| Policy # 101 | Subject: Universal Screener Requirements |
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| Effective Date: 11/15/11<br>Revised Date: 06/11/12<br>Revised Date: 03/31/18 | Page 1 of 3 |
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**DSCYF/DMSS/ Education Unit**

## I. PURPOSE

To ensure all students are provided a standard assessment and diagnostic measures to monitor academic progress and meet state and federal mandates.

## II. BACKGROUND

State legislature and Federal agencies require the Education Unit of DSCYF to demonstrate annual growth of reading and math scores. Whereas statewide assessments commonly used in the public school system cannot and do not demonstrate the growth attained for youth educated in DSCYF facilities, the Education Unit must utilize a separate measure.

A standardized assessment that is conducive to assessing a transient population will allow the Education Unit to demonstrate growth of individual students, analyze trends and patterns of student learning, and provide insight for daily curriculum and coursework that benefits this high-risk student population. Standardized tools and practices will ensure valid and reliable results.

This standardized assessment will serve all education staff with an initial assessment of students' abilities and needs. Further curriculum based assessment and surveys will provide teachers with further diagnostic information useful for lesson planning.

## III. POLICY

All students newly enrolled in a DSCYF facility will be administered a Unit selected standardized educational assessment within the first 3 days* of their school enrollment and every ninety (90) calendar days of continuous stay thereafter. All scores (reported as grade equivalencies) will be logged into FOCUS within 24 hours of test administration. Results of all educational assessments will be shared with the student, teachers, family, and subsequent educational placement.

## IV. PROCEDURE

All students newly enrolled in a DSCYF facility will be administered a Unit selected standardized educational assessment within the first 3 days of their school enrollment and every ninety (90) calendar days of continuous stay thereafter. The Education Unit has identified Renaissance's STAR Reading, STAR Math, and STAR Early Literacy as its assessment for the 2017 – 18 school year. This assessment will remain in use until further notice.

Assessments will be administered in accordance with this policy and federal requirements.

Assessment administrators will be thoroughly trained in the proper administration procedures.

All educational assessments must be logged into FOCUS. The student's grade placement and grade placement on the FOCUS assessment data page must match. Results must be documented by grade equivalents and may be documented by other categories (i.e., standard scores, stanines) as appropriate.

Students who maintain a continuous stay within the Education Unit will be administered the approved standardized testing instrument in accordance with this policy. In other words, change of placement within the Education Unit does not restart the assessment timeline. When receiving a student from another DSCYF program, Educational Diagnosticians are responsible for ascertaining whether or not STAR testing has been completed.

*Title I, Part D requires each student to be administered a pre-test within three (3) days of school enrollment

**Addendum 3.01.18**

BASI use is discontinued effective 1.01.18

Guidelines for STAR Administration:

- Students entering any DSCYF facility enrolled in grades K-12 will be administered the STAR Reading and STAR Math assessments
- Students in grades K-3 who qualify for the STAR Early Literacy assessment will be administered this in lieu of STAR Reading
- If students have not previously been enrolled in one of the Education Unit's programs OR if they have been out of program for more than 15 (fifteen) school days, the test is a PRETEST
- Correct spelling of student name should be verified prior to entry in STAR. Likewise, a student search should be performed prior to administration to verify recent administrations
- Students should be provided a rationale for testing and encouraged to do their best. Testing should be rescheduled if this cannot be accomplished at the initial testing session
- If a student is not able to complete testing, the Educational Diagnostician will enter all dates attempted and the reasons for failure to complete the testing in the Progress Notes section in FOCUS
- Educational Diagnosticians are responsible for entering STAR scores into FOCUS **within 24 hours** after test assessment (either PRE or POST). This will be monitored on a monthly basis
- Post testing will occur after ninety (90) continuous calendar days of placement in Education Unit programming
- There is a 10-day window on either side of the post-test date. Be aware of students approaching the deadline and provide every opportunity for students to successfully complete the post test
- ALL post tests will be administered and monitored by the site Educational Diagnostician
- All students with a continuous stay of more than ninety (90) calendar days in DSCYF educational programming must have a pre and post assessment logged