

SCHOOL COMPLETION CERTIFICATE

Preamble

The Board is committed to ensure that processes are in place for all students including students with Special Needs which:

1. accurately identify students who require modifications to their educational program
2. apply appropriate interventions to meet the educational needs of every student
3. communicates accurately regularly with parents regarding the educational program and progress of every student.

Policy

The Board will award School Completion Certificates based upon Ministerial Orders and regulations under the School Act. These certificates are intended to recognize the accomplishments of students especially students with special needs who have succeeded in meeting the goals of their Educational program (IEP) other than graduation.

Administrative Requirements

1. Requirements for the Granting of a School Completion Certificate

The Principal will submit to the Minister the names of students to be awarded a School Completion Certificate including Students with Special Needs who have an Individual Education plan (IEP) and are enrolled in an educational program that is not designed to meet the requirements for the granting of a Certificate of Graduation (Dogwood Certificate).

To be eligible for a School Completion Certificate, a student must meet the following criteria:

1. Completion of the goals of an Individual Education Plan (IEP)
2. Completion of a Transition Plan
3. Completion of Work Experience/Community Service Requirements
4. Completion of Physical Activity Requirements

Details of each requirement are contained in the student's Grad Transition 12 course folder.

1.2 Evaluation and Assessment

The learning outcomes for a student's program will be contained in a student's Individual Education Plan (IEP). The case manager and/or classroom teacher will develop those learning outcomes for the individualized BAA or locally developed courses.

The school will issue marks in a manner consistent with the Provincial Letter Grade Order. In some courses, students on school completion programs will be evaluated using standards established for other students. In locally developed or Board Authority Authorized courses, marks will be based on appropriate measures of individualized progress.

The school will maintain appropriate records including the entering of marks in the Transcript and Examination system (TRAX), in order to allow the Minister of Education to prepare a School Completion Certificate and a School Transcript for authorized signatures and distribution. The

transcript shall reflect progress on Ministry Authorized courses and/or BAA and Locally developed courses.

Administrative Procedures

The school must ensure that any student who is deemed to be on a program other than one that leads to a graduation certificate must have an Individual Education Plan (IEP) and that IEP must meet requirements as outlined in Ministerial Orders, Ministerial Regulations, and the School Act.

The IEP must clearly indicate that the program of studies will not lead to a Certificate of Gradation (Dogwood Certificate) and:

- That appropriate supports are in place to meet the requirements of the educational program that is developed for the IEP
- That parents and the student are included in the development and ongoing assessment of the IEP
- That progress on the educational program developed for every student shall be reported on a regular basis
- That reporting processes are in place to enable the Ministry of Education to issue a School Completion Certificate and a Student Transcript to students who are not on a graduation program.