

WEST VIRGINIA
SECRETARY OF STATE
KEN HECHLER
ADMINISTRATIVE LAW DIVISION

Form #5

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OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

**NOTICE OF AGENCY ADOPTION OF A PROCEDURAL OR INTERPRETIVE RULE
OR A LEGISLATIVE RULE EXEMPT FROM LEGISLATIVE REVIEW**

AGENCY: West Virginia Board of Education TITLE NUMBER: 126

CITE AUTHORITY: 18-2E-4

RULE TYPE: PROCEDURAL INTERPRETIVE _____

EXEMPT LEGISLATIVE RULE _____
CITE STATUTE(S) GRANTING EXEMPTION FROM LEGISLATIVE REVIEW

AMENDMENT TO AN EXISTING RULE: YES _____, NO

IF YES, SERIES NUMBER OF RULE BEING AMENDED: _____

TITLE OF RULE BEING AMENDED: _____

IF NO, SERIES NUMBER OF NEW RULE BEING ADOPTED: 191 (Policy 7300)

TITLE OF RULE BEING ADOPTED: Better School Accountability: School, School
District and Statewide School Report Cards

THE ABOVE RULE IS HEREBY ADOPTED AND FILED WITH THE SECRETARY OF STATE. THE
EFFECTIVE DATE OF THIS RULE IS July 15, 1991

Barbara L. Estep
June 3, 1991

TITLE 126
PROCEDURAL RULE
WEST VIRGINIA BOARD OF EDUCATION
CHAPTER 18-2E-4
SERIES 191
POLICY 7300

Title: Better Schools Accountability: School, School District and Statewide School Report Cards

Section 1. General

- 1.1 These rules establish an accountability system for public education. Report cards for use at the school, county, and state levels will be developed and disseminated to parents and the public as well as educational leaders. The purposes are to provide identification of indicators of performance, establish methods for collecting and reporting data, and develop a format for three different report cards -- one for the school, one for the county school system, and one statewide.
- 1.2 Authority - 18-2E-4
- 1.3 Filing Date - June 3, 1991
- 1.4 Effective Date - July 15, 1991

Section 2. Indicators and Method of Prescribing Assessment

- 2.1 Indicators of student performance and other student data must be collected and reported for comparison at the school level with school, county, state, regional, and national data. Data for selected indicators must be collected and reported for more than one year, as available and appropriate.
 - 2.1.1 Test results from NAEP (National Assessment of Educational Progress, criterion-referenced test) must be reported in the state report card. (Effective 1990-91)
 - 2.1.2 Test results from WV-STEP (West Virginia Statewide Testing of Educational Progress) must be reported in the school, county, and state report cards. (Effective 1990-91)
 - 2.1.3 School attendance rates will be reported as a percent by dividing the total days present by the sum of total days present plus total days absent and multiplying by 100. (Effective 1989-90)

- 2.1.4 For grades K-8, the percent of students promoted to the next grade will be determined by dividing the number of students promoted by the total enrollment at the end of the school year and multiplying by 100. The number of waivers of the promotion standard granted will be reported. (Effective 1989-90 for percent of students promoted and beginning in 1990-91 with grades K-4 for number of waivers to promotion standard)
- 2.1.5 The graduation rate will be the percent of students who have graduated from all public high schools in the county school system. The percent is the total number of public high school graduates divided by the total number of ninth graders four years earlier, adjusted for extenuating factors, such as transfers, and multiplied by 100. (Effective 1992-93)
- 2.1.6 Excluding initial enrollment, student mobility will be reported by giving percentages determined by transfers in and transfers out including preceding summer months divided by enrollment and multiplied by 100. (Effective 1989-90)
- 2.1.7 The percent of twelfth graders taking a college entrance examination will be reported. (College entrance examinations are limited to ACT and SAT.) (Effective 1988-89)
- 2.1.8 The percent of sophomores and percent of juniors taking the PSAT will be reported. (Effective 1988-89)
- 2.1.9 Dropout rate will be reported as a percent determined by dividing the number of students who leave a public school for any reason except death, before graduation, and who have not transferred to another school by the number of dropouts and the number promoted from the highest grade in the school, multiplied by 100. (Effective 1989-90 for school data)
- 2.1.10 The number of twelfth graders who took Advanced Placement Examinations (The College Board) shall be reported by subject area. (Effective 1988-89)
- 2.2 Indicators based on the relationship among students, personnel, classes, and courses will have data collected and reported to compare conditions at the school, county, and state levels.
- 2.2.1 Class size is determined by rank ordering classes by size and determining the class in which the student at the 50th percent of cumulative enrollment occurs. Classes are defined as groups of students arranged for instructional purposes for a full period. Excluded are special education classes, band/orchestra, and choir/music. (Effective 1989-90)

