



March 24, 2016

Dear CHS Families:

Attached please find our PARCC schedule. All 9, 10, and 11 grade children take PARCC in English Language Arts, and all 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> graders enrolled in Algebra I, Algebra II, or Geometry take PARCC in Math. We have designed our PARCC schedule to be as least disruptive to instruction as possible. We have provided for AP teachers and students in AP courses to be able to meet during PARCC testing as the PARCC schedule in NJ overlaps with the final weeks of courses before AP exams. CHS teachers and administrators will minimize lost instructional time during PARCC by use of Google Classroom, Edmodo, 'flipped' classroom methods, and other 'anytime, anywhere' instruction where possible to allow students to use the delayed openings and missed classes for continuity, not disruption, of learning.

We have designed our schedule to allow for extended-time test-takers to be fully supported and take a lunch break if needed during testing.

The CHS staff looks forward to using student performance on PARCC in 2016 with student results from 2015 to begin to create a wider range of understanding of student skills in the tested areas.

We recommend that seniors take advantage of their delayed mornings to prepare for AP exams, finish scholarship applications, and, of course, complete assignments. PARCC delayed openings are also excellent times for students to arrange to meet with their counselors.

Please be reminded that late arrivals during PARCC testing cannot be accommodated. *Students arriving after testing has begun will be instructed by school staff to return home and come back to school at the starting time for that day's instruction.* CHS staff members are fully engaged in testing and cannot provide supervision once testing is underway. Students who arrive late will be scheduled for make-up testing in May. A student who arrives late for one day of testing can and will be directed to take the other days' testing

as scheduled. For example, a student who misses Tuesday's testing WILL report for the other days of testing.

**NO PERSONAL ELECTRONIC DEVICES OF ANY KIND ARE ALLOWED IN TESTING AREAS AT ANY TIME.** As per NJ state regulations for PARCC, a test proctor is required to direct the student to turn off any device and hand it in. This creates a 'testing irregularity' that must be reported by the school principal to the state of NJ immediately, and *the device may be collected from CHS by a state employee. The return of the device to the student is unlikely.*

If a student finishes a section early, the student may read from a 'recreational' book as per NJ state testing regulations. Students may not work with pen/pencils or school materials on any other work upon finishing a section early. Test proctors provide start and stop times for testing. Students should not plan on doing homework if they complete a section early.

Please remember that PARCC ELA (English Language Arts) and PARCC Math are two of the New Jersey State Graduation Benchmarks. Please refer to the attachment to this letter from the New Jersey Department of Education to learn more about the multiple pathways to graduation from high school in NJ.

Should your child not be reporting to school for PARCC, please indicate so *in writing* to Principal Aaron at Columbia High School, 17 Parker Avenue, Maplewood, NJ 07040. Your letter should include your child's name and grade and a phone contact at which you can be contacted to verify that information. Please note that your child must then report to school at the times listed on our PARCC schedule contained in this letter. These letters need to be received no later than April 15, 2016.

Thank you for your support of CHS,

Elizabeth M. Aaron, MAT, M.Ed., Principal

