



# Lake Michigan Catholic Middle School Redo & Retake Policy

## **Guidelines for Redos and Retakes**

1. Redo Requests (RR) must be within reason. The teachers will have final say on what's reasonable and if the RR will be granted. The goal is for students to take responsibility for their learning and master the content. Therefore, if it is determined that students acted irresponsibly, the RR request may be denied by the teacher.
2. Any student can redo or retake an assignment/assessment, regardless of their original score. The higher score will be the recorded score.
3. The earliest a RR can occur is one day after receiving the original assignment and after a parent has signed the request form.
4. When assessments are returned, teachers will inform the students of a deadline for RR applications. In extenuating circumstances teachers may extend this deadline for individual students.
5. The teacher reserves the right to change/alter all redone assignments/assessments. (i.e. Say a student has mastered 75% of the material on a given assessment. The teacher may alter the assessment so that the student may only need to show mastery on the 25% they did not master.)
6. Any changes to the assessment will be announced to the student at the time of the redo request.
7. Assessments may focus on only the parts the student struggled on in previous attempts. Students may "bank" sections of the assessment/assignment that are done well. (See #5 above)
8. Assessment format may be changed-verbal assessments are always an option. Follow-up questions-to see if the student has really mastered the material-are always possible.
9. Assessment retakes must be completed before or after school. Student is still responsible for all new/additional material in class during the RR process.

10. If an assessment is given in the final two weeks of a quarter the student will still have an opportunity to redo the assessment for an improved grade within the timeline guidelines stipulated by the teacher. The teacher will input the grade earned and if a redo is completed after the close of the quarter or semester, the grade will be changed to the new grade earned (provided it is higher) as a result of the redo.

### **Redo Plan Procedure**

1. Students must complete a request for redo and have it signed by their parents in order to complete a redo. Students will include the following documents with their redo request:
  - a. The original assignment/assessment and be signed by the parents.
  - b. Schedule a conference with their teacher to do the following:
    - i. Students must formulate a plan and complete a calendar of completion to better their assignment/assessment results.
    - ii. Devise a plan to best accomplish the redo. This could include extra practice, reworking problems from the test or study guide, flashcards, etc.
    - iii. Student and teacher will identify a date by which time this will be accomplished. If the student fails to meet this deadline then the original grade will become permanent.
    - iv. Students must submit the original version of their work with the re-done version. All work accomplished according to the learning plan must be submitted as well.
    - v. Upon successful completion of the redo, students must write a brief letter explaining what was different between the first and subsequent attempts, and what they learned about themselves as learners.
11. If student doesn't follow through on the learning plan, he/she must write a letter of apology to the teacher and to their parents for breaking the agreement.