

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

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**WESTBROOK BOARD OF EDUCATION  
Tuesday, February 27, 2024 @ 6:00 p.m.  
Policy Subcommittee Meeting  
WHS Library**

**AGENDA**

- I. Call to Order
- II. Elect Chairperson – vote anticipated
- III. Approval of Minutes (Enclosure 1)
  - 1. April 26, 2023
- IV. Graduation Policy
  - A. Westbrook Current Policy – 6146 (Enclosure 2)
  - B. Recommended Update to current Westbrook Policy based on practice and new legislation (Enclosure 3)
  - C. CABE – Current Policy – 6146 (as reference) (Enclosure 4)
  - D. Shipman Policy – 5000 series (as reference) (Enclosure 5)
- V. Next steps/agenda items
- VI. Adjourn

WESTBROOK BOARD OF EDUCATION  
EDUCATE, CHALLENGE, & INSPIRE

ENCLOSURE 1

WESTBROOK BOARD OF EDUCATION  
Wednesday, April 26, 2023 @ 5:00 pm  
BOE Conference Room  
Policy Subcommittee Meeting

Members Present: Kim Walker, Mary Ella Luft, Christine Kuchlewind

Absent: Zachary Hayden

Also Present: Superintendent Kristina J. Martineau

MINUTES

- I. CALL TO ORDER: The Policy Subcommittee of April 26, 2023 was called to order at 5:05 p.m. by K. Walker, Chair.
- II. APPROVAL OF MINUTES: February 9, 2023  
MOTION to approve the minutes of February 9, 2023 by M. Luft and SECOND by C. Kuchlewind. MOTION CARRIES. Vote unanimous.
- III. WELLNESS POLICY: The Committee reviewed the current policy, the Shipman updated policy and area district policies and determined that a revised policy should begin with the new Shipman policy as a base framework to ensure all legal requirements are met. A new draft will be developed for the policy committee to review at the June 7 BOE Policy Subcommittee meeting.
- IV. ADMINISTERING MEDICATION:  
The Committee reviewed the current policy and the updated Shipman policy. The updated Shipman policy was considered and accepted, including language regarding use of Narcan. The optional section related to training bus drivers was eliminated since the district does not directly employ bus drivers. Shipman medical forms are to be included as well. This policy will be brought to the May 9 BOE meeting for a first reading.
- V. POLICY 5125- Student Records Confidentiality- The Committee tabled review of this item to the September 2023 BOE Policy Committee meeting.
- VI. POLICY 5145.14 – Uniform Treatment of Recruiters: The Committee tabled this item to the September 2023 BOE Policy Committee meeting
- VII. DISCUSSION ON NEXT STEPS AND MEETING DATES: The committee will meet on June 7 at 6:00 p.m. to review updated Shipman Wellness policy.
- VIII. ADJOURN: MOTION to adjourn at 6:26 pm Vote unanimous.

Respectfully submitted,

Christine Kuchlewind, Board Secretary

Cecilia S. Lester, board Recording Clerk

## **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, assessed in part by the statewide mastery examinations, established by the faculty and approved by the Board of Education, and (3) that they have fulfilled the legally mandated number and distribution of credits.

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 credits below, 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 diploma.

#### **Graduation Classes 2021 and 2022**

A student must earn a minimum of 25 credits to graduate Westbrook High School and must have met the credit distribution requirements outlined below.

<b>Humanities</b>	4 credits- English
9 credits	3 credits- Social Studies 1 credit- Fine Arts
	1 credit Humanities Elective
<b>Science, Technology, Engineering and Mathematics</b>	4 credits- Math
8 credits	3 credits- Science
	1 STEM Elective
<b>Career and Life Skills</b>	1 credit Physical Education
3.5 credits	.5 credit Health
	2 credits Career and Life Skills Elective

**World Languages**

2 credits

**Senior Demonstration Project**

1.0 credit

**Electives**

1.5 credits

**Graduating Classes Beginning 2023**

A student must earn a minimum of 25 credits to graduate Westbrook High School and must have met the credit distribution requirements outlined below.

**Humanities**

4 credits- English

9 credits

3 credits- Social Studies 1 credit- Fine Arts

1 credit Humanities Elective

**Science, Technology,  
Engineering and  
Mathematics**

4 credits- Math

3 credits- Science

9 credits

2 STEM Electives

**Physical Education and Wellness**

1 credit

**Health and Safety Education**

1 credit

**World Languages**

1 credit

**Career Pathways Senior Project and Internship Experience**

(Mastery Based Diploma Assessment) 1 credit

**Electives and Career Pathway Courses**

3 credits

The Board of Education may grant students high school credit for successful completion of coursework earned from an accredited institution of higher learning taken either during the school year or summer months.

