BOE Agenda Item Executive Summary
May 24, 2021

Topic: *[Flight 1]* Second Review: Proposed Consolidation of Learning Services Policies

Current Policy	Proposed	Title	Notes
1805	NA	Student Assessment	Update AIP 2, and add AIPs 7, 8, and 9.
1791	Delete	Needs Assessment	Delete because content is covered in 1805.
6002	Delete	Summative Assessment Program	Delete because content is covered in 1805.
6003	Delete	Formative Assessment Program	Delete because content is covered in 1805.
1790	NA	Evaluation of Instructional Program	Update department name.

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P1805 STUDENT ASSESSMENT

BOARD POLICY:

District student assessment practices will be based on an aligned curriculum with non-negotiable, rigorous standards for all students. The assessment of student performance has as its major objectives the following: (1) to give feedback to students and lawful custodians about the student's performance compared to district standards; (2) to serve as a guide for instruction with a focus on improved student achievement; (3) to monitor the curriculum to ensure the desired content is being taught and learned; and (4) to improve student achievement.

Administrative Implemental Procedures:

1. Specifications will be developed by the Department of Learning Services for the summative assessments for ~~K-2, 3-5, 6-8, and 9~~ **PreK**-12**.** ~~mentioned in BOE Policy 6002 - Summative Assessment Program.~~ The specifications will ensure consistency across the district at all levels.

~~2.~~ The formative and summative assessments ~~developed~~ **administered** by teachers **will include teacher and resource produced formatives, criterion referenced screeners, diagnostic assessments, Kansas** ~~and of those mentioned in BOE Policies 6003 - Formative Assessment Program and 6002 - Summative~~ Assessment Program **and national college and career assessments according to the** ~~will include criterion referenced tests,~~ district **Comprehensive Assessment Protocol.** ~~-wide standardized tests, portfolios, and performance based assessment.~~

3. All forms of assessment results will be used to communicate student achievement to the students, lawful custodians, and the public.

4. The assessment analysis shall ~~have a technological base that will~~ allow for feedback to the teacher, parent and student in a proper time frame.

5. The assessment program will provide for measurements of individual performance subgroups over time.

6. The assessment program will focus on student learning.

7. **Learning Services staff will provide training to develop assessment literacy among professional staff, students, parents, and community members.**

8. **Students will be informed from the beginning of the teaching and learning process about the standards and indicators to be assessed.**

9. **Students will be provided timely, focused feedback regarding their progress.**

Administrative Responsibility: Learning Services
Latest Revision Date: ~~September 2006~~ **May 2021**
Previous Revision Date: ~~March 1999~~ **September 2006** P1805

~~Updated administratively for alignment purposes: January 2021~~

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Exists in other department policies related to this, not needed: 1791 is Proposed for Deletion.

P1791 NEEDS ASSESSMENT

BOARD POLICY:

The Assessments and Research office is responsible for providing direction, coordination, and assistance in the conduct of periodic, district-wide assessment activities designed to identify critical educational needs.

Administrative Implemental Procedures:

1. Direction is given in the development of needs assessment designs for the school district.

2. Coordination is provided for operational and service divisions to conduct comprehensive internal needs assessment activities.

3. Liaison is maintained with municipal and state agencies, university personnel, and others in the conduct of needs assessments for special projects.

Administrative Responsibility: Learning Services – Assessments and Research
Latest Revision Date: March 2011
Previous Revision Date: September 1997 P1791

Updated administratively for alignment purposes: October 2016

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Content is in 1805: 6002 is Proposed for Deletion.

P6002 SUMMATIVE ASSESSMENT PROGRAM

BOARD POLICY:

A summative assessment program, designed to evaluate student learning for the purpose of program improvement, will be implemented as part of the district's comprehensive assessment plan. The district plan will be reviewed and revised periodically to reflect state and/or national legislation as well as district needs based on student achievement data.

