



**CAPITOL
COLLEGIATE**
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DATA GUIDELINES AND PROTOCOLS

Student Achievement

Data Content	Data Taken	Frequency
STEP Assessments	STEP/Literacy Level	Every 6 weeks
Reading Comprehension	Mastery of standards	Unit and EOY
Reading Mastery and SIPPS	Mastery of weekly goals	Mastery Tests
Writing	Mastery on rubric	Monthly
Math Problem Solving	Notes on math thinking	Unit and EOY
Math Procedures	Mastery of standards	Unit and EOY
Social Studies and Science	Mastery of standards	Unit
Enrichment	Mastery of standards	Unit
College Education	Mastery of content	Unit
Guided Reading	Notes on reading behaviors	Daily

Instructional Practices

Data Content	Data Taken	Frequency
Teacher Rubric	Assessment on rubric	Three times per year
Reading Mastery	At Bats, Joy Factor, and Corrections	Week Intervals, min. 13 times
Reading Comprehension	Levels of Questioning and Right is Right	Week Intervals, min. 13 times
Guided Reading	Prompting	Week Intervals, min. 13 times
Writing	Student Conference Notes	Week Intervals, min. 13 times
Math Procedures	Use of taxonomy	Week Intervals, min. 13 times

Culture

Data Content	Data Taken	Frequency
School Culture Audit	Assessment on the audit form	Weekly
Reset Room Tracker	Student behaviors	Daily (weekly totals)
STAR Report Tracker	Daily student behavior	Daily (weekly totals)

Operational

Data Content	Data Taken	Frequency
Inventory Control Log	Supplies remaining and usage	Weekly
Vendor Relationship Sheet	Regrettable interactions	As needed
Meal Tracking	Students who eat meals	Daily
Material Replacement	Quality of student materials	Every trimester
Material Requests	Materials needed by staff	Weekly
Loaner Clothing and Accidents	Students who borrow clothing or have accidents	As needed
Collegiate Work	Completion and neatness	Daily (weekly totals)