

## A-001 Annual Standardized Testing

<b>Policy number</b>	A-001
<b>Category</b>	Academics
<b>Sponsor</b>	Academic Ambassadors
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<b>Version</b>	1.2
<b>Review Frequency</b>	Annually

### **PURPOSE**

The purpose of this policy is to define the steps by which Cornerstone Family Schools (CFS) students meet the required annual standardized testing as defined by CFS.

### **DEFINITIONS**

Board of Trustees or Board: the body authorized under CFS bylaws to make governance decisions on behalf of CFS.

Approved Norm-Based Standardized Tests: Standardized tests the board has approved for CFS use.

American Association of Christian Schools (AACCS): the association that CFS belongs to and who negotiates on behalf of CFS for testing supplies and scoring.

### **RELATED POLICY** G-006 Conduct Policy

### **PROCEDURE**

All CFS students in grades 3 through 11 are required to either participate in annual CFS standardized testing utilizing the Iowa Test of Basic Skills (ITBS) published by Riverside Insights, **or** to submit standardized testing results from approved tests taken elsewhere. The following defines both processes:

#### I. IF TESTING WITH CFS:

1. CFS students in grades 3 through 11 are required to participate in annual CFS standardized testing utilizing the Iowa Test of Basic Skills (ITBS).
2. CFS standardized testing is available but not required for 12<sup>th</sup> grade CFS students.
3. CFS standardized testing is not available for K-2<sup>nd</sup> grade CFS students.

4. CFS students will be tested at the grade level the parents of said students indicate on the CFS re/application form due by June 1. On or before October 5, parents must declare their intent to test with CFS on the online form listed under quarterly reports and at that time may request changes to the testing grade level. (Grade level and standardized testing level do not need to be the same.)
5. In the event of a family emergency or illness, CFS usually conducts a make-up testing time.  
If a student is testing with CFS but cannot test during the first organized testing time due to illness or other special situation, the student must test during the second date of organized testing. Parent(s) of students testing during the second date of organized testing will be required to be present all 3 days of make-up testing to administer the tests (but not to their own children). Students who cannot attend the make-up session will need to be tested outside of CFS at the parent's expense.
6. All reasonable efforts will be made to accommodate any child/children with special testing needs during CFS testing dates. Parents must notify the testing coordinator of any special needs prior to January 31. Families who have a student with special needs/disabilities may request an exception from CFS standardized testing for that student(s). This request must be presented to the CFS Testing Coordinator who will, in consultation with the CFS Board, consider the request. Each request will be considered on an individual basis.
7. Any CFS student who is not participating in CFS standardized testing and is at the testing site will be required to study quietly in the designated location unless they are pre-approved to assist in the childcare room. Then they will be under the guidance of the Childcare Coordinator.
8. We (CFS parent/students) will graciously follow the rules set forth by AACCS, and our testing facility. We are guests in our testing facility and will represent CFS in an appropriate manner.
9. Discipline issues will not be tolerated (this includes but is not limited to: inappropriate behavior and use of electronic devices and/or other items outlined in emails sent prior to the testing event). Parents and or students who violate rules, are disrespectful, rude, or have behavior that is not becoming of a CFS member will be asked to leave the testing site. Standardized testing will then become the responsibility and financial burden of the parents. (See also Section II: Not Testing With CFS.)
10. If your student is testing with CFS, your family will be required to serve one day during testing, which will not count toward your overall volunteer jobs. If you cannot attend, you may recruit an approved substitute (a grandparent, for instance). If you would like testing to be one of your volunteer jobs, you will serve an additional day. If you'd like testing to fulfill both your volunteer requirements, you may help for all three days.

## II. IF NOT TESTING WITH CFS:

1. Families with students who are required to test, but are choosing not to test with CFS, must declare their intent with their new membership or renewal application (under the

forced profile update for individual child age/grade/testing). This decision may be changed prior to the October 5<sup>th</sup> quarterly report, before the tests are ordered, and with approval of the CFS testing coordinator.

2. Students testing outside of CFS must use a norm-based standardized achievement test such as Stanford 10, Terra Nova, and Iowa Test of Basic Skills. Standards for administration and grade level must be met to be valid (Seaton and jbupress.com present the standards in the ordering process). All portions of the named tests must be completed in order to meet CFS standardized testing requirements.
3. Families who have a student with special needs/disabilities may request an exception from CFS standardized testing for that student(s). This request must be presented to the CFS Testing Coordinator who will, in consultation with the CFS Board, consider the request. Each request will be considered on an individual basis.
4. High school students (grades 9-11) may submit the following tests in lieu of testing with CFS: ACT, SAT, PSAT, CLT, and college placement exams such as ACCUPLACER and COMPASS that include math, reading, and writing skills. All portions of the approved test must be completed to meet CFS standardized testing requirements. High school students (grades 9-11) must still have yearly test results submitted either by testing with CFS or utilizing one of the above-named tests.
5. Testing results must be submitted to the CFS Testing Coordinator prior to re-enrollment in CFS (June 1<sup>st</sup>). Please contact your cell group leader to request an extension if your scores may not arrive before June 1. Those students/families who have not requested an extension and do not have testing results submitted by June 1<sup>st</sup> will not be re-admitted to CFS until re-enrollment forms, test scores, and membership fees (plus late fees) are paid. Re-instatement of CFS membership and its privileges will be at the discretion of the CFS Board of Directors.

## **VERSION HISTORY**

<b>Version</b>	<b>Description</b>	<b>Date</b>
1.1	All July 1 due dates changed to June 1. -Marshall	9.29.19
1.2	Removed all references to “Pearson”, revised Procedure to reflect current policy and practice. Updated testing used and volunteer requirements. – Hawkinson/Helt	4.22.23