

## **INSTRUCTIONAL PROGRAM EVALUATION**

### **POLICY:**

The Lake Stevens School District Board of Directors strives to achieve efficiency and effectiveness in all facets of its operations. In order to achieve this goal, the Board shall strive to set forth:

- A. a clear statement of goals and purpose for the District's instruction programs;
- B. a provision for staff, resources, and support to achieve the stated expectations and purposes; and
- C. a plan for evaluating instructional programs and services to determine how well expectations and purposes are being met.

The District will utilize a variety of assessment processes to:

- A. determine the effectiveness of the instructional programs;
- B. assess the progress of individual students in attaining student learning objectives;
- C. diagnose the needs of individual students who are not progressing at their expected rates; and
- D. identify gifted and talented students who are in need of specialized programs.

Parents who wish to examine any assessment materials may do so by contacting the Superintendent. Parent approval is necessary before administering an individual intelligence test or a diagnostic personality test. Parents will be notified of their child's performance on any test or assessment conducted under the Washington State Assessment Program. No tests or measurement devices containing any questions about a student's or his/her family's personal beliefs and practices in family life, morality, and religion shall be administered unless the parent or guardian gives written permission for the student to take such test, questionnaire, or examination.

Each school within the district shall undertake self-study procedures on a regular basis with emphasis given to achieving educational excellence and equity, building stronger links with the community, and reaching consensus

upon educational expectations. The self-study process shall include an emphasis in the following areas:

- A. the participation of staff, parents, community members, and students where appropriate to their age;
- B. a comprehensive assessment of the instructional program, staff, services, learning resources, student activities, and facilities;
- C. the implementation of a program for student learning objectives in the areas of language arts, mathematics, social studies, physical education, and all other course(s)/subject(s) taught in grades kindergarten through twelve in the common schools. This program shall be reviewed by the School Improvement Team (SIT) in accordance with a time schedule the District has established for their self-study. Periodic review shall take place at least every seven years;
- D. an analysis of class size and staffing patterns within the school district; and
- E. the development of a plan for program improvement.

The Superintendent shall prepare an annual report for Board review which reflects the degree to which district goals and objectives related to the instructional program have been accomplished. The Superintendent shall annually review the assessment processes and procedures to determine if the purposes of the evaluation program are being accomplished. Specifically, the District shall adjust its curriculum if student performance under the Washington State Assessment Program indicates the District's students need assistance in identified areas.

#### Legal References:

RCW 28A.230 Compulsory Coursework and Activities

WAC 180-52-020 Pupil tests and records--Tests--School district policy in writing

WAC 180-52-030 Pupil tests and records--Certain tests, questionnaires, etc.--Limitations

WAC 180-52-035 Pupil tests and records--Diagnostic personality tests--Parental permission required

WAC 180-53 Educational quality--self-study by school districts

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### **PROCEDURES:**

The District's Curriculum Commission and representatives of the staff and parents will devote at least two meetings per year to review the District's assessment program. The committee shall submit its recommendation to the Superintendent for the following year's assessment program by May 15. The recommendation shall include a schedule for all assessment activities to be conducted during the year. In its review, the committee shall consider such factors as:

- A. Validity. Do the proposed assessment materials measure the District's objectives? Are the items compatible with the District's scope and sequence?
- B. Administration. Are directions clear for the teacher? For the student? Is the format understandable?
- C. Interpretation of Results. Are results reported in a form that is meaningful to the teacher, the student, the District, the parent?

The proposed schedule shall be approved by principals and by the Superintendent. The schedule shall be distributed to individual schools by August 15. The District Office shall be responsible for ordering tests, distributing materials and scoring sheets, and distributing administration instructions.

After tests have been scored, the District Office shall be responsible for:

- A. preparing reports on test results for the Board, instructional staff, parents/guardians, and the general public.
- B. interpreting scores for staff and interested persons.
- C. disseminating individual scores to staff responsible for counseling, screening, and special placement of individuals.
- D. preparing reports to evaluate curriculum and assist staff in implementing changes and improvements in curriculum.

## **Self-Study**

The self-study cycle shall begin in the 1991-92 school year and end with the 1997-98 school year.

An annual report shall be submitted to the SPI by May 31 of each year which reflects the implementation of the self-study activities.