



Administrative Procedure 362

BRITISH COLUMBIA SCHOOL COMPLETION ("EVERGREEN") CERTIFICATE

Background

The District is required by the Ministry of Education and Child Care to develop and make available to parents an Administrative Procedure setting out the requirements a student must meet in order for the District to recommend to the Minister that he or she be awarded a School Completion ("Evergreen") Certificate.

The School Completion ("Evergreen") Certificate is intended to celebrate success in learning that is not recognized in a Certificate of Graduation (Dogwood Diploma).

It is used to recognize the accomplishments of students with special needs and an Individual Education Plan, who have met the goals of their education program, **other than graduation** (and not all students with special needs should be in an Evergreen Certificate Program.)

A student enrolled in an educational program other than the graduation program will be eligible for a British Columbia School Completion Certificate.

When a student has met the following requirements, the District will recommend to the Ministry of Education and Child Care that they receive this certificate.

Requirements:

1. Capstone
2. Completion of 5 IEP goals:
 - Transitions to adult community
 - Work Experience
 - Life Skills
 - Academic
 - Self-determination

Definitions

School Completion Certificate is a document, distinct from the British Columbia Certificate of Graduation (Dogwood Diploma), awarded by the Ministry of Education and Child Care to students who meet the goals of an educational program other than the graduation program.

Procedures

1. Principals of schools with grade 10, 11 or 12 students are responsible for making this Administrative Procedure available to parents.
When a student has met the following requirements, the District will recommend to the Ministry of Education and Child Care that they receive this certificate.

Requirements:

1. Capstone
 2. Completion of 5 IEP goals:
 - Transitions to adult community
 - Work Experience
 - Life Skills
 - Academic
 - Self-determination
2. A student with special needs will be judged to have met the requirements if:
 - 2.1 The student has an Individual Education Plan (IEP) and is enrolled in an educational program not designed to meet the graduation program requirements, and
 - 2.2 The student meets the learning outcomes contained in the IEP, or, where not all learning outcomes of the student's educational program are included in the IEP, the student has successfully completed the educational program provided.
 3. Principals are responsible for sending to the Ministry of Education and Child Care their students' demographic data, including the educational program completion dates.
 4. Principals are responsible for applying for a Descriptive Transcript where applicable. This is a transcript of successfully completed Grades 10-12 courses, both for-credit and non-credit, including Ministry-authorized, Board/Authority Authorized (BAA), and Locally Developed (LD) courses (e.g. IEP courses).
 5. Principals will distribute School Completion ("Evergreen") Certificate and Descriptive Transcripts (where applicable) to students when the certificates are received from the Ministry of Education and Child Care.

Reference: Sections 20, 22, 65, 85, 177 School Act
Ministerial Order 164/96 Student Credentials Order
Human Rights Code
Workers' Compensation Act
Occupational Health and Safety Regulation
Canadian Human Rights Act

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