

VENTURA
SUPERIOR COURT
FILED

SEP 24 2015

MICHAEL D. PLANET
Executive Officer and Clerk
BY: _____, Deputy
LESLIE PARAMO

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**SUPERIOR COURT OF THE STATE OF CALIFORNIA
COUNTY OF VENTURA**

Concerned Parents of California,)	Case No.: 56-2015-00472621-CU-WM-VTA
)	
Petitioner,)	
v.)	VERIFIED PETITION FOR WRIT OF
)	MANDATE
)	
Ann N. Bonitatibus, Ed.D., Superintendent)	
of Conejo Valley Unified School District,)	
in her official capacity,)	Date:
)	Time:
Respondent.)	Dept.:
)	Hon.:
_____)	

Introduction

Petitioner applies for an issuance of a writ of mandate, under the California Code of Civil Procedure ("CCP") §1085, to provide to parents and guardians of pupils written notice consistent with the requisites of section 852(b) of Title 5 of the California Code of Regulations ("CCR"). This provision provides that a parent or guardian may request to have their child excused from statewide assessment testing as per Education Code ("Educ.C.") §60615.

Verified Petition for Writ of Mandamus

Parties

1
2 1. Petitioner, Concerned Parents of California, is an organization of parents and
3 guardians of pupils enrolled in K-12 public schools in California, including students enrolled in
4 the Conejo Valley Unified School District ("District"). Concerned Parents of California and its
5 members have profound misgivings about the pedagogical value, implementation, and
6 constitutionality of the national education standards, commonly referred to as *Common Core*,
7 which has been adopted by the California State Board of Education. The statewide assessment
8 test, called California Assessment of Student Performance and Progress ("CAASPP") (5 CCR
9 850) reflects the Common Core curriculum taught in the classroom. Petitioner has an
10 organizational interest in ensuring that its parent members are afforded all of their legal rights
11 relative to CAASPP, including the right to have notice that their children can be excused from
12 CAASPP in the spring.
13
14

15 2. Respondent, Ann N. Bonitatibus, Ed.D. ("Superintendent") is an employee of the
16 District and serves as the District's Superintendent. The District is established pursuant to Article
17 IX, §6, of the California Constitution and defined under Educ.C. §83 as a *unified school district*.
18 As a unified school district, the District is a "local education agency" as per 5 CCR 850(p). The
19 Superintendent's duties include serving as the secretary to the District Board and she is the chief
20 executive officer charged with ensuring the District's compliance with the Education Code and
21 California Code of Regulations. In that capacity, pursuant to 5 CCR 857, the Superintendent, or a
22 District employee or employees whom she so designates, is responsible for the implementation of
23 the District's participation in statewide assessment testing of pupils. The Superintendent is sued
24 in her official capacity.

Jurisdiction and Venue

25
26 3. This action arises under CCP §1085.

27 4. Venue is proper in this Court because the principle place of business of the District
28

1 is in Thousand Oaks and the actions complained of below occurred within the County of Ventura.

2 **Statement of Facts**

3 5. Petitioner has members with children enrolled in the District.

4 6. K-12 school districts are required to apprise parents and guardians of their right
5 under the law to request that their child be excused from statewide assessment testing.

6 7. K-12 school districts administer statewide assessment tests pursuant to Educ.C.
7 §60600, et seq. Pupils across the state normally sit for these exams during the spring term.

8 8. Parents or guardians of students may submit a written request to have their child
9 excused from taking all or part of the statewide assessment test. Specifically, Educ.C. §60615
10 reads in full, as follows:

11 Notwithstanding any other provision of law, a parent's or guardian's written request
12 to school officials to excuse his or her child from any or all parts of the assessments
administered pursuant to this chapter shall be granted.

13 9. Respondent has a duty under the law to notify parents and guardians that they may
14 request their children excused from sitting for all or part of the statewide assessment. This duty is
15 enumerated in 5 CCR 852, subsections a and b, which read, as follows:

16
17 (a) Each year the LEA¹ shall notify parents or guardians of their pupil's
18 participation in the CAASPP assessment system in accordance with Education
Code section 60604.

19 (b) The notification to parents or guardians, as defined in subdivision (a), shall
include a notice of the provisions outlined in Education Code section 60615.

20 10. Request for public records was sent to the Superintendent seeking notices sent by
21 the District regarding compliance with 5 CA Code of Regulations §852(a) and (b). The request
22 covers the period of January 1, 2013 to June 4, 2015. (A true and correct copy of the request is
23 attached and marked as "Exhibit 1")

24 11. In response, the District provided a template, drafted by the California Department
25 of Education, of the notice relative to CAASPP sent to parents and guardians. (A true and correct

26 _____
27 ¹ LEA means "local education agency." (5 CCR 850(p)).

