



**"A Tradition of Caring"**

# **Long Range Plans**

**2019-2020**

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**Superintendent/Principal**

# Long Range Schedule for Program/Services Evaluation

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## **Statement of Purpose**

This long range plan for program evaluation is designed to do the following:

- provide a systematic process for evaluating existing programs and services in the district;
- provide a sequential approach for identifying programs or services in need of revision;
- provide a mechanism for coordinating district-wide objectives to program assessment, evaluation, implementation and revision;
- establish a long range schedule for program/services evaluation and revision.

## **Specific Components of the Long Range Planning Program**

### **(1) Needs Assessment**

Needs assessment procedures are implemented to determine student and program needs and include informal and / or formal methods as appropriate. Procedures include, but are not limited to, teacher-made testing, staff surveys, student surveys, standardized tests, textbook review and use of outside consultants. Advisory committees, where appropriate, may be established and involve a cross section of community members, parents and staff. Needs assessment may include a review of current research literature and studies, state initiatives, visits to other school districts, and presentations by publishers.

### **(2) Revision**

Based on the results of needs assessment, revision of the program is then conducted. Revisions include modification of the existing curriculum, addition of new units or courses, changes on methods or strategies, etc. These revisions are reviewed by administration and the entire staff. The accepted revisions are then forwarded to the Board of Education for final approval and adoption of changed curriculum.

### **(3) Implementation**

The implementation phase is initiated by putting the approved revisions in place. This may or may not include pilot projects. When necessary, appropriate in-service training is given to staff members.

**(4) Evaluation**

Programs are evaluated to determine the following:

- whether they are meeting the established proficiencies;
- whether there are other more viable alternatives;
- whether there is a need for further revision;
- identify particular strengths and weaknesses of the program.

Formative and/or summative evaluations are included in order to find out as much as possible about the program(s) in question. Procedures are established to determine the effectiveness of the revised curriculum. A variety of methods may be used and include, but are not limited to, teacher-made tests, standardized testing, state-wide assessments, teacher observations and student/parent input. Data is collected and reported to administration, staff, community and Board of Education.

**NOTE**

Since this is a dynamic process, the program/services evaluation outlined above is subject to modification. For example, it may be better to combine the various phases differently or to vary the combinations according to subject area. Staff in one subject area may want to combine assessment and revision and let the implementation phase stand alone. The schedule should be flexible enough to permit a number of variations based on needs.

# South Hackensack School District

## EDUCATIONAL SERVICES

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### (Long Range Plan)

Delivery of the following programs/services is reviewed annually by the administrative staff.

Basic Skills

Sheltered English Instruction (SEI) / Bilingual/ESL

Gifted and Talented

Child Study Team / Special Education

Health Services

Guidance Services

Library/Media Services

Extended Curriculum Services Program

STEAM

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Approved at August 19, 2019 Board of Education meeting

**LONG RANGE SCHEDULE FOR EDUCATIONAL PROGRAMS/SERVICES EVALUATION**

<u>Curriculum Areas</u>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>
LA(READING) (K-5)	I	E	N	R	I
LA(ENGLISH)	I	R	I	E	N
LA(SPELLING)	I	E	R	I	E
MATHEMATICS	I	E	R	I	E
SOCIAL STUDIES	I	E	I	E	N
SCIENCE (6-8)	E	N	N	R	I
SCIENCE (K-5)	I	E	E	N	R
PHYSICAL EDUCATION	I	E	R	I	E
HEALTH & SAFETY	I	E	I	E	N
ART	I	E	N	R	I
MUSIC	I	E	I	E	N
WORLD LANGUAGES (SPANISH) (6-8)	N	R	I	E	N
WORLD LANGUAGES (Pre-K -5)	N	N	R	I	E
COMPUTER/KEYBOARDING	N	R	I	E	N

**LEGEND:**

N - NEEDS ASSESSMENT      R – REVISION      I – IMPLEMENTATION      E - EVALUATION