



POLICY NUMBER AND NAME: 04.23.01 GRADUATION PROGRAM POLICY	SECTION: 04 – STUDENT ENROLLMENT AND EDUCATION
	VERSION: 1.1
	LAST REVISION DATE: JUNE 28, 2023
ADOPTED: SEPTEMBER 27, 2021	REVIEW FREQUENCY: EVERY 4 YEARS

PREAMBLE

The goal of graduating from RCS is addressed by the Secondary Campus vision statement, which states:

Our vision is to provide students with a quality holistic education that invites the opportunity for the Holy Spirit to restore and ignite passionate Christ-followers who display a depth of character and leadership, are driven by wonder and the desire to worship God, and are inspired by the Gospel to use their skills, talents and attributes to meaningfully impact our communities and world.

Therefore, RCS endeavours to provide students with the opportunity of attaining their secondary school diploma through assigned courses and credits. This policy outlines the courses and credits required to meet the graduation requirements to obtain a British Columbia Certificate of Graduation.

REVIEW HISTORY		
DATE	VERSION	CHANGES
JUNE 28, 2023	1.1	RE-CATEGORIZED FROM 04.23 TO 04.23.01 TO ACCOMMODATE NEWLY DRAFTED “04.23 REPORTING AND ASSESSMENT POLICY”



1. REQUIREMENTS

a. Full-Time Student Policy

All students at the Secondary Campus of Richmond Christian School must take 8 courses every year. For the purposes of counting courses, Learning Assistance, Study Blocks and Online Course Blocks are included in the definition of courses.

b. Study Block Policy

Students at RCS are allowed to take one study block for every four academic courses at the Grade 12 or Advanced Placement[®] level they are taking that year. An academic course is defined as a course under the following departments:

- i. Biblical Studies
- ii. English Language Arts
- iii. Mathematics
- iv. Modern Languages
- v. Sciences
- vi. Social Studies

c. Online Course Policy

To support the diverse goals of the students at Richmond Christian School, students are allowed to use one of their eight courses per year to take an online course if the school does not offer the course. Students are usually only allowed one online course block per year of study. Students wishing to take an online course must follow the procedures set by the student services department which includes a completion deposit. As the course will be offered by a different distributed learning school, the responsibility for completion lies with the student and not Richmond Christian School.

2. COURSES

To be able to graduate from Richmond Christian School, students must attain at least 80 credits of course work, as well as completing three provincially mandate assessments.

Students can earn credits towards graduation in the following ways:

- a. Taking BC Ministry of Education developed courses
- b. Taking Board Authority Authorized (BAA) courses
- c. Through a challenge process



- d. Through an equivalency process
- e. Through the external credential process

The three provincially mandated assessments to graduate from RCS are:

- Numeracy Assessment
- Literacy 10 Assessment
- Literacy 12 Assessment

a. BC Ministry of Education Developed Courses

To be able to graduate from Richmond Christian School, students must attain at least 80 credits of course work, as well as completing three provincially mandate assessments. The below tables outline the required courses per grade level.

i. Required Grade 10 Courses

Category	Course(s)	Credits
Biblical Studies	Biblical Perspectives 10	4
Career Education	<u>Two of:</u> Career life Education A ¹ Career life Education B	2 2
Arts Education/ ADST	<u>Two of:</u> Art Studio 10 Computer Studies 10 Entrepreneurship &Marketing 10 Food Studies 10 Photography 10 Theatre Company 10 Woodworking 10 Woodworking 10 Intro OR <u>One of:</u> Concert Band 10 Concert Choir 10 Musical Theatre 10	4



Language Arts	<u>One of:</u> English 10 (literary Studies 10 & Composition 10) English 10 Accelerated (Literary Studies 10, Composition 10 & Literary Studies 11) English 10 Adapted (literary Studies 10 & Composition 10)	4 ²
Mathematics	<u>One of:</u> Apprenticeship & Workplace Math 10 Foundations of Math & Pre-Calculus 10 Foundations of Math & Pre-Calculus 10 Accelerated ¹ Foundations of Math & Pre-Calculus 10 Adapted	4
Physical Education	<u>One of:</u> Physical & Health Education 10 Boys Physical & Health Education 10 Girls	4
Science	Science 10	4
Social Studies	Social Studies 10	4
Total Required Grade 10 Credits		32

¹ Taken in their Grade 9 year.

