

OL Smith Middle School

Dearborn Public Schools



24 March 2023

Viking Families,

As we begin Quarter 4, I would like to briefly let you know we have adopted an official Test Retake Policy.

To guard instructional time, we will have all test retakes happen outside of regular class time. This means retakes will be scheduled with teachers in advance and occur before school, after school or during lunch time. This shift will assure our students get the instructional time they are entitled to in order to meet their academic goals.

- Test retakes will occur outside of regular instructional time.
- Students will request a retake with the teacher
- Students will be required to have formative work/ corrections related to the test in order to demonstrate to the teacher that they are academically ready to retake the test.
- Test retake sessions will be scheduled with the teacher at least 48 hours in advance to assure the teacher and families are prepared.

As valued partners, we wanted to assure we communicate this official shift with you. If you have any further questions about this, I would be happy to speak with you about it.

Sincerely,

A handwritten signature in black ink that reads 'Mark Rummel'. The signature is written in a cursive style and is placed on a light gray rectangular background.

Mark Rummel

Principal

OL Smith Middle School-Dearborn Public Schools