

CURRICULUM/INSTRUCTION

Special Programs

The following are procedures for preparation, fiscal control and audit, monitoring, and evaluation of all special projects for the Snohomish School District. Special grant programs are those requiring submission of an application or proposal to receive funding such as disabled, remedial, bilingual, gifted and/or talented, home or hospitalization. It does not include traffic safety or vocational education programs which receive regular state and federal allocations for ongoing programs.

The purposes of these procedures are to:

- Provide proposal submission assistance that will increase the chances of success in receiving grant award.
- Provide assurance that the district meets program, fiscal and evaluation requirements for each grant award.
- Place the functions of the previous two purposes in a continuing role responsibility for more effective service and administration of special grants.
- Provide a needed service to program operators.

All special grant programs will be the responsibility of the designated coordinators of pupil services and special education services. The operation of such projects will be under the direction and responsibility of the department, and/or building usually responsible for such programs.

The procedures for teachers and/or administrators to apply for special grant projects are to:

- Review with and get approval of proposal idea from immediate supervisor. The immediate supervisor may suggest other approval channels such as the assistant superintendent or the superintendent.
- Discuss proposal idea or draft proposal with a designated coordinator (pupil services or special education services). This is to clarify and determine if other proposals are already in preparation or have greater/lesser priority.
- Write the proposal. The designated coordinator may provide technical assistance and suggestions for improving the proposal to get it into an acceptable submission format.
- Submit the proposal to the appropriate parent group if necessary.
- Submit the proposal to a state or federal office or private foundation.
- Submit a copy of proposal to designated coordinator and assistant superintendent.

Upon approval of the proposal by the granting agency, the teacher and/or administrator shall notify the assistant superintendent who in turn shall notify the affected district department/designated coordinator. That department coordinator shall:

- Begin operation of grant as specified in proposal and according to pre-established monitoring and final audit procedures.
- Monitor evaluation activities to comply with all formative and summative evaluation requirements.
- Approve any changes in the project scope, the funding, and/or planned expenditures.

The designated coordinator shall be the district contact person for all outside agencies regarding special grant programs.

Revised: January 22, 1992