

# **Sacramento City USD**

## **Administrative Regulation**

### **Student Assessment**

AR 6162.5

#### **Instruction**

#### **Standardized Testing and Reporting Program**

The Superintendent or designee shall administer the mandatory state achievement test in the Standardized Testing and Reporting (STAR) program to all students in grades 2 through 11 before May 15 of each year. (Education Code 60640)

Any district student of limited English proficiency who has been enrolled in a California public school for less than 12 months shall take both the statewide assessment in English and a test in his/her primary language if such a test is available. (Education Code 60640)

(cf. 6174 - Education for English Language Learners)

Following the first year of enrollment in a California public school, students of limited English proficiency shall continue to take a second achievement test in their primary language, if such a test is available, as well as the statewide assessment in English.

Appropriate adaptations or accommodations may be made in administering the achievement test to students eligible for special education or Section 504 programs, including but not limited to large print, Braille, extended time, or the use of a reader or scribe. The reading section of any test shall not be read, interpreted or translated to any student. (5 CCR 852)

(cf. 6164.4 - Identification of Individuals for Special Education)

(cf. 6164.6 - Identification and Education under Section 504)

Special education students shall be exempted from the testing requirement if they have an explicit provision in their individualized education program that so exempts them. (Education Code 60640)

(cf. 6159 - Individualized Education Program)

Any student shall be excused from any or all parts of statewide student assessments upon written request by his/her parent/guardian. (Education Code 60615)

The Superintendent or designee shall arrange two make-up days for the testing of students who were absent during the period that any school administered the achievement test. All make-up testing shall occur within 10 instructional days of the last date that the district administered the test or by May 25, whichever is earlier. (Education Code 60640; 5 CCR 855)

By December 15 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 STAR program. The Superintendent or designee also shall designate a coordinator at each test site. (Code of Regulations, Title 5, Sections 857-858)

The Superintendent or designee shall report the results of each student's test in writing to the student's parents/guardians within 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 student's results shall be mailed to his/her parents/guardians. The report shall include a clear explanation of the purpose of the test, the student's score and its intended use by the district. (Education Code 60641; 5 CCR 863)

(cf. 5145.6 - Parental Notifications)

Individual students' scores shall also be reported to their school and teachers and shall be included in their student records. Individual test results shall not be released without the permission of the student's parents/guardians. (Education Code 60641)

(cf. 5125 - Student Records)

Districtwide, school-level and grade-level results shall be reported to the Governing Board at a regularly scheduled meeting. The Board shall not receive individual students' scores or the relative position of any individual student. (Education Code 60641)

(cf. 9321.1 - Closed Session Actions and Reports)

Within 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, by grade level: (Education Code 60640; 5 CCR 862)

1. The number of students enrolled in the district in grades 2 through 11 on the first day of testing in the district
2. The number of students in the district to whom an achievement test was administered in grades 2 through 11
3. The number of special education students in the district who were exempted from the test based on an explicit provision in their individualized education program
4. The number of students in the district who were exempted from the test at the request of their parents/guardians
5. The sales and use tax rate for the location in which the district does business

6. The number of tests administered with pre-identified answer documents, if applicable
7. The following information relevant to the primary language test:
  - a. The number of students who are limited-English-proficient
  - b. The number of limited-English-proficient students who were administered the primary language test pursuant to Education Code 60640(f) and 60640(g)
  - c. The number of limited-English-proficient students exempted upon the request of their parents/guardians pursuant to Education Code 60615
  - d. The total number of limited-English-proficient students exempted pursuant to any provision in their individual learning plan which explicitly exempts them from standardized testing

#### Individual Record of Accomplishment

The Superintendent or designee shall ensure that each student, by the end of grade 12, has an individual record of accomplishment that includes the following: (Education Code 60607)

1. The results of the achievement test administered under the Standardized Testing and Reporting program pursuant to Education Code 60640-60647
2. The results of any end-of-course examinations taken
3. The results of any vocational education certification examinations taken

Regulation     SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
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