



# Hawai'i

State Reading and Mathematics Assessment



Grades

**3, 4, 5, 6,  
7, 8, 10**

Spring 2007

**Student Participation  
and Accommodations  
Handbook**

### Facts about the 2006–2007 Hawai'i State Assessment

The Hawai'i State Assessment is an annual testing program that measures student progress on Hawai'i's reading, writing, and mathematics standards. In the 2006–2007 school year, students will be tested in writing in the fall and in reading and mathematics in the spring.

<b>Subject</b>	<b>Official Testing Dates</b>	<b>Official Make-Up Testing Dates</b>	<b>Grades Tested</b>
Writing	October 30–31, 2006	November 1–8, 2006	4, 6, 9, and 11
Reading and Mathematics	April 9–13, 2007	April 16–20, 2007	3, 4, 5, 6, 7, 8, and 10

These areas were chosen because they contain key skills that students must master to succeed in their other academic subjects. The grades 3 and 4 Hawaiian Language Immersion Program students will participate in a separate spring 2007 reading and mathematics assessment. Beginning in fall 2007, students in grades 5, 7, and 11 will also be tested in science.

This handbook was prepared specifically for the spring 2007 Hawai'i State Reading and Mathematics Assessment.

## Contents

**Introduction** .....5

Types of Student Scores for the Hawai‘i State Reading and Mathematics Assessment .....6

**Frequently Asked Questions** .....8

*Parent Letter Table* .....9

*Testing Time Allotment Table* .....13

*Accommodations Table* .....17

### **Student Populations: Participation Criteria for Spring 2007**

**Alternative Program Students** .....25

**English Language Learners Students** .....29

**Hawaiian Language Immersion Program Students** .....31

**Home/Hospital Instruction Students** .....33

**Homeless Children and Youth Program Students** .....37

**Home-Schooled Students** .....39

**IDEA-Eligible Students** .....42

**Migrant Education Program Students** .....46

**Public Charter School Students** .....48

**Regular Education Students** .....50

**Section 504 Students** .....51

**Serious Disciplinary Action Status Students** .....53



# Introduction

This document provides all Department of Education personnel at the school, complex area, and state levels with information about participation in the Hawai'i State Reading and Mathematics Assessment for twelve student populations and accommodations for four of those student populations. Participation and accommodations information for the Hawai'i State Alternate Assessment for Reading and Mathematics is provided in a separate document.

Public school and public charter school students in grades 3, 4, 5, 6, 7, 8, and 10 must participate in the Hawai'i State Reading and Mathematics Assessment because it is a required component of the statewide student assessment and students' scores will be included in schools' spring 2007 Adequate Yearly Progress (AYP) results. A student may be excused from participating in the assessment for one of the six reasons explained below.

1. Grades 3 and 4 Hawaiian Language Immersion Program students will participate in the separate Hawaiian Aligned Portfolio Assessment (HAPA) for Reading and Mathematics and thus are not required to participate in the Hawai'i State Reading and Mathematics Assessment. Please see page 31 for optional participation information.
2. A student who has a significant medical emergency must have a physician's signed report that describes the medical emergency that causes the student to be deemed medically unable to participate in the Hawai'i State Reading and Mathematics Assessment. A student's medical emergency may be temporary; however, it must extend without interruption from the first day of the official testing window, April 9, 2007, through the last make-up day, April 20, 2007. Multitrack schools that have different calendars for some student tracks will be assigned separate testing and make-up testing schedules for these students by the Student Assessment Section.

The definition of *physician* includes

- a doctor of medicine licensed under (A) chapter 453, Hawai'i Revised Statutes or (B) the applicable laws of the state where the student has been placed in order to implement the student's Individualized Education Program (IEP) or
  - an osteopath licensed under (A) chapter 460, Hawai'i Revised Statutes or (B) the applicable laws of the state where the student has been placed in order to implement the student's IEP.
3. A student who is receiving services at an out-of-state residential program that is approved by the student's Individualized Education Program (IEP) or Modification Plan (MP) team, a hearings officer, or a judge cannot be tested because the Department of Education will not allow its secure test materials to be released to a site outside the state.
  4. A student who meets the requirements of Regulation 4140, Exceptions to Compulsory School Attendance, will not be tested if he or she withdraws from the Hawai'i public school or public charter school system before the first day of the official testing window, April 9, 2007.

5. A student who is dismissed, as opposed to suspended, from school will not be tested.
6. A student whose parent writes a letter requesting that he or she be excused from participating in the Hawai'i State Reading and Mathematics Assessment sessions or the Hawai'i State Alternate Assessment for Reading and Mathematics will not be tested. Any parent\* has the legal right to make this request.

### Special Note

Grade 31 special education students, who are chronologically at grades 3, 4, 5, 6, 7, 8, and 10 (i.e., those who will be eight, nine, ten, eleven, twelve, thirteen, and fifteen years of age on or before December 31 of the current school year), must participate in the assessment. A student's IEP team will decide whether he or she will take the age-appropriate Hawai'i State Reading and Mathematics Assessment or the Hawai'i State Alternate Assessment for Reading and Mathematics with or without accommodations at the placement school.

The grade 31 designation is given to special education students who are at an "out-of-grade level" placement in relation to the school where they are enrolled because the appropriate educational program is at the placement school. The placement decision may be made by a hearings officer, a judge, or a group of persons knowledgeable about the student, the meaning of the evaluation data, and the placement options and must be documented in the IEP's Prior Written Notice. The grade 31 designation is given after a student completes the school's highest grade level (i.e., fifth grade or sixth grade for a typical elementary school, eighth grade for a typical middle school, and twelfth grade for a high school).

### Types of Student Scores for the Hawai'i State Reading and Mathematics Assessment

Students in grades 3, 4, 5, 6, 7, 8, and 10 will receive two types of scores.

#### ■ Criterion-referenced proficiency level scores

All students will receive criterion-referenced proficiency level scores for reading and mathematics, based on the third edition of the Hawai'i content strands, standards, and identified benchmarks. Students who use one or more of the 23 accommodations listed on pages 17–19 in this handbook will also receive these scores.

#### ■ Norm-referenced stanine and percentile rank scores

All students will receive norm-referenced stanine and percentile rank scores for CTB McGraw-Hill's TerraNova reading and mathematics sessions, including those who use any of the 23 accommodations. If a student uses one or more of the nine accommodations that were not used in the field testing and norming of the TerraNova, a statement will be printed on his or her score report.

\* Throughout this handbook, *parent* is used to refer to parents and legal guardians.

The statement will explain that a student's scores are not comparable to the scores of students in the national norm group who took the test sessions without the following accommodation(s):

1. Having all reading passages, mathematics problems, and related questions read aloud.
2. Taking the large-print version in English with or without extended time.
3. Using a closed-circuit TV or a magnifying glass to enlarge regular-size test booklet pages.
4. Using an English audio CD for the reading and mathematics sessions.
5. Having a scribe bubble and write responses.
6. Using a computer to record answers for multiple-choice and constructed-response questions.
7. Breaking a session into shorter sessions predetermined by the test administrator.
8. Receiving extended time.
9. Taking multiple student-initiated breaks during a session.

# Frequently Asked Questions

The following questions about the spring 2007 Hawai'i State Reading and Mathematics Assessment apply to all student populations.

## 1. What are the official testing and make-up testing dates?

The official testing dates are the week of April 9–13, 2007; the make-up testing dates are the week of April 16–20, 2007.

## 2. May schools test on any other dates?

No, all schools must complete the testing and make-up testing on the designated dates, except identified multitrack schools that have different calendars for some student tracks. These schools will be assigned separate testing and make-up testing schedules by the Student Assessment Section.

## 3. Which grade levels will be tested?

Grades 3, 4, 5, 6, 7, 8, and 10 will be tested.

## 4. Which schools are required to participate?

All Hawai'i public school and public charter schools that serve students enrolled in grades 3, 4, 5, 6, 7, 8, or 10 must administer the assessment.

## 5. Are students who are officially retained in grades 3, 4, 5, 6, 7, 8, or 10 required to take the assessment?

Yes, these students are required to take the Hawai'i State Reading and Mathematics Assessment if they are currently enrolled in one of the seven identified grade levels on the first day of testing, April 9, 2007. The Department's statewide student database will be used to verify the grade level in which each student is enrolled.



**6. May the parents of any student request that their child be excused from participating in the assessment?**

Yes, parents have the legal right to submit a letter to the principal that states the reason(s) for requesting that their child be excused from participating in the assessment. The Department of Education will approve the parents’ request. The principal must forward the parents’ written request to the Student Assessment Section, where it will be kept on file. The handwritten or typed letter must be completed by the parent(s). School-level personnel may not write the letter or provide a form letter. All parents should be informed that the Department encourages them to have their children participate in the assessment so that their reading and mathematics strengths and needs can be better supported.

Parent letters, customized for each student population, can be downloaded from [www.hitide.org/letters](http://www.hitide.org/letters). For a summary of the populations that have parent letters, please see the table below. It is up to the Test Coordinator to decide whether a customized student population letter is used. The Regular Education letter must be sent to the parents if a customized student population letter is not used.

