



<i>The Classical Academy</i>	<i>Policies and Procedures</i>
Policy Name:	Assessments
Policy Number:	IKA-TCA
Original Date:	8/19/2015
Last Reviewed:	8/1/2023
Category:	Instruction
Author:	Director of Academic Services
Cabinet Level Owner:	Director of Academic Services

STATE ASSESSMENT SYSTEMS

State and federal laws require TCA students to take standardized assessments in the instructional areas of English language arts, math, and science. State law also requires students to take standardized assessments in the instructional area of social studies. Accordingly, TCA shall administer standardized assessments pursuant to these state and federal legal requirements.

State law also requires TCA to adopt policies and/or procedures concerning the use of pencil and paper on the computerized portion of CMAS state assessments; parent requests to excuse their children from taking state assessments; and TCA's assessment calendar. This policy and its accompanying procedure (IKA-R-TCA) represent TCA's processes to address these requirements.

1. Pencil and paper testing option

Per state law, TCA may determine that a specific classroom or school within TCA will use pencil and paper to complete the computerized portions of a CMAS (Colorado Measures of Academic Success) state assessment (*the law does not apply to PSAT/SAT state assessments*). Factors that may be considered in making this determination include:

- the technological capacity and resources of the particular school/classroom;
- students' previous experience with computerized and written assessments;
- whether the instructional methodology of the particular school/classroom is consistent with the use of computerized assessments or written assessments; and
- the logistics of administering state assessments in different formats at a particular school or schools.

Based on feedback received from the parent-selected TCA Board of Directors and TCA School Accountability Committees (SACs), the president or designee shall request use of pencil and paper to complete CMAS assessments that would otherwise be completed using a computer. At the beginning of each year, SACs may provide consultation to the president regarding the paper and pencil testing option. The president will make a final decision as to whether any TCA school or classroom in any TCA school will use pencil and paper to complete any portion of a statement assessment.

For students with disabilities, the use of pencil and paper instead of a computer to complete a state assessment shall be determined by the student's Individualized Education Program (IEP) team or Section 504 team, in accordance with applicable law.

2. Parent/guardian request for exemption

A parent/guardian who wishes to exempt his or her child from a particular state assessment or assessments shall make this request in accordance with this policy's accompanying procedures IKA-R-TCA.

In accordance with state law, TCA shall not impose a negative consequence upon a student whose parent/guardian has requested an exemption from a state assessment or assessments, and the student will not be prohibited from participating in an activity or from receiving any other form of reward that the school provides to students participating in the state assessment.

This policy's exemption process shall apply only to state assessments administered pursuant C.R.S. 22-7-1006.3 and shall not apply to TCA or classroom assessments.

3. Sharing of student state assessment results with parents/guardians

The Colorado Department of Education is required to provide diagnostic academic growth information for each student enrolled at TCA and for each public school in the district based on the state assessment results for the preceding school years. This information shall be included in each student's individual student record. Appropriate school personnel, including those who work directly with the student, shall have access to the student's state assessment results and available longitudinal academic growth information and shall share with and explain that information to the student's parent/guardian.

4. Additional assessment information for parents/guardians

In accordance with state law and this policy's accompanying regulation, TCA shall develop an assessment calendar and related information for parents/guardians on an annual basis to inform them about the state and school specific standardized assessments that TCA plans to administer during the school year.

This policy replaces ASD20 Policy IKA.

Legal References:

C.R.S. 22-7-1006.3(1) *(state assessment implementation schedule)*

C.R.S. 22-7-1006.3(1)(d) *(district must report to CDE the number of students who will take the state assessment in a paper and pencil format)*

C.R.S. 22-7-1006.3(7)(d) *(state assessment results included on student report card if feasible)*

C.R.S. 22-7-1006.3(8) *(policy required to ensure explanation of student state assessment results)*

C.R.S. 22-7-1013(1) *(district academic standards)*

C.R.S. 22-7-1013(6) *(policy required regarding the use of pencil and paper on state assessments)*

C.R.S. 22-7-1013(7) *(procedure required concerning distribution of assessment calendar to parents/guardians)*

C.R.S. 22-7-1013(8) *(policy and procedure required to allow parents to excuse their children from participation in state assessments)*

C.R.S. 22-11-101 *et seq. (Education Accountability Act of 2009)*

C.R.S. 22-11-203 (2)(a) *(principal required to provide educators access to their students' academic growth information "upon receipt" of that information)*

C.R.S. 22-11-504 (3) *(policy required to ensure explanation of student assessment results and longitudinal growth information)*

Cross References:

ASD20 JRA/JRC Student Records/Release of Information on Students

IKA-R-TCA Assessments Procedures

IKA-F1-TCA-E1 Request for Exemption to Regular Assessments – Elementary

IKA-F1-TCA-E2 Request for Exemption to CMAS Assessments - Elementary

IKA-F1-TCA-S Request for Exemption to Assessments - Secondary

Policy Revision History

Date	Revision Details	Revised By
8/19/2015	Creation of policy	Director of Academic Services
9/7/2021	Policy updated with legislative requirement and new forms.	Director of Academic Services
8/1/2023	Policy updated due to legislative change.	Director of Academic Services