



# Harlingen CISD 2007-2008 Technology Standards

## **Level One Standards**

Each Campus will:

1. **Maintain an updated website (see Attachment #1)**
2. **implement Microsoft Outlook for e-mail**
3. **Implement eSchool Plus for online attendance, gradebook, and report cards/progress reports**
4. **Implement Region One's Curriculum Collaborative program**
5. **Share best practices involving technology for each grade level or department. This can be done on the campus website or shared at faculty meetings, in-services, team meetings, etc.**
6. **Participate in a multimedia/technology competition.**
7. **Conduct training for staff and students (as appropriate to grade level) on ethical practices and making informed decisions about current technologies and their applications.**

## **Level Two Standards**

Each Teacher will:

1. **Demonstrate word processing skills by submitting:**
  - One word-processed document (at principal's discretion), examples may include, but are not limited to:
    - Teacher Generated Tests
    - Memos
    - Newsletters
    - Notes home
  - And, one interactive electronic form to include:
    - drop-down boxes,
    - fill in the blank,
    - check boxes, and
    - radio button responses
2. **Demonstrate spreadsheet software skills by submitting:**
  - One example of analyzing data appropriate to classroom instruction, examples may include, but are not limited to:
    - tracking attendance
    - tracking participation
    - tracking benchmark results
    - tracking discipline
    - tracking failure rates
  - And, one additional spreadsheet project (utilizing formulas and charts), examples may include, but are not limited to:
    - creating schedules
    - creating forms
    - creating a lesson plan using spreadsheet software to share with colleagues
    - creating and presenting a lesson to students using spreadsheet software to analyze information appropriate to grade level/subject matter

**(For activities #3 and #4, Grade/Dept. level collaborative projects accepted, independent preferred)**

- 3. Develop and present at least two visual communication presentations (i.e.-PowerPoint, Photo Story, Movie Maker, Camtasia)**
  - minimum 8 slides
  - will include audio and video,
  - will include hyperlinks (if supported by the program used) as required to support subject content
- 4. Provide and supervise an interactive technology environment, examples may include, but are not limited to:**
  - simulations
  - electronic science or mathematics laboratories
  - virtual museum field trips
  - on-line interactive lessons

### **Level Three Standards**

**Each student will:**

- 1. Demonstrate basic computer application skills**
  - **Web browser skills to prepare for online testing (see Technology TEKS for clarification)**
- 2. Demonstrate basic word processing skills:**
  - **2<sup>nd</sup>-3<sup>rd</sup> grade students**
    - practice keyboarding skills
  - **4<sup>th</sup>-5<sup>th</sup> grade students**
    - produce at least one word-processed assignment
  - **6<sup>th</sup>-8<sup>th</sup> grade students**
    - produce at least three word-processed assignments.
  - **9<sup>th</sup>-12<sup>th</sup> grade students**
    - produce at least four word-processed assignments
- 3. Use spreadsheet software to analyze information:**
  - **3<sup>rd</sup>-5<sup>th</sup> grade students (one per classroom, with teacher facilitation);**
    - Create a spreadsheet to support content (no formulas required).
    - Produce a simple pie or bar chart graphic with that data.
  - **6<sup>th</sup>-8<sup>th</sup> grade students(minimum 5 individual or group projects per grade level with a minimum of 3 departments participating, principal's discretion on participating departments);**
    - Create a spreadsheet to support content utilizing formulas.
    - Produce a pie or bar chart graphic with that data.
  - **9<sup>th</sup>-12<sup>th</sup> grade students(minimum 9 individual or group projects per grade level with a minimum of 3 departments participating, principal's discretion on participating departments);**
    - Create a spreadsheet to support content utilizing formulas.
    - Produce a line or bar chart graphic with that data.
  - **4. Develop an interactive visual communication presentation (i.e.-Powerpoint). This presentation will include audio, video and/or hyperlinks (if supported by the program used) as required to support subject content:**
    - **3<sup>rd</sup>-5<sup>th</sup> grade students(one per classroom, with teacher facilitation)**

