



FROM: Karen Mohr, Chief Academic Officer
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RE: Reteaching/Retesting Guidelines

DATE: June 21, 2016

Reteaching should naturally occur in the cycle of teaching during the first delivery of instruction through checking for understanding, probing questions, and engaging in class discussion. Direct instruction and guided practice should provide many opportunities for implementing reteaching strategies to ensure that 80% of students reach mastery of content before a summative assessment is given by the teacher. Class overall averages with less than 70% proficiency on each standard after a major assessment is given, require teachers to reteach and retest their classes. If the results of any test indicate that a student or students have not mastered the required standards with 60% or better, the teacher must provide reteaching then retesting for those students.

This reteaching and retesting should occur throughout the quarter: during the class period, before school, after school, at another appointed time during the school day and during the bridge. For reteaching to be effective, teachers must use a different approach from the one they initially used - one that builds on previous activities but focuses on the omissions or errors in student thinking that resulted from these activities.

For continuity throughout the district, the following is required of all K-5 teachers for reading and mathematics and 6th -12th grade teachers in language arts/reading, mathematics, science, social studies, foreign language and electives:

1. Students scoring below 60% must be retested after a period of reteaching;
2. Students will be administered the entire test on which the score was below 60% or another test with the same number of items, same format, and same content as the initial test; students scoring between 60-69 % may opt to retake the major assessment to receive a higher retest grade that will not exceed 70%.
3. Reteaching and retesting must be completed within the quarter the test was originally administered;
4. Reteaching and retesting should occur within five to seven days of the original test administration but must occur before the next test is given;
5. Retesting on any one test may occur only one time; however, reteaching may occur as many times as necessary to ensure mastery before retesting;
6. The original grade will be replaced by the retest grade but **will not** exceed 70%;
7. The End of Quarter Tests (EQTs) will not be retested.



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Please note the following information concerning class averages on major assessments with less than 70% proficiency:

1. Teachers are required to reteach and retest the entire class.
2. Students scoring 80% or above on the original assessment may opt **not** to retake the assessment.
3. The retest grade limit of 70% **does not** apply to entire class retakes of assessments.
4. Teachers must apply the reteach/retest policy for any student scoring below 60% on the entire class retake assessment.