



NEBO SCHOOL DISTRICT BOARD OF EDUCATION POLICIES AND PROCEDURES

SECTION: I - Instruction
POLICY TITLE: Curriculum Standards and Graduation Requirements: Academic and Citizenship Credit and Grading
FILE NO.: IKF
DATED: December 14, 2016

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1. PURPOSE

The purpose of this policy is to outline the minimum curriculum standards for Nebo School District elementary and secondary schools and to establish high school graduation requirements, including academic and citizenship credit and grading.

2. COURSE DESCRIPTION STANDARDS AND OBJECTIVES

The Utah State Board of Education establishes minimum standards and objectives for course descriptions for each course in the required general curriculum. Course descriptions for required and elective courses are developed cooperatively by the District and the Utah State Board of Education. The descriptions shall contain mastery criteria for the courses and shall stress mastery of the course material rather than completion of predetermined time allotments for courses. Implementation and assessment procedures for approved courses are the responsibility of the Nebo District Curriculum Committee and the professional staff of individual schools. Proposed new courses at a school must first be approved by the school Curriculum Review Committee and then by the District Curriculum Committee, after which they will be submitted to the USBE for approval.

3. ELEMENTARY CURRICULUM REQUIREMENTS

- 3.1. Students in grades K-6 shall be taught according to the requirements found in Utah Admin. Code R277-700-4, as amended. The requirements are set forth in Exhibit 1 of this policy, which the Superintendent or his/her designee may amend and update in accordance with Utah law.
- 3.2. Informal assessments should occur on a regular basis to ensure continual student progress.

4. JUNIOR HIGH CURRICULUM REQUIREMENTS

The core standards and a general core for students in grades 7-8 are described in Utah Admin. Code R277-700-5 and listed in Exhibit 1 of this policy.

5. HIGH SCHOOL CURRICULUM REQUIREMENTS

- 5.1. The general core and core standards for students in grades 9-12 are described in Utah Admin. Code R277-700-6 and listed in Exhibit 1 of this policy.
- 5.2. In addition to the requirements set forth in Exhibit 1, the Board requires that students in grades 9-12 earn sufficient additional elective credits to reach the number listed below to graduate and earn a diploma from their respective high school.

Landmark High School	24 credits
Maple Mountain High School	26 credits
Payson High School	26 credits
Salem Hills High School (all students through class of 2019 and students in class of 2020 and beyond who attended Mt. Nebo Junior High)	32 credits
Salem Hills High School (students in class of 2020 and beyond who attended Salem Junior High)	33 credits
Spanish Fork High School	32 credits
Springville High School	26 credits

- 5.3. Students enrolled in the Legacy Program may graduate from their boundary high school if they meet the credit requirements for that school. Students enrolled in the Legacy Program who do not meet the credit requirements for their boundary school may graduate from Landmark High School if they meet the applicable credit requirements.
- 5.4. Students taking classes through the Advanced Learning Center (ALC) graduate from their boundary high school if they meet the credit requirements for that school. The ALC is an accredited school, but it does not offer graduation or diplomas.
- 5.5. State Board approved assessments will be used to evaluate student mastery of the curriculum in reading, language arts, mathematics, and science.
- 5.6. In accordance with Utah Admin. Code R277-705, Nebo School District offers high school diplomas indicating that a student successfully completed all state and district course requirements for graduation.
- 5.7. Diplomas or unofficial transcripts may not be withheld from students for non-payment of school fees.
- 5.8. In order to participate in high school graduation exercises, students must meet the standards established by the Nebo School District Board of Education in this Policy #IKF. Students who have earned a high school Diploma may participate in graduation exercises as long as they are in good standing with the school/district.

6. SECONDARY ACADEMIC CREDIT

- 6.1. Credit. A credit or fraction thereof shall be given upon satisfactory completion of a course or learning experience in compliance with state or school course standards. Students may also complete a course on a performance basis, in which case assessment of mastery will be the responsibility of the school administration and of the District Curriculum Committee. Credit may

be awarded only once for a specific required core course with the same content during the secondary school experience. Credits are generally awarded in increments of a quarter credit (0.25). A successfully completed one semester course will result in the earning of a half credit (0.50). Passing a two-semester course will result in the granting of a full credit (1.0). An appropriate fraction of the whole credit for a course is granted at the end of each grading period in quarter credit increments.

6.2. Students may earn credit by any of the following methods:

6.2.1. Successful completion of secondary school courses (grades 9-12).

6.2.2. Successful completion of concurrent enrollment classes consistent with Utah Code Ann., §53A-17a-120, et seq.

6.2.3. Demonstrated competence, as determined through use of an assessment instrument approved by the District Curriculum Committee.

