

**BEND - LA PINE SCHOOL DISTRICT NO 1**  
**ADMINISTRATIVE REGULATIONS**  
**CODE: ILBA -AR**  
**DATED:**  
**REVISED:**  
**REVIEW DATE:**  
**REVIEWED BY:**

**ASSESSMENT EXCLUSION**

The district believes the annual assessment of student and district progress is a vital component of the instructional process. While it is the district's intention to include every student in the annual survey achievement assessment program, it is recognized that a few students may need to be excluded from this assessment because of unique educational, physical or emotional backgrounds.

1. Responsibility for deciding which students shall be excluded from all or part of district assessment programs shall be that of the school's building administrator in consultation with the schools Set Team. The Set Team will consists of the principal, the special education teacher, the counselor, and the classroom teacher. The Set Team will indicate the extent of exclusion or modification in the student's I.E.P.
2. Students, when needs can be met with reasonable accommodations, defined in the test administrator's manual, will be included in the district results.
3. Should it become necessary to invalidate a student's assessment, either in whole or in part, the procedures for invalidation as outlined in the publisher's administration manual will be followed. A written summary of which portions of the student's assessment were invalidated and the reasons for the invalidation will be included in the student's file and forwarded to the building administrator. The numbers and reasons for invalidation will be reported annually to the Superintendent in conjunction with the district's assessment results.
4. To avoid de facto exclusions, the district will make every effort to ensure all students absent during regular assessment are given an opportunity to make up this assessment and have their results included in the district results.
5. A record shall be kept of those students who are excluded.