1 copy of the template is attached and marked as "Exhibit 2").

2 12. The District also provided the notices on its District stationary that it sent to parents
3 and guardians. (True and correct copies of the notices are attached and marked as "Exhibit 3").

4 13. Using District stationary, District staff, under the direction of the Superintendent,
5 dispatched letters (though undated, Petitioner is informed and believes and thereon alleges that the
6 letters were dispatched in February and March 2015) to parents and guardians regarding the
7 upcoming assessment testing in the spring term. The District's employees, including the
8 principals and the directors of curriculum and assessment, are designated by the Superintendent to
9 implement CAASPP on their respective campuses. Not one of these notices dispatched by the
10 District include the provisions of Educ.C. §60615 as required by 5 CCR 852(b) thereby depriving
11 Petitioner and its members of their rights to have legal notice that their children may be excused
12 from CAASPP upon submission of a written request.

13 **FIRST CAUSE OF ACTION FOR WRIT OF MANDAMUS**

14 14. Paragraphs 1-13 are incorporated herein by reference as though fully set forth.

15 15. Section 852(a) of Title 5 of the California Code of Regulations requires that the
16 District notify parents or guardians of their pupil's participation in the statewide assessment test.
17 Further, section 852(b) requires that the notice include the provisions of Educ.C. §60615.

18 16. Section 60615 of the Education Code provides that "a parent's or guardian's written
19 request to school officials to excuse his or her child from any or all parts of the assessments
20 administered pursuant to this chapter shall be granted."

21 13. The notice dispatched to parents and guardians by the Superintendent and his
22 designees fails to include the provisions of Education Code §60615 as required under 5 CCR
23 852(b), to the detriment of Petitioner and its parent/guardian members who have a direct beneficial
24 interest in Respondent's compliance with this statute and regulation.

25 14. In the alternative, under the public interest exception to the beneficial interest
26 requirement, the Petitioner has standing to seek a writ compelling the District to comply with 5
27 CCR 852(b).

16. Petitioner seeks the issuance of writ of mandate, compelling the Respondent to comply with 5 CCR 852(b) for the upcoming school year and subsequent years.

17. The issuance of the writ is indispensable to the enforcement of the Petitioner and its members' rights because no plain, speedy, or adequate remedy in the ordinary course of law whereby said rights can be upheld or whereby the Respondent can be compelled to comply with 5 CCR 852(b). If the relief sought by this Petition is not granted, great and irreparable injury will be caused to Petitioner and its members.

PRAYER

WHEREFORE, Petitioner requests relief as follows:

1. That the Court issue an alternative Writ of Mandate commanding Respondent to comply with 5 CCR 852(b) by publishing and dispatching notices consistent with the requirements of that regulation within sixty (60) days, or any other period that the Court may set, or to show cause before this Court, at a time specified by Court order, why they have not done so and why a peremptory writ should not issue;

2. For reasonable attorney fees;

3. For taxable costs of suit incurred herein:

4. For such other and further relief as the Court deems just and proper.

Dated: September 14, 2015

By Kevin T. Snider
Michael J. Peffer
Matthew B. McReynolds
Attorneys for Petitioner

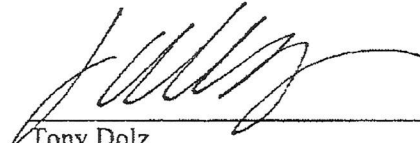
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VERIFICATION

I, Tony Dolz, am the president and official representative for Petitioner, Concerned Parents of California, in the above-captioned matter. I have read the VERIFIED PETITION FOR WRIT OF MANDATE and am familiar with same. The contents are true and accurate and known to me by personal knowledge.

I declare under penalty of perjury, under the laws of the State of California, that the foregoing is true and correct.

Executed this 10 day of September, 2015, in the County of Ventura, City of Thousand Oaks, State of California.


Tony Dolz

16. Petitioner seeks the issuance of writ of mandate, compelling the Respondent to comply with 5 CCR 852(b) for the upcoming school year and subsequent years.

17. The issuance of the writ is indispensable to the enforcement of the Petitioner and its members' rights because no plain, speedy, or adequate remedy in the ordinary course of law whereby said rights can be upheld or whereby the Respondent can be compelled to comply with 5 CCR 852(b). If the relief sought by this Petition is not granted, great and irreparable injury will be caused to Petitioner and its members.