² Credit for Literary Studies 11 is shown in the Grade 11 and 12 table below.

ii. **Required Grade 11 and 12 Courses**

Students must ensure that **at least 16 of the 80 credits needed for graduation are at the Grade 12 level.**

Category	Course(s)	Credits
Biblical Studies	<u>One of:</u> Biblical Perspectives 11 Spiritual Formation 11 Worship Leadership 11 AND <u>One of:</u> Discipleship 12 Worship Leadership 12	8
Career Education	<u>Two of:</u> Career Life Connections A Career Life Connections B	4



Language Arts	<u>One of:</u> Composition 11 Composition 11 Adapted Creative Writing 11 Literary Studies 11 ³ AND <u>One of:</u> English Studies 12 English Studies 12 Adapted	8
Mathematics	<u>One of:</u> Workplace Mathematics 11 Foundations of Mathematics 11 Pre-Calculus 11	4
Science	<u>One of:</u> AP* Physics 1 Anatomy & Physiology 12 Chemistry 11 Life Science 11 Physics 11	4
Social Studies	<u>One of:</u> 20 th Century World History 12 Asian Studies 12 BC First Peoples 12 Economic Theory 12 Law Studies 12 Social Justice 12	4
Total Required Grade 11 & 12 Credits		32

³ Taken in Grade 10 as part of English 11 Accelerated

iii. Required Grade 10-12 Electives

In addition to the 64 credits being earned from Grade 10-12, students are also required to earn at least another 16 credits (4 full-year courses) in the Grade 10-12 level. These credits must also be earned in one of the following ways:

- 1) by taking BC Ministry of Education developed courses
- 2) by taking Board Authority Authorized (BAA) courses
- 3) Through a challenge process
- 4) Through an equivalency process
- 5) Through the external credential process



b. Board Authority Authorized (BAA) courses

School districts or independent schools develop Board/Authority Authorized (BAA) courses to help meet local community needs while providing choice and flexibility for students.

BAA courses must be authorized by Boards of Education or Independent School Authorities (boards/authorities) according to requirements set by the Ministry of Education.

Boards/Authorities wishing to offer Grade 10-12 BAA courses should follow the [B.C. Graduation Program Board/Authority Authorized Courses: Requirements and Procedures](#).

c. Challenge Process

In cases where a student has obtained training in a course with similar learning outcomes of BC Ministry of Education or Board Authority Authorized courses, arrangements may be made to challenge a course for credit. Students must demonstrate their proficiencies in curricular competencies and content at an appropriate level set by the Student Services Department, in consultation with department heads.

Students may be asked to show their proficiency in a variety of ways such as a written examination and skill demonstration. A student may only challenge a course once.

d. Equivalency Process

Courses taken outside of B.C. may be eligible for equivalency credit if they closely match the learning outcomes of some Grades 10, 11 or 12 courses. Courses (or programs) taken outside of the B.C. school system may qualify for equivalency credit if:

- i. They match approximately 80% or more of the prescribed learning outcomes of an approved B.C. course.
- ii. The student provides a detailed course syllabus and report cards that prove completion

Students will be granted credit, through equivalency, for courses taken in other Canadian provinces and territories.

e. External Credential Process

Students can earn external credentials by taking courses, programs, or activities that fall outside the normal B.C. school curriculum. The BC Ministry of Education authorizes programs of certain organizations that fulfill their criteria. Richmond Christian School will give transfer standing to students who show appropriate documentation for the completion of programs or courses that the Ministry has approved. For a full list of organizations and programs, please visit:

<https://www2.gov.bc.ca/gov/content/education-training/k-12/support/graduation/getting-credit-to-graduate/external-credentials/organizations-offering-approved-external-credentials>.



i. **External Sport Credentials Policy**

Students who are provincial-level athletes, certified coaches and/or certified officials may qualify for graduation elective credits only. Students must provide documentation on official letterhead from the Provincial Sport Organization or the Ministry of Tourism, Arts and Culture that details the student's name, sport program, category and level of credit.

