

**DATE:**  
10/18/24

**AGENDA ITEM (ACTION ITEM):**

**Consider/Approve the addition of Board Procedure 08.113 AP1 Civics Exam to accompany the Board Policy of 08.113 Graduation Requirements.**

**APPLICABLE BOARD POLICY:**

**08.113 Graduation Requirements**

**HISTORY/BACKGROUND:**

Kentucky Revised Statute (KRS) 158.141 established that beginning in July 2018, a student must pass a civics exam in order to graduate from a public high school with a regular diploma. The civics exam requirement has been in Board Policy since that time and is included in Board Policy 08.113. The civics exam is composed of 100 questions from the United States Citizenship and Immigration Services. Students are required to score 60% or higher and may retake the exam as many times as deemed necessary to pass the test. Beginning with cohort 2029, students are required to score 70% or higher. The addition of a procedure outlines that the necessary information is in practice to ensure consistency for all students.

**FISCAL/BUDGETARY IMPACT:**

**N/A**

**RECOMMENDATION:**

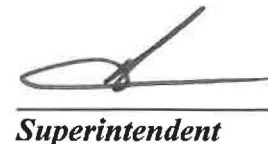
**Approval to the addition of Board Procedure 08.113 AP1 Civics Exam to accompany the Board Policy of 08.113 Graduation Requirements.**

**CONTACT PERSON:**

**Mary Beth Huss**

  
**Principal/Administrator**

  
**District Administrator**

  
**Superintendent**

*Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.  
Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.*

## Civics Exam

### GRADUATION REQUIREMENT

KRS 158.141 establishes that a student must pass a civics test composed of one hundred (100) questions in order to graduate from a public high school with a regular diploma. The Board will be expected to prepare or approve an exam that must be composed of questions from the United States Citizenship and Immigration Services test. Students are required to score sixty percent (60%) or higher and may retake the exam as many times as deemed necessary to pass the test. Students that have passed a similar test within the previous five (5) years shall be exempt from this civics test. Beginning with cohort 2029, students are required to score seventy percent (70%) or higher and may retake the exam as many times as deemed necessary to pass the test.

### ADMINISTERING THE CIVICS EXAM

- The Civics Exam shall be administered during a student's freshman year social studies course at the end of the course (i.e. end of 2nd or 3rd trimester, end of 2nd semester).
- The Civics Exam can be administered in a paper/pencil format or through the web-based platform. If the school chooses to use the paper/pencil format, a system for scoring the exam must be established.
- If a student is not in the 9th grade, but needs to pass the Civics Exam, that student should be provided the opportunity to test with the freshman class, or be provided the opportunity at another time before the end of the school year.
- If a student does not pass the Civics Exam on the first attempt, the student should be allowed to retake the test with as many attempts as needed until passing the test with a sixty percent (60%) pass rate. (Starting with the cohort 2029, students must earn a seventy percent [70%] to pass the Civics Exam.)
- Scores are to be entered into the student information system, within two (2) weeks of the Civics Exam being administered, by the assigned designee from the Principal.
- The school should have a process in place to regularly review this data and scheduling the assessment for those students who have not yet passed the test.
- When administering the Civics Exam, schools must be in accordance with the requirements and accommodations of a student's individualized education program (IEP), Program Service Plan (PSP), or 504 Plan. If a student is entitled to accommodations based on an IEP or 504 plan, these accommodations must be provided for the Civics Exam. Any English Learner student should receive accommodations that are listed in their PSP. Schools should avoid using any translated test unless they have a certified interpreter to administer and interpret the assessment.

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