



## 2223 SCHOOL COMPLETION & PROGRESSION POLICY

Policy Type: Administrative  
Applies To: All Staff, Students, Visitors  
Approved By: LCS Head of Schools  
Policy Reviewed: every 2 years  
Adopted: 08 2021  
Revisions: 01 2025  
09 2025

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### 1. PURPOSE & AUTHORITY OF THIS POLICY:

- (a) Langley Christian School believes that these augmentations to the general BC Graduation Program align with our goal of equipping generations of students to thrive and live boldly.
- (b) The LCS Board will award a Certificate of Graduation or School Completion Certificate based upon Ministerial Orders and regulations under the Independent School Act.
- (c) The LCS School Completion and Progression Policy describes the BC Graduation Program, Course Progression guidelines, and the principles of practice for both Modified and Adapted Graduation Programs.
- (d) These guidelines also form part of the teacher's job description and are, therefore, a contractual requirement for all teaching staff and will be included as part of the teacher growth and evaluation process. Parents, caregivers, and all stakeholders can expect that administrations will ensure the guidelines and principles included in this policy are in place in all K-12 classrooms.
- (e) Course credits are awarded in consistent alignment with provincial requirements for assessment and reporting, and to support the BC K-12 curriculum:
  - K-12 Reporting Policy (in effect July 2022): [K-12 Student Reporting Policy](#)
  - K-12 Classroom Assessment and Reporting:  
<https://curriculum.gov.bc.ca/classroom-assessment>
- (f) The guidelines ensure that LCS is aligned with legislative requirements and ministerial orders:
  - Ministerial Order 302/04, the [Graduation Program Order \(PDF\)](#)
  - Ministerial Order 295/95, the [Required Areas of Study in an Educational Program Order \(PDF\)](#)
  - B.C. Graduation Program Policy, [Graduation Program Policy Guide \(PDF\)](#)
  - Ministerial Order 410/04, the [Provincial Graduation Assessments Order \(PDF\)](#)

## 2. B.C. GRADUATION PROGRAM

The B.C. Graduation Program sets the requirements to exit the K-12 education system with a B.C. Certificate of Graduation (Dogwood Diploma) and ensures that students are graduating from secondary school as educated citizens, with the knowledge, competencies, and skills they will need to transition successfully into post-secondary education, training, or the workforce.

### (a) B.C. Certificate of Graduation (Dogwood)

- Students require 80 credits to complete the B.C. Graduation program.
- There are both required courses (completed by all students), as well as elective courses (optional as chosen by each individual student) within the program.
- [Dogwood Diploma, requirements at a glance.](#)

### (b) B.C. School Completion Certificate (Evergreen)

- The School Completion Certificate is intended to celebrate success in learning and accomplishments of students with disabilities and diverse abilities who are not able to meet graduation requirements.
- To be eligible for a School Completion Certificate, a student must meet the following criteria:
  - Meaningful progress towards the completion of the goals of an Individual Education Plan (IEP)
  - Includes: Personal and social development, personal health and wellness, life skills, and individualized academics.
  - Completion of a Transition Plan
  - Meaningful progress towards the completion of Work Experience/Community Programming and Volunteerism goals (taken from IEP goal)
- The Evergreen Certificate DOES NOT represent graduation and, therefore, is not equivalent to a B.C. Certificate of Graduation (Dogwood Diploma). It represents the completion of personal learning goals as identified in the student's IEP.

### (c) Adult Graduation Program (Adult Students)

- Due to personal circumstances, some students need more time to finish their graduation requirements or re-enter the school system as adults to obtain their Dogwood Diploma. Recognizing that some adults are not able to complete the 80-credit requirements for the Dogwood Diploma, B.C. also offers an alternative pathway – the B.C. Adult Graduation Diploma, or the “Adult Dogwood” – for learners 18 years of age and older.
- The Adult Dogwood requires 20 credits of study, some of which may be obtained through post-secondary courses and recognition of learning through work experience and employment.
- Students who wish to attend Langley Christian School in the year they turn 19 years of age, or older, must receive permission from the High School Principal and LCS Head of School to enroll. The majority of students in this situation are recommended to complete their studies via the high-quality local adult education programs that meet the

diverse needs of an adult learner. For students on IEP, the Director of Learning Services will also be consulted.

- For students (generally on modified programs) requiring additional time to transition successfully to post-secondary opportunities or employment, a Grade 13 option may be offered. This year is designed to provide tailored support in academic, social-emotional, vocational, or life skills development, with goals outlined in the student's IEP. The program will align with graduation pathways, where applicable, and facilitate connections with post-secondary institutions, jobs/trades or community services.

