

**WESTBROOK BOARD OF EDUCATION**  
**EDUCATE, CHALLENGE, & INSPIRE**

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<b>WESTBROOK BOARD OF EDUCATION</b> <b>Thursday, January 21, 2021 @ 4:15 p.m.</b> <b>Policy Subcommittee Meeting</b> <b>Google Meet</b>
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The Policy Subcommittee meeting will be held on Thursday, January 21, 2021 at 4:15 p.m. via Google Meeting. To join the meeting you have the following two options:

**Method 1**

1. Visit <https://www.westbrookctschoools.org/groups/5650>
2. Click the link provided at the time of the meeting.

**Method 2**

1. Navigate to <https://www.westbrookctschoools.org>
2. Click "Departments"
3. Click "Westbrook Board of Education"
4. Click the link provided at the time of the meeting.

**AGENDA**

- I. Call to Order
- II. Approval of Minutes:
  - A. November 19, 2020
- III. Review of Policies:
  - A. Graduation Requirements – Policy 6146
  - B. Review of CT Public Act 17-42
  - C. Revisit Policy 9221
- IV. Adjourn

**WESTBROOK BOARD OF EDUCATION**  
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<b>WESTBROOK BOARD OF EDUCATION</b> <b>Thursday, November 19, 2020 @ 5:00 p.m.</b> <b>Policy Subcommittee Meeting</b> <b>Google Meet</b>
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**MINUTES**

Members Present: Kim Walker, Mary Ella Luft, Michele Brigham, Zack Hayden, Mike Esposito  
Also Present: Patricia Charles, Interim Superintendent

- I. Call to Order: The Policy Subcommittee was called to order at 5:06 p.m. by Kim Walker, Chair.
- II. Approval of Minutes:
  - A. August 6, 2020: MOTION by M. Luft and SECOND by M. Brigham to approve the minutes of the August 6, 2020 Policy Subcommittee meeting. MOTION PASSED. It was noted that Policy 9221 will be brought back for review to the Policy Subcommittee at their next meeting.
- III. Review of Policies:
  - A. Face Masks/Coverings - 4118.237: Dr. Charles reviewed the mandates requiring a revision of the Face Masks/ Coverings policy. The updates relate to medical contraindications to the wearing of cloth or other loose fitting masks. The Committee approved the changes in the policy as submitted, with the correction of a couple of typos. This policy will be brought before the full board with the revisions.
  - B. Policy Regarding Sex Discrimination and Sexual Harassment – Title IX: The Committee reviewed the mandated updates of this policy. It was suggested that Titles, not a specific Administrator’s name, be used to reference contacts such as Title IX Coordinator (the Superintendent). This policy will be designated as Policy 5145.44. This policy will also be presented to the full board at the December meeting for approval of the updates. K. Walker asked for clarification on whether the state statute should be referenced. Dr. Charles will check on that. (Constitution of the State of Connecticut, Article I, Section 20, United States Constitution, Amendment XIV Title IX, May 6 Final Rule 34 C.F.R. 10.45)
  - K. Walker will send the policy spreadsheet created by Natalia Sieira-Millan, Shipman & Goodwin, to M. Brigham and commented that the Superintendent keeps up to date on legislative changes and brings that information to the Policy Subcommittee.

It was determined the Subcommittee will meet on December 17<sup>th</sup> at 4:30 p.m. The agenda will include Policy 9122, Policy 5145.2 Suicide Prevention and Intervention, and a discussion with Incoming Superintendent Martineau on how the committee should proceed.
- IV. Adjourn: MOTION to adjourn by M. Brigham and SECOND by M. Luft at 5:36 p.m. Vote unanimous.

**Instruction****Graduation Requirements**

Graduation from our public school implies:

1. that students have satisfactorily completed the prescribed courses of study for the several grade levels in accordance with their respective abilities to achieve,
2. that they have satisfactorily passed any examinations and satisfactorily demonstrated the district's performance standards, established by the faculty and approved by the Board of Education assessed in part by the
3. that they have fulfilled the legally mandated number and distribution of credits. Graduation shall not be held until 180 days and 900 hours of actual school work are completed.

