



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 projects or new optional programs.

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. Growing successful innovations benefits us all. They bring new ideas, new strategies and new programs to our classrooms and schools.
3. The goal for any innovation needs to be congruent with district vision, mission, goals, and core curriculum.
4. 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.
5. Innovations are evaluated against goals and objectives as a basis for continuation.
6. Innovations will be created in an open and transparent manner with opportunity for community input.



Plan

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



Pilot

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



Implement

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

Piloting Process: Why Pilot?

Pilot – the light that kept stoves burning, the title of an airplane captain or “pilot.” A pilot can be classified as a:

- Noun: an experimental or a preliminary trial or test – process improvement teams will pilot the solution within the improvement phase of the project.
- Verb: to lead, steer, guide or conduct, as through unknown places, intricate solutions – The Green Belt will pilot the solutions prior to full implementation.
- Adjective: serving as an experimental or trial undertaking prior to full-scale operation or use – a pilot project.

Four primary advantages and/or objectives of utilizing a pilot are:

1. Limit capital and other resource expenditures (managing risk)
2. Assess true performance of design and/or solutions in a controlled but “live” environment
3. Identify additional improvements
4. Identify implementation tips and traps

If implementation difficulties are encountered during the pilot, they will likely recur during full-scale implementation. Leaders can identify these difficulties in a live but controlled environment, and take action to fix them prior to the actual implementation.

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"> • Individual • No long-range implications • Little or no impact on current or future program, instruction, or curriculum 	<ul style="list-style-type: none"> • More than one staff member • Potential long-range implications for other staff • Moderate impact on current or future program, instruction, and/or curriculum 	<ul style="list-style-type: none"> • Grade level, course offered by multiple staff • Long-range implications for other grade levels, courses • Impact on current and future program, instruction, and/or curriculum
Building Decision-Making Process Principal Approval C&I Office Approval	Building Decision-Making Process Principal Approval C&I Office Approval School Board Provided Information	Principal Approval District Decision Making Process District Office Approval School Board Approval

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.
 - 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.
3. On-Going Accountability and Assessment of Innovations:
 - To continue from year to year, the innovation must demonstrate that students meet or exceed the identified student outcomes.
 - Innovations not meeting their objective shall be modified; they shall be discontinued if they lack significant overall value.

Option Program Proposal Process

1. Applications will 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 Option 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 analyze the proposal for alignment to guiding principles and systems implications (that includes 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. If approved, the district will prepare evidence of sufficient initial interest and commitment to the proposed program by enough students and parents.
5. The Board of Directors recommends, rejects, or requests modifications to the proposal.
6. Final decision on the proposal will be made by the Board of Directors at a regularly scheduled Board Meeting.
7. The district will begin implementation planning with school district staff.

On-Going Accountability and Assessment of Option Programs:

- To continue from year to year as an option program, the program must demonstrate that students meet or exceed the identified student outcomes.
- In addition to measuring student outcomes, Option Programs should perform qualitative evaluations of their programs, teaching methods, or unique features. Regular evaluations, including identification of areas of success as well as areas needing improvement, shall be documented and shared with the Superintendent or designee. This information will be contained in the School Improvement Plan (SIP) and submitted annually to the Board of Directors.
- Option programs not meeting their objective shall be modified; they shall be discontinued if they lack significant overall value or do not have adequate enrollment.

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 principal, 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.

Program Innovations or Pilot Projects

A program innovation or pilot project 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.

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 is assigned a principal. An Option Program needs to be in alignment with the established Bainbridge Island Option Program Guidelines. 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 and enrollment process. These programs are small by design so there are enrollment limits. 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) Washington Administrative Code (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. A Home Partnership programs are assigned a principal.