- 6<sup>th</sup>-8<sup>th</sup> grade students (minimum 5 individual or group projects per grade level with a minimum of 3 departments participating, principal's discretion on participating departments)
- 9<sup>th</sup>-12<sup>th</sup> grade students (minimum 9 individual or group projects per grade level with a minimum of 3 departments participating, principal's discretion on participating departments)

### **Level Four Standards**

**Campus participates in one of the following pilot programs (Deadline to declare program is November 1<sup>st</sup>):**

- Inform with Benchmark scores integrated from AEIS-IT
- Home Access Center
- Online Testing
- Virtual Classrooms using Moodle software
- Submit three highlights video projects ready to be aired on KHGN TV
- Distance Learning
- PASeries Benchmarking program
- Campus-developed Pilot Program submitted for approval

**Incentives:** (each successive level requires that the preceding levels have been met)

**Level Two – \$5,000**

**Level Three - \$5,000 + Day off**

**Level Four - \$8,000 + Day off**

## **Attachment #1**

The HCISD Web Services Team has developed the following web page content requirements. People visit your internet site to obtain current and accurate information about our school district. We want to make it as easy for them as possible to do this.

Below is a list of minimal information all campus web pages should provide.

1. School name, address, phone number, and FAX number.
2. Up to date staff and administration page with correct email links.
3. A campus weekly or monthly announcement page or scroll of upcoming campus events. This information must be current and updated monthly. This could also be a link to a printable word document that your campus already creates for parents and staff. This can also be accomplished through a campus calendar of events.
4. District Calendar link.
5. Campus Highlights - Student awards and achievements type of page, with photos and write ups. (We want to let the public know about the wonderful things our students have accomplished.)
6. Link to our District Home Page.
7. Elementary Campuses
  - a. School Lunch Menu
  - b. Grade level pages / Best Practices
  - c. Printable Supply List for the Beginning of the School Year. (Remove link by September 15th )
8. Middle School Campuses
  - a. Best Practices
  - b. Parents' Page, for example Bell Schedule, Student Dress Code, Forms, etc.
9. High School Campuses
  - a. PTSA Student of the Month
  - b. Students' Page / Activities, for example Student Forms, Bell Schedule, Club Sponsors, etc.
  - c. Parents' Page, for example Bell Schedule, Student Dress Code, Forms, etc.

This list is a starting point and will undergo revisions as the web design team meets on a quarterly basis. During our training sessions we will discuss: General Page Text Formatting and Layout, Web Page Graphics / Banners, Internet Safety, Copyright, Ethics, Internet Links and File Size Limits.

Projected Meeting/Training Dates:

May 14/15, 2007

August 28/29, 2007

November 5/6, 2007

January 21/22, 2008

May 12/13, 2008

## Attachment #2 – Pilot Program Information INFORM WITH AEIS-IT

**Contact person:** Olga Garcia, 427- 3486, [garciao@harlingen.isd.tenet.edu](mailto:garciao@harlingen.isd.tenet.edu), Research And Evaluation

**Slots Available (Specific objectives will be targeted):**

- One high school,
- two middle schools, and/or
- four elementary campuses.

**Criteria:** Benchmark tests will be scanned and scored using AEIS-IT with the file that is created uploaded into Pearson Inform. Campuses will set proficiency standards, identify intervention groups, and monitor the progress of high need as well as “bubble” students.

**Additional Information: There is a growing body of research that validates school improvement through effective use of data. Pearson Inform provides a solid foundation for schools and districts to explore many school improvement models and professional development strategies. Combined with AEIS-IT, the district’s benchmarking program, comparisons can be made on historical performance on objectives in TAKS and district utilized benchmark tests.**

Pearson Inform provides class comparisons and school-wide performance with drill-down to students, concepts and standards for school improvement plans and actionable strategies. Pearson Inform also provides district-wide performance from subject area to concept-level and state standards for performance analysis and curriculum revision.