For athletes, please note that high school, community and club sport programs are not eligible for external credit because they do not meet organizational eligibility standards and minimum high performance sport criteria.

For more information on the External Sport Credentials Policy, please visit:

<https://www2.gov.bc.ca/gov/content/education-training/k12/support/graduation/getting-credit-to-graduate/external-credentials/externa1-sport-credentials-program>

ii. **Post-Secondary Courses for Credit (Dual Credit)**

Dual credit programs and courses allow students to earn secondary school and college credits at the same time. Students who provide RCS with a recognized post-secondary institution transcript showing their successful completion of a for-credit post-secondary course, may receive graduation credit. All such courses count as elective courses at the Grade 12 level.

Dual credit opportunities are available in trades, technology, health and human services, business, sport and exercise, and arts and science.

3. **INTERNATIONAL STUDENTS GRADUATION POLICY**

a. **Preamble**

Each year, many students come to British Columbia because they and their parents value the high quality of education provided by the British Columbia school system.

Some international students enroll in British Columbia schools to upgrade their skills in one of Canada's two official languages, or to benefit from a cross-cultural experience. These language/cultural programs do not involve the Ministry's accreditation or issuance of the Dogwood Diploma.

Other international students enroll in British Columbia schools with the goal of meeting [graduation requirements](#) and earning a Dogwood Diploma. In order to ensure adequate preparation for post-secondary education and competencies in English or French, this policy requires that international students earn credit for many core courses in the Graduation Program at RCS. Only a limited number of courses in the Graduation Program level may be credited through challenge or equivalency assessments to ensure the international credibility of the



Dogwood Diploma.

b. Purpose

This policy recognizes that international students working towards a Dogwood Diploma may begin their studies at RCS at a point other than the beginning of their Grade 10 year (i.e., the start of the Graduation Program). Regardless of when students begin their graduation programs, international students must meet all graduation requirements at RCS, as noted above, as well as the requirements set out in this policy in ways that ensure competence in one of Canada's two official languages in order to obtain a Dogwood Diploma.

c. Requirements

- i. International students who enter RCS after Grade 10 may be able to meet many of their personal goals. However, international students who enter at the beginning of Grade 12 may find it difficult to meet all of the requirements for earning a Dogwood Diploma, unless they have had considerable instruction in one of Canada's two official languages prior to coming to British Columbia.
- ii. To ensure language competencies, international students, when working toward a Dogwood Diploma, are restricted in which courses may be used to receive credit through equivalency, external credentials, or challenge for skills and knowledge obtained in a language other than English or French.
- iii. RCS may award an [Evergreen Certificate](#) (also known as a British Columbia School Completion Certificate) to students with special needs, in accordance with the requirements set out in the [Student Credentials Order \(PDF\)](#) . To receive an Evergreen Certificate, the principal, in consultation with teachers, should ensure that the student has met the goals of his or her education program, or other criteria established by the board of education or independent school authority.
- iv. When a program leading to an Evergreen Certificate (School Completion Certificate) is advertised, or offered, communication should clearly distinguish the differences between an Evergreen Certificate and a Dogwood Diploma, indicating that an Evergreen Certificate will not satisfy university entrance requirements.

d. Procedures Related To Policy

To earn a Dogwood Diploma, all international students must meet all [graduation requirements, including all required exams and assessments.](#)

- i. International students whose educational program was not instructed in either French or English for at least two years prior to arriving in British Columbia must earn credits through instruction from a British Columbia-certified teacher (not through Equivalency review or Challenge process) for the following courses:
 - 1) A Language Arts course at the Grade 11 level,



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- 2) English First Peoples 12 or English Studies 12,
 - 3) A Science course at the Grade 11 or 12 level,
 - 4) A Mathematics course at the Grade 11 or 12 level,
 - 5) A Social Studies course at the Grade 11 or 12 level, and
 - 6) Career-Life Education.
- ii. International students must earn graduation credit in Career-Life Connections under supervision of a board of education or an independent school authority.