The Board of Education, in establishing a graduation date, may establish for any school year a firm graduation date for students in grade twelve which is no earlier than the one-hundred-eighty-fifth day in the Board's adopted school calendar. After April first in any school year the Board may establish a firm graduation date for the school year which, at the time of such establishment provides for at least 180 days of school.

The Principal shall submit to the Board of Education through the Superintendent his/her detailed requirements and standards to agree with the goals of our schools as adopted by the Board of Education. It is expected that the faculty will apply measures of achievement to provide evidence that each student has progressed far enough toward school goals to warrant graduation according to the terms of paragraph #1 above.

The Board of Education, in recognition of its responsibility for the education of all youths in the school system, including those who do not successfully complete the assessment criteria listed above, and those who drop out of school, shall make available to all the school district's youths a course of study or alternative programs for meeting standards that will enable them to acquire a high school or vocational school diploma.

The Board of Education shall award a high school diploma to any World War II veteran or veteran of the Korean Hostilities or Vietnam Era veteran, requesting such diploma who left high school for military service as defined in the statutes.

The Board of Education shall award a high school diploma to any person who (1) withdrew from high school prior to graduation to work in a job that assisted the war effort during World War II,

December 7, 1941 to December 31, 1946, inclusive, (2) did not receive a diploma as a consequence of such work, and (3) has been a resident of the state for at least fifty (50) consecutive years

Commencing with the graduating class of 2021, in order to graduate and be granted a diploma, students must satisfactorily complete:

1. a minimum of twenty-five credits, including not fewer than:
  - A. nine credits in the Humanities, including not fewer than
    - (i) four credits in English, including Composition
    - (ii) three credits in Social Studies, including at least one credit in American History and at least one-half credit in Civics and American Government;
    - (iii) one credit in Fine Arts; and
    - (iv) one credit in a Humanities elective;
  - B. eight credits in Science, Technology, Engineering and Mathematics, including not fewer than
    - (i) four credits in Mathematics, including Algebra I, Geometry and Algebra II or Probability and Statistics;
    - (ii) three credits in Science, including at least one credit in Life Science and at least one credit in Physical Science; and
    - (iii) one credit in a Science, Technology, Engineering and Mathematics elective
  - C. three and one-half credits in Career and Life Skills, including not fewer than
    - (i) one credit in Physical Education;
    - (ii) one-half credit in Health and Safety Education and
    - (iii) two credits in Career and Life Skills electives, such as Career and Technical Education, English as a Second Language, Community Service, Personal Finance, Public Speaking and Nutrition and Physical Activity
  - D. two credits in World Languages
  - E. a one credit senior demonstration project or its equivalent, as approved by the State Board of Education; and (2) end of the school year examinations for the following courses:
    1. Algebra I
    2. Geometry
    3. Biology
    4. American History, and
    5. grade ten English

In addition, also beginning with the graduating class of 2021, the Board of Education will provide adequate student support and remedial services for students beginning in grade seven (2014-2015 school year) which shall provide alternate means for a student to complete any of the high school graduation requirements, previously listed, or end of the school year examinations, if such student is unable to satisfactorily complete any of the required courses or exams. Such student support and remedial services shall include, but not be limited to:

- allowing students to retake courses in summer school or through an online course;
- allowing students to enroll in a class offered at a constituent unit of the state system of higher education
- allowing students who received a failing score, as determined by the Commissioner of Education, on an end of the school year exam to take an alternate form of the exam; and
- allowing those students whose individualized education plans state that such students are eligible for an alternate assessment to demonstrate competency on any of the five core courses through success on such alternate assessment.

The Board of Education shall grant a student credit towards meeting high school graduation requirements for:

- completing a world-language course provided by a non-profit organization and
- passing a subject area proficiency test identified and approved by the Commissioner of Education. Up to four credits for a private non-profit world language course shall be granted if the student achieves a passing grade on a test prescribed by the Commissioner of Education. In other subject areas, credit shall be granted, based upon successful passage of the subject area proficiency tests prescribed or identified and approved by the Commissioner of Education\*, regardless of the number of hours spent by the student in a public school classroom learning the subject matter.

The fulfillment of the mandated two credit foreign language requirement, beginning with the class of 2021 can include the successful completion of a world language course in grades six seven or eight or on an online course successfully completed, or the successful completion of a course offered privately through a nonprofit provider, provided such student achieved a passing graduation exam.

