

SAN JUAN ISLAND SCHOOL DISTRICT

Procedures for Proposing and Approving Pilot Projects/Programs

Mission Statement: Promote excellence, engaging every student, every day, through superior instruction, high expectations and academic content that is both challenging and individually relevant.

Introduction

The San Juan Island School District is committed to providing an outstanding educational program for all students. One of its core values is its dedication to continuous improvement. The District encourages innovation and supports efforts to develop and implement programs and projects that are aligned with educational research and promising practices.

The District is also committed to the practice of school choice and to the development, implementation and evaluation of effective schooling options that support student learning.

The following principles and procedures outline the process that will be used for designing and implementing pilot programs or projects in individual classrooms, specific schools or throughout the district.

Guiding Principles for Innovation

- The innovative project or program must be aligned with the district's mission, vision and guiding principles.
- The innovative project or program must be focused on improving or enriching student learning.
- Proposals for innovative projects or programs should be assessed and prioritized based on clearly identified criteria such as: clarity of goals and outcomes, financial viability, potential impact on enrollment, sustainability, and potential for expansion or adoption by other teachers or schools.
- The district encourages staff to share innovative projects and practices with their colleagues.

PLAN

- Determine goal/purpose of the project
- Consider implications and determine scale of project
- Determine approval process

PILOT

- Determine length and scope of pilot
- Seek approval
- Communicate with impacted stakeholders
- Gather data for determining success

IMPLEMENT

- Evaluate pilot
- Determine feasibility (if appropriate)
- Communicate
- Monitor to ensure continued success

Proposing and Implementing New or Innovative Projects/Programs

1. Identify and assess the need
2. Determine the scale of the project/program (Small, Medium, Large)
3. Develop a proposal with a written plan (including goals/outcome and if a pilot may be needed)
4. Receive approval from appropriate parties (see chart)
5. Implement project/program
6. Evaluate outcomes and determine next steps

Small Scale	Medium Scale	Large Scale
<ul style="list-style-type: none"> • No long range implications for other staff • Little or no impact on current or future program, instruction, or curriculum 	<ul style="list-style-type: none"> • Potential long range implications for other staff • Moderate impact on current or future program, instruction and/or curriculum. 	<ul style="list-style-type: none"> • Long-range implications for other grade levels, courses • Impact on current and future program, instruction, and/or curriculum
<ul style="list-style-type: none"> • Building decision-making process • Principal approval • Superintendent consultation 	<ul style="list-style-type: none"> • Building decision-making process • Principal approval • Sup approval • School Board provided information 	<ul style="list-style-type: none"> • Principal Approval • Building decision-making process • District office approval • School Board approval

Process for Piloting Program Innovations

Pilot - A pilot program is an experimental trial of an educational innovation. The pilot process will investigate, inform, and evaluate the potential for future district implementation.

Why Pilot:

1. Encourages educational change that promotes positive targeted student outcomes
2. Uses district capital and resources efficiently to test future, more sustainable outcomes
3. Refines before broader adoption:
 - a. Evaluate performance of design and/or solution
 - b. Identify implementation and determine viability of the whole or parts
 - c. Learn from successes and mistakes

Process for Small and Medium Scale Proposal

1. Proposals (see attached application form) should be submitted to the Superintendent or designee by December of the school year prior to the new program's desired implementation.
2. Idea created at the local level initiated by students, teachers, parents and/or community group. Initial plan presented to the school principal. The principal determines the "scope or scale" of the proposed innovation.
3. The proposal to the principal needs to include:
 - a. Demonstrated interest or need:
 - i. How this innovation promotes student learning and supports the district's vision, mission, goals and core curriculum
 - ii. How this pilot/project meets the needs not currently being met by other courses/programs (needs assessment)
 - b. Evidence of successful programs elsewhere OR research supporting the proposal if no such program is available elsewhere as a model
 - c. Statement on impact (How this innovation impacts SJISD in both the short and long-term (Take into consideration staffing, training needs, facilities, costs, partnerships, equipment/materials and/or impact on other programs and/or schools)
 - d. Approximate cost (include funding source if available)
 - e. Evaluation Plan (How will success be measured? Include three measureable sources)
 - f. Timeline for pilot/project, and
 - g. Communication plan appropriate to scale of the pilot.

