

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
WORKSHOP AGENDA
Tuesday, August 15, 2017~ 5:30 pm**

Note: Meeting will be held in the Superintendent's Conference Room, 2nd Floor, City Hall Annex

Members present: John Roux, Scott Sheppard, Jonathan Mapes, Thomas Miscio, Kendra Williams

Student Reps present:

Staff present: David Theoharides, Superintendent
Matt Nelson, Assistant Superintendent
Gwen Bedell, Business Administrator
Bernie Flynn, Curriculum Director

Guests present:

A. Call to Order Time: ____ pm

B. Workshop Policies

(Attachment B.1. Summaries and proposed policies JJIAA, JJIAAE1, JJIAAE2, JJIAAE3, JJIAAE4 and EFB-R)

1. JJIAA with E1, E2, E3, E4 - Private School Students Access to Public School Co-curricular, Interscholastic and Extracurricular Activities
2. EFB-R – Free and Reduced Price Food Services Procedures

(Attachment B.2. Summary and proposed policy IKF)

3. IKF - Graduation Requirements

C. Adjournment

Recommendation: to adjourn at ____ pm.

The following policies will be presented for a “First Reading”
on August 15, 2017

I. Policy JJIAA: Private School Students —Access to Public School Cocurricular, Interscholastic and Extracurricular Activities

We currently do not have a policy addressing private school students’ access to cocurricular, interscholastic and extracurricular activities. This policy is recommended by the Maine School Management Association. Highlights of the policy include:

- Maine law sets standards for access to public school co-curricular, interscholastic and extracurricular activities by students enrolled in equivalent instruction programs in private schools.
- “Cocurricular activities,” are activities that are sponsored by the school, are directly related to the curriculum and support achievement of the learning standards established by law, Board policy and or administrative action. Examples of such activities include the math club, science fairs and foreign language clubs.
- A student enrolled in an equivalent instruction program as defined in this policy is eligible to participate in cocurricular activities sponsored by the Sanford School Department provided that:
 - A. The student or his/her parent/guardian applies in writing to and receives written approval from the school principal/designee. (Policy JJIAA-E1 – Application)
 - B. The student currently meets, and agrees to meet in the future, established behavioral, disciplinary, attendance and other rules applicable to all students.
 - C. The private school the student attends does not provide the same cocurricular activity.
- **The principal/designee may withhold approval only if the school does not have the capacity to provide the student with the opportunity to participate in the cocurricular activity.** (School Committee can keep wording as is, eliminate or modify) If approval is withheld, the principal/designee will provide a written explanation to the student or student’s parent/guardian stating the reason for the decision to withhold approval.
- “Extracurricular activities,” for the purpose of this policy, are school-sponsored activities for which participants are selected by staff supervising the activities, including those teams, both athletic and academic, that participate in interscholastic competition.
- A student enrolled in an equivalent instruction program as defined in this policy is eligible to try out for extracurricular and interscholastic activities sponsored by the Sanford School Department provided that the following requirements are met/satisfied:
 - A. The student applies for and receives written approval from the principal/designee. (Policy JJIAA-E2 – Application)
 - B. The student agrees to abide by equivalent rules of participation as are applicable to regularly enrolled students participating in the activity and provides evidence that the rules of participation are being met.
 - C. The student complies with the same physical examination, immunization, insurance, age, and semester eligibility requirements as regularly enrolled students participating in the activity. All required documentation must be made available upon request by the school unit.

