

SUPPLEMENTARY INSTRUCTIONAL MATERIALS

The Governing Board encourages teachers to use supplementary instructional materials which are relevant to curriculum objectives and compatible with district goals and objectives. By using such materials, teachers can introduce content and instructional strategies that enrich the curriculum, enhance learning, help students make critical judgments, and stimulate their intellectual growth.

Teachers shall carefully preview all supplementary instructional materials in order to ensure that, in their professional judgment, the materials are:

1. Directly related to the course of study in which they are being used
2. Appropriate for students' ages and maturity levels

Supplementary instructional materials must also be consistent with criteria developed for the selection and evaluation of other instructional materials. If the teacher believes that the materials may be in conflict with district criteria, the teacher shall confer with the principal or designee before using them.

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

When using supplementary materials, teachers shall provide appropriate introductory and follow-up activities. In addition, teachers shall ensure that supplementary materials do not supplant the use of basic texts or teaching activities.

All materials must be used within legal copyright limits.

(cf. 6162.6 - Use of Copyrighted Materials)

Films

When a teacher desires to show a non “G” film that has not been approved by the district or county for use in the grade level taught, the teacher shall preview the film to determine whether in his/her professional judgment it is consistent with district criteria for the selection of instructional materials. All films must be appropriate for the curriculum and the students' ages. Written parent permission must be obtained prior to allowing students to view non “G” films.

If the teacher has any questions about how established district criteria apply to the film, he/she shall confer with the principal or designee before showing the film.

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

(cf. 6142.1 - Family Life/Sex Education)

(cf. 6144 - Controversial Issues)

Legal Reference: (see next page)

SUPPLEMENTARY INSTRUCTIONAL MATERIALS (continued)

Legal Reference:

EDUCATION CODE

233.5 *Duty re instruction in morals, manners and citizenship*

18111 *Exclusion of books by governing board*

51510 *Prohibited study or supplemental materials*

51511 *Religious matters properly included*

51550 *Sex education materials*

60010 *Definitions*

COURT DECISIONS

McCarthy v. Fletcher, (1989) 207 Cal. App. 3d 130

DAMAGED OR LOST INSTRUCTIONAL MATERIALS

The Governing Board recognizes that instructional materials are an expensive resource. The Superintendent or designee may establish procedures in accordance with law to protect instructional materials from damage or loss.

Instructional materials provided for use by students remain the property of the district. Students are responsible for returning borrowed materials in good condition, with no more wear and tear than usually results from normal use.

When materials are lost or so damaged that they are no longer usable, the student shall be responsible for reparation equal to the current replacement cost of the materials. When materials are damaged but still usable, the Superintendent or designee shall determine a lesser charge.

If it can be demonstrated to the Superintendent or designee's satisfaction that the student has taken all reasonable precautions to safeguard instructional materials issued to him/her, the Superintendent or designee may excuse the student/parent/guardian from payment of reparation.

If reparation is not excused and not paid by the student or parent/ guardian, the district may initiate due process procedures to withhold the student's grades, diploma and transcripts.

(cf. 5125.2- Withholding Grades, Diploma or Transcripts)

(cf. 5131.5 - Vandalism, Theft and Graffiti)

*Legal Reference:*EDUCATION CODE

48904 Willful misconduct; limit of liability of parent or guardian

48904.3 Withholding grades, diplomas or transcripts of pupils causing property damage or injury;

transfer of pupils to new school districts; notice to rescind decision to withhold

60411 Purchase and use; property of district

CODE OF REGULATIONS, TITLE 5

305 Pupil responsible for care of property

TOXIC ART SUPPLIES

The Governing Board recognizes its responsibility to protect the health and safety of students in the selection of materials used for instruction in arts and crafts activities.

The Superintendent or designee shall develop procedures for the purchase, use and proper disposal of arts and crafts materials which ensure that the health and safety of students is protected from harmful exposure to toxic substances in accordance with Education Code 32064 and established health standards.

The Superintendent or designee shall ensure that arts and crafts material purchased for use by students in grades K-8 will not contain toxic substances or cause chronic illness as determined by the State Department of Health Services.

