



Special Education Advisory Committee

Draft Policy 3310

EVALUATION OF NEW AND ESTABLISHED PROGRAMS

Review and Recommendations Summary

April 12, 2023

Prepared For:
SEAC Membership
Special Education Community
Loudoun County School Board

Overview: Policy 3310

EVALUATION OF NEW AND ESTABLISHED PROGRAMS

Loudoun County Public Schools (LCPS) supports a culture of continuous improvement that drives the fulfillment of its mission to empower all students to make meaningful contributions to the world. LCPS will therefore employ a systematic approach to program evaluation for the purpose of evidencing high-quality programs and practices that produce positive outcomes for students and other key stakeholders.

The Regulations Governing Special Education Programs for Children with Disabilities in Virginia reflect the state and federal requirements for the provision of special education and related services. Section [8VAC20-81-230 D.2](#) of the Virginia regulations mandate that an active SEAC exists, specifies membership that requires that a majority of members be individuals with disabilities or parents of children with disabilities as well as defines specific functions of the SEAC, which are as follows:

1. Advise the local school division of needs in the education of students with disabilities;
2. Participate in the development of priorities and strategies for meeting the identified needs of students with disabilities;
3. Submit periodic reports and recommendations regarding the education of students with disabilities to the division superintendent for transmission to the local school board;
4. Assist the local school division in interpreting plans to the community for meeting the special needs of students with disabilities for educational services;
5. Review the policies and procedures for the provision of special education and related services prior to submission to the local school board; and
6. Participate in the review of the local school division's annual plan.

This report satisfies requirement 3 and 5 above. SEAC has reviewed the draft policy and determined that it does not meet the needs of students with disabilities.

Concerns and Recommendations for Draft Policy 3310

SEAC received draft policy 3310 for review on March 14, 2023, LCPS requested the policy review be completed and returned by March 28, 2023. SEAC has shared on multiple occasions that all policies must be reviewed and voted on by the SEAC membership during SEAC business meetings. LCPS requested the review of draft policy 3310 be completed prior to the scheduled April 12 SEAC business meeting; thus, failing to give SEAC sufficient time for membership to review and vote on the subcommittee recommendations. The following recommendations were reviewed and voted on during the April 12, 2023, SEAC business meeting.

Concern 1: SEAC supports having relevant stakeholders involved in decision making process; however, draft policy 3310 does not reference relevant stakeholders.

Recommendation 1: Line 6 - Add: Relevant stakeholders, to include those outlined in LCPS Policy 2310, should be identified, and involved in the Evaluation process.

Concern 2: Draft policy 3310 is very vague and does not give clear guidance or procedures for implementation. SEAC recommends the Superintendent promulgate a Regulation to define the process.

Recommendation 2: Line 91, Add new Section E. The Superintendent shall promulgate a Regulation to implement Policy 3310.

SEAC Membership Vote on Policy 3310

SEAC Membership Vote on Recommendations

Quorum: 17 of 20 members present – Quorum Established

Motion: Liz Crotty made a motion to vote on recommendations 1 and 2 as a slate. Motioned seconded by Katie Rosenbrook.

Vote Summary: Unanimous

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For the purpose of this Policy, a program is defined as a cohesive set of Division wide educational goals and objectives, resources, and practices approved by the Superintendent that (a) impacts LCPS students and/or staff, (b) is currently in operation or being planned for implementation with local and/or external funds, and (c) aligns with the current or most recent LCPS strategic plan. Programs may include the adoption of packaged curricula, systemic change initiatives, and any special programs under Policy 5115 and evaluations by that policy and regulation. This Policy does not apply to Charter Schools or new or established programs that are funded solely through school-based funds and managed by a school.

A. Evaluation of New Programs. All new programs will be evaluated for a minimum of two years, as determined by the Program Evaluation Schedule developed by the Division of Research, Assessment, and School Improvement. Such Schedule shall be approved by the Superintendent and shared with the School Board annually. In the first year of the program, the Office of Research will focus on implementation factors, such as the selection of target participants, the progress made toward meeting the program's goals and objectives (both activities and outcomes), the satisfaction of stakeholders, and cost. In the second year of implementation, the Office of Research will continue to document the progress made toward meeting the program's goals and objectives. Programs whose implementation will exceed two years will be evaluated comprehensively in the first year in which they are fully implemented.

The Superintendent shall recommend to the School Board to discontinue any programs that are found to violate the law or have a negative impact on students prior to the two-year period.

As part of the evaluation of new programs, an annual report will be presented to the Superintendent and shared with the School Board. This report will include a recommendation to: (a) continue the program without modification(s); (b) continue the program with modification(s); (c) expand the program; or (d) discontinue/phase out the program. The School Board shall vote upon the recommendation(s).

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If a new program is recommended for continuation without modification(s) following its final evaluation, the program need not be evaluated again as a new program after the next annual evaluation cycle has passed. After that period, the program will be classified as an established program and will be evaluated in accordance with section B of this Policy.

B. Evaluation of Established Programs. Established programs ~~may will~~ be evaluated based on the Program Evaluation Schedule developed by the Division of Research, Assessment, and School Improvement. Such Schedule shall be ~~approved by the Superintendent and shared with~~ presented to the School Board ~~by the Superintendent~~ annually. Established programs will be prioritized based on the following factors:

1. Alignment with the current or most recent LCPS strategic plan;
2. Program cost;
3. Program scale;
4. Cross-departmental interest in the program;
5. Community/stakeholder interest in the program;
6. Availability of research on program effectiveness; and
7. Date of most recent evaluation; and
8. Available resources.

C. Program Assessment. After the Program Evaluation Schedule for an established program has been approved by the Superintendent, the Office of Research will conduct an assessment of each program to determine the recommended course of action for the program. This assessment will investigate the extent to which the program's goals, objectives, activities, and outcomes are aligned, plausible, well-defined, and measurable. Based on the outcome of this assessment, the program will be scheduled for either an Evaluation Readiness Report or a Comprehensive Evaluation as described below:

1. Evaluation Readiness Report. For programs scheduled for an Evaluation Readiness Report, the Office of Research will assist program staff with defining measurable goals and objectives for their activities and outcomes. An Evaluation Readiness Report focusing on the outcomes of this

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process and baseline data (if available) will be presented to the School Board Superintendent with a recommendation regarding future evaluation plans for the program. If appropriate, the program will be scheduled for a Comprehensive Evaluation.

2. Comprehensive Evaluation. For programs scheduled for a Comprehensive Evaluation, the Office of Research will complete an evaluation focused on the program's goals and objectives (both activities and outcomes). Upon completion of the evaluation, a formal report with findings and recommendations will be provided to the School Board Superintendent. A Comprehensive Evaluation will include a recommendation to: (a) continue the program without modification(s); (b) continue the program with modification(s); (c) expand the program; or (d) discontinue/phase out the program.

Programs that are continued with modifications may require additional program evaluations to monitor the implementation of any Superintendent approved modifications. If a program is continued without modification(s), the program need not be evaluated again until after at least one evaluation cycle has lapsed. An evaluation cycle for established programs is five years and the program will conduct a self-study every two years.

D. Sunset Provision. All established programs that receive a Comprehensive Evaluation may be subject to the inclusion of a sunset provision that establishes a timeline for future program evaluation at the approval of the School Board discretion of the Superintendent. If a sunset provision is applied to a program, future program evaluations shall adhere to the established timeline.

Adopted: _____

Cross Ref: Policy [5115](#), Special Programs and Academies