

RETAKE Policy (September 2016)

Vision

We believe all students can learn. In the spirit of this philosophy, CHS faculty and staff have instituted policies that provide students multiple opportunities to reach their academic potential

School Policy

- Re-takes are available for a minimum of one summative assessment per competency per semester.
- Requests for re-takes must be initiated **by the student** within 3 school days after grades are posted on the student grade portal.
- Re-takes will occur within 10 school days after grades are posted on the student grade portal.
- At the conclusion of the re-take, the higher grade will stand.
- Student eligibility will be based upon completion of formative assessments.
- Re-take assessments will not duplicate the original assessment, as this would run contrary to the spirit of the re-take philosophy.
- Certain assessments such as labs or performances may be ineligible for re-takes
- Retakes will not be allowed in any courses during the 5 school days prior to the week of exams, nor during the exam period.

Student responsibility

- Initiate request for re-take
- Complete a plan of study or corrective action before re-taking assessment

Department Policy

- Each course will include the details of the specific retake policy in the course syllabus and Infinite Campus. Acknowledgement of the syllabus indicates students and parents have read the document.