



"Together We Learn"

School District No. 23 (Central Okanagan)

Policies And Procedures

Section Four: Students

480 – RAISING THE BAR: THE THREE-YEAR RULE

The Board of Education provides a wide range of educational opportunities for students as part of their secondary school experience. The diversity of course and program offerings ensures each student can select a course of study to meet graduation requirements. The Board believes students entering grade 10 should strive to complete graduation requirements within three years, however, in certain extenuating circumstances this may not always be possible.

The Board believes the three-year rule will:

- Increase the number of students graduating on time, within three years (grades 10 to 12), and in their neighbourhood school.
- Encourage students to have a 'seriousness of purpose' regarding their studies.

Students who do not complete graduation requirements within the three years will be:

- Notified in the spring of their third year.
- Provided with an information package which includes:
 - Programs and opportunities for completing graduation outside the neighbourhood school.
 - An application for exemption of the three-year rule for extenuating circumstances. (See 480A Appendix A – Application for Exemption of the Three-Year Rule).

If a student's application for exemption from the three-year rule is denied, an appeal may be made to the Superintendent of Schools. (See 480A Appendix B - Appeal of Decision to Deny Three-Year Rule Exemption Application). In the event this appeal is denied, the School Act and School Board policy give parents/students the right to appeal any decision of a school district employee directly to the Board.

Date Agreed: February 23, 2005

Date Amended: May 25, 2011

Date Reviewed: April 9, 2014

Related Documents: Form 460, 480A (Appendix A & B)



480A - Raising the Bar: The Three-Year Rule (Appendix A)

APPLICATION FOR EXEMPTION OF THE THREE-YEAR RULE

SECTION 1 – Must be completed in full by student

School Currently Attending: _____ Date: _____

Student Name: _____ Birth Date: _____

Parent(s)/Legal Guardian(s) Name: _____

Student's Current Address: _____

Postal Code: _____

Student's Year/Month Entry to Grade 10: _____ Student PEN _____

Application to be exempted from the Three-Year Rule based on the following exception(s):

Please check applicable box to support the exception claim:

- ☐ Serious medical conditions which significantly affect attendance/learning
- ☐ Participation in Board-approved exchange program
- ☐ Enrolment in BCIT, OC, or SSA Program
- ☐ Special Education student with significant learning needs
- ☐ ESL/Landed Immigrant
- ☐ Extenuating Circumstances

SECTION 2 – Must be completed by the student/parent/guardian

Outline the circumstances that you believe warrant the exemption from the Three-Year Rule on **the reverse side of this form**. Attached documentation may be used to support application.

To the best of my/our knowledge, the information contained on this form and accompanying documentation is correct.

Student/Parent/Guardian Name (Please Print)

Student/Parent/Guardian Signature

Date

SECTION 3 – To be completed at the school level (sign LINE 1 or 2 and LINE 3)

1. Special Education school-based approval ☐ Approved ☐ Denied *(if needed)*

Special Education Teacher Name (Please Print)

Special Education Teacher Signature

Date

2. Extenuating Circumstances ☐ Approved ☐ Denied *(if needed)*

School Based Team Chairperson (Please Print)

School Based Team Chairperson Signature

Date

3. Principal's Verification - this application has been reviewed as per District Policy *(required)*

Principal's Name (Please Print)

Principal's Signature

Date

Any comments: _____

SECTION 4 – Adjudication

EXEMPTION OF THREE-YEAR RULE: ☐ Approved ☐ Denied

Dir. of Student Support Services (when necessary)

Dir. of Student Support Services Signature

Date

Assistant Superintendent
(Please Print)

Assistant Superintendent Signature

Date

Completed Application Forms are to be sent to:

Assistant Superintendent Responsible for the Graduation Program
Central Okanagan Public Schools

1940 Underhill Street, Kelowna, BC V1X 5X7 Telephone: (250) 860-8888

Fax: (250) 860-9799

480A - Appendix A
2 of 2

