



Bainbridge Island School District Procedures for Proposing and Approving Pilot Projects/Option Programs

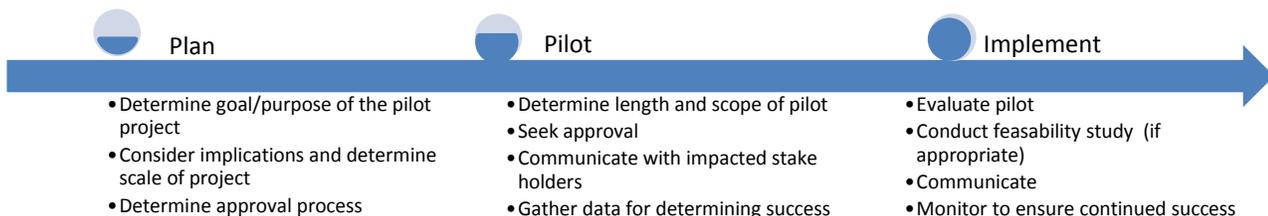
Introduction

The Bainbridge Island School District believes in providing an outstanding educational program for all students. The district encourages innovation and the continued aspiration for designing and refining school programs based on research and current educational trends. To support innovation, the following procedures provide an overview for designing and implementing pilot programs within a program or school.

We are committed to the practice of school choice by parents, students and staff, and to the evaluation and development of effective schooling options for the improvement of student learning.

Guiding Principles for Innovation

1. Innovation is a process. It begins with an idea and moves through a series of stages that can lead to successful implementation.
2. Having a great idea is important, but it doesn't ensure success.
3. Growing successful innovations benefits us all. They bring new ideas, new strategies and new programs to our classrooms and schools.
4. The goal for any innovation needs to be congruent with district vision, mission, goals, and core curriculum.
5. Innovations are funded and staffed at comparable levels to other school programs at the same grade level(s). Additional funding may be required through fundraising support by the innovators, solicitation of grant support, or other outside resources.
6. Innovations are evaluated for **alignment with project/program goals and objectives** as a basis for continuation. **(Evaluation criteria needed?)**
7. Innovations will be created in an open and transparent manner with opportunity for community input. **(Delete? Does not always apply – i.e. individual teacher innovation)**



Piloting Process: Why Pilot?

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. To encourage educational change that promotes positive student outcomes
2. Uses district capital and resources efficiently to test future, more sustainable outcomes
3. Refine 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

Program Innovations/Pilot Project Process:

1. 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.

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
<i>Building Decision-Making Process</i> <i>Principal Approval</i> <i>C&I Office Consultation</i>	<i>Building Decision-Making Process</i> <i>Principal Approval</i> <i>C&I Office Approval</i> <i>School Board Provided Information</i>	<i>Principal Approval</i> <i>District Decision Making Process</i> <i>District Office Approval</i> <i>School Board Approval</i>

2. The proposal needs to include:
 - a. Short, succinct description of proposal.
 - b. How pilot will promote student learning and the district vision, mission, goals, and core curriculum.
 - c. Timeline for pilot.
 - d. Quantitative experimental design with the criteria for success.
 - e. Cost of pilot/innovation, with a plan for funding sources (if available).
 - f. Potential short and long term impacts on staffing, program, and curriculum.

- g. Evidence of program efficacy elsewhere (model program) or in literature.
- h. Communication plan appropriate to scale of the pilot.

DRAFT

Large Scale Program Proposal Process

1. Applications (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:

- Statement of need/purpose/rationale;
 - Objectives/goals of the Program;
 - A defined process for determining interest in the program. Any staffing/funding implications;
 - General timeline for implementation; and
 - Evidence of successful programs elsewhere OR research supporting the proposal if no such program is available elsewhere as a model.
2. The Superintendent or designee will develop a timeline and work with district staff to develop a Feasibility Study 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. Communication will include updates to the community via list serve and placement on the district website.
 4. The 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. The 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.
- 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 objective shall be modified; they shall be discontinued if they lack significant overall value based on data or do not have adequate enrollment or interest.

Definitions:

Neighborhood School

A publicly funded school that has an identity, student body, parent community, and budget. It has a Parent Teacher Organization (PTO) with guiding documents, assigned administrator, shared identity, mission, vision, and guiding beliefs amongst staff, parents, and administration. State assessments are given and identified by the school's name. Enrollment and staffing are driven by community need, program capacity, and district budget capacity. Student enrollment in most cases is determined by the home address of the students.

Program Innovations

A program innovation happens within a program or school. The goal is to provide a means for the district to test innovative educational opportunities that will benefit students. These projects must be congruent with district vision, mission, goals, and core curriculum. Program innovations start on a small, controlled scale to allow for its demonstrated impact, benefits and weaknesses to be evaluated before implementation on a large scale. Innovations or pilots must be reviewed by the Bainbridge Island School District (BISD) Board of Directors prior to large scale (whole school/whole district) implementation.

Option Program

An Option Program has a unifying theme that provides an alternative or choice course of study. The program can be embedded within a Neighborhood School or may be sited on a separate campus. An Option Program needs to be in alignment with the established Bainbridge Island Option Program Guidelines (Policy 2510). An Option Program is open to all students in the district. Students (or their parents) choose to be considered for enrollment in the program. Each program has its own application process. A lottery and/or wait list system is used to place students when applications exceed vacancies. Enrollment and staffing is driven by community need, program capacity, and district budget capacity. **All new Option Programs must be approved by the Bainbridge Island Board of Directors.**

Home Partnership

Enrollment is guided by the Alternative Learning Education (ALE) WAC. For students whose instruction is home-based, teachers provide curriculum and instructional support for families, and work together to plan and evaluate individualized academic plans using district benchmarks. Student progress is monitored by a teacher/advisor. Full-time ALE students participate in all local and state testing. Students may also enroll in courses offered within the school district. Home partnership programs typically offer courses that provide group experiences and support or supplement the at-home curriculum.