

ADMINISTRATIVE REGULATION

No. 224

Board of Trustees Douglas County School District

PROGRAM ASSESSMENT

The District will periodically assess existing and proposed programs for possible District-wide implementation using the following process:

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. Evidence of stakeholder input may include surveys, focus groups, interviews, or other methods of collecting feedback.
4. Explain the degree to which the program supports the Strategic Plan and identified student needs.
5. Provide baseline data regarding the current situation in the district (i.e., assessment data, attendance, and/or other data) demonstrating the need for the program.
6. Explain specific methods by which the program's success will be evaluated. Evaluation measures should include evidence of progress toward stated goals and improvement in baseline indicators. Program evaluation may include analysis of alignment with existing district initiatives, operational impact, and effectiveness following implementation. New programs will be evaluated following 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, classroom space, and time dedicated to the program.
8. Explain what programs, if any, the new program would complement or replace if implemented.
9. Provide the completed assessment and recommendations to the appropriate District administrators and/or the Board of Trustees for review, input, or approval, as applicable.

Approved program recommendations shall be communicated to appropriate District administrators and staff responsible for implementation.

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Implementation plans and measurable goals may be developed by site and District administrators to support program effectiveness and accountability

Program timelines and progress updates maybe required as part of ongoing monitoring and evaluation process.

The District may provide periodic reports regarding program effectiveness and implementation progress to the Board of Trustees and relevant stakeholders.

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

05/19/99
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