- Pearson Inform captures, shares and reports on a variety of student and assessment information, including student demographics, grades, state tests, standardized tests, **district tests** and more.
- Pearson Inform enables districts and schools to perform comparative and longitudinal analysis based on aggregate and disaggregate performance data driven by the No Child Left Behind Act and state requirements.

Pearson Inform compares student grades with test performances at the district, school and classroom levels. Users select criteria such as academic subject, student cohort, school year, grade level, above or below standard performance and so on. Next, they can select a standardized test previously taken by students. The system displays a graph showing students who have taken the test and their grade in the corresponding course. Users can also sort the report by either course grade, which arranges test-takers by their letter grade in the related course, or by grade groups if applicable to the district.

## HOME ACCESS CENTER

**Contact person:** Jesus Alfaro, 427- 3486, [alfaroj@harlingen.isd.tenet.edu](mailto:alfaroj@harlingen.isd.tenet.edu),  
Research and Evaluation

### Slots Available:

- one high school,
- two middle schools, and/or
- two elementary campuses.
- Preference will be given to feeder school configurations which will facilitate parent use. Example: Stuart Elementary which feeds into Vela Middle School which feeds into South High School.

**Criteria:** The Home Access Center provides parents and guardians with helpful information to support and guide their children through the educational process. Right from the comfort of home, or anywhere, at any time day or night, parents can access a convenient web portal to see their child's test scores, attendance record, class work assigned, discipline records, etc.. E-mail links are available throughout the center so parents can easily communicate with the school, teachers and/or principal. The home access application includes:

- Daily Summary
- Schedule
- Attendance
- Discipline
- Class work
- Interim Progress Reports
- Report Cards
- Test Scores
- Demographics
- Course Requests

## **ONLINE TESTING**

**Contact person:** Harlan Howell, 427- 3486, [howellh@harlingen.isd.tenet.edu](mailto:howellh@harlingen.isd.tenet.edu), Research and Evaluation

**Slots Available: Unlimited**

**Criteria: There are a number of on-line opportunities from which campuses may choose. A campus may participate only after infrastructure and hardware/software requirements are reviewed. Campuses will participate according to the requirements of the Texas Assessment Program set by TEA.**

Please direct questions about accessing online resources or online test administration procedures to [helpdesk@harlingen.isd.tenet.edu](mailto:helpdesk@harlingen.isd.tenet.edu). For questions related to infrastructure, please contact James Percy at 427-3085.

**The Texas assessment program** will continue to expand its use of computer-administered testing. Online testing has advantages such as easier data capture and data management, a more motivating test environment for students, and reduced material handling requirements for test administrative staff. More importantly, within three years it is possible that some of the state assessments will be administered exclusively online. In the meantime, selected tests will be made available in both paper and online formats, which will allow districts time to prepare their technology infrastructures for large-scale online assessment. There are detailed technology infrastructure requirements and procedures for system testing at the local level should a campus decide to do on-line testing.

### **Fall 2006 Operational Online Administrations**

- **TAKS Exit Level Retest**

In October 2006 the TAKS exit level English language arts, mathematics, science, and social studies tests will be offered in both paper and online formats.

- Please note that the optional online Algebra I end-of-course exam will no longer be offered in the fall.

### **Spring 2007 Operational Online Administrations**

#### **Texas Assessment of Knowledge and Skills (TAKS)**

- **TAKS Grade 7**

TAKS Grade 7 mathematics and reading tests will be offered in both paper and online formats.

- **TAKS Grade 8**

TAKS Grade 8 mathematics, reading, science, and social studies tests will again be offered in both paper and online formats. Like the spring 2005

field test and the spring 2006 operational test, the Grade 8 science test will again contain field-test item types that include interactive media.

- **TAKS Grade 9**

TAKS Grade 9 reading and mathematics tests will again be offered in both paper and online formats.

