

MONONA GROVE SCHOOL DISTRICT

Board Rule 346

TESTING GUIDELINES

A. Parent/Guardian Opt Out

Upon the request of a student's parent/guardian, a student shall be excused from taking a state-required test.

B. Testing of Students with Disabilities

1. Decisions regarding testing shall be made on an individual basis and shall be documented in the student's individualized education program (IEP).
2. Participants at the IEP meeting should determine whether the student's education program is reflected in the tests, that is, whether the material taught is the material covered by the tests, and whether any accommodations in testing, such as large print editions, answers recorded by an aide, or small group or individual administration need to be made.

Accommodations that might be needed in the test administration or format should become part of the IEP. Any accommodation should be such that what is measured by the tests remains the same.

If the IEP team determines that a student with a disability shall not participate in a particular state-wide assessment, or part of such an assessment, a statement of why that assessment is not appropriate for the student and how the student will be assessed through alternative means shall be included in the student's IEP.

3. If a student with a disability is exempted from taking the required tests, the district may not penalize the student by denying grade promotion, eligibility for courses or programs, eligibility for graduation or eligibility for participation in postsecondary education opportunities.
4. The parent/guardian of a student with a disability shall be notified, in writing, at least 30 days prior to the administration of the test regarding the student's inclusion in or exemption from the test; the criteria used in determining the student's inclusion in or exemption from the test; and, an explanation of how the results of the test will be used, if tested.

The test results of each student with a disability shall also be provided to the student's parent/guardian.

All notices shall be provided in such manner so as to ensure that the parent/guardian of a student with a disability understands them.

C. Testing of Students with Limited English-Proficiency (LEP)

1. When determining whether to administer state-required tests to LEP students, school staff shall apply and document all of the following criteria:
 - a. Whether the student has had an opportunity to master the competencies for which he/she is being tested;
 - b. Whether the student demonstrates test-taking skills; and,
 - c. Whether a teacher of the LEP student has attested that the student has sufficient academic and English proficiency to take the required test with or without modifications.
2. Decisions regarding testing shall be made and documented on an individual basis for each LEP student.
3. If it is determined that the LEP student should take the required test, the format and administration of the test may be modified based on the individual student's needs. Test results shall not be used as the sole criterion in exiting LEP students from a bilingual-bicultural education program or in determining grade promotion, eligibility for courses or programs, eligibility for graduation or eligibility for postsecondary education opportunities.
4. A LEP student shall be exempted from taking the required test if he/she:
 - a. Does not understand or speak English;
 - b. Understands simple sentences in English, but uses only isolated words or expressions in English; or,
 - c. Speaks English with difficulty, converses in English with help, understands at least parts of lessons and follows simple directions given in English.

Any LEP student who is exempted from taking the required test shall be evaluated to determine his/her achievement level in core subjects that include writing, reading and mathematics, and shall be assisted in career development and postsecondary education decisions.

The district shall not penalize a LEP student who is exempted from taking a test by denying grade promotion, eligibility for courses or programs, eligibility for graduation or eligibility for postsecondary education opportunities.

5. The parent/guardian of a LEP student shall be notified at least 30 days prior to the administration of the test regarding the student's inclusion in or exemption from the test; the criteria used in determining the student's inclusion in or exemption from the test; and, an explanation of how the results of the test will be used.

The test results of each LEP student shall also be given to the student's parent/guardian.

All notices provided to parents/guardians of LEP students shall be given in such manner so as to ensure understanding of the notices. They should be provided in English, the parent's/guardian's native language or any other means to convey the required information.

BOARD APPROVAL: October 9, 2002