

SCHOOL COMPLETION CERTIFICATE (Evergreen Certificate)

Preamble

The Board is committed to ensure that processes are in place for all students including students with disabilities and diverse abilities which:

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

Policy

The Board will award School Completion Certificates (Evergreen Certificates) based upon Ministerial Orders and regulations under the School Act. These certificates are intended to recognize the completion of personal learning goals as identified in the student's IEP for students with disabilities and diverse abilities who are not able to meet graduation requirements.

Administrative Requirements

1. Requirements for the Granting of a School Completion Certificate

The principal must submit to the Ministry of Education the names of students to be awarded a School Completion Certificate their demographic data along with the date the student met their goals of their educational program.

Decisions to put student on an Evergreen Program should not be made prior to Grade 10 and should include the informed consent of the student's parent(s)/guardian(s).

See Ministry of education – Reporting School completion Certificate Program (SCCP) Participation for details

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

1. The student must be designated in one of the 12 Inclusive Education categories and have an IEP with replacement curriculum and who meets the goals of their educational program other than graduation (Dogwood Certificate).

1. 2. Evaluation and Assessment

The learning outcomes for a student's program will be documented in a student's Individual Education Plan (IEP). The Case Manager/Inclusive Education teacher in conjunction with the classroom teacher will develop the learning outcomes.

The Inclusive Education teacher and Classroom Teacher will as part of the student support team evaluate as per IEP criteria determine goal achievement.

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

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 outline in Ministerial Orders, Ministerial Regulations, and the School Act.

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

- The appropriate supports are in place to meet the requirements of the educational program that is developed for the IEP
- That parents/guardians and the student (where applicable) are included in the development and ongoing assessment of the IEP
- That progress on the educational program developed for shall be reported on a regular basis
- The 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.