

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: January 28, 2014

To: All School Principals and Area Superintendents

Subject: SPRING 2014 ADMINISTRATION OF THE FITNESSGRAM®
PHYSICAL FITNESS ASSESSMENT FOR GRADES 5, 7, AND 9-12

**Department and/or
Persons Concerned:** Principals; Head Counselors; Physical Education Department Chairs; Site Test Coordinators; Teachers of Physical Education in Grades 5, 7, and 9-12; and JROTC/NROTC, Spring Sports, Cheerleading, Marching Band, and Flag/Drill Team Instructors

Due Date: March 24, 2014

Action Requested: Administer FITNESSGRAM®; complete and return scan sheets with signed *Principal's Certification to Superintendent* form.

Attachments:

- A. FITNESSGRAM® Sample Class Roster/Score Sheet
- B. Principal's Certification Form
- C. 1) Reimbursable Activities Time Log
2) Reimbursable Activities Training Log

Brief Explanation:

This circular provides background information and test administration details for the FITNESSGRAM®, physical fitness test.

A. Background

The statewide physical fitness testing program was first authorized in 1976 and reestablished in 1995 as part of the California Assessment of Academic Achievement Act (Assembly Bill [AB] 265, which added EC Section 60800). In February 1996, the State Board of Education (SBE) designated FITNESSGRAM® as the required physical fitness test that school districts must administer to California students in Grades 5, 7, and 9 (Class of 2017). In addition to these designated grade levels, students in Grade 10 (Class of 2016), Grade 11 (Class of 2015), and Grade 12 (Class of 2014) who did not score in the "Healthy Fitness Zone" for 5 out of the 6 areas assessed on the FITNESSGRAM®, should also be tested this year. The FITNESSGRAM® is a comprehensive, health-related physical fitness battery developed by The Cooper Institute. The primary goal of the FITNESSGRAM® is to assist students in establishing lifetime habits of regular physical activity.

B. Testing Schedule and Testing Materials

Senate Bill (SB) 896 mandates districts with Grades 5, 7, and 9 to assess **all** students for physical fitness during the months of February, March, April, or May. **The testing window for SDUSD is February 24 – March 21, 2014, for schools on both Traditional and STYR calendars.** This testing window was established to enable individual student score reports to be distributed to schools and students before the end of the school year.

Test materials for the FITNESSGRAM[®] will be delivered to sites during the week of February 18, 2014. The following will be included with the test materials for each school: 2013-14 Physical Fitness Test Directions for Administration, 2013-14 Physical Fitness Walk Test Instructions, rosters of students who must be assessed, scan sheets with preprinted student information, and blank scan sheets for new students for whom scan sheets were not preprinted. FITNESSGRAM administration kits, including administration manuals, were distributed to schools during the 2012-13 school year. Replacement kits may be ordered by contacting Sonya Hill at (619) 725-7061 or shill1@sandi.net.

C. Who Must Be Tested?

Students are to be tested regardless of the type of physical education provided. All students in Grades 5, 7, and 9 (Class of 2017) must be administered the FITNESSGRAM[®]. Additionally, Grade 10 (Class of 2016), Grade 11 (Class of 2015), and Grade 12 (Class of 2014) students who did not score in the “Healthy Fitness Zone” for 5 out of the 6 areas assessed on the FITNESSGRAM[®], should be tested. Grade 10-12 students should re-take the sections previously not passed. **Students who do not pass 5 out of 6 areas on the FITNESSGRAM[®] must continue taking physical education courses until an overall passing score is obtained.**

This testing requirement includes charter schools, alternative schools, atypical schools, and magnet schools. Students who are physically disabled or physically unable to take tests shall be given as much of the test as their conditions permit.

The general opt-out provision of *California Education Code* section 60615 **does not apply** to the physical fitness testing program. Exemptions from taking the physical performance test are limited to physically handicapped students only.

D. Administration Information

Only certificated teachers may administer the FITNESSGRAM[®]. The test administration manual describes correct administration techniques for each assessment required for the FITNESSGRAM[®]. Please follow these directions closely. You may also refer to the 2013-14 Physical Fitness Test Directions for Administration included in your test materials. For additional information related to test administration, contact Bruce Ward, Director of Physical Education, Health and Interscholastic Athletics, at (619) 725-7126 or Lynn Wallace, Resource Teacher, at (619) 725-7124.

