

Policy Executive Summary

First Reading

January 23, 2023

The following existing policy will be presented for a First Reading.

Policy IKF Graduation Requirements

Policy IKF Graduation Requirements is an existing policy that was last updated in 2021. The recommended adjustments to the policy are a result of the recent decision to change the Sanford High School/Sanford Regional Technical Center schedule from four blocks to five blocks beginning in school year 2023-2024.

Credit Requirements

Credit requirements were adjusted as follows:

A. Credits: The student must successfully complete a total of ~~25~~ 27 credits. Of these credits, 11 (eleven) must be those specified by the State of Maine, and additional credits required by the School Committee as follows:

- English Language Arts (~~One each year~~) – 5 credits;
- Mathematics – ~~3 credits~~; 4 credits
- Social Studies and History, ~~including one year of US History, World History Geography and civics/government~~ – ~~3 credits~~; 4 credits
- Science, including at least one year of laboratory study – ~~3 credits~~; 4 credits
- Fine Arts, which may include art, music – 1 credit;
- Health – 1/2 credit;
- Physical Education, including personal fitness – 1 credit;
- Personal Finance – 1 credit

During a student's senior year, they must be enrolled in senior English and civics.

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 after~~ post-graduation **plan**.

Computer Proficiency

Computer proficiency was removed from the policy as computer skills are embedded in all classes and not formally assessed.

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

Delayed Awarding of Diplomas

Delayed awarding of diplomas was removed from the policy as post-secondary institutions do not accept students without a high school diploma.

- ~~• 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.~~

In addition to the changes above, minor language revisions were made that did not change the meaning in the policy.

The new graduation requirements will go into effect for the incoming class of 2027 and the incoming sophomore class of 2026. Students in the class of 2025 and 2024 will follow the previous graduation requirements below with the additional requirement of taking senior English.

A. Credits: The student must successfully complete a total of 25 credits. Of these credits, 11 (eleven) must be those specified by the State of Maine, and additional credits required by the School Committee as follows:

- English Language Arts (One each year) – 5 credits;
- Mathematics – 3 credits;
- Social Studies and History, including one year of US History, World History Geography and Civics/Government – 3 credits;
- Science, including at least one year of laboratory study – 3 credits;
- Fine Arts, which may include art, music – 1 credit;
- Health – 1/2 credit;
- Physical Education, including personal fitness – 1 credit;
- Personal Finance – 1 credit

During a student's senior year, they must be enrolled in senior English.

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 after-post-graduation plan.

Policy JHCC Communicable Diseases

Policy JHCC Communicable Diseases is a duplicate policy that was replaced with Policy JLCC Communicable/Infectious Diseases. The recommendation is to delete policy JHCC.

Recommendation

Policy IKF: To accept the first reading of updated Policy IKF

Policy JHCC: To delete policy JHCC

GRADUATION REQUIREMENTS

Before entering high school, students need to know the standards for attaining a high school diploma in order to plan an appropriate, sequential, educational program to meet that goal.

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, and as soon as practicable when there is of any change in **District requirements** or State-imposed standards that must be met before students may be awarded a high school diploma. 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 Sanford School Department's instructional program is aligned with the content standards of Maine's System of Learning Results. A diploma from Sanford High School signifies that the graduate has completed the requirements described in Maine Law and **School Committee Board** policy and that he/she is ready to enter a postsecondary educational program or a career as a clear and effective communicator, a self-directed and life-long learner, a creative and practical problem solver, a responsible and involved citizen and an informed and integrative thinker.

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

Students must meet the following minimum requirements in order to be awarded a Sanford High School diploma.

A. Credits: The student must successfully complete a total of ~~25~~**27** credits. Of these credits, 11 (eleven) must be those specified by the State of Maine, and additional credits required by the School Committee as follows:

- English Language Arts (~~One each year~~) – 5 credits;
- Mathematics – ~~3 credits~~**4 credits**
- Social Studies and History, ~~including one year of US History, World History Geography and civics/government~~ – ~~3 credits~~**4 credits**
- Science, including at least one year of laboratory study – ~~3 credits~~**4 credits**
- Fine Arts, which may include art, music – 1 credit;
- Health – ½ credit;
- Physical Education, including personal fitness – 1 credit;
- Personal Finance – 1 credit

During a student's senior year, they must be enrolled in senior English and civics.

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 after ~~post-~~graduation ~~plan~~.

~~**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. ALTERNATIVE METHODS OF EARNING CREDITS

Sanford High School offers students a variety of learning options that allow students to demonstrate 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
- **Work to Learn**
- 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. The Personal Learning Plan must be approved by the ~~Guidance~~ **Counseling** Department Chair.

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

- **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.

- 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.
- 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 **by following an application process.**
- 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.
- ~~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.~~

- 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.
- 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.
- ~~Honors and Awards at Graduation:~~ **Rank at Graduation:** In order to be eligible for honors or awards based wholly or in part on academic achievement be ranked at graduation (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 **their date of** 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: Cross Reference:

20-A M.R.S.A. § 4502(8), 4722, 6209 Ch. 127 § 7 (Me. Dept. of Ed. Rule)

IHCDA – Post-Secondary Enrollment Options

ILA – Testing and Assessment of Students

Adopted: September 8, 2003

Updated: July 14, 2014, August 15, 2017 September 11, 2017, March 15, 2021

Revised: April 5, 2021

COMMUNICABLE DISEASES

Teachers shall be alert to signs of illness and communicable disease and refer children showing such symptoms to the school nurse.

All children under quarantine shall be excluded from school and school activities. Quarantine regulations established by the town health officials shall be observed. The school nurse shall be responsible for notifying parents, the town health officials and school principal of all students having communicable disease cases and contacts in the school.

Children who have other types of communicable diseases shall be excluded from school as prescribed by law, or shall observe other protective procedures according to recommendations issued by the school physician.

When the child returns to school after having had a reportable communicable disease, a certificate from the attending physician is required or the building principal and/or the school nurse must give permission before the child is re-admitted to class.

Adoption date: December 21, 1993

Effective date: December 21, 1993

COMMUNICABLE/INFECTIOUS DISEASES

School staff shall be alert to signs of illness and communicable disease and refer students who show such symptoms to the school nurse.

In the case of a confirmed case of a communicable disease, the school nurse shall notify building administration and the CDC as required by law and Department of Education Rule. Exclusion recommendations by the CDC shall be observed. Students excluded based on regulations established by Maine Center for Disease Control and/or State law are not allowed to attend school and school activities. The building principal shall be notified of all communicable disease cases and contacts in the school.

Students who have other types of communicable disease concerns shall be excluded, according to recommendations issued by the school physician.

In general, students will be sent home by the school nurse in cases of 100.0 fever, vomiting, diarrhea, or suspicion of other possibly contagious conditions at school nurses' discretion.

Students returning to school after having had a reportable communicable or infectious disease should be symptom free for 24 hours unless a licensed medical provider provides written documentation approving school attendance before the symptoms have abated.

Legal reference: 5 MRSA § 19201 et seq
20-A MRSA §§ 1001 (11) (A), 6301
22 MRSA §§ 801, 802, 806, 823, 824

Chart ([link](#)) - Guidelines to Control the Transmission of Communicable Diseases in School Settings from DOE School Health Manual

Adopted: March 19, 2007
Revised: First Reading February 25, 2019
Adopted March 18, 2019