

1.0 General Students

Education Code Sections 51215, 51216, 51217, and 51218 require proficiency testing in computation skills, reading comprehension and writing in the English language. This requirement represents a minimal expectation and should not be regarded as the District's desired level of achievement for students.

Minimal level proficiency in reading comprehension and computation skills will be determined by obtaining a certain raw score on a Board-approved, norm-referenced test administered in English. Minimum level proficiency in writing will be determined by obtaining a passing score on a writing sample. The district will administer the norm-referenced test to all 7th through 11th grade students at least one time each year. The writing sample will be given to all 8th and 10th grade students at least one time each school year. The Board views computer literacy as an essential component of any student's education. While this has been represented as a minimum proficiency in the past, it is no longer considered a minimum requirement but a standard for all students to achieve.

Grade 10, 11 and 12 students will have several opportunities to meet proficiency requirements until all have been met. These opportunities will be provided in summer school, in the fall for grade 12, and in the spring of each year for grades 10-12. It is the intent of the Board that every student have several opportunities to meet the proficiency requirements. Appropriate interventions designed to assist students will be provided as needed.

Parents of students demonstrating a lack of progress toward meeting proficiency requirements will receive written notification. That notice must inform the parent/guardian that the pupil shall not receive a high school diploma unless the established proficiency requirements are met. All parents will be notified in English, and when practical, in their primary language of the requirement to meet proficiency requirements in order to be eligible for a high school diploma. Parents of students who have met proficiency requirements shall be notified either by a hand-carried letter or by mail.

Group conferences for students who have not met one or more proficiency requirements and their parents will be held at least once during the school year. Parents will be offered an opportunity for an individual conference to discuss their student's progress.

2.0 Transfers Out of The District

When a student transfers out of the district, a test history card will be attached to his/her permanent record showing which proficiency requirements, if any, have been satisfactorily met. This brief statement will be appended to any permanent record that is sent to another school in or outside California (cf. 5125/5125.1--Student Records/Confidentiality).

3.0 Transfers Into the District

3.1 With Verification

A student transferring into the district, prior to the 12th grade, will be given full credit for meeting part or all of the proficiency assessment requirements of this District upon presentation of verification by the sending district that the student has met all or part of the proficiency requirements of that district, provided those requirements were set for achievement at the 9th, 10th or 11th grade level. A student transferring into the district in the 12th grade who has been given full credit for meeting the proficiency requirements of the sending district, will be accepted as having met the proficiency requirements of this district.

3.2 Without Verification

Students who transfer into this district without proof of having passed proficiency requirements in reading comprehension, computation skills, and writing at the 9th grade level or above will be required to satisfy this district's proficiency requirements in any of those areas not certified by the sending district. This requirement pertains to any student wishing to graduate from this district without regard for the student's age or achieved grade level. There will be no exceptions made for students transferring from nonpublic schools, continuation schools, foreign schools or home study programs.

Parents of students who transfer into the district, subsequent to the administration of the selected norm-referenced test for that school year will be contacted to discuss their student's proficiency requirement status.

4.0 Proficiency Testing Program - Special Education Students

The board recognizes that proficiency requirements adopted for students enrolled in regular educational programs may not be appropriate for all students enrolled in District special education programs. Certain students with diagnosed disabilities that prevent them from attaining the District's regularly adopted proficiency requirements may need differential competencies

The Individualized Education Program Team (IEP) will determine if a pupil's handicaps or disabilities preclude the pupil from attaining the district's regular requirements. The determination and development of differential proficiencies will be included in the process of developing the pupil's individualized education program.

5.0 Proficiency Testing Program - Limited English students

The Board recognizes that Proficiency assessments will be used to determine whether pupils need additional assistance in basic skills and the appropriate content and mode of any additional assistance. No individual English-speaking pupil or limited-English proficient pupil shall receive a high school diploma unless he or she has met the English language proficiency normally required for graduation.

6.0 Standards of Proficiency: Adult and Evening School

A person enrolled in an adult school program, an evening high school program, or any other program or class for adults, the completion of which is evidenced by a diploma of graduation from high school, shall not receive such diploma if he or she has not met the requirements for basic skills proficiency adopted by the Board.

Board of Trustees
February 18, 1986
Revised: March 8, 1990
Revised: June 1998
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**PROFICIENCY TESTING PROGRAM--CONFERENCING AND REMEDIATION
PROCEDURES: 8TH, 9TH, 10TH, 11TH, AND 12TH GRADE STUDENTS:****1.0 Notification:**

The parent copy of the student report for all 8th, 10th, 11th, and 12th grade students, who failed an exam will be mailed to the home. All grade 9 students hand carry their reports home. Passing students may hand carry their reports home. In addition, parents of 8th, 10th, 11th, and 12th grade students who failed one or more tests will receive a letter, written in the primary language of the parent where practicable, which states the dates and times of group conferences planned by the school. It is a legal requirement for both parents and students to be requested to attend the conference. Included in the letter will be the information needed for a parent or student to schedule an individual conference.

2.0 Attendance:

The student, the parent, and a certificated employee familiar with the student's progress will attend the conference.

3.0 Conference Content:

Discussion at the conference will include the purpose of the tests, an explanation of their bearing on graduation, an interpretation of the reporting form and scores, individual assistance where requested, and remediation options. The parent, student, and certificated employee will sign the Conference Form. The original copy will be given to the parent and the second copy will be retained in the student's cum folder.

4.0 Nonattendance at Conference:

If a parent does not attend the scheduled group conference or make contact to set up an individual conference:

- 4.1 A second letter or phone call will be made to inform the parents of the content of the first communication (phone call or letter) and must be noted on the Conference Form.

