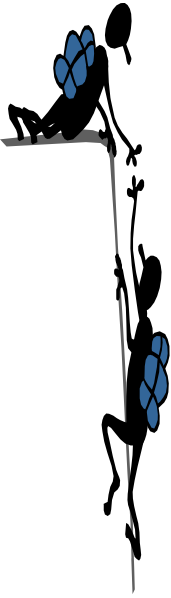


The LEA Insider



From December 1, to December 22, 2011, the LEA Member Rights UniServ Director Dan Studer provided the following services to members (in no priority order):

- ✓ Advised various and sometimes multiple members re (in no priority order):
 - worker comp claims,
 - health and maternity leave issues,
 - indoor air quality issues,
 - administrators and appraisal issues,
 - facilitator duties,
 - changes in assignment,
 - class coverage issues,
 - parental concerns,
 - informal appraisal observation concerns,
 - student referrals and the right of teachers to have a student out of class until a conference between the teacher and the administrator is held to determine a course of action,
 - other leave issues,
- concerns regarding working with colleagues and/or supervisors,
- resigning and leaving LPS,
- student concerns, and
- seniority list concerns.
- ✓ Met along with other LEA staff and advised nineteen LEA members from a site having concerns with their building environment.
- ✓ Advised and represented a number of members in meetings with their site supervisors/appraisers and/or LPS Human Resources regarding job performance concerns and personal issues.
- ✓ Advised and represented a member at a meeting re: Indoor Air Quality issues at their site.
- ✓ Continued to assist and facilitate a member’s needs at the request of NSEA legal counsel.
- ✓ Met with LEA staff and LPS Human Resources re: issues surrounding leave.

You and Your Employment: Student Assessments

It is essential that all members follow precisely LPS Board of Education policies regarding student assessments and the recording of student assessment scores. LPS Board Regulation 4760.2 states the following (editorial emphasis has been added in bold):

“Certificated Personnel – Administration of Assessments

“The District utilizes national, state and local student assessments as needed to determine the academic growth of students. Data and decisions based on that data are influenced by both assessment quality and the quality of the assessment process. Teachers are critical to the quality of the assessment process. Assessments are to be administered under standardized, secure conditions that help ensure accuracy and comparability of the data for students and student groups. The assessment administration guidelines outlined below help ensure that every student has an equal opportunity to demonstrate his/her knowledge and skills.

“In fulfillment of the obligation to the student and the educator’s contractual and professional responsibilities, the educator will:

- “1. Read the assessment administration instructions prior to administration and follow the instructions each time the assessment is administered.
2. Prepare the students for assessments through teaching of the District curricula.

3. Familiarize students with the format of the assessment through the use of assessment preparation practices. The teacher shall not use actual assessment items to plan instruction or to conduct assessment preparation sessions.
4. Review appropriate general assessment-taking strategies with the students.
5. Review the purpose and importance of the assessments with the students prior to administering these assessments and encourage the students to perform their best.
6. **Carefully monitor students and assure that they complete the assessment individually** without any aid of notes, books or other people (**with the exception of documented and allowable accommodations**).
7. **Provide students with allowable accommodations as specified in their IEPs/504 Plans or as determined by the ELL team.**
8. If appropriate, score the assessment per District guidelines.
9. Maintain necessary assessment security.
10. Report any cheating or possible cheating by students or any deviation from the assessment administration instructions to the principal or her/his designee.
11. **Not possess any secure materials at any time other than during actual administration of the assessment.**
12. Not discuss, disseminate, reproduce or otherwise reveal the contents of the assessments to anyone."

Further, LPS has made it abundantly clear that "it is the expectation of this District that all certificated staff shall comply with the ethics standards set forth by the Nebraska Department of Education" (LPS Board Policy Regulation 4760.1). Among those standards is the following: "In fulfillment of the educator's contractual and professional responsibilities, the educator: ...Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible" (LPS Board Policy Regulation 4760.1). **LPS has interpreted this language to mean that any teacher changing any assessment score for any reason without prior permission from the proper supervisor has violated the Nebraska Code of Ethics and can and will face termination for such action. The LPS interpretation has been supported by LPS legal counsel, a hearing officer, and the LPS Board of Education.**

LPS takes student assessment and assessment scores very seriously. Thus, members need to take any student assessment and the recording of any student assessment scores equally seriously and treat such issues with the utmost caution to be sure LPS Board policy is being followed. To do otherwise, is to place one's employment and career in dire jeopardy.

Important Dates Coming Up

Jan 10; 4:00 p.m. Deadline for **Secondary** Teachers to submit 2nd quarter student grades.

Jan 12; 4:00 p.m. Deadline for **Elementary** Teachers to submit 2nd quarter grades.



Bumper Sticker of the Month: "I'm 33 1/3 RPM in an iPod world."