

Definitions

Instructional Programs

An instructional program or intervention shall be defined as a system of procedures, services, and/or activities with clearly defined measurable objectives designed to deliver instruction to students with similar needs.

District instructional programs may include programs or interventions in the following areas:

- Advanced Academics
- Career and Technical Education
- Dropout/Credit Recovery
- Dual Credit
- Early Childhood Education
- English/Language Arts/Reading
- Health/Physical Education
- Instructional programs under state or federal review for corrective action and compliance purposes
- Library and Media Services
- Local electives
- Mathematics
- Multilingual Education
- School of Choice Programs
- Science
- Social Studies
- Special Services
- Teaching and Learning
- Visual and Performing Arts
- World Languages and Culture

Support Programs

A District support program shall be defined as a system of procedures, services, and/or activities with clearly defined measurable objectives designed to deliver services to students, employees, or community members.

District support programs may include programs in the following areas:

- At-Risk Services
- Athletics
- Child Nutrition
- Communications
- Counseling and Student Services
- Human Resources
- Library and Media Services
- Maintenance
- Multilingual Education
- Safe and Secure Schools
- Special Services
- Support programs under state or federal review for corrective action and compliance purposes
- Teaching and Learning
- Technology Support
- Transportation

Program Evaluation A program evaluation is a comprehensive, in-depth study of an instructional program using measurable objectives on the fidelity, effectiveness, and impact of a program designed to support students, resulting in findings, recommendations, and/or conclusions.

Program Gauge A program gauge is the periodic process of examining the fidelity and effectiveness of an instructional program that is in a new state of implementation, undergoing a change, or that does not have enough data in place to conduct a full program evaluation. A program gauge could be a periodic measurement, a checkpoint in the fidelity of a program implementation, or a snapshot of impact during implementation.

Program Review A program review is an evaluation of a particular element, component, or item of a larger program. A program review is not a full program evaluation and is typically done in a smaller time frame. A program review is a response to a specific question, need, or to highlight a particular program.

DATE ISSUED: 04/02/2024

Purpose of Program Evaluation

The purpose of evaluating programs shall be multi-faceted and shall result in findings, recommendations, and/or conclusions that:

1. Ensure program alignment with the District strategic plan;
2. Assess strengths and weaknesses of the program;
3. Measure the success of the program in meeting its expressed goals; and/or
4. Result in improvements in, revisions to, or discontinuation of the program.

Evaluation Cycle

A schedule of program evaluations, program gauges, and program reviews shall be established and presented to the Board based on an annual assessment of District needs and goals conducted by the Superintendent or designee.

Evaluation Design

Program evaluations may include quantitative and/or qualitative data, shall be conducted using scientifically based methodologies, and shall examine both the quality of the implementation and the impact of the program. Data may include local, state, national, trend, group, standard, test, cost analysis, and survey data. Analysis of the data shall result in findings, recommendations, and/or conclusions.

The type of evaluations conducted shall be one of the following:

1. **Needs assessment**—Used to acquire an accurate, thorough picture of the strengths and weakness of a program;
2. **Cost analysis**—Determination that a program is cost-effective;
3. **Goals-based evaluation**—Evaluates the extent to which programs are meeting predetermined goals or objectives;
4. **Process-based evaluation**—The examination of how a program is delivered and implemented; and
5. **Outcomes-based evaluation**—Determines the changes or change that occurs because of program implementation.

Every program evaluation report shall include the following components:

- A description of the program, including the purpose and goals of the program;
- The purpose of the evaluation, including the type of evaluation;

- The program evaluation questions, methodology, and results;
and
- A summary of key findings and recommendations.

Use of Evaluations

Evaluation reports shall be shared and discussed with the stakeholders of the program, the administrative staff responsible for the implementation of the program, the Superintendent, and the Board. Accepted recommendations shall be reflected in revisions to the program and the associated budget.