<b>Parent Letter Table</b>		
<b>Student Population</b>	<b>Customized Letter(s)</b>	<b>Hawai’i Department of Education Contact</b>
Alternative Programs: Comprehensive School Alienation Program (CSAP), Special Motivation Program (SMP), Alternative Learning Centers (ALC), and Alternative Education Programs	Participation letter and non-participation letter for students who cannot cope with the testing requirements	<b>Russell Yamauchi</b> Student Support Section Phone: (808) 735-6222 Lotus Notes Users: Russell Yamauchi E-mail: russell_yamauchi@notes.k12.hi.us
English Language Learners (ELL) Program	English participation letter or translated participation letter (translations available in 13 languages when ordering translated Parent Information Booklets)	<b>Libby Lum</b> , Interim Contact Languages Section Phone: (808) 733-9141, ext. 243 Lotus Notes Users: Libby Lum E-mail: libby_lum@notes.k12.hi.us
Hawaiian Language Immersion Program (HLIP)	Participation letter (grades 5–8 and 10) Non-participation letter (grades 3 and 4)	<b>Keoni Inciong</b> Hawaiian Studies and Language Programs Section Phone: (808) 733-9141, ext. 260 Lotus Notes Users: Keoni Inciong E-mail: keoni_inciong@notes.k12.hi.us
Home/Hospital Instruction	Participation letter and non-participation letter for students with significant medical emergencies	<b>Diane Iwaoka</b> Student Support Section Phone: (808) 735-6225 Lotus Notes Users: Diane Iwaoka E-mail: diane_iwaoka@notes.k12.hi.us

Student Population	Customized Letter(s)	Hawai'i Department of Education Contact
Homeless Children and Youth Program	No customized letter; use regular education students letter	<b>Judy Tonda</b> Homeless Concerns Phone: (808) 394-1394 Lotus Notes Users: Judy Tonda E-mail: judy_tonda@notes.k12.hi.us
Home-Schooled	Participation letter	<b>Katherine Sakuda</b> Student Programs Section Phone: (808) 733-9141, ext. 300 Lotus Notes Users: Katherine Sakuda E-mail: katherine_sakuda@notes.k12.hi.us
IDEA-Eligible	Participation letter	<b>Maxine Nagamine</b> Special Education Section Phone: (808) 733-4832 Lotus Notes Users: Maxine Nagamine E-mail: maxine_nagamine@notes.k12.hi.us
Migrant Education Program	Participation letter	<b>Solomon Kaulukukui</b> Migrant Education Program Phone: (808) 394-1385 Lotus Notes Users: Solomon Kaulukukui E-mail: solomon_kaulukukui@notes.k12.hi.us
Public Charter Schools	Participation letter	<b>Maunalei Love</b> , Interim Executive Director Charter School Administrative Office Phone: (808) 586-3775 Lotus Notes Users: Maunalei Love E-mail: maunalei_love/CSAO/HIDOE@notes.k12.hi.us
Regular Education	Participation letter	<b>Patricia Ishimaru</b> Student Assessment Section Phone: (808) 733-4485 Lotus Notes Users: Patricia Ishimaru E-mail: patricia_ishimaru@notes.k12.hi.us
Section 504	Participation letter	<b>Diane Iwaoka</b> Student Support Section Phone: (808) 735-6225 Lotus Notes Users: Diane Iwaoka E-mail: diane_iwaoka@notes.k12.hi.us
Serious Disciplinary Action Status	Participation letter and non-participation letter for students who cannot cope with the testing requirements	<b>Jean Nakasato</b> Special Education Section Phone: (808) 735-6225 Lotus Notes Users: Jean Nakasato E-mail: jean_nakasato@notes.k12.hi.us

**7. Who may administer the assessment to students?**

<b>Personnel</b>	<b>Test Administrator Requirements</b>
Any regular education teacher	Must have a Hawai'i teacher license or credential
Any counselor	Must have a master's degree in counseling
Any special education teacher, including those hired by a private recruiting agency	Must have a teacher license or credential for Hawai'i or another state
Instructors	Must be teaching a class independently in a content area where there is a shortage of Hawai'i licensed or credentialed teachers
Substitute teachers Exception: Long-term substitute teachers, including retired teachers	Must have a Hawai'i teacher license or credential Must be teaching a class independently; Hawai'i teacher license or credential is not required
Identified public charter school employees	Qualified teaching staff members

**8. Who MAY NOT administer the assessment to students?**

<b>Personnel</b>	<b>Reason</b>
Educational assistants	Have no Hawai'i teacher license or credential
Part-time teachers	Have no Hawai'i teacher license or credential (may administer if they have a Hawai'i teacher license or credential)
Short-term substitute teachers	Have no Hawai'i teacher license or credential and are teaching a class only for a few days

## 9. Which sessions must be administered?

A total of three reading and three mathematics sessions must be administered. The sessions are printed in the student test booklet in the following order:

- Criterion-referenced Reading Session 1
- Criterion-referenced Mathematics Session 1
- Criterion-referenced Reading Session 2
- Criterion-referenced Mathematics Session 2
- Norm-referenced Reading Session
- Norm-referenced Mathematics Session

Schools may administer the six required sessions in any order on four or five days during the official testing window (April 9–13, 2007) as long as the correct testing time and extended testing time are provided for each session.

## 10. What is the testing time for each session?

The following table shows testing time for each session in minutes. Schools may administer the six required sessions in any order on four or five days, during the official testing week (April 9–13, 2007) as long as the correct testing time and extended testing time are provided for each session.

<b>Grades 3, 4, 5, 6, 7, 8, and 10 Testing Times for the Four Hawai'i State Assessment Criterion-Referenced* Sessions</b>	
<b>Session</b>	<b>Time Allotment</b>
<b>Reading Session 1</b>	<b>Day 1</b>
Distribution of Test Materials	5 minutes
Directions	10 minutes
Administration of Reading Session 1	75 minutes
Collection of Test Materials – Only if students are finished or if students are going to be given a break to move to another site on campus for Extended Time.	5 minutes
<b>Testing Time</b>	<b>95 minutes</b>
Break – Only if students need to move to another site on campus for Extended Time	15 minutes
Extended Time for Reading Session 1	75 minutes
Collection of Test Materials	5 minutes
<b>Total Testing Time (including Extended Time but not Break Time)</b>	<b>175 minutes</b>
<b>Mathematics Session 1</b>	<b>Day 2</b>
Distribution of Test Materials	5 minutes
Directions	10 minutes
Administration of Mathematics Session 1	60 minutes
Collection of Test Materials – Only if students are finished or if students are going to be given a break to move to another site on campus for Extended Time.	5 minutes
<b>Testing Time</b>	<b>80 minutes</b>
Break – Only if students need to move to another site on campus for Extended Time	15 minutes
Extended Time for Mathematics Session 1	60 minutes
Collection of Test Materials	5 minutes
<b>Total Testing Time (including Extended Time but not Break Time)</b>	<b>145 minutes</b>
<b>Reading Session 2</b>	<b>Day 3</b>
Distribution of Test Materials	5 minutes
Directions	10 minutes
Administration of Reading Session 2	75 minutes
Collection of Test Materials – Only if students are finished or if students are going to be given a break to move to another site on campus for Extended Time.	5 minutes
<b>Testing Time</b>	<b>95 minutes</b>
Break – Only if students need to move to another site on campus for Extended Time	15 minutes
Extended Time for Reading Session 2	75 minutes
Collection of Test Materials	5 minutes
<b>Total Testing Time (including Extended Time but not Break Time)</b>	<b>175 minutes</b>

\*Criterion-Referenced Test based on HCPS III standards and benchmarks

Session	Time Allotment
<b>Mathematics Session 2</b>	<b>Day 4</b>
Distribution of Test Materials	5 minutes
Directions	10 minutes
Administration of Mathematics Session 2	60 minutes
Collection of Test Materials – Only if students are finished or if students are going to be given a break to move to another site on campus for Extended Time.	5 minutes
<b>Testing Time</b>	<b>80 minutes</b>
Break – Only if students need to move to another site on campus for Extended Time	15 minutes
Extended Time for Mathematics Session 2	60 minutes
Collection of Test Materials	5 minutes
<b>Total Testing Time (including Extended Time but not Break Time)</b>	<b>145 minutes</b>

Grades 3, 4, 5, 6, 7, 8, and 10 Testing Times for the Two Hawai'i State Assessment Norm-Referenced* Sessions							
Session	Grade and Time Allotment (in minutes)						
	Day 5						
NRT Reading Session	Gr. 3	Gr. 4	Gr. 5	Gr. 6	Gr. 7	Gr. 8	Gr. 10
Distribution of Test Materials	5	5	5	5	5	5	5
Directions	10	10	10	10	10	10	10
Administration of NRT Reading Session	43	51	47	46	49	50	50
Collection of Test Materials – Only if students are finished or if students are going to be given a break to move to another site on campus for Extended Time.	5	5	5	5	5	5	5
<b>Testing Time</b>	<b>63</b>	<b>71</b>	<b>67</b>	<b>66</b>	<b>69</b>	<b>70</b>	<b>70</b>
Break – Only if students need to move to another site on campus for Extended Time	15	15	15	15	15	15	15
Extended Time for NRT Reading Session – Only for ELL, Gr. 5 HLIP, IDEA-Eligible, and Section 504 students	43	51	47	46	49	50	50
Collection of Test Materials	5	5	5	5	5	5	5
<b>Total Testing Time (including Extended Time but not Break Time)</b>	<b>111</b>	<b>127</b>	<b>119</b>	<b>117</b>	<b>123</b>	<b>125</b>	<b>125</b>

\*Norm-Referenced Test – CTB McGraw-Hill, TerraNova

	<b>Grade and Time Allotment (in minutes)</b>						
<b>Session</b>	<b>Day 5</b>						
<b>NRT Mathematics Session</b>	<b>Gr. 3</b>	<b>Gr. 4</b>	<b>Gr. 5</b>	<b>Gr. 6</b>	<b>Gr. 7</b>	<b>Gr. 8</b>	<b>Gr. 10</b>
Distribution of Test Materials	5	5	5	5	5	5	5
Directions	10	10	10	10	10	10	10
Administration of NRT Mathematics Session	40	40	40	40	40	40	40
Collection of Test Materials – Only if students are finished or if students are going to be given a break to move to another site on campus for Extended Time.	5	5	5	5	5	5	5
<b>Testing Time</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>60</b>
Break – Only if students need to move to another site on campus for Extended Time	15	15	15	15	15	15	15
Extended Time for NRT Mathematics Session – Only for ELL, Gr. 5 HLIP, IDEA-Eligible, and Section 504 students	40	40	40	40	40	40	40
Collection of Test Materials	5	5	5	5	5	5	5
<b>Total Testing Time (including Extended Time but not Break Time)</b>	<b>105</b>	<b>105</b>	<b>105</b>	<b>105</b>	<b>105</b>	<b>105</b>	<b>105</b>

**11. Who may be given accommodations for the assessment?**

Only ELL, grade 5 Hawaiian Language Immersion Program (HLIP), IDEA-eligible, and Section 504 students may be given accommodations for the Hawai'i State Reading and Mathematics Assessment.