(d) Provincial Assessments | Numeracy 10, Literacy 10, & Literacy 12

- All Provincial Assessments must be completed as a requirement for Graduation.
- All Mathematics 10 students will be registered for the Numeracy 10 Assessment during the school year in which they complete their Gr. 10 Mathematics credit.
- All Gr. 10 students will be registered for the Literacy 10 Assessment during their Gr. 10 school year.
- All Gr. 12 students will be registered for the Literacy 12 Assessment during their Gr. 12 school year.

### 3. COURSE PROGRESSION

These principles are required for implementation by all 9-12 LCS Faculty members.

- (a) The evaluation profile for each course is approved by the subject matter Head of Department and is communicated to the students in the course overview.
- (b) The overview should clearly indicate the marks deadline, and the required learning outcomes that must be demonstrated to successfully complete the course.
- (c) All parents/guardians of students deemed 'at-risk' of failing a course will be provided with an at-risk report by their classroom teacher. The at-risk report is provided within a reasonable timeframe to allow an opportunity for improvement on subsequent assessments.
- (d) Final academic standing in each course is posted as both a proficiency level and a percentage grade by the LCS Classroom teacher.
- (e) Students who have achieved a final mark of 50% or greater, have completed the course and may enroll in the next course. Students who have achieved a final mark of 49% or lower, have not completed the course, and have several options:
  - If a required course, enroll in the course at LCS again in an upcoming term.
  - If a required course, enroll in LCS Summer Programs, or SD35 Summer School program.

*Note: Students are only permitted to complete eight graduation requirement credits, eight elective credits, totalling sixteen total credits outside of LCS.*

- If an elective course, enroll in the course at LCS again in an upcoming term.
- If an elective course, choose not to re-enroll, and do not complete the course.

*Note: No credits are awarded for a course grade of 49% or lower.*

- (f) When a student fails to complete a course, parents and student will be notified by the classroom teacher before report cards are issued, as to the student's final academic standing. The student will also be contacted by their House Director to discuss implications for the student's academic standing, available resources to support, and next steps for re-registration.

*Note: Standing Granted may be issued in the event of serious illness, homebound or hospitalization when it is not possible for the student to demonstrate the full requirements of the course, but it is in their best interest to move forward.*

#### 4. GUIDING PRINCIPLES FOR MODIFIED AND ADAPTED PROGRAMS

- (a) LCS is committed to ensure that robust processes are in place for all students, including Students with Diverse Abilities or Disabilities, which:
  - Identify, with accuracy and transparency, students who require adaptations or modifications to their educational program.
  - Support smooth transitions between grade levels, schools, or post-secondary opportunities through early planning and clear communication.
- (b) Post-Secondary Preparation and Transition
  - For students whose Individual Education Plan (IEP) indicates the need for additional time to achieve their educational goals, the option of a Grade 13 year may be provided. This year will focus on targeted skill development, preparation for post-secondary education or employment, fulfilling any remaining graduation requirements and/or offering support to any student experiencing documented mental health or medical issues. Initial referral documentation to be completed by Learning Services. See 2.c for more details.
  - Post-secondary goals, functional academics and independent life skills training will be included in IEPs for students on modified programs where appropriate.

#### 5. INSUFFICIENT CREDIT TOTALS

- (a) Students who have not completed 80 credits, according to the B.C. Graduation Policy, have not demonstrated the minimally acceptable performance in relation to the expected learning standards for B.C. students to graduate.
- (b) A graduation status update will be provided for all Gr. 10-12 students in the June reporting period. This report indicates student progress in relation to graduation program requirements. The provision of a graduation status update in Grades 10-12 ensures parents/guardians, and students have the information they need to ensure graduation requirements are being met.
- (c) For Gr. 12 Only: All parents of students who have a cumulative credit total that is projected to be less than the cumulative credit total required for graduation will be notified by LCS High School University Guidance and Academic Counselling staff or Learning Support Teachers before May of the current school year to allow an opportunity for improvement and completion. This is considered an 'early-warning-system' to identify students who need additional support to improve academic performance.

- (d) Students who do not meet the minimum standards for BC Ministry of Education Graduation, or who have not successfully met the requirements of the Graduation and Commencement policy (see policy 2010) of Langley Christian School, are not permitted to participate in the Commencement Ceremony or Graduation Activities, barring significant extenuating circumstances.

#### RELEVANT POLICIES

2010 GRADUATION & COMMENCEMENT POLICY

2001 CURRICULUM POLICY

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Reviewed 10 2025