

RANCHO SANTA FE SCHOOL DISTRICT

Board Policy No. 6023: PUPIL ASSESSMENT – STANDARDIZED TESTING AND REPORTING PROGRAM

- A. The Superintendent or designee shall administer the mandatory state achievement test in the California Assessment of Student Performance and Progress (CAASPP) to all pupils in grades 3 through 8 before May 15 of each year. Any District pupil in grades 3 through 8 identified as limited English proficient pursuant to Education Code section 60810 and who either United States for less than twelve (12) months shall take both the statewide assessment in English and a test in his/her primary language if such a test is available.
- B. A parent/guardian may submit to the school a written request to excuse his/her child from any or all parts of CAASPP and/or the designated primary language test. The parent/guardian must initiate the request. The District and its employees shall not solicit or encourage any written request on behalf of any child.
- C. Special education pupils shall be tested with the designated achievement test, unless an explicit provision in their individualized education program specifically exempts them from testing. Pupils in special education programs with individualized education plans or pupils with current Section 504 plans delineating accommodations such as, but not limited to, large print, Braille, extended time, or the use of a reader or scribe or a calculator shall be tested and the prescribed adaptations or accommodations shall be made.
- D. The Superintendent or designee shall arrange for at least two make-up days for the testing of pupils who were absent during the period that any school administered the achievement test. All make-up testing shall occur within five (5) instructional days of the last date that the District administered the test or by May 25, whichever is earlier.
- E. By November 1 of each year, the Superintendent or designee shall designate a District coordinator who shall serve as the District representative and liaison with the California Department of Education for all matters relating to the CAASPP testing program. The Superintendent or designee also shall designate a coordinator at each test site.
- F. The Superintendent or designee shall report the results of each pupil's test in writing to the pupil's parents/guardians within twenty (20) working days of receiving results from the test publisher. If the test results are received from the publisher after the last day of instruction in the school year, each pupil's results shall be mailed to his/her parents/guardians. The report shall include a clear explanation of the purpose of the test, the pupil's score and its intended use by the District. Individual pupils' scores shall also be reported to their school and teachers and shall be included in their pupil records. Individual test results shall not be released without the permission of the pupil's parents/guardians. District-wide, school-level and grade-level results shall be reported to the Governing Board at a regularly scheduled meeting. The Board shall not receive individual pupils' scores or the relative position of any individual pupil.

- G. Within ten (10) working days of the last day of make-up testing in the District, the Superintendent or designee shall report the following information to the California Department of Education, for grades 3-8:
1. The number of pupils enrolled in the District on the first day of testing in the District;
 2. The number of pupils in the District to whom an achievement test was administered;
 3. The number of special education pupils in the District who were exempted from the test based on an explicit provision in their individualized education program;
 4. The number of pupils in the District who were exempted from the test at the request of their parents/guardians;
 5. The number of tests administered with pre-identified answer documents, if applicable;
- H. Within ten (10) working days of the last day of make-up testing in the District, the Superintendent or designee shall report the following information relative to the designated primary language test to the California Department of Education, for grades 2- 8:
1. The number of pupils who are limited English proficient;
 2. The number of limited English proficient pupils who were administered each designated primary language test;
 3. The number of pupils who were administered each designated primary language test pursuant to Education Code 60640(g);
 4. The total number of limited English proficient pupils exempted from the test;
 5. The total number of limited English proficient pupils exempted pursuant to any provision in their individual education program which explicitly exempts them from standardized testing;
 6. If the District opted to have the publisher of a designated primary language test provide pre-identified answer sheets, the number of tests administered with these sheets.
- I. Prior to completing District testing, the Superintendent or designee shall provide the state and local sales and use tax rates to the publisher.

Legal Reference:

Education Code sections

51041 Evaluation of educational program

51450-51455 Golden State Seal Merit

Diploma 51513 Personal beliefs (re
questionnaires, etc.)

60600-60649 Assessment of academic achievement, especially:

60605 State content and performance standards; alignment of assessments with
standards 60614 Personal beliefs

60640-60647 Standardized Testing and Reporting program

60800 Physical fitness testing

60810 Assessment of language development

Title 5, C.C.R. sections 850-870 (Standardized Testing and Reporting Program)

Reporting norm-referenced standardized achievement test scores to web sites CDE:

<http://www.cde.ca.gov>

Date Policy Adopted By the Board: January 13, 2005

Date Policy Revised By the Board: June 5, 2008, August 12, 2021