

ADMINISTRATIVE REGULATION

No. 222

Board of Trustees
Douglas County School District

PROGRAM

ASSESSMENT OF STUDENT PROGRESS

Assessment is a partnership among the school, student, and parents. Students' academic success is dependent upon each member of the partnership. Each member of this partnership has distinct responsibilities while participating in the assessment process.

Students and/or parents are to be given proper notification before testing and provided information on the purposes of the test and intended uses of the results. Schools will provide parents with information regarding proper nutrition and sleep prior to testing dates.

Student achievement needs to be supported by parents. This can be accomplished by monitoring the quality of students' completed assignments, as well as work habits.

In addition, students' academic success depends most upon the student putting forth a sincere effort in school. This includes, among other things, meeting the District's attendance requirements and disciplinary standards, completing class assignments on time, and being ready and willing to learn.

It will be the teacher/site responsibility to keep parents informed of student progress on a regular basis. Methods for such communication may include, but not be limited to, parent-teacher conferencing and individualized student plans. Each staff member will be responsible for improving learning opportunities for students based on assessment feedback. Site administrators will assist teachers in carrying forward these measures. Furthermore, it will be the responsibility of the site accountability committee (SAC) to set school achievement goals based on student assessment results.

The school district shall establish and maintain a district-wide, multi-dimensional assessment program that will be used, communicated, and interpreted by school and district personnel to students, parents, and community stakeholders.

The assessment program shall lend itself to:

Charting growth of the district's students, individually, by grade, by school, and by curricular area from year to year.

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Sharing appropriate reports with the Board of Trustees, administration, teachers, parents, schools, and stakeholders.

Supplying appropriate reports to the Nevada Department of Education and the State of Nevada.

Test Security

Test administration will follow appropriate practices and security measures as described in Nevada Administrative Code (NAC) pertaining to the Proficiency Examination Program, Effective October 1, 1996, and (in the future) the Douglas County School District Assessment Manual.

Students are expected to comply with the Code of Honor, developed by the Nevada Department of Education and distributed each year, in regard to all testing. The Code of Honor prohibits cheating and plagiarism. The Code of Honor will be distributed each year or upon enrollment and available for review at every school site.

A standardized test is, by definition, one that is "administered and scored with uniformity of procedures." Any deviation from the uniform procedures and conditions under which such a test is administered renders the results of the testing invalid.

The site administrator will operate in accordance with the principles and procedures delineated in the Nevada Administrative Code Chapter 389. The District's assessment coordinator shall ensure that the employees of the District who have access to the materials necessary to administer both state and district examinations are familiar with:

- a) NRS 389.015 and subsection six of NRS 389.015; and
- b) Any instructions that are issued by the Department of Education or the Douglas County School District's assessment coordinator.

A person shall not make copies of the questions contained in the examinations nor shall s/he conduct an analysis of the questions.

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All testing materials need to be secured in a locked cabinet. The administrator must keep the key to the locked storage area on his/her person. Under no circumstances shall copies of state writing tests, as well as state and district test booklets, marked answer sheets, or answer keys be circulated among faculty, administrators, or other persons.

Materials will be distributed to school staff to allow adequate time to prepare for the administration of the examinations. When not in secure storage, tests are not to be left unattended in any area to which students, faculty, or others not involved in test administration have access.

On completion of testing, all materials are to be returned to the site administrator in a timely manner and no later than the end of the school day on which the test(s) is (administered). If testing takes place over a period of more than one day, all testing materials must be returned to the site administrator at the end of the school day.

Copies of tests in the state proficiency program, as well as the school district assessment program, are not to be included in test files for which access is granted to other than the administrator.

On or before September 15 of each year, the principal of each school shall submit to the District assessment coordinator and the Department of Education a statement that the principal will ensure that the school complies with the provisions of this section of NRS 389 and any instructions issued by the Department of Education and the Douglas County School District relating to the confidentiality of testing materials.

The site administrator will take personal responsibility for the test materials and the administration of the examinations.

Reporting Test Results

Test scores will be released to students, parents, legal representatives, teachers, the Board of Trustees, or the media with appropriate interpretations and supporting guidelines. Materials dealing with test results should provide the following:

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- a description of the test;
- a description of the subject matter covered;
- meaning of the scores;
- a warning about common misinterpretations; and
- the intended uses of scores.

It is intended that teachers, parents, and students will use these data in noting and addressing students' strengths and areas of need. Also, it is essential to the learning process that students are aware of the intent of each assessment and can use assessment information to guide future learning opportunities.

All assessment results will be provided in a timely manner in order to maximize success and use of results.

See Policy related to this Administrative Regulation See
also: Administrative Regulations 222(a), 222(b), 513
See Board Policy 529, Suspension and Expulsion

Adopted: 08/97
Revised: 10/2000
Revised: 05/2006