



BOARD OF EDUCATION
School District No. 57
2100 Ferry Avenue
Prince George, B.C. V2L 4R5
(250) 561-6800

POLICY 5127.1

BRITISH COLUMBIA SCHOOL COMPLETION CERTIFICATE

APPROVED: 2007.03.27

POLICY

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 requirements of the school completion portfolio, the Board will recommend to the Ministry of Education that he or she receive this certificate.

DEFINITIONS:

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

“**School Completion Portfolio**” is a locally developed document designed to record the completion of individualized education program goals and demonstrate the experiences, achievements, qualifications and skills of a student.

Responsibility Centre: Director of School Services

References: *School Act*, Section 85

Ministerial Order 164/96: Student Credentials Order

Handbook of Procedures for the Graduation Program

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PREAMBLE

The Board of Trustees is required by the Ministry of Education to develop and make available to parents a policy setting out the requirements a student must meet in order for the Board to recommend to the Minister that he or she be awarded a School Completion Certificate.

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REGULATIONS:

1. Principals of schools with grade 10, 11 or 12 students are responsible for making this policy available to parents.
2. A student enrolled in an educational program other than the graduation program will be provided with a School Completion Portfolio in which to document the completion of requirements.
3. When a student has met the requirements of the school completion portfolio, the Board will recommend to the Ministry of Education that he or she receive this certificate.
4. A student with special needs will be judged to have met the requirements of his or her school completion portfolio if:
 - 4.1 The student has an individual education plan (IEP) and is enrolled in an educational program not designed to meet the graduation program requirements, and
 - 4.2 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.

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ADMINISTRATIVE PROCEDURES:

1. The principal, in consultation with teachers, should ensure that a student in an educational program other than the graduation program has met the School Completion Portfolio requirements.
2. Schools are responsible for sending to the Ministry of Education their students' demographic data, including the educational program completion dates.
3. Schools will distribute School Completion Certificates to students when the certificates are received from the Ministry of Education.

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