BOE Agenda Item Executive

Summary Date: June 30, 2021

Topic: *[Flight 2.]* Second Review: Proposed Consolidation of Learning Services Policies

Current Policy	Proposed	Title	Notes
1800	NA	Comprehensive Assessment System	Revise and add AIP 8 & 9
1801	Delete	Publication of Summative Assessment Results	Delete because content is in 1800
1810	Delete	Participation in Test Norming	Delete because content is in 1850
1850	NA	Research Council and Research Projects	Update added to Section B, 6e

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P1800 COMPREHENSIVE ASSESSMENT ~~SYSTEM~~ PROTOCOL

BOARD POLICY:

The ~~Assessments~~ Assessment and Research office has the responsibility for coordinating district wide assessment programs including formative screeners, diagnostics, progress monitoring, and outcome assessments. Principals are responsible for the administrative implementation of the basic program.

Administrative Implemental Procedures:

1. The assessment program affords continuous, uniform measurement of educational progress and abilities and is an integral part of the individual school's program for evaluating student achievement. It also serves in system-wide evaluation aligned with providing a systemic Multi-Tier System of Supports (MTSS).
2. Assessment data may be shared with parents, lawful custodians, or students through personal conferences, profile sheets and district reports. Release of all assessment information shall be consistent with existing policies.
3. General instructions and assessment administering procedures will be provided in the assessment administration guides and supporting assessment bulletins supplied by ~~Assessments~~ **Assessment** and Research.
4. The administration of diagnostics are expected in the district's assessment protocol for providing a coherent ~~Multi-Tier System of Supports~~ **MTSS**.
5. Assessment revision considerations will be submitted to ~~Assessments~~ **Assessment** and Research. ~~Assessments~~ **Assessment** and Research will function as the annual reviewing and recommending committee for the district's Comprehensive Assessment ~~System~~ **Protocol**.
6. Building principals are responsible for making provisions for the implementation and administration of the basic assessment program as outlined by the district protocols for providing a ~~Multi-Tier System of Supports~~ **MTSS**.
7. All students, including students with disabilities and English language learners are expected to participate in assessments outlined in the district's Comprehensive Assessment ~~System~~ **Protocol**. Exemptions for special needs students or procedures outside the standardized administration may be granted by the Executive Director of ~~Assessments~~ **Assessment** and Research in collaboration with the Assistant Superintendent of Student Support Services.
8. **The results of student performance on all district summative assessments will be prepared and disseminated on an annual basis. The reporting process will include separate reports for each summative assessment program and annual summaries of summative test results for each school.**
9. **The annual report for the preceding school year will be prepared and made available on or before September 15.**

Administrative Responsibility: ~~Assessments~~ **Assessment** and Research
Latest Revision Date: ~~October 2011~~ **June 2021**
Previous Revision Date: ~~March 1999~~ **October 2011** P1800

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

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Combined to 1800: 1801 is Proposed for Deletion.

P1801 PUBLICATION OF SUMMATIVE ASSESSMENT RESULTS

BOARD POLICY:

The results of student performance on all district summative assessments will be prepared and disseminated on an annual basis. The reporting process will include separate reports for each summative assessment program and annual summaries of summative test results for each school.

Administrative Implemental Procedures:

1. Assessments and Research is responsible for coordinating the preparation and distribution of student performance and district summative assessment results.
2. Information for each school will include a summary of test results, trend information, and disaggregation by gender, ethnicity, and socio-economic status.
3. The identity of measurement concepts used in the publication of results is the responsibility of Assessments and Research and will be based on usefulness and technical accuracy.
4. The annual report for the preceding school year will be prepared and made available on or before September 15.
5. Each annual report will include information on the summative assessments used in the district during the preceding school year. Reports may vary from year-to-year as modifications are made in the Comprehensive Assessment System.

Administrative Responsibility: Assessments and Research
Latest Revision Date: October 2011
Previous Revision Date: March 1999 P1801

Updated administratively for alignment purposes: January 2021

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AIP #2 in 1850: 1810 Proposed for Deletion.

P1810 PARTICIPATION IN TEST NORMING STUDIES

BOARD POLICY:

Participation in efforts to norm nationally standardized tests is acknowledged as a responsibility of the district as a potential user of such tests. Such participation should be consistent with policies of the Wichita Public Schools and should not impose an unreasonable impact on school instructional time.

Administrative Implemental Procedures:

1. Requests for participation in norming processes must be received by the Assessments and Research office in advance of the proposed test norming period.
2. Assessments and Research will review all requests for participation and make recommendations for participation to the Assistant Superintendent of Learning Services in consultation with the Executive Director of Curriculum and Instructional Support.
3. A school's participation in norming studies will be decided upon by the district Research Council via Assessments and Research.
4. Upon approval, test norming activities will be coordinated by Assessments and Research.

