

ST. MARTIN PARISH

TESTING & ACCOUNTABILITY

SECONDARY SUPERVISOR:

DANIEL LEBOEUF

TESTING AND ACCOUNTABILITY
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2021-2022 St. Martin Parish Assessment Calendar

Assessment	Grade Level(s)	Content	Delivery	Beginning of the Year	Mid-Year	End of Year
Kindergarten Readiness (DRDP)	K	All components	N/A	Aug. 16 – Sept. 13		
				Reported by Oct. 30		
Literacy Assessment (DIBELS)	K - 3	Reading	PBT	Aug 16-Sept. 13		
				Report due Oct. 30		

Assessment	Grade Level(s)	Content	Delivery	Window Opens	Window Closes
LEAP CBT	3-8	ELA, Math, Science, & Social Studies	CBT	April 25	May 25
LEAP PBT (Option)	3	ELA, Math, Science, & Social Studies	PBT	ELA/Math: April 27 Science/Social Studies: May 2	ELA/Math: 29 Science/Social Studies: May 3
LEAP CBT	9-12	Algebra I, Geometry, ELA 1, ELA 2, Biology, U.S. History	CBT	Fall Window (System chooses one option): Option A: November 30 Option B: January 5 Spring Window: April 11 Summer Window: June 20	Fall Window (System chooses one option): Option A: December 17 Option B: January 24 Spring Window: May 13 Summer Window: June 24
ACT	11	ELA, Reading, Math, & Science	CBT	Initial Online Standard Time and Accommodated Window: March 8	Initial Online Standard Time and Accommodated Window: March 10

WorkKeys	11-12	ELA & Math	CBT	October 1 [30 days of remediation REQUIRED before retesting]	"Late" April
LEAP-Connect	3-8, 11	ELA, Math	CBT	February 14	March 18
LEAP-Connect	4,8,11	Science	PBT	February 14	March 18
ELPS	K-12	LEP	CBT	Open Window	Open Window
ELPT	K-12	LEP	CBT	February 14	March 18

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. <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 more than one driver, please indicate that need on the form.
- d. 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 **CANNOT** 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.

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 (Daniel LeBoeuf) 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)