- D. The student meets equivalent academic standards as those established for regularly enrolled students participating in the activity and provides evidence that the academic standards are being met.
- E. The student abides by the same transportation policy as regularly enrolled students participating in the activity.
- F. The private school the student attends does not provide the same extracurricular or interscholastic activity
- The principal/designee will be responsible for approving or withholding approval of applications to try out for an extracurricular activity. **The principal/designee may withhold approval only if the school does not have the capacity to provide the student with the opportunity to participate in the cocurricular activity** (School Committee can keep wording as is, eliminate or modify). If approval is withheld, the principal/designee will provide a written explanation to the student or the student's parent/guardian stating the reason for the decision.
 - The criteria for selection of participants shall be determined by the staff members (coaches, advisors and their supervisors) responsible for the activities. Tryouts are by nature competitive. Eligibility to try out does not guarantee participation.
 - Decisions resulting in non-selection of individual students shall not be subject to appeal or reconsideration unless they are in violation of law or Board policy.
 - To permit verification that the student has met eligibility requirements under this policy, the student's parent (or the student, if 18 years old) must authorize the private school to provide to the principal all information necessary to determine whether the student meets the requirements.
 - In order to maintain an efficient and orderly method for processing applications for participation, the Board authorizes the Superintendent/designee to develop procedures, as appropriate, for the principal/designee's use in determining whether students have met eligibility requirements and for granting or withholding approval of participation.
 - Sanford School Department has no obligation to notify or provide information concerning eligibility for participation in school-sponsored cocurricular, interscholastic or extracurricular activities to students enrolled in equivalent instruction in private schools.
 - Except as otherwise provided in this policy, appeals from administration and application of the Board policy are heard by the Board, whose decision is final and binding. Appeals that question the Board's policy compliance with legal requirements must be made to the Commissioner, whose decision is final and binding.

II. Policy JJIAA-E1 - Private School Student Application for Participation in Sanford School Department Cocurricular Activities

III. Policy JJIAA-E2 - Private School Student Application for Participation in Sanford School Department Extracurricular Activities

IV. Policy JJIAA-E3 - Verification of Private School Student Eligibility for Participation in Sanford School Department Cocurricular Activities

V. Policy JJIAA-E4 - Verification of Private School Student Eligibility for Participation in Sanford School Department Extracurricular Activities

VI. Policy EFB-R – Free and Reduced Price Food Services

This is an **updated** policy recommended by Director of Food Service Holly Hartley and has been vetted through the A-Team Plus. Changes to the policy include:

- The policy is for grades K-12. The policy no longer has a separate section for students in grades K-8 and students in grades 9-12.
- Students in grades 9-12 will now be allowed to charge meals.
- Students will now be allowed to charge up to five meals a year instead of three meals.
- Instead of needing to re-apply for free or reduced meals, families will be encouraged and will have up to 30 school days instead of an October 1st deadline.
- Outstanding bills from the previous year will be sent home prior to the opening day of school instead of on the first day of school.

Recommended Motions

1. Motion to accept the first reading of **Policy JJIAA – Private School Students – Access to Public School Cocurricular, Interscholastic and extracurricular activities**
2. Motion to accept the first reading of **Policy Policy: JJIAA-E1 - Private School Student Application for Participation in Sanford School Department Cocurricular Activities**
3. Motion to accept the first reading of **Policy JJIAA-E2 - Private School Student Application for Participation in Sanford School Department Extracurricular Activities**
4. Motion to accept the first reading of **Policy JJIAA-E3 - Verification of Private School Student Eligibility for Participation in Sanford School Department Cocurricular Activities**
5. Motion to accept the first reading of **Policy: JJIAA-E4 - Verification of Private School Student Eligibility for Participation in Sanford School Department Extracurricular Activities**
6. Motion to accept the first reading of updated **Policy EFB-R – Free and Reduced Price Food Services Procedures**

Sanford School Department**NEPN/NSBA Code: JJIAA****PRIVATE SCHOOL STUDENTS—ACCESS TO PUBLIC SCHOOL
COCURRICULAR, INTERSCHOLASTIC AND EXTRACURRICULAR
ACTIVITIES**

The Board recognizes that Maine law sets standards for access to public school co-curricular, interscholastic and extracurricular activities by students enrolled in equivalent instruction programs in private schools.

For the purpose of this policy, “student enrolled in equivalent instruction program” means a student otherwise eligible to attend school in that school administrative unit, including a student who resides in the unorganized territory, when the student is enrolled in an equivalent instruction program in a private school that is recognized as an equivalent instruction alternative under 20-A MRSA § 5001-A(3)(1)(b).