PRAYER

WHEREFORE, Petitioner requests relief as follows:

1. That the Court issue an alternative Writ of Mandate commanding Respondent to comply with 5 CCR 852(b) by publishing and dispatching notices consistent with the requirements of that regulation within sixty (60) days, or any other period that the Court may set, or to show cause before this Court, at a time specified by Court order, why they have not done so and why a peremptory writ should not issue;

2. For reasonable attorney fees;

3. For taxable costs of suit incurred herein;

4. For such other and further relief as the Court deems just and proper.

Dated: September 22, 2015

By Kevin T. Snider
Michael J. Peffer
Matthew B. McReynolds
Attorneys for Petitioner

Exhibit "1"
Request for Public Records

June 4, 2015

Tony Dolz
621 Rushing Creek Place
Thousand Oaks, CA 91360

Jennifer Boone, Ed.D
Director, Curriculum, Instruction and Assessment
Conejo Valley Unified School District
1400 East Janss Road
Thousand Oaks, CA 91362
jboone@conejousd.org
805/497-9511, x388
805/381-4981 (Fax)

Re: Request for Public Records

Dear Director Jennifer Boone, Ed.D,

Pursuant to the California Public Records Act (CPRA), Government Code § 6250 et. seq., I respectfully request that you provide for inspection and/or copying, at my option, of the records described below as follows:

Any and all "writings," comprising templates or samples of notices for parents/guardians, sent by California Department of Education, to Conejo Valley Unified School District regarding compliance with 5 CA Code of Regulations §852(a) and (b). This request covers the period of January 1, 2013 to the date of this letter.

Please note that the term "writing" means "handwriting, typewriting, printing, photocopying, photostating, photography, and every other means of recording upon any form of communication thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums, and other documents." Government Code § 6252(e).

As per Government Code § 6253, a determination regarding compliance with this request must be made within ten (10) days of receipt of this letter. If it is determined that any or all of the information qualifies for an exemption from disclosure, please note whether, as is normally the case under the CPRA, if the exemption is discretionary, and if so, whether it is necessary in this case to exercise your discretion to withhold the information.

If you determine that some, but not all, of the information is exempt from disclosure and that you intend to withhold it, kindly redact it for the time being and make the rest available as

requested.

In any event, please provide a signed notification citing the legal authorities on which you rely if you determine that any or all of the information is exempt and will not be disclosed.

If I can provide any clarification that will help expedite your attention to my request, feel free to contact me using the information on this letterhead. Additionally, notify me prior to copying the records should the direct cost of duplication (Government Code § 6253(b)) exceed fifty dollars (\$50.00).

Further, if the documents responsive to this request are electronically stored (e.g. PDF) then kindly provide them in that format

Please be advised that, if necessary, appropriate legal options under Government Code § 6258, et seq., (injunctive, declaratory, writ relief, costs and attorneys fees) will be pursued for failure to comply with this request for documents under the CPRA.

Thank you for your time and attention to this matter.

Sincerely,

Tony Dolz
621 Rushing Creek Place
Thousand Oaks, CA 91360
Tel. 310 371 7500
Mobile 310 383 3600
Tony@dolz.com

7015 0640 0000 5A83 0539

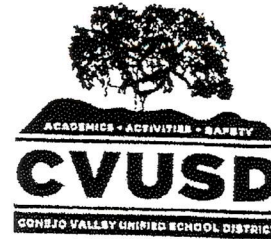
U.S. Postal Service™ CERTIFIED MAIL® RECEIPT Domestic Mail Only	
For delivery information, visit our website at www.usps.com ®	
THOUSAND OAKS CA 91362	
Certified Mail Fee	\$3.45
Extra Service Fees & Fees (check box, add fee to right)	
<input type="checkbox"/> Return Receipt (hard copy)	\$2.80
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$
<input type="checkbox"/> Adult Signature Required	N/A
<input type="checkbox"/> Adult Signature Restricted Delivery	\$
Postage	\$0.49
Total Postage and Fees	\$5.74
Sent to Jennifer Boone EA D 1400 E Jarvis Rd - Thousand Oaks, CA 91362 City, State, ZIP+4®	
PS Form 3800, April 2015 PSN 7530-02-000-900 See Reverse for Instructions	

0203
JUN 4 2015
06/04/2015

Exhibit "2"
District Response to Request for Public Records

Jeffrey L. Baarsstad, Ph.D.
Superintendent

Robert Iezza
Deputy Superintendent, Instructional Services
State and Federal Program Coordinator



June 16, 2015
Via Electronic Mail (Tony@dolz.com)

Mr. Tony Dolz
621 Rushing Creek Place
Thousand Oaks, CA 91360

RE: Open Records Request – Documents sent by CDE to CVUSD Regarding 5 CA Code of Regulations
Response Public Records Act Request (PRA)

Dear Mr. Dolz:

This letter responds to your June 8, 2015 letter to the Conejo Valley Unified School District ("District") requesting documents, templates or sample notices sent by the California Department of Education (CDE) to the District regarding compliance with 5 CA Code of Regulations §852. The request covers the period of January 1, 2013 to June 8, 2015. The District interprets your letter as a request for documents and/or information submitted under the California Public Records Act ("PRA"; Government Code § 6250 et seq.).

