

332.2 – EXHIBIT 2 – PROCESS GUIDELINES FOR PILOT PROGRAMS OR CURRICULUM MODIFICATIONS FORM

1. Cover Sheet
Name the curriculum modification or pilot program being requested. Identify the building staff and grade levels or departments affected. Identify the timeline for implementation.
2. Rationale
Provide a clear description of what is being proposed and how it will change the current implementation of core curriculum. Include:
 - Research supporting the change, and evidence of success;
 - Specific need the modification or pilot program will meet;
 - Specific population of students being addressed;
 - Relationship to District and/or building initiatives;
 - Relationship to District curriculum (what will be changed?);
 - Identify which staff will be impacted by the change.
3. Communication
Provide a list of stakeholders (CII Committees, grade levels, departments) affected by the proposed change and a timeline for communication with each group. Appropriate communication must take place at least two (2) months prior to the proposed implementation of the change.
4. Curriculum Development/Planning
Provide a summary of the curriculum modification or pilot program being proposed. Include a request for curriculum writing or planning time for implementing the change.
5. Professional Development/Resources
Provide a description of the professional development that will be needed to implement the change. Include estimate of expenses for additional instructional materials, technology, space, equipment, etc.
6. Evaluation
Provide a description of how the curriculum modification or pilot program will be evaluated and the timeline for evaluation. The evaluation plan must be developed in collaboration with the Director of Instruction and must include participation from both the District and building. (Each proposal must be evaluated within one year of implementation.)
7. Summary and Recommendation
Provide a summary of the impact of the curriculum modification or pilot program. Make a recommendation for the change to be implemented in the initial school or all District schools.

CROSS REF.: 334 - Curriculum Evaluation
 332.1 - Process Guidelines for Requesting New Courses Form

APPROVED: August 10, 2009
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