

Student Assessment Program Procedures

In addition to requiring a comprehensive assessment plan, the state regulations apply as follows to the district student testing programs:

A district student assessment program evaluation committee, representative of the staff, will meet at least once per year to review the district assessment program. The committee shall review state and district assessment needs and will 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.

The proposed schedule shall be approved by principals and by the superintendent. The schedule shall be distributed to individual schools by August 15.

1. All assessment instruments and related services required by the comprehensive program evaluation plan will be purchased through the academic assessment center. The academic assessment center shall be responsible for distribution of testing materials, scoring of tests, and distribution of results.
2. A complete description of the instruments used in the district testing programs will be maintained by the director of the academic assessment center.
3. Classroom teachers and other qualified staff will administer tests for the purposes described in the comprehensive evaluation plan.
4. Tests may be used in conjunction with district research studies approved by the superintendent or designee.
5. Student questionnaires, checklists, and surveys pertaining to personal beliefs and values must receive approval from the building principal prior to use with students.
6. Parent(s)/guardian(s) approval is required prior to administration of student questionnaires, checklists, and surveys related to personal beliefs about sex or religion.
7. Secondary students are encouraged to participate in various commercial pre-college, vocational-technical testing programs in conjunction with high school and school personnel in an effort to help the student with post-high school planning while he/she is still in attendance. Participation is at the student's expense.
8. No student shall participate in a research or experimentation psychological examination testing or treatment which might reveal specified personal information without prior written parental consent. The parent(s)/guardian(s) shall have the right to file a complaint with the school superintendent for any abridgment of this provision.

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