- **TAKS Grade 10**

TAKS Grade 10 English language arts, mathematics, science, and social studies tests will be offered in both paper and online formats.

- **TAKS Exit Level Retest**

In July 2007 the TAKS exit level English language arts, mathematics, science, and social studies tests will be offered in both paper and online formats.

### **End-of-Course Examinations**

- **Algebra I End-of-Course Exam**

The TAKS-aligned version of the Algebra I end-of-course examination has been offered exclusively online since spring 2005. This optional state assessment will be offered again in an online-only format. This exam is scheduled during a May 7–25, 2007, testing window.

- **Biology and Geometry End-of-Course Field Tests**

A field-testing window for Biology and Geometry end-of-course exams is scheduled for April 23–May 11, 2007. Note that these mandatory field tests are planned to be administered exclusively online during this three-week window to students enrolled in either Biology or Geometry courses at the time of field testing.

### **Planning for 2006-2007 Online Administrations**

Campuses are encouraged to evaluate their infrastructure and take advantage of online testing opportunities in the 2006-2007 school year to prepare their students and staff for the broad spectrum of tests that may move to an online-only format in the coming years.

Detailed instructions and information about online testing hardware/software requirements, proxy environments, browser setup, and installation of TestNav™, the test delivery software will be provided separately but may also be found on the eMeasurement Texas State Assessments Resources page, located at the following address:

<http://etest.pearson.com/Customers/Texas/eoct/txeoct/resources.htm>

## **Virtual Classrooms using Moodle Software**

**Contact Person:** Deb Fitting, Staff Development

**Slots Available:** 2 campuses

*In order to prepare students for college, they will be exposed to online calendar, message board, website assignments, and online quizzes. Moodle will allow teachers to communicate assignments and expectations to students via the web.*

### **Criteria:**

All professionals on the campus will:

Attend Training

One hour	Moodle Introduction
One hour	Setting up your Moodle site
One hour	Entering tests, quizzes, assignments
One hour	Follow-up and troubleshooting

AND

At least one department or grade level will:

Pilot their created interactive classroom with students for at least one subject area.

## **Highlights Videos**

**Contact:** Allen Aleshire, KHGN/Public Information/Web Services

**Slots Available:** Unlimited

**Criteria:**

- Videos should be no less than 5 minutes and no more than 30 minutes.
- Project should be produced by campus personnel and turned in ready to be aired
- For further details, contact KHGN

## **Distance Learning**

**Contact:** James Percy, Technology Center

**Slots Available:** 1 Secondary and 1 Elementary (limited due to funding concerns)

**Criteria:** Campus will utilize distance learning technology to participate in at least 4 interactive video conferences. These conferences can be student or staff oriented and can include:

- Virtual Field Trips
- Collaborative Projects
- Staff Development
- Etc.

## **PASeries Online Benchmark Program**

**Contact:** Harlan Howell, 427- 3486, [howellh@harlingen.isd.tenet.edu](mailto:howellh@harlingen.isd.tenet.edu), Research and Evaluation

**Slots Available: Unlimited**

**Criteria: There are a number of on-line opportunities from which campuses may choose. A campus may participate only after infrastructure and hardware/software requirements are reviewed. Campuses will participate according to the requirements of the Texas Assessment Program set by TEA.**

Please direct questions about accessing online resources or online test administration procedures to [helpdesk@harlingen.isd.tenet.edu](mailto:helpdesk@harlingen.isd.tenet.edu). For questions related to infrastructure, please contact James Percy at 427-3085.

### **PASeries Program Description**

PASeries™ (or Progress Assessment Series™) is an assessment program that provides a pre-built series of assessments in mathematics and reading for grades 3 through 8 and writing and algebra I for grades 6 through 12. PASeries uses scientific measurement scales and research-validated content to measure student progress on classroom instruction and forecast growth toward grade-level expectations or performance standards on state assessments. Online reports provide rapid results to teachers and administrators at the student, classroom, school, district and state level.