Administrative Implemental Procedures:

1. Summative assessment may include a combination of nationally-normed, state, and/or local assessments as required by the local and state Boards of Education and/or federal legislation.
2. Staff at instructional sites, with central office support, will receive the professional development necessary to meet the instructional and assessment-preparation needs of students.
3. All summative assessment materials shall remain secure. Any breech of security will result in sanctions according to local (BOE Policy 1805 – Student Assessment) and state assessment regulations.
4. The Assessments and Research Office and/or the Kansas Department of Education or its designated contractor(s), are responsible for processing, evaluating, and reporting summative assessment data.
5. Summative assessment results will be reported to the Board of Education, lawful custodians, students, and community and state agencies, as required.
6. Building staffs will analyze summative assessment results and provide evidence that staff members are collaboratively planning for changes in structure, training and development, or instructional program delivery to improve student achievement and in response to individual student need.
7. District administration will work collaboratively with building staffs to identify and implement the resources and support services necessary to improve student performance.

Administrative Responsibility: Learning Services
Latest Revision Date: October 2011
Previous Revision Date: September 2006 P6002

Updated administratively for alignment purposes: March 2021

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Content is in 1805: 6003 is Proposed for Deletion.

P6003 FORMATIVE ASSESSMENT PROGRAM

BOARD POLICY:

A formative assessment program designed to measure student learning progress at regular intervals throughout the school year will be implemented as part of the district's comprehensive assessment plan. The district plan will be reviewed and revised periodically to reflect changing legislation as well as district needs based on student achievement data.

Definition:

Formative assessment is an ongoing diagnostic process based on state standards and indicators designed to provide information to guide instruction that targets improved student performance. It is generally narrow in scope and focused on knowledge and skills that will be taught or were recently taught to students so that teachers can make decisions about future class and individual instruction and to provide students with feedback about their learning. Formative assessment can be divided into the following categories:

- District Common Assessments are centrally developed or identified formative tools for selected curriculum units for designated grade levels/courses. These assessments are administered and scored at sites and used to inform teachers and teacher teams about student progress and to guide future instruction (e.g. monthly, quarterly, end of module, end of semester/course).

- Building Common Assessments are teacher-team or building-identified formative tools used periodically to assess student progress and to guide future instruction.

- Classroom Assessments are teacher-designated formative tools used continuously in classroom instruction, intervention, and enrichment, based on student need.

Administrative Implemental Procedures:

1. Learning Services staff will provide training to develop assessment literacy among professional staff, students, parents, and community members.

2. Learning Services will develop or identify and distribute district common assessments for selected curriculum topics/units for designated grade levels/courses.

3. No formative assessment is to contain any identical or secure state assessment items.

4. Students will be informed from the beginning of the teaching and learning process about the standards and indicators to be assessed.

5. Students will be provided timely, focused feedback regarding their progress.

6. Building staffs will analyze formative assessment results and provide evidence that staff members are collaboratively planning for changes in structure, training and development, or instructional program delivery to improve student achievement and in response to individual student need.

Content is in 1805: 6003 is Proposed for Deletion.

7. District administration will work collaboratively with building staffs to identify and implement the resources and support services necessary to improve student performance.

Administrative Responsibility: Learning Services
Latest Revision Date: September 2006
Previous Revision Date: March 1999 P6003

Updated administratively for alignment purposes: December 2013

1790 EVALUATION OF INSTRUCTIONAL PROGRAMS

BOARD POLICY:

Evaluation studies pertaining to the goals, objectives, procedures, outcomes, and costs of instructional programs can be conducted by the ~~Assessments~~ Assessment and Research office with support from the Financial Services office to provide relevant information for program decision making.

Administrative Implemental Procedures:

1. Evaluation studies on regular and special instructional programs are conducted as deemed necessary. Examples of special programs are:
   a. Programs for exceptional students
   b. Programs for educationally disadvantaged students
   c. Pilot, experimental, and/or innovative programs
   d. Programs funded by grant monies and/or outside agencies
2. ~~Executive Director, Assessments~~ **Assessment** and Research **Departmen**t:
   a. Assist in formulating goals and objectives and developing measurement strategies for evaluation of instructional programs.
   b. Provide formative and/or summative evaluation data and formal reports for district personnel and constituency.
   c. Assist district personnel in interpreting evaluation data and formulating action plans.
   d. Assist district personnel who are interested in conducting special evaluation studies of instructional programs.

Administrative Responsibility: Learning Services
Latest Revision Date: ~~March 2011~~ **April 22, 2021**
Previous Revision Date: ~~June 2006~~ **March 2011** P1790

~~Updated administratively for alignment purposes: January 2021~~