Under the PRA, a public agency is required to provide non-privileged or non-exempt public records in response to a request that reasonably identifies public records that are within the public agency's possession. The PRA requires that public agencies determine, within ten days of a request, whether it possesses responsive and disclosable documents. Please note that the PRA does not require public agencies to make disclosable documents available within a certain time frame or by a set date established by the requestor but, rather, requires that responsive and disclosable documents be made available within a reasonable period of time. Consequently, the District is required to inform you of whether it is in possession of disclosable documents responsive to your request by June 18, 2015. Out of courtesy, and in fulfillment of the PRA's purpose of transparency in the conduct of the people's business, the District herein responds to your June 8, 2015 public records requests in advance of the statutory deadline.

Request

"Any and all 'writings' comprising templates or samples of notices for parents/guardians sent by California Department of Education, to Conejo Valley Unified School District regarding compliance of 5 CA Code of Regulations §852 (a) and (b). This request covers the period of January 1, 2013 to the date of this letter."

Response to Request

Under the PRA, a public agency must provide non-privileged or non-exempt public records in response to a request that reasonably identifies a public record or records. (Gov. Code § 6253(b).) The PRA does not require public agencies to provide information, confirm statements, answer questions, or compile lists. The District has determined that it does possess disclosable records that are responsive to your request. With the exception of the documents addressing the 2012-2013 school year, all other documents requested are readily available for public appraisal via the CDE's website at www.cde.gov. Again, out of consideration, and in fulfillment of the PRA's purpose of pellucidity in the conduct of the people's business the District will make all disclosable records available to you for pick up in my office on June 22, 2015.

Jeffrey L. Baarstad, Ph.D.
Superintendent

Robert Iezza
Deputy Superintendent, Instructional Services
State and Federal Program Coordinator

The District understands its obligation under the PRA to assist you with making a focused and effective request that would facilitate identification of responsive records. (Gov. Code § 6253.1.) Additionally, if you believe we have improperly interpreted your request and you believe that additional documents should be disclosed, please explain your position and we will consider your request. Please feel free to contact me should you have any further questions or concerns or if we can be of any assistance in clarifying your request.

Sincerely,



Robert Iezza
Deputy Superintendent, Instructional Services

Cc. Dr. Jennifer Boone, Director of Curriculum, Instruction and Assessment

From: Boone, Jennifer
Sent: Tuesday, April 28, 2015 17:15
To: Tony Dolz ; Baarstad, Jeff
Cc: Valentine, Jeanne ; Marshall, James

Subject: RE: QUESTION:

Dear Mr. Dolz:

Thank you for your inquiry. Upon review of the relevant statutes, district and school practices, as well as extensive conversations with the California Department of Education (CDE), I can confirm that the CVUSD schools administering the CAASPP notified parents or guardians of their pupils participation in the assessment system in accordance with state statutes. This was completed through formal letters to parents, newsletters, emails, parent communication "all-calls" and postings on websites. It is difficult to determine with any certainty that each communiqué to parents or guardians noticed the provisions detailing parental waivers. This may be due to the California Department of Education's unyielding warning and prohibition of LEA's and district personnel from soliciting and/or encouraging parental test waivers. Please be assured that any and all waivers to that have been received to date have been honored and will continue to be throughout the testing window.

While the District's "Discipline Policy and Procedures : Annual Notice of Rights and Responsibility Handbook for Parents, Students and Staff" has not included § 852. Pupil Exemption references in the past, the practice will be modified beginning in 2015-2016 and information regarding Pupil Exemptions will be provided in the handbook each year thereafter.

Sincerely,

Jennifer Boone, Ed.D
Director, Curriculum, Instruction and Assessment
Conejo Valley Unified School District
1400 East Janss Road
Thousand Oaks, CA 91362

From: Boone, Jennifer

Sent: Monday, May 11, 2015 12:46

To: Tony Dolz

Cc: Baarstad, Jeff

Subject: RE: REQUEST for a copy of a CVUSD document notifying parents of their legal right to opt out, under CDE § 852. Pupil Exemptions. Part (b). by Friday, May 15th, 2015, 2 PM.