Students in grades 7-8 are considered able to read and understand product labels and to take adequate precautions to use products which are prohibited for use in grades K-6. The Superintendent or designee shall ensure that arts and crafts materials purchased for use in grades 7-8 meet the requirements of Education Code 32065. The products must be properly labeled to identify toxic ingredients, warn of potential adverse health effects and describe procedures for safe use and storage.

(cf. 3514 - Environmental Safety)
(cf. 3514.1 - Hazardous Substances)
(cf. 5142 - Safety)

Legal Reference:

EDUCATION CODE
32060 *Legislative findings and declarations*
32061 *Art or craft material; definition*
32062 *Human carcinogen; definition*
32063 *Toxic substance causing chronic illness; definition*
32064 *Restrictions on purchases of arts and crafts materials*
32065 *Warning labels*
32066 *List of toxic art supplies; preparation and distribution*
HEALTH AND SAFETY CODE
108500-108515 *Labeling of arts and crafts materials*
PENAL CODE
594.1 *Aerosol containers of paint*

Management Resources:

CDE PROGRAM ADVISORIES:
0712.94 *Toxic Art Supplies List of Approved Products CIL :94/95-01*

STUDENT ASSESSMENT

The Governing Board believes that the primary purpose of student assessments should be to help students, parents/guardians and teachers identify individual student's academic strengths and areas needing improvement, in order to enhance teaching and learning. The effectiveness of the schools and district shall be evaluated in part on the basis of these student assessments.

(cf. 0500 - Accountability)

(cf. 6190 - Evaluation of the Instructional Program)

Assessments also shall be conducted for purposes of determining student eligibility for and appropriate placement in district programs.

(cf. 5123 - Promotion/Acceleration/Retention)

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

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

(cf. 6171 - Title I Programs)

(cf. 6172 - Gifted and Talented Education Program)

(cf. 6174 - Education for English Language Learners)

(cf. 6175 - Migrant Education Program)

The Board desires to use a variety of evaluation measures to reach the above goals. To have validity, tests must correspond to the material that is being taught and measure the extent to which students meet specified standards of achievement. A single test or testing method cannot be expected to always take ethnic, cultural or gender differences into account, nor to provide an accurate assessment of each student's skills.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 6011 - Academic Standards)

(cf. 6142.7 - Physical Education)

When districtwide and school-level results of student assessments are published, the Superintendent or designee may provide supplementary information to assist parents/guardians and the local community in interpreting test results and evaluating school performance.

(cf. 0510 - School Accountability Report Card)

Standardized Testing and Reporting Program

The Superintendent or designee shall administer mandatory student assessments in the state Standardized Testing and Reporting (STAR) program as required by law. (Education Code 60640)

STUDENT ASSESSMENT (continued)

The Board desires to use the results of the achievement tests to evaluate the performance of its students with that of other students across the state and nation.

Legal Reference:

EDUCATION CODE

51041 *Evaluation of educational program*

51450-51455 *Golden State Seal Merit Diploma*

51513 *Personal beliefs (re questionnaires, etc.)*

60600-60652 *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*

60650-60652 *Golden State Examinations*

60800 *Physical fitness testing*

60810 *Assessment of language development*

CODE OF REGULATIONS, TITLE 5

850-873 *Standardized Testing and Reporting program*

880-904 *Designated primary language test*

Management Resources:

CDE LEGAL ADVISORIES

0924.91 *Clarification of Crawford v. Honig. LO: 2-91*

CDE PROGRAM ADVISORIES

0327.86 *Reporting norm-referenced standardized achievement test scores to*

WEB SITES

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

STUDENT ASSESSMENT**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)

A parent/guardian may submit to the school a written request to excuse his/her child from any or all parts of STAR and/or the designated primary language test. The parent/guardian must initiate the request and the district and its employees shall not solicit or encourage any written request on behalf of any child. (5 CCR 852, 881)

Special education students shall be tested with the designated achievement test, unless an explicit provision in their individualized education program specifically exempts them from testing. (5 CCR 852, 881)

(cf. 6159 - Individualized Education Program)

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

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

Students in special education programs with individualized education plans or students 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. (5 CCR 853)

The Superintendent or designee shall arrange for at least 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 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 STAR program. The Superintendent or designee also shall designate a coordinator at each test site. (5 CCR 857-858, 886)

The Superintendent or designee shall report in a timely manner the results of each student's test in writing to the student's parents/guardians 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)

STUDENT ASSESSMENT (continued)