All credits earned toward meeting any of the graduation requirements through the successful completion of online courses must fulfill the requirements established in policy #6172.6, "Virtual/On-line Courses."

Beginning July 1, 2012, the Board shall require the development of a Student Success Plan (SSP) for each enrolled student, beginning in grade six known as the Student Success Plan (SSP). Such plan shall include a students' career and academic choices in grades six to twelve inclusive.

Note: On or after July 2, 2014, the SDE shall commence development or approval of the end of the school year examinations.

\*The Commissioner, per statute, must prescribe or identify and approve the examinations within available appropriations.

Per statute (C.G.S. 221a(f)) the determination of eligible credits is at the discretion of the Board of Education, provided the primary focus of the curriculum of eligible credits corresponds directly to the subject matter of the specified course requirements. The Board may permit a student to graduate during a period of expulsion if the Board determines the student has satisfactorily completed the necessary credits. The graduation requirements shall apply to any student requiring special education except when the Planning and Placement Team (PPT) determines the requirement not to be appropriate

A credit shall consist of not less than the equivalent of a forty-minute class period for each school day of a school year except for a credit or part of a credit toward high school graduation earned as follows:

- at an institution accredited by the Board of Regents for Higher Education or State Board of Education or regionally accredited,
- through eligible on-line course work or
- through a demonstration of mastery based on competency and performance standards, in accordance with guidelines adopted by the State Board of Education

Only courses taken in grades nine through twelve, inclusive, shall satisfy the graduation requirements except that the Board may grant a student credit toward meeting a specified course requirement upon successful completion in grade seven or eight of a course that corresponds directly to the subject matter of a specified course requirement in grades nine through twelve.

### **Academic Advancement Program**

The Board of Education permits students in grades eleven and twelve to substitute the following for high school requirements:

- achievement of a passing score on an existing nationally recognized examination, approved by the State Board of Education, or series of examinations approved by the State Board of Education,
- a cumulative grade point average determined by the State Board of Education and,
- at least three letters of recommendation from school professionals (defined in 10-66dd), for the required high school graduation requirement.

The State Board of Education will issue an Academic Advancement Program Certificate to any student successfully completing such program. The Academic Advancement Program Certificate shall be considered in the same manner as a high school diploma for purposes of determining eligibility of a student for enrollment at a Connecticut public institution of higher education.

The Board of Education, beginning in the 2014-2015 school year, and each school year thereafter, shall permit a student to graduate from high school upon the successful completion of the above described academic advancement program.

(cf.5121 – Examination//Grading/Rating)

(cf. 6111 – School Calendar)

(cf. 6146.2 – Statewide Proficiency/Mastery Examinations)

(cf. 6172.6 – Virtual/On-line Courses)

Legal Reference: Connecticut General Statutes

10-5c Board examination series pilot program. Issuance of certificate (as amended by P.A. 13-247 and P.A. 15-215)

10-14n State-wide mastery examination. Conditions for reexamination. Limitation on use of test results. (as amended by Section 115 of PA 14-217)

10-16(l) Graduation exercises. (as amended by P.A. 96-108, An Act Concerning Student Use of Telecommunication Devices and the Establishment of Graduation Dates)

10-221a High school graduation requirements. (As amended by P.A. 00-124, An Act Concerning High School Diplomas and Veterans of World War II, P.A. 00-156, An Act Requiring A Civics Course for High School Graduation, P.A. 08-138, An Act Concerning High School Credit for Private World Language Courses and Other Subject Areas, P.A. 10-111, An Act Concerning Education Reform in Connecticut, P.A. 11-135, An Act Concerning Implementation Dates for Secondary School Reform, P.A. 13-57, An Act Concerning Honorary Diplomas for Vietnam Veterans, P.A. 13-122, An Act Concerning Minor Revisions to the Education Statutes, P.A. 13-247, Budget Implementer Bill and P.A. 15-237 An Act Concerning High School Graduation)

10-233(a) Promotion and graduation policies. (as amended by PA 01-166)

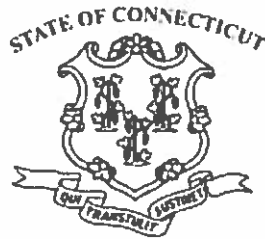
P.A. 13-108, An Act Unleashing Innovation in Connecticut Schools.

