

**Paterson Public Schools  
Paterson, New Jersey  
Standard Operating Procedure**

<b>Subject:</b> Participation in Statewide Assessments	<b>Effective Date:</b> February 6, 2015 <b>Updated:</b> March 22, 2017	<b>Page:</b> 1 of 1
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**I. Purpose**

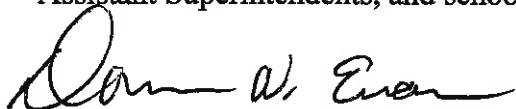
To establish district-wide written procedures that shall be followed in the event a parent refuses to have their child participate in a Statewide assessment.

**II. Procedures**

1. A Principal who receives notification from a parent indicating a refusal to have their child take a Statewide assessment will schedule a one-on-one meeting with the parent to discuss the purpose and value of the child's participation in the assessment.
2. If the Principal cannot persuade the parent to allow the student's participation in the Statewide assessment, the Principal will inform the parent that they must submit a formal refusal letter to the school, indicating the testing date and the specific Statewide Assessment their child will not be taking. The Principal will indicate to the parent that the student should still report to school on the date(s) of the testing, and they will be placed in an alternative setting during testing. (If the parent does not attend the above meeting with the Principal, the Principal will otherwise communicate this information to the parent.)
3. The parent's refusal letter shall be maintained with the student's academic records; copies of the refusal letter must be forwarded to the Director of the Paterson Public Schools Division of Assessment, Planning, and Evaluation, the Chief Data and Accountability Officer, as well as the appropriate Assistant Superintendent.
4. When a student whose parent has provided the prior written notice informing the Principal their child will not be participating in a Statewide assessment reports to school on the date(s) of the assessment:
  - a. They shall be placed in an alternative location in the school, to engage in self-directed instruction under the supervision of a school district staff member.
  - b. They shall be recorded as present in school.
  - c. They shall not be subject to any disciplinary consequences for refusal.

**III. Dissemination**

The District will disseminate these procedures to all members of the Superintendent's Cabinet, Assistant Superintendents, and school Principals.



Dr. Donnie W. Evans  
*State District Superintendent*