

## NANAIMO LADYSMITH PUBLIC SCHOOLS

### EDUCATION COMMITTEE PUBLIC MEETING

#### INFORMATION SHEET

DATE: March 3, 2021  
TO: Education Committee  
FROM: Deputy Superintendent, Tim Davie  
SUBJECT: Administrative Procedure 237 – School Completion Certificate Program

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#### Background

As part of our ongoing review of Administrative Procedures to ensure currency over the last month, we have reviewed Administrative Procedures 237 – School Completion Certificate Program (AP 237).

#### Discussion

We recommend updating this AP because it currently contains some outdated language and does not provide enough clarity for school teams in working through this important decision with families.

The recommended changes include:

- Replacing the phrase “special needs students” with “students with disabilities and diverse abilities”
- Replacing the “Curriculum Modifications Form” with an “School Completion Certificate Decision Review” template which will better guide discussion and decision making between school teams and families
- Updating the bullets referencing inclusion to reflect the language from our current Inclusion Policy.

We feel this update will support school teams in having these conversations in a timely way, and will provide them with the resources needed to ensure the family and school team fully understand the implications of moving a student from a Dogwood Graduation Pathway to a School Leaving Certificate.

Additionally, the Ministry requires that all students on a School Leaving Certificate program are formally designated and supported through an Individualized Education Plan, and the new structure will ensure that IEP goals are appropriately structured to reflect both this decision, and any necessary planning for the student’s successful transition to adulthood.

It also includes a mechanism for confirmation through a Director of Instruction, which will ensure the district is aware of who these learners are, and whether or not resources are appropriately in place to support the school teams working with these students.

Appendix A: Updated Administrative Procedure 237 – School Completion Certificate Program  
(Changes highlighted in yellow)

Appendix B: Administrative Procedure 237 – School Completion Certificate Program

Appendix C: School Completion Certificate Decision Review Template