

## **GUIDELINES FOR PRINCIPALS ADDRESSING TEACHER / STAFF MISCONDUCT RELATED TO 2016 PARCC ADMINISTRATION**

ISBE made clear to the Chicago Board of Education that failing to administer PARCC with fidelity to all required students puts district funding at risk. Districts and schools are required to test at least 95% of eligible students to ensure that PARCC results for individual schools are representative of the school as a whole. Failure to meet the 95% threshold puts schools and CPS at risk of financial sanctions. Please see ISBE's threatened sanctions [here](#).

As a result of ISBE's mandate, principals, teachers and staff **must** ensure that the PARCC examination is administered with fidelity.

It has recently come to our attention that some teachers and other staff may have been, and may now be, working to encourage parents and students to refuse the PARCC examination. Some may also refuse to administer the examination or interfere with its administration. All school employees must follow ISBE's [Guidance Regarding Students Who Refuse State Assessments](#) to comply with ISBE's mandate.

The following are general principles governing teacher and staff conduct related to PARCC administration.

- School employees have an obligation to follow district policy and state and federal law, which require the full administration of PARCC to at least 95% of eligible students in 2016.
- Teachers and staff who use school resources, time or access to students to interfere with PARCC test administration will be disciplined. Teachers and other staff who refuse to administer PARCC are interfering with test administration and violating professional norms. They will be disciplined.
- Teachers and staff who attempt to disrupt test administration also interfere with test administration, violate professional norms, and will be disciplined. To minimize disruption, refusal to administer PARCC and/or interference with PARCC administration will be dealt with on a case-by-case basis after PARCC is administered.

Principals should address PARCC related misconduct in a non-confrontational manner, but without equivocation:

**To address misconduct that occurs before testing days on work time, such as distributing materials about opting out, encouraging refusals, using CPS resources/access to students to advocate student refusals, Administrators should**

- Respectfully caution teachers/staff that their conduct violates district and state mandates and their professional responsibilities and will result in discipline.
- Confirm that advice in an email.

**To address refusals to administer PARCC before testing days, Administrators should**

- Remind teachers and staff that they will be disciplined for refusing to administer PARCC. After this reminder, respectfully survey staff about their intention to administer PARCC on testing days. Staff may be asked to submit their intentions in writing so administrators can adequately plan for test administration.
- Explain that disciplinary decisions regarding the refusal will be made after testing is administered to minimize disruption.

**To address refusals to administer PARCC or engaging in other disruptions on testing days,**

- Principals/administrators should remove the employee from the testing environment, replace him/her as best as possible, and call the Network Office for guidance on further action.

## TEMPLATE CONFIRMATORY E-MAIL TO TEACHERS/STAFF

Dear Teacher -

Per our conversation, ISBE has directed the Chicago Board of Education to administer the PARCC examination to at least 95% of eligible students. CPS leadership is complying with this directive. As a Board employee and a professional educator, you are obligated to comply with this directive with fidelity and not to interfere with CPS's efforts to administer the PARCC, regardless of your personal point of view.

As we discussed, it appears that your conduct to date has been inconsistent with this directive and you may be in violation of it. I am therefore directing you to cease and desist immediately.

The Board views your obligations as follows:

- Board employees have an obligation to follow district and state policy, which now requires the full administration of PARCC to at least 95% of eligible students in 2016.
- Principals, teachers and staff may not use school resources, time or access to students to undermine that policy or to interfere with PARCC administration without putting themselves in jeopardy of discipline.
- Refusal by a principal, teacher or other staff member to administer PARCC is interference with test administration and violates professional norms.
- Disruption by a principal, teacher or staff member of the school during test administration will also be considered interference with test administration and a violation of professional norms. Like refusal to administer the PARCC, such conduct will place the teacher or staff member in jeopardy of discipline.
- Advise school employees that their refusal to administer PARCC and/or interference with PARCC administration will be dealt with on a case-by-case basis. School and network administrators will deal with this conduct by school employees in a manner that is civil, respectful and calculated not to disrupt the work of the school.

I appreciate your cooperation.