

STATE TESTING



Cougars	Expectations & Procedures
Students	Students will participate in state testing. After school tutoring will be provided to help ensure student success on tests. Students will be on time on testing days. Students will be on their best behavior and follow all administrator and proctor instructions. Students will give their best effort on all tests.
Teachers	Teachers will attend all training sessions. Teachers will follow all rules as stated in the test administration manual while testing. Teachers will identify potential failures for the tests and participate in the tutoring and remediation process. Teachers will make parent contacts as needed.
Counselors	Counselors will assist in teacher training and student testing. Counselors will assist teachers in reviewing cumulative files/prior classroom performance to in setting up a plan for success.
Secretaries	Secretaries will not interrupt the classroom during state testing. Secretaries will assist in getting supplies ready and help parents and visitors.
Principal/APs	Principals will provide support for teachers and students during testing. Principals will provide support for after school tutoring. Principal will ensure that teachers have needed materials on test days. The principal will follow all state mandated requirements to maintain the integrity of the state testing.
Parents	Parents will communicate with teachers about the progress of their students in the Subject Area classes. Parents will cooperate with teachers, counselors, and administrators by allowing their students to attend before and after school tutoring sessions. Parents will be able to access the state practice test on the internet and will be encouraged to do so.
All Stakeholders	Every person in the school community will support the State Testing Program. This will be a priority for everyone during the testing. A good network of communication will be set up assist all stakeholders in problem-solving issues related to testing.