A student shall be excused from the physical education requirement upon presentation of a certificate from a physician or advanced practice registered nurse indicating that participation in physical education is medically contradicted because of the student's physical condition. The credit for physical education may be fulfilled by an elective.

The Board of Education will 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, previously listed 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, 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 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 (1) completing a world-language course provided by a non-profit organization and (2) 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 world language requirement can include the successful completion of a world language course in grades six seven or eight, or an online course successfully completed, or the successful completion of a course offered privately through a nonprofit provider, provided such student achieves a passing grade on an examination prescribed by the Commissioner and such credits do not exceed four.

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."

The Board shall create a student success plan for each enrolled student, beginning in grade six. Such plan shall include a students' career and academic choices in grades six to twelve, inclusive. Beginning in grade six, such student success plan shall provide evidence of career exploration in each grade including, but not limited to, careers in manufacturing. The Board shall utilize the Department of Education's issued and revised guidance regarding changes to such student's success plans.

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 (1) at an institution accredited by the Board of Regents for Higher Education or State Board of Education or regionally accredited, (2) through on-line course work or (3) 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, and that are in accordance with the state- wide subject matter content standards, adopted by the State Board of Education shall satisfy the graduation requirements except that the Board may grant a student credit 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 provided 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, course taken in middle school, internships and student designed independent studies, provided such demonstration of mastery is in accordance with such state-wide content standards; 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 (1) 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, (2) a cumulative grade point average determined by the State Board of Education and (3) 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 shall permit a student to graduate from high school upon the successful completion of the above described academic advancement program.

### **Connecticut Seal of Biliteracy**

The Board of Education, utilizing criteria established by the State Board of Education, may/shall affix the "Connecticut State Seal of Biliteracy" to a diploma awarded to a student who has achieved a high level of proficiency in English and one or more foreign languages. "Foreign language" means a world language other than English and includes American Sign Language and any other language spoken by a federally recognized Native American tribe. The Board of Education shall include on such student's transcript a designation that the student received the "Connecticut Seal of Biliteracy."

### **Honorary Diplomas for Veterans**

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.

**Policy Revised/re-adopted: March 09, 2021**

**Westbrook Public Schools**

**Westbrook, CT**

**RECOMMENDED CHANGES- KJM 1/22/24****Instruction****High School Graduation Requirements**

In order to satisfy the high school graduation requirements within Westbrook Public Schools, a student must have satisfactorily completed prescribe courses of study; demonstrated proficiency in the basic skills identified by the Westbrook Board of Education (the "Board"); satisfied the legally mandated number and distribution of credits required to graduate high school; and if graduating in 2025 and thereafter, satisfied the Free Application for Federal Student Aid ("FAFSA") requirements detailed below.

**Graduation Classes 2021 and 2022 (DELETE SECTION)**

A student must earn a minimum of 25 credits to graduate Westbrook High School and must have met the credit distribution requirements outlined below.

<b>Humanities</b> 9 credits	4 credits- English 3 credits- Social Studies 1 credit- Fine Arts 1 credit Humanities Elective
<b>Science, Technology, Engineering and Mathematics</b> 8 credits	4 credits- Math 3 credits- Science 1 STEM Elective
<b>Career and Life Skills</b> 3.5 credits	1 credit Physical Education .5 credit Health 2 credits Career and Life Skills Elective
<b>World Languages</b> 2 credits	
<b>Senior Demonstration Project</b> 1.0 credit	
<b>Electives</b> 1.5 credits	



### Required Coursework and Credits for Graduation

The Board conforms with state law regarding credits for graduation from high school.

### Classes Graduating in 2024, 2025, and 2026

For classes graduating in 2024, 2025, and 2026, the following 25 credits are required:

<b>Humanities</b> 9 credits	4 credits- English 3 credits- Social Studies 1 credit- Fine Arts 1 credit Humanities Elective
<b>Science, Technology, Engineering and Mathematics</b> 9 credits	4 credits- Math (correct to 3 credits) 3 credits- Science 2 STEM Electives (correct to 3 credits)
<b>Physical Education and Wellness</b> 1 credit	
<b>Health and Safety Education</b> 1 credit	
<b>World Languages</b> 1 credit	
<b>Career Pathways Senior Project and Internship Experience</b> (Mastery Based Diploma Assessment) (delete language here) 1 credit	
<b>Electives and Career Pathway Courses</b> 3 credits	

