

**PARK COUNTY SCHOOL DISTRICT #6
BOARD OF EDUCATION POLICY**

CODE: IGC-R

PILOT PROGRAM GUIDELINES

APPLICATION FOR PILOT PROGRAM

Anyone wishing to conduct a pilot program must submit a request to the Director of Curriculum through the Curriculum Coordinating Council (CCC). The request should contain the following information:

1. Description of the program, with publisher and copyright information if appropriate.
2. Purpose of the program.
3. Identified School District need for the program.
4. Research supporting the program.
5. Correlation to the current approved School District curriculum.
6. Specific guidelines of the program.
7. Cost of the pilot.
8. Cost for the School District implementation, including staff development.

GENERAL GUIDELINES

General guidelines for all pilot projects are as follows:

1. Elementary schools may pilot only one program at any one time. Secondary schools may pilot only one program within a department at any one time. The Director of Curriculum through Administrative Team support and the CCC may grant exceptions.
2. Pilot programs shall undergo evaluation throughout the trial period.
3. Whenever possible, a control group with similar characteristics to the pilot group shall be identified.
4. Teachers, administrators, and the Subject Area Committee (SAC) involved in the pilot must agree to the specific pilot guidelines.
5. Staff must be willing to use out-of-school time for inservice.
6. Staff must be willing to abandon the program after the trial period if that is the recommendation of the Director of Curriculum and the CCC.

SPECIFIC GUIDELINES

The involved teachers, administrator(s) and director of Curriculum shall develop a specific set of project guidelines. These guidelines shall address any unique characteristics of the pilot and shall include the specific procedures that shall be followed during the project, what data shall be collected, how the data shall be analyzed, equipment needs, and inservice needs. These should be part of the application.

ADMINISTRATIVE SUPPORT

Once the application is submitted to the Director of Curriculum, it shall be presented to the Administrative Team. Positive support of the administrators is required.

AUTHORIZATION

The Board of Trustees must give authorization for a pilot program before the pilot is initiated.

PROGRESS REPORTS

A progress report must be submitted to the Curriculum Coordinating Council by the SAC midway through the project. This report shall contain the following information:

1. Reflective and subjective staff reactions.
2. Preliminary Statistical data.

At this time the committee shall provide the opportunity for abandoning the pilot program.

CULMINATING REPORT

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The final written report on the pilot program must be presented by the SAC to the Curriculum Coordinating Council. The report must provide statistical data for review along with any other information that shall assist the committee in making a recommendation. When a control group is identified, the comparative data should also be provided. This report should also reflect the recommendations of the involved teachers, administrator(s), and the SAC. The Committee shall make one of the four recommendations to the Director of Curriculum.

1. Continue the pilot for an extended period of time.
2. Recommend for School District-wide adoption through the curriculum review/change process.
3. Allow for building-based adoption.
4. Abandon the program.

Adopted: 11/16/15