

PILOT PROGRAMS (K-6) AND PILOT COURSES (7-12)

Definitions

Pilot program: A new program or instructional changes within currently approved course of study.

Pilot course: A course in which course goals differ from goals of adopted secondary school district courses. An adopted district course is one approved by the Board of Education as outlined in AR 6143.1 and in the Course of Study, TK-12.

Other Projects

Projects approved for implementation under other procedures (teacher-initiated projects, state- and federally-funded projects, or projects to use unadopted instructional materials) are to be submitted as pilots if modification of adopted subject area or course goals or objectives is involved.

Coordination of Pilot Programs and Courses

Responsibility for administrative coordination of pilot efforts rests with the Executive Director who chairs or designates the chair of the Interdivisional Curriculum Committee. Administrative coordination includes, but is not limited to:

1. Maintaining records, including lists of approved and nonapproved pilot programs and courses.
2. Publishing status reports.
3. Informing appropriate school personnel, instructional leaders, and program managers of activities relating to pilot programs and courses.
4. Assigning course code numbers and including pilot courses in the approved listing of courses and code numbers after approval by Board of Education.

Implementation

Ideas for pilot programs or courses may originate with teachers, site administrators, students, parents/guardians, or community members. Students, parents/guardians, and community members must work with appropriate school personnel in developing and implementing an idea.

1. To conserve the time and effort required to complete a request to conduct a pilot program or course, originator completes the following preliminary steps:

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- a. Before completing any written application, discusses proposal informally with appropriate school personnel and district subject area program manager(s), including the following topics:
- (1) Reasons for conducting the pilot effort, including student needs and subject area or course goals and their relationship to district goals and policies
 - (2) Program or course content and approach
 - (3) Estimated cost of additional personnel, materials, equipment, evaluation, or other items requiring financing
 - (4) Sources of funding and availability of special resources, if required
 - (5) Apply for University of California 'a-g' approval if required
2. Request for Approval:
- a. School personnel initiate “Request to Conduct a Pilot Course/ Program.” Request may be completed by school personnel or by appropriate subject area director/program manager(s) or resource team members, depending on scope and complexity of the change.
- b. School principal signs and submits request to appropriate Area Superintendent in time to meet the following schedule for submission to the Interdivisional Curriculum Committee:
- | <u>Implementation Date</u> | <u>Deadline</u> |
|---|--|
| Program, or semester or year course to begin in September | First Monday in April of preceding semester |
| Program, or semester course to begin in February | Last Monday in October of preceding semester |
| Summer program or course | First Monday in March of preceding semester |
- c. Area Superintendent reviews the request. If approved, request is sent for signature by the appropriate subject area curriculum specialist.

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- d. Subject area curriculum specialist reviews proposed pilot effort and makes a recommendation. If approval is recommended, submits request to the Interdivisional Curriculum Committee Chairperson or designee for signature. If recommended for disapproval, request is returned to the appropriate Area Superintendent with suggestions for change and/or reason for disapproval.
 - e. Interdivisional Committee Chairperson schedules proposed pilot program or pilot course for review by the Interdivisional Curriculum Committee.
 - f. Interdivisional Curriculum Committee reviews request and verifies educational merits and administrative feasibility. If approval is recommended, request is scheduled for approval by the Board of Education. If not recommended for approval, request is returned to the principal of the originating school with appropriate explanation.
 - g. Board of Education approves or disapproves request.
3. Conducting a Pilot Program or Course. Upon approval by the Board of Education, school offers pilot program or course according to conditions contained in the approved request.
 4. Reporting Results. Progress reports are made when appropriate.
 - a. School assumes primary responsibility for following the evaluation plan and reporting results to the Interdivisional Curriculum Committee as soon as reports are prepared, but not later than the following schedule: (Each appropriate section of the report of results must be completed prior to submission.)

<u>Implementation Date</u>	<u>Deadline</u>
Fall and spring semester programs or courses	First Monday in May
Summer programs or courses	Second Monday in October
 - b. Subject area director/program manager routes completed report to the Interdivisional Curriculum Committee Chairperson for placement on the agenda of the Interdivisional Curriculum Committee.
 5. Expansion of Approved Programs or Courses. Approval to conduct a pilot effort is limited to school(s) listed on the approved request. Schools not listed on the approved form, however, may apply to conduct any pilot program or course approved by the Board of Education.

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- a. No change in nature of program or course. If a school wishes to conduct a pilot effort under exact conditions already approved for another school, only the title page of appropriate request form is prepared. Request is submitted to the Interdivisional Curriculum Committee, which approves or disapproves.
- b. Change in nature of program or course. If a school wishes to conduct a pilot program or course under conditions different from those approved for other schools, a complete request form must be submitted.

Regulation
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SAN DIEGO UNIFIED SCHOOL DISTRICT
San Diego, California