P.A. 13-247, An Act Implementing Provisions of the State Budget.

P.A. 15-237 An Act Concerning High School Graduation

Policy adopted: November 11, 2015





**Substitute Senate Bill No. 1026**

**Public Act No. 17-42**

**AN ACT CONCERNING REVISIONS TO THE HIGH SCHOOL GRADUATION REQUIREMENTS.**

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. Section 10-221a of the general statutes is repealed and the following is substituted in lieu thereof (*Effective July 1, 2017*):

(a) For classes graduating from 1988 to 2003, inclusive, no local or regional board of education shall permit any student to graduate from high school or grant a diploma to any student who has not satisfactorily completed a minimum of twenty credits, not fewer than four of which shall be in English, not fewer than three in mathematics, not fewer than three in social studies, not fewer than two in science, not fewer than one in the arts or vocational education and not fewer than one in physical education.

(b) For classes graduating from 2004 to [2020] 2022, inclusive, no local or regional board of education shall permit any student to graduate from high school or grant a diploma to any student who has not satisfactorily completed a minimum of twenty credits, not fewer than four of which shall be in English, not fewer than three in mathematics, not fewer than three in social studies, including at least a one-half credit course on civics and American government, not fewer than two in science, not fewer than one in the arts or vocational education and not fewer than one in physical education.

[(c) Commencing with classes graduating in 2021, and for each graduating class thereafter, no local or regional board of education shall permit any student to graduate from high school or grant a diploma to any student who has not satisfactorily completed (1) a minimum of twenty-five credits, including not fewer than: (A) Nine credits in the humanities, including not fewer than (i) four credits in English, including composition; (ii) three credits in social studies, including at least one credit in American history and at least one-half credit in civics and American government; (iii) one credit in fine arts; and (iv) one credit in a humanities elective; (B) eight credits in science, technology, engineering and mathematics, including not fewer than (i) four credits in mathematics, including algebra I, geometry and algebra II or probability and statistics; (ii) three credits in science, including at least one credit in life science and at least one credit in physical science; and (iii) one credit in a science, technology, engineering and mathematics elective; (C) three and one-half credits in career and life skills, including not fewer than (i) one credit in physical education; (ii) one-half credit in health and safety education, as described in section 10-16b; and (iii) two credits in career and life skills electives, such as career and technical education, English as a second language, community service, personal finance, public speaking and nutrition and physical activity; (D) two credits in world languages, subject to the provisions of subsection (g) of this section; and (E) a one credit senior demonstration project or its

equivalent, as approved by the State Board of Education; and (2) end of the school year examinations for the following courses: (A) Algebra I, (B) geometry, (C) biology, (D) American history, and (E) grade ten English.]

(c) Commencing with classes graduating in 2023, and for each graduating class thereafter, no local or regional board of education shall permit any student to graduate from high school or grant a diploma to any student who has not satisfactorily completed a minimum of twenty-five credits, including not fewer than: (1) Nine credits in the humanities, including civics and the arts; (2) nine credits in science, technology, engineering and mathematics; (3) one credit in physical education and wellness; (4) one credit in health and safety education, as described in section 10-16b; (5) one credit in world languages, subject to the provisions of subsection (g) of this section; and (6) a one credit mastery-based diploma assessment.

(d) Commencing with classes graduating in [2021] 2023, and for each graduating class thereafter, local and regional boards of education shall provide adequate student support and remedial services for students beginning in grade seven. Such student support and remedial services shall provide alternate means for a student to complete any of the high school graduation requirements [or end of the school year examinations] described in subsection (c) of this section, if such student is unable to satisfactorily complete any of the required courses or exams. Such student support and remedial services shall include, but not be limited to, (1) allowing students to retake courses in summer school or through an on-line course; (2) allowing students to enroll in a class offered at a constituent unit of the state system of higher education, as defined in section 10a-1, pursuant to subdivision (4) of subsection (g) of this section; (3) allowing students who received a failing score, as determined by the Commissioner of Education, on an end of the school year exam to take an alternate form of the exam; and (4) allowing those students whose individualized education programs state that such students are eligible for an alternate assessment to demonstrate competency on any of the five core courses through success on such alternate assessment.

