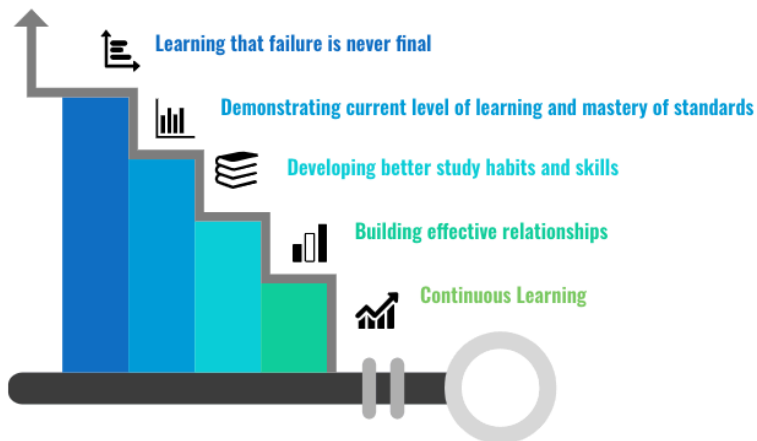


## Retake Policy for all Platteview High School Credit Earning Courses



The following parameters would apply to re-takes in all departments for students in any PHS credit-earning course, including courses completed by Platteview Central students for PHS credit and for Advanced Placement courses. Students that are enrolled in a course that is offered for dual credit with a partnering institution (ie. UNO, Metro, Wesleyan) will complete a "Credit Intention" form. Each student will choose from the following levels of credit:

-**Level 3: Dual Credit** - Follow institution policy

-**Level 2: Non-Dual Credit, Weighted:** Cannot have summative retakes

-**Level 1: Non-Dual Credit, Not-Weighted:** Can have summative retakes

"Credit Intention" forms are due by the first Friday of October (Fall Semester) and the second Friday of February (Spring Semester). Forms must be signed by both student and parents/legal guardian.

After the deadline and submission of "Credit Intention Form", students can request a movement change, moving down a level (ie. Level 3 to Level 2), but they cannot move up a level (ie. Level 1 to Level 2). Movement change requests are due by the first school day following the end of 1<sup>st</sup> or 3<sup>rd</sup> quarter (depending on semester involved).

The following parameters will apply to students eligible for a retake:

1. Students qualifying for a re-take in a course must schedule a re-take within two weeks of receiving their score on a summative assessment.
2. Students must attend an intervention time with instructor prior to qualifying for the re-take examination. As a part of the intervention students may be asked by classroom teacher to complete essential formative work to prepare for summative before qualifying for retake.

3. *The re-take examination must be taken on scheduled day/time (within original two week window). No extensions may be approved to this deadline.*
4. *Final examinations and final projects given during final exam time do not qualify for retakes.*
5. *A student may earn up to a score of 100% for any eligible re-take examination in all PHS departments.*

*The PHS retake policy will be communicated as follows:*

- *Published in Student Handbook*
- *Published in Curriculum Guide*
- *Documented on every course syllabus within the department*
- *Emailed to all students and parents upon enrolling in a course in each department*
- *Noted on each course page in Schoology*

[REDACTED]

Name of Student:

Course:

Partnering Institution:

Instructor:

Semester:

**Is Course Weighed: YES NO - Administrative Signature:**

Date Form Received:

PHS Administrative Team Member:

Student must indicate which level they will follow during the course:

Students that are enrolled in a course that is offered for dual credit with a partnering institution (ie. UNO, Metro, Wesleyan) will complete a "Credit Intention" form. Each student will choose from the following levels of credit:

Select One:

- Level 3: Dual Credit** - Follow institution policy
- Level 2: Non-Dual Credit, Weighted** - Cannot have summative retakes
- Level 1: Non-Dual Credit, Not-Weighted** - Can have summative retakes

Student and Parent Agreement:

I/We have read the parameters of the PHS retake policy in the PHS Student Handbook and as outlined on this form specific to credit and weighted grading (if applicable), and declare our intention designated above. I/We understand the deadlines and expectations outlined herein.

Student Signature:

Date:

Parent or Legal Guardian Signature:

Date:

Details regarding levels of credit intention:

1. ***Not all dual credit courses are weighted.***
2. If the dual credit course is weighted and the Institution awarding the college credit allows for summative retakes, the student has the following options available:
  - a. Level 3 designation - the student takes the course for dual credit, follows the policy of the institution, and the course may remain weighted. If the student at any point drops taking the course for dual credit, the student must move to one of two remaining options based on policy of the Institution.
  - b. If all students in the course receive the same material, assignments, timelines, and grading parameters the student who elects not to take the course for dual credit would be allowed retakes and the course can remain weighted.
  - c. If any of the material, assignments, timelines, and grading parameters

differ for students not taking the course for dual credit, a student not taking the course for dual credit would have to declare Level 2 or Level 1 for the course.

3. If the course is not weighted, students must choose between Level 3 and Level 1. If the student initially takes the course for dual credit and then drops the college credit portion of the course, the student would automatically be moved to Level 1.

Administrative notes:

“Credit Intention” forms are due by the first Friday of October (Fall Semester) and the second Friday of February (Spring Semester). Forms must be signed by both student and parents/legal guardian.

After the deadline and submission of “Credit Intention Form”, students can request a movement change, moving down a level (ie. Level 3 to Level 2), but they cannot move up a level (ie. Level 1 to Level 2). Movement change requests are due by the first school day following the end of 1<sup>st</sup> or 3<sup>rd</sup> quarter (depending on semester involved).