**ASSESSMENT:** Status of school district at the beginning of engagement for the current school year

The Capacity Assessment and Planning Tool (CAPT) was developed by WISE Initiative leadership, based on the work of Cardea, to apply one of the critical lessons learned in WISE: that a round of focused inquiry with school districts to understand their readiness and capacity to institutionalize comprehensive sex education (CSE) is critical to determining if and how best to engage school districts.

These data are gathered through research and in conversations with school districts. It may be best to research basic information about a school district and then engage a high-level stakeholder (e.g., superintendent) to answer some of the overarching questions. Once you secure the buy-in of high-level stakeholders, it may be easier to approach additional leaders in the school district to complete the full, more detailed, assessment.

|  |
| --- |
| **SCHOOL DISTRICT INFORMATION** |
| 1. School District Name:
 |  |
| 1. Type of schools and grades included
 |  | Number of schools of this type in the district: |  | Total number of students in this type of school |
| [ ]  Elementary (K-5) |  |  |  |  |
| [ ]  Middle (6-8) |  |  |  |  |
| [ ]  High school (9-12) |  |  |  |  |
| [ ]  Alternative |  |  |  |  |
| [ ]  Other:  |  |  |  |  |  |
| [ ]  Other:  |  |  |  |  |  |
| [ ]  Other:  |  |  |  |  |  |
| [ ]  Other:  |  |  |  |  |  |

|  |  |
| --- | --- |
| If school district information is too hard to breakdown by school type and by number of students, please include the total number of students in the district here:  |   |

|  |  |
| --- | --- |
| 1. When did your WISE work begin with this school district?
 |   |

1. Does this school district currently provide health education?

|  |  |
| --- | --- |
| [ ]  | Yes  |
| [ ]  | No |

|  |  |
| --- | --- |
| *Optional comment box* |  |

1. Does this school district currently provide sex education? [at any grade level]

|  |  |
| --- | --- |
| [ ]  | No  |
| [ ]  | Yes ▼a. If yes, in what grade levels? |
|  | [ ]   | K |
|  | [ ]  | 1 |
|  | [ ]  | 2 |
|  | [ ]  | 3 |
|  | [ ]  | 4 |
|  | [ ]  | 5 |
|  | [ ]  | 6 |
|  | [ ]  | 7 |
|  | [ ]  | 8 |
|  | [ ]  | 9 |
|  | [ ]  | 10 |
|  | [ ]  | 11 |
|  | [ ]  | 12 |

|  |  |
| --- | --- |
| *Describe how and by whom sex ed is currently provided, if applicable (e.g. internal staff, CBO).*  |  |

1. Is the district currently in compliance with the state law?

|  |  |
| --- | --- |
| [ ]  | Yes |
| [ ]  | No |
| [ ]  | I don’t know |
| [ ]  | N/A |

1. Is there a written district-level policy that governs sex education instruction?

|  |  |
| --- | --- |
| [ ]  | Yes |
| [ ]  | No |
| [ ]  | Don’t know |

|  |  |
| --- | --- |
| *Optional comment box* |  |

1. If yes, is the policy in compliance with the state law?

|  |  |
| --- | --- |
| [ ]  | Yes |
| [ ]  | No |
| [ ]  | I don’t know |
| [ ]  | Not applicable |

1. Summarize the key policy points of the district policy (e.g., does it mandate, allow, or prohibit comprehensive sex education? abstinence-only education? etc.).

|  |
| --- |
|  |

1. When was the sex ed policy last revised?

|  |
| --- |
|  |

1. Is there access to the current district policy?

|  |  |
| --- | --- |
| [ ]  | Yes |
| [ ]  | No  |
|  | 🡻  |
|  | Follow-up with district to obtain district policy. |

|  |  |
| --- | --- |
| *Optional comment box* |  |

1. Are there any topics that teachers are specifically not allowed to discuss with students because of the school district policy? [this does not refer to informal practice]

|  |  |
| --- | --- |
| [ ]  | Yes  |
|  | 🡻 |  |
|  | 1. Please list:
 |  |
|  | 🡻 |  |
|  | 1. What grade levels do these restrictions apply to:
 |  |
| [ ]  | No |
| [ ]  | Not applicable |

|  |  |
| --- | --- |
| *Optional comment box* |  |

1. Have any of the sex education curriculum/a been mapped to link how the instructional elements comply with district policies and/or education standards/expectations/guidelines?

|  |  |
| --- | --- |
| [ ]  | Yes |
|  | 🡻 |
|  | Which curricula? |  |
| [ ]  | No |
| [ ]  | Not applicable (no policy or education standards to comply with) |

|  |  |
| --- | --- |
| *Optional comment box* |  |

1. Does the state or district currently mandate any training for teachers who teach sex education?

|  |  |
| --- | --- |
| [ ]  | Yes |
| [ ]  | No |

|  |  |
| --- | --- |
| *Optional comment box* |  |

1. How do teachers who teach sex education receive training?

|  |  |
| --- | --- |
| 1. Who provides the training?
 |  |
| 1. How often is training offered?
 |  |

|  |  |
| --- | --- |
| *Optional comment box* |  |

1. Are any school or district-wide data collected about the effectiveness of the sex education classes taught in the district such as assessments, portfolios, or rubrics?

|  |  |
| --- | --- |
| [ ]  | Yes |
| [ ]  | No |

|  |  |
| --- | --- |
| *Optional comment box* |  |

1. Who makes curriculum decisions in the school district? [check all that apply]

|  |  |
| --- | --- |
| [ ]  | School board |
| [ ]  | Curriculum director |
| [ ]  | Curriculum review board |
| [ ]  | Superintendent  |
| [ ]  | Principal |
| [ ]  | Teachers |
| [ ]  | Others (please specify) |  |

|  |  |
| --- | --- |
| *Optional comment box* |  |

1. Is there a curriculum review board /school health advisory committee/wellness committee?

|  |  |
| --- | --- |
| [ ]  | Yes  |
|  | 🡻 |
|  | 1. Please list members and respective affiliations?
 |  |
| [ ]  | No |

|  |  |
| --- | --- |
| *Optional comment box* |  |

1. Sex Education Implementation Matrix

| **School name:** |  |
| --- | --- |
| For what grade levels will this school district work on sex education implementation in this school? (e.g., 4, 6, 8, 10th grades) |  |
| **Preliminary understanding of current sex education in this school district:** |
|  | **How many students are in this grade level?[[1]](#footnote-1)** | **How many students are currently receiving sex education?** | **What curriculum/a is/are used?**(Insert name of curricula, if applicable) | **Approximately how many hours of sex education are students currently receiving each school year in each grade level?**(Average hours/student in a school year) |
| K |  |  |  |  |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |
| 11 |  |  |  |  |
| 12 |  |  |  |  |

|  |  |
| --- | --- |
| *Optional comment box* |  |

1. Which of the following best describe the school district leadership (superintendents, administrators, and principals) support/opposition regarding teaching sex education?

(Check the one box that best describes the climate)

|  |  |
| --- | --- |
| [ ]  | The school district leadership strongly opposes sex education being taught in schools |
| [ ]  | The school district leadership opposes sex education being taught in schools |
| [ ]  | The school district leadership is largely neutral on this issue |
| [ ]  | The school district leadership is largely divided on this issue |
| [ ]  | The school district leadership supports sex education being taught in schools |
| [ ]  | The school district leadership strongly supports sex education being taught in schools |
| [ ]  | Don’t know |
| [ ]  | Other (explain): |  |

|  |  |
| --- | --- |
| *Optional comment box* |  |

1. Is there school district leadership (e.g., superintendents, administrators, and principals) support for sex education instruction in the school district?

|  |  |
| --- | --- |
| [ ]  | Yes |
|  | 🡻 |
|  | Who are the key champions? |  |
| [ ]  | No  |

|  |  |
| --- | --- |
| *Optional comment box* |  |

1. Is there any school district leadership (superintendents, administrators, and principals) opposition to sex education instruction in the school district?

