

Instruction

CURRICULUM

ADMINISTRATIVE REGULATIONS ON CURRICULUM

6140AR(a)

As part of a comprehensive curriculum research and review process, teachers and administrators may wish to “pilot” or “field test” new textbooks or programs prior to recommending Board of Education adoption. “Piloting” or “field testing” a textbook or program is not a required element of the review process. However, if such activities are planned and implemented as part of such a review, then the following regulations must be followed.

Definition of Planned Pilot Program

A “planned pilot program” involves the field testing of a textbook, core instructional program, or new course prior to a research-based recommendation of adoption to the Fairfield Board of Education. For all planned pilot programs, the piloted text will be used in addition to the Board approved textbook.

Field testing of new instructional materials that are supplementary, ancillary, or to be used for intervention; new software programs or on-line services; or new instructional techniques are **not** considered “planned pilot programs” for the purposes of this policy or these regulations, as they do not require Board of Education approval for implementation.

Examples of a “planned pilot program” would include:

- A textbook used in addition to the Board of Education approved textbook
- A new elective course at the high school
- A core instructional program that replaces an existing adopted textbook

Approval Process

Any certified staff member may propose a planned pilot program. Such a proposal must include:

- Rationale for conducting the pilot (e.g., research, student data,)
- Description of the textbook, course, or program to be piloted
- Number of students and teachers involved
- Duration
- Criteria for determining success (including student data; parent, student, staff feedback as appropriate)
- Schedule of interim progress and final progress reporting, including recommendations
- Estimated costs of pilot and full adoption
- Professional development needed prior to the pilot

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Prior to the implementation of such a pilot, all of the following individuals must approve:

- Curriculum leader or department coordinator/liaison
- Principals/Head Principals-of affected schools
- Deputy Superintendent and/or Chief Academic Officer

Once these individuals have approved the pilot, then the proposal is submitted to the District Curriculum Committee for final approval. Approval is granted for a period not to exceed one school year.

Notification and Participation

Prior to the implementation of such a planned pilot program, parents of affected students and the Board of Education must be notified at least 30 days in advance of implementation. To comply with state statute and Policy 6140, in the event that the pilot of a new textbook or core instructional program involves more than 30 percent of the students in a grade level or course; or if such pilot extends beyond one semester, then the pilot must be brought to the Board of Education for approval. For all planned pilot programs, the piloted text will be used in addition to the Board approved textbook.

In the case of a new elective course, such advance notice can be contained in the Program of Studies. Unless required by law, once a planned pilot is approved, all students must participate in the pilot just like any other instructional program.

Board of Education Input into Curriculum Reviews

Per Policy 6140, the Board shall give input on its curriculum expectations and community priorities. In doing so, the following process will be followed:

- At minimum, 1.5 years prior to each content-area's/discipline's revise and approve curriculum year, the District will provide an update, in the form of a presentation, on the content area/discipline to the Board regarