



Student Graduation Policy

Policy Level: (Board, ED, Staff, Program Directors)

Approved on: June 6, 2017

Approved by: Board of Directors

Purpose: Finding the balance between the needs and opportunities for our students while matching Track 3's limited volunteer, fund and space resources and equally, our commitment to safety, can often lead to difficult decisions concerning student program exit. Recognizing that it is not possible to move new families into existing programs without space, a graduation process must be in place if a wait list exists.

While there are no hard and fast rules, and exceptions are frequently the case, this policy is intended to provide parents with set reasonable guidelines and expectations for program graduation. It also affords Program Directors the direction and discretion needed to support their decisions around graduating students from the program.

NOTABLE Exemptions: The age limit aspect of this policy does not necessarily apply to the Caledon Friday Day program or other programs which may be established to take on Track 3 "Alumni".

Scope: This policy applies to office staff, all Program Directors and Board members who are in a position to evaluate student graduation readiness. It will be shared with parents from the time they are placed on our entry wait list and registration into our program, and for the duration of their child's involvement with Track 3. It will be available for reference on our website.

Policy: A student will be considered for graduating from our program for one or a combination of the following reasons:

- students have attained the skills they require to ski/snowboard independently (see Determining Factors below)
- behavioural or physical impediments that may compromise the safety of our students or instructors, or limit Track 3's opportunity to teach
- they have reached the age of 19
- beyond age 19, a Program Director may recommend a student to remain in the program at the discretion of the Executive Director and the Training Committee for reasons related to completing the teaching opportunity

Procedure:

Setting up Program expectations: Parents will be made aware of the graduation policy when their child is placed on our waitlist and/or registered in a Track 3 program. The website and print materials provided to parents will clearly outline the reasons a child may be graduated from the program.

Graduation Determining Factors:

When a student is considered capable of skiing or snowboarding independently with family or friends, then the Program Director will recommend that the student be graduated from the Track 3 Program provided the following conditions are met:

- a) the student is considered socially mature relative to their age; and,
- b) the student has the capability of safely navigating intermediate runs unassisted.

A student may also be recommended for graduation if in the opinion of the Program Director, the student's progression is substantially impeded by any of the following:

- a) a lack of cooperation with staff or lack of willingness to participate fully in the program;
- b) an unusual disability issue arises which poses a safety concern that our volunteer staff are incapable of addressing; or,
- c) any other reasons as may be deemed appropriate by the Program Director.

A student who is recommended for graduation by the Program Director in the context of the points raised above, will be evaluated by the Executive Director and a member of the Training Committee to determine if the student will be graduated.

If a student has attained the age of nineteen at the time of initial or annual application, the student will automatically be considered for graduation and parents will be sent written confirmation of this policy. The final year decision is at the discretion of the Program Director(s) but offering additional years in the program beyond age 19 must be confirmed with the office to ensure resources are available to allow the extension. For students who are entering their final year based on age, Program Directors will be made aware of the graduation year and take steps to prepare the student for a smooth transition out of the program. This may include, but is not limited to, the following steps:

- Provide parents with resources for next stage options for the student (i.e. Caledon, CADS, ADDS,...)
- Prepare the student with transparent actions and encouragement during the final season so that graduation will not be received as a surprise decision
- Provide graduates with sense of accomplishment at the closing sessions.

Responsibility: It is first and foremost the responsibility of Program Directors to make decisions regarding students in their respective programs. If a case is escalated, it is at the discretion of the Executive Director to decide on exceptions and intervene in decisions in cases where there is disagreement over the decision of when to graduate a student. The ultimate responsibility lies with the Board to ensure that this policy is followed in the best and future interests of the organization.