|  |  |
| --- | --- |
| [ ]  | Yes |
|  | 🡻 |
|  | Who are the key opposing individuals? |  |
| [ ]  | No  |

|  |  |
| --- | --- |
| *Optional comment box* |  |

1. What barriers does this district face in providing sex education in schools? (Check all that apply)

|  |  |
| --- | --- |
| [ ]  | Funding |
| [ ]  | Materials |
| [ ]  | Training |
| [ ]  | School administration opposition |
| [ ]  | Parent/community opposition |
| [ ]  | Sex education is not perceived as a priority |
| [ ]  | Lack of time |
| [ ]  | Lack of staffing |
| [ ]  | Lack of data to “make the case” for sex ed |
| [ ]  | Other, please specify: |  |

|  |  |
| --- | --- |
| *Optional comment box* |  |

1. What is the overall sex ed institutionalization goal for the work with this school district? (e.g., additional grade(s) taught, improved curricula, updated policy, etc.)

|  |
| --- |
|  |

1. What supports / technical assistance would help this district’s ability to offer/enhance sex education?

|  |  |  |  |
| --- | --- | --- | --- |
| **Support to…** | **Teachers** | **Administrators** | **Curriculum Directors** **(or similar)** |
| Policy | Increase understanding / access to existing school district sex education policy | [ ]  | [ ]  | [ ]  |
| Establish a school district sex education policy | [ ]  | [ ]  | [ ]  |
| Evaluate school district sex education policy  | [ ]  | [ ]  | [ ]  |
| Affirm/monitor existing school district sex education policy | [ ]  | [ ]  | [ ]  |
| Revise existing school district sex education policy  | [ ]  | [ ]  | [ ]  |
| Understand state education laws/ policies | [ ]  | [ ]  | [ ]  |
| Curriculum + Training | Select a sex education curriculum | [ ]  | [ ]  | [ ]  |
| Adapt a sex education curriculum | [ ]  | [ ]  | [ ]  |
| Update a sex education curriculum | [ ]  | [ ]  | [ ]  |
| Map and align sex education curriculum to school frameworks (e.g., education standards; school improvement plan; pacing) | [ ]  | [ ]  | [ ]  |
| Identify resources to purchase sex education curriculum | [ ]  | [ ]  | [ ]  |
| Provide training on specific sex education curriculum | [ ]  | [ ]  | [ ]  |
| Provide training to improve comfort teaching sex education | [ ]  | [ ]  | [ ]  |
| Understand age-appropriate sexual health content | [ ]  | [ ]  | [ ]  |
| Engagement | Strengthen administrative support for sex education | [ ]  | [ ]  | [ ]  |
| Monitoring | Develop/ manage a district-wide implementation plan | [ ]  | [ ]  | [ ]  |
| Develop/ manage a fidelity monitoring plan | [ ]  | [ ]  | [ ]  |
|  | Other: |  | [ ]  | [ ]  | [ ]  |
|  | Other: |  | [ ]  | [ ]  | [ ]  |
|  | Other: |  | [ ]  | [ ]  | [ ]  |
|  | Other: |  | [ ]  | [ ]  | [ ]  |
|  | Other: |  | [ ]  | [ ]  | [ ]  |

|  |  |
| --- | --- |
| *Optional comment box* |  |

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| **CAPACITY ASSESSMENT SUMMARY** |
| 1. **Based on the findings of this assessment, what stage best represents this school district?**

[ ]  Not Ready[ ]  Getting Ready[ ]  Ready for Action[ ]  Ready for Implementation/Improvement/Monitoring1. **Which of the following characteristics best describe this school district?**

**Not Ready**[ ]  The school/district is not considering sex education. [ ]  The school/district is not concerned with state or local policies. [ ]  The school/district overall does not support sex education curricula. [ ]  The school/district does not have community support for this programming. [ ]  There is no staff time to commit to implementing sex education.**Getting Ready**[ ]  The school/district is considering a sex education program.[ ]  The school/district is interested in establishing programming and would like to take action steps on this path within 6 months.[ ]  The school/district has some administrative buy-in for sex education curricula. [ ]  The school/district has some community buy-in for sex education.[ ]  The school/district has little to no staff time to devote to implementing this programming.**Ready for Action**[ ]  The school/district is interested in using sex education curricula.[ ]  The school/district would like to take action steps on this path within 1 month.[ ]  The school/district has adequate administrative buy-in for this programming. [ ]  The school/district has adequate community buy-in for this programming. [ ]  The school/district has sufficient staff time to devote to this programming, but needs to build more.**Ready for Implementation/Improvement/Monitoring**[ ]  The school/district is planning to use a sex education curricula or already is using one. [ ]  The school/district is planning steps to implement this programming or will do so in the coming weeks. [ ]  The school/district has strong support from the administration.[ ]  The school/district has strong support from the community.[ ]  The school/district has sufficient staff time to devote to this programming and is in the process of building more, if necessary.  |

