REGULATION MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: IEE-RA
Office: Executive Assistant to the Superintendent

Procedures for Establishing and Evaluating Special Programs

I. PURPOSE

To establish a process for creating and evaluating special programs.

II. BACKGROUND

The Board of Education and superintendent recognize that some students may require special programs or resources, beyond or in addition to those generally available in regular or special education programs, to maximize their knowledge and skills. The following process provides guidelines to ensure that any special programs or initiatives designed to meet these needs are carefully planned, implemented and evaluated. These procedures do not apply to expansion of an existing program if there is no major change in its purpose or the type of students served.

III. DEFINITIONS

A special program is defined as an effort to maximize the knowledge and skills of a segment of the student body at any grade level, beyond or in addition to programs generally available in regular or special education programs, which:

1. Exceeds program requirements or curricula established in the *Program of Studies*,

2. Affects students currently attending more than one school, and

3. Requires more than $10,000 annually in county resources in addition to or in excess of allocations for students at the same grade level(s).

IV. PROCEDURES

If the superintendent or a Board of Education member proposes a special program as defined above, a formal proposal shall be submitted under the following guidelines. If a Board member

proposes a special program which requires substantial staff time to develop the proposal required by this regulation, the member shall secure approval for that effort by a majority vote of the Board.

A. Each proposal for a special program shall be in writing and include:

1. The name of the proposed special program and the office or unit which shall be responsible for its planning and implementation

2. The MCPS Goal(s) of Education, MCPS/BOE priority, or Board policy which the program is designed to help achieve

3. A brief statement of the specific student needs or population the program is designed to meet

4. A strategic plan, briefly stating the goal, objectives and strategies to be employed in the special program over a three year period, supported whenever possible by applicable research studies

5. For each of the first three years:

   a) The number, grade levels and schools attended by students the program is designed to serve

   b) The specific learning or skill gains anticipated for students served

   c) The additional staff, or those to be reassigned from other tasks (by number and position class), and any other resource and facility requirements, including those to be budgeted by other MCPS units (such as transportation, etc.)

   d) A plan for evaluating the special program and its success in meeting stated student needs

6. A plan for communicating information about the special program and its successes to other MCPS staff

7. The specific rationale for limiting the special program to certain schools, geographic areas, minority/ethnic/socioeconomic or other groups, or special needs

8. The anticipated impact of the special program on other MCPS programs, schools or students

B. The superintendent shall review each proposal for a special program and:

1. Seek the advice of the Administrative Team before approving the program

2. Present those special programs he believes are worthy of funding to the Board of Education for discussion in the fall, prior to submitting his operating budget request for the next fiscal year, or

3. Present a proposal to the Board at any time if it is deemed to be of an emergency nature or needed in the current fiscal year.

C. Any special program that is approved for funding shall be evaluated annually. At the end of its first three years of operation, a summative evaluation of the program shall be presented by the superintendent to the Board of Education with a recommendation to continue, revise, or terminate the program.

Administrative History: New Regulation, April 1987