



POLICY 7022
**SCHOOL COMPLETION (EVERGREEN)
CERTIFICATES**

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| Adopted: 2016-11-15 | Reviewed: | Amended: 2019-12-17 |
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POLICY

SUBJECT: **School Completion (Evergreen) Certificates**

The School Completion “Evergreen” Certificate recognizes the achievement for students with special needs who have succeeded in meeting the goals and objectives of their individual educational program.

Before a student is placed on a School Completion Program, the school will conduct a robust and comprehensive process that includes parent(s) / guardian(s) consultation to ensure the appropriateness of the program. Through this process, parents/guardians will be made aware that the student will earn a School Completion (Evergreen) Certificate rather than receiving a Certificate of Graduation (Dogwood Diploma).



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REGULATIONS

SUBJECT: **School Completion (Evergreen) Certificates**

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- 1) Any student who is on a program, other than one that leads to graduation, must have an Individual Education Plan (IEP). The IEP will clearly indicate that the program of studies will lead to an Evergreen School Completion Certificate and will not lead to a Certificate of Graduation (Dogwood Diploma).
 - 2) When a student is being considered for a School Completion Certificate the process will include:
 - a) A meeting with participation from, at minimum, the appropriate teachers, school administrator, district Coordinator of Student Support Services, and the parent(s) / guardian(s) of the student.
 - b) If the student is in the care of the Ministry of Children and Families the appropriate Ministry guardian will also attend the care team meeting.
 - c) Placement of a student on a School Completion Certificate will be confirmed by the completion of the School District form "School Completion Certificate Program". (Appendix A)
 - 3) To be eligible to receive a Ministry of Education issued Evergreen Certificate, students must meet the following criteria:
 - a) Individual Education Plan
 - i) Completion of the goals and objectives of their Individual Education Plan, as outlined in their School Completion Portfolio that includes goals in all of the following areas:
 - (a) Individualized / functional academics
 - (b) Life skills
 - (c) Employability skills
 - (d) Personal health
 - b) Transition Plan
 - i) Completion of a transition plan modeled on the Ministry defined [Transition Plan](#) including:
 - (a) An outline of options that have been considered for post-secondary and career.
 - (b) Consultation with parents/guardians and applicable available agencies.



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- (c) A description of the role of work, leisure, health family and support networks in building the transition plan.
- c) Work Experience / Community Service
 - i) Completion of up to thirty hours of work or volunteer experience
 - (a) The experience could be in school supported work experience in the community or independent work experience.
 - (b) The experience is to be documented with letters of reference and other documents and evidence as appropriate.

Related policies:

[Policy 7015 – Consultation – Placement of Special Needs Students](#)

[Policy 7018 – Classroom Based Early Assessment](#)

[Policy 7020 – Inclusion of Special Needs Students](#)

Appendix A



School District 78 (Fraser-Cascade)
650 Kawkawa Lake Road, Hope, BC V0X 1L4
Phone 604-869-2411 Fax 604-869-7400

Learning Support Services

Parent Acknowledgement of Designation
(Ministry of Education Classifications)

To: Assistant Superintendent of Schools
School District 78 (Fraser-Cascade)

Date:

Re: (student name) _____ Grade: ___ D.O.B

I understand from the principal (or designate) of the attended school that my child has been given the Ministry Classification of:

I understand that all documentation supporting this classification is located in the student file.

I understand that the School Based Team, will involve parent(s) and, where possible my child, in the development of an Individual Education Plan (IEP).

I understand that my child's program of studies is:

_____ Adapted _____ Modified

I have had explained and understand that my child is scheduled to receive a(n).

Dogwood Diploma _____ School Completion Certificate

Signature of Parent or Guardian

Signatures of School Principal

District Coordinator of Student Services