



Bryson Middle School Assessment, Retake/Redo, and Late Work Policy

Bryson Middle School strives to provide students with a rigorous academic curriculum balanced with multiple opportunities to demonstrate mastery of standards. We understand that students learn at different rates and that mistakes are an important part of the learning process. While grades should accurately reflect student performance, opportunities for remediation and reassessment support student growth, responsibility, and mastery of content.

These beliefs, aligned with district assessment guidelines, provide the rationale for the following policy on late work and retakes.

Retake/Redo Policy:

When assessment data indicates that reteaching is needed for a large groups of students:

Through the PLC process, teachers will analyze common major assessment results and identify students who have not yet demonstrated mastery of essential standards.

The PLC will:

- Identify the standards requiring additional learning.
- Determine appropriate remediation, intervention, or relearning activities.
- Select an alternate assessment or revised learning task.
- Coordinate the reassessment during an established intervention time.
- Communicate the plan and expectations to the student.

Students must complete the PLC-identified remediation or relearning before reassessment.

When assessment data indicates that reteaching is needed for individual students rather than the entire class:

Students may request to retake any major assessment.

- Students enrolled in a high school credit course may retake a major assessment **only** when the original assessment score is below 60% (failing).
- A student and/or parents have five (5) school days to submit a completed Retake/Redo Request Form. Students must complete the retake/redo process within five (5) school days of form being returned. Prior to retaking an assessment, students must:
 - Complete and turn in any uncompleted assignment that was assigned during the unit.
 - Students must complete teacher-directed remediation or relearning activities.



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- The teacher and student will coordinate the reassessment during an agreed-upon intervention time (e.g., before school, SAIL, lunch, or after school).
- An alternate assessment or revised learning task may be used to demonstrate mastery.
- The final assessment grade will be the highest score earned on the assessment.
- Students may retake an assessment only one time.

A copy of the Retake/Redo Request Form will be available through the teacher.

Late Work Policy

Bryson Middle School is committed to ensuring that grades accurately reflect student learning while also developing responsibility and accountability.

Absences and Make-Up Work

When a student is absent, school policy allows five school days after returning to school to complete make-up work.

- Students are responsible for contacting each teacher regarding missed assignments immediately upon returning to school.
- Parents may request make-up work for extended absences.
- Make-up work may be picked up after 3:15 p.m. on the day of the request.
- Teachers may provide additional time for extended absences or extenuating circumstances when appropriate.

Late Work

- The district's five-day late work policy remains in effect.
- Students who do not submit an assignment by the due date will receive the grade earned based on the work submitted.
- If no work is submitted, an NHI will be recorded in the gradebook which is a zero.
- Students remain responsible for completing all assigned work, even when a zero has been recorded.
- Students may submit late work within five school days of the original due date for credit.
- After five school days, assignments may no longer be accepted unless approved by the teacher and administration due to extenuating circumstances.
- Receiving a zero does not exempt a student from completing assigned work. Students may still be required to complete assignments as part of intervention, remediation, academic support, or classroom expectations.

Missing Work Monitoring and Intervention

Purposely evading or refusing to complete assignments may be treated as a behavioral concern and may result in additional interventions and support.



Teachers are expected to regularly monitor student grades and assignment completion. When a student demonstrates a pattern of missing assignments, the teacher should communicate with the student's other teachers to determine whether the concern exists across multiple classes.

If a student has three or more missing assignments in a class or demonstrates a repeated pattern of incomplete work, the teacher should:

1. Communicate with the student regarding the missing assignments and expectations for completion.
2. Contact the parent or guardian through telephone and Backpack (email and/or text message) to notify them of the concern.
3. Collaborate with the student's other teachers to determine if the concern is occurring across multiple content areas.
4. Establish a reasonable deadline and support plan for assignment completion.

If the concern continues or is evident across multiple classes, a parent-teacher conference will need to be scheduled by the student's teacher to develop an intervention plan and discuss strategies for improving academic responsibility and assignment completion.

Students with missing assignments may be required to:

- Attend intervention sessions or academic support opportunities.
- Participate in teacher-directed remediation activities.
- Meet with school staff and parents to develop a plan for improving assignment completion and academic responsibility.

Repeated patterns of refusing to complete assignments or intentionally avoiding academic responsibilities may be addressed through behavioral interventions and support systems in addition to academic consequences.

Bryson Middle School is committed to ensuring grades accurately reflect student performance while providing meaningful opportunities for remediation, reassessment, and academic growth while fostering responsibility, accountability, and a commitment to learning.



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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):

☐ Complete Edgenuity Remediation at home

☐ 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)

BMS EMAIL TEMPLATE TO BE USED FOR RETAKE/REDO:

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Dear Parent/Guardian,

I am writing to inform you that your child received a failing grade on the _____ assessment administered on _____.

We encourage you to review *Backpack* for your child's specific assessment grade and current course average.

At Bryson Middle School, we are committed to supporting student learning and providing opportunities for students to demonstrate mastery of standards. As part of our Retake/Redo Policy, students who receive a failing grade on a major assessment may request a retake opportunity.

If your child would like to participate in the retake process, the student or parent must request a Retake/Redo Request Form from me by _____. The completed form must be signed by a parent/guardian and returned by _____.

To be eligible for a retake, students must:

- Request a Retake/Redo Request Form by _____.
- Return the completed and signed form by _____.
- Complete assigned Edgenuity remediation activities.
- Attend the scheduled retake session as assigned by the teacher.

Edgenuity Remediation Due: _____

Retake Date: _____

Please note that the final assessment grade will be the highest score earned on the assessment. Students may retake an assessment one time.

If you have any questions regarding your child's performance or the retake process, please contact me.

Thank you for your support and partnership in your child's education.

Sincerely,