6.2.4. Review of student work or projects (portfolio) consistent with procedures and criteria approved by the District Curriculum Committee.

6.2.5. Successful completion of correspondence or electronic course work offered by an accredited education institution.

6.3. Transcripts of Credit

6.3.1. All credit earned or attempted through any of the above options will be posted to an official student transcript of credits. The transcript will include the title of the course and grades and credits earned. Failed courses will also be posted to the student transcript even though credit is not earned.

6.3.2. Credits earned through a concurrent enrollment agreement with an institution of higher learning will be posted to the student's public school transcript according to the following formula: 3 college semester credits = 1 high school credit. See Nebo School District Policy #ICE – Concurrent Enrollment.

6.4. Work-Based Learning Credit. Eleventh and Twelfth grade students may earn up to a maximum of four (4) credits through Work Based Learning programs. Credit may be earned through approved internships or apprenticeships or through general work experience. A maximum of 0.5 credits may be earned through general work experience. See Nebo School District Policy #IGADA – Work-Based Learning Experiences for Students.

6.5. Acceptance of Transfer Credit

6.5.1. Nebo School District accepts transfer credit from any accredited public or private school. Nebo School District schools will not change or re-evaluate any credit which has been placed on an official student transcript from an accredited public or private school. Graduation requirements may be adjusted on an individual basis to accommodate the differences in course offerings available in the district or school where the student previously attended. Students who transfer from an accredited school are required to earn 0.8387 of the total number of credits available to the student from 9th through 12th grade. Thus, a student who transfers at the beginning of her senior year from a school that offers 10 credits per year to a school that offers 8 credits per year will be required to earn 32 credits (38 X 0.8387).

6.5.2. Nebo School District does not accept previously earned credits from any non-accredited institutions within the United States. Students who enter Nebo District schools after transferring from a public or private non-accredited school or home school must meet the same requirements for graduation as outlined in this policy.

- 6.5.3. When a student transfers to the District from outside the United States, the student's transcript will be evaluated on an individual basis by the school's counseling department to determine which credits will be accepted by the District.
- 6.5.4. Nebo students who attend school in a foreign country for one or more years and then return to Nebo District must submit a transcript of courses taken to the counseling department at the school where the student is enrolled for a credit evaluation. Credits may be posted to the student's official transcript if the assigned counselor and the school principal can confirm the validity of the courses taken.

6.6. Other Credit Guidelines

- 6.6.1. High School Principals Council. The High School Principals Council consists of the Nebo School District high school principals and the Director of Secondary Education, who serves as the chair. This council is empowered to rule upon any high school credit issues not specifically addressed by District policies, by State Board administrative rules or by state law. Notwithstanding the credit requirements outlined in Section 5.1, under exceptional circumstances this council may permit a student who has satisfied the minimum credit requirements of Utah Admin. Code R277-700-6, as amended, to graduate from a District high school without satisfying the District's normal credit requirement for that high school as set forth in Section 5.1. The council will meet as necessary to address issues as they arise.
- 6.6.2. Driver Education is offered outside the school day. A half (0.5) credit may be awarded for successful completion of the Driver Education course. See Nebo School District Policy #IGAJ – Driver Education.
- 6.6.3. The school may grant a one-time maximum of 0.5 credits for participation on a high school athletic team or fine arts program. However, the school does not grant credit for participation in activities or events outside the school program.
- 6.6.4. Students who complete a cosmetology program, which has been approved by the District CTE Coordinator, may earn Career Technology Education credit or elective credit, but the credit may not be used to meet other credit requirements.
- 6.6.5. Students who successfully complete Utah National Guard summer camp training may be granted one (1) credit in physical education and two (2) elective credits.

7. ACADEMIC GRADES

- 7.1. Academic grading is a teacher responsibility and should reflect academic progress toward the mastery of the course curriculum. Teachers must honestly and accurately grade the work of each student based upon the standards and objectives established for the course. Academic grades must reflect the actual competency or academic growth of a student, and proficiency at the end of a term or unit should be the major consideration in determining a student's grade.
- 7.2. In secondary schools, letter grades are given by teachers to reflect mastery of the subject matter of a course. Credit is granted for letter grades A, A-, B+, B, B-, C+, C, C-, D+, D, D- and for P (pass) grades. Credit is not granted for F (fail), NG (no grade), WF (withdraw failing) and I (incomplete) grades. The number of required credits that may be taken on a pass/fail basis is limited to two (2). The student must arrange in advance with the teacher to take a course on that basis. "P" grades and the resulting credit will not be counted when calculating grade point averages. "I" grades may be given if there is a valid extenuating reason why a student has not completed the course work required for a passing grade by the end of the grading period. "I" grades may be made up and changed to another grade within the next grading period of the school. "I" grades that are not made up will be changed to "F" grades.

