

**MENOMINEE INDIAN SCHOOL DISTRICT**

346-Rule

GUIDELINES FOR TESTING PROGRAM PARTICIPATION

A. Upon the request of a student's parent/guardian, a student shall be excused from taking the state-required 4th, 8th and 10<sup>th</sup> grade tests.

B. Testing of Limited English Proficient (LEP) Students

1. General Considerations

- a. 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.
- b. The District shall not penalize an LEP student who is exempted from taking the required tests by denying grade promotion, eligibility for courses or programs, eligibility for graduation or eligibility for postsecondary education opportunities.
- c. The parent/guardian of an 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 exclusion from the test; and, an explanation of how the results of the test will be used.

The test/alternative assessment 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/guardian's native language or any other means to convey the required information.

2. Third-Grade Reading Testing (WRCT)

- a. A student with LEP shall be administered the third grade reading test if he/she understands and speaks English well but needs assistance in reading and writing in English to achieve at a level appropriate for his/her age or grade.
- b. A student with LEP may be administered the third grade reading test if he/she understands, speaks, reads and writes English with some degree of hesitancy which may be due to language interference because of a foreign language or non-proficient English spoken at home. \_
- c. A student with LEP shall be excluded from the state's third grade reading test if he/she:
  - does not understand or speak English;
  - understands simple sentences in English, but uses only isolated words or expressions in English;
  - speaks English with difficulty, converses in English with help, understands at least parts of lessons and follows simple directions given in English.

Students excluded from participation in the third grade reading test shall participate in alternate assessments.

3. Wisconsin Knowledge and Concepts Examinations (WKCE)

- a. When determining whether to administer state-required 4th, 8th and 10th grade tests to LEP students, school staff shall apply and document all of the following criteria:
  - whether the student has had an opportunity to master the competencies for which he/she is being tested;

- whether the student demonstrates test-taking skills; and,
  - 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.
- b. Decisions regarding testing shall be made and documented on an individual basis for each LEP student.
- c. 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.
- d. A student with LEP shall be administered the required test(s), with appropriate modifications if necessary, if he/she:
- understands and speaks English well but needs assistance in reading and writing in English to achieve at a level appropriate for his/her age or grade.
  - understands, speaks, reads and writes English with some degree of hesitancy which may be due to language interference because of a foreign language or non-proficient English spoken at home.
- e. An LEP student shall be exempted from taking the required test if he/she meets the criteria listed in B-2-c above. Any LEP student who is exempted from taking the required test shall be evaluated to determine his/her achievement level in core subjects, which include writing, reading and mathematics, and shall be assisted in career development and postsecondary education decisions.

C. Testing of Students with Disabilities

1. Test results shall not be used as the sole criterion in determining grade promotion, eligibility for courses or programs, eligibility for graduation or eligibility for participation in postsecondary education opportunities.
2. If a disabled student 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.
3. The disabled student's parent/guardian shall be notified regarding the student's inclusion in or exemption from the test and the reason for the decision as part of the IEP team's review.
4. Students with disabilities shall participate in state-wide third grade reading testing and fourth, eighth and tenth grade testing, with appropriate modifications where necessary, or in alternate assessments as deemed necessary or appropriate.
5. Decisions regarding testing shall be made on an individual basis and shall be documented in the disabled student's Individual Education Plan (IEP).

APPROVED:            October 16, 2002