

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 500-30
Subject: PILOT COURSES	Date of Issue: 11/28/84
Preparing Office: Office of the Superintendent	Amended: 3/5/08

I. Policy 500.1

II. Procedures

- A. Pilot courses are intended for trial implementation at a limited number of schools so that staff can review and evaluate the results, develop the essential curriculum, determine staff development needs, and finalize textbook and material selection.
1. New courses can be approved for implementation without a pilot period, in order to address Board-approved initiatives or state mandates. In such cases, the proposed essential curriculum must accompany the request for course approval.
 2. Advanced Placement (AP), Project Lead the Way (PLTW), and International Baccalaureate (IB) courses are not considered pilots since the course objectives are established by the respective organizations to appropriately prepare enrolled students for the accompanying examinations. In accordance with Board Policy 400.1, the course objectives are still presented for Board approval.
- B. Proposals for pilot courses may be initiated by any professional staff members in the Frederick County schools.
1. Proposals for new courses and pilots shall be submitted on an annual basis, in accordance with the timelines established by the Board's Curriculum and Instruction Committee.
 2. Proposals must be clearly defined in accordance with the Pilot Program Proposal format. (See Attachment 1.)
 3. Pilot implementation of new courses is generally limited to two (2) school years following the date of initial approval by the Board. If additional time is needed, an extension must be granted by the Board.
 4. During the period of pilot status, new courses are listed separately in the middle and/or high school course offering guides, with annotation of the school or schools offering the pilot.
- C. Prior to consideration by the Board's Curriculum and Instruction Committee, proposals must have concept and procedural approval of the appropriate curriculum specialist; the executive director of curriculum, instruction, assessment and innovation; the deputy superintendent; and the principal of any school intended as a pilot site.

- D. Following completion of the pilot period, a written evaluation of the pilot shall be completed and submitted for consideration by the Board's Curriculum and Instruction Committee, prior to final Board action.
1. The evaluation shall include student enrollment and performance information from the pilot period, accompanied by a recommendation for the future status of the course. (See Attachment 2.)
 2. The proposed essential curriculum must accompany any recommendation to change the status of a course from a pilot to a regular course.

Approved:

original signed by

Linda D. Burgee
Superintendent

PILOT PROGRAM PROPOSAL FORMAT

Topic:

Proposed by:

Curriculum Area:

School(s)/Grade level(s) for which proposed:

Nature of proposal:

Current practice:

Rationale for pilot:

Description of pilot:

Time schedule:

Materials/training:

Special funding needed:

Pre-assessment:

Monitoring process:

Post assessment:

Proposed use of findings:

* The format contains the components that should be addressed before implementing a pilot program. Various components may take more space than that allowed in this example. Therefore, the pilot proposal is to be typed on pages other than this sample form.

PILOT PROGRAM EVALUATION FORMAT

Description of pilot:

Monitored by:

Curriculum Area:

School(s)/Grade level(s) for which implemented:

Description of pilot:

This pilot is recommended to be

- A regular course offering
- Discontinued
- Continued for an additional year

Rationale for recommendation:

Funding needed to implement recommendation:

Monitoring process used to evaluate pilot:

Post assessment data:

* The format contains the components that should be addressed before for program evaluation of a pilot program. Various components may take more space than that allowed in this example. Therefore, the pilot proposal is to be typed on pages other than this sample form.