7.3. In calculating GPA (grade point average), the following scale will be used:

A	4.000	B	3.000	C	2.000	D	1.000
A-	3.667	B-	2.667	C-	1.667	D-	0.667
B+	3.333	C+	2.333	D+	1.333	F	0.000

7.4. Monitoring of academic growth is a critical step in the educational process. Student work will be corrected promptly, scores posted to the Student Information System (SIS) grading system, and work returned to students in a timely manner. Teachers and parents have a shared responsibility to monitor student progress. Parents and students may review student academic progress as well as attendance information by accessing SIS. Communication with the parent/guardian will be made when a student is doing D or F work, allowing an opportunity for improvement before the grading period ends.

7.5. Attendance and punctuality may be factors in grading only to the extent allowed by Nebo School District Policy #JDH - Secondary Attendance. Academic grades may be impacted by attendance and punctuality in participation-based classes, such as band, choir, orchestra, dance, physical education, etc. Certain academic-based classes may also be structured and taught in such a manner so that the academic grade may be impacted by attendance and punctuality. Before academic grades can be so impacted, the teacher must demonstrate a reasonable and justifiable relationship between attendance and punctuality and the impact on the academic grade and obtain written approval from the school principal. Upon receiving written approval, the teacher shall then provide written disclosure to students and parents that participation, attendance, and punctuality will be considered factors in assessing the student's grade. The specific percentage of the grade attributable to participation, attendance, and punctuality shall be specified in the written disclosure document. In addition, any negative impact on the student's grade as a result of lack of participation, absences, and tardies shall be specified in the written disclosure document.

7.6. Grades may not be changed for the sole purpose of allowing a student to become eligible for activities or for the sole purpose of earning a diploma.

7.7. Grades that have been posted for more than one (1) calendar year cannot be changed. All grade changes must be made by the teacher and approved by the school principal or his/her designee. Once issued, grades may be changed, during a one (1) year time limit, for the following reasons.

7.7.1. A calculation or other grading error on the part of the teacher was discovered.

7.7.2. Course work was satisfactorily completed following the issuance of an "I" grade.

7.7.3. A student demonstrates competency during the next term.

7.8. Academic grades shall not be withheld, reduced, increased, or otherwise affected by a student's citizenship grade or behavior. Punctuality of assignments and work completion may factor into an academic grade if the teacher provides prior written disclosure to students and parents.

8. CHARACTER EDUCATION AND CITIZENSHIP CREDIT

8.1. Citizenship credit is a graduation requirement.

8.2. In accordance with Utah Code Ann., Section 53A-13-109, students shall, through an integrated curriculum, be taught honesty, integrity, morality, civility, duty, honor, service and obedience to law. Students shall be taught respect for and an understanding of the founding documents of Utah and of the United States, including the Declaration of Independence and the Constitutions of the United States and of the State of Utah, as well as others listed in Utah Code Ann., Section 53A-13-101.4. Likewise, students shall be taught the essentials and benefits of the free enterprise system and other values enumerated in Utah Code Ann., Section 53A-13-109.

- 8.3.** Students are expected to be good citizens inside and outside the classroom and are subject to evaluation by the administration and staff. Citizenship grades will be earned in each class in which the student is enrolled. Each student may also receive one citizenship grade from the administration for each grading period.

9. CIVICS TEST

- 9.1.** As required by Utah Code Ann., Section 53A-13-109.5, the District will administer a basic civics test.
- 9.2.** Students must pass the civics test as a condition of receiving a high school diploma.
- 9.3.** Students with disabilities may be administered an alternate assessment consistent with Utah Admin. Code Section R277-700-8.

EXHIBITS

Exhibit 1: Utah State Credit and Curriculum Requirements (AdmAprv)

REFERENCES

Utah Code Ann., §53A-1-401(3)
Utah Code Ann., §53A-13-101
Utah Code Ann., §53A-13-101.4
Utah Code Ann., §53A-13-102
Utah Code Ann., §53A-1-6-6(1)
Utah Code Ann., §53A-13-104
Utah Code Ann., §53A-13-109
Utah Code Ann., §53A-13-109.5
Utah Code Ann., §53A-17a-120
Utah Administrative Code R277-700
Utah Administrative Code R277-702
Utah Administrative Code R277-705
Nebo District Policy #ICE, Concurrent Enrollment
Nebo District Policy #IGAA, Nebo School District Secondary Citizenship Policy
Nebo District Policy #IGADA, Work-Based Learning Experiences for Students
Nebo District Policy #IGAJ, Drivers Education
Nebo District Policy #JDH, Secondary Attendance
Nebo District Policy #IKFA, Participation in Graduation Exercises

FORMS

None
