Retake Policy

In the event you would like to retake a quiz or test, you must follow these rules:

1. You may not retake any assessments during class. Retakes are always done on your own time: lunch, study hall, and after school by appointment. Please do not ask your other teachers to miss class for a retake!
2. All assessments must be taken within a TWO WEEK period of time once the grades have been posted in E-school.
3. You may not retake any assessments the last week of any marking period. That means, if you are given a quiz or test during the last week of any marking period, that quiz/test is not eligible for a retake. Keep this in mind!
4. You may retake a quiz/test only once.
5. You must receive an 85% or higher on the retake. If you do not, your previous grade will remain in E-school.
6. You may have no more than TWO missing assignments (homework, classwork, or emails) within a given marking period.
7. No Quarterly, Midterm, or Final Exams may be retaken.

To retake a quiz or test, you must follow these THREE EASY STEPS!

1. Make an appointment to retake the quiz/test with your teacher.
2. Make test corrections. Correct all mistakes by writing out the problem on a separate piece of paper. Be neat and organized. Hand this in the day you choose to retake the assessment.
3. Tutoring. Find a time to meet with one of the tutors for a minimum of 15 minutes. Make sure you sign in as proof that you attended. You should take notes about what you reviewed with the tutor and be prepared to show them to your teacher. You must bring notes, practice exercises and class handouts to the tutoring sessions to help the tutor.

Monday – Friday 6:45am-7:10am

Monday & Tuesdays 2:30pm- 4pm

If you are unable to meet during the tutoring times above, please make an appointment to meet with me after school.