

Instruction

Evaluation of the Instructional Program

Constant analysis and evaluation of Amity's instructional program and educational services are necessary to ensure that these vital instructional processes are kept up to date and are consistent with sound curriculum management and proven educational theory.

Instructional programs and educational services shall be analyzed and evaluated on a continuing, systematic basis. The Superintendent, Principals, and others who hold key positions of leadership in the development of curriculum and administration of education services have essential responsibility for, and will play key roles in, the processes of analysis and evaluation.

Legal References: Connecticut General Statutes

10-14m Development and submission of educational evaluation and remedial assistance plan

10-76d(g) Duties and powers of boards of education to provide special education programs and services.

Title IX of the Education Amendments of 1972, 20 USC 1681 et seq.

Policy adopted: August 13, 2007

AMITY REGIONAL SCHOOL DISTRICT NO. 5
Woodbridge, Connecticut

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District Program Assessment Council Bylaws

Mission

The District Steering Committee is charged with the responsibility of evaluating all instructional programs in this school district on a regular basis and making recommendations to the Superintendent for their improvement.

Organization

The Council is composed of the following members:

Chairperson: Director of Curriculum and Staff Development

Members: Director of Pupil Personnel Services
Director of High School Education
Associate Principal: Amity Junior High School – Bethany Campus
Associate Principal: Amity Junior High School – Orange Campus
Teacher representative from each school chosen by the building administrator (2 year term – can be reappointed)
District Chairperson of the Media Department

Assessment Schedule

1. Each instructional program will be evaluated at least once every five years on a rotating basis.
2. An assessment schedule will be developed which will ensure that no more than two major instructional programs are evaluated in the same year. It will be designed so as to show the year of assessment for each program.

Evaluation Process

1. At the beginning of each school year, the Chairperson of the District Assessment Council shall:
 - a. Establish the year's assessment calendar; and
 - b. Send curriculum evaluation materials to leaders of instructional areas to be assessed that year and the dates for that assessment.

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Evaluation Process (continued)

2. Prior to each assessment by the Council, the program leader or Department Chairperson will conduct an in-depth self-evaluation. The self-assessment data will be furnished to the Program Assessment Council Chairperson on the forms provided no later than the submission date indicated on the assessment announcement. (This date will, in most cases, be at least 15 school days prior to the assessment.) The Council Chairperson will immediately distribute copies of the self-assessment instrument to all committee members.
3. On the day of the assessment, the Department Chairperson or program leader will make a formal presentation to the Council (not to exceed one hour). This presentation will highlight the programs strengths, areas in need of improvement, and operational problems in the program operation. Teachers involved in the program are invited to attend.
4. Following the presentation, the Council will prepare a draft of the report to be sent to the Superintendent. The Chairperson will distribute finished copies of the report to Committee members for its final approval.
5. The approved report will be sent to the program leader or department Chairperson. They may take one of three actions on the report:
 - a. Approve the report as written;
 - b. Send a written response to the report or any part of it to the Council Chairperson for consideration of the Committee.
 - c. Request to appear before the Council to discuss the report prior to its submission to the Superintendent.
6. The Superintendent will consider the recommendations of the Council report and respond to each of them. His/her written response and recommendation will be sent to the program leader and Chairperson with a request for their implementation.
7. The Council Chairperson will follow up on the Superintendent's recommendations to ensure their implementation. Department Chairpersons and instructional leaders must be sure to budget for recommended actions which have cost implications.

Legal Reference: Connecticut General Statutes
 10-76d(g) Duties and powers of boards of education to provide special education programs and services.
 Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 et. seq.

Regulation approved: August 13, 2007 AMITY REGIONAL SCHOOL DISTRICT NO. 5
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