Administrative Procedures

A. Pilot Programs should be proposed and processed with approval from Building Principal(s) and Director of Curriculum.

B. Pilot Program Proposals should include the following:
   • a statement of project goals and overall purpose of the program
   • anticipated expenses
   • overview of equipment, materials, or training
   • staffing positions
   • a synopsis of implementation strategies
   • contractual or policy implications
   • timeline
     ➢ When will the program start, what known data points will be collected and when, when will enough information be gathered to fully evaluate the proposal?
   • plan for evaluation of the project
     ➢ formative evaluations
     ➢ summative evaluations
     ➢ input opportunities from students, parents, and staff
   • communication plan

C. A recommendation of the Pilot Program Proposal from the Director of Curriculum and/or Superintendent will be presented to the Board of Education for approval.
D. The Pilot Program developer(s) and the Director of Curriculum and/or Superintendent shall, at least annually, submit periodic reports to the Board on all ongoing pilot projects, program progress, and evaluations.

E. The Director of Curriculum and/or Superintendent, after evaluation and consultation with pilot project developer(s), may recommend the adoption or termination a pilot program prior to the initial timeline.

F. The Board of Education will review the outcomes of the final Pilot Project report before considering adoption of the Pilot Program.

Adopted: April 23, 2018