**Relearn Policy during Distance Learning**

**Dr. Lycke**

For most major assignments for class (tests, projects, papers, some quizzes) that you have submitted **ON TIME**, if you are not happy with my assessment of your performance (i.e., your grade), you may **relearn** the material and complete an alternate assignment to demonstrate that learning. This will allow you to improve your grade on the assignment in addition to demonstrating mastery of the skills and concepts. YOU MUST FOLLOW THESE GUIDELINES, otherwise no additional points will be awarded, and your grade will stand as given. This opportunity will close 10 days before the end of the grading period. **This policy does NOT apply to Midterm, Final Exams, or group projects**. You must meet with me in Teams outside of class time to discuss what you can do to improve your grade. Under certain circumstances, I may request that you complete a relearn, but it is always your decision whether or not to do it.

**Please email me (**[**kara.lycke@psd150.org**](mailto:kara.lycke@psd150.org)**) or talk to me about any questions you have about this policy.**

You may read the District Reassessment Policy at the PPS website at [www.peoriapublicschools.org](http://www.peoriapublicschools.org).

* You must **meet with me** outside of regular class time in Teams (generally between 2:00 and 2:45 PM or during 5th or 6th periods if you are free then) to discuss what you can do to improve your grade.
* You must bring your **original work** and relevant texts to the meeting.
* You may be asked to complete a reflection about the relearn process.
* You must submit the fulfillment of your relearn **along** **with your original work** within **one week** after you have met with me.
* I will grade your relearn, and I will take the higher grade.
* This is NOT extra credit. The points you earn plus your original score will not exceed the total number of points you could have initially earned on the assignment. For example, if a project is worth 100 points and you earn a 75, the most you could earn with a relearn is 25 additional points.

Quiz/Test Relearns

* For multiple choice and matching questions, in a Word document, copy down the **entire** question and the entire correct response. Then use class texts and your notes to write an explanation of the correct answer. Provide quotes with page numbers from texts whenever possible.
* For written responses, on a separate piece of paper, write out the entire prompt and your revised response.
* Do not take screen shots or pictures of tests, quizzes, or your answer sheet.
* If you have trouble determining the correct answer, see me for help. I am happy to help you relearn the material.

Essay Relearns

* Essays may be revised for an improved grade. You will need to submit a clean draft of your essay.
* Be sure to revise the content **and** carefully edit for mechanics, usage, and grammar errors.
* Your clean draft must be submitted **with the previously graded paper and rubric**.