

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%	<p>Power Standards - standards needed to move forward in the program)</p> <ul style="list-style-type: none"> • Examples of Employability Standards: Communication, Self-Advocacy, Responsibility, Accountability, Collaboration, Problem-Solving • Examples of CTE Strand Standards: knife skills, workplace safety, MIG T-weld, vital signs, event layout <p>May be assessed through summative skills or unit assessments, work-based learning observations over time, capstone projects, etc.</p>
Quizzes	25%	<p>Formative Assessments Skills Checks Individual or Group Projects (over more than one period)</p>
Daily	25%	<p>Participation in Work-Based Learning or Internship Class Discussions Content Exploration</p>

*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) <i>*no impact on average</i>	Student is actively working on assignment or assignment has been turned in but not graded. Any "PND" assignment that has not been completed by the end of the grading period will be changed to "MSG" at that time.
Excused (EXC) <i>*no impact on average</i>	Student has a documented excused absence and may be excused from certain daily grades based on teacher discretion. This may include work-based learning/internship grades or prioritizing some assignments over others during a prolonged absence.
Missing (MSG) <i>*counts as 0 in the average</i>	Student was absent for the day of the assignment and has not completed the assignment MSG can be changed if an absence is updated at a later date or if the student turns in the assignment (see below).
Incomplete (I) <i>*counts as 0 in the average</i>	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
<p>Documented EXC Absence</p> <ul style="list-style-type: none"> • Student has the opportunity to make up the grade for full credit or may be excused (see “EXC” above)
<p>UNIX Absence</p> <ul style="list-style-type: none"> • Grade will be entered as MSG • Student has the opportunity to make up the grade to a maximum score of 70
Daily Grades Based on Lab/Work-Based Learning or Internship (difficult to make up)
<p>Documented EXC Absence</p> <ul style="list-style-type: none"> • Grade may be excused (<i>see above under “EXC”</i>) • 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.
<p>UNIX Absence</p> <ul style="list-style-type: none"> • Grade will be entered as MSG • Limited makeup opportunities may be available (to be agreed upon by the teacher and campus administrator) to a maximum score of 70
Major Grades
<ul style="list-style-type: none"> • Students will have the opportunity to make up major grades during a grading period, regardless of the absence reason • If a student 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 or course credit.