- 2.2.2 Percent of enrollments in grades 9-12 in foreign language, mathematics, science, English/language arts, and social science courses will be reported. (Effective 1989-90)
- 2.2.3 Percent of enrollments in college preparatory and vocational education will be reported. (Effective 1989-90)
- 2.2.4 Amount of time per day devoted to foreign language, mathematics, science, English/language arts and social science at middle, junior high and high school will be reported. (Effective 1989-90)
- 2.2.5 Pupil-teacher ratio is determined by dividing the total number of pupils by the total number of classroom teachers for grades K-12, excluding librarians and counselors but including head teachers, on a FTE basis. (Effective 1987-88)
- 2.2.6 The number of classrooms for which requests for exceptions to pupil-teacher ratio as set forth in §18-5-18A were made and the number of classrooms for which exceptions were granted are reported. (Effective 1988-89 for school data)
- 2.2.7 The pupil-administrator ratio is determined by dividing the number of pupils enrolled by the number of school administrators on a FTE basis. (Effective 1987-88)
- 2.2.8 The number of split grade classrooms is reported. (Effective 1988-89)
- 2.3 Indicators based on expenditures, economic conditions, personnel qualifications, and school size will have data collected and reported for comparison at school, county, and state levels.
 - 2.3.1 Operating expenditures per pupil, excluding costs which cannot be attributed to individual schools according to current Handbook accounting procedures, and debt services, clearing accounts, and capital expenditures, are determined by dividing the total operating expenditure for the entire fiscal year by the average enrollment determined at the end of the school year. (Effective 1988-89 for county and state data and 1989-90 for school data)
 - 2.3.2 County instructional and noninstructional expenditures, using object and program-function dimensions (Handbook II, RR), will be provided in graphic display for the following areas: (Effective 1988-89)

Personnel Services (100)
 Employee Benefits (200)
 Purchased Professional Services (Consultants) (300)
 Purchased Property Services (400)
 Other Purchased Services (500)
 Supplies (600)
 Property including acquisition for improvement,
 costs, improvement to buildings, and
 equipment (700)
 Other (800)
 Debt Services and Other Transfers (900)

- 2.3.3 The number of teachers and administrators at each educational level is reported at the school level. The number of administrators and the number of teachers at each educational level are reported at the county and state levels. The educational levels are: Bachelors, Bachelors + 15, Masters, Masters + 15, Masters + 30, and Doctorate. (Effective 1987-88)
- 2.3.4 The average years of experience of administrators and teachers are reported for each school. The average years of experience of administrators and average years of experience of teachers are also reported at the county and state levels. (Effective 1987-88)
- 2.3.5 The report card will indicate the grade range of the school and both graded and ungraded enrollments. (Effective 1987-88)

Section 3. Report Card Format and Process

- 3.1 Each county school system identifies a contact for report cards who serves as liaison between the State Department of Education and the county school system and who oversees and coordinates data collection and reporting efforts and the duplication and dissemination of report cards, as stipulated in this policy. The name, title, and mailing address of this contact are forwarded to the state superintendent of schools within two weeks of the effective date of this policy. If the contact is changed, the county superintendent is responsible for notifying the state superintendent of the change.
- 3.2 Individual school report card data is transmitted in the form prescribed to the State Department of Education and returned to the county school system for dissemination.
- 3.3 Data is collected as per instructions which include a common date, if possible and applicable.

