

INSTRUCTION

Program Evaluation

A District program evaluation committee, representative of the staff, will meet at least once per year to review the District assessment program. The committee shall submit its recommendation to the Superintendent for the following year's assessment program by June 1. 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:

1. Validity. Do the proposed assessment materials measure the District's objectives? Are the items compatible with the District scope and sequence?
2. Administration. Are directions clear for the teacher? For the student? Is the format attractive?
3. 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:

1. Preparing reports on test results for the board, instructional staff, parents/guardians, and the general public.
2. Interpreting scores for staff and interested persons.
3. Disseminating individual scores to staff responsible for counseling, screening, and special placement of individuals.
4. Preparing reports to evaluate curriculum and assist staff in implementing changes and improvements in curriculum.

Anonymous Surveys and Questionnaires

Anonymous surveys and questionnaires can be designed and implemented by classroom teachers or students in order to gather data, test hypotheses, or facilitate discussion on a particular topic directly related to the curriculum. Such instruments shall NOT be used for assessment or evaluation of individual students.

Procedures for administration of such surveys and questionnaires must reasonably guarantee the anonymity of participants. Participation must be optional; this fact will be noted on the top of the instrument. Identifying information such as name or address must not be included on the instrument. The original instruments and compiled results will be available to the public for a period of thirty (30) days following the publication of the results.

Approved: September 25, 1985
Revised: July 12, 1989
Revised: May 23, 2001