



Graduation Policy - Requirements for ABJ Students

This policy will be relevant for all ABJ grade 12 students who wish to be full participants in the ABJ annual graduation ceremony and banquet that generally takes place in May. Students may participate in school based graduation events, if they have met these requirements as described below.

Note: Students who meet the Alberta Education requirements for a High School Diploma will receive their diploma in the mail after all specified prerequisites have been successfully completed but may not participate in ABJ graduation events if they haven't met the school's requirements.

Class of 2020

The student

- has met or is on track to meet the Alberta Education High School Diploma Requirements - see below
 - the student's second semester of courses that are required for them to graduate each have a current passing grade as graduation lists are being posted
- has completed Religion 15, 25, 35 by no later than March 31st of their graduating year
 - Religion 15, 25, 35 must be completed in class or may be completed online if the course does not fit in the student's timetable as approved by their grade level administrator.
- has completed the "Gold Book" in the first semester of grade 12 (this is a review of grad requirements, post high school planning, scholarship applications, etc)

Course Selection and Student Timetable Policy

Students are asked to complete a course selection document during the registration process for the upcoming school year. The school uses that information to build a timetable for the entire student population. When students request course changes after this process, the school staff will do their best to accommodate the requests when approved by parents/guardians for educational reasons. There are no guarantees that a course change request can be accommodated however and staff will defer to the original course selection documentation.

Timetable Expectations:

- Grade 9 and 10 students must have a full timetable (no spares)
- Grade 11 students
 - if they have 40 credits from grade 10, need to register in the courses they require for graduation and their post-secondary plans (no minimum requirement)
 - if they have less than 40 credits, need to register for a minimum of 35 credits
- Grade 12 students
 - if they have 70 credits from grades 10 and 11, need to register in the courses they require for graduation and their post-secondary plans (no minimum requirement)
 - if they have less than 70 credits, need to register for a minimum of 35 credits

Note: exceptions to these expectations may be made based on individual student needs or participation in specific programs outside of the school.

Distance Learning:

- Students accessing distance learning courses need to be aware of deadlines such as course registration and course completion. Most three and five credit courses have course final exams which need to be written before the course submission deadline (with many five credit courses having midterm exams as well). There are guidelines for frequency of submission and expectation of grading by DL staff. There is also an end date for all courses.
- In addition to the above considerations, students accessing distance learning courses with diploma exams need to be aware of important dates such as registering for diploma exams on myPass and course completion. Generally the deadline for diploma exam registration is 2.5- 3 months prior to the exam. Course completion for diploma courses is usually a week or more before the first exam in the diploma cycle.