What Tests Are Required?

The complete FITNESSGRAM[®] must be administered to students in Grades 5, 7, and 9 (Class of 2017). The full test battery includes the assessment of aerobic capacity, body composition, muscular strength, muscular endurance, and flexibility. Students in Grades 10-12 take only the test(s) previously not passed. Multiple test options are provided for most of the six fitness areas:

1. **Aerobic Capacity—select one:**
 - PACER* (Progressive Aerobic Cardiovascular Endurance Run)
 - One-Mile Run*
 - Walk Test* (only for students 13 years or older).
2. **Abdominal Strength and Endurance:** Abdominal Curl-Up
3. **Trunk Extensor Strength and Flexibility:** Trunk Lift
4. **Upper Body Strength—select one:**
 - Push-Ups
 - Modified Pull-Ups
 - Flexed-Arm Hang
5. **Flexibility—select one:**
 - Back-Saver Sit and Reach (This test is preferred)
 - Shoulder Stretch
6. **Body Composition—select one:**
 - Body Mass Index (calculated from height and weight)
 - Percent Fat (calculated from triceps and calf skinfold measurement)
 - Bioelectric Impedance Analyzer

All three Aerobic Capacity test options will be reported in terms of VO_2 max. To calculate VO_2 max, the student's **height and weight must be recorded on the scan sheet for the one-mile run, the PACER, and the walk test.*

Scoring Information and Scan Sheets

For the spring 2014 physical fitness testing, the district will provide machine scorable scan sheets. Blank scan sheets from previous years must be destroyed (recycled). Packages containing new, revised scan sheets with preprinted student information and directions related to completing the scan sheets will be delivered to the sites during the week of February 18, 2014. **Scan sheets should not be taken out to the playground/playing fields or gym. Student scores should be compiled on a separate student roster and then transferred to the scan sheets.** Attachment A is a sample class roster/score sheet that may be used to record scores during testing and from which scores can be transferred to each student's individual scan sheet. FITNESSGRAM[®] Sample Class Roster/Score Sheet (Attachment A) may be copied for distribution to all teachers who will administer the test and/or complete scan sheets.

Teachers must ensure that all stray marks are erased and that bubbles are completely filled before returning their scan sheets. Each teacher's scan sheets should be paper-banded together (using the self-adhesive paper bands provided). No rubber bands or staples should be used when banding scan sheets.

E. Returning Materials

It is the responsibility of the site test coordinator to see that all scan sheets are **hand delivered** no later than 4:30 p.m., on **Monday, March 24, 2014**, to the Assessment Services Processing Center, Annex 10 at the Eugene Brucker Education Center. Scan sheets may **not** be sent via school mail or truck mail.

The principal or designee must complete and sign both sides of the attached certification form (Attachment B), which must be returned with ALL scan sheets by the deadline. (This includes the scan sheets for students

who were absent for the entire testing window and for those who were administered a partial make-up.) Please note that the certification form requires **exact counts** for all levels tested. Please put the totals of each column in the last row on the form. The site test coordinator **must also sign** the certification form and make a copy to be retained at the school site.

F. Mandated Costs Reimbursement Activities

All staff members (except teachers), permanent or hourly, must complete the “Mandate Timekeeper,” which is a web-based program for collecting time spent on mandated activity if they had some association with the FITNESSGRAM[®] administration. Paper training logs should still be completed and submitted to the Mandated Costs Unit as supporting documentation (Attachments C1 and C2). FITNESSGRAM[®] time can be recorded at www.axiomadvisors.net.

For additional mandated costs questions, the Mandated Costs Unit can be reached at (619) 725-7613 or via email at mandatedcosts@sandi.net.

G. Score Reports

Before the end of the school year, schools will receive two copies of school, grade, classroom, and individual reports of student scores. Individual student reports should be distributed to students and a copy must be kept in the student’s cumulative file.

Contact Sonya Hill at (619) 725-7061 with questions regarding administration kits, the completion/return of scan sheets, or to obtain additional blank scan sheets. Please contact Bruce Ward, Director of Physical Education, Health and Interscholastic Athletics at (619) 725-7126 or Lynn Wallace, Resource Teacher, at (619) 725-7124, with questions regarding the correct administration of the physical fitness tests.

