HIGH SCHOOL SEAL OF BILITERACY RECOGNITION

Clarksville-Montgomery County School System

1.0 SCOPE:

1.1 This procedure outlines the process students must follow to receive seal of biliteracy recognition.

2.0 RESPONSIBILITY:

2.1 **School Counseling Office**

3.0 APPROVAL AUTHORITY:

3.1 **Chief Academic Officer**

4.0 DEFINITIONS:

4.1 Students who have attained a high level of proficiency in speaking, reading, and writing in one (1) or more languages in addition to English with a Seal of Biliteracy.

5.0 PROCEDURE:

5.1 Students who meet the following criteria (a) Complete all English language arts (ELA) requirements for graduation with an overall grade point average of 3.0 or higher in those classes;

   (b) Demonstrate English proficiency through one (1) of the following:
   1. Score at the on-track or mastered level on each ELA end-of-course assessment taken;
   2. Score three (3) or higher on an Advanced Placement English Language or English Literature exam; B1 or higher on a Cambridge International English exam; or four (4) or higher on an International Baccalaureate English exam;
   3. Score 22 or higher on the ACT Reading subtest or 480 or higher on the SAT evidence-based reading and writing subtest; or
   4. Score 4.5 or higher on the WIDA Access, if the student is an English learner; and

   (c) Demonstrate proficiency in a world language through one (1) of the following:
   1. Score Intermediate-Mid or higher in all three (3) communication modes (interpersonal, interpretive, and presentational) on a world language proficiency assessment recognized by the American Council on the Teaching of Foreign Languages (ACTFL);
   2. Score three (3) or higher on an Advanced Placement world language exam; B1 or higher on a Cambridge International world language exam; or four (4) or higher on an International Baccalaureate world language exam;
   3. Score at the Intermediate level or higher on the Sign Language Proficiency Interview (SLPI: ASL);
   4. Pass a foreign government's approved non-English language exam, or score at a level comparable to Intermediate-mid or higher on the ACTFL proficiency scale on another country's secondary level

standardized exam in the country's non- English native language; or

5. Score at a level comparable to Intermediate-Mid or higher on the ACTFL proficiency scale on an LEA developed alternate model. Alternate models may only be used if the identified world language does not have an associated nationally recognized assessment and must address communication, cultures, connections, comparisons, and communities.

5.2 Students are required to complete the seal of biliteracy student application and return it to their school counselor or district Volunteer State Seal of Biliteracy coordinator no later than March 17 the year they will be receiving the recognition.

5.3 Students will be recognized with a diploma seal and medal. The district Lead Counselor, based on the requests submitted by the schools, will submit the seal and medal order request.

5.4 Students will maintain documentation with the following process:

5.4.1 Student maintains the CMCSS High School Seal of Biliteracy Application Form and submits to the Volunteer State Seal of Biliteracy Coordinator no later than March 17 the year they apply for the recognition.

5.4.2 The volunteer state seal of biliteracy coordinator will notify the district high school lead counselor of the application and verification of award status

5.4.3 The student and parent are required to complete the recipient FERPA form linked https://www.volstateseal.org/documents-forms

5.4.4 The high school lead counselor will submit names and complete the recipient form spreadsheet prior to the required deadline.

6 ASSOCIATED DOCUMENTS:

6.2 High School Seal of Biliteracy Recognition

7 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Seal of Biliteracy	PowerSchool	Indefinite	N/A	Secure Server

8 REVISION HISTORY:

Date:	Rev.	Description of Revision:
12/5/22		Initial Release

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