



# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 4060

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CATEGORY: Instruction, Curriculum Development

EFFECTIVE: 7-01-62

SUBJECT: Pilot Programs (K-6) and Pilot Courses (7-12)

REVISED: 2-03-04

## A. PURPOSE AND SCOPE

1. To describe options available to teachers seeking to improve the instructional program; includes procedures for assuring adequate coordination, securing approvals, and reporting results.
2. **Related Procedures:**

Instructional programs, general .....	4000
District-purchased instructional materials .....	4510
Basic instructional materials, 7-12 .....	4520
Supplementary instructional materials, K-6 .....	4521
Uniform course names and numbers and certificated personnel assignments .....	4100
Materials for instructional use in schools, general .....	4500
Safety, general .....	5100

## B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: F-1100, F-1500, F-2000, F-8800.
2. **Board Policy.** The district recognizes that the process of improving the instructional program sometimes requires changes in program or course objectives, methods, techniques, materials, and management procedures. In and of itself, change does not necessarily result in improvement, but without change, improvement cannot take place. The district seeks to promote attitudes and create environments that will facilitate pilot programs and courses. It encourages individual members of the staff and school faculties as a whole to implement those changes that indicate potential for program improvement.
  - a. **Instructional change.** Changes in course or classroom organization, use of new instructional techniques and methods, and modification and rearrangement of time allotments are all within the responsibility of school personnel in adapting instruction to the needs of students. Use of new instructional supplies or equipment should be submitted as curriculum pilot programs or courses in accordance with this procedure when they would involve substantial cost increases if they were to become standard for district use, or when safety factors are involved, such as in science laboratory and physical education (Procedure 5150). Also, changes in content that modify adopted subject area, goals, or

objectives, or that add new goals or objectives, must be submitted as curriculum pilot programs or courses. Proposed new courses are also to be developed and processed as curriculum pilot courses. (Policies related to change in the use of instructional materials are contained in Procedures 4500, 4520, 4521.)

- b. **Approval.** All curriculum pilot programs and courses must be approved by the Board of Education; term of approval does not exceed one year.
- c. **Expansion.** Pilot programs and courses approved by the Board of Education may be expanded to additional schools upon approval of the Interdivisional Curriculum Committee.
- d. **Renewal.** The Interdivisional Curriculum Committee may approve requests to conduct pilot programs or courses for an additional year. However, a pilot effort usually is not renewed for more than one year beyond an initial year of implementation.
- e. **Evaluation.** A carefully designed plan of evaluation is included with each pilot program or pilot course proposal. At conclusion of any pilot program or course, a report is prepared that includes both results of the evaluation and recommendations for future status.

## C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Instruction and Curriculum Division, Office of Instructional Support.
2. **Definitions**
  - a. **Pilot program:** A new program or instructional changes within currently approved course of study that meets the criteria set in B.2.a.
  - b. **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 Procedure 4100 and in *Course of Study, K-12*.
3. **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.

4. **Coordination of Pilot Programs and Courses.** Responsibility for administrative coordination of pilot efforts rests with the Instruction and Curriculum Executive Director who chairs or designates the chair of the Interdivisional Curriculum Committee. Administrative coordination includes, but is not limited to:
  - a. **Maintaining records**, including lists of approved and nonapproved pilot programs and courses.
  - b. **Publishing** status reports.
  - c. **Informing appropriate** school personnel, instructional leaders, and program managers of activities relating to pilot programs and courses.
  - d. **Assigning course** code numbers and including pilot courses in the approved listing of courses and code numbers after approval by Board of Education.

#### **D. IMPLEMENTATION**

**Note:** Ideas for pilot programs or courses may originate with teachers, site administrators, students, parents/guardians, or community members. Students, parents/guardians, and community members 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:
  - 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.

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 instructional leader in time to meet the following schedule for submission to the Interdivisional Curriculum Committee:

<b>Implementation Date</b>	<b>Deadline</b>
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. **Instructional leader reviews the request.** If approved, request is sent for signature by the appropriate subject area director/program manager.
- d. **Subject area director/program manager** reviews proposed pilot effort and makes a recommendation. Also may consult with the Standards, Assessment, and Accountability Department for assistance with evaluation design of the pilot program or course. If approval is recommended, submits request to the Chief Academic Officer or designee for signature, and then to the Instruction and Curriculum Executive Director; if recommended for disapproval, request is returned to the appropriate instructional leader with suggestions for change and/or reason for disapproval.
- e. **Instruction and Curriculum** Executive Director schedules proposed pilot program or pilot course for review by the Interdivisional Curriculum Committee (Procedure 4000).
- f. **Interdivisional Curriculum** Committee reviews request and verifies educational merits and administrative feasibility. If approval is recommended, request is scheduled for presentation to the Board of Education. If not

recommended for approval, request is returned to the principal of the originating school with appropriate explanation.

- h. **Board of Education** approves or disapproves request.
- 3. **Conducting a Pilot Program or Course.** Upon approval by 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.)

**Implementation Date**

**Deadline**

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 Instruction and Curriculum Executive Director 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.
  - 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 following procedures in D.2 to the Interdivisional Curriculum Committee, which approves or disapproves. Results of conducting the pilot effort are reported following procedures in D.4.

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- 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 following procedures in Section D.

**E. FORMS AND AUXILIARY REFERENCES:** (Available from the Instruction and Curriculum Division)

1. Request to Conduct a Pilot Course/Program
2. Results of Conducting Pilot Course/Program

**F. REPORTS AND RECORDS**

1. Results of Conducting a Pilot Course/Program--final report submitted for each approved pilot effort conducted (D.4).
2. Additional progress reports if specified in the plan.

**G. APPROVED BY**

*Kerry B. Flanagan*

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