

## **Non-Instructional Operations**

### **Data-Based Information Management System**

#### **Purpose**

The purpose of the Data-Based information Management System is to use research and analyze data for the purpose of school improvement.

The school district will create a flexible data warehouse and management system that includes budget and expenditure data, personnel data, student demographic data, student discipline information, achievement data, information pertaining to student participation in school activities, course enrollment taking data and attendance data. Additional data categories may be added at the Superintendent's direction

The Data-Based Information Management System will link budget and expenditure databases, student achievement, student demographic and personnel databases to provide in-depth analysis to answer questions related to educational policy and evaluation, and ultimately school improvement.

The Data-Based Information Management System will be flexible enough to respond to state and federal reporting mandates and requests.

#### **Delegation to the Superintendent**

The Board of Education will instruct the superintendent of the ends to be achieved, organizational situations and actions to be avoided in the design, construction and utilization of the Data-Based Information Management System.

1. The Board may develop requests to the superintendent for reports derived from analyses of data included in the system.
2. The superintendent will provide data analyses only to the Board of Education as a whole. Request for such reports should be by instruction of the entire Board of Education.

#### **External Requests for Research and Data**

All requests for data, data analysis, or research by any person not employed in the school system must be approved by the school superintendent.

1. Any request for data from outside the school district shall be forwarded to the Superintendent of Schools. The superintendent shall release information in response to such requests only to the extent required under the Connecticut Freedom of Information Act, Conn. Gen. Stat. §1-15 *et. seq.*

## **Non-Instructional Operations**

### **Data-Based Information Management System (continued)**

2. No external researcher shall be given access to personally identifiable student information without prior notification and consent of the parent or eligible student pursuant to the Family Educational Rights and Privacy Act.
3. Research and analysis includes any form or procedure related to education including student records reviews, questionnaires, interviews, observations, experiments, historical or philosophical studies, or other forms of research methodology.
4. All external requests for data, data analysis, or research shall be accompanied by a written statement specifying: the purpose of the study, research methods to be utilized, consequences of the study, researcher competence and provision for voluntary informed consent by subjects. All obligations must be in writing and require a formal written agreement.
5. This policy is not meant to limit internal research for general school improvement that will analyze student detail data within an aggregate cohort.

### **Proper Use of Data-Based Information Management System**

The purpose of the school database information management system is to improve the instruction, budget process, business functioning, and general operation of the school system. The database is a research tool. The following are guidelines for acceptable use of the database.

1. The Superintendent of Schools shall be the sole responsible authority for authorizing data gathering, data analysis, and data reporting activities. This authority cannot be delegated. Any activities undertaken must clearly be related to educational purposes.
2. Only authorized staff shall be authorized to access the database. The levels of access for each individual shall be established by the Superintendent of Schools, and set forth in regulations.
3. Any requests for data outside the scope of those set forth in the regulation shall be submitted to the Superintendent of Schools for review. The information required for such a request shall be established by the superintendent, and set forth in regulations.

## **Non-Instructional Operations**

### **Data-Based Information Management System (continued)**

4. No personally identifiable student information shall be provided to any individual who is not entitled to access that information under the provisions of the Family Educational Rights and Privacy Act (“FERPA”), 20 U.S.C. §1232g and 34 C.F.R. §99.1 *et. seq.*
5. The Superintendent of Schools shall establish procedures to assure that records of those using the system are maintained and monitored.
6. The Superintendent of Schools shall establish procedures for the regular, periodic review, and updating of data contained in the information management system.

### **Use of the Data-Based Information Management System in Personnel Evaluation**

The purpose of the Data-Based Information Management System is to provide research and analysis of organizational data from many sources than can lead to school improvement directions and decisions. It is not the purpose of the Data-Based Information Management System to produce data or data analysis that can be used to evaluate school administrators or teachers. Therefore, information generated by the Data-Based Information Management System procedures or processes shall not be the sole or primary portion of any personnel evaluation.

### **General Access to Database**

As provided by policy, only administrators and members of the certified staff are authorized to access the database. Any accessing or use of the database outside of the guidelines without the written permission of the Superintendent of Schools is unauthorized, and may be grounds for discipline, up to and including termination of employment.

The levels of general access shall be as follows:

1. Teachers shall have access to information regarding students currently in their classes.
2. Guidance counselors shall have access to information regarding any student currently assigned to them.
3. Psychologists and social workers shall have access to information regarding any student to whom they are currently providing services, or whom they are assigned to evaluate.

## **Non-Instructional Operations**

### **Data-Based Information Management System (continued)**

4. Principals and assistant principals shall have access to information regarding any student currently enrolled in their buildings.
5. The Central office Administrator with primary responsibility for personnel matters shall have access to all information regarding personnel matters, including such information regarding students as is of assistance in the evaluation of teachers and administrators. Such student information shall not be personally identifiable.
6. The Central office Administrator with primary responsibility for the school budget shall have access to all information regarding any expenditures and finances, including information about expenditures for individual students. Such student information shall not be personally identifiable.
7. The Central Office Administrator with primary responsibility for curriculum shall have access to all information regarding instructional materials and student performance. Such student information shall not be personally identifiable.
8. The Administrator with primary responsibility for special education shall have access to all information regarding students receiving any special education services or services pursuant to Section 504 of the Rehabilitation Act of 1974. Such student information shall be personally identifiable.
9. The Superintendent of Schools shall have access to the entire database.
10. Any individual who wishes to receive information outside the general access provided above shall apply, in writing, to the Superintendent of Schools. The application shall state the precise information requested and the legitimate educational need for the information. The superintendent, in his or her sole discretion and in accordance with applicable law, shall determine whether, and in what form, to grant the requested access. The superintendent shall notify the applicant in writing of the decision.