



Bryson Middle Retake/Redo Policy

Bryson Middle School strives to provide students with a rigorous academic curriculum, balanced with multiple modes and opportunities to demonstrate their learning. We understand the unique development and needs of our middle school learners and believe that true learning often takes place at different paces according to individual pathways of readiness. We believe that learning from mistakes is an integral part of developing a lifelong growth mindset, and this process promotes student reflection and ownership of their learning. These beliefs, aligned with district assessment guidelines, provide the rationale for the following policy on late work and retakes:

Retake/Redo Policy Guidelines:

- Students may retake at least one major assessment without penalty within the first seven weeks of the quarter.
- Students and parents must submit their request for a redo/retake within one school week of the graded assessment being returned.
- When a student retakes a major assessment, the original grade will be overwritten and the most recent grade recorded. The original grade will be noted as a comment in the gradebook.
- There is no point penalty for retaking an assessment.
- A student will receive an NHI (Not Handed In) in the grade book when he or she does not turn in an assessment.
- In addition to remediation/requirements determined and documented by the teacher on the Redo/Retake Form, clearance of NHIs on assessments leading up to the major assessment may be required before the retake.
- Retakes will cover the same standards but may not be the original assessment/assignment. Alternative assignments may be required at the teacher's discretion.
- Students may not request a redo/retake on work handed in late.
- Test corrections of incorrect answers may be allowed in place of a full retake, as deemed appropriate by the teacher. Test corrections may result in partial credit returned.
- A copy of the Retake/Redo form will be located in the teacher's classroom.

NHI/Late Work Policy

- When a student is absent, school policy allows five days after returning to school to complete make-up work. Students are responsible for contacting each teacher for missed work. The request should be made immediately upon returning to school. A parent may request make-up work for extended absences. Make-up work may be picked up after 3:20 p.m. on the day of the request. It is our goal at Bryson Middle School to ensure all students have the opportunity to make up any missing or late work and receive a grade that portrays their knowledge of the assigned material.
- Purposely evading or refusing to do work are exceptions to the late work expectation allowance. These situations may be treated as behavioral and follow up with school support staff.
 - On Tuesdays during team meetings, the team will review student grades and any students with three or more NHIs in their core content classes, then the team will need to document the student's name on their team agenda and then communicate with both the parent and student through backpack (email and text) the assignments in which the student has not completed. The student will be required to turn in the assignment by Friday of the same week. If students do not turn in the work, an NHI will remain in the gradebook. If the same students are emailed weekly in a two week period, then it will be expected that a parent conference will be held to discuss this behavior concern.
- A student with one or more NHIs may be denied certain privileges or held accountable for the assignment(s) until the work has been completed and returned to the teacher.



BRYSON MIDDLE SCHOOL

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Bryson Middle - Retake/Redo Form

*** Read all policy guidelines listed on the back of this form. All elements of this form must be completed in order for you to be eligible for a reassessment. This form must be signed by your teacher within two school days of you receiving your initial grade. It is your responsibility to communicate with your teacher.*

Student Name: _____

Date of Notification to teacher: _____

Teacher initials: _____

Date for Scheduled Reassessment: _____

Name of assessment: _____

Original grade of first assessment: _____

Remediation Plan (check one):

- Attend remediation
- Additional study/work time with parent/guardian
- Other (teacher discretion)

Teacher initials: _____

Parent initials: _____

If other, list here:

Reflection: What caused you to score lower than you would have liked on this assessment?

Student Signature: _____

(Indicating that you have read and understand the reassessment policy, and agree to all terms)

Teacher Signature: _____

(Once all requirements have been met, and reassessment is approved)

Parent Signature: _____

(Indicating that you have read and understand the reassessment policy, and grant permission for your child to re-take/re-do this assessment)