

INCOMPLETE 4TH QUARTER GRADES



In conjunction with Utah State Board of Education guidance, the following procedures for addressing incomplete grades will be implemented in Granite School District through the end of the 1st quarter of the 2020-2021 school year.

■ 4TH QUARTER TIMELINE

- May 11-15 is the last week teachers will introduce any new instructional content.
- The week of May 18-22 is for review, intervention, task completion, and demonstration of proficiency.

■ 4TH QUARTER GRADE POSTING

- Teachers will finalize 4th quarter grades by Wednesday, May 27.
- Report cards will be available in the Parent Portal beginning June 11.
- A copy of 4th quarter report cards will be mailed home after June 11.

■ WHAT IS AN INCOMPLETE GRADE?

An *Incomplete* grade provides a student additional time to complete missing work (traditional) or demonstrate proficiency (proficiency-based learning) for a class they are failing. Students who receive an *Incomplete* on their report card have until the end of the 2020-2021 1st quarter (October 22) to work with the teacher who assigned the *Incomplete* to change it to a *Pass*.

■ K-11 STUDENTS WITH AN INCOMPLETE GRADE

Students who receive an *Incomplete* 4th quarter grade will have the opportunity to earn a *Pass* grade issued by their teacher. Student will complete 4th quarter coursework during the summer, and will work within grading criteria established by their teacher in their 4th quarter distance learning course.

Please note that teachers will not be expected to work outside their yearly contract, and students should not expect feedback on summer coursework until the start of the 2020-2021 school year.

■ HIGH SCHOOL SENIORS WITH AN INCOMPLETE GRADE

High school seniors have until Friday, August 21 to earn all of their required credits to graduate with their class. Those who receive an *Incomplete* 4th quarter grade will have until this date to complete missing work or demonstrate proficiency to earn a *Pass*. The awarding of a *Pass* grade will be within a teacher's grading criteria for the 4th quarter course. Schools will work with students to provide feedback on 4th quarter coursework done during the summer.

■ SUMMER TEXTBOOK/CHROMEBOOK ACCESS

- Students who have completed coursework will follow instructions from their school for textbook and Chromebook return.
- Students, including high school seniors, who know they will need additional time over the summer to continue learning/work on *Incomplete* grades may keep textbooks and/or Chromebooks while completing 4th quarter coursework.
- All students who choose to keep textbooks and/or Chromebooks will return those items when school begins in the fall or upon coursework completion.
- Students who choose to keep textbooks and/or Chromebooks and who will be attending a different school in the fall will be asked to return those items to the school from which they were issued when school begins in the fall.

■ PAPER-BASED LEARNING MATERIALS

Students that are working to resolve *Incomplete* grades through paper-based learning packets may continue to pick up learning materials by appointment at their school's front office throughout the summer.