(e) Any student who presents a certificate from a physician or advanced practice registered nurse stating that, in the opinion of the physician or advanced practice registered nurse, participation in physical education is medically contraindicated because of the physical condition of such student, shall be excused from the physical education requirement, provided the credit for physical education may be fulfilled by an elective.

(f) Determination of eligible credits shall be at the discretion of the local or regional board of education, provided the primary focus of the curriculum of eligible credits corresponds directly to the subject matter of the specified course requirements. The local or regional board of education may permit a student to graduate during a period of expulsion pursuant to section 10-233d, if the board determines the student has satisfactorily completed the necessary credits pursuant to this section. The requirements of this section shall apply to any student requiring special education pursuant to section 10-76a, except when the planning and placement team for such student determines the requirement not to be appropriate. For purposes of this section, a credit shall consist of not less than the equivalent of a forty-minute class period for each school day of a school year except for a credit or part of a credit toward high school graduation earned (1) at an institution accredited by the Board of Regents for Higher Education or Office of Higher Education or regionally accredited, (2) through on-line coursework that is in accordance with a policy adopted pursuant to subsection (g) of this section, or (3) through a demonstration of mastery based on competency and performance standards, in accordance with guidelines adopted by the State Board of Education.

(g) Only courses taken in grades nine to twelve, inclusive, and that are in accordance with the state-wide subject matter content standards, adopted by the State Board of Education pursuant to section 10-4, as amended by this act, shall satisfy the graduation requirements set forth in this section, except that a local or regional board of education may grant a student credit (1) toward meeting the high school graduation requirements upon the successful demonstration of mastery of the subject matter content described in this section achieved through educational experiences and opportunities that provide flexible and multiple pathways to learning, including cross-curricular graduation requirements, career and technical education, virtual learning, work-based learning, service learning, dual enrollment and early college, courses taken in middle school, internships and student-designed independent studies, provided such demonstration of mastery is in accordance with such state-wide subject matter content standards; (2) toward meeting a specified course requirement upon the successful completion in grade seven or eight of any course, the primary focus of which corresponds directly to the subject matter of a specified course requirement in grades nine to twelve, inclusive; [(2)] (3) toward meeting the high school graduation requirement upon the successful completion of a world language course (A) in grade six, seven or eight, (B) through on-line coursework, or (C) offered privately through a nonprofit provider, provided such student achieves a passing grade on an examination prescribed, within available appropriations, by the Commissioner of Education and such credits do not exceed four; [(3)] (4) toward meeting the high school graduation requirement upon achievement of a passing grade on a subject area proficiency examination identified and approved, within available appropriations, by the Commissioner of Education, regardless of the number of hours the student spent in a public school classroom learning such subject matter; [(4)] (5) toward meeting the high school graduation requirement upon the successful completion of coursework during the school year or summer months at an institution accredited by the Board of Regents for Higher Education or Office of Higher Education or regionally accredited. One three-credit semester course, or its equivalent, at such an institution shall equal one-half credit for purposes of this section; [(5)] (6) toward meeting the high school graduation requirement upon the successful completion of on-line coursework, provided the local or regional board of education has adopted a policy in accordance with this subdivision for the granting of credit for on-line coursework. Such a policy shall ensure, at a minimum, that (A) the workload required by the on-line course is equivalent to that of a similar course taught in a traditional classroom setting, (B) the content is rigorous and aligned with curriculum guidelines approved by the State Board of Education, where appropriate, (C) the course engages students and has interactive components, which may include, but are not limited to, required interactions between students and their teachers, participation in on-line demonstrations, discussion boards or virtual labs, (D) the program of instruction for such on-line coursework is planned, ongoing and systematic, and (E) the courses are (i) taught by teachers who are certified in the state or another state and have received training on teaching in an on-line environment, or (ii) offered by institutions of higher education that are accredited by the Board of Regents for Higher Education or Office of Higher Education or regionally accredited; or [(6)] (7) toward meeting the high school graduation requirement upon the successful completion of the academic advancement program, pursuant to section 10-5c.