Dear Mr. Dolz,

As the CVUSD designated Local Educational Agency (LEA) Test Coordinator, I supplied all the testing school sites with Parental Notification Letters (California Department of Education Template) provided by the CDE. Attached you will find an unadulterated template letter as received by CDE and an example of a personalized letter from Los Cerritos Middle School. These state template letters were sent directly to CVUSD principals with a request to make them unique to their sites.

Please note specific links to the California Department of Education within the body of the letter as well as an invitation to discuss participation with the site principal.

Sincerely,

Jennifer Boone, Ed.D

Director, Curriculum, Instruction and Assessment

Conejo Valley Unified School District

1400 East Janss Road

Thousand Oaks, CA 91362

jboone@conejousd.org

805/497-9511, x388

805/381-4981 (Fax)

Boone, Jennifer

From: CAASPP <caaspp@cde.ca.gov>
Sent: Thursday, October 16, 2014 8:57 AM
To: Boone, Jennifer
Subject: [caaspp-coordinators] CAASPP System Parent Notification Template
Attachments: CAASPP System Parent Notification Template - SP.doc; CAASPP System Parent Notification Template.doc

Follow Up Flag: Follow up
Flag Status: Flagged

Dear LEA CAASPP Coordinator:

Attached please find copies of the English and Spanish versions of the Parent/Guardian Notification Letter Template. This is an annual letter to notify families of the assessments that their children will take for the coming school year. It can be customized to identify which grade levels you are addressing, and when your test windows are scheduled. Please see the attached letters for more details.

You are currently subscribed to caaspp-coordinators as: jboone@conejousd.org.

To unsubscribe click here:

<http://165.74.253.23/u?id=4891009.314af56b9e0500111e40a7728c852cbc&n=T&l=caaspp-coordinators&o=1388417>

(It may be necessary to cut and paste the above URL if the line is broken)

or send a blank email to leave-1388417-4891009.314af56b9e0500111e40a7728c852cbc@mlist.cde.ca.gov

This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit <http://www.symanteccloud.com>

Boone, Jennifer

From: Boone, Jennifer
Sent: Friday, March 20, 2015 2:16 PM
To: _Principals-Elem; _Principals-Middle; _Principals-HS; _AssistantPrincipals
Cc: _Directors-Instruction; Lovo, Jayna; O'Neill, Lorraine
Subject: SBAC Parent Letter
Attachments: 2015 CAASPP School-parent letter.docx

Hi,

Attached is a letter for you to send to your parents.

Please read it. There are areas for customized information that you must complete before distribution.

If you have any questions or need support, please feel free to contact me.

Have a great weekend,

Jennifer Boone, Ed.D

Director, Curriculum, Instruction and Assessment
Conejo Valley Unified School District
1400 East Janss Road
Thousand Oaks, CA 91362
jboone@conejousd.org
805/497-9511, x388
805/381-4981 (Fax)

CONFIDENTIALITY NOTICE – This communication and any documents, files, or previous e-mail messages attached to it, constitute an electronic communication within the scope of the Electronic Communication Privacy Act, 18 USCA 2510. This communication may contain non-public, confidential, or legally privileged information intended for the sole use of the designated recipient(s). The unlawful interception, use, or disclosure of such information is strictly prohibited under 18 USCA 2511 and any applicable laws.

Parent and Guardian Notification Letter Template

Directions: Adapt this letter by using school letterhead and inserting needed information where bold type appears.

Dear Parent/Guardian:

The California Assessment of Student Performance and Progress, or CAASPP, which has replaced the Standardized Testing and Reporting, or STAR Program, is the new state academic testing program. CAASPP is a system intended to provide information that can be used to monitor student progress and ensure that all students leave high school ready for college and career. This year, CAASPP includes computer adaptive tests in English–language arts and mathematics as well as paper-based tests for science.

Last year, most students participated in a computer-based field test. This practice run of the test, though no scores were provided, allowed students to experience computer-based testing and new types of questions. In addition, the field test also helped evaluate how well districts technology systems could meet the demands of computer-based tests, and determine what resources teachers and schools would need to better prepare students for future assessments.

Lessons learned from last year's field test will help ensure a successful, full launch of the CAASPP system this school year. In moving forward, students will take the test in **[insert grades here]** from **[insert testing window here]**. To learn about the types of questions on the computer-based test, you and your child can view the practice test online at the California Department of Education (CDE) Smarter Balanced Practice Test Web page at <http://www.cde.ca.gov/ta/tg/sa/practicetest.asp>.

