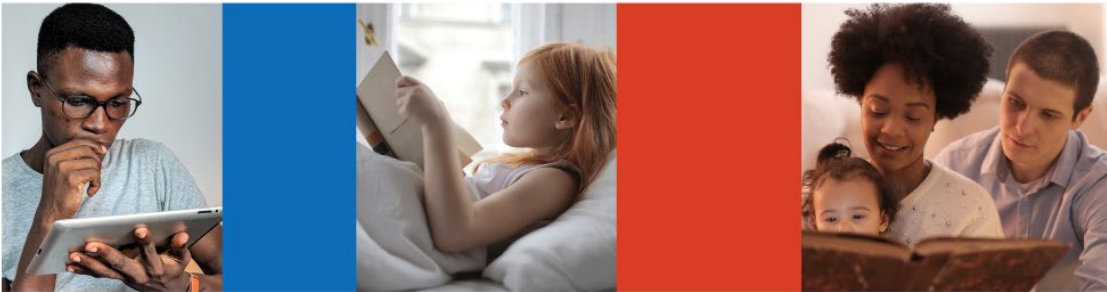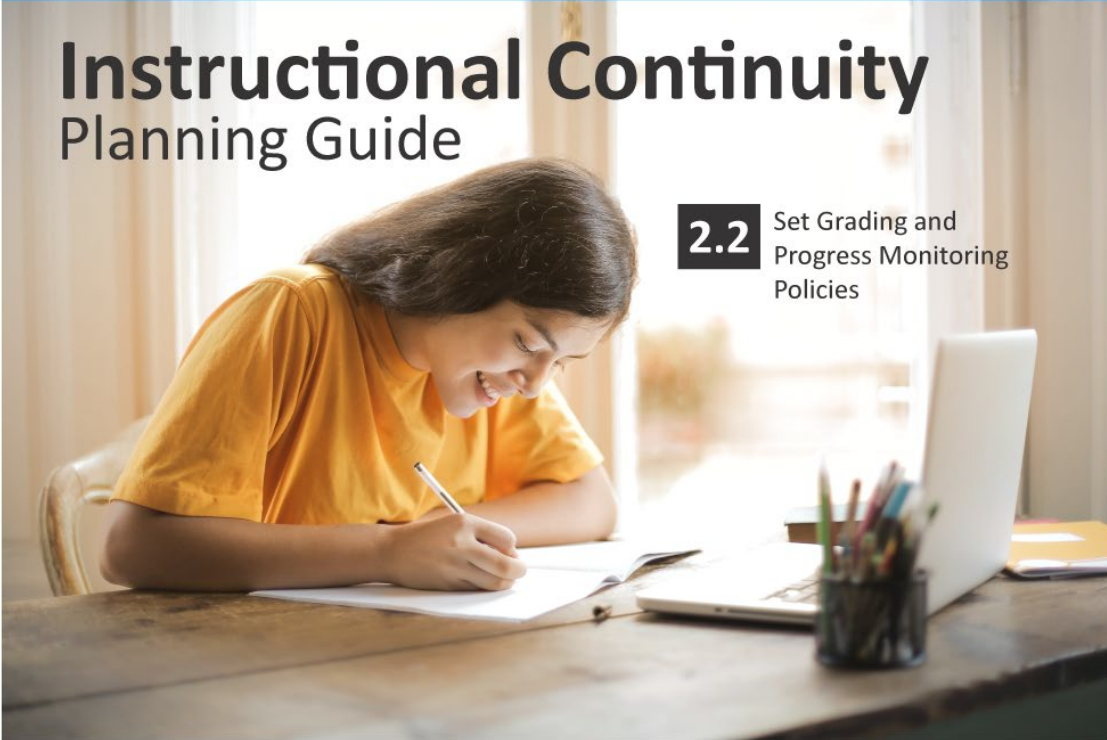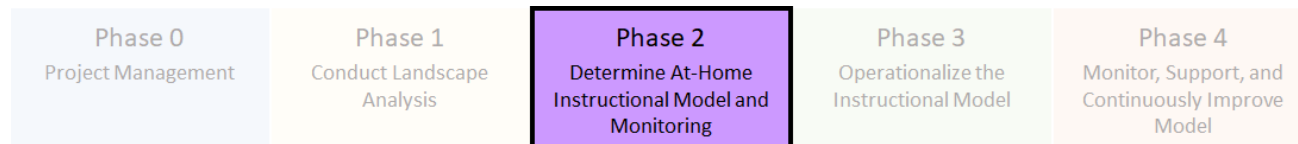# Instructional Continuity
Planning Guide

