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*To inspire each student to
extraordinary achievement
every day*

Date: 9/29/2020

Dear Parent(s)/Guardian(s),

During distance learning, your child will take assessments from home. These assessments will occur through Google Classroom during the asynchronous hours of the school day. We ask that all parents/guardians follow these guidelines:

1. The purpose of these tests is to gather information about your child's progress towards mastering grade level standards. Please do not allow your child's brothers, sisters, friends or family members to help answer questions. This will allow us to provide the instructional services and support that best meets your child's needs.
2. You may assist your child with setting up the technology used to enter Google Classroom.
3. Please find a quiet location, free from distractions for your child to take the test.
4. To keep the test fair for all students, we ask that you do not talk with your children about the questions on the test before, during, or after the test.
5. Please do not record the test, take a picture of any of the questions either with a camera or any other device. This helps to keep the questions confidential.
6. It is important that the test is being completed by your child without any help or assistance.
7. BP 6162.54 *The Board of Trustees desires to protect the integrity of the student assessment processes in order to obtain an accurate assessment of student achievement in the district and maintain accountability to the community and state. Students and staff are expected to maintain a high level of integrity in the completion and handling of student assessments.*
8. Reports of student cheating on assessments shall be submitted to the principal or designee for investigation. Students found to have cheated on assessments shall be subject to disciplinary procedures in accordance with Board policy and administrative regulations.
9. Please follow all instructions given by the teacher.

Your child's teacher will schedule the dates and times of assessments throughout the school year. If you have questions or concerns, please reach out to your child's teacher for more information.