

Wellman-Union Grading Policies 2025-2026

GRADING GUIDELINES EIA (Legal, Local)

1. Student report cards shall be issued for each six-weeks grading period.
2. After the third week of the grading period, a progress/deficiency report shall be sent home for any student whose performance in any course/subject area is near or below 70 or is below the expected level of performance.
3. A *minimum* of 10 grades dispersed evenly throughout the grading period including but not limited to tests, quizzes, homework, class work, and labs shall be recorded in the gradebook. The grade should reflect the student's relative mastery of an assignment upon which the six-weeks average is based. Teachers shall record at least 5 grades prior to progress reports being issued.
4. In grades K-5, formative grades will be average and constitute 70% percent of the grading period grade. Summative grades which may include any combination of the following: chapter tests, major skills tests, and other major projects (i.e. projects that require several days of independent work on the part of the student), such as multiple draft compositions, journals, research papers, models, and performance, etc., will constitute 30% percent of the grading period.
5. In grades 6-12, formative grades will be average and constitute 60% percent of the grading period grade. Summative grades which may include any combination of the following: chapter tests, major skills tests, and other major projects (i.e. projects that require several days of independent work on the part of the student), such as multiple draft compositions, journals, research papers, models, and performance, etc., will constitute 40% percent of the grading period.
6. Benchmarks will be counted as a formative grade. Common Assessments will be counted as summative grades.
7. In grades K-5, assignment grades shall be categorized and weighted as Formative (70%) and Summative (30%). No assignment grade may count more than 20% of the total grade average. Refer to the end of this document for definitions of Formative and Summative.
8. In grades 6-12, assignment grades shall be categorized and weighted as Formative (60%) and Summative (40%). No assignment grade may count more than 20% of the total grade average. Refer to the end of this document for definitions of Formative and Summative.
9. Any homework assignment given to a student shall be evaluated and/or graded and returned to the student within a reasonable amount of time.
10. Semester exam grade:
 - a. The exact semester exam grade will be recorded on the report card and be used to determine the semester grade.
 - b. The value of the semester exam grade, if given, will count 20% of the semester grade in grades 6-12.

- c. The design of the semester exam is at the discretion of the teacher. For example, the semester exam may be cumulative over the current semester(s) or may serve as the test for the current unit. The semester exam should not be excessive nor overwhelming to the student.

11. Numerical grades will be used on all reports: gradebooks, grade sheets, report cards, and permanent records for grades K-12.

12. Prekindergarten skills shall be reported on a progress report.

13. Progress Report cards shall be mailed home by Wednesday following the third week of each reporting period and shall be returned to the campus office with a parent or guardian signature within five days.

To generate Progress Reports, teachers **must** have all grades properly entered in the Gradebook in Ascender before the end of the day on the Friday of the third week and the final week and day of each grading period. See exception on....

Grading Period	Grades Entered Gradebook	Progress Reports Go Home
1st Grading Period	September 2, 2025	September 3, 2025
2nd Grading Period	October 15, 2025	October 16, 2025
3rd Grading Period	December 3, 2025	December 4, 2025
4th Grading Period	January 28, 2026	January 29, 2026
5th Grading Period	March 10, 2026	March 11, 2026
6th Grading Period	April 24, 2026	April 27, 2026

TIMELINE FOR GRADE REPORTING

Grade Reports:

1. All teachers will post grades by 8:00 a.m. on the first day of the next grading period.
2. After the grades are posted by the teacher, the grades will be processed by Mrs. Garza.
3. Verification grade reports will be printed for the school by 12:00 p.m. noon on Tuesday. Mrs. Garza will handle the verification grades.
4. Teachers will make any corrections in their Gradebook and repost the corrected class grades.
5. Mrs. Garza will process all grade changes after receiving documentation from teachers to do such.
6. Report cards are then printed by Mrs. Garza, by no later than 12:00 p.m. noon on Thursday. Report cards are then mailed and posted on the Parent Portal.

2025-2026 Grading Periods		
Grading Period	Grade Reporting	Report Cards Sent Out
1st Six Weeks	Aug. 12 - Sept. 19, 2025	September 25, 2025
2nd Six Weeks	Sept. 23 - Oct. 31, 2025	November 6, 2025
3rd Six Weeks	Nov. 4 - Dec. 18, 2025	January 8, 2026
4th Six Weeks	Jan. 6 - Feb. 13, 2026	February 19, 2025
5th Six Weeks	Feb. 17 - April 2, 2025	April 9, 2026
6th Six Weeks	April 7 - May 14, 2026	May 21, 2026

14. Report cards shall be mailed home by Thursday following the close of the reporting period and shall be returned to the campus office with a parent or guardian signature within five days.
15. Re-teaching – A grade of 70 shall indicate mastery of the Texas Essential Knowledge and Skills (TEKS). If a student fails to demonstrate mastery of any TEKS, the student shall have the opportunity for a reteach over the concept. The district shall permit a student a reasonable opportunity to redo an assignment or retake a test for which the student received a failing grade at the discretion of the classroom teacher. **EIA (Local)**
16. If a student's grade average falls below a 70, teachers shall provide an intervention plan to accelerate student mastery with TEKS content and reteach efforts, including parent contact. For students who have a grade below 70 for the grading period, the teacher shall have documentation of at least one parent conference and have documented reteach efforts.
17. Lines 1-16 of this grading policy do not apply to courses provided by entities outside of WUISD, such as dual credit courses, credit recovery programs, etc.
18. Students enrolled in courses provided by entities outside of WUISD shall provide their grades and course progress as requested by school administration or facilitator.

*Formative Assessments are progress monitoring tools that determine how we can help students in the process of learning. These are assessments FOR learning. Formative assessments can be taken as grades, but do not have to be recorded as a grade in the gradebook (ie: thumbs up/down, tickets out, four corners, gallery walks, labs, observations, questioning, discussions, learning/response logs, graphic organizers, peer/self-assessments, practice presentations, individual responses [written/digital], spelling tests, homework, editing, recording thinking while reading, think/pair/share, portfolios, anecdotal records, participation etc.).

*Summative Assessments measure how much students have learned over time. These are assessments of learning. They assess mastery of the curriculum standards and help determine effectiveness of instruction. Summative assessments should be created prior to instruction to capture and identify both content and process of learning that represent the desired outcomes (ie: end of unit tests or projects, standardized assessments, labs, completed compositions, completed portfolios). The summative assignment category counts 30% of the student's average. At least 2 summative assignments are required each grading period.