for this period and will be expected to be in that room at all times. Students will be encouraged to take courses by classroom instruction wherever possible.

All distance education courses require prior approval of the parent and administration before being ordered. Once registered, a time frame for completion will be determined jointly with the student and distance education staff.