To Students and Parents:

Salem High School has developed a new policy on retaking assessments. In alignment with this new policy, the geometry teachers have created the following guidelines for retakes. Please read carefully and sign below to indicate that you have read and understand the guidelines.

Geometry Retake Guidelines

1. The student must meet with the teacher AND take retake the assessment within **5 days** of the original assessment.
2. The student must do test corrections **before** meeting with the teacher.
3. It is up to the teacher whether to allow quizzes and/or tests to be retested.
4. It is up to the teacher whether to have the student retake the whole assessment or a specific portion of the assessment.
5. All students are eligible to retake an assessment.
6. The retest grade will replace the original grade (even if the retake grade is lower than the original).
7. It is up to the teacher whether the student may do more than one retake (within the 5 day period).
8. The student must demonstrate an effort to prepare for the original assessment in order to be eligible for the retake, such as completing related homework assignments.
9. No retakes on midterm/final exam.
10. No retakes the week before the grading period ends.
11. All retakes must be done before or after school (must be at a time when the teacher is available).
12. The retake must be completed in one session.
13. Students must demonstrate a genuine effort on the original assessment in order to be eligible to do a retake.

Student Name: ______________________________________________________________

Student Signature: ____________________________________________________________

Parent/Guardian Signature: _________________________________________________