Following the spring 2015 testing, students will receive individual score reports. Student score reports will be sent home to parents and will include an overall score, a description of the student's achievement level for English–language arts and mathematics, and other information. It is important to note that these scores cannot be compared to scores that your child previously received on the STAR Program tests because this test is based on the new Common Core State Standards, involves different types of test questions, and will not be reported using the STAR Program reporting categories.

If you would like more information, please visit the Parent/Student tab of the CDE CAASPP Web page at <http://www.cde.ca.gov/ta/tg/ca/>. If you have any questions regarding your child's participation, please contact **[insert name of school contact]** at **[insert phone number and/or e-mail address]**.

Sincerely,

[Insert name of school principal]

Principal

Parent and Guardian Notification Letter Template

Directions: Adapt this letter by using school letterhead and inserting needed information where bold type appears.

Estimados padres y representantes:

La Evaluación del Rendimiento y Progreso de Estudiantes de California (conocida en inglés como CAASPP), la cual ha reemplazado al Programa de Exámenes y Reportes Estandarizados (conocido en inglés como el Programa STAR), es el nuevo programa de exámenes académicos del estado. CAASPP es un sistema cuya meta es proporcionar información que se pueda usar para supervisar el progreso de los estudiantes y garantizar que todos los estudiantes salgan de la preparatoria listos para una carrera universitaria y profesional. Este año, CAASPP incluye pruebas adaptivas administradas por computadora en lengua y literatura en inglés, y en matemáticas, así como pruebas realizadas en papel para ciencias.

El año pasado, la mayoría de los estudiantes participó en un examen de campo computarizado. Esta actividad de práctica del examen, aunque no proporcionó calificaciones, permitió a los estudiantes familiarizarse con los exámenes computarizados y los nuevos tipos de preguntas. Además, el examen de campo ayudó también a evaluar que tan bien los sistemas tecnológicos de los distritos podrían cumplir con las demandas de los exámenes computarizados y determinar qué recursos necesitarían los maestros y las escuelas a fin de preparar mejor a los estudiantes para evaluaciones futuras.

Las lecciones aprendidas debido al examen de campo del año pasado nos ayudarán a garantizar un lanzamiento total satisfactorio del sistema CAASPP durante este año escolar. A medida que avanzamos, los estudiantes harán el examen en **[insert grades here]** desde **[insert testing window here]**. Para aprender acerca de los tipos de preguntas que se incluirán en el examen computarizado, usted y su hijo/a pueden ver en inglés el examen de práctica en la página electrónica del Examen de Práctica Smarter Balanced del Departamento de Educación de California (CDE) en <http://www.cde.ca.gov/ta/tg/sa/practicetest.asp>.

Después del examen que tendrá lugar en la primavera del 2015, los estudiantes recibirán reportes de calificaciones individuales. Los reportes de calificaciones de los estudiantes serán enviados a la casa de los padres e incluirán una calificación general, una descripción de los resultados del estudiante en lengua y literatura en inglés, y en matemáticas, así como otra información. Es importante advertir que estas calificaciones no se pueden comparar con las calificaciones que su hijo/a recibió previamente en los exámenes del Programa STAR porque este examen se basa en los nuevos Estándares académicos fundamentales de California, tiene diferentes tipos de preguntas en el examen, y no se reportará usando las categorías del Programa STAR.

Si desea más información, visite el indicador para Padres/Estudiantes de la página electrónica del sistema CAASPP del CDE en <http://www.cde.ca.gov/ta/tg/ca/>. Si tiene alguna pregunta referente a la participación de su hijo/a, comuníquese con **[insert name of school contact]** al **[insert phone number and/or e-mail address]**.

Atentamente,

[insert name of school principal]

Director

Smarter Balanced Field Test Parent and Guardian Notification Letter Template

Directions: Adapt this letter by adding school letterhead and insert needed information in the bold type. Note that the estimate for testing time should reflect whether students take one or both subjects.

Dear Parent/Guardian:

This is an exciting time for everyone at **[insert school name here]**.

As you may already know, we, along with thousands of schools across California, are participating in a field test of a modern assessment system designed to help shape teaching and learning in the classroom. Known as the California Assessment of Student Performance and Progress – or CAASPP – these computer-based tests replace the STAR program.

These tests are aligned to the Common Core State Standards for English and math, which California adopted in 2010 to describe what knowledge and skills students need to be well prepared for college and careers, no matter where they come from or where they live.

Part of the goal of the field test this year is to determine how well individual questions allow students to demonstrate what they know and still need to learn. We are also taking this opportunity to see how well our technical capabilities meet the demands of computer-based assessments and to see what resources our teachers and school may yet need.

