

# **Greer Middle School Redo/Retake Policy**

Effective: 1/15/2020

Greer Middle School is implementing a Redo/Retake Plan as a strategy to help ensure the mastery of content for our students and encourage our students to have a growth mindset regarding their academic work. Our guidelines for a redo/retake plan have been designed with input from teachers, administrators, parents, and students to ensure consistent implementation school-wide.

## **When are students allowed to redo/retake?**

- Only assignments that are categorized as **major grades** in the gradebook are available for redo/retake.

## **Redo/Retake Information**

- The student, parent, and teacher must sign Redo/Retake Request Form
- The student must submit the Redo/Retake Request Form within three (3) school days of the grades being posted in Backpack.
- The higher of the two grades will be recorded in the Gradebook.
- Redo/Retake assessments will cover the same standards, but the format and questions will be determined by the teacher. Alternative assignments may be required at the teacher's discretion.

## **Redo/Retake Steps**

- The student must complete and submit the Redo/Retake Request Form (found under Student tab on Greer Middle Website) within three (3) school days of the grades being posted in Backpack.
- Students must complete the Relearning Tasks assigned by their teacher on the Redo/Retake Request Form by the deadline given by the teacher.
- If the student will be retaking a test, they must take it at the pre-arranged date/time; if the student will be redoing an assignment that is not a test, they must turn it in by the redo deadline.
  - If students miss the deadline and/or pre-arranged date/time, the redo/retake will not be allowed. If there are extenuating circumstances, contact the grade-level administrator.

## Greer Middle School Redo/Retake Request Form

Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

I am requesting the opportunity to redo/retake the following major assessment:

\_\_\_\_\_.

Relearning Tasks: I have completed or will complete the following prior to the redo/retake (selected by my teacher):

- ☐ Complete and turn in the Redo/Retake Request Form (this form)
- ☐ Complete all assignments related to this assessment. (see list attached by teacher)
- ☐ Complete/redo the study guide
- ☐ Complete test corrections
- ☐ Complete tutoring session on \_\_\_\_\_
- ☐ Other \_\_\_\_\_
- ☐ Other \_\_\_\_\_

Explain what prevented you from doing well on your first attempt: (In complete sentences)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Explain why you would like to redo/retake this major assignment: (In complete sentences)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My teacher has selected the following date/time or deadline for my redo/retake to be completed:

\_\_\_\_\_

Teacher Signature \_\_\_\_\_

Date \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_