PARTICIPATION IN COCURRICULAR ACTIVITIES

“Cocurricular activities,” for the purpose of this policy, are activities that are sponsored by the school, are directly related to the curriculum and support achievement of the learning standards established by law, Board policy and or administrative action. Examples of such activities include the math club, science fairs and foreign language clubs.

A student enrolled in an equivalent instruction program as defined in this policy is eligible to participate in cocurricular activities sponsored by the Sanford School Department provided that:

- A. The student or his/her parent/guardian applies in writing to and receives written approval from the school principal/designee.
- B. The student currently meets, and agrees to meet in the future, established behavioral, disciplinary, attendance and other rules applicable to all students.
- C. The private school the student attends does not provide the same cocurricular activity.

The principal/designee may withhold approval only if the school does not have the capacity to provide the student with the opportunity to participate in the cocurricular activity.

If approval is withheld, the principal/designee will provide a written explanation to the student or student’s parent/guardian stating the reason for the decision to withhold approval.

NSBA Code: JJIAA**II. PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

“Extracurricular activities,” for the purpose of this policy, are school-sponsored activities for which participants are selected by staff supervising the activities, including those teams, both athletic and academic, that participate in interscholastic competition.

A student enrolled in an equivalent instruction program as defined in this policy is eligible to try out for extracurricular and interscholastic activities sponsored by the Sanford School Department provided that the following requirements are met/satisfied:

- A. The student applies for and receives written approval from the principal/designee.
- B. The student agrees to abide by equivalent rules of participation as are applicable to regularly enrolled students participating in the activity and provides evidence that the rules of participation are being met.
- C. The student complies with the same physical examination, immunization, insurance, age, and semester eligibility requirements as regularly enrolled students participating in the activity. All required documentation must be made available upon request by the school unit.
- D. The student meets equivalent academic standards as those established for regularly enrolled students participating in the activity and provides evidence that the academic standards are being met.
- E. The student abides by the same transportation policy as regularly enrolled students participating in the activity.
- F. The private school the student attends does not provide the same extracurricular or interscholastic activity

The principal/designee will be responsible for approving or withholding approval of applications to try out for an extracurricular activity. The principal/designee may withhold approval only if the school does not have the capacity to provide the student with the opportunity to participate in the cocurricular activity.

If approval is withheld, the principal/designee will provide a written explanation to the student or the student’s parent/guardian stating the reason for the decision.

NSBA Code: JJIAA

The criteria for selection of participants shall be determined by the staff members (coaches, advisors and their supervisors) responsible for the activities. Tryouts are by nature competitive. Eligibility to try out does not guarantee participation.

Decisions resulting in non-selection of individual students shall not be subject to appeal or reconsideration unless they are in violation of law or Board policy.

VERIFICATION OF ELIGIBILITY

To permit verification that the student has met eligibility requirements under this policy, the student's parent (or the student, if 18 years old) must authorize the private school to provide to the principal all information necessary to determine whether the student meets the requirements.

DELEGATION OF AUTHORITY

In order to maintain an efficient and orderly method for processing applications for participation, the Board authorizes the Superintendent/designee to develop procedures, as appropriate, for the principal/designee's use in determining whether students have met eligibility requirements and for granting or withholding approval of participation.

Sanford School Department has no obligation to notify or provide information concerning eligibility for participation in school-sponsored cocurricular, interscholastic or extracurricular activities to students enrolled in equivalent instruction in private schools.

APPEALS

Except as otherwise provided in this policy, appeals from administration and application of the Board policy are heard by the Board, whose decision is final and binding. Appeals that question the Board's policy compliance with legal requirements must be made to the Commissioner, whose decision is final and binding.

Legal Reference: 20-A MRSA §§ 2901, 5001-A, 5021-A(3)

Cross Reference: KE – Public Concerns and Complaints

Adopted: _____

NEPN/NSBA Code: JJIAA-E1

**PRIVATE SCHOOL STUDENT APPLICATION FOR PARTICIPATION
IN SANFORD SCHOOL DEPARTMENT COCURRICULAR ACTIVITIES**

The parent (or student if 18 years of age or older) must submit a separate application for each activity in which participation is desired.