An accommodation may be provided for an ELL student if it is

- based on a student’s identified learning needs; and
- currently provided during classroom instruction; and
- agreed on by the ELL staff members and classroom teachers who provide services for the student; or
- stated in the student’s Individualized Education Program (IEP) or Modification Plan (MP) and agreed on by all members of the IEP or MP team, if an ELL student is also receiving IDEA-eligible or Section 504 service.

Only eight of the 23 accommodations may be provided for ELL students.

An accommodation may be provided for a grade 5 HLIP student if it is

- based on a student's identified learning needs; and
- currently provided during classroom instruction; and
- agreed on by the HLIP staff members who provide services for the student; or
- stated in a student's Individualized Education Program (IEP) or Modification Plan (MP) and agreed upon by all members of the IEP or MP team, if a grade 5 HLIP student is also receiving IDEA-eligible or Section 504 services.

Only four of the 23 accommodations may be provided for HLIP students.

An accommodation may be provided for an IDEA-eligible or Section 504 student if it is

- based on a student's identified learning needs; and
- agreed on by all members of the Individualized Education Program (IEP) or Modification Plan (MP) team; and
- stated in a student's IEP or MP; and
- currently provided during classroom instruction.

Any of the 23 accommodations may be provided for IDEA-eligible students. Only 17 of the 23 accommodations may be provided for Section 504 students.

If an ELL, HLIP, IDEA-eligible, or Section 504 student does not need to use one or more of the accommodations that have been agreed on by the appropriate ELL staff, HLIP staff, IEP team, or MP team members during the test administration, the Test Administrator will not bubble the accommodation(s) in the appropriate student population column on the scannable Accommodations, Courtesy Testing, and Transferring Student Information Sheet that is printed on the inside back cover of each student's Hawai'i State Reading and Mathematics Assessment Response Booklet (for grade 3, this sheet is printed on the inside back cover of the Reading Test and Response Booklet and the Mathematics Test and Response Booklet).

## **12. Which accommodations may be provided during the administration of the assessment?**

The following table lists accommodations that apply to grades 3, 4, 5, 6, 7, 8, and 10. The list of accommodations for each category includes common examples and is not meant to be exhaustive. If a student is currently receiving a documented accommodation that is not included on the Hawai'i State Reading and Mathematics Assessment list, it may be provided if the four accommodation requirements for the appropriate student population are met (see pages 15 and 16).



<b>Accommodations Table</b>		
<b>Category</b>	<b>Student Population</b>	<b>Accommodation</b>
Presentation Format	ELL, all grade 5 HLIP, IDEA-eligible, Section 504	1. Explaining directions in English only, using simplified vocabulary as many times as needed.
	IDEA-eligible, Section 504	2. Having all reading passages, mathematics problems, and related test questions read aloud to an IDEA-eligible or Section 504 student who meets the criteria for this accommodation. See page 20. Criterion-referenced and non-comparable norm-referenced scores will be provided.
	IDEA-eligible	3. Having an on-site interpreter sign the directions in English only for each session in American Sign Language or the Signed English version, depending on the version currently being used with a student during classroom instruction. The interpreter may sign all of the reading passages, mathematics problems, and related test questions if an IDEA-eligible student meets the criteria. See criteria on page 20. Videotaped sign language directions will not be provided.
	IDEA-eligible, Section 504	4. Reading passages, mathematics problems, and related test questions aloud to self in an individual setting.
	ELL, IDEA-eligible, Section 504	5. Repeating official directions in English only as many times as needed.
	IDEA-eligible	6. Taking the Braille version in English only, using a Braille writer. Student must have a documented organic eye impairment and be receiving the services of a teacher for the visually impaired. Criterion-referenced and separate national norm-referenced scores will be provided.

Category	Student Population	Accommodation
Presentation Format (continued)	IDEA-eligible	7. Taking the 18-point large-print version in English only. Student must have a documented organic eye impairment and be receiving the services of a teacher for the visually impaired. Criterion-referenced and non-comparable norm-referenced scores will be provided.
	IDEA-eligible	8. Using a closed-circuit TV or a magnifying glass to enlarge regular-size test booklet pages. Student must have a documented organic eye impairment and be receiving the services of a teacher for the visually impaired. Criterion-referenced and non-comparable norm-referenced scores will be provided.
	IDEA-eligible	9. Using an English-only audio CD for each reading and mathematics session. See criteria on page 20. Criterion-referenced and non-comparable norm-referenced scores will be provided.
Response Format	IDEA-eligible, Section 504	<p>10. Circling multiple-choice responses in the Test Booklets rather than darkening bubbles in the response booklet due to a motor and/or visual tracking impairment (grades 4–8 and 10). Circling own multiple-choice responses rather than darkening bubbles in the combination Test and Response Booklets (grade 3). In either case, the Test Administrator must darken the bubble in the appropriate booklet or booklets for each multiple-choice response circled by a student.</p> <p>Note: There is no accommodation to write in responses for constructed-response items in the test booklets for students in grades 4–8 and 10 who have motor and/or visual tracking impairments due to lack of space in the test booklets. Due to the design of the test, all grade 3 students write their constructed responses in the same booklets in which test questions appear.</p>
	IDEA-eligible, Section 504	11. Having a qualified scribe bubble and write responses for a student in an individual setting only. Criterion-referenced and non-comparable norm-referenced scores will be provided.
	IDEA-eligible, Section 504	12. Using a place marker (school provides).
	IDEA-eligible, Section 504	13. Using a special sheet of highlighting film that is placed on each test booklet page. Use of a highlighter pen is not an appropriate accommodation for a visually impaired student. Therefore, it is not allowed unless it is a documented accommodation based on other learning needs.

Category	Student Population	Accommodation
Response Format (continued)	IDEA-eligible, Section 504	14. Using a highlighter pen to identify and remember key information because of a reading disability.
	IDEA-eligible, Section 504	15. Using a template to reduce a student’s visual field (school provides).
	IDEA-eligible	16. Using a computer, including an Alpha Smart computer, to record multiple-choice and written responses. Student’s responses must be printed and transcribed verbatim into the response booklet(s). Criterion-referenced and non-comparable norm-referenced scores will be provided.
Setting	ELL, IDEA-eligible, Section 504	17. Being seated near the Test Administrator.
	ELL, IDEA-eligible, Section 504	18. Being tested in an individual setting.
	ELL, IDEA-eligible, Section 504	19. Being tested in a small-group setting. The total number of students may not exceed eight.
	ELL; includes students who are receiving both ELL and IDEA-eligible or Section 504 services, all grade 5 HLIP	20. Using an English dictionary. English dictionaries that are used by ELL and HLIP Program students during classroom instruction should be made available to the students during the administration of each assessment session. Bilingual dictionaries are not allowed.
Timing	ELL, all grade 5 HLIP, IDEA-eligible, Section 504	21. Breaking a single criterion-referenced or norm-referenced session into shorter sessions, predetermined by the Test Administrator. No session may extend to a second day. Criterion-referenced and non-comparable norm-referenced scores will be provided.
	ELL, all grade 5 HLIP, IDEA-eligible, Section 504	22. Receiving extended time for a norm-referenced session. A student may be given up to double the exact time required, but no session may be extended to a second day. Non-comparable norm-referenced scores will be provided.  Note: Any student may be given up to double the approximate time for a criterion-referenced session and will receive proficiency level scores.
	IDEA-eligible, Section 504	23. Taking student-initiated breaks during a session (must be supervised). Criterion-referenced and non-comparable norm-referenced scores will be provided.

### **13. May a Test Administrator read all of the Hawai'i State Reading and Mathematics Assessment passages, mathematics problems, and related test questions aloud or provide an audio CD to a student or a group of students?**

Yes, the Test Administrator may read all of the Hawai'i State Reading and Mathematics Assessment passages, mathematics problems, and related test questions to an IDEA-eligible or Section 504 student or a group of these students who meet the criteria for this accommodation. Because the assessment measures a student's ability to use reading comprehension and mathematical reasoning skills independently and not his or her ability to decode text, this accommodation may be provided. The grade 3 reading sessions do include a few test questions that measure the HCPS III Alphabetic Understanding topic. Therefore, these test questions may not be read to a student. The Test Coordinator must contact Patricia Ishimaru at the Student Assessment Section to obtain the numbers of the specific test questions that may not be read aloud. The audio CD will also provide the numbers of test questions that have not been included and direct a student to read them independently.

An IDEA-eligible or Section 504 student may have the passages, mathematics problems, and related test questions read aloud to him or her on the basis of the following criteria:

- A student must have a specific, identified impairment that greatly limits or prevents the ability to decode text, even after varied and repeated attempts to teach the student to do so (i.e., A STUDENT CANNOT READ AT ALL AND is able to access printed materials only through a reader or is provided with spoken text on audio CD, video, applicable software programs, or other electronic formats during routine classroom instruction; that is, A STUDENT ACCESSES ALL PRINTED MATERIALS VIA AN AUDIO FORMAT ALL OF THE TIME DURING CLASSROOM INSTRUCTION).
- An audio CD will be provided if a student's Individualized Education Program (IEP) or Modification Plan (MP) requires the use of an audio CD during routine classroom instruction.
- All reading passages, mathematics problems, and related test questions must be read word for word exactly as written. No assistance may be provided regarding the meaning of words, the intent of the reading passages and mathematics problems, or responses for the related test questions.
- An even tone of voice, without emphasis on any word or phrase, must be used so that a student does not receive any cues.
- A student has the option of asking the reader to slow down or repeat text, within the time period allotted.
- Readers may be provided for students on an individual or small-group basis. The number of students in a small group may not exceed five, and each student in the small group must meet the criteria for this accommodation.

