

ST. MARTIN PARISH

ELEMENTARY CURRICULUM DEPARTMENT

SUPERVISOR:
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TESTING AND ACCOUNTABILITY
ELEMENTARY CURRICULUM (K-8)
(FIELD TRIPS, PLACEMENT TEST, BENCHMARK ASSESSMENTS, ETC.)

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2018-2019 St. Martin Parish Assessment Calendar

Assessment	Grade Level(s)	Content	Delivery	Beginning of the Year	Mid-Year	End of Year
Brigance	Prek	All components	N/A			May 2018
Kindergarten Readiness (DRDP)	K	All components	N/A	Aug 14-Aug 25		
				Reported by Sept 28		
Literacy Assessment (DIBELS)	K - 3	Reading	PBT	Aug 14-Sep 8		
				Report due Sept 28		
District Diagnostic (LEAP 360, Pre/Post)	Grades 3- HS	All	CBT/PBT	Aug 27-Sept 7	Interim #1 Grades 3-8 (Nov 5-16) HS (TBD)	Interim #2 Grades 3-8 (Feb 11-22) HS (TBD)
iReady	K - 8; HS	Reading & Math	CBT	Diagnostic 1 Aug 16 – Sept. 6	Diagnostic 2 Jan. 7-Jan. 28	Diagnostic 3 Apr. 23-May 18

Assessment	Grade Level(s)	Content	Delivery	Window Opens	Window Closes
LEAP PBT	3-4	ELA, Math, Science, & Social Studies	PBT	April 29	May 3
LEAP CBT	5-8	ELA, Math, Science, & Social Studies	CBT	April 1	May 3
LEAP CBT	9-12	Algebra I, Geometry, ELA 1, ELA 2, ELA 3, Biology, U.S. History	CBT	Fall Window: Nov 28 Spring Window: Apr 15 Summer Window: Jun 17	Fall Window: Dec. 14 Spring Window: May 17 Summer Window: June 21
ACT	11	ELA, Reading, Math, & Science	PBT	Test Date: Mar 12 Accom. Windows: Mar 12 Mar 18 Mar 25	Make-Up Date: Apr 2 Accom. Windows: Mar 15 Mar 22 Mar 26
WorkKeys	11-12	ELA & Math	CBT	Oct 1 [30 days of remediation REQUIRED before retesting]	Apr 12
LEAP-Connect	3-8, 11	ELA & Math	CBT	Feb 4	Mar 15
LAA1	4,8,11	Science	PBT	Feb 4	Mar 15
ELPT	K-12	LEP	CBT	Feb 4	Mar 15

CURRICULUM UPDATES:

- ✓ Louisiana State Standards will continue to guide instruction and instructional practices in the classroom.
- ✓ Talk Moves, Close Reading Practices, Hands On-Minds On learning, Depth of Knowledge, Larry Bell strategies and other effective practices will continue to be emphasized in order to demand more critical thinking from our students.
- ✓ The schools will ensure that all LA State Standards are addressed in ELA and Math. Adopted textbooks as well as Eureka Math and LA Guidebooks should be used to ensure that standards are addressed in all classes.
- ✓ The use of school data should be the evident when instructional decisions are made. PLC meetings should focus on improving instructional practices for the purpose of improving student performance on weekly and state assessments.
- ✓ School Data Action Plans should be discussed, implemented and reviewed with faculty members throughout the year.
- ✓ Resources:
 - Textbooks must be aligned to the Louisiana State Standards and instructional shifts/instructional practices. Use PLC's to discuss alignment.
 - Teacher Toolbox
 - ELA & Math Guidebooks
 - iReady Toolbox
 - iReady Resources
 - Eureka Math
- ✓ Weekly assessments should be formatted similar to the state assessment regardless of content area. Remember to include opportunities for technology practice as well.
 - Administrators should review weekly assessments to ensure alignment and formatting.

FIELD TRIPS:

✓ Out of Parish Field Trips:

- 1) Request for Out of Parish Travel for Field Trip Form (on parish site - “Staff Resources ~~Forms”)
 - a. <https://www.saintmartinschools.org/administration/forms>
 - b. All trip information must be completed
 - c. Purpose for Travel - must provide an academic purpose for the trip and connect to the state standards
 - d. Teachers/chaperons - must be complete and signatures from each person responsible for this duty
 - e. Signatures – Principal, Grade Level Supervisor, Director, and Supervisor
- 2) Request for Extra Bus Trip/Field Trip (on parish site - “Staff Resources ~~Forms”)
 - a. <https://www.saintmartinschools.org/administration/forms>
 - b. Complete all sections above the “OFFICE USE ONLY” line - The information should match what was written on the “Request for Out of Parish Travel.”
 - c. If you need a bus driver or multiple drivers, please indicate that need on the form.
 - d. Mileage (Round Trip) = to and from mileage.
- 3) Attachments needed:
 - a. Detailed lesson plan that explains how the field trip fits into current classroom unit. Must also detail a follow up activity which will occur upon return.
 - b. MapQuest directions that indicate mileage.
 - c. Event flyer, agenda, etc. if available

Note: This information is needed for all bus trips including clubs events, sport events, etc. (NOT just for field trips)

✓ In Parish Field Trips

- 1) Request for Extra Bus Trip/Field Trip (on parish site – “Staff Resources ~~Forms”)
 - a. Complete all sections above the “OFFICE USE ONLY” line - The information should match what was written on the “Request for Out of Parish Travel.”

b. If you need a bus driver or more than one driver, please indicate that need on the form.

c. Mileage (Round Trip) = to and from mileage.