STUDENT INFORMATION

Student's Name:

Student's Date of Birth:

Grade in Private School:

Student's Address:

Phone Number:

Parent/Guardian's Name:

Private School Name:

Private School Address:

Private School Phone Number:

Private School Principal/Head's Name:

Student is Applying for Participation in the Following Activity: _____

VERIFICATION OF ELIGIBILITY

I authorize **[Private school name]** to provide to **[School unit name]** upon its request all information necessary to verify that my son/daughter, **[Student's name]** meets the eligibility requirements for participation in the cocurricular activity that is the subject of this application.

Parent's Signature (or Student's, if 18 or older)

Date

NEPN/NSBA Code: JJIAA-E1

STUDENT PARTICIPATION AGREEMENT

I agree to comply with all **[School unit name]** policies, administrative procedures, and behavioral, disciplinary, attendance and other rules that apply to **[School unit name]** students participating in the cocurricular activity that is the subject of this application.

Student's Signature

Date

NEPN/NSBA Code: JJIAA-E2

**PRIVATE SCHOOL STUDENT APPLICATION FOR PARTICIPATION
IN SANFORD SCHOOL DEPARTMENT EXTRACURRICULAR
ACTIVITIES**

The parent (or student if 18 years of age or older) must submit a separate application for each activity in which participation is desired. **[School unit name]** will verify eligibility before the student is allowed to try out for the requested activity.

STUDENT INFORMATION

Student's Name:

Student's Date of Birth:

Grade in Private School:

Student's Address:

Phone Number:

Parent/Guardian's Name:

Private School Name:

Private School Address:

Private School Phone Number:

Private School Principal/Head's Name:

Student is Applying for Participation in the Following Activity: _____

**THE FOLLOWING DOCUMENTATION WILL BE REQUIRED FOR
VERIFICATION OF ELIGIBILITY TO TRY OUT FOR PARTICIPATION:**

Evidence that the student currently meets the same behavioral, disciplinary, attendance and other eligibility applicable to all students in **[School unit name]**;

Student's written agreement to comply with the same behavioral, disciplinary, attendance and other eligibility applicable to all students in **[School unit name]**;

NEPN/NSBA Code: JJIAA-E2

Documentation of sports physical (if applicable) and clearance to play;

Documentation of immunization presented;

Evidence of insurance;

Documentation of age eligibility;

Documentation of academic standing (grades or other evidence that academic eligibility standards have been met); and

Student’s written agreement to abide by the same transportation rules that apply to regularly enrolled students.

VERIFICATION OF ELIGIBILITY

I authorize **[Private school name]** to provide to **[School unit name]** upon its request all information necessary to verify that my son/daughter, [Student’s name] meets the eligibility requirements for participation in the extracurricular activity that is the subject of this application.

I agree to provide to **[School unit name]** documentation of immunization, insurance and sports physical and clearance to play (if applicable) if such information is not maintained at **[Private school name]**.

Parent’s Signature (or Student’s, if 18 or older)

Date

STUDENT PARTICIPATION AGREEMENT

I agree to comply with all **[School unit name]** policies, administrative procedures, and behavioral, disciplinary, attendance and other rules that apply to **[School unit name]** students participating in the extracurricular activity that is the subject of this application.

I also agree to abide by the same transportation rules that apply to all [School unit name] participants in this activity.

Student’s Signature

Date

NEPN/NSBA Code: JJIAA-E3

VERIFICATION OF PRIVATE SCHOOL STUDENT ELIGIBILITY FOR PARTICIPATION IN SANFORD SCHOOL DEPARTMENT COCURRICULAR ACTIVITIES

A separate application must be received for each activity in which participation is desired. This form is used to verify eligibility and to approve/deny participation.

