

Appendix F: Updated Frequently Asked Questions for BOCES

Frequently Asked Questions about the Seal of Civic Readiness Application for BOCES, P-Techs, Regional High Schools, Early Colleges, and other Entities



Seal of Civic Readiness

The Seal of Civic Readiness is a formal recognition that a student has attained a prominent level of proficiency in terms of civic knowledge, civic skills, civic mindset, and civic experiences. The Seal of Civic Readiness is a distinction on both a high school transcript and diploma that:

- shows the student's understanding of a commitment to participatory government; civic responsibility and civic values;
- demonstrates to universities, colleges, and future employers that the student has completed an action project in civics or social justice; and
- recognizes the value of civic engagement and scholarship.

Criteria for the Seal of Civic Readiness

To obtain the Seal of Civic Readiness, a student must complete all the requirements for a New York State local or Regent's diploma and **earn a total of six points with at least two points in Civic Knowledge and at least two points in Civic Participation.** Students may also earn points by completing a middle school Capstone project and/or a high school Capstone project.

BOCES and other educational entities that enroll students from one or more districts, and which do not confer high school diplomas for some (out of district) or all enrolled students, that would like to offer coursework and learning experiences that would provide students with the opportunity to attain the Seal, must complete the Seal of Civic Readiness application through the NYSED Business Portal and receive approval from NYSED.

Frequently Asked Questions

1. For a BOCES (CTE) or other alternative program to offer the Seal do all their participating component districts need to sign off on the BOCES application?

No. If one component district signs off, a BOCES (CTE) or other alternative program may offer the Seal to the students from that one district. For example, if a CTE High School has ten components and six sign off they can offer the Seal to students from those six districts.

2. If a student attends a program from outside those components, must their district also sign off to make them eligible?

Yes. Students from BOCES, P-Tech, and other entities must have their district sign off to earn the Seal of Civic Readiness.

3. Can a BOCES, P-Tech, or other entity school combine points between the home high school and their programs?

Yes. A student may earn the Seal adding together a combination of points earned in their BOCES program, at their local high school, and work completed outside of the school. This approach will require collaboration between the home districts and the BOCES programs. It is strongly recommended that the outside programs work with the local high school's school counseling department.

4. Who is responsible for ordering the Seals, medallions, cords, etc. and delivering them to the home school?

Providing seals or any graduation related regalia is not mandatory. However, this could be provided by either the BOCES or other entities or the component districts.

5. Is the BOCES or alternative program responsible for housing student data and work associated with the Seal and responsible for communicating successful completion of the Seal to the home school?

Yes. However, it is strongly recommended that the BOCES or alternative program develop a strong relationship with the school counseling department of each component district. Please see below for additional guidance on the role of the school counseling department.

6. How can the counseling departments in component schools assist BOCES/Alternative Programs in tracking student points?

Several of the components of the Seal of Civic Readiness (**circled in red below**) can be tracked by school counselors and/or administrators to maintain student privacy. The components would be accessed through student transcripts and records.

Civic Knowledge	Pts.	Civic Participation	Pts.
4 credits of social studies	1	High School Civics Project (limit two times during grades 9-12)	1.5
Mastery level on Social Studies Regents Exam	1.5*	Service-Learning Project (minimum 25 hours) and reflective civic learning essay/presentation/product	1*
Proficiency level on Social Studies Regents Exam	1*	Earned credit in an elective course that promotes civic engagement	.5*
Advanced social studies course(s)	.5*	Middle School Capstone Project (Grades 7 and 8 are only eligible for this point)	1
Research Project	1	Extra-curricular participation or work-based learning experience (minimum 40 hours) and an essay/presentation/product	.5*
		Civics Capstone Project	4

*Students may receive these points more than once.

Testing accommodations recommended in an individualized education program or section 504 should be adhered to. Accommodations Plan must be provided for all State and districtwide assessments administered to students with disabilities, as consistent with State policy. Students in schools with an alternate pathway for graduation approved by the Commissioner will be held to those schools' criteria.

7. What are some ways counseling departments could assist their students participating in a BOCES/P-Tech/Alternative program?

- The use of an electronic tracking process which is secure and complies with all applicable district, state, and federal privacy policies and laws.
- Drafting and updating a “course catalog” which specifies which courses are eligible.
- Highlight that participating in the Seal assists in college and career preparedness.
- Assisting in facilitating ongoing communication between the school, students, and families.