



STATE OF HAWAII

DEPARTMENT OF EDUCATION

KEAUKAHA ELEMENTARY SCHOOL

240 DESHA AVENUE
HILO, HAWAII 96720

March 12, 2021

Dear Parent/Legal Guardian,

Your child is scheduled to participate in the Smarter Balanced Assessments (SBA) for grades 3-6 which are federally mandated by the Every Student Succeeds Act (ESSA, 2015) and required per Hawaii Board of Education policy. Students who are participating in distance learning or hybrid models are also **required to be assessed in-person and on our school's campus.**

Your child will be administered these assessments at Keaukaha Elementary School Cafetorium.

The following safety measures will be in place:

- School staff and students will follow the Department of Health guidelines and remain home if they are displaying any COVID-19 symptoms.
- Test sessions will be staggered (i.e., timing and location) to allow for social distancing.
- Students will have a designated break area outside for a few students/staff at a time, to stand at least six feet apart to drink water and take mask breaks.
- Students who are fully distance learning will not be allowed on campus more than 30 minutes before their test, and must leave immediately after testing.
- Students who arrive after the scheduled start time will not be allowed on campus.
- All surfaces that may have been touched by another class or student prior to testing—such as tables, chairs, door handles, etc.—will be sanitized.
- Students must wear masks and remain six feet apart from each other.
- Students will be at their own table or desk.
- The test administrator will wear a mask and/or face shield.
- The test administrator will frequently wash hands with soap and water or use of hand sanitizer upon arrival, between interactions with individuals, and after breaks.
- The test administrator or proctor will use pencils or pointers for pointing, if required.
- Sanitizer will be provided to students at the testing site.
- Bathrooms and floors will be cleaned each day.

The Smarter Balanced computer adaptive tests (CATs) for English Language Arts (ELA) and Mathematics are completed by most students in a 60 minute test session. The ELA assessment has an additional component, the Performance Task (PT), which will take approximately 90 minutes.

Your cooperation is appreciated in preparing your child for the scheduled days of testing. Please review the testing schedule below and add these dates/times to your family's calendar.

	Monday	Tuesday	Wednesday	Thursday	Friday
Grade 6 (April 12-16)	SBA Math (CAT) Multiple choice and short answers	SBA ELA (CAT) Multiple choice and short answers.	SBA ELA (PT)	If your child has not completed the SBA by Wednesday, you will be notified by text, phone or email. Make-up days will be on Thursday and Friday.	
Grade 5 April (19-23)					
Grade 4. (April 26-30)					
Grade 3 (May 3-7)					

If your child is not feeling well or displays any cold or flu-like symptoms on the scheduled date of testing, your child will not be allowed on campus. Please notify the school testing coordinator, Janel Masuhara at 808-987-2021 (text/call) or via email at janel.masuhara@k12.hi.us if your child will not be attending school on a scheduled testing date.

Your child will be tested using the Chromebook that was issued for distance learning. Please make sure your child's computer is fully charged by plugging it into an outlet the night before the test session(s). For those students who did not borrow a Chromebook, one will be provided on the day of testing.

Please bring your child to school on each of the test dates listed above at least 15-20 minutes prior to the **start time of 8:30 am**. Designated drop off area is on Pua Avenue by the D diamond gate, where school staff will conduct temperature checks. Please make sure your child is **wearing a mask and has the school-issued computer fully charged**. There will be school staff available to assist students and direct them to where they need to go. Students will be directed to stand in line six feet apart before being admitted into a testing room. Once inside the testing room students are to follow the test administrator's instructions.

If the test is scheduled on a day when your child is in school (ie. A schedule), the classroom teacher will walk them to the cafetorium for testing. When testing is done, the teacher will walk them back to class and they will stay on campus until their regularly scheduled end time.

Students will **finish testing at 10:30 a.m.** For those students who are not scheduled for in person learning that testing day (i.e. B schedule), your child may be picked up at the designated area on Pua Avenue by the D diamond gate. Adult supervision will be provided until all students are picked up.

If you do not want your child to participate, you must complete the refusal form at this link: <https://forms.gle/uqnziZyjToHBph9G9> by March 29, 2021. This link is also available on the school website.

Please contact Janel Masuhara (contact information above) if you need assistance understanding this document. Please contact Principal Tyson Tomono at 974-4181 or Tyson.Tomono@k12.hi.us if you have any questions or concerns about testing.

Sincerely,

Janel S. Masuhara
Keaukaha Testing Coordinator

Your cooperation is appreciated in preparing your child for the scheduled days of testing. Please eat breakfast prior to bringing your child to campus. Breakfast will not be provided. Your child should come to school wearing their school uniform shirt. On the day of testing, please bring the following items with your child:

- Mask
- Water bottle
- 2 sharpened pencils
- Chromebook and headphones