Finally and importantly, this year also gives your student an opportunity to try out the new system without consequences. All of this combined means that we will not be capturing scores this year. Instead, we will use what we learn from this field test to help ensure a successful full launch of the system in the 2014-15 school year.

Our next step in that transition is to administer the field test to students in **[insert grades here]** from **[insert testing window here]**. If you want to see what types of questions students will be asked or how the test will be presented, there is a practice test available online at <http://www.cde.ca.gov/ta/tg/sa/practicetest.asp>.

If you would like more information, please visit the California Department of Education Smarter Balanced Web page at <http://www.cde.ca.gov/ta/tg/sa/smarterfieldtest.asp>. If you have any questions regarding your child's participation, please contact **[insert name of school contact]** at **[insert phone number and/or e-mail address]**.

Sincerely,

[Insert name of school principal]

Principal

Sample Parent/Guardian Letter Before Testing for the CST, CMA, STS, and CAPA Begins: For All Students

Note to District/School Staff: Before this letter is distributed, be sure to insert the information required in the brackets and in bold.

Dear Parent or Guardian:

This spring, your child and other students in our school will participate in the state's new 2013–14 California Assessment of Student Performance and Progress (CAASPP) by taking one or more of the following tests:

- **The California Standards Test (CST) or the California Modified Assessment (CMA)**

The CST or CMA for Science will be administered to students in grades **[choose grades for your school: five, eight, or ten]**. Students with disabilities, who have an individualized education program (IEP) that identifies them as eligible for the CMA, will take the CMA for Science.

- **The California Alternate Performance Assessment (CAPA)**

Students who have significant cognitive disabilities, with an IEP that directs them to take the CAPA, will take the CAPA for science in grades **[choose grades for your school: five, eight, or ten]**. Students in grades **[choose grades for your school: two through eleven]** who take the CAPA in science also will take the CAPA for English–language arts and mathematics.

- **The Standards-based Tests in Spanish (STS)**

The STS is an optional assessment for Reading/Language Arts that may be administered to students who are Spanish-speaking English learners in grades **[choose grades for your school: two through eleven]** who have attended school in the U.S. for less than 12 months. The STS will not be administered to English learners who take the CAPA.

The CST or CMA will be given on **[testing date]**, with a makeup date on **[makeup testing date]**. The STS, if applicable, will be given on **[testing date]**, with a makeup date on **[testing date]**. CAPA testing is scheduled for **[beginning and ending dates for CAPA testing]**.

In addition to these tests, all students in grades **[choose grades for your school: three through eight and eleven]**, except those taking the CAPA, will take part in the Spring 2014 computer-based Smarter Balanced Field Test for English–language arts and mathematics. Those tests are the cornerstone of the new state's assessment

system. You have received information about and dates for the Smarter Balanced Field Test in a separate letter.

Results for the CST, CMA, CAPA, and STS will be sent to your home address within 20 working days after the school district has received them. They are confidential and will be shared only with parents or guardians and their child's teacher(s). Please keep these reports for use when talking with your child's teacher(s).

Please make sure your child gets a good night's rest the night before the test and has a healthy breakfast and attends school on testing day. Contact **[insert local contact information]** during regular school hours if you have questions about the new CAASPP or the testing schedule.

Sincerely

Smarter Balanced Practice Tests Parent and Guardian Notification Letter Template

DIRECTIONS: Before this letter is distributed, insert the information as indicated by asterisk and place text on school letterhead.

[insert month, day, and year]*

Dear Parents and Guardians:

I am pleased to announce the availability of the Smarter Balanced Practice Tests. Smarter Balanced is the system of academic tests that will replace the Standardized Testing and Reporting (STAR) Program tests in English–language arts and math beginning in the 2014–15 school year. The Smarter Balanced tests are based on the Common Core State Standards adopted by California in August 2010.

The Smarter Balanced tests will generally be taken on computers, and the Practice Tests provide a good idea of what the new tests will look like. The Practice Tests are available for everyone to use at <http://www.cde.ca.gov/ta/tg/sa/practicetest.asp>. There is a Practice Test for each of grades 3 through 8 and grade 11 in both English–language arts and math. Each Practice Test has about 30 questions, as well as an answer key.

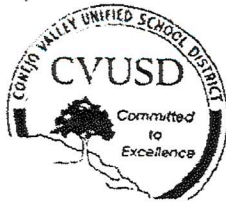
I encourage you to explore the Practice Tests with your child and discuss them with each other. Your child will also be able to use the Practice Tests on our school computers. The Smarter Balanced Practice Tests will be available through the 2013–14 school year.