Online testing of grade 3 reading, grade 5 reading and mathematics, and grade 8 reading and mathematics are available at no cost to districts through state-adopted licenses.

### **PASeries READING**

PASeries Reading measures reading ability, indicating how much of what each student reads is understood. Tests are administered throughout the school year, monitoring student improvement and forecasting future growth. PASeries allows you to examine the growth of readers at any point during the development of their reading skills.

PASeries Reading assessments consist of screener tests and progress tests. Screener tests determine students' initial reading ability. Progress tests monitor students' progress over time. Tests are available for several reading levels at each grade – above-level, on-level, and below-level. Each test will take approximately 40 to 50 minutes to complete.

PASeries provides rapid online reports that forecast toward performance standards at the student, class, school, district, and state levels. Reading scores are reported on the Lexile<sup>®</sup> scale, part of the Lexile Framework<sup>®</sup> for Reading. Lexile measures provide a common method for matching reader ability and text difficulty, allowing easy monitoring of student progress, and are the most widely adopted reading measures in use today.

### **PASeries MATHEMATICS**

PASeries Mathematics measures mathematics achievement and a range of skills appropriate to most schools curricula. These assessments measure growth, forecast performance on statewide assessments and help educators target instruction.

PASeries Mathematics consists of screener, progress, and diagnostic tests. Screener tests determine students' initial level of mathematical achievement. Progress tests monitor students' progress over time. Diagnostic tests guide instructional support decisions by identifying students' strengths, weaknesses, and commonly made errors. Each test will take approximately 40 to 50 minutes to complete.

Once each student's initial level of mathematical knowledge is determined with the screener test, the progress tests are administered throughout the school year. Diagnostic tests may be administered as needed.

PASeries Mathematics assessments are scored on the Quantile<sup>®</sup> scale, part of the Quantile Framework<sup>®</sup> for Mathematics. Quantiles measure mathematic achievement on a scientific, longitudinal scale similar to the way Lexiles measure reading ability.

## **Campus-developed Program**

**Contact:** Tricia Morrow/Art Cavazos

**Slots available:** Unlimited

**Criteria:** Campus-developed program ideas must be discussed with the contact person for approval.

## Attachment #3

# Harlingen CISD Hardware/Software Standards

### Hardware Standards

- Teacher Laptop with docking stations
- Black and White Laser Printer (per classroom)
- Multimedia projector (per classroom)
- Document Camera (per classroom)
- Interactive Whiteboard (per classroom)
- Whole Classroom Technology Integration utilizing the following "on-demand" hardware resources (i.e. – library check out or per grade/department level):
  - Laptop carts with wireless access points
  - Secured wireless network
  - Distance Learning Equipment
  - Network Color Laser Printer
  - Classroom Response systems
  - Digital Cameras and Camcorders
  - Scanner
- Desktop Standard for Instructional (i.e. Labs, etc.) and Administrative Applications

### Software standards

- Microsoft Office 2003
- Microsoft Outlook 2003 for e-mail
- Internet Explorer 6.0 for web browser
- Mozilla Suite for web page creation
- Ulead Photo Impact for image editing
- Movie Maker II for video editing
- Security software (anti-virus, spyware, desktop/user management, URL Filter, Intrusion Detection System, etc.)
- Special Ed Manager
- Cognos Reporting package
- Follett Library Automation Package
- Accelerated Reader

- Pentamation's eSchool Plus Student Information Package (PEIMS)
- Pentamation's Home Access Center
- Pentamation's Finance Plus Package
- KRONOS Payroll Time Keeping Package
- Horizon FastLane Foodservice Point of Sale package
- VBOSS Foodservice Back Office Software
- School Messenger Foodservice Parent Communication Software
- Edulog Transportation Mapping Software
- TOMS Transportation Trip Planning Software
- RTA Transportation Work Order/Inventory Software
- TMS Maintenance Work Order/Inventory Software