STUDENT INFORMATION

Student's Name:

Student's Date of Birth:

Grade in Private School:

Student's Address:

Phone Number:

Parent/Guardian's Name:

Private School Name:

Private School Address:

Private School Phone Number:

Private School Principal/Head's Name:

Student is Applying for Participation in the Following Activity: _____

FOR COCURRICULAR ACTIVITIES

_____ Written application received [DATE]

_____ Student's written agreement to comply with behavioral, disciplinary, attendance and other rules applicable to all students in [School unit name]

Student participation in the desired activity is _____ approved _____ not approved

Decision by: _____ (Name and Title) Date: _____

Student/parent notified of decision: Date: _____ Method: _____

NEPN/NSBA Code: JJIAA-E4

VERIFICATION OF PRIVATE SCHOOL STUDENT ELIGIBILITY FOR PARTICIPATION IN SANFORD SCHOOL DEPARTMENT EXTRACURRICULAR ACTIVITIES

A separate application must be received for each activity in which participation is desired. This form is used to verify eligibility and to approve/deny participation.

STUDENT INFORMATION

Student's Name:

Student's Date of Birth:

Grade in Private School:

Student's Address:

Phone Number:

Parent/Guardian's Name:

Private School Name:

Private School Address:

Private School Phone Number:

Private School Principal/Head's Name:

Student is Applying for Participation in the Following Activity: _____

FOR EXTRACURRICULAR ACTIVITIES

_____ Written application received [DATE]

_____ Student's written agreement to comply with behavioral, disciplinary, attendance and other rules applicable to all students in [School unit name]

_____ Sports physical (if applicable) performed on [DATE]; Cleared to play? Yes/No

_____ Documentation of immunization presented

_____ Documentation of insurance

NEPN/NSBA Code: JJIAA-E4

_____ Documentation of age eligibility

_____ Documentation of academic standing (principals may ask to see grades or other evidence that academic eligibility has been met)

_____ Student's written agreement to abide by same transportation as regularly enrolled students

_____ Student has completed tryout

_____ Student has been selected / not selected for the activity (circle one)

Decision by: _____ (Name and Title)

Date: _____

Student/parent notified of decision: Date: _____

Method: _____

FREE AND REDUCED PRICE FOOD SERVICES
PROCEDURES

1. Grades K-12
Charging of school meals is discouraged. The School Committee understands that there may be times when special situations exist such as a student forgetting money for school meals. To accommodate these special situations, students will be allowed to charge up to five (5) school meals and will be expected to pay for any charged meals the following school day. Families will be notified after three (3) charged meals. Bills will be sent home via mail or e-mail. In addition, families will be notified by school administration or designee.

Any student who owe five (5) school meals will be expected to bring their meals from home or receive an alternate entrée in place of the regularly scheduled entrée until the negative balance is paid or the family becomes eligible for free meals.
2. At the start of each school year, families are encouraged to apply for free/reduced meals. Families who were eligible for free or reduced meals the previous school year will continue to receive free or reduced meals for up to thirty (30) days. If a new free or reduced meal application is not approved or submitted, students will be placed on full pay status. Families who received free or reduced meals the previous year will be contacted by mail in mid-September reminding them to re-apply.
3. Bills for outstanding balances from previous school years will be mailed to families prior to the first day of school. Students with outstanding balances will be expected to bring their meals from home or receive the alternate entrée in place of the regularly scheduled entrée until the outstanding balance is paid in full or the family has become eligible for free meals by submitting an application.
4. Families may apply for free or reduced meals at any time during the school year and as financial situations change. Staff members who feel that a student may be eligible for free or reduced meals should contact Food Services personnel.

Adoption date:

Effective date:

SANFORD SCHOOL DEPARTMENT

FREE AND REDUCED PRICE FOOD SERVICES PROCEDURES**1. For Grade K- 8**

Charging of school meals is discouraged. The School Committee understands that there may be times when special situations may exist such as a student forgetting lunch money. To accommodate these special situations, students in K-8 will be allowed charge up to three meals and will be expected to pay for these meals the next school day. Parents will be notified by mail if an outstanding balance of three charged meals is due.

Students who owe for three school meals will be required to bring their meals from home or receive an alternate meal in place of the regularly scheduled menu until the balance is paid in full or the family has become eligible for free meals by submitting an application.