- 4.2 If the parent does not respond to the second communication, the original of the Conference Form with recommended remediation indicated and the appropriate signatures, including that of the student, will be mailed to the parent within ten (10) days of the date the conference was scheduled. The second copy of the Conference Form will be retained in the student's cum folder.

5.0 Student Report:

Each school shall provide a copy of the Student Report to the student and explain the scoring system.

REMEDIATION OPTIONS

Students who fail any of the proficiency testing program tests in reading, mathematics, writing, or computer proficiency may be remediated in any of the following:

- be scheduled into a remedial class
- conference with teachers on a regular basis in reading, English, or mathematics. Remediation kits in reading, mathematics, computer usage, and writing can be purchased from the graphic arts department at the district office.
- work on his/her own time on remediation kit materials in reading, mathematics, writing, and compute usage.
- enroll in summer school classes in reading, English, or mathematics, or computer related courses (as identified by the assistant superintendent, education)

CONFERENCE FORM

Student's Name: _____

Teacher: _____

Grade: _____ School: _____ Academic Area: Math Reading Writing

1. See copy of Student Report attached and retain for future reference.

2. Recommended Remediation - Student should:

- Be scheduled for remedial class in: Math Reading English
- Conference with teachers on a regular basis in _____.
- Work on own time on remediation kit materials in _____.
- Enroll in summer school class in: Math Reading English
- Improve attendance.
- Study at home on an individual basis.
- Retest each opportunity until proficiency is established.
- Other _____

3. Parent Commitment

- I agree with the suggested remediation and will support it.
- I disagree with the recommendation.
- I would prefer to _____.

4. Parent Contact

First letter sent _____ Second letter sent _____ Phone call _____
(date) (date) (date, time)

- Unable to conference with the parent or guardian
- Parents' copy of this form mailed to student's home on _____.
(date)

5. Conference Attendance: Those who attended the conference were:

Certificated Employee Signature

Parent Signature

Date

Student Signature

Distribution--White Copy, Parent; Yellow Copy, Cum Folder; Pink Copy, Teacher

SENIOR HIGH SCHOOL (FIRST LETTER) (*letter to be run on school letterhead*)

RE: STUDENT NO.

Dear M/M:

State law requires that high school students display a certain level of skills in reading, mathematics, and writing in order to graduate from high school. Our district has added computer literacy to this list. Your student has been administered one or more of these tests. Results of these tests are listed below. If your student passed, there will be an "S" in the overall performance column. When a test was fails, a "U" is reported.

SUBJECT AREA

OVERALL PERFORMANCE

Mathematics
Reading
Composition
Computer

If your student failed one or more of the mathematics, reading, or composition tests, you and your student are invited to attend a conference to be held at the time, date, and place on the enclosed form. This is a group conference at which time test results will be discussed. You need not attend if your student failed only the computer test.

If you and your student are unable to attend the conference but would like to meet with a counselor or teacher on an individual basis, please contact the school at the number listed on the attached form.

If you have any questions, please contact your student's school.

Sincerely,

SENIOR HIGH SCHOOL (SECOND LETTER (OPTIONAL) *(letter to be run on school letterhead)*

RE:

Dear

On _____, we wrote you a letter informing you that your student had failed one or more of the proficiency tests which must be passed in order to be eligible for graduation. Since you and your student were unable to attend the first scheduled conference, we encourage you to contact us to reschedule.

Please call the school secretary, phone number _____, so that a mutually agreeable time can be arranged.

Sincerely,

JUNIOR HIGH SCHOOL (FIRST LETTER) (*letter to be run on school letterhead*)

RE: STUDENT NO.

Dear M/M

State law requires that students in junior high school be tested in reading, mathematics, and writing to determine their level of proficiency in these areas. Below you will find your student's scores for the tests taken in October 20___. The tests for mathematics and reading require 65% in order for a student to pass. The composition reports only a pass/fail score. If your student passed a particular test, an "S" in the overall performance column shown below is recorded. When a test is failed, a "U" is recorded.

| <u>SUBJECT AREA</u> | <u>OVERALL PERFORMANCE</u> | <u>PERCENT CORRECT</u> |
|-------------------------|--------------------------------|----------------------------|
|-------------------------|--------------------------------|----------------------------|

| | | |
|-------------|--|--|
| Mathematics | | |
| Reading | | |
| Composition | | |

Should any tests be failed, you and your student are invited to a conference to be held at the time, date, and place on the enclosed form. This is a group conference at which time test results will be discussed. If you and your student cannot attend the conference but would like to meet with a counselor or teacher at an individual session, please contact the school at the number listed on the form.

Students do not need to pass these proficiency tests in order to be promoted to grade 9. However, in senior high, they must pass those proficiency tests which are required for graduation. The grade 8 test serves as an early warning signal to you and your student, and gives time to improve performance in weak areas.

Sincerely,

(Principal's Name)

JUNIOR HIGH SCHOOL SECOND LETTER (OPTIONAL): *Letter to be run on school letterhead or phone call may be used instead*

RE:

Dear

On _____, we wrote you a letter indicating that your grade 8 student had failed one or more of the proficiency tests which were given in October. These tests are administered to identify areas in which your student may need additional help before taking the proficiency tests in high school. Passing the high school proficiency tests is a requirement for graduation.

Since you and your student were unable to attend the conference to which you were invited, we encourage you to contact us to reschedule.

Please call the school, phone number _____, so that a mutually agreeable time can be arranged.

Sincerely,