**14. May any student raise his or her hand to request assistance in reading a mathematics problem and the related test question?**

Yes, the Directions for Administering in the *Test Administrator's Handbook* state, "If you have any trouble reading a mathematics problem and related question, raise your hand and I will help you." The Test Administrator may not give a student help in answering a test question. A student may continue to raise his or her hand to request assistance in reading only one mathematics problem and related test question at a time during any of the three mathematics sessions

This procedure does not apply to any passage or related test question in the three reading sessions. All students are required to read and comprehend the passages and related test questions independently, except for the IDEA-eligible and Section 504 students who meet the criteria for the "read aloud" accommodation.

**15. Immediately prior to the administration of a session, may the Test Administrator tell students to use reading or mathematics strategies that have been taught during classroom instruction?**

No, the Test Administrator may not give students any additional directions that are not included in the official Directions for Administration for each session because additional, customized directions were not allowed during the field tests for this version of the Hawai'i State Reading and Mathematics Assessment.

Teachers are encouraged to teach students a variety of reading and mathematics strategies throughout the school year. However, the use of these strategies (e.g., circling or underlining key words or phrases, making notes in the margins of the test booklet pages) during the administration of an assessment session must be independently initiated by each student. If a student asks whether he or she may use classroom strategies during the assessment that he or she has been previously taught, a Test Administrator should tell the student to complete the assessment using any strategy that will assist him or her in answering the test questions, but should not mention specific strategies.

The grade 3 Test Administrators need to closely monitor the students to ensure that they do not make any pencil marks on the vertical, black timing marks printed on the outside edge of each scannable test/response booklet page. These pencil marks will interfere with the scanning and scoring process.

- Test Administrators MAY NOT allow reading or mathematics strategies/charts to be visible during the administration of the assessment. These must be taken down or covered.
- Students MAY NOT use highlighter pens during the administration of the reading and mathematics assessment unless it is a documented accommodation for an IDEA-eligible or Section 504 student. See the criterion for the highlighter accommodation on page 19.

**16. What should a Test Administrator do if a student is unable to read and comprehend any of the reading passages, mathematics problems, and related questions that are included in an “on-grade level” assessment?**

“Out-of-grade level” testing is not provided for the administration of the Hawai‘i State Assessment because the federal No Child Left Behind law states that all students enrolled in a grade level must be assessed using the content standards and related benchmarks that are appropriate for that grade level. Therefore, ELL, Hawaiian Language Immersion Program, IDEA-eligible, and Section 504 students must take the “on-grade level” assessment.

A Test Administrator must have a grade 4, 5, 6, 7, 8, or 10 student who is unable to read and comprehend any of the “on-grade level” reading passages, mathematics problems, and related questions open his or her response booklet and bubble a response (A, B, C, or D or F, G, H, or J) for any multiple-choice question in standards-based reading session 1 or 2. This procedure must be repeated for standards-based mathematics session 1 or 2. Grade 3 students will bubble the one reading and one mathematics response in their test/response booklets.

The completion of this task will ensure a student’s inclusion in a school’s participation rate for each content area, which is a requirement for Adequate Yearly Progress. This student may be excused from the rest of the assessment sessions or allowed to continue answering questions in any session. It is the Department’s responsibility to attempt to test each student, but not to force him or her to participate when he or she is unable to read and comprehend any of the information included in the assessment sessions. This student will receive “Well Below Proficiency” scores in reading and mathematics for the “on-grade level” assessment.

The new HCPS III-based reading and mathematics blueprints for the Spring 2007 Hawai‘i State Assessment do not include any of the norm-referenced TerraNova test questions. Therefore, having a student bubble one response for each of the reading and mathematics norm-referenced sessions cannot be used for Adequate Yearly Progress purposes.

A student who can read and comprehend below his or her current grade level and is able to read and answer some or all of the test questions included in each “on-grade level” session should participate in the administration of all assessment sessions. It is important to remember that individual mathematics problems and related test questions for any of the three mathematics sessions may be read to any student if he or she raises his or her hand to request assistance in reading each problem and test question.

**17. What should a Test Administrator do if a student becomes ill or disruptive or cheats during a reading or mathematics assessment session?**

If a student becomes ill while taking a session, send the student to the health aide and complete the Test Irregularity Form. The Test Coordinator can print this form from the secure HITIDE website using his or her password.

For a standards-based session:

A student may be given a second opportunity to take this session, whether or not he or she has bubbled or written one or more responses during the first opportunity. This student will receive proficiency-level scores if he or she records a response for at least one question in separate standards-based reading and mathematics sessions.

For a norm-referenced session:

A student may not be given a second opportunity to take this session if he or she has bubbled at least one response during the first opportunity. He or she may not be given stanine and percentile rank scores because the exact time requirement with no interruption has not been met. None of a student's norm-referenced responses will contribute to his or her reading and mathematics proficiency scores.

If a student has bubbled none of the responses during the first opportunity before becoming ill, he or she may be given a second opportunity to complete a session during make-up testing.

If a student becomes disruptive, e.g., refuses to complete a session, becomes upset, or cries, he or she should be removed from the testing room immediately so that his or her behavior will not distract or disrupt other students. The student may not retake or make up that session. Any response(s) recorded by the student will be included in his or her standards-based or norm-referenced scores. The student should be given an opportunity to take the rest of the sessions because it is the Department's responsibility to attempt to administer each session to every student. The Test Administrator should use the Test Irregularity Form to log a student's inappropriate testing behavior(s) for one or more of the test sessions. The Test Coordinator will attach a copy of this form to a student's score report when it is sent to his or her parents in August 2007.

If a student cheats, he or she should be removed from the testing room immediately for that session only and may not retake or make up that session. The school Test Coordinator, not the Test Administrator, will erase all of a student's responses for that session because the score may not provide accurate information regarding a student's independent academic performance. A student should be given an opportunity to take the rest of the sessions. The Test Administrator should use the Test Irregularity Form to log the student's inappropriate testing behavior(s) for one or more of the test sessions. The Test Coordinator will attach a copy of this form to the student's score report when it is sent to his or her parents in August 2007.

Note: If a student continues to be disruptive or cheats again during the administration of the next session, the Test Administrator will log the second attempt on the Test Irregularity Form and notify the student's parents that the school is unable to administer the session. A school may revoke a student's opportunity to take the other sessions if he or she is completely unable to adhere to the test administration requirements. Parents should be notified if this situation occurs.

**18. If a student does not complete an entire assessment session, will that incomplete response be scored?**

Yes, if a student grids or writes a response for one or more of the test questions included in a session, the session will be scored.

**19. Will students be given practice tests for the Hawai'i State Reading and Mathematics Assessment?**

Yes, operational reading and mathematics practice tests, directions for administering, and scoring guides for grades 3, 4, 5, 6, 7, 8, and 10 are posted on the Department of Education's Hawai'i State Assessment Item Release Website ([www.hsaitems.org](http://www.hsaitems.org)). Schools may download and photocopy the appropriate practice tests for use with students as often as they choose during the school year.

Teachers may choose to score the multiple-choice and constructed-response questions with their students in the classroom or with colleagues. The Student Assessment Section will provide no scoring services for the practice tests.

The practice tests are not designed to be given immediately prior to the administration of the Hawai'i State Assessment, i.e., the day before testing begins. Sample test questions are provided in the test booklet at the beginning of each session to familiarize students with various response formats.

It is important for all Department of Education employees to know that the administration of any practice test that explicitly prepares students for a specific series of secure Hawai'i State Assessment reading and mathematics items is prohibited at any time during the school year. Commercial reading and mathematics practice tests may be administered throughout the school year because they are not specifically designed to prepare students for any part of the secure Hawai'i State Assessment.

Practice tests of any kind (teacher-developed, commercially produced, or any other type) may not be administered on any day at any time during the official testing and make-up testing weeks (April 9–20, 2007).



# Student Populations: Participation Criteria for Spring 2007

## Alternative Program Students

Alternative Program Students are served by both Hawai'i State Department of Education Programs and non-Department programs. The Department of Education's Comprehensive School Alienation Program (CSAP) provides assistance for alienated/at-risk students through two types of services: (1) Special Motivation Programs (SMP) and (2) Alternative Learning Centers (ALC). Non-Department programs are collectively called Alternative Education Programs and include the Hawai'i National Guard Youth Challenge Academy, Kahi Mohala, Maui Youth and Family Services, and others.

### What Are the Participation Criteria?

A student must meet the following criteria to be tested:

- A student must be currently enrolled in a public school or a public charter school in Hawai'i as indicated by the Department's official statewide student database.
- A student's current physical, mental, and/or emotional condition does not prevent him or her from taking the assessment at the most appropriate site during the official testing and make-up testing weeks, April 9–20, 2007.

If a student meets the participation criteria, he or she **MUST BE TESTED**.

The staff member at the school who coordinates the services for a student who is receiving these services at an on-island or off-island\* site needs to complete the following tasks:

Task 1. Call the site and ask the staff whether the student can cope with taking two standards-based reading sessions and two standards-based mathematics sessions. As long as a student bubbles or writes a response in at least one standards-based reading session and one standards-based mathematics session, he or she will be included in a school's AYP participation rate count for each content area. If the answer is yes, the identified staff member at the home school needs to complete task 2. If the answer is no, the student will not be tested.

Task 2. Contact the student's parents or have the staff at the site contact them to determine whether they want the child to participate in the Hawai'i State Reading and Mathematics Assessment. If the answer is yes, the identified staff member at the home school needs to proceed according to whether the student is receiving services on island or off island. If the answer is no, the student will not be tested.

\*Students at an off-island site are those who are receiving services at a site that is not on the same island as the school where they are enrolled but is still within the state of Hawai'i.

- For students receiving services at an on-island site

Find out whether there is a Department of Education employee at the site who can administer the reading and mathematics assessment. If an employee is available, the identified staff member at the home school must train this person in the correct administration procedures at either the home school or the site. The person must also be informed of the requirements for obtaining and returning the assessment materials to the home school.

If an employee is not available, the school principal or the complex area superintendent must identify a Department of Education employee who will test the student at the site.