Process for Large Scale Program Proposals

1. Proposals (see attached application form) should be submitted to the Superintendent or designee by December of the school year prior to the new program's desired implementation.

The initial proposal should include:

 - a. Demonstrated interest or need:
 - i. How will this innovation promote student learning and the district's vision, mission, goals and core curriculum?
 - ii. How this pilot/project will meet the current needs not being met by other courses/programs (needs assessment)
 - b. Evidence of successful programs elsewhere OR research supporting the proposal if no such program is available elsewhere as a model.
 - c. Statement on impact (How this innovation impacts SJISD in both the short and long-term (Take into consideration staffing, training needs, facilities, costs,

- partnerships, equipment/materials and/or impact on other programs and/or schools)
- d. Approximate cost for both short-term and long-term anticipated costs (include funding source if available)
 - e. Evaluation Plan (How will success be measured? Include three measureable sources)
 - i. Population of students affected (either whole class or subgroup and method of selection, i.e. %-ile MAP score)
 - ii. Data to be tracked (e.g. MAP scores, in-class assessments, etc.)
 - iii. Criteria for success (e.g. Increase in proficiency by 5%) pre- and post-assessment, survey results, qualitative and quantitative measures
 - iv. General timeline for entire process (exploration, development, pilot, and implementation)
 - f. Communication plan to address each phase of the process
2. Superintendent or designee will develop a timeline and work with district staff to analyze the proposal for alignment to guiding principles and systems implications (cost, staffing, space availability, and contractual impacts).
 3. Ongoing communication will be provided to the Board of Directors on the proposal and analysis.
 4. Board of Directors recommends, rejects, or requests modifications to the proposal.
 5. Final decision on the proposal will be made by the Board of Directors at a regularly scheduled Board Meeting.
 6. District will begin implementation planning with school district staff and develop a pilot plan.
 7. Review data from the pilot program to determine implementation plan.

On-Going Accountability and Assessment of Large Scale Innovations/Programs:

- To continue from year-to-year, the program must demonstrate that students meet or exceed the outcomes identified in the District or School Improvement Plan and that funding is in place.
- Regular evaluations, including identification of areas of success as well as areas needing improvement, should be documented and shared with the Superintendent or designee. This information will be contained in the School Improvement Plan (SIP) or District Improvement Plan (DIP) and submitted annually to the Board of Directors.
- Programs not meeting their objectives shall be modified; and will be discontinued if they lack significant overall value based on data or do not have adequate enrollment, interest, or funding.

PROJECT/PILOT Application

Submitted by: _____ Date: _____

Proposed Pilot Project/Program Title: _____

Grade Level: _____ Department/Content Area: _____

Scale of Project: _____

1. Evidence of successful programs elsewhere OR research supporting the proposal if no such program is available elsewhere as a model:

2. Demonstrated interest or need:

- a. How this innovation promotes student learning and supports the district vision, mission, goals, and core curriculum?
- b. How this pilot/project meets current needs not being met by other courses/programs (needs assessment):

3. Statement of impact: *(How this innovation impacts SJISD in both the short and long term – take into consideration staffing, training needs, facilities, costs, partnerships, equipment/materials, and/or programs?)*

4. Approximate cost of for pilot/project *(include source of funding):*

5. Evaluation plan: *(How will success be evaluated? Include at least three measureable sources)*

- Population of students affected (either whole class, or subgroup and method of selection, i.e., %-ile MAP score)
- Data to be tracked: (such as math MAP scores, in-class assessments, etc.)
- Criteria for success: (such as increase in proficiency of 5%)
- Qualitative and quantitative pre & post-assessment survey

6. Population of students affected (*either whole class, or subgroup and method of selection, i.e., %-ile MAP score*)

7. Data to be tracked: (*such as math MAP scores, in-class assessments, pre- and post-surveys, etc.*)

8. Criteria for success: (*such as increase in proficiency of 5%*)

9. Timeline for pilot:

10. Communication Plan:

SIGN-OFF FOR NEW PILOT/PROGRAM APPROVAL (Depending on Scale; Medium or Large)

APPROVED BY: SIGNATURE and DATE

Department Head/Grade Level Leaders _____

Building Committee Review _____

Principal _____

Superintendent/Sup Designee _____

Date applicant is notified _____