### Classes Graduating in 2027 and Thereafter ADD THIS SECTION

For classes graduating in 2027 and thereafter, the following 25 credits are required:

<b>Humanities</b> 9 credits	4 credits- English 3 credits- Social Studies 1 credit- Fine Arts 1 credit Humanities Elective
<b>Science, Technology, Engineering and Mathematics</b> 9 credits	4 credits- Math (correct to 3 credits) 3 credits- Science 2 STEM Electives (correct to 3 credits)

<b>Physical Education and Wellness</b> 1 credit
<b>Health and Safety Education</b> 1 credit
<b>World Languages</b> 1 credit
<b>Personal Financial Management and Financial Literacy</b> .5 credit
<b>Career Pathways Senior Project and Internship Experience</b> (Mastery Based Diploma Assessment), (delete this language- keep credit requirement) 1 credit
<b>Electives and Career Pathway Courses</b> 3 credits (reduce to 2.5 credits)

In addition, the Board of Education will provide adequate student support and remedial services for students beginning in grade seven, 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.

**Add FAFSA section (Shipman model)**

**FAFSA Requirement for Classes Graduating in 2025 and Thereafter**

**Students graduating in 2025 and beyond are required to have satisfied one of the following prior to graduation:**

- (1) completed a Free Application for Federal Student Aid ("FAFSA");
- (2) for students without legal immigration status, completed and submitted to a public institution of higher education an application for institutional financial aid; or

- (3) completed a waiver of completion of the FAFSA and/or financial aid application, as applicable, on a form prescribed by the Commissioner of Education, signed by the student's parent or guardian or signed by the student if the student is eighteen or older.

On or after March 15 of each school year, a principal, school counselor, teacher, or other certified educator may complete the waiver on behalf of the student who has not satisfied the above requirements if such principal, school counselor, teacher, or other certified educator affirms that they have made a good faith effort to contact the parent/guardian or student about completion of such applications.

#### Graduation During Period of Expulsion

A student may graduate during an expulsion period if the Board determines that the student has completed the necessary credits required for graduation.

Legal Reference: Connecticut General Statutes

Update legal references- see CAGE and Shipman

Policy revised: February 13, 2024 or 2nd reading and vote in March 2024

*Current CABE Policy**A recommended policy to consider.*

## **Instruction**

### **Graduation Requirements**

#### **Definition and Broad Guidelines**

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, assessed in part by the statewide mastery examinations, established by the faculty and approved by the Board of Education, and (3) that they have fulfilled the legally mandated number and distribution of credits.

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 district 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 program goals and requirements 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 students in the district, 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 students a course of study or alternative programming 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 a diploma who left high school for military service as defined in the statutes and did not receive a diploma as a consequence of such service.

The Board of Education may grant students high school credit for successful completion of coursework earned from an accredited institution of higher learning taken either during the school year or summer months.

#### **Graduation Criteria**

Commencing with classes graduating in 2027, and each graduating class thereafter, the Board of Education adheres to the State requirement permitting any high school student to be granted a diploma upon satisfactorily completing a minimum of twenty-five credits, including no fewer than:

- Nine credits in the humanities, including civics and the arts;
- Nine credits in science, technology, engineering and mathematics;
- One credit in physical education and wellness;
- One credit in health and safety education;
- One credit in world languages;
- One-half credit in personal financial management and financial literacy (applied to humanities or as an elective credit)



## **Instruction**

### **Graduation Requirements**

#### **Graduation Criteria (continued)**

(The Board of Education may adopt in its graduation policy, the requirement of a one-credit mastery-based diploma assessment for students to graduate or be granted a diploma.)

A student shall be excused from the physical education requirement upon presentation of a certificate from a physician or advanced practice registered nurse indicating that participation in physical education is medically contradicted because of the student's physical condition. An elective may fulfill the credit for physical education.

#### **Student Support and Remedial Services**

Beginning with the graduating class of 2023, the Board of Education will provide adequate 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, previously listed 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 online course; (2) allowing students to enroll in a class offered at a constituent unit of the state system of higher education, (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 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 (1) completing a world-language course provided by a non-profit organization and (2) 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. *(optional)*

The fulfillment of the mandated one-credit foreign language requirement can include the successful completion of a world language course in grades six, seven, or eight, an online course successfully completed, or the successful completion of a course offered privately through a nonprofit provider, provided such student achieves a passing grade on an examination prescribed by the Commissioner and such credits do not exceed four.

