



# Semmes Middle School

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Dear Parents/Guardians,

It is almost time for the **2025 ACAP Summative** state test! Our 2025 ACAP Summative testing dates will be **March 24, 2025 – April 3, 2025**. **Suggestions to help your student be successful on the ACAP:**

- ATTENDANCE
  - NO CELL PHONES OR SMART WATCHES
  - Ensure your child arrives ON TIME each day of testing.
  - Have your child eat a healthy breakfast at home or school.
    - Ensure your child gets a good night's sleep.
    - Encourage them to do their best.

Student attendance through the school year is critically important as well as through the **entire** ACAP Summative state testing window. Students that are present each day for every section of the state test will receive a “Pajama Party” on April 11, 2025, for their perfect attendance during ACAP Testing. To have perfect attendance, this means no tardies and no early dismissals during the dedicated testing window.

Students **are not allowed** to have digital devices in a testing site. It is a testing irregularity. If a student has a digital device in the testing site, the device will be confiscated, a parent/guardian will need to pick the device up from the school, and your student could face disciplinary action. Please refer to the Testing Device Policy below:

**Alabama State Department of Education**

**Digital Device Policy for the Alabama Comprehensive Assessment Program**

**STUDENT POLICY**

Students shall not possess any digital device within the testing room when participating in the Alabama Comprehensive Assessment Program (ACAP) testing. **The possession of a digital device by students participating in ACAP testing is strictly prohibited during the administration of an assessment.** For the purposes of this policy, digital devices are defined to include anything that can capture, store, relay, or receive electronic information.

The **ONLY** exception to this policy is for students who have been pre-approved by the school Principal and/or the Building Test Coordinator to have a digital device that is necessary for the health and/or well-being of the student. All exceptions must be pre-approved in writing by the school Principal and/or the Building Test Coordinator by completing the Digital Device Exception Request form.

Each local education agency (LEA) shall have in place a *School Test Security Plan* for each school that includes a digital device collection plan for students who will participate in the ACAP. This collection shall take place for students **prior to entering the testing room.**

If students are in **possession** of a digital device, whether powered on or off, during the administration of an ACAP assessment, the device will be confiscated, and the student's test will be invalidated. If the appropriate administrator determines there is reasonable suspicion the device was used to capture, record, share test information, or to facilitate cheating on the assessment, the device will be subject to search pursuant to LEA policy for any information directly related to the assessment being administered. Violations may result in disciplinary action by the LEA in accordance with the LEA's disciplinary policy.

Any variance of this policy will be at the discretion of the Alabama State Department of Education, in accordance with guidance in the *ACAP Integrity Handbook for Test Administration*. Student Assessment will provide guidance to the LEA on how to proceed with further testing and the notification of the parent, and or guardian(s) and the district Superintendent.

LEAs shall make all students participating in the administration of a state assessment, parents, and/or guardian(s) aware of this prohibition through inclusion of this policy in the Student Code of Conduct Handbook and may also publicize this policy through other normally accepted methods.

**NOTE: Authorized testing devices do not fall under this prohibition.**

## **Semmes Middle School Device Collection Plan**

### *Section VIII: Student Digital Device Collection Plan*

There must be a digital device collection plan for the collection of devices from students prior to entering the testing room. Digital Devices are defined to include anything that can capture, store, relay, or receive electronic information. This includes, but is not limited to, the following: laptops, smart phones, smart watches, fitness trackers, MP3 players, and tablets. Describe the plan for collecting digital devices from students. If the procedures for collecting digital devices from students vary from one state assessment to another, describe the specific digital device collection procedures for each state assessment.

**1. How does the principal communicate the Digital Device Policy to students and parents/guardians?**  
The principal will send out a message through phone Messenger before testing begins. The school will post

the Student Digital Device information on the school's Facebook Page. The School News will make an announcement daily about the Digital Device Policy the week before testing.

**2. On test day, when are devices collected?** On test day, during first period Test Administrators will check that all students have devices powered off and locked in their Yondr pouches that are placed in the students' backpacks. Backpacks will be placed in the hallway outside the testing room before Test Administrators check out materials from the Building Test coordinator.

**3. On test day, how are the devices collected?** On test day, during first period Test Administrators will check that all students have devices powered off and locked in Yondr pouches that are placed in the students' backpacks. Backpacks will be placed in the hallway outside the testing room before Test Administrators check out materials from the Building Test Coordinator