- 3.4 The subsequent year's goals are reported by and for the school and the county school system. Goals and measurable objectives are determined annually by each school and county board of education to correct deficiencies in performance of the school system. Evidence of attainment of prior year's goals is prominently reported in an appendix provided by the school or county school system.
- 3.5 Report cards are completed and disseminated prior to the first day of January each year and shall be based upon information for the current school year or for the most recent school year for which such information is available.
- 3.6 Instructions and guidelines for the collection of data and the reporting of data to the State Department of Education will be made available to county school systems on or before July 1 of that school year preceding dissemination of such data in the report card. The county board of education shall report information requested by the State Department of Education on the forms provided. The information must be certified by the county superintendent as accurate and complete and sent to the State Department of Education no later than September 15 for inclusion in the upcoming year's report card.
- 3.7 The county report cards shall be mailed from the State Department of Education to the county boards of education by December 1 of each year and shall be presented at or before the regular meeting in December of the county board. All data in the county and school report cards shall be made public information after the county report cards have been presented to the county board of education. After presentation at the December regular board meeting and prior to December 31 of that year, the county report card shall be made available to a newspaper of general circulation serving the county.
- 3.8 Individual school report cards must be mailed by the county school system or school using the U. S. Postal Service or hand delivered by students to the custodial parent or guardian of all children enrolled at that school. If the county board of education chooses hand delivery by students, then written verification must be provided to the school that the custodial parent or guardian has received the school report cards.

Section 4. Certification of Training by Administrators and Board Members

- 4.1 Included on all county report cards is the listing of members of the board of education including their full name, term expiration date, attendance at an orientation program for new members approved by the state board and conducted by the West Virginia school board association or other approved organizations, and number of hours of training received during the school term reported which meets standards prescribed by the State Board. (Effective 1988-89)

- 4.2 The report cards contain the names of the county superintendent and every assistant and associate superintendent and the number of training programs related to their area of school administration for the school term reported. (Effective 1989-90 for training attendance)

Section 5. Nontraditional Program Report (Effective 1990-91)

- 5.1 A nontraditional public school is defined as a public school, such as an alternative high school, established and funded by a county board of education which deviates schoolwide from state requirements for at least one of the following and for which a waiver has been obtained:

- (1) roles for administrators, counselors, teachers, students;
- (2) patterns of governance, management, administration;
- (3) student reporting and evaluation methods;
- (4) methods of organizing and grouping;
- (5) uses of school day and year or amount of instruction;
- (6) graduation requirements, attendance, or promotion.

- 5.2 Nontraditional schools provide a report card with the following information:

- WV-STEP Results by Grade (if applicable)
- School Attendance Rates
- Student Mobility
- Pupil/Teacher Ratio
- Pupil/Administrator Ratio
- Operating Expenditure per Pupil (if applicable)
- Number of Administrators and Teachers at Each Educational Level
- Average Years Experience of Administrators and Teachers
- Upcoming Year's Targets and Attainment of Prior Year's Targets

Section 6. Other Information Collected and Available for Reporting Through the Better Schools Accountability Report Card Process

- 6.1 Additional data may be added to meet decision making needs.
- 6.2 The need for including any new data must be established and then inclusion of the data in the report cards must be approved by the state superintendent.



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(Plus all the volunteer
help we can get)

STATE OF WEST VIRGINIA

SECRETARY OF STATE

Building 1, Suite 157-K
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TO: Barbara Estep

AGENCY: Board of Education

FROM: JUDY COOPER, DIRECTOR, ADMINISTRATIVE LAW DIVISION

DATE: August 27, 1992

THE ATTACHED RULE RECENTLY FILED BY YOUR AGENCY HAS BEEN ENTERED INTO OUR COMPUTER SYSTEM. PLEASE REVIEW, PROOF AND RETURN IT WITH ANY CORRECTIONS. IF THERE ARE NO CORRECTIONS, PLEASE SIGN THIS MEMO AND RETURN IT TO THIS OFFICE. YOU WILL BE SENT A FINAL VERSION OF THE RULE FOR YOUR RECORDS.

PLEASE RETURN EITHER THE CORRECTED RULE OR THIS FORM WITHIN TEN (10) WORKING DAYS OF THE DATE YOU RECEIVED THIS REQUEST. CALL IF YOU HAVE ANY QUESTIONS.

SERIES: 191 TITLE: 126 Board of Education

* THE ATTACHED RULE HAS BEEN REVIEWED AND IS CORRECT.

SIGNED: _____

TITLE OF PERSON SIGNING: _____

DATE: _____

* THE ATTACHED RULE HAS BEEN REVIEWED AND NEEDS CORRECTING. THE CORRECTIONS HAVE BEEN MARKED.

SIGNED: _____

TITLE OF PERSON SIGNING: _____

DATE: _____

NOTE: IF YOU ARE NOT THE PERSON WHO HANDLES THIS RULE, PLEASE FORWARD TO THE CORRECT PERSON.