

# **HANCOCK PLACE SCHOOL DISTRICT**

## **Program Evaluation Plan**

**Adopted by the Board of Education  
September 19, 2007**

## **INTRODUCTION**

The Hancock Place School District's Board of Education recognizes the vital importance of continuous evaluation of various programs and student data in the district. Though much of this evaluation process will be informal and on going, this evaluation plan provides for the annual formal evaluation of specified programs and data.

The Hancock Place School District Program Evaluation Plan provides the following components for each designated program:

- Type of program or data
- Personnel responsible for evaluation
- Level of program or data
- CSIP goals addressed
- Level of performance in achieving desired outcomes
- Strengths of program/data
- Concerns regarding program/data
- Recommendations regarding program/data
- Comments of evaluator/program personnel

It is believed that through regular evaluation and identification of strengths, concerns, and recommendations, the process of improving programs and student performance will be enhanced.

## **SOURCES OF EVALUATION DATA**

In annually completing each "Program and Data Evaluation" form, it is recommended that designated school personnel utilize a variety of data, including but not limited to the following:

- Identified program of student performance goals and objectives
- Surveys of relevant personnel (staff, community, students, business, etc.)
- Student assessment data, including longitudinal performance data
- Budgetary and other financial data
- Internal and external evaluations
- Attendance and dropout rates
- Graduate follow-up data, including 1 and 5 year graduate survey data
- Student discipline data
- Extra-curricular activity participation data
- Special program participation data
- College/vocational enrollment, attrition, completion, and placement data
- Staff, student, and community attitude and interest surveys
- Other pertinent forms of data

## **GOALS OF PROGRAM EVALUATION PLAN**

The goals of the Hancock Place School District's Evaluation Plan are as follows:

- To provide a structured method of evaluating the effectiveness or quality of specified programs and forms of student data on an annual basis.
- To identify school personnel responsible for formally evaluating various programs and student performance.
- To promote the identification of recommended strategies for improving specified programs and student performance.
- To provide a means for the Board of Education to formally review specified programs and student performance data each year.

## **SUBMISSION OF EVALUATIONS**

Evaluators should complete and submit each annual evaluation to the Superintendent according to the approved timeline. Evaluators will meet with the Superintendent to discuss the evaluation report prior to presentation to the Board of Education. Evaluators should be prepared to discuss program evaluations with the Superintendent and/or the Board of Education on an on-going basis. All evaluations will be maintained by the Superintendent's Office.

**HANCOCK PLACE SCHOOL DISTRICT  
PROGRAM EVALUATION FORM**

Program

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Person(s) responsible:

Number of student's enrolled/participating in program:

Program required by: Board of Education \_\_\_\_\_ State \_\_\_\_\_ Federal  
\_\_\_\_\_

Program costs (optional):

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Goal(s):

- (1)
- (2)

Objectives (Can it be measured with data?)

- (1)
- (2)

Evaluation Criteria (What gauges success?):

- (1) (5)
- (2) (6)
- (3) (7)
- (4) (8)

Procedures used to evaluate the collected data:

- (1)
- (2)
- (3)

Who collects the data?

Who reports the data?

Who analyzes the data?

Success of program based on the data (benefits):

- (1)
- (2)
- (3)

Analysis of effectiveness (may also include a comparison of cost to benefits):

Goal:

Recommended changes needed to achieve the goals and objectives of the program:



Action to be taken (may be included in the CSIP if deemed critical):

Changes made (follow-up to last evaluation):

Date presented to the Board of Education: \_\_\_\_\_

**Hancock Place School District  
Program Evaluation Schedule  
2007-2008**

<b>Time Frame</b>	<b>Program &amp; Services</b>	<b>Responsible Person(s)</b>	<b>Completed</b>
<b>August 2007</b>	<b>MAP Score Summary</b>	<b>Assistant Superintendent</b>	<b>9-29-07</b>
	<b>AYP Status</b>	<b>Superintendent</b>	<b>9-29-07</b>
<b>September 2007</b>	<b>Student Performance MAP Disaggregated Data</b>	<b>Assistant Superintendent</b>	
<b>October 2007</b>	<b>CSIP</b>	<b>Superintendent</b>	
	<b>A+ Program</b>	<b>A+ Coordinator</b>	
	<b>Food Service</b>	<b>Food services Director</b>	
	<b>Curriculum and Instruction</b>	<b>Assistant Superintendent</b>	
<b>November 2007</b>	<b>Reading</b>	<b>Reading Facilitators</b>	
	<b>APR</b>	<b>Superintendent</b>	
	<b>Math</b>	<b>Math Coordinators</b>	
	<b>Technology</b>	<b>Technology Coordinator</b>	
	<b>Federal Program Title I, Title II, Title IV, title VI</b>	<b>Assistant Superintendent</b>	
<b>December 2007</b>	<b>Building School Improvement Plans</b>	<b>Principals</b>	
	<b>Guidance</b>	<b>Guidance Department</b>	
	<b>Mentoring/Professional Development</b>	<b>PD Chairperson</b>	
	<b>Library Media</b>	<b>Library Media Teachers</b>	
	<b>Vocational</b>	<b>High School Guidance counselor</b>	
	<b>EXPAND – Gifted Program</b>	<b>Gifted Teachers, Assistant Superintendent</b>	
<b>January 2008</b>	<b>ESOL</b>	<b>ESOL Coordinator</b>	
	<b>Facilities/Safety</b>	<b>Director of Finance/Business Operations</b>	
	<b>Health Services</b>	<b>Principals and Nurses</b>	
	<b>At-Risk</b>	<b>Administrators/Guidance</b>	
	<b>Special Education</b>	<b>Spec. Ed. Area Coordinator</b>	
<b>February 2008</b>	<b>Transportation</b>	<b>Director of Finance/Business Operations</b>	
	<b>Science</b>	<b>Science Department Chairs</b>	
	<b>Social Studies</b>	<b>Social Studies Department Chairs</b>	

<b>March 2008</b>	<b>Fine Arts</b>	<b>Fine Arts Department Chairs</b>	
<b>April 2008</b>	<b>PE &amp; Health Practical Arts</b>	<b>PE &amp; Health Department Chairs Practical Arts Department Chair</b>	
<b>May 2008</b>	<b>Athletic Department Community Education</b>	<b>Athletic Department Chairs Admin/Guidance</b>	
<b>June 2008</b>	<b>Renaissance Program Migrant/Homeless</b>	<b>HS Principal, Renaissance Coordinator Assistant Superintendent</b>	
<b>July 2008</b>	<b>Summer School Early Childhood/PAT</b>	<b>Assistant Superintendent Director of Early Childhood Parents as Teachers Coordinator</b>	