CLIFTON
GRADING GUIDELINES

Overall Expectations aligned with Austin ISD Policy EIA

- All classes must have at least one grade entered weekly and at least nine grades for each grading period regardless of the length of the grading period
- All classes will have a minimum of **one** major grade per grading period
- All students are required to take semester examinations and/or complete culminating activities in all courses
- Academic credit cannot be given for any activity that does not directly relate to the course curriculum
- If a student has a failing grade at the progress report date, teachers will communicate with caregiver/family

Gradebook Structure

Category	Weighted %	Examples
Major Grade	50%	Power Standards – standards needed to move forward in the program) • Examples of Employability Standards: Communication, Self-Advocacy, Responsibility, Accountability, Collaboration, Problem-Solving • Examples of CTE Strand Standards: propagation, knife skills, workplace safety, MIG T-weld, vital signs, event layout May be assessed through summative skills or unit assessments, work-based learning observations over time, capstone projects, etc.
Quizzes	25%	Formative Assessments Skills Checks Individual or Group Projects (over more than one period)
Daily	25%	Participation in Work-Based Learning or Internship Class Discussions Content Exploration
*Final Exams are worth 20% of the Semester Average		

Grades Based on Mastery

Standards Based Grading (SBG) is a philosophy that student grades should reflect skills. It is a system where progress can be measured per standard and allows room for growth.

The following rubric will be used for all major grades based on mastery of the TEKS Power Standards. Any major grade/final exam that has a grade lower than 50 will require conversation with admin.

Mastery 95-100	Proficiency 85-94	Basic 75-84	Developing 65-74	Insufficient Evidence 50
Student can teach and/or evaluate standard	Student demonstrates standard independently	Student demonstrates standard with minimal support OR Student demonstrates most components of standard	Student demonstrates standard with moderate support (70-74) Student has attempted the standard (65-69)	Student showed minimal effort and did not respond to feedback/support

Understanding Grading Codes

Pending (PND) *no impact on average*	Student has a documented excused absence for the day of the assignment. They are planning to make it up and/or the work is actively in progress.
Excused (EXC) *no impact on average*	Student has a documented excused absence and is excused from certain daily grades. This may include work-based learning/internship grades or prioritizing some assignments over others during a prolonged absence.
Missing (MSG) *counts as 0 in the average*	Student has an unexcused absence for the day of the assignment and has not completed the assignment Any "PND" assignment that has not been completed by the next progress report date will be changed to "MSG" at that time. MSG can be changed if the unexcused absence is updated at a later date or if the student turns in the assignment *(see below)*.
Incomplete (I) *counts as 0 in the average*	Only used if the student was absent on day of midterm/final exam AND absent on all available makeup days. If a student returns the following semester, they will have the opportunity to complete the missing exam.
Zero (0)	Student had the opportunity to complete the assignment and chose not to.

Makeup Work
Daily Grades based on Classroom Assignment/Task

With Prior Notice or documented EXC Absence
- Enter as PND while student works to makeup the assignment
- Student has the opportunity to make up the grade for full credit or may be excused (see "EXC" above)
- Any PND assignment that has not been completed by the next progress report date will be changed to "MSG" at that time
- Daily Grades (Work-Based Learning/Internship - difficult to makeup)
- Major Grades & Mastery
  - Students will have the opportunity to makeup major grades regardless of the absence reason
  - If a student (with or without absences) can demonstrate mastery of curriculum standards that were addressed but not achieved during the previous nine-week grading period of the current semester, the teacher will adjust the student's grade from that reporting period if it impacts the student's overall letter grade.

Without Prior Notice or UNX Absence
- Enter as MSG
- Student has the opportunity to make up the grade to a 70

Daily Grades Based on Work-Based Learning or Internship (difficult to make up)

Documented EXC Absence
- Grade may be excused *(see above under "EXC")*
- Students who anticipate frequent absences on internship days due to UIL or other ongoing commitments should discuss with teachers as far in advance as possible to develop a solution.

UNX Absence with **AT LEAST** 2 hours prior notice by student
- Grade will be entered as a 50

UNX Absence with **NO** notice or less than 1 class period prior notice
- Grade will be entered as a 0

Major Grades

- Students will have the opportunity to makeup major grades regardless of the absence reason
- If a student (with or without absences) can demonstrate mastery of curriculum standards that were addressed but not achieved during the previous nine-week grading period of the current semester, the teacher will adjust the student's grade from that reporting period if it impacts the student's overall letter grade.