For Grade 9-12

Students in grades 9-12 may not charge

2. At the start of each year, families need to reapply for free or reduced lunch status. Families who were eligible for free or reduced meals the previous year will continue at the status until October 1st, at which time if an application has not been returned, the student will be placed on regular lunch status. Families who have not returned an application will be contacted by mail in mid-September.
3. Bills for outstanding balances from previous years will be sent home the first day of school. Students will be required to bring their meals from home or receive an alternate meal in place of the regularly scheduled menu until the balance is paid in full or the family has become eligible for free meals by submitting an application.
4. Families may apply for free or reduced price meals at any time during the school year and as financial situations change. Staff members who feel that a student should be eligible for free or reduced lunches should contact Food Services personnel.

Adoption date: July 9, 2002
Revised: March 19, 2007

Graduation Requirements Policy IKF

Executive Summary – August 15, 2017

The following policy will be presented on August 15, 2017

1. **Graduation Requirements – Policy IKF** – As a result of the requirements of LD 1422 Sanford's current graduation policy IKF needs to be updated to include the proficiency based learning. The revised policy, based on recommendations from MSMA, differentiates graduation requirements for the existing classes of 2018, through 2020, and classes beginning with 2021 who must meet proficiency requirements. All students must still complete twenty-five credits to graduate. For the class of 2021 and beyond, the revised policy requires that students must demonstrate proficiency in Graduation Standards for each content area of Maine's system of Learning Results, as well as the Guiding Principles and Habits of Work.

Recommended Motions

1. **Motion to accept the first reading of policy IKF – Graduation Requirements**

GRADUATION REQUIREMENTS

Sanford High School has adopted a proficiency-based system of learning consistent with Maine law, LD 1422, which means that beginning with the Class of 2021, the awarding of a diploma will be contingent on the demonstration of proficiency in the Graduation Standards of each content area and Guiding Principles and Habits of Work, in addition to the accumulation of credits, and fulfill all additional graduation requirements set by the School Committee.

Students graduating in the Classes of 2018-2020 must continue to meet the credit and other graduation requirements specified in this policy.

The Superintendent, through the high school principal or other designee, shall be responsible for making accurate information concerning diploma requirements available to incoming students and their parents prior to the start of their ninth grade school year. A copy of this policy will be disseminated to all incoming ninth grade students at the time of course selection. This policy will also be included in every edition of the high school student handbook.

The School Committee has approved the following schedule of minimum requirements for graduation, which includes minimum requirements specified by the State of Maine. The School Committee is aware that current law and regulations are subject to change.

I. DIPLOMA REQUIREMENTS FOR STUDENTS GRADUATING IN THE CLASSES OF 2018, 2019, or 2020

Students who anticipate graduating in the Classes of 2018, 2019, or 2020 must meet the following minimum requirements in order to be awarded a high school diploma.

A. **Credits:** The student must successfully complete a total of 25 credits. Of these credits, 12½ (twelve and one half) must be those specified by the State of Maine, and additional credits required by the School Committee as follows:

- English Language Arts – 5 credits;
- Mathematics – 3 credits;
- Social Studies and History, including one year of US/World History and government – 3 credits;
- Science, including at least one year of laboratory study – 3 credits;
- Fine Arts, which may include art, music – 1 credit;
- Health – ½ credit;
- And Physical Education – 1 credit.

The remaining credits may be selected by the student based upon the student's interests, abilities, and the requirements of the field that the student plans to enter upon graduation.

B. **Computer Proficiency:** The student must demonstrate computer skills according to the school unit's standards for computer literacy, proficiency, and performance.

C. **Community Service:** In addition to the State requirements, the student must meet the following graduation requirement established by the School Committee: 20 hours of community service.

II. DIPLOMA REQUIREMENTS FOR STUDENTS GRADUATING IN THE CLASS OF 2021 AND BEYOND

In accordance with Maine law, LD 1422, and Sanford School Department’s policy, beginning with the Class of 2021, the awarding of a diploma from Sanford High School will be contingent on a student demonstrating proficiency in the Graduation Standards for each content area of Maine’s system of Learning Results, and demonstrating proficiency in the Guiding Principles, and Habits of Work. The student must also fulfill any other requirements specified in this policy.