2.2 Set Grading and Progress Monitoring Policies

The information included in this guidance is provided as a resource only.
This information is intended to assist in the delivery of educational resources in this time of public crisis.

Phase 2: Determine At-Home Instructional Model and Monitoring
Planning Category 2.2: Set Grading and Progress Monitoring Policies

Phase 0	Phase 1	**Phase 2**	Phase 3	Phase 4
Project Management	Conduct Landscape Analysis	**Determine At-Home Instructional Model and Monitoring**	Operationalize the Instructional Model	Monitor, Support, and Continuously Improve Model

Planning Category Activities

1. **Determine grading procedures and policies** for monitoring student performance.

2. **Set graduation policies** through individual graduation committee reviews.

3. **Determine attendance policies** for students in an at-home learning model.

Planning Guidance
TEA has developed guidance to support school districts and open-enrollment charter schools in setting policies for grading, graduation, and attendance during school closures.

Guiding Questions
- How will the district determine whether adjustments to the district grading policy are necessary during remote learning?
- Are adjustments to the regular district grading policy necessary as a result of remote learning? (e.g., The current policy may permit a student to retake an exam only one time, which may not be sufficient during remote learning?)
- What steps need to be taken to adopt an interim policy or addendum?
- How will changes to grading policy be communicated to students, parents, and teachers?
- Are adjustments to the grade placement procedure necessary (e.g., teacher recommendation, grade placement committees)?
- How will assignment and exam grades during remote learning be factored into promotion and retention decisions?
- How will promotion and retention decisions be made and documented?
- How will final grades and award of credit decisions be determined?
- How will assignment and exam grades during remote learning be factored into final grades?
- Are there benchmark tests, summative assessments, or other tests that can be administered to assess student proficiency for the course/subject area/grade level?
- What structures are in place for documenting final grades and award of credit?
- Do teachers have access to student records or to systems from which final grades can be exported or input directly into a student information system?
- Will timelines need to be adjusted to ensure records are entered for the current academic school year or semester?
- How will students and parents be notified about final grades and award of credit decisions?
- How will transcripts/report cards be generated and distributed?
- Does the current process for requesting transcripts need to be adjusted?

- Are adjustments to the district's standard grade point average (GPA) policy necessary?
- How might changes to the district's grading policy impact GPA calculation? (e.g., How will pass/fail grades be calculated for GPA?)
- How will the district ensure the revised policy is equitable for all students?
- How will changes to the policy be communicated to students and parents?

Suggested Staff Support
- **District**: superintendent, finance and operations teams, PEIMS coordinators
- **School**: administrators

TEA Resources
- Guidance on Grading and Graduation: guidance document on continuing or adapting grading policies

Additional Resources
- TEA Announcement: Cancellation of STAAR Testing for the Remainder of the School Year
- Relevant Texas Education Code Sections: TEC §28.0258 High School Diploma Awarded on Basis of Individual Graduation Committee Review; 19 TAC Chapter 74, Subchapter B Graduation Requirements; 19 TAC §74.1025 Individual Graduation Committee Review

District-Created Resources
- Bryan ISD Grading Guidelines
- Fort Worth ISD Grading Guidelines
- Gunter ISD Secondary Grading Policies
- Laredo ISD Elementary and Secondary Grading Policies
- Lago Vista ISD Grading Policy
- Northside ISD Grading Guidelines for Distance Learning
- San Saba ISD COVID-19 Grading Policy (available in English and Spanish)
- Tomball ISD Remote Learning Grading Guidelines

Find links to all Phase 2 resources on the TEA Instructional Continuity Framework website.