

## RETAKES/REDOS

### Why?

A consistent schoolwide retake/redo process takes into consideration that some students take longer to learn than others. It also allows students to truly show what they know and develop a growth mindset.

### How?

- Barring extenuating circumstances, students have **2 weeks** after the original test score is given to the class to complete a retake/redo.
  - Extenuating circumstances
    - Specific assignment extension written into IEP or 504
    - Family emergency, student health issue
- Teachers give at least **one** retake/redo. It is up to the teacher's discretion beyond one retake.
- If a student is absent on the day of the test, it is up to individual teachers if they take the first test and how to proceed with the retake.
- Teacher's discretion as to how they determine if the student has increased in learning in order to qualify for a retake or redo.
- Students must have a conversation with the teacher within **up to two class periods** after the first score is given for the teacher to consider retake/redo.

\*Please note that concurrent enrollment courses will follow the expectations from the University.

Teachers may use the form given or their own method of tracking retakes.

### PLAN TO RETAKE/REDO

Name \_\_\_\_\_ Date \_\_\_\_\_

Name of missing assignment/test \_\_\_\_\_

Date retake/redo is expected to be completed/taken \_\_\_\_\_

Interventions or support needed to retake/redo

- Complete assignment/corrections
- Extra study or home-based effort
- After school center
- Super Saturday
- Extra help from a teacher
- Better planning/time management
- Other \_\_\_\_\_

I know if I don't retake by the date above, I can not retake.

\_\_\_\_\_  
Student signature

## DEADLINES

### Why?

Formal deadlines are integral in helping students reach the academic and citizenship benchmarks we have set forth and "...leave our schools ready to create a positive future for themselves and their community."

### How?

- A due date should be set for each task that is entered into the gradebook.
  - Individual teachers will determine what a reasonable/appropriate due date would be for each task they enter into the gradebook
  - It is recommended that similar/same-content teachers work together to establish these dates in synchronization with their curriculum map(s).
  - Larger tasks (*such as projects*) should be broken down into smaller, more digestible tasks with individual due dates.
- Assignments will be locked one week after the due date and will no longer be available to students.
- After the assignment has been locked, a student can have a conversation with a teacher about unlocking the assignment. At the discretion of the teacher, the teacher can choose to unlock the assignment.
  - When unlocking the assignment a new deadline is set.
- While these deadlines remain in effect, teachers are permitted to develop a plan with a student to unlock a previously locked task.

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