Students who will be graduating in the Classes of 2021 and beyond must meet the following requirements in order to be awarded a high school diploma:

A. **Credit:** A student must successfully complete a total of 25 credits. Of these credits, 12½ (twelve and one half) must be those specified by the State of Maine, and additional credits required by the School Committee as follows:

- English Language Arts – 5 credits;
- Mathematics – 3 credits;
- Social Studies and History, including one year of US/World History and government – 3 credits;
- Science, including at least one year of laboratory study – 3 credits;
- Fine Arts, which may include art, music – 1 credit;
- Health – ½ credit;
- And Physical Education – 1 credit.

The remaining credits may be selected by the student based upon the student’s Personal Learning Plan (PLP), interests, abilities, and the requirements of the field that the student plans to enter upon graduation.

B. **Graduation Standards Proficiency:** To be eligible for the diploma, students must demonstrate proficiency in the content-areas that apply to their graduating class listed below. Proficiency is demonstrated when a student achieves a year-end average score of 2.5 on each Graduation Standard for that content area.

NOTE:

I have sent testimony to the DOE for Chpt 134 rule hearing that we prefer to specify what additional content areas are added each year rather than to have student choice.

It will be extremely logistically complicated to have content areas where only some of the students are working on proficiency and others are not.

- **Class of 2021: 4 core content areas** (English, Mathematics, Science and Social Studies) plus Guiding Principles.
- **Class of 2022:** 5 content areas plus Guiding Principles (the 4 core content areas and a 1 additional content area of the student’s choosing and informed by the PLP).
- **Class of 2023:** 6 content areas plus Guiding Principles (the 4 core content areas and 2 additional content areas of the student’s choosing and informed by the PLP).
- **Class of 2024:** 7 content areas plus Guiding Principles (the 4 core content areas and three additional content areas of the student’s choosing and informed by the PLP).
- **Class of 2025 and thereafter:** Students must demonstrate proficiency in all 8 content areas plus Guiding Principles.

Eight Content Areas

- Core Content Areas
- *English - Language Arts
 - *Mathematics
 - *Science and Technology
 - *Social Studies

- + Health Education and Physical Education
- + Visual and Performing Arts
- + World Languages
- + Career and Education Development
- embedded in the other content areas

- C. **Habits of Work Proficiency:** Students must demonstrate proficiency in the “Habits of Work,” “HOW.” Proficiency is demonstrated when a student achieves a year-end average score of 2.5 on each of the “HOW’s. Sanford defines “Habits of Work” as:
- Attitudes toward Learning – Behaviors such as: presents an “I can learn” attitude; exhibits enthusiasm for learning; displays a positive attitude; manages emotions; advocates for self; exhibits perseverance; shows a willingness to keep trying; takes pride in work and self.
 - Interactions in Learning - Behaviors such as: shows a “We Can” attitude; listens to other’s opinions; is a team player; collaborates with others; is respectful; participates; compromises; shows compassion; is flexible; shares; acts as a problem solver; is helpful and resourceful.
 - Responsibility for Learning - Behaviors such as: is self-directed but advocates for help when needed; engages with peers and teachers appropriately; displays a willingness to learn; is motivated; is prepared and organized; follows directions; completes tasks and values work completion; knows learning targets; produces quality work; focuses on task at hand; displays time management; attends class regularly.
- D. **Guiding Principles Proficiency:** Demonstrate proficiency in meeting the Graduation Standards set forth in the Guiding Principles. Proficiency is demonstrated when a student achieves a year-end average score of 2.5 on each Graduation Standard.
- A student graduating from Sanford High School is expected to be a:
- Clear and effective communicator;
 - Self-directed and life-long learner;
 - Creative and analytical problem solver;
 - Responsible and involved citizen; and an
 - Integrative and informed thinker.
- E. **Computer Proficiency:** The student must demonstrate computer skills according to the school unit’s standards for computer literacy, proficiency, and performance.
- F. **Community Service:** In addition to the State requirements, the student must meet the following graduation requirement established by the School Committee: 20 hours of community service.

