

## ADMINISTRATIVE PROCEDURE 320

### SCHOOL COMPLETION (“EVERGREEN”) PROGRAM PLACEMENT

#### BACKGROUND

The Board of Education and the Ministry of Education and Child Care are responsible for providing inclusive education programs for all students that lead to a Dogwood Diploma, an Adult Dogwood Diploma, or a School Completion (“Evergreen”) Certificate at the completion of their education programs. The School Completion (“Evergreen”) Certificate is intended to celebrate success in learning for a very small number of students who are unable to meet graduation requirements due to their disabilities or diverse abilities.

The Evergreen Certificate is not a graduation credential; students who receive an Evergreen have not graduated. It is important that students and their parents clearly understand that the Evergreen represents the completion of personal learning goals but does not represent graduation and cannot be used for admission to most post-secondary institutions.

It must be noted that there are specific requirements for the placement of students on an Evergreen program, and most students with disabilities or diverse abilities should not be in an Evergreen program.

#### PROCEDURES

1. To consider placing a student in an Evergreen program, the following requirements must be in place:
  - 1.2 a current (within three (3) years) assessment by a certified school psychologist or a registered psychologist of a diagnosed intellectual disability accompanied by significant limitations in adaptive functioning that prevents the student from meeting the requirements for either the Dogwood Diploma or the Adult Dogwood; or,
  - 1.3 a complex profile that incorporates evidence from a variety of sources (e.g., medical diagnosis, assessments, IEP, etc.) that prevents the student from meeting the requirements for either the Dogwood Diploma or the Adult Dogwood, including documentation from a certified school psychologist or registered psychologist outlining the reason why a diagnosis of an intellectual disability accompanied by significant limitations in adaptive functioning could not be made.
2. The decision to put a student in an Evergreen Program:
  - 2.1. may not be made prior to Grade 10;
  - 2.2. must include the informed consent of the student’s parent(s)/caregiver(s)/ guardian(s);
  - 2.3. must be approved in advance by the District Principal of Student Support Services;
  - 2.4. for all students with Indigenous ancestry, must be approved in advance by the District Principal of Indigenous Education;

- 2.5. for students on the Nominal Roll, must include the informed consent of the Band Education Department; and,
  - 2.6. for students in care, must include the informed consent of the Ministry of Children and Family Development social worker or appropriate organization.
3. Once the decision is made to place a student in the Evergreen Program, school clerical will:
  - 3.1. change the student's Program of Study in Education to the Evergreen (SCCP) Program; and,
  - 3.2. E-file the completed Evergreen Informed Consent form.
4. Educational programs for students pursuing an Evergreen Certificate must:
  - 4.1 be designed to enable them to meet their individual learning goals;
  - 4.2 be documented in the student's Competency Based Individual Education Plan (CBIEP) that includes their personal education goals, how the goals will be achieved, and on-going monitoring and assessment to know when the goals have been met;
  - 4.3 be developed in consultation with parent(s)/caregiver(s)/guardian(s) and, whenever appropriate, the student; and,
  - 4.4 as much as possible, should mirror a Dogwood educational program.

References: Ministry of Education and Child Care School Completion Program found at <https://www2.gov.bc.ca/gov/content/education-training/k-12/support/school-completion-certificate-program>;  
Ministry of Education and Child Care Graduation Program Handbook of Procedures (2024) found at [https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/graduation/handbook\\_of\\_procedures.pdf](https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/graduation/handbook_of_procedures.pdf)

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