

# A. W. BEATTIE CAREER CENTER

SECTION: PUPILS  
TITLE: CERTIFICATE OF COMPLETION  
REQUIREMENTS

ADOPTED: May 27, 1999

FIRST READING: April 26, 2007

APPROVED: May 24, 2007

REVISED &  
APPROVED: May 1, 2024

217. CERTIFICATE OF COMPLETION REQUIREMENTS	
1. Purpose	The Joint Operating Committee will acknowledge each student's successful completion of the instructional program appropriate to the student's interests and needs by awarding a certificate of completion. The Certificate of Completion will indicate a student's level of achievement.
2. Authority	<p>The Joint Operating Committee shall adopt the Senior Recognition requirements students must achieve, which shall include course completion and grades, completion of a senior portfolio and results of district and state assessments.</p> <p>The Joint Operating Committee shall award a certificate of completion to every student enrolled in A. W. Beattie Career Center who meets the requirements established by the Joint Operating Committee as part of the A. W. Beattie Career Center Comprehensive Plan.</p> <p>The requirement for a certificate of completion shall be the completion of work and studies representing the instructional program assigned to grades 10 through 12.</p>
3. Delegation of Responsibility	The administration shall be responsible for planning and executing a student recognition ceremony, delegation of responsibilities may be directed to Career Center staff.
4. Guidelines	<p>Accurate recording of each student's career and technical standards achieved shall be maintained, as required by law and state regulations.</p> <p>Students shall be informed of program completion requirements they are required to complete.</p> <p>Quarterly Progress Reports shall be issued to every student to encourage successful program completion requirements.</p> <p>A Certificate of Completion may not be denied as a disciplinary measure, but the student may be denied participation in the senior recognition ceremony when personal conduct so warrants at the discretion of the Administration. Such exclusion shall be regarded as a school suspension.</p>

217. Certificate of Completion Requirements

A list of all candidates for the award of a certificate of completion shall be submitted to the Joint Operating Committee for its approval.

A list of all students completing their respective program shall be submitted to the Joint Operating Committee for its information and release to the public.

Reference:

Policy 100

Policy 101

Policy 102