|  |  |
| --- | --- |
| *Optional comment box* |  |

**PLANNING: Opportunities for school district engagement and recommended next steps**

Action planning is often most successful when done in partnership with the school district and when documented via a memorandum of understanding (MOU) with the school district to document agreements and the roles and responsibilities of the partners involved in CSE efforts can be very helpful. Not only does an MOU clarify expectations, but also it helps to institutionalize efforts so that agreements can continue even if a key stakeholder changes position.

1. Based on the assessment information from research and/or school/district representatives, what are the school district’s desired goals and objectives for sex education?

|  |
| --- |
|  |
|  |
|  |

1. Based on the assessment information from research and/or school/district representatives, what are the resources that the school/district can currently devote to sex education? (e.g., Existing curriculum? Existing community partners? Funding? Substitute teacher time? Sex education specialist? Partnerships with the public health department?)

|  |
| --- |
|  |
|  |
|  |

1. Based on the assessment information from research and/or school/district representatives, who are the key internal and external champions to engage in sex education institutionalization efforts? (e.g., superintendent, principal, department of public health, etc.)

|  |
| --- |
|  |
|  |
|  |

1. What type of technical assistance and/or training **will be pursued** in work with this school district?

| **Support to…** | **Teachers** | **Administrators** | **Curriculum Directors** **(or similar)** |
| --- | --- | --- | --- |
| Policy | Increase understanding / access to existing school district sex education policy | [ ]  | [ ]  | [ ]  |
| Establish a school district sex education policy | [ ]  | [ ]  | [ ]  |
| Evaluate school district sex education policy  | [ ]  | [ ]  | [ ]  |
| Affirm/monitor existing school district sex education policy | [ ]  | [ ]  | [ ]  |
| Revise existing school district sex education policy  | [ ]  | [ ]  | [ ]  |
| Understand state education laws/ policies | [ ]  | [ ]  | [ ]  |
| Curriculum + Training | Select a sex education curriculum | [ ]  | [ ]  | [ ]  |
| Adapt a sex education curriculum | [ ]  | [ ]  | [ ]  |
| Update a sex education curriculum | [ ]  | [ ]  | [ ]  |
| Map and align sex education curriculum to school frameworks (e.g., education standards; school improvement plan; pacing) | [ ]  | [ ]  | [ ]  |
| Identify resources to purchase sex education curriculum | [ ]  | [ ]  | [ ]  |
| Provide training on specific sex education curriculum | [ ]  | [ ]  | [ ]  |
| Provide training to improve comfort teaching sex education | [ ]  | [ ]  | [ ]  |
| Understand age-appropriate sexual health content | [ ]  | [ ]  | [ ]  |
| Engagement | Strengthen administrative support for sex education | [ ]  | [ ]  | [ ]  |
| Monitoring | Develop/ manage a district-wide implementation plan | [ ]  | [ ]  | [ ]  |
| Develop/ manage a fidelity monitoring plan | [ ]  | [ ]  | [ ]  |
|  | Other: |  | [ ]  | [ ]  | [ ]  |
|  | Other: |  | [ ]  | [ ]  | [ ]  |
|  | Other: |  | [ ]  | [ ]  | [ ]  |
|  | Other: |  | [ ]  | [ ]  | [ ]  |
|  | Other: |  | [ ]  | [ ]  | [ ]  |

1. How many staff need to be trained?

|  |  |
| --- | --- |
| Number of school-based staff: |  |
| Number of non-school-based staff: |  |

|  |  |
| --- | --- |
| *Optional comment box* |  |

1. What modes might be most effective to provide this training? In-service? After-school? Weekend? Summer?

|  |
| --- |
|  |

|  |  |
| --- | --- |
| *Optional comment box* |  |

1. The Department of Education website (or another resource) may have this information easily accessible. [↑](#footnote-ref-1)