Retake/Redo Policy Spring 2016

**Updated REDO policy for Spring 2016**

In response to the survey results from both the students and teachers we have made the following adjustments to the policy for next semester:

-Only students who fail a summative assessment will be allowed to REDO

-There will be no contract

-Teachers will be responsible for meeting with the student and providing interventions to help her master the material missed.

-The highest grade will be the final grade (note that this is a change from Fall 2015 where the most recent grade would always be the grade the student received)

-When a student needs to complete a REDO, a teacher must follow these two steps:

First, a teacher will need to continue the process of placing the code “REDO” in the failed summative assignments cell. The “REDO” is still tied to a 50%.

Second, a teacher will change the overall grade in the “Final Score” column to “RD” (RD = REDO). This is the same override process you are currently using for placing an INCOMPLETE in the grade book. Michael Nahm has created the “RD” code already for your gradebook. The “RD” code will freeze the final grade for that student.

Only when a student completes the REDO process can the previous two steps be removed.

-Students will be required to come in on Wednesday morning (they can either take the REDO, study, work on interventions, etc.) If a student has an “I” in one class and a “RD” in another class, the student on Wednesday morning will always work on the “I” first because there are fewer steps involved in completing an “I” then a “RD”.

-The timetable for the REDO process will follow the same timetable as the INCOMPLETE.

At 8 am on Monday morning the REDO report will be run.

Students will have two weeks to complete the process; unless they finish the process sooner.

A student can be on the REDO list two consecutive Wednesdays to complete the needed assessment. You will know a student’s progress on the REDO process due to a color system. When a student appears on the REDO list once the cells will be white, the second time they appear on the REDO list the cells will be colored yellow, and finally if they are on the REDO list a third time the cells will be highlighted in red. At that point you will give the student a detention for failing to complete the REDO process. The student will also receive the original failing score (minimum score is a 50% on all summatives)