

# Davis School District Policy and Procedures

**Subject: 4I-004 Citizenship Credit**  
**Index: Student Services - *Graduation***  
**Revised: March 7, 2023**

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## 1. PURPOSE AND PHILOSOPHY

To empower all students to function effectively in the society in which they live by: Encouraging student responsibility for school attendance, punctuality, attitude, and behavior in all grades and through implementation of a district Citizenship requirement at grades seven through twelve.

## 2. CITIZENSHIP REQUIREMENTS – GRADES 7-12

Graduation requirements in Davis School District include earning satisfactory citizenship grades through adherence to the rules and policies of the school. Students shall make-up any “U” or “Unsatisfactory” citizenship grades in order to qualify to participate in graduation ceremonies. Citizenship grade requirements apply to students in grades 7 through 12.

## 3. GRADES AWARDED BY TEACHERS AND ADMINISTRATION

- 3.1. The administration may issue a student in grades 7 through 12 one citizenship grade each term to cover the school period before, during, and after school and all school-sponsored activities.
- 3.2. Teachers shall issue a student in grades 7 through 12 one citizenship grade per class period per term.

## 4. CITIZENSHIP GRADE DETERMINATION

- 4.1. Teachers and administrators may select from the following citizenship grading options: “H” (Honors), “G” (Good), “S” (Satisfactory), “N” (Needs Improvement), and “U” (Unsatisfactory).
- 4.2. Most students should earn an “H” or “G” grade in their classes
- 4.3. Teachers may not use academic work or assignments to justify the issuance of “H” or “G” citizenship grades; instead class participation, preparedness, wise use of time, assistance to other students, etc., should be considered.
- 4.4. When issuing “N” or “U” grades, teachers shall mark Comment Codes to identify the behavior(s) which have resulted in the grade.

### 4.5. Unsatisfactory Citizenship Grade

An Unsatisfactory Citizenship Grade (a “U”) can result from an uncorrected series of negative behaviors, attendance problems, tardiness, one serious incident of negative behavior, or a combination of these behaviors.

#### 4.5.1. Attendance

In coordination with the District’s School Attendance and Truancy Intervention Policy, teachers shall consider attendance in determining a student’s citizenship grade. A “U” citizenship grade shall result from excessive unexcused absences as follows:

- a) Per term, three (3) unexcused absences .
- b) An absence is excused when the parent or guardian has notified the school of an illness, which may be either mental or physical, medical appointment, family emergency, death of a family member or close friend, family activity or travel, school activity, or as otherwise provided for by the student’s IEP or 504.
- c) Although an absence may be excused, class expectations and assignments are not excused. It is a student's responsibility to request make-up work when absent for illness or other legitimate reasons including absence for extracurricular school-sponsored activities. In such cases teachers shall help students by allowing them to make up the work missed. Students who desire to enrich their school experience through involvement in athletics, music, drama, debate or other approved extracurricular school-sponsored activities shall receive

encouragement and support from their teachers and the administration. Teachers may set reasonable timelines for completion of make-up work.

- d) Timelines and process for excusing an absence are identified in a school's attendance procedures.
- e) Students receiving a U for unexcused absences who feel the absences should have been excused due to illness, family emergency, or other extenuating circumstances may appeal the action as outlined under the Appeals Procedure in section 5.4.

**4.5.2. Tardiness**

A "U" citizenship grade shall result from excessive tardies. FOUR (4) tardies per term in any given class are considered excessive. A teacher may allow make-up for tardies.

**4.5.3. Serious Negative Behavior**

Serious negative behavior may result in a student earning a "U" citizenship grade. In addition, other appropriate administrative actions including suspension, may be applied to the same instance. (See: 5S-100 Student Conduct and Discipline Section 2).

**5. SCHOOL LEVEL CITIZENSHIP PROCEDURES**

Each school will develop school procedures which include, at a minimum, the following:

- 5.1. **Warning.** Teachers and administrators shall provide a student sufficient warning to remedy an impending "U" and allow an opportunity to make-up a "U" before the end of the grading (report card) period unless the "U" is earned so close in time to the end of the grading period that it is not reasonable to allow make up prior to the end of the period;
- 5.2. **Parent Notification.** Teachers and administrators shall make reasonable attempts, by phone or in writing (email, letter, midterm report, etc.), to notify a parent/guardian when their student's behavior may result or has resulted in a "U" citizenship grade;
- 5.3. **Make-up Options.** Citizenship make-up credit is available through classes, community service, or programs pre-approved by school administration. Procedures shall identify:
  - 5.3.1. approved citizenship make-up options including options which could be used by teachers to allow a student to remedy an impending "U";
  - 5.3.2. cost (maximum fees charged to students must comply with Fee Schedule), and time requirements for citizenship make-up programs;
  - 5.3.3. timelines within which a student must make-up a "U" grade and penalties associated with failing to make-up a "U" in a timely manner;
- 5.4. **Appeals Procedure.** Each school establish an appeals procedure which may be used by a student having receiving a "U" citizenship grade as follows:
  - 5.4.1. Informal Resolution. The first line of appeal for a student is with the teacher and school administration. The student and parent/guardian should meet with the teacher or administered the "U" and attempt to resolve the issue.
  - 5.4.2. Standards Review Committee.
    - a) The principal of each secondary school is responsible to establish a Standards Review Committee.
    - b) The principal, working with the PTA, shall identify qualified community volunteers to serve as Student Advocates.

- c) The committee membership shall consist of at least one administrator, one counselor, two teachers and others as needed. At the student's request, a representative from the student advocate list shall also serve as a member of the committee.
- d) A student who has received a "U" citizenship grade and has not satisfactorily resolved the appeal at the informal level and who feels there are extenuating circumstances requiring a hearing by the Standards Review Committee shall:
  - i. Submit a written request for a hearing to the school principal;
  - ii. Include on the written request for a hearing a request for a parent advocate to be a member of the committee if the student wants one present; and
  - iii. Request the hearing by midterm of the following term. Due to extenuating circumstances, at the option of the principal, the period for hearing appeals may be extended beyond midterm.
- e) After each grading period, the Standards Review Committee shall review appeals from students.
- f) Appeals shall be submitted before midterm of the following grading period.
- g) Deliberations of the Committee shall consider the student's productivity in class, reasons for absences, make-up work and teacher recommendations.
- h) The decision of the Standards Review Committee is the final administrative appeal for citizenship grades.

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### REFERENCES

[Utah Code Ann. §53G-6-201](#) – Compulsory Education

[Utah Code Ann. §53G-6-205](#) – Approval Absences.

[Utah Code Ann. §53G-6-803](#) – Parental Right to Academic Accommodations.

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### DOCUMENT HISTORY

**Adopted: June 30, 1992**

**Revised: September 1, 2009** – No content change, renumbered from 5S-404 to 4I-004 with reorganization of Policy Table of Contents.

**Revised: June 7, 2016** – Significant changes were made in the policy, as recommended by a Committee, to make it more effective. Policy applies to 7<sup>th</sup> through 12<sup>th</sup> grades equally. Teacher to provide an opportunity to make-up impending U. School to establish timeline within which a U should be made-up and penalties associated with not failing to make-up U in a timely manner. Eliminates number of credits earned and replaced with no un-remediated U citizenship grades to qualify for graduate.

**Revised: March 7, 2023** – Periodic review. Updated language for clarity and added references.