Administrative Responsibility: Learning Services
Latest Revision Date: October 2011
Previous Revision Date: August 2006 P1810

Updated administratively for alignment purposes: October 2016

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P1850 RESEARCH COUNCIL AND RESEARCH PROJECTS

BOARD POLICY:

<u>Section A</u>: The Research Council is established to promote and encourage research, to recommend policies and establish procedures pertaining to research activities, and to assure that research studies conform to the values and standards of the school district.

Administrative Implemental Procedures:

1. The Research Council shall be appointed by the Superintendent, or their designee.
2. The Research Council:
   a. Develops procedures pertaining to research activities within the district and to the dissemination of research findings.
   b. Participates in reviewing proposals, planning and making priority recommendations for needed research studies which are district-wide in scope.
   c. Establishes guidelines for conducting research projects.
   d. Confers with individuals or groups interested in conducting research within the district.
   e. Reviews and approves research proposals submitted by individual candidates or groups.
   f. Evaluates the school district's program of research activities and makes recommendations for improvement.

<u>Section B</u>: Research projects are encouraged for the purpose of improving educational practices. Such projects are monitored by the Research Council chairperson under guidelines established by the Research Council.

Administrative Implemental Procedures:

1. All persons wishing to conduct research in USD 259 must prepare and submit a proposal to the Research Council.
2. An explanation should be included in the project proposal showing how the project relates to the district's strategic plan goals or objectives. The proposed project should be beneficial to the school district by generating new knowledge, improving practices, providing opportunities for USD 259 personnel in the area of research and self-improvement or, in some cases, providing a material benefit.
3. The Research Council will review and make recommendations on research projects proposed by graduate students or by other reputable researchers or outside agencies.
4. Building principals, in cooperation with their staff, will determine whether an approved research project will be conducted in their school.
5. Research proposals should meet the following criteria:
   a. Offer promise of improving educational practices.
   b. Show evidence of careful planning, including a review of current literature, if appropriate.
   c. Be planned in advance so as to minimize interruptions in the regular school program and conflicts with scheduled school events. Generally, requests to gather data during the regular school term must be scheduled between September 15 and April 15.
   d. Conform to the values and standards of the school and community.
   e. Pertain to a relevant educational problem; contain an appropriate research design, and

outline methods and procedures clearly.

f. Make no undue demands upon the time of students and staff.
g. Respect the rights of privacy of personal data concerning students and employees, in compliance with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, as amended, and its interpretive regulations, 34 C.F.R. § 99.1, et seq.
h. Include informed consent statements from parents, students, and district staff when necessary, pursuant to FERPA.
i. Adhere to district guidelines and provide for the protection of human subjects under the law.
j. Respect the right of individuals to refrain from participation on research studies.
k. Involve, generally, graduate level research or its equivalent. Normally, requests by undergraduate college students will not be approved.

6. The investigator is responsible for fulfilling the following requirements:
   a. Contact the office of ~~Assessments~~ **Assessment** and Research to obtain appropriate forms for submitting a proposal to conduct a research project.
   b. Submit all required forms, including a detailed description of the proposed project and an abstract, to the Research Council chairperson.
   c. Secure Research Council approval of the proposal and submitting written approval of the building principal(s) of the schools involved in the study before collecting the data.
   d. Make changes to the design of the proposal or specific procedures if requested.
   e. Assessment and Research will review all requests for participation and make recommendations for participation to the Assistant Superintendent of Learning Services in consultation with the Executive Director of Curriculum and Instructional Support.
   f. File a progress report with the Research Council at the end of each school year for an incomplete study.
   g. Deposit a copy of the written report or summary of the study with the Research Council upon completion of the study.

7. The school district is responsible for the following:
   a. Evaluating proposals, either individually or by a meeting of the Research Council to consider proposals. Persons submitting proposals may be requested to meet with the council or to provide additional information.
   b. Approve requests, subject to defined conditions or limitations.
   c. Denying requests if the Research Council feels that guidelines have not been met or it would be inappropriate to have such studies conducted in the Wichita Public Schools.
   d. Notifying candidates promptly regarding acceptance or rejection of proposals.
   e. Maintain file copies of written reports or summaries of research studies for a period of five years.
   f. Ensure that disclosure of information in student education records is done in compliance with FERPA.

Administrative Responsibility: ~~Assessments~~ **Assessment** and Research
Latest Revision Date: ~~November 2018~~ **June 2021**
Previous Revision Date: ~~March 2011~~ **November 2018** P1850

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