

GOVERNING POLICIES AND PROCEDURES**SECTION: IV. ORGANIZATION SPECIFIC POLICIES AND PROCEDURES****SUBSECTION: B. State Department of Education**

9. Idaho Student Information Management System (new item)

This policy covers the State Board of Education, the State Department of Education, and the State Contractors for student achievement testing, ~~and all Idaho Public Schools (K-12).~~

a. Purpose of this Policy

This policy provides direction for the establishment, operation and maintenance of the Idaho Student Information Management System (ISIMS). ISIMS is a statewide data management system for public elementary and secondary education entities in Idaho that provides centralized data warehousing, report generation and systemized data analysis. ISIMS is authorized under Idaho Code 33-120A (House Bill 367, 2003 Session).

b. Roles and Responsibilities

The State Board of Education will set policy for and exercise general oversight over ISIMS. Contracts executed by the State Department of Education for ISIMS will comply with all Board policies. As part of its general oversight, the Board will review contracts for policy compliance prior to their execution. The Board will also review and make recommendations to the Legislature and State Department of Education on fiscal ~~and budgetary~~ matters related to ISIMS. ~~The Board, through policy, will assure that ISIMS provides real-time appropriate access to educational data to all Idaho school districts and charter schools and to appropriate state agencies, parents and other appropriate education stakeholders.~~

The State Department of Education will implement and administer ISIMS. The State Department of Education will have responsibility for day-to-day operations and support of the system, including, but not limited to, ~~duties such as~~ technical support, system maintenance, training, contract negotiations, and ~~purchasing~~executing contracts.

c. Participation in ISIMS

As provided for in Idaho Code 33-512, all Idaho public school districts and specialty chartered schoolss shall fully participate in ISIMS. Private schools choosing to use ISIMS for delivery and reporting of data will be responsible to pay actual incremental costs of their participation, including, but not limited to, costs resulting from ~~associated with~~ software and connectivity.

The state contractor for ISAT will be provided access to ISIMS. Such access will include the ability to receive data from and send data to all districts and schools ~~districts~~ and the data warehouse, and to create such reports as may be requested or required by the Board or the State Department of Education.

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d. Access to Data

ISIMS will be structured to provide real-time, appropriate access to educational data. The State Department of Education will annually ~~create~~ submit to the Board for approval a list of participants in ISIMS with their corresponding ~~approved~~ levels of access to data. This list shall be subject to Board approval, and will include, ~~but not be limited to,~~ all ISIMS participants, including but not limited to, the Board, the State Department of Education, the Division of Professional-Technical Education, Board-approved contractors, the J.A. & Kathryn Albertson Foundation, and participating K-12 districts and schools. At all times, the Board and the State Department of Education will have real-time access to educational data.

The Executive Director of the State Board of Education and the Superintendent of Public Instruction are authorized to jointly approve changes to the participation list or access levels between regularly scheduled Board meetings; however, any such changes are subject to Board ratification at the next scheduled Board meeting.

~~During fiscal years 2004 and 2005, the SDE will report to the SBOE quarterly. Should circumstances require changes to the list during interim periods, the Executive Director of the Board and the Superintendent of Public Instruction may approve such changes and report to the Board at the next scheduled meeting of the SBOE.~~

~~The SBOE and the SDE will have real-time access to educational data.~~

e. Student Identifiers

Subject to Board approval, the State Department of Education will create a system to provide discrete ~~teet~~ student identification numbers for all students enrolled in Idaho's public schools.

f. Security and Confidentiality

Subject to Board approval, the State Department of Education will create methods and connections to assure the secure transfer of data through ISIMS. All data, including student identifiers, records, and class materials shall be organized and maintained in ~~a manner to assure~~ compliance with all federal and state laws and regulations governing confidentiality of student information.

g. Course Codes

Subject to Board approval, the State Department of Education will develop a numbering system that will be used to ~~create a set of course codes to~~ identify standards-based courses ~~approved by the Board for delivery in K-12 schools.~~ These ~~se~~ codes shall be updated annually by the State Department of Education and ~~reviewed and~~ approved by the Board ~~of Education~~.

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GOVERNING POLICIES AND PROCEDURES

SECTION: IV. ORGANIZATION SPECIFIC POLICIES AND PROCEDURES

SUBSECTION: B. State Department of Education

h. Accountability

Participating districts and schools will submit all student data in a manner that complies with state and federal reporting and disaggregation requirements and within time frames established by the Board. ~~Districts and schools will submit all required data in an accurate and timely manner.~~

i. Reporting

Beginning in June 2003, the State Department of Education shall submit reports to the Board detailing progress on the implementation of ISIMS. These reports shall be submitted in accordance with a schedule established by the Executive Director and shall include but not be limited to programming, material acquisition, stakeholder participation, human resources, and compliance with all pertinent policies and rules. Beginning in 2006 and thereafter the SDE will submit a similar report to the SBOE annually.

~~At least once each year the SDE will report to the SBOE on issues related to the administration, operation and maintenance of ISIMS and on compliance with policy.~~

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