

POLICY 4103

Academic Grading and Citizenship Marks for Grades 8-12

A. Definitions (See [Policy 1250 Professional Learning Communities](#))

1. Formative Assessments is a process of checking student understanding during learning, providing feedback to both students and teachers to improve instruction and learning. It focuses on ongoing progress and adjustments, unlike summative assessments which evaluate learning at the end of a unit or course.
2. Extensions refer to the strategies and activities designed to extend and enrich the learning of students who have already demonstrated mastery of the core curriculum.
3. Interventions are strategies and supports implemented when students are not meeting learning goals. They are designed by teachers to address specific gaps in learning and help students achieve mastery.
4. Summative Assessments is a method of evaluation conducted at the end of a learning unit or period to determine a student's overall understanding and achievement. It's used to summarize what a student has learned and how well they have mastered the material covered.
5. Attendance may be used in the calculation of up to 10% of a student's academic grade. The marks of "X" (unexcused) and "S" (slough/truancy) are the only marks used in this calculation. No other attendance codes will be used.

B. Academic Grading

1. Grades on report cards will accurately reflect students' academic proficiency in relation to the [Utah Core Curriculum Standards](#) and [CTE Clusters and Standards](#) provided by the Utah State Board of Education.
2. Academic grades will be determined based on the Box Elder School District Secondary grading scale.
 - a. All grades with percentages within .5 of the numeric cutoffs will be rounded up to that number.

Letter
A

Numeric
93

A-	90
B+	87
B	83
B-	80
C+	77
C	73
C-	70
D+	67
D	63
D-	60
F	0 - 59.49

3. Student grades will be measured through a variety of summative independent methods; including assessments, projects, reports, tests, observations, and performance tasks, etc.
 - a. Practice assignments and common formative assessments throughout the learning process will be given, placed in gradebook for students and parents to see but not counted on the student's grade. Feedback on these assignments/formative assessments will be given in a timely manner to help students better prepare for the summative assessments.
4. Following summative assessments, additional opportunities for all students to demonstrate increased proficiency will be provided by the teacher in a timely manner through interventions and extensions throughout the trimester.
 - a. Students may qualify for these additional opportunities until the end of the trimester by demonstrating to the teacher that they have acquired new learning through remediation or additional practice since their most recent assessment opportunity. Students should not delay seeking these additional opportunities to improve or extend their learning.
 - b. Teacher teams will determine and will communicate with students what is needed to re-take summative assessments. This process should be listed on the teacher's class disclosure per [Policy 4077 Course Disclosure Statements - Secondary](#).
 - c. In situations involving unforeseen circumstances, a teacher may give the student an incomplete grade at the end of the trimester which grants the student two additional weeks to retake the desired summative assessment.
 - d. When intervention opportunities are provided within the school day, identified students will be required to participate.

- e. Additional opportunities include re-doing assignments or re-taking quizzes and tests following an intervention in a timely manner.
 - f. Extra credit will not be included in the academic grade.
5. Attendance calculated into the academic grade is intended to help motivate and encourage students to attend classes. Applying attendance in grades should be used as a positive leverage and a reward for good attendance.
- a. As permitted by [Utah Code 53G-6-213](#), a teacher may include up to 10% of a student's final course grade based on class attendance. Teachers will include attendance grading criteria in each course disclosure statement.
 - b. Teacher teams are encouraged to have a unified practice.

C. Citizenship Marks

- 1. Each student will receive a citizenship mark at the end of each trimester from their teacher that will describe how well they did in the areas of classroom behavior, work completion, following classroom expectations and attendance including tardies.
- 2. Students will receive a citizenship mark as follows:
 - a. H: Honors
 - b. S: Satisfactory
 - c. N: Needs Improvement
 - d. U: Unsatisfactory
- 3. Cheating and Plagiarism
 - a. Students should be honest and submit work on assessments and assignments that represents their own current knowledge and understanding of a standard or topic.
 - b. A teacher may not assign an "F" solely due to cheating or plagiarism under this policy. The student should be disciplined according to school behavior policies and given a chance to demonstrate content mastery through a valid, original assessment/assignment.

- c. A student's citizenship mark should be lowered for this type of behavior.
- 4. Administrators may also issue an administrative U for inappropriate behavior at general school functions occurring before, during, or after school hours.
- 5. Unsatisfactory Citizenship marks that are not remediated may result in consequences that limit participation in school activities including extracurricular activities and graduation ceremonies.
 - a. Each school will communicate these limitations to all students including methods and deadlines on how to remediate unsatisfactory citizenship marks.

D. Reporting

- 1. Report cards will be issued electronically a minimum of three times each school year.
- 2. Student proficiency data **and attendance grades** will be updated within a week of giving an assessment using the electronic grade book.
- 3. Students and parents will be informed by their teacher within 72 hours, if possible, when a student's academic performance drops to a D or F, or their citizenship mark becomes a U. Phone calls and emails from teachers are the best methods to communicate these declines.
- 4. Parents are highly encouraged to regularly check their child's progress on the [Student Passport Website](#) and to reach out to their child's teachers with concerns or questions in a timely manner.