(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, for grades 2-11: (Education Code 60640; 5 CCR 862)

1. The number of students enrolled in the district on the first day of testing in the district
2. The number of students in the district to whom an achievement test was administered
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 number of tests administered with pre-identified answer documents, if applicable

Within 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 2-11: (5 CCR 891)

1. The number of students who are limited English proficient
2. The number of limited English proficient students who were administered each designated primary language test pursuant to Education Code 60640(f)
3. The number of students who were administered each designated primary language test pursuant to Education Code 60640(g)
4. The total number of limited English proficiency students exempted from the test pursuant to Education Code 60615

STUDENT ASSESSMENT (continued)

5. The total number of limited English proficient students 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

Prior to completed district testing, the Superintendent or designee shall provide the state and local sales and use tax rate to the publisher. (5 CCR 856)

Individual Record of Accomplishment

The Superintendent or designee shall ensure that each student 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

STANDARDIZED TESTING AND REPORTING PROGRAM

The Superintendent or designee shall administer mandatory student assessments within the state Standardized Testing and Reporting (STAR) program as required by law and in accordance with Board policy and administrative regulation.

(cf. 6162.5 - Student Assessment)
(cf. 6162.54 - Test Integrity/Test Preparation)

The Governing Board encourages all students at the applicable grade levels to participate in the STAR assessments in order to maximize the usefulness of the data and enable the district to meet participation levels required for state and federal accountability systems. The Superintendent or designee shall notify students and parents/guardians about the importance of these assessments and shall develop strategies to encourage student participation. Students shall be exempted from participation only in accordance with law and administrative regulation.

(cf. 0520.2 - Title I Program Improvement Schools)
(cf. 0520.3 - Title I Program Improvement Districts)

The Board desires to use the results of the achievement tests to evaluate the performance of district students against the state's academic standards, the performance of students in other districts across the state, and national norms.

(cf. 6011 - Academic Standards)

Legal Reference (next page)

STANDARDIZED TESTING AND REPORTING PROGRAM (continued)

Legal Reference:

EDUCATION CODE

51041 Evaluation of educational program

52056 Board discussion of Academic Performance Index rankings, including STAR results

60600-60630 Assessment of academic achievement

60640-60649 Standardized Testing and Reporting program

60660-60663 Electronic learning assessment resources

60810 Assessment of language development

CODE OF REGULATIONS, TITLE 5

850-870 Standardized Testing and Reporting program

880-901 Designated primary language test

UNITED STATES CODE, TITLE 20

1412(a)(17) Participation of students with disabilities in state assessments

6311 Adequate yearly progress

Management Resources:

CDE PUBLICATIONS

Matrix of Test Variations, Accommodations and Modifications for Administration of California Statewide Assessments

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

The Use of Tests as Part of High-Stakes Decision-Making for Students: A Resource Guide for Educators and Policy-Makers, December 2000

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, STAR program: <http://www.cde.ca.gov/ta/tg/sr>

California Learning Resources Network: <http://clrn.org>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/offices/OCR>

STANDARDIZED TESTING AND REPORTING PROGRAM

The district shall administer the following assessments in the Standardized Testing and Reporting (STAR) program:

1. A nationally norm-referenced achievement test in basic academic skills designated by the State Board of Education (SBE) pursuant to Education Code 60642, to each student in grades 3 and 7. (Education Code 60640)
2. A standards-based achievement tests, as designated by the SBE pursuant Education Code 60642.5, to each student in grades 2-8. (Education Code 60640)
3. A primary language test for any limited-English-proficient student who has been enrolled in a California public school for less than 12 months. This test shall be administered in addition to any applicable norm-referenced achievement test and standards-based achievement test. (Education Code 60640)

(cf. 6174 - Education for English Language Learners)

4. The California Alternate Performance Assessment (CAPA) for any special education student whose individualized education program (IEP) specifically states that he/she will be assessed with the CAPA due to the student's inability to participate in any applicable norm-referenced test and standards-based achievement test, even with appropriate accommodation. (Education Code 60640; 5 CCR 850, 851)

Any special education student who is an English learner may be tested with the designated primary language test in accordance with item #3 above, unless the IEP specifically exempts him/her from such testing. (5 CCR 881)

(cf. 6159 - Individualized Education Program)

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