Erin Gordon
Director
Assessment Services

APPROVED:



Joe Fulcher
Chief Student Services Officer

Attachments (3)

Distribution: Lists B, D, E and F

SAN DIEGO UNIFIED SCHOOL DISTRICT
Office of Accountability
Assessment Services

2014 FITNESSGRAM® Sample Class Roster/Score Sheet

School: _____

Teacher: _____

Period/Class: _____

| Student Name | First Day of Testing | Aerobic Capacity (Select One: One Mile Run/Walk, Walk Test, or Pacer) | | | Muscle Strength (Do Both Tests) | | Muscular Strength & Endurance (Select One: Push-Up, Modified Pull-Up, or Flexed Arm Hang) | | Flexibility (Select One: Sit & Reach or Shoulder Stretch) | | | | Body Composition – Height/Weight must be recorded for: (Select One: Height/Weight, Skin Fold, or Bioelectric Impedance/ Automated Skin Fold Calipers) | | | | | |
|--------------|----------------------|--|------|-----------------------|------------------------------------|--------------|--|---|--|-------------------|------------------|----------------|--|--------|----------------|-----------|------|---------|
| | | One Mile | | Pacer # Laps ** | Curl Up # | Trunk Lift # | Test Type | # | Sit & Reach | | Shoulder Stretch | | Height | | Weight Lbs. | Skin Fold | | Bio/ASC |
| | | Min. | Sec. | | | | | | Inches Left Side | Inches Right Side | P/F Left Side | P/F Right Side | Feet | Inches | | Tricep | Calf | |
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**Teachers of students 13 years and older who choose to administer the "Walk Test" should enter the 60-second heart rate in this column.

SAN DIEGO UNIFIED SCHOOL DISTRICT
Office of Accountability
Assessment Services

CERTIFICATION FORM
2014 Districtwide Physical Fitness Testing, Grades 5, 7, and 9-12
Proper Test Administration - FITNESSGRAM®
PRINCIPAL'S CERTIFICATION TO SUPERINTENDENT

I certify that pupils in Grade(s) _____ at _____ School were administered the **FITNESSGRAM®** during the testing period of February 24 – March 21, 2014 (for both Traditional and STYR), in compliance with AB 265, and that:

- Proper procedures as outlined in the administration manual and the 2013-14 Physical Fitness Test Directions for Administration were followed.
- State regulations/criteria were used to determine students exempt from testing.
- **All** students not exempted including those enrolled in spring sports, cheerleading, marching band, flag/drill team, and ROTC were administered **all** required subtests.
- All required school and student information and scores were entered on individual student scan sheets using a #2 pencil.
- School and student information has been correctly completed on scan sheets of students whose sheets were not preprinted.
- Stray marks have been erased from scan sheets.
- An accurate accounting of the number of pupils enrolled and tested is on the second page of this document which I as principal have also signed.

(Date)

Signed: _____
(Principal)

Site test coordinator to contact if there are any questions regarding the score sheets/answer documents:

Name _____
(print)

Phone Number _____

**After completing and signing BOTH PAGES, please return them
with all the student scan sheets from your school IN ONE PACKAGE
to the Eugene Brucker Education Center, Assessment Services Processing Center,
Annex 10, no later than 4:30 PM on Monday, March 24, 2014.**

Note: Please make a copy of this document for your files.

**Spring 2014 Districtwide Physical Fitness Testing: Grades 5, 7, and 9-12
Principal's Certification to the Superintendent**

School:

Test Coordinator:

| Grade | Total Number of Students Enrolled on First Day of Testing | Number of Students Absent (not tested) on Test Day or Make-ups | Number of Students Not Tested Based on IEP/Disabilities | Total Number of Scan Sheets Submitted for Scanning* |
|----------------------|---|--|---|---|
| 5 | | | | |
| 7 | | | | |
| 9 (Class of 2017) | | | | |
| Totals | | | | |

* A scan sheet must be submitted for every student in Grades 5, 7, and 9 enrolled on the 1st day of testing. This includes students who were absent.