2) Attachments needed:

a. MapQuest directions that indicate mileage.

b. Event flyer, agenda, etc. if available

Note: This information is needed for all bus trips including clubs events, sport events, etc.

(NOT just for field trips)

✓ Additional Information:

- Send forms to Liz Berard in the Curriculum Department
- Field trip/trips **CAN NOT** occur without proper approval of all forms (liability issue).
- Forms must be received **3 weeks before trip date** – otherwise approval is not guaranteed
- Follow up after the trip with form found on website for driver payment “After Trip Bus Form” (on parish site – “Staff Resources ~~Forms.”
- <https://www.saintmartinschools.org/administration/forms>
- Trip request may be denied if paperwork is not completed correctly; not submitted in a timely manner; attachments are missing; trip is not related to academic growth or school sports, clubs, etc.

KINDERGARTEN PORTFOLIOS:

✓ Important Key Concepts:

- According to St. Martin Parish Pupil Progression Plan, the portfolio is the **official form of documentation** for student progress toward the mastery of the Birth to Five Standards and the Common Core Standards. The portfolio is similar to a grade book at other grade levels.
- All activities in a kindergarten class must be in-line with state requirements of **developmentally appropriate practices**. Students should be engaged in hands-on learning and NOT paper-pencil activities. Paper-pencil activities **MUST** be kept to a minimal. Assessments should not be paper-pencil in nature. Students should physically demonstrate their understanding of concepts.
- The portfolio must contain evidence in a **variety of formats**. A **minimum of four portfolio entries** must be collected/written **per nine weeks period**. Formats that must be included are as follows:
 - Story conference form of student's retell (1 per quarter per child)
 - Photographs of students at work (social skill, science experiments, center activities, etc.)
 - Audio or written scribe of student responses or explanations
 - Anecdotal notes of observations in reference to student's mastery of various concepts – notes must be specific to student's abilities; stickers can be used and placed on cardstock dividers;
 - Teacher checklist of performance task activities that allow the students to demonstrate an understanding of the concepts
 - Student's work that demonstrates the student's conceptual understanding and growth of concepts (journal writings, paintings, creative activities, hands-on creations, graphs, etc.)
 - Student worksheets should not dominate the portfolio.
- Portfolio **entries must:** (like a roll book)
 - Aligned to the standards on the Kindergarten Skills Checklist.
 - Identify the Common Core standard it is addressing. The standard can be written or typed on each entry.

- Be dated using a date stamp or hand written.
- Filed behind the appropriate section in the student's portfolio.
- Filed weekly in order for the portfolio to be up to date.
- **Portfolio Domains and Required Sections:**
 - Cognitive:
 - Language --- Yellow Section
 - Mathematics ---Pink Section
 - Social Living/Socio Emotional (not all behavior) ---Green Section
 - Science ---Blue Section
 - Creative
 - Miscellaneous/Gross and Fine Motor ---any color
- A Portfolio Assessment Checklist must accompany all portfolios. This can be completed per student or as a class list. The checklist must reflect the number of entries placed in each portfolio.
- Portfolios must be housed in the classroom and accessible to the principal or supervisor upon request. Should you take them home to work on, you must bring them back the following day.

PLACEMENT TESTS FOR HOME SCHOOL STUDENTS, STUDENTS FROM NON-ACCREDITED SCHOOLS, STUDENTS FROM ACCREDITED SCHOOLS:

- ✓ Students Entering from an **Accredited School**:
 1. Students will be placed in the grade determined by the sending school.
 2. Credit for high school courses will be transferred.
- ✓ Students Entering from **Homeschooling or Non-accredited school**
 1. Email Supervisor (Phyllis Landry) the name of the student, grade level, and last school the child attended. (Grade Level = last grade completed)
 2. Supervisor will assign the appropriate placement test.
 3. A professional at the school must administer the assessments (ELA and Math).
 4. The school will record, on an SBLC form, the decision made to promote or retain the student according to the test results.
 5. A copy of the SBLC form must be placed in the student's cumulative folder/record.
 6. For high school courses, the Edgenuity end of course exam will be used to determine is Carnegie units will be awarded.
 - a. A professional from the school with knowledge of Edgenuity will administer the assessment(s) as follows:
 - i. Log into the Edgenuity site from the district website under the "Students" tab
 - ii. The student will sign in using the log in and password sent to the school via email.
 - iii. The student's test assignments will be listed. The students will select the test to take and begin the assessment.
 - iv. The assessment will be scored automatically by the system.
 - v. The school will use an SBLC form to record the retention/promotion decision based on the test results. (Passing will be 67% or higher)