



Turtle River School Division - Administrative Procedure

Section B – School Administration InformNet and New Course Implementation

InformNet Courses

Turtle River School Division values social, emotional, and academic learning that occurs in a classroom setting. While online courses cannot replicate the full classroom experience, they can provide valuable alternatives for students in specific situations, promoting attendance, engagement, and academic success.

The use of online learning tools (e.g., InformNet) must be applied ethically to meet the needs of individual students, particularly in cases where traditional classroom instruction may not be feasible.

Online courses may be offered under the following circumstances:

- The course is not offered at the student's school.
- A timetable conflict exists that prevents the student from enrolling in the course at the school.
- To help credit-deficient students meet graduation requirements.
- For mature students or those returning to school mid-course.
- For students transferring from schools offering courses not available at the receiving school.
- To re-engage students who are not attending school.
- In special cases approved by the superintendent.

Students must be in regular attendance and receive prior approval from the principal.

Restrictions on Online Course Use

- Online courses should not replace in-class instruction or be included in standard course selection.
- Online courses are reserved for individual cases based on specific needs.

School Application Process for Online Courses

Schools interested in utilizing online independent courses must complete an application form for each student requesting access to the program. The completed application should be forwarded to the student services coordinator for approval. Student services will also assist in setting up access and providing ongoing program support.

Board Informed:	Last Reviewed:	Last Revision:
February 11, 2025		



Turtle River School Division - Administrative Procedure

Section B – School Administration InformNet and New Course Implementation

Reimbursement Policy

Students taking InformNet courses are eligible for partial reimbursement of registration fees:

- 50% of the registration fee will be reimbursed at the time of registration.
- The remaining 50% will be reimbursed upon submission of proof to the secretary-treasurer that the course has been successfully completed.

An acceptable course is one that is necessary for completing or enhancing a student's program. The principal will determine course acceptability, with the option to consult the superintendent.

New Course Implementation (SICS/SIPS)

New courses provided by Education and Early Childhood Learning must be brought to the Board's attention by the superintendent. All School-Initiated Courses (SICs) and Student-Initiated Projects (SIPs) must comply with Education and Early Childhood Learning Guidelines.

School-Initiated Courses (SICs)/Locally Developed Curriculum (LDC)/Courses Offered by Other Institutions

1. School-Initiated Course (SIC)

A SIC is a course developed by the professional staff of a school or school division to address specific local needs. Each SIC must meet the requirements outlined by the Department, as detailed on the design checklist.

(<http://www.edu.gov.mb.ca/k12/docs/support/ldc/index.html>>)

2. Student-Initiated Project (SIP)

A SIP is a project initiated by a student in an area of special interest not covered by the Senior Years curriculum. SIPs are written by the student with guidance from professional school staff. Student progress is evaluated based on clearly articulated learning outcomes, and credit is granted for the learning or growth achieved during the project. Each SIP must also adhere to the Department's requirements as outlined in the design checklist.

(<http://www.edu.gov.mb.ca/k12/docs/support/ldc/index.html>>)

3. SICs and SIPs must be designed based on student learning outcomes. While the standard expectation is that most students can achieve these outcomes in 110 hours for a full credit (or 55 hours for a half credit), credit is awarded based

Board Informed:	Last Reviewed:	Last Revision:
February 11, 2025		



Turtle River School Division - Administrative Procedure

Section B – School Administration InformNet and New Course Implementation

on achievement of learning outcomes – not hours of instruction or participation. (For example, a debating SIC should not award credit merely for participating in 10 debates, but for demonstrating mastery of the stated learning outcomes.)

4. Credits for SICs or SIPs cannot be awarded for extracurricular activities or routine community group activities.

While extracurricular and community experiences (e.g., volunteering or participation in organizations) contribute to personal growth and skill development, they fall outside the scope of the Senior Years credit system. However, schools are encouraged to recognize these achievements in other ways, such as through scholarships, student portfolios, resumés, or certificates of recognition.

Examples of activities that are ineligible for SIC or SIP credit include:

- St. John Ambulance First Aid or CPR courses
- 4H programs
- Athletic or artistic training/competitions
- Driver education
- Coaching
- Volunteer firefighting training
- Volunteer candy-stripping
- Participation in community cultural or leisure activities.

These activities, while valuable, are considered non-credit interests within the education system.

5. Students may earn up to:
- 1 credit for community service through the Community Service Student-Initiated Project
 - 1 credit for cultural explorations through the Cultural Exploration Student-Initiated Project (CESIP)>

A maximum of 3 SIP credits can count toward Manitoba Education graduation requirements. For example, hours from the Duke of Edinburgh Award Program's service component may be used to fulfill CSSIP requirements, while hours from the cultural component may apply to CESIP requirements.

6. Community Service Student-Initiated Project (CSSIP)
Students contribute to their community by volunteering for worthwhile causes or

Board Informed:	Last Reviewed:	Last Revision:
February 11, 2025		



Turtle River School Division - Administrative Procedure

Section B – School Administration InformNet and New Course Implementation

organizations.

7. Cultural Exploration Student-Initiated Project (CESIP)

Students participate in activities that explore cultural traditions or heritage.

Both SCCIP and CESIP credits are awarded for knowledge, skills, and attitudes gained through these experiences, fostering self-esteem, maturity, and an understanding of community needs.

The volunteering or activities undertaken are the responsibility of the student, not the school, school division, or Manitoba Education.

8. CSSIPs and CESIPs do not require departmental registration. To earn credit, students must provide written evidence of project completion (e.g., documentation of activities) to their school. Sample forms are available (<http://www.edu.gov.mb.ca/k12/docs/support/ldc/index.html>>)

For specific cases, students should consult their school or division policies.

9. SICs cannot replace Department-developed/-approved curricula. If a Department-developed curriculum exists for a subject, it must be used. A SIC offered in a similar subject area must differ by at least 50% in its expected learning outcomes.

10. Department-developed full-credit curricula cannot be arbitrarily divided into half-credit courses and offered as SICs. Full-credit curricula are designed with specific integrity and coherence, and dividing them compromises their educational design.

While schools may reference Department-developed curricula as resources, any SIC must meet the requirement of being significantly different in its learning outcomes.

11. All SICs are designated as “XIG”, where:

- **X** represents the Senior Years level (e.g., Grade 9 = Senior 1, Grade 10 = Senior 2 etc.)
- **I** indicates the course was developed by schools or school divisions and approved or registered by Manitoba Education.

For example, a Grade 9 Sociology SIC is designated IIG, and a Grade 11 Sociology SIC is designated 3IG.

12. The course title should reflect the nature and intent of the course content.

Regardless of the focus, all SICs are offered as G-level courses.

13. SICs and SIPs are not “second-rate” credits. The development process for SICs and SIPs is rigorous, requiring adherence to high standards of quality and education excellence. The identified learning outcomes must be equivalent to

Board Informed:	Last Reviewed:	Last Revision:
February 11, 2025		



Turtle River School Division - Administrative Procedure

Section B – School Administration InformNet and New Course Implementation

those of Department-developed curricula.

SIC or SIP submissions that do not meet acceptable standards of educational excellence are not approved by the Department, ensuring the credibility of these options within the educational system.

Board Informed:	Last Reviewed:	Last Revision:
February 11, 2025		