

RIVERSIDE HIGH SCHOOL SOCIAL SCIENCES AND GLOBAL STUDIES DEPARTMENT

RETAKE POLICY 2015-2016

The following outlines the retake policy for the entire department that will be followed through the current school year. Please note that this is a living document, and the department reserves the right to change any part of the policy throughout the year. All students will be notified of any changes.

1. Retakes only applies to tests.
 - a. Quizzes or essays may be included in retakes, but that is up to the individual teacher's discretion.
 - b. Students should not assume quizzes or essays will be eligible for retakes.
2. All students who score under 70% on a test MUST complete a retake.
3. Students who score over a 93% will NOT be allowed to complete a retake.
4. Students who score between 70% and 93% have the option to retake, but it is not required.
5. The highest score possible on the retake is 93%.
6. The retake score will be recorded in Phoenix as a separate grade.
 - a. The amount of possible points on the retake will usually be half of the original test.
 - i. Ex. If test was 100 total points, the retake will be 50 total points.
 - b. If those students who are required to complete the retake fail to do so, it will become a zero in Phoenix.
 - c. All other students will receive an X for exemption.
7. All retakes must be completed within 2 weeks of original test or when tests are handed back.
 - a. The teacher will inform the students of the due date for completion of retake.
8. All students who are either required to complete a retake or choose to do so, MUST complete a form of remediation before completing the retake.
 - a. The type of remediation required will be up to the individual teacher's discretion.
 - b. Again, remediation MUST be completed prior to retake.
9. Retakes will be available:
 - a. Every Tuesday morning at 8am
 - b. Mr. Hallock's room (L403)
 - c. Must arrive no later than 8:15am and must finish by 8:45am
 - i. Mr. Hallock reserves the right to refuse to administer a retake if a student arrives later than 8:15am.
 - d. Mr. Hallock will collect remediation material before retake is given.
 - i. If student does not have remediation ready to turn in or it is incomplete, once again Mr. Hallock reserves the right to refuse to administer a retake.
10. Any and all questions about this retake policy should be directed to the student's teacher or Mrs. Davies, the Social Sciences and Global Studies Department Chair.