- For students receiving services at an off-island site

E-mail Patricia Ishimaru at the Student Assessment Section (see page 50) to request assistance in having the student tested. Include the following information in the e-mail:

- Student's legal name
- Grade
- Ten-digit identification number
- Name of the off-island site
- Name of the contact person at the site
- Telephone number at the site

The Student Assessment Section will provide the test materials needed to test the student. Do not send the student's preprinted test booklets to the off-island site.

### Who May Administer the Assessment to a Student?

Personnel	Test Administrator Requirements
<p><b>Student at an On-Island Site</b></p> <p>Any Department of Education employee who works with the student at the off-campus/residential program site.</p> <p>If no Department of Education employee is available at the site, the school or complex area must identify a Department of Education employee who will test the student at the site.</p>	<p>Hawai'i teacher license or credential is not required.</p> <p>The Department of Education employee must be trained in the correct administration procedures at the home school or designated site and informed of the requirements for obtaining and returning the assessment materials to the home school.</p>
<p><b>Student at an Off-Island Site</b></p> <p>The Student Assessment Section will assist in the identification of the personnel who will test the student at the site.</p> <ul style="list-style-type: none"> <li>• A Department of Education employee who works with the student at the site</li> <li>• A Department of Education employee who is assigned to the complex area where the site is located</li> </ul>	<p>Hawai'i teacher license or credential is not required.</p> <p>The Department of Education employee must be trained in the correct administration procedures at the Student Assessment Section or designated site and informed of the requirements for obtaining and returning the assessment materials to the Student Assessment Section.</p>
<p><b>Student at an Out-of-State Residential Program Site</b></p> <p>Not applicable</p> <p>The Department of Education will not allow its secure Hawai'i State Reading and Mathematics Assessment materials to be released to a facility located outside the state; thus a student placed in or referred to an out-of-state program cannot be tested.</p>	<p>Not applicable</p>

### What Information Will Parents Receive?

#### Participation or Non-Participation Letter

For Alternative Program students who will be participating in the reading or mathematics assessment, either an Alternative Program participation letter or a Regular Education participation letter must be sent to the parents of each student. These letters can be downloaded from [www.hitide.org/letters](http://www.hitide.org/letters).

## Parent Information Booklet

Parent Information Booklets will be shipped to each school during the first week of March 2007 for distribution to parents with a participation letter that includes the school's testing schedule.

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### Contact Person

If you have any questions regarding the Alternative Program student information in this section, please contact the following Department of Education state-level educational specialist:



Russell Yamauchi  
Student Support Section  
Telephone: (808) 735-6222  
E-mail: Type the appropriate address  
Lotus Notes users: Russell Yamauchi  
All others: russell\_yamauchi@notes.k12.hi.us

# English Language Learner Students

An ELL student is one whose first or native language is not English and who receives English language instruction through the English Language Learners Program.

## **What Is the Participation Criterion?**

Fully English Proficient (FEP), Limited English Proficient (LEP), and Non-English Proficient (NEP) students, including those who are enrolled in their first year at a United States school, must take all sessions included in the Hawai'i State Reading and Mathematics Assessment, regardless of their English Proficiency Test (EPT) rating.

## **English Language Learner (ELL) Students with Significantly Limited Comprehension**

The answer to question 16 on page 22 in the Frequently Asked Questions section explains the recommended procedure that can be used with these ELL students who are unable to read and comprehend any of the sessions included in the reading and mathematics assessment.

## **ELL Students Who Also Receive IDEA-Eligible or Section 504 Services**

If a student is receiving IDEA-eligible or Section 504 services, as well as ELL services, his or her IDEA or Section 504 eligibility must be considered first when determining participation requirements for the Hawai'i State Reading and Mathematics Assessment. The student's ELL needs should also be considered by the IEP or Section 504 team when determining the appropriate accommodations.

## **Which Accommodations May Be Provided for ELL Students?**

Eight of the 23 accommodations may be provided for ELL students (accommodations 1, 5, 17, 18, 19, 20, 21, 22). See pages 17–19 for a description of the accommodations.

## **What Information Will Parents Receive?**

### **Participation Letter**

Schools are required to send to the parents of each ELL student a letter with information about their child's participation in the Hawai'i State Reading and Mathematics Assessment. If the English ELL participation letter is not used, a translated ELL participation letter or the English Regular Education participation letter must be sent. These letters can be downloaded from [www.hitide.org/letters](http://www.hitide.org/letters).

The ELL parent letter and the Parent Information Booklet have been translated into the thirteen languages and dialects that are most commonly spoken by the parents of the ELL Program students.

An order form for the translated ELL Parent Information Booklets can be found online at [www.hitide.org/letters](http://www.hitide.org/letters). Letters must be ordered by January 26, 2007. Translations are available for the following languages:

Chinese	Korean	Samoan	Tongan
Chuukese	Laotian	Spanish	Vietnamese
Ilokano	Marshallese	Tagalog	Visayan
Japanese			

### English and Translated Parent Information Booklets

The English Parent Information Booklet and any translated booklets that are ordered will be shipped to each school during the first week of March 2007. Your Test Coordinator will work with the ELL coordinator to ensure that an appropriate translated or English Parent Information Booklet will be sent to the parents of each ELL student with a participation letter that includes the school's testing schedule.

#### Contact Person

If you have any questions regarding the ELL student information in this section, please contact the following Department of Education state-level educational specialist:



Libby Lum, Interim Contact  
 Languages Section  
 Telephone: (808) 733-9141, ext. 243  
 E-mail: Type the appropriate address  
 Lotus Notes users: Libby Lum  
 All others: [libby\\_lum@notes.k12.hi.us](mailto:libby_lum@notes.k12.hi.us)

# Hawaiian Language Immersion Program Students

A Hawaiian Language Immersion Program (HLIP) student is one who participates in an educational program that promotes the study of Hawaiian culture, language, and history. Instruction is provided in Hawaiian from grades K–12. Formal English instruction is also provided during a portion of each day for grades 5–12.

## What Is the Participation Criterion?

Students in the Hawaiian Language Immersion Program (HLIP), including those in public charter schools, must meet the grade-appropriate criterion for testing:

- Students who are currently enrolled in grades 5, 6, 7, 8, and 10.

These students are required to take the Hawai'i State Reading and Mathematics Assessment.

- Students who are currently enrolled in grades 3 and 4

These students are exempted from participating in the Hawai'i State Reading and Mathematics Assessment because their formal instruction in English is initiated sometime between the beginning of grade 4 through the second semester of grade 5, depending on the specific programs in which they are enrolled. They will participate in the Hawaiian Aligned Portfolio Assessment (HAPA).

## May a Grade 3 or 4 HLIP Student Take the Hawai'i State Reading and Mathematics Assessment?

Yes, the parents of a grade 3 or 4 Hawaiian Language Immersion Program (HLIP) student may request that he or she take the Hawai'i State Reading and Mathematics Assessment. The parents may submit a written request to the school principal, which will be forwarded to the Student Assessment Section. The student will be allowed to take the Hawai'i State Reading and Mathematics Assessment after he or she has completed the HAPA tasks.

## Which Accommodations May Be Provided for Grades 5, 6, 7, 8, and 10 HLIP Students Who Receive ELL, IDEA-Eligible, and Section 504 Services and Are Required to Take the Hawai'i State Reading and Mathematics Assessment?

See the information on accommodations for the Hawai'i State Reading and Mathematics Assessment on pages 17–19. A separate participation letter is provided for the grades 3 and 4 students.

Four of the 23 accommodations may be provided for all grade 5 HLIP students because they are transitioning to the use of English during a portion of each instructional day (accommodations 1, 20, 21, 22).

## What Information Will Parents Receive?

### Participation or Non-Participation Letters

Schools are required to send the parents of grades 5, 6, 7, 8, and 10 students who are enrolled in the Hawaiian Language Immersion Program a letter informing them about their child's participation in the Hawai'i State Reading and Mathematics Assessment. If the HLIP participation letter is not used, the Regular Education participation letter must be sent to the parents of each HLIP student. These letters can be downloaded from [www.hitide.org/letters](http://www.hitide.org/letters).

Schools are also required to send the parents of grades 3 and 4 students a non-participation letter.

### Parent Information Booklets

Parent Information Booklets for the Hawai'i State Reading and Mathematics Assessment will be shipped to each school during the first week of March 2007 for distribution to parents with a participation letter that includes the school's testing schedule. Parent Information Booklets will not be provided for the HAPA.

#### Contact Person

If you have any questions regarding the Hawaiian Language Immersion Program student information in this section, please contact the following Department of Education state-level educational specialist:



Keoni Inciong  
Hawaiian Studies and Language Programs Section  
Telephone: (808) 733-9141, ext. 260  
E-mail: Type the appropriate address  
Lotus Notes users: Keoni Inciong  
All others: [keoni\\_inciong@notes.k12.hi.us](mailto:keoni_inciong@notes.k12.hi.us)



# Home/Hospital Instruction Students

A home/hospital instruction student is one who receives appropriate educational services in a home or hospital setting based on documented physical, social, or emotional needs.

## What Are the Participation Criteria?

A home/hospital instruction student, including one who is eligible to receive ELL, IDEA-eligible, and/or Section 504 services, must meet the following criteria to be tested:

- The student must be currently enrolled in a public school or a public charter school in Hawai'i as indicated by the Department's official statewide student database.
- The student's current physical, mental, and/or emotional condition does not prevent him or her from taking the assessment at the most appropriate site during the official testing and make-up testing weeks, April 9–20, 2007.

A student who has a significant medical emergency must have a physician's signed report that describes the medical emergency that causes the student to be deemed medically unable to participate in the Hawai'i State Reading and Mathematics Assessment. A student's medical emergency may be temporary; however, it must extend without interruption throughout the official testing and make-up weeks, April 9–20, 2007.

The definition of *physician* includes the following:

- a doctor of medicine licensed under (A) chapter 453, Hawai'i Revised Statutes or (B) the applicable laws of the state where the student has been placed in order to implement the student's IEP or
- an osteopath licensed under (A) chapter 460, Hawai'i Revised Statutes or (B) the applicable laws of the state where the student has been placed in order to implement the student's IEP.

