

# ADMINISTRATIVE REGULATION

No. 224

## Board of Trustees Douglas County School District

## PROGRAM

### PROGRAM ASSESSMENT

The District will periodically assess existing and proposed support programs suggested for District-wide implementation using the following process developed by the Program Assessment Committee:

1. State the specific goals of the program.
2. Explain the research/rationale upon which the program is based.
3. Describe the degree to which the program is supported by administration, staff, and parents and, when appropriate, students, and/or community members. Support will be demonstrated by sharing the results of data from surveys, focus groups, interviews, and other methods that demonstrate widespread support.
4. Explain the degree to which the program supports the Strategic Plan.
5. Provide baseline data regarding the current situation in the district (i.e., test scores, attendance, and/or other data) that might indicate need.
6. Explain specific methods by which the program's success will be evaluated. This evaluation should reflect positive changes in baseline data used to describe the pre-program situation in the district. Part of that evaluation should be a force-field analysis with existing programs. If the program is new, the force-field analysis will be done after the pilot year.
7. Details should be provided regarding the expected number of student participants, cost per student to the District, total cost per student, net cost per student, classroom space, additional staff required, and time dedicated to the program.
8. Explain what programs, if any, the new program would complement or replace if implemented.
9. Report the above to the appropriate administrative group and/or the School Board for input and/or approval.

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Program Assessment Committee recommendations will be implemented and those recommendations will be communicated to all district administrators, persons responsible for the program, and all involved staff.

The development of Management by Objective (MBOs) by site administrators and Developmental Supervision Goals by program specialists will be encouraged in an effort to address the recommendations of the Program Assessment Committee.

Timelines will be developed and updates regarding the progress made toward meeting goals will be required by the individuals responsible at administrative team meetings, program specialists= meetings, and at Board meetings.

A written report on the progress toward each program recommendation will be made annually to the Board and disseminated to all involved staff and other interested persons.

[See Policy related to this Administrative Regulation](#)

05/19/99