

## Student Behavior Policy at Test Sites

The following is our policy regarding student behavior during our various assessment administrations, most notably the STAR, PFT, and CAHSEE assessments. Please review this information with your students prior to arriving at the test location.

- An emergency contact number must be given to the teacher before testing can begin.
- No electronic devices are allowed to be out during testing or break times. Students need to turn off any electronic devices (i.e. cell phones, MP3 players, etc) and put them away. Any devices that are visible or ring during the test will be confiscated and returned at the end of the test. These precautions are needed to ensure the security of the test and a good testing environment.
- Do not go into other areas of the facility besides your testing room and designated areas.
- There will be no roughhousing, walking on benches outside or furniture inside.
- Supervising adults will be listened to and obeyed.
- There will be no talking, note passing, or noise making while anyone is testing.
- There will be no talking when the teacher is talking.
- During breaks, quiet talking is allowed. Hands will be raised for questions.
- Only one student at a time will be allowed to leave the room to use the bathroom.
- When tests are finished, students will stay in the classroom until all others are finished, students must bring quiet activities to engage in during this time (books, coloring/drawing materials).
- Respect will be shown for other's personal space and belongings.
- There will be no verbal or physical abuse. Threatening or violent behavior will not be tolerated.
- Profanity will not be tolerated.
- There is no smoking, drinking, or illegal drug use.

Breaking these rules may result in Suspension or Expulsion from any school group activities or if serious, from the school itself. Parents will be called immediately and the student will be sent home with consequences. If make-up sessions are offered for this test, the students will be expected to return at that date to make-up the test missed.

Students may not leave the facility until:

- Grades 2-8 parents come in and check students out from their teacher
- Grades 9-11 Students check out from their teacher with a signed letter from parent stating that they may leave on their own (if student does not have a letter, they will wait there until a parent or guardian can be contacted and talked with by an adult helper or teacher).