If a student meets the participation criteria, he or she **MUST BE TESTED**.

The staff member at the school who coordinates the services for a student who is receiving home/hospital instruction at either an on-island or off-island site needs to complete the following tasks:

Task 1. Contact the student's parents to request confirmation from the professional(s) who authorized home/hospital instruction for their child that he or she can cope with taking two standards-based reading sessions and two standards-based mathematics sessions. As long as a student bubbles or writes a response in one standards-based reading session and one standards-based mathematics session, he or she will be included in a school's AYP participation rate count for each content area. If the answer is yes, the identified staff member at the home school needs to complete task 2. If the answer is no, the student will not be tested.

Task 2. Ask the parents whether they want the child to participate in the Hawai'i State Reading and Mathematics Assessment. If the answer is yes, the identified staff member at the home school needs to proceed according to whether the student's home/hospital instruction site is on island or off island. If the answer is no, the student will not be tested.

- For students receiving services at an on-island site

Determine whether the tutor at the site who provides instruction is a Department of Education employee at the site who can administer the reading and mathematics assessment. If the answer is yes, the identified staff member at the home school must train this person in the correct administration procedures at the home school or the site. The person must also be informed of the requirements for obtaining and returning the assessment materials to the home school.

If the answer is no, the school principal or the complex area superintendent must identify a Department of Education employee who will test the student at the site.

- For students receiving services at an off-island site

E-mail Patricia Ishimaru at the Student Assessment Section (see page 50) to request assistance in having the student tested. Include the following information in the e-mail:

- Student's legal name
- Grade
- Ten-digit identification number
- Name of the professional(s) who authorized the home/hospital instruction
- Telephone number of the professional(s)
- Name of the parent(s)
- Telephone number of the parent(s)

The Student Assessment Section will provide the test materials needed to test the student. Do not send the student's preprinted test booklets to the off-island site.

## Who May Administer the Assessment to a Student?

Personnel	Test Administrator Requirements
<p><b>Student at an On-Island Site</b></p> <p>Any Department of Education employee who works with the student at the home or hospital site.</p> <p>If no Department of Education employee is available at the site, the school or complex area must identify a Department of Education employee who will test the student at the site.</p>	<p>Hawai'i teacher license or credential is not required.</p> <p>The Department of Education employee must be trained in the correct administration procedures at the home school or designated site and informed of the requirements for obtaining and returning the assessment materials to the home school.</p>
<p><b>Student at an Off-Island Site</b></p> <p>The Student Assessment Section will assist in the identification of the personnel who will test the student at the site.</p> <ul style="list-style-type: none"> <li>• A Department of Education employee who works with the student at the site</li> <li>• A Department of Education employee who is assigned to the complex area where the site is located</li> </ul>	<p>Hawai'i teacher license or credential is not required.</p> <p>The Department of Education employee must be trained in the correct administration procedures at the Student Assessment Section or designated site and informed of the requirements for obtaining and returning the assessment materials to the Student Assessment Section.</p>
<p><b>Student at an Out-of-State Residential Program Site</b></p> <p>Not applicable</p> <p>The Department of Education will not allow its secure Hawai'i State Reading and Mathematics Assessment materials to be released to a facility located outside the state; thus a student placed in or referred to an out-of-state program cannot be tested.</p>	<p>Not applicable</p>

## What Information Will Parents Receive?

### Participation and Non-Participation Letters

Schools are required to send the parents of students who are declared medically unable to participate in the Hawai'i State Reading and Mathematics Assessment a non-participation letter informing them that these students will not take the assessment. A Home/Hospital participation letter for those students who are able to participate can be sent to their parents. If the Home/Hospital participation letter is not used, the Regular Education participation letter must be sent to the parents of each student. These letters can be downloaded from [www.hitide.org/letters](http://www.hitide.org/letters).

## Parent Information Booklets

Parent Information Booklets will be shipped to each school during the first week of March 2007 for distribution to parents with a participation letter that includes the school's testing schedule.

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### Contact Person

If you have any questions regarding the Home/Hospital Instruction student information in this section, please contact the following Department of Education state-level educational specialist:



Diane Iwaoka  
Student Support Section  
Telephone: (808) 735-6225  
E-mail: Type the appropriate address  
Lotus Notes users: Diane Iwaoka  
All others: [diane\\_iwaoka@notes.k12.hi.us](mailto:diane_iwaoka@notes.k12.hi.us)

# Homeless Children and Youth Program Students

Federal law ensures the educational rights and protections for children and youth who are experiencing homelessness. Homeless children and youth frequently move, so maintaining a stable school environment is crucial to their success in school. States are required to place homeless children and youth in the school that is in their “best interest,” that is, to

- continue the child’s or youth’s education in the public school or a public charter school where he or she was last enrolled or
- enroll the child or youth in any public school or a public charter school in the area where he or she is actually living.

Homeless children and youth are individuals who lack a fixed, regular, and adequate nighttime residence. Their homeless living conditions may include the following:

- sharing the housing of other persons because of loss of housing or economic hardship;
- living in motels, hotels, or camping grounds;
- living in cars, parks, public spaces, abandoned buildings, or substandard housing;
- living in emergency or transitional shelters;
- being abandoned in hospitals; and/or
- awaiting foster care placement.

Children identified as migratory and abandoned or throw-away youths living in one of the situations above are also considered homeless.

## **What Is the Participation Criterion?**

All Homeless Children and Youth Program students who are currently enrolled in grades 3, 4, 5, 6, 7, 8, and 10 at a public school or a public charter school must take the Hawai‘i State Reading and Mathematics Assessment during the official and make-up testing weeks, April 9–20, 2007.

## What Information Will Parents Receive?

### Participation Letter

Schools are required to send the parents of homeless students who are coming to school the Regular Education participation letter. The letter can be downloaded from [www.hitide.org/letters](http://www.hitide.org/letters). If a homeless student is not coming to school, his or her parents need to be contacted personally to determine whether their child will participate in the Hawai'i State Reading and Mathematics Assessment at the most appropriate public school or public charter school. Contact Judy Tonda, the state-level resource teacher for Homeless Concerns, to obtain information regarding a homeless child or youth who was previously enrolled at your school (see the box below for contact information).

### Parent Information Booklets

Parent Information Booklets will be shipped to each school during the first week of March 2007 for distribution to the parents of homeless children with a participation letter that includes the school's testing schedule.

#### Contact Person

If you have any questions regarding the Homeless Children and Youth Program information in this section, please contact the following Department of Education state-level resource teacher:



Judy Tonda  
Homeless Concerns  
Telephone: (808) 394-1394  
E-mail: Type the appropriate address  
Lotus Notes users: Judy Tonda  
All others: [judy\\_tonda@notes.k12.hi.us](mailto:judy_tonda@notes.k12.hi.us)

# Home-Schooled Students

A home-schooled student is one who receives instruction that is provided by parents instead of a public or private school. The parents are required to submit their child's planned curriculum to the local public school principal at the beginning of each school year and a narrative progress report and report card at the end of each school year.

## What Are the Participation Criteria?

Grades 3, 5, 8, and 10

These home-schooled students are required to participate in the Hawai'i State Reading and Mathematics Assessment free of charge or in privately administered reading and mathematics tests at the parents' expense. These tests must be comparable to the criterion-referenced or norm-referenced sessions included in the statewide student assessment. Parents may request that their child take only the criterion-referenced sessions or only the norm-referenced sessions or all of the sessions included in the Hawai'i State Reading and Mathematics Assessment.

Grades 4, 6, and 7

These home-schooled students' participation in the Hawai'i State Reading and Mathematics Assessment is optional. Students enrolled in grades other than 3, 4, 5, 6, 7, 8, or 10 may not participate in the statewide student assessment.

See the Chapter 12 testing requirements for home-schooled students on the next page. These students' participation at the local public school or public charter school in their geographical area is allowed based on parental requests. A student's chronological age, adjusted grade placement by a public school or public charter school prior to a student's home-school status, or course credits must indicate that his or her current grade placement is 3, 4, 5, 6, 7, 8, or 10 for a student to participate in the Hawai'i State Reading and Mathematics Assessment.

Parents shall be responsible for securing the necessary details from the principal of the school and for bringing their child to the school on days when the reading and mathematics assessment sessions are being administered. Schools should not provide separate testing schedules for these students.

Home-schooled students' scores for the Hawai'i State Reading and Mathematics Assessment will be excluded from a school's grade-level results. These scores may be submitted to the school principal as part of the required Chapter 12 annual progress report for a student.

## If a Student Has "Part A" Checked on the 4140 Exceptions to Compulsory Education Form, Is He or She Considered to Be Home-Schooled?

No, a student must have "Part B" checked on the 4140 form to meet the requirement for home-schooled status.

**HAWAI'I ADMINISTRATIVE RULES  
TITLE 8 DEPARTMENT OF EDUCATION  
SUBTITLE 2 EDUCATION**

**Chapter 12 Compulsory Attendance Exceptions**

**Title 8-12-18: Testing and Progress Reports of Home-Schooled Students**

- a) Test scores shall be required for grades identified in the Statewide Testing Program, grades three, five, eight, and ten. A child is eligible to participate in the Statewide Testing Program at the local public school. The parent is responsible for securing necessary details from the principal of the local public school. The parent may elect to arrange for private testing at the parent's own expense. The tests used shall be comparable to the appropriate criterion- or norm-referenced tests used by the department in the grades concerned. The parent may request and the principal may approve other means of evaluation to meet the Statewide Testing Program requirements.
- b) The parent shall submit to the principal an annual report of a child's progress. One of the following methods shall be used to demonstrate satisfactory progress:
  - (1) A score on a nationally-normed standardized achievement test which demonstrates grade level achievement appropriate to a child's age;
  - (2) Progress on a nationally normed-referenced achievement test that is equivalent to one grade level per calendar year, even if the overall achievement falls short of grade level standards;
  - (3) A written evaluation by a person certified to teach in the State of Hawai'i that a child demonstrates appropriate grade level achievement or significant annual advancement commensurate with a child's abilities; or
  - (4) A written evaluation by the parent which shall include:
    - (A) A description of the child's progress in each subject area included in the child's curriculum;
    - (B) Representative samples of the child's work; and
    - (C) Representative tests and assignments including grades for courses if grades are given.
- c) When tests are administered under the Statewide Testing Program for grades three, five, eight, and ten, the parent may choose to have the child participate in the school's testing program and have the results serve as a means of assessing annual progress for that year.
- d) The principal shall review the adequacy of a child's progress. If progress is not adequate, the principal shall meet with the parents to discuss the problems and help establish a plan for improvement. In this case, the principal may request and the parents shall share their record of the child's planned curriculum. When standardized test scores are used, adequate progress shall be considered to be scores in the upper two-thirds of the scores. Unless progress is inadequate for two consecutive semesters, based on a child's scores on a norm-referenced test for that grade level or the written evaluation by a person certified to teach in the State of Hawai'i, recommendations to enroll the child in a public or private school or to take legal action for educational neglect shall be prohibited. No recommendations shall be made for a child before the third grade.

[Eff. Nov. 07, 1991; am end comp May 13, 2000] (Auth: HRS 296-12, 12, 298-9) (Imp: HRS 298-9)



## What Information Will Parents Receive?

### Participation Letter

Schools are required to send the parents of registered home-schooled students a letter with information about their child's participation in the Hawai'i State Reading and Mathematics Assessment. If the home-schooled participation letter is not used, the school must use another method to inform the parents of all registered home-schooled students about the testing requirement (e.g., school or community newsletter). These letters can be downloaded from [www.hitide.org/letters](http://www.hitide.org/letters).

### Parent Information Booklets

Parent Information Booklets will be shipped to each school during the first week of March 2007 for distribution to parents with a participation letter that includes the school's testing schedule.

#### Contact Person

If you have any questions regarding the Home-Schooled student information in this section, please contact the following Department of Education state-level educational specialist:



Katherine Sakuda  
Student Programs Section  
Telephone: (808) 733-9141, ext. 300  
E-mail: Type the appropriate address  
Lotus Notes users: Katherine Sakuda  
All others: [katherine\\_sakuda@notes.k12.hi.us](mailto:katherine_sakuda@notes.k12.hi.us)

# IDEA-Eligible Students

An IDEA-eligible student is one who has been found eligible to receive special education and related services under the Individuals with Disabilities Education Act (IDEA). In order to receive such services, a student must have an Individualized Education Program (IEP) in effect.

## What Is the Participation Criterion?

All IDEA-eligible students currently enrolled in grades 3, 4, 5, 6, 7, 8, and 10 must take the Hawai'i State Reading and Mathematics Assessment or the Hawai'i State Alternate Assessment for Reading and Mathematics. See Item 22 of the Individualized Education Program (IEP) form on page 44.

## Special Note

If a student is receiving IDEA-eligible and ELL services, his or her IDEA eligibility must be considered first when determining the participation criteria for the Hawai'i State Reading and Mathematics Assessment. The student's ELL needs should also be considered by the IEP team when determining the appropriate accommodations.

## Which Accommodations May Be Provided for IDEA-Eligible Students?

Any of the 23 accommodations may be provided for IDEA-eligible students. See pages 16–19 for a description of the accommodations.

## What Special Versions Will Be Provided for Students with Visual Impairments?

The identification of IDEA-eligible students who need large-print or Braille versions of the reading and mathematics assessment is coordinated by the Test Coordinator in consultation with the teachers at the school who provide daily instruction for these students. Each student must have a documented organic eye impairment and be receiving the specialized services of a teacher for the visually impaired on a regular basis to qualify for the use of these customized test materials. The Test Coordinator will order the necessary large-print or Braille test materials between January 11 and 26, 2007, at [www.hitide.org](http://www.hitide.org). The Student Assessment Section staff will consult with the teacher for the visually impaired who provides services for these students to verify that use of the customized test materials is appropriate before the school's order is approved and delivered.

## Large-Print Version

Department of Education personnel who have a Hawai'i teacher license or credential must administer the large-print version of the Hawai'i State Reading and Mathematics Assessment in the large-print test booklets. Directions for returning these customized test materials to the American Institutes for Research for scoring will be provided during the spring 2007 testing period.

## Braille Version

Department of Education personnel who have a Hawai'i teacher license or credential must administer the Braille version of the Hawai'i State Reading and Mathematics Assessment. Directions for returning these customized test materials to the American Institutes for Research for scoring will be provided during the spring 2007 testing period.

## Teachers for the Visually Impaired

District	Name	Phone No.
Honolulu	Joan Anderson Liz Causey Amy Downard	(808) 735-8353 (808) 735-8353 (808) 735-8353
Central	Jeannie Camacho Sherri Gelbard Laura Loomis Christian Yates	(808) 485-5143 (808) 485-5143 (808) 622-6400 (808) 485-5143
Leeward	Melissa Geyman Karen Kojima Francine Loo	(808) 675-0384 (808) 675-0384 (808) 675-0384
Windward	Beverly Reidy	(808) 233-5710
Hawai'i – East	Maryanne Genova Leatrice Ono	(808) 974-4080 (808) 974-4080
Hawai'i – West	Christy Allen Liz Martin	(808) 327-4775 (808) 327-4775
Hawai'i – North	Diane LeClaire	(808) 889-6659
Maui	Margaret Greiner Carol Hotta	(808) 873-3520, ext. 227 (808) 873-3520
Kaua'i	Kelly Knudsen	(808) 274-3504
State Diagnostic Resource Teachers	Susan Hokama Kristin Oien (Orientation & Mobility - Cane Travel)	(808) 735-8237 (808) 735-8237

Note: Type the appropriate address to contact a Hawai'i teacher for the visually impaired via e-mail (e.g., Lotus Notes users: John Smith; all others: john\_smith@notes.k12.hi.us).

## What Customized Test Materials Will Be Provided for Students with Hearing Impairments?

No customized test materials will be provided for these students. An on-site interpreter who is a Department of Education employee with a Hawai'i teacher license or credential will sign the reading and mathematics assessment directions for each test session in American Sign Language or the Signed English version, depending on the version he or she is currently using with the student during classroom instruction. See accommodation 3 on page 17 for detailed information regarding the on-site interpreter.

## Which Item in the IEP Addresses How a Student with Disabilities Will Participate in the Hawai'i State Reading and Mathematics Assessment or the Hawai'i State Alternate Assessment for Reading and Mathematics?

Item 22 addresses how a student with disabilities will participate. Following is a sample of the wording of item 22.

### # 22 STATEWIDE ASSESSMENT (Check one)

- 1. Not applicable for the present school year. The student is not or will not be in a grade level participating in the statewide assessment during the duration of this IEP.
- 2. Student will participate in the statewide assessment. No accommodations/modifications are necessary.
- 3. Student will participate in the statewide assessment with the following accommodations/modifications:
- 4. Student will participate in the Alternate Assessment. Participation in the statewide assessment is not appropriate for the following reason(s):

### Special Note

The parents of an IDEA-eligible student may submit a letter to the principal requesting that their child be excused from participating in the Hawai'i State Reading and Mathematics Assessment or the Hawai'i State Alternate Assessment for Reading and Mathematics. The special education teacher needs to input this information in the space provided under option 4 for Item 22 in the Integrated Special Education Database (ISPED) system.

## What Information Will Parents Receive?

### Participation Letter

Schools are required to send the parents of IDEA-eligible students a letter with information about their child's participation in the Hawai'i State Reading and Mathematics Assessment. Either the IDEA-eligible participation letter or the Regular Education participation letter must be sent to the parents of each student. These letters can be downloaded from [www.hitide.org/letters](http://www.hitide.org/letters).

## Parent Information Booklets

Parent Information Booklets will be shipped to each school during the first week of March 2007 for distribution to parents with a participation letter that includes the school's testing schedule.

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### Contact Person

If you have any questions regarding the IDEA-Eligible student information in this section, please contact the following Department of Education state-level educational specialist:



Maxine Nagamine  
Special Education Section  
Telephone: (808) 733-4832  
E-mail: Type the appropriate address  
Lotus Notes users: Maxine Nagamine  
All others: [maxine\\_nagamine@notes.k12.hi.us](mailto:maxine_nagamine@notes.k12.hi.us)

# Migrant Education Program Students

The Hawai'i Migrant Education Program, begun in July 1999, has gradually evolved into a fully operational program. Approximately 1,500 eligible students are enrolled in schools on the islands of Hawai'i, Maui, Kaua'i, and O'ahu. Migratory workers are largely Pacific Islander workers, with a smaller number of Hispanic workers making up the second largest ethnic group. Most migrant workers are engaged in qualifying agricultural activities, and a small number are engaged in fishing activities.

Because Hawai'i has a statewide education system comprising several islands, an agreement was reached between the Office of Migrant Education and the Hawai'i Superintendent of Education that complexes made up of high schools and feeder schools constitute an administrative area. Consequently, moves across complex lines to perform work in agriculture or fishing on a temporary or seasonal basis are considered appropriate moves.

Schools with eligible students may apply for annual subgrants to provide supplemental educational services to migrant students that help them achieve proficiency on the Hawai'i standards and succeed in school.

## **What Is the Participation Criterion?**

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All Migrant Education Program students who are currently enrolled in grades 3, 4, 5, 6, 7, 8, and 10 must take the Hawai'i State Reading and Mathematics Assessment.

## **What Information Will Parents Receive?**

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### **Participation Letter**

Schools are required to send the parents of migrant students a letter with information about their child's participation in the Hawai'i State Reading and Mathematics Assessment. Either the migrant participation letter or the Regular Education participation letter must be sent to the parents of each student. These letters can be downloaded from [www.hitide.org/letters](http://www.hitide.org/letters).

## Parent Information Booklet

Parent Information Booklets will be shipped to each school during the first week of March 2007 for distribution to parents with a participation letter that includes the school's testing schedule.

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### Contact Person

If you have any questions regarding the Migrant Education Program student information in this section, please contact the following Department of Education state-level educational specialist:



Solomon Kaulukukui  
Migrant Education Program  
Telephone: (808) 394-1385  
E-mail: Type the appropriate address  
Lotus Notes users: Solomon Kaulukukui  
All others: [solomon\\_kaulukukui@notes.k12.hi.us](mailto:solomon_kaulukukui@notes.k12.hi.us)

# Public Charter School Students

A public charter school student is one who participates in an educational program that is an alternative to the regular public schools. Public charter schools have their own school boards and operate under a charter, or contract, with the state giving them more autonomy over their curriculum, budget, and staffing decisions.

## What Are the Participation Criteria?

All public charter school students who are currently enrolled in grades 3, 4, 5, 6, 7, 8, and 10 must take the Hawai'i State Reading and Mathematics Assessment.

See page 31 for detailed information regarding the appropriate assessment that must be given to students in a Hawaiian Language Immersion Program (HLIP) public charter school.

- Grades 3 and 4 HLIP students: Take the Hawaiian Aligned Portfolio Assessment (HAPA) in place of the Hawai'i State Reading and Mathematics Assessment.
- Grades 5, 6, 7, 8, and 10 HLIP students: Take the Hawai'i State Reading and Mathematics Assessment.

## What Information Will Parents Receive?

### Participation Letter

Schools are required to send parents of students in public charter schools a letter with information about their child's participation in the Hawai'i State Reading and Mathematics Assessment. Either the public charter school participation letter or the Regular Education participation letter must be sent to the parents of each student enrolled in a public charter school. These letters can be downloaded from [www.hitide.org/letters](http://www.hitide.org/letters).



## Parent Information Booklet

Parent Information Booklets will be shipped to each school during the first week of March 2007 for distribution to parents with a participation letter that includes the school's testing schedule.

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### Contact Person

If you have any questions regarding the Public Charter School student information in this section, please contact the following person:



Maunalei Love, Interim Executive Director  
Charter School Administrative Office  
Telephone: (808) 586-3775

E-mail: Type the appropriate address

Lotus Notes users: Maunalei Love

All others: [maunalei\\_love/CSAO/HIDOE@notes.k12.hi.us](mailto:maunalei_love/CSAO/HIDOE@notes.k12.hi.us)

# Regular Education Students

## What Is the Participation Criterion?

All Regular Education students who are currently enrolled in grades 3, 4, 5, 6, 7, 8, and 10 must take the Hawai'i State Reading and Mathematics Assessment.

## What Information Will Parents Receive?

### Participation Letter

Schools are required to send the parents of Regular Education students a letter with information about their child's participation in the Hawai'i State Reading and Mathematics Assessment. The Regular Education participation letter can be downloaded from [www.hitide.org/letters](http://www.hitide.org/letters).

### Parent Information Booklets

Parent Information Booklets will be shipped to each school during the first week of March 2007 for distribution to parents with a participation letter that includes the school's testing schedule.

### Contact Person

If you have any questions regarding the Regular Education student information in this section, please contact the following Department of Education state-level educational specialist:



Patricia Ishimaru  
Student Assessment Section  
Telephone: (808) 733-4485  
E-mail: Type the appropriate address  
Lotus Notes users: Patricia Ishimaru  
All others: [patricia\\_ishimaru@notes.k12.hi.us](mailto:patricia_ishimaru@notes.k12.hi.us)

# Section 504 Students

A Section 504 student is one who has a physical or mental impairment that substantially limits one or more major life activities.

## What Is the Participation Criterion?

All Section 504 students who are currently enrolled in grades 3, 4, 5, 6, 7, 8, and 10 must take the Hawai'i State Reading and Mathematics Assessment. See Item 12 of the Modification Plan (MP) on this page.

## Which Accommodations May Be Provided for Section 504 Students?

Seventeen of the 23 accommodations may be provided for Section 504 students. See pages 17–19 for a description of the accommodations.

## Which Item in the Modification Plan Addresses How a Section 504 Student Will Participate in the Hawai'i State Reading and Mathematics Assessment?

Item 12 addresses how a Section 504 student will participate. Following is a sample of the wording of item 12.

### # 12 STATEWIDE STUDENT ASSESSMENT (Check one)

- 1. Not applicable for the present school year. The student is not in a grade level participating in statewide assessment.
- 2. Student will participate in the statewide assessment. No accommodations/modifications are necessary.
- 3. Student will participate in the statewide assessment with the following accommodations/modifications (accommodations/modifications must be from approved state list):

## Special Note

The parents of a Section 504 student may submit a letter to the principal requesting that their child be excused from participating in the Hawai'i State Reading and Mathematics Assessment. The appropriate school-level personnel need to record this information in the space provided under option 3 for Item 12.

## What Information Will Parents Receive?

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### Participation Letter

Schools are required to send the parents of Section 504 students a letter with information about their child's participation in the Hawai'i State Reading and Mathematics Assessment. Either the Section 504 participation letter or the Regular Education participation letter must be sent to the parents of each student. These letters can be downloaded from [www.hitide.org/letters](http://www.hitide.org/letters).

### Parent Information Booklets

Parent Information Booklets will be shipped to each school during the first week of March 2007 for distribution to parents with a participation letter that includes the school's testing schedule.

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#### Contact Person

If you have any questions regarding the Section 504 student information in this section, please contact the following Department of Education state-level educational specialist:



Diane Iwaoka  
Student Support Section  
Telephone: (808) 735-6225  
E-mail: Type the appropriate address  
Lotus Notes users: Diane Iwaoka  
All others: [diane\\_iwaoka@notes.k12.hi.us](mailto:diane_iwaoka@notes.k12.hi.us)

# Serious Disciplinary Action Status Students

A student with Serious Disciplinary Action Status is one who may be placed at an appropriate site other than the home school on the basis of his or her behavior and the related Chapter 19 misbehavior regulations.

## What Are the Participation Criteria?

All Serious Disciplinary Action Status students currently enrolled in grades 3, 4, 5, 6, 7, 8, and 10 must take the Hawai'i State Reading and Mathematics Assessment if they meet the following criteria:

- A student must be currently enrolled in a public school or a public charter school in Hawai'i as indicated by the Department's official statewide student database.
- A student's current physical, mental, and/or emotional condition does not prevent him or her from taking the assessment at the most appropriate site during the official testing and make-up testing weeks, April 9–20, 2007.

If a student meets the participation criteria, he or she **MUST BE TESTED**.

The staff member at the school who coordinates the services for a student who is receiving these services at either an on-island or off-island\* site needs to complete the following tasks:

Task 1. Call the site and ask the staff whether the student can cope with taking two standards-based reading sessions and two standards-based mathematics sessions. As long as a student bubbles or writes a response in one standards-based reading session and one standards-based mathematics session, he or she will be included in a school's AYP participation rate count for each content area. If the answer is yes, the identified staff member at the home school needs to complete task 2. If the answer is no, the student will not be tested.

Task 2. Contact the student's parents or have the staff at the site contact them to determine whether they want the child to participate in the Hawai'i State Reading and Mathematics Assessment. If the answer is yes, the identified staff member at the home school needs to proceed according to whether the student is receiving services on island or off island. If the answer is no, the student will not be tested.

- For students receiving services at an on-island site

Find out whether there is a Department of Education employee at the site who can administer the reading and mathematics assessment. If an employee is available, the identified staff member at the home school must train this person in the correct administration procedures at the home school or the site. The person must also be informed of the requirements for obtaining and returning the assessment materials to the home school.

If an employee is not available, the school principal or the complex area superintendent must identify a Department of Education employee who will test the student at the site.

\*Students at an off-island site are those who receive services at a site that is not on the same island as the school where they are enrolled.

- For students receiving services at an off-island site

E-mail Patricia Ishimaru at the Student Assessment Section (see page 50) to request assistance in having the student tested. Include the following information in the e-mail:

- Student’s legal name
- Grade
- Ten-digit identification number
- Name of the off-island site
- Name of the contact person at the site
- Telephone number at the site

The Student Assessment Section will provide the test materials needed to test the student. Do not send the student’s preprinted test booklets to the off-island site.

### Who May Administer the Assessment to a Student?

Personnel	Test Administrator Requirements
<p><b>Student at an On-Island Site</b></p> <p>Any Department of Education employee who works with the student at the site where he or she is located.</p> <p>If no Department of Education employee is available at the site, the school or complex area must identify a Department of Education employee who will test the student at the site.</p>	<p>Hawai’i teacher license or credential is not required.</p> <p>The Department of Education employee must be trained in the correct administration procedures at the home school or designated site and informed of the requirements for obtaining and returning the assessment materials to the home school.</p>
<p><b>Student at an Off-Island Site</b></p> <p>Any Department of Education employee who works with the student at the site where he or she is located.</p> <p>The Student Assessment Section will assist in the identification of the personnel who will test the student at the site.</p> <ul style="list-style-type: none"> <li>• A Department of Education employee who works with the student at the site</li> <li>• A Department of Education employee who is assigned to the complex area where the site is located</li> </ul>	<p>Hawai’i teacher license or credential is not required.</p> <p>The Department of Education employee must be trained in the correct administration procedures at the Student Assessment Section or designated site and informed of the requirements for obtaining and returning the assessment materials to the Student Assessment Section.</p>

## What Information Will Parents Receive?

### Participation or Non-Participation Letter

For Serious Disciplinary Action Status students who will be participating in the reading and mathematics assessment, either a Serious Disciplinary Action Status participation letter or a Regular Education participation letter must be sent to the parents of each student.

### Parent Information Booklets

Parent Information Booklets will be shipped to each school during the first week of March 2007 for distribution to parents with a participation letter that includes the school's testing schedule.

#### Contact Person

If you have any questions regarding the Serious Disciplinary Action Status student information in this section, please contact the following Department of Education state-level educational specialist:



Jean Nakasato  
Special Education Section  
Telephone: (808) 735-6225  
E-mail: Type the appropriate address  
Lotus Notes users: Jean Nakasato  
All others: [jean\\_nakasato@notes.k12.hi.us](mailto:jean_nakasato@notes.k12.hi.us)