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

## **Instruction**

### **Graduation Requirements**

#### **Student Support and Remedial Services (continued)**

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."

#### **Student Success Plans**

The Board shall create a student success plan for each enrolled student, beginning in grade six. Such plan shall include a student's career and academic choices in grades six through twelve. Beginning in grade six, such student success plan shall provide evidence of career exploration in each grade including, but not limited to, careers in manufacturing. The Board shall utilize the Department of Education's issued and revised guidance regarding changes to such student success plans. In creating student success plans, consideration shall be given to career and academic choices in computer science, science, technology, engineering, and mathematics.

Student success plans shall be created, if possible, in collaboration with each student and the student's parent/guardian and shall, to the extent it does not conflict with the career choices of the student or his/her parent/guardian, include an academic plan that is in compliance with the Board's Challenging Curriculum Policy

#### **Eligible Credits**

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 (1) at an institution accredited by the Board of Regents for Higher Education or State Board of Education or regionally accredited, (2) through on-line course work or (3) through a demonstration of mastery based on competency and performance standards, in accordance with guidelines adopted by the State Board of Education.



## **Instruction**

### **Graduation Requirements**

#### **Eligible Credits (continued)**

Only courses taken in grades nine through twelve, and that are in accordance with the state-wide subject matter content standards, adopted by the State Board of Education shall satisfy the graduation requirements, except that the Board may grant a student credit toward meeting the high school graduation requirements upon the successful demonstration of mastery of the subject matter content described in this and the **Mastery-Based Learning** sections, achieved through educational experiences and opportunities that provided 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 content standards; 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 (1) achievement of a passing score on an existing nationally recognized examination as determined, by the State Department of Education, or a series of examinations approved by the State Board of Education, (2) a cumulative grade point average determined by the State Board of Education and (3) 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 to determine the eligibility of a student for enrollment at a Connecticut public institution of higher education.

The Board of Education shall permit a student to graduate from high school upon successfully completing the above-described academic advancement program.

#### **Connecticut Seal of Biliteracy**

The Board of Education, utilizing criteria established by the State Board of Education, may/shall affix the "Connecticut State Seal of Biliteracy" to a diploma awarded to a student who has achieved a high level of proficiency in English and one or more foreign languages. "Foreign language" means a world language other than English and includes American Sign Language and any other language spoken by a federally recognized Native American tribe. The Board of Education shall include on such student's transcript a designation that the student received the "Connecticut Seal of Biliteracy."

## Instruction

### Graduation Requirements (continued)

#### Pipeline for Connecticut's Future Program (optional)

The Board of Education may establish a Pipeline for Connecticut's Future Program. Under the program, the Board shall partner with one or more local businesses to offer on-site training and course credit to District students.

The above exceptions to earning credits, other than grades 9 through 12, are discretionary, not mandated. A board of education may allow, as above an unlimited number of credits to be earned prior to high school or at a higher institution of learning. A board could also place limits on the number to be earned or, as at present, require all credits needed for high school graduation to be earned in grades 9-12 inclusive.

In addition, the earning of credits, as described in world language and in other subject areas, through the passage of tests prescribed, identified, and approved by the Commissioner is discretionary, not mandated.

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

### Award of High School Diplomas

Students who complete all graduation requirements shall receive a diploma at the June commencement. Individuals also may satisfy graduation requirements by the satisfactory completion of the following:

1. Successful completion of a summer course or summer courses comparable (as determined by the Principal) to the subject(s) in which the student was deficient.
2. Honorable discharge from the United States Armed Forces after a minimum of ninety days of active service during World War II for individuals who withdrew from school to join the Armed Forces and for veterans of the Korean Hostilities and for veterans of the Vietnam Era. *(optional)*
3. Honorable discharge from the United States Armed Forces for individuals who left high school prior to graduation and did not receive a diploma as a consequence of such service. *(optional)*
4. Withdrawal from high school prior to graduation to work on a job that assisted the war effort during World War II, December 7, 1941 through December 31, 1946, not receiving a diploma as a consequence of such work and has been a resident of Connecticut for at least fifty (50) consecutive years. *(optional)*

(cf. 5121 – Examination/Grading/Rating)

(cf. 6111 – School Calendar)

(cf. 6146.2 – Statewide Proficiency/Mastery Examinations)

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



## **Instruction**

### **Graduation Requirements**

- Legal Reference:**      **Connecticut General Statutes**  
10-5c Board examination series pilot program. Issuance of certificate (as amended by P.A. 13-247)  
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 and P.A. 16-4(SS), section 310.), PA 17-42, An Act Concerning Revisions to the High School Graduation Requirements and PA 17-29, An Act Concerning Connecticut's Seal of Biliteracy and P.A. 19-58 An Act Promoting Careers in Manufacturing to Public School Students and P.A. 21-199 Section 4, An Act Concerning Various Revisions to the Education Statutes.)  
10-233(a) Promotion and graduation policies. (as amended by P.A. 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.  
P.A. 17-42 An Act Concerning Revisions to the High School Graduation Requirements  
P.A 23-21 An Act Concerning Financial Literacy Instruction

**Policy adopted:**  
rev 9/23

**Series 5000  
Students**

**HIGH SCHOOL GRADUATION REQUIREMENTS**

In order to satisfy the high school graduation requirements within \_\_\_\_\_ Public Schools, a student must have satisfactorily completed the prescribed courses of study; demonstrated proficiency in basic skills identified by the \_\_\_\_\_ Board of Education (the “Board”); satisfied the legally mandated number and distribution of credits required to graduate from high school; and if graduating in 2025 and thereafter, satisfied the Free Application for Federal Student Aid (“FAFSA”) requirements detailed below.

Required Coursework and Credits for Graduation

The Board conforms with state law regarding credits for graduation from high school.

Classes Graduating in 2024, 2025, and 2026

For classes graduating in 2024, 2025, and 2026, the following [insert #] credits are required: [*Note: Current state law requires a minimum of 25 credits to graduate from any public high school for classes graduating in 2023 or thereafter.*]

Humanities	<i>[[insert # of credits, law requires a minimum of 9 credits, including civics and the arts]</i>
Science, Technology, Engineering, and Math (STEM)	<i>[insert # of credits, law requires a minimum of 9]</i>
Physical Education and Wellness	<i>[insert # of credits, law requires a minimum of 1]</i>
Health and Safety Education	<i>[insert # of credits, law requires a minimum of 1]</i>
World Languages	<i>[insert # of credits, law requires a minimum of 1]</i>
<b>[Optional] Mastery-Based Diploma Assessment</b>	<i>[insert # of credits, law describes a minimum of 1]</i>

***[Note: Add any other subject areas necessary for graduation. Any eligible mandatory or optional credits beyond those listed above are subject to the discretion of the Board of Education]***

**Classes Graduating in 2027 and Thereafter**

For classes graduating in 2027 and thereafter, the following [insert #] credits are required: ***[Note: Current state law requires a minimum of 25 credits to graduate from any public high school for classes graduating in 2023 or thereafter.]***

Humanities	<b><i>[insert # of credits, law requires a minimum of 9 credits, including civics and the arts]</i></b>
Science, Technology, Engineering, and Math (STEM)	<b><i>[insert # of credits, law requires a minimum of 9]</i></b>
Physical Education and Wellness	<b><i>[insert # of credits, law requires a minimum of 1]</i></b>
Health and Safety Education	<b><i>[insert # of credits, law requires a minimum of 1]</i></b>
World Languages	<b><i>[insert # of credits, law requires a minimum of 1]</i></b>
Personal Financial Management and Financial Literacy	<b><i>[insert # of credits, law requires a minimum of 0.5] [Note: The Board may count this credit towards the credits required in the humanities or as an elective credit.]</i></b>
<b>[Optional] Mastery-Based Diploma Assessment</b>	<b><i>[insert # of credits, law describes a minimum of 1]</i></b>

***[Note: Add any other subject areas necessary for graduation. Any eligible mandatory or optional credits beyond those listed above are subject to the discretion of the Board of Education]***

A student who presents written documentation from a physician or advanced practice registered nurse stating that participation in physical education is not advisable because of the physical condition of the student, shall be excused from the physical education requirement. In such a case, another subject must be substituted.

Any student who is deaf or hearing impaired may be exempted from any world language graduation requirement if the student's parent or guardian requests such exemption in writing.

A credit is defined as the equivalent of one forty (40) minute class period for each school day of a school year. One-half credit is granted for a course with a forty (40) minute class period each school day for one semester or ninety (90) days. ***[Optional in lieu of the preceding two sentences: A credit is defined as not less than the equivalent of a forty (40) 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 completed satisfactorily in accordance with Board policy, or (3) 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 to twelve inclusive, and that are in accordance with the state-wide subject matter content standards, adopted by the State Board of Education, shall satisfy the above graduation requirements, except that the Board will grant a student credit:

***[Note: each of the following provisions in boldface are optional at the Board's Discretion:]***

***[Optional]*** High school graduation credit will be granted to students upon the successful demonstration of mastery of subject matter 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, and**
- **Internships and student-designed independent studies;**

**Provided that such demonstration of mastery is in accordance with such state-wide subject matter content standards.**

***[Optional]*** High school graduation credit will be granted to students for courses successfully completed with a **[B]** or better in grades seven and eight so long as the primary focus of the course corresponds directly to the subject matter of a specified course requirement at the high school level.

***[Optional]*** High school graduation credit will be granted to students for World Language courses successfully completed with a **[B]** or better in grades six, seven or eight. In addition, high school graduation credit will be granted to students for World Language courses successfully completed with a **[B]** or better, or its equivalent, as determined by the Superintendent or designee, through on-line coursework or upon achievement of a passing grade, as determined by the

**Superintendent or designee, in a course offered privately through a nonprofit provider.**

**[Optional] High school graduation credit will be granted to students who pass a subject area proficiency examination identified and approved by the Commissioner of the Department of Education, regardless of the number of hours a student spent in a an instructional setting authorized by the Board learning the subject matter.**

**[Optional] High school graduation credit will be granted to students for coursework completed 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 policy.**

**[Optional] High school graduation credit will be granted to students upon the successful completion of on-line coursework in accordance with the Board's on-line coursework policy.**

**[Optional] A student may be granted one-half credit for documented community service provided it is supervised by an administrator or teacher and consists of not less than fifty (50) hours of actual service that may be performed at times when school is not regularly in session and not less than ten (10) hours of related classroom instruction. Such community service does not include partisan political activities.]**

**[Optional] High school graduation credit will be granted to students upon the successful completion of a credit recovery program approved by the Commissioner of Education.**

#### **Demonstration of Proficiency in Basic Skills**

***[Note: Connecticut law requires boards of education to specify the basic skills necessary for graduation and include a process to assess a student's level of competency in such skills. The assessment criteria must include, but not be exclusively based on, the results of the mastery examination for students in grade ten or eleven. Boards of education must also identify a course of study for those students who have not successfully completed the assessment criteria to assist such students to reach a satisfactory level of competency prior to graduation.]***

In addition to meeting the coursework and credit graduation requirements listed above, to graduate high school, each student must demonstrate proficiency in the basic skills.

***[Insert basic skills necessary for graduation]***

Students may demonstrate proficiency in the basic skills described above by achieving satisfactory results on the following:

***[Insert district-selected methods of demonstrating proficiency and/or a combination thereof, e.g., mastery examinations (but which cannot be the sole measure), standardized testing such as AP tests, portfolio review, passing required grade 10 or 11 classes, teacher review committee of student's body of work, or any other assessment method determined by the Board or Administration.]***

#### **FAFSA Requirement for Classes Graduating in 2025 and Thereafter**

Students graduating in 2025 and beyond are required to have satisfied one of the following prior to graduation:

- (1) completed a Free Application for Federal Student Aid ("FAFSA");
- (2) for students without legal immigration status, completed and submitted to a public institution of higher education an application for institutional financial aid; or
- (3) completed a waiver of completion of the FAFSA and/or financial aid application, as applicable, on a form prescribed by the Commissioner of Education, signed by the student's parent or guardian or signed by the student if the student is eighteen or older.

On and after March 15 of each school year, a principal, school counselor, teacher, or other certified educator may complete the waiver on behalf of any student who has not satisfied the above requirements if such principal, school counselor, teacher, or other certified educator affirms that they have made a good faith effort to contact the parent/guardian or student about completion of such applications.

#### **Graduation During Period of Expulsion**

A student may graduate during an expulsion period if the Board determines that the student has completed the necessary credits required for graduation.

#### **Legal References:**

Conn. Gen. Stat. § 10-14n

Conn. Gen. Stat. § 10-16b

Conn. Gen. Stat. § 10-221a

Conn. Gen. Stat. § 10-223a

Public Act No. 23-21, "An Act Concerning Financial Literacy Instruction"

Public Act No. 23-204, "An Act Concerning the State Budget for the Biennium Ending June 30, 2025, and Making Appropriations Therefor, and Provisions Related to Revenue and Other Items Implementing the State Budget"

**Public Act No. 23-167, “An Act Concerning Transparency in Education”**

**ADOPTED:** \_\_\_\_\_

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

9/25/2023