III. ALTERNATIVE METHODS OF EARNING CREDITS AND/OR DEMONSTRATING PROFICIENCY

Sanford High School offers students a variety of learning options that allow students to demonstrate proficiency on expected learning standards, earn academic credit, and satisfy graduation requirements.

Sanford high school’s curriculum is designed to enable students to satisfy graduation requirements in four years through a sequence of educational (learning) experiences/courses providing opportunities to gain and demonstrate proficiency in all of the content areas of the Learning Results and in the Guiding Principles. Students may also meet graduation requirements through alternative activities that provide a quality learning experience comparable in rigor to Sanford High School’s own educational course offerings.

Some possible alternative activities:

- Early college/dual enrollment courses
- Career and technical education programming
- Online/virtual learning
- Apprenticeships, internships and/or field work
- Extended Learning Opportunities (ELO's)
- Community service
- Exchange programs
- Independent study
- Alternative education/"At Risk" programming
- Adult education

In order to pursue one or more of the alternative learning options, a student must have an Approved Personal Learning Plan (PLP) detailing how the pathway will provide exposure to the Content Area Graduation Standards and how the student will demonstrate proficiency in meeting the Graduation Standards. The Personal Learning Plan must be approved by the Guidance Department Chair.

IV. ADDITIONAL CONSIDERATIONS APPLICABLE TO THE AWARDING OF A DIPLOMA FROM SANFORD HIGH SCHOOL

- A. Transfer and Home-schooled Students: For students who transfer to Sanford High School from another state or from an educational program that is not required to meet the content standards of the system of Learning Results, the Sanford high School principal shall determine the value of the student's prior educational experience towards achieving the standards in a manner consistent with Sanford's Local Assessment System and applicable School Committee policies.
- B. Students Receiving Special Education Services: Students who successfully meet the content standards of the Learning Results, as specified in the goals and objectives of their Individualized Education Plans (IEP), will be awarded diplomas.
- C. Early Awarding of Diplomas: A student who has met the State's and the School Committee's diploma requirements in fewer than four years of high school may be awarded a diploma.
- D. Certificate of Attendance: The School Committee may provide a student who leaves school without meeting the standards of the Learning Results with a Certificate of Attendance, provided that the student has attended for two years and received a minimum of ten credits as a full time student. This certificate acknowledges participation in the educational program for a specific period of time and includes a record of the student's course credits and Learning Results proficiency.
- E. Delayed Awarding of Diplomas: At the Superintendent's discretion, a student who leaves Sanford High School prior to graduation to attend an accredited, degree-granting institution of higher education may, upon satisfactory completion of the freshman year be awarded a high school diploma, although he/she may not have met all diploma requirements.

Students who receive a high school diploma must notify the high school principal forty-five days before graduation so that there is ample time for evaluation of the request and, if approved, for preparation of the diploma and planning for the student's participation in the graduation ceremony, if the student desires to do so.

- F. Extended Study: Students are eligible for extended years of study to complete the requirements of a diploma if they have not reached the age of twenty at the start of the school year. Students eligible for extended years of study may be referred to adult education or other resources suitable to young learners. Extended study for students with disabilities shall be specified in the student's individualized education plan.

- G. Participation in Graduation Ceremony: A student must complete all requirements for a high school diploma in order to participate in graduation exercises. Additionally, the student must be in compliance with the Sanford Code of Conduct.
- H. Honors and Awards at Graduation: In order to be eligible for honors or awards based wholly or in part on academic achievement (e.g., valedictorian, salutatorian, class speaker, “Top 10”), a student must have been enrolled full time at Sanford High School for the two semesters preceding graduation. Students who do not meet this enrollment requirement will not be “ranked” for the purpose of determining eligibility for graduation honors, awards, or scholarships.

Legal Reference: 20-A M.R.S.A. § 4722
Ch. 127 § 7 (Me. Dept. of Ed. Rule)

Cross Reference: IHEDA – Post-Secondary Enrollment Options
IKFA- Early Graduation
IK – Student Achievement
ILA – Testing and Assessment of Students (Local Assessment System)

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