



GENERAL SCHOOL ADMINISTRATION

School Completion Certificates 428

Rationale:

The British Columbia School Completion Certificate is awarded to students who meet the goals of their education program. This can include students with Individual Education Plans who do not meet the criteria for graduation as outlined in the *Provincial Graduation Order* and who are not issued a *Dogwood Diploma*. The Ministry of Education requires school authorities to have policy outlining the requirements that students must meet in order for the school to recommend that a student be issued a transcript of grades and a corresponding School Completion Certificate

Policy

A student enrolled in an educational program other than the graduation program will be eligible for a British Columbia School Completion Certificate upon successful attainment of the goals of their Individual Education Plan and a school Completion Portfolio. Eligible students should also complete the *Planning Alternative Tomorrows with Hope (PATH)* program.

Procedure

Individualized Education Plan

1. Schools will develop an *Individualized Education Plan* (IEP) for all students working toward a School Completion Certificate. In developing the IEP schools will adhere to procedural guidelines outlined in:
 - a. Special Education Services: A Manual of Policies, Procedures and Guidelines Ministry of Education. (2006)
 - b. Special Education Handbook: CISVA Policies Procedures and Guidelines

School Completion Portfolio

1. Schools will develop a *School Completion Portfolio* template for all students working toward a School Completion Certificate. The *School Completion Portfolio* records the completion of coursework and IEP learning outcomes, and demonstrates related skills, achievements, and qualifications of the student.
2. The *School Completion Portfolio* will address the core areas of coursework including :
 - a. Ministry authorized courses,
 - b. Board/Authority Authorized (BAA),
 - c. Locally Developed (LD)
 - d. Adapted Courses
 - e. Modified Courses



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3. The *School Completion Portfolio* should also address the areas of:
 - a. Faith Development
 - b. Art and Design
 - c. Community Involvement and Responsibility
 - d. Education and Career Planning
 - e. Employability Skills
 - f. Information Technology
 - g. Personal Health
4. Schools will develop assessment criteria for courses and other areas within the School Completion Portfolio from which student grades will be determined.
5. Schools will report all Grades 10, 11, and 12 courses successfully completed, credits earned and achievement levels attained to the Ministry of Education at the end of each school year. Schools are to report on student progress using percentages and letter grades for all curricular areas for all students.
6. Educational staff, in consultation with the principal, will determine if a student has met the requirements of the School Completion Portfolio.
7. When a student has successfully completed the requirements of the School Completion Portfolio, the school will submit the relevant data for the student to the Ministry of Education, including the date by which the student met the goals of his or her program. The school will recommend that the student be issued a School Completion Certificate.

Planning Alternative Tomorrows with Hope (PATH)

1. Schools, in consultation with the Superintendent's Office, should initiate and complete a *PATH* for all students working toward a School Completion Certificate. The *PATH* will provide students with further direction and clarity and assist them in setting goals as they transition out of the school environment.

Reference:	Approved: Board of Directors
	Date Approved: February 3, 2009
Cross-reference:	Date(s) Revised: