

CURRICULUM PILOT PROTOCOL

As part of the EPS Curriculum Renewal Cycle, it will occasionally be important to run a curriculum pilot prior to purchasing materials or committing to a change in the core curricular program. In those cases, please use the following protocol to ensure consistency and efficacy of pilots.

1. Collect and analyze data that demonstrates a need for a change in the core curriculum, a supplement to the core curriculum, or an added intervention to the core curriculum.
2. Research projected budget for piloting a program.
3. Present data, proposed program pilot, and projected budget to the building administrator and Director of Curriculum. Receive approval or adjust proposal given feedback from administrators.
4. Send quotes for pilot program resources through the district Grants Office.
5. Set up pre, benchmark, and post assessments to collect data to demonstrate efficacy of pilot program.
6. At conclusion of pilot, prepare a data presentation for administration and any team members who would be involved in implementing the program if adopted as core, supplement, or intervention programming.
7. Receive approval from district to adopt program, or use feedback from administration to adjust pilot parameters for the following year (expand to a larger number of students, use a different resource, collect data from a different subset of students, etc).
8. Once a program has been adopted by the district, request all further curricular resources from building administrators.