If you have questions about the Smarter Balanced Practice Tests, please contact the main office at **[insert main office phone number]***

Sincerely,

[insert name of school principal]*, Principal

Exhibit "3"
District Notices to Parents



Conejo Valley Unified School District

1400 E. Janss Road, Thousand Oaks, California 91362-2198
(805) 497-9511

"A National Blue Ribbon School"
"A California Distinguished School"



Jeffrey L. Baarstad, Ph.D.
Superintendent of Schools

Los Cerritos Middle School
2100 Avenida de las Flores
Thousand Oaks, CA 91362-1599
(805) 492-3538
FAX (805) 493-8854
Counseling (805) 492-4756

Dear Parent/Guardian:

Jason Branham
Principal

The California Assessment of Student Performance and Progress, or CAASPP, which has replaced the Standardized Testing and Reporting, or STAR Program, is the new state academic testing program. CAASPP is a system intended to provide information that can be used to monitor student progress and ensure that all students leave high school ready for college and career. This year, CAASPP includes computer adaptive tests in English-language arts and mathematics as well as paper-based tests for science.

Last year, most students participated in a computer-based field test. This practice run of the test, though no scores were provided, allowed students to experience computer-based testing and new types of questions. In addition, the field test also helped evaluate how well districts technology systems could meet the demands of computer-based tests, and determine what resources teachers and schools would need to better prepare students for future assessments.

Lessons learned from last year's field test will help ensure a successful, full launch of the CAASPP system this school year. In moving forward, students will take the test in **grades 6 - 8** from **Wednesday, April 22nd** through **Thursday, May 21st**. To learn about the types of questions on the computer-based test, you and your child can view the practice test online at the California Department of Education (CDE) Smarter Balanced Practice Test Web page at <http://www.cde.ca.gov/ta/tg/sa/practicetest.asp>.

Following the spring 2015 testing, students will receive individual score reports. Student score reports will be sent home to parents and will include an overall score, a description of the student's achievement level for English-language arts and mathematics, and other information. It is important to note that these scores cannot be compared to scores that your child previously received on the STAR Program tests because this test is based on the new Common Core State Standards, involves different types of test questions, and will not be reported using the STAR Program reporting categories.

If you would like more information, please visit the Parent/Student tab of the CDE CAASPP Web page at <http://www.cde.ca.gov/ta/tg/ca/>. If you have any questions regarding your child's participation, please contact Brandy LaRue at 805-492-3538 or at blarue@conejousd.org

Sincerely,

Jason Branham

Principal



Conejo Valley Unified School District

Curriculum and Assessment

1400 East Janss Road, Thousand Oaks, California 91362-2198
Telephone (805) 497-9511 • FAX (805) 381-4981

Jeffrey L. Baarstad, Ph.D.
Superintendent of Schools

Jon D. Sand, Ed.D.
Director, Curriculum and Assessment

February 2014

Dear Parent/Guardian:

This is an exciting time for everyone in the Conejo Valley Unified School District.

As you may already know, we, along with thousands of schools across California, are participating in a field test of a modern assessment system designed to help shape teaching and learning in the classroom. Known as the California Assessment of Student Performance and Progress – or CASPP – these computer-based tests replace the STAR program.

These tests are aligned to the Common Core State Standards for English and math, which California adopted in 2010 to describe what knowledge and skills students need to be well prepared for college and careers, no matter where they come from or where they live.

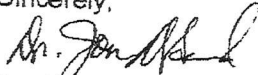
Part of the goal of the field test this year is to determine how well individual questions allow students to demonstrate what they know and still need to learn. We are also taking this opportunity to see how well our technical capabilities meet the demands of computer-based assessments and to see what resources our teachers and school may yet need.

Finally and importantly, this year also gives your student an opportunity to try out the new system without consequences. All of this combined means that we will not be capturing scores this year. Instead, we will use what we learn from this field test to help ensure a successful full launch of the system in the 2014-15 school year.

Our next step in that transition is to administer the field test to students our District in grades 3-8 and 11 from March 18 – May 2, 2014. If you want to see what types of questions students will be asked or how the test will be presented, there is a practice test available online at <http://www.cde.ca.gov/ta/tg/sa/practicetest.asp>.

If you would like more information, please visit the California Department of Education Smarter Balanced Web page at <http://www.cde.ca.gov/ta/tg/sa/smarterfieldtest.asp>. If you have any questions regarding your child's participation, please contact your school's principal or my office at 805/497-9511, ext. 388 or jsand@conejouisd.org.

Sincerely,


Dr. Jon D. Sand