| Grade | Total Number of Students Needing One or More HFZ | Number of Students Absent (not tested) on Test Day or Make-ups | Number of Students Not Tested Based on IEP/Disabilities | Total Number of Scan Sheets Submitted for Scanning |
|-----------------------|--|--|---|--|
| 10 (Class of 2016) | | | | |
| 11 (Class of 2015) | | | | |
| 12 (Class of 2014) | | | | |
| Totals | | | | |

Principal's Signature: _____

Date: _____

After completing and signing BOTH PAGES, please return them with all the student scan sheets from your school IN ONE PACKAGE to the Eugene Brucker Education Center, Assessment Services Processing Center, Annex 10, no later than 4:30 PM on Monday, March 24, 2014.

Note: Please make a copy of this document for your files.

San Diego Unified School District
Office of Resource Development
Mandated Cost Unit

Monthly Reimbursable Activities Time Log
Physical Performance Testing
FITNESSGRAM®

Please call the district's
Mandated Cost Unit at
(619) 725-7613
for information on the
Reimbursement Incentive Program

Employee Name: _____

(PLEASE PRINT)

Site: _____ **Month:** _____

Directions: Please note the time spent on each activity under the corresponding date using an "h" to indicate hours and an "m" to indicate minutes. For example, 2 hours would be marked as "2h". Detailed descriptions of each activity are below.

| Activity Code | Day of the Month | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------|------------------|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | |
| 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Code 1 ACQUISITION OF SUPPLIES AND EQUIPMENT

Acquiring test program materials, supplies and/or equipment, including travel time. Inventorying, distributing, collecting, processing and delivering of test materials. Designating site coordinators, distributing and collecting security agreements and allocating resources and personnel to transport, store and secure test materials. Determining students to be assessed and assuring proper accommodations and/or alternative assessments are provided to students with exceptional needs.

Code 2 TRAINING

Reviewing the requirements of the "Fitnessgram" testing program. Developing, preparing for, and attending training sessions.
(If you attended a group training and signed in on a Training Log you do not need to record your time here.)

Code 3 CONDUCTING THE PHYSICAL PERFORMANCE TESTS (NOT REIMBURSABLE FOR TEACHERS INCLUDING PE PREP TEACHERS)

Planning, conducting and monitoring the administration of the test during appropriate testing window(s) and in accordance with established procedures.

Code 4 PROCESSING AND ANALYZING SCORE DATA

Re-recording raw test scores onto "scantron" or other score sheets used to process test scores. (School Sites)
Providing test results for each pupil tested, requesting additional test result reports from central office as needed. Delivering materials to central office. (School Sites)
Data processing of test scores by the district, consultants, or other entities. Reporting test results to staff and parents. (Testing Unit Staff)

Code 5 RESPONSE TO REQUESTS BY CALIFORNIA DEPARTMENT OF EDUCATION (Testing Unit Staff Only)

Data processing and analysis, preparing reports and filing reports in response to requests by the California Department of Education.

The State of California requires that school district personnel maintain a record of time spent on mandates in order for the district to receive reimbursement. Your signature on this form certifies your participation in the activity and that you have reported actual time.

Please circle the number of minutes spent filling out this log:

Employee Signature: _____ **Date:** _____ 1 Minute 5 Minutes 10 Minutes 15 Minutes Other: _____

PPT-3

REIMBURSABLE ACTIVITIES TRAINING LOG
Physical Performance Testing
FITNESSGRAM®

Trainer, please record any prep time for training on a Monthly Reimbursable Activities Time Log.

| Trainer or Training Organizer: | | Title: | |
|---------------------------------------|--|---|-------------------------------|
| Site: | | | |
| Date | Staff attending training | | Total time in Training |
| | Staff attending training Please Print | Staff attending training Signature | |
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|------------------------------------|-----------------------------------|
| # COPIES MADE FOR TRAINING: | Additional Training Costs: |
|------------------------------------|-----------------------------------|

The State of California requires that school district personnel maintain a record of time spent on mandates in order for the district to receive reimbursement. Your signature on this form certifies your participation in the activity and that you have reported actual time.

| | |
|-----------------------------|--------------|
| Trainer's Signature: | Date: |
|-----------------------------|--------------|

Please return the completed form at the end of each training session to: Mandated Cost Unit, Room # 3209, Ed Center