

## December 2010/11 ES Quiz Questions

### Section 1- Dates to Remember and Dated duties

Before the 1st semester ends, the following tasks should be complete (best answer):

- School-Wide Writing Assignments should be in-hand, ready to be readied for January scoring.
- Student Survey entries are complete in FRED (no red buttons left on your list).
- Confirm that all students are signed up correctly & approved for 2<sup>nd</sup> semester SME classes.
- All of the above.

The Materials Import cleanup Phase 1 should be complete by:

- The time you get your materials back from your families.
- It was due December 3, 2010.
- It is due December 21, 2010.
- ES Checkout.

T/F - All 10<sup>th</sup> and qualifying 11<sup>th</sup> & 12<sup>th</sup> grade students who have not yet passed a section of the CAHSEE need to plan to attend the February CASHEE testing sessions.

T/F - You should hang onto any paperwork collected during December and submit it in early January because the office will be closed during the winter break.

Due dates for paperwork include:

- January 7<sup>th</sup> to send the SME all required 1<sup>st</sup> semester supporting documentation.
- January 14<sup>th</sup> to send/ mail to your ES Advisor the required preliminary information for any prospective May 2011 graduates.
- January 14<sup>th</sup> to have completed the phase 2 of the materials import cleanup
- All of the above

Which of the below statements is NOT true:

- All 1<sup>st</sup> semester Report Cards need to be completed by January 21<sup>st</sup>.
- The office sends out report cards to your families for you.
- A HS report card for every student taking a HS course needs to be submitted in ES Webfiles by marking them Ready and Send after they are complete.
- K-8 report cards only need to be completed for students whose parents have requested them.

### Section 2- Things to Do

Regarding Scantron/WRAT assessments: Effective *immediately* for every student who has not yet Scantron/WRAT tested during the testing window for continuing students or within their 30 day window for new enrollees:

- No more POs (product or service) may be placed for these students until their tests are complete.
- If any orders are already placed but not yet delivered, you must hold the materials and not deliver until the tests are complete.
- For a service PO/CP course not yet started, hold their enrollment
- All of the above.

How many copies are you required to make of the writing assignment:

- None. Just the original is needed in the office.
- 1 copy; original to office, one copy to parent
- 2 copies; original to office, one copy to parent, one for your files.
- 3 copies; original to the office, one copy to parent, one for SME, one for portfolio

T/F You should not spend any of the 11/17 deposit of 2<sup>nd</sup> semester IF on any student who will be graduating/dropping or for any student for which you do not have a signed 2<sup>nd</sup> semester SA.

If transcripts for 2<sup>nd</sup> semester graduates are not entered yet, you the ES should:

- a. Use the sample letter to send to the parent or adult student
- b. Continue to follow up with the parent until the transcript is received by our office
- c. Call the previous school and ask them to mail one to our school ASAP
- d. Both a & b

Do all of the following for the Parent Yearly Survey EXCEPT:

- a. Right now verify accurate email addresses in FRED, and send corrections to [stuchange@ieminc.org](mailto:stuchange@ieminc.org)
- b. Help them fill it out (bring your own copy), and send it to the office by the deadline
- c. Ask your parents if they received the survey
- d. Provide extra copies found in the links within this months' agenda for those who didn't get one

If you have a 19 year old student who didn't complete 25 credits:

- a. Consult with your Advisor immediately
- b. They may not be eligible for continued enrollment with our school
- c. If that is the situation, you must drop them effective the last day of 1st semester
- d. All of the above

### Section 3 - Training Items

T/F An ES may sign the concurrent enrollment form for their students if they are in a hurry.

T/F A student who only completed 2.5 out of the 5 attempted credits will receive an "F".

Which of the following are ALL currently restricted courses, for which I, the ES, am responsible to monitor the 30% rule when placing POs?

- a. gymnastics, golf, tennis and swimming
- b. gymnastics, martial arts, swimming and horsemanship
- c. ski/snowboard classes, tennis, martial arts and gymnastics
- d. ice skating, golf, ballet and tennis

Which is correct policy for any student of ours taking Algebra is NOT correct?

- a. Every student taking Algebra at any grade level, for credits or not, must have either a HQT ES, an approved online course, the community college, or an HQT SME
- b. A high school report card must be "created" for every student taking Algebra 1 (whether or not the student is taking Algebra 1 as an 8th grade course or as a HS course).
- c. Students who take and complete Algebra 1 in seventh or eighth grade (not for high school credit), may use that course to meet the High School Algebra 1 graduation requirement, but they must take two math courses at a higher level than Algebra 1 for HS credit during their HS years.
- d. Special Ed students are not required to meet the Algebra 1 graduation requirement to receive a high school diploma.

For our students, which is true about PE requirements?

- a. It is mandatory that all K-12 students do some physical activity every week, month, and semester except for our most handicapped students.
- b. Eventually, the state may require ALL 9<sup>th</sup> graders to pass a minimum PFT to meet graduation requirements.
- c. If a family tells an ES that they did not do any PE during a learning period, or does not mention it without prompting from then ES, then the ES does not have to document that anything was done in that growth area.
- d. An ES cannot document the same standard for PE every month such as *a student participated in physical activity*, but instead must find totally different PE standards to check off each month.

T/F Feb 1<sup>st</sup> is the final date to begin an AESS A contract for both an OG and SS student for the 2011 school year.

### Section 4 - Messages from School Departments

If you have any students who tested basic or below on the STAR math and/or ELA

- a. You need to be providing (for AESS students, "assigning") those students with intervention throughout the year for the standards in which they were not proficient.
- b. You must purchase standards-based curriculum for that student's grade level.
- c. For intervention purposes, Scantron worksheets and/or online services such as Study Island are good, but do not qualify.
- d. If the student is not AESS, and the parents refuse to comply with this, they have earned a truancy.

T/F There is a major policy change for high school students related to how often and/or when students take the Scantron tests. As a result 12<sup>th</sup> grade students no longer need to complete any Scantron post-tests before graduating.

T/F Only when a high school student has completed the required math and English courses is the ES required to administer the Scantron ELA, reading, and math tests

For STAR testing:

- a. You should encourage your 11<sup>th</sup> grade students to take the EAP tests because it helps the school, but is in the student's best interest also.
- b. Notify your assessment coordinator with student name, number and EAP test.
- c. Notify assessment of their intent to take this assessment on the testing layout in ES Webfiles.
- d. Both A & C are correct

T/F There are some important details you need to be aware of regarding semester finals. For a-g courses, the teacher of record (either the SME or the ES if HQT) is the one who chooses the test or assigns the project for the final. If a student is taking a BYU class, and you have not met their certified proctor requirements, then you may not administer their final exam.

T/F It is important for you to continue to document CAHSEE intervention on each LR.