(h) A local or regional board of education may offer one-half credit in community service which, if satisfactorily completed, shall qualify for high school graduation credit pursuant to this section, provided such community service is supervised by a certified school administrator or teacher and consists of not less than fifty hours of actual service that may be performed at times when school is not regularly in session and not less than ten hours of related classroom instruction. For purposes of this section, community service does not include partisan political activities. The State Board of Education shall assist local and regional boards of education in meeting the requirements of this



section. The State Board of Education shall award a community service recognition award to any student who satisfactorily completes fifty hours or more of community service in accordance with the provisions of this subsection.

(i) (1) A local or regional board of education may award a diploma to a veteran, as defined in subsection (a) of section 27-103, of World War II or the Korean hostilities, as described in section 51-49h, or of the Vietnam Era, as defined in subsection (a) of section 27-103, who withdrew from high school prior to graduation in order to serve in the armed forces of the United States and did not receive a diploma as a consequence of such service.

(2) A local or regional board of education may award a diploma to any person who (A) withdrew from high school prior to graduation to work in a job that assisted the war effort during World War II, December 7, 1941, to December 31, 1946, inclusive, (B) did not receive a diploma as a consequence of such work, and (C) has been a resident of the state for at least fifty consecutive years.

(j) For the school year commencing July 1, 2012, and each school year thereafter, each local and regional board of education shall create a student success plan for each student enrolled in a public school, beginning in grade six. Such student success plan shall include a student's career and academic choices in grades six to twelve, inclusive.

Sec. 2. Subsection (a) of section 10-4 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective July 1, 2017*):

(a) Said board shall have general supervision and control of the educational interests of the state, which interests shall include preschool, elementary and secondary education, special education, vocational education and adult education; shall provide leadership and otherwise promote the improvement of education in the state, including research, planning and evaluation and services relating to the provision and use of educational technology, including telecommunications, by school districts; shall adopt state-wide subject matter content standards, provided such standards are reviewed and revised at least once every ten years; shall prepare such courses of study and publish such curriculum guides including recommendations for textbooks, materials, instructional technological resources and other teaching aids as it determines are necessary to assist school districts to carry out the duties prescribed by law; shall conduct workshops and related activities, including programs of intergroup relations training, to assist teachers in making effective use of such curriculum materials and in improving their proficiency in meeting the diverse needs and interests of pupils; shall keep informed as to the condition, progress and needs of the schools in the state; and shall develop or cause to be developed evaluation and assessment programs designed to measure objectively the adequacy and efficacy of the educational programs offered by public schools and shall selectively conduct such assessment programs annually and report, pursuant to subsection (b) of this section, to the joint standing committee of the General Assembly having cognizance of matters relating to education, on an annual basis.

Sec. 3. Section 10-5e of the general statutes is repealed. (*Effective July 1, 2017*)

Approved June 13, 2017

# Excerpt from 9-8-2020 minutes

## IX. OLD BUSINESS

- A. Policies 9120 (Officers), 9221 (Filling Vacancies; 9222 (Resignation of Officers):  
This is a second reading of these revised policies. *Dr. Charles recommended the BOE approve the revisions of the aforementioned policies as presented.* The Board agreed to table Policy 9221 – Filling Vacancies to add more specifics. MOTION by S. Greaves and SECOND by D. Perreault to approve the revisions of Policy 9120 (Officers) and Policy 9222 (Resignation of Officers). MOTION CARRIES - Vote unanimous.

## **Bylaws of the Board**

### **Filling Vacancies**

#### **Board Member Vacancies**

1. Any vacancy occurring on the Westbrook Board of Education ("Board"), unless otherwise provided by charter or special act, shall be filled by a majority vote of the remaining members of the Board at a regular Board meeting or a special meeting convened for that purpose.
2. Having become aware of a vacancy, the Board will schedule the election of a replacement at the next regular Board meeting or at a special meeting convened for such purpose.
3. Said election, made by the majority of the Board, shall be in effect until the next regular Town election, at which a successor shall be elected for the unexpired portion of the term. The official ballot shall specify the vacancy to be filled.

#### **Board Officer Vacancies**

Whenever there is a vacancy in the Office of Chairperson, Vice-Chairperson or Secretary, the Board shall elect a new officer to fill the vacancy for the unexpired term of office.

(cf. 9110 – Number of Members, Terms)

(cf. 9120 - Officers)

**Legal Reference:** Connecticut General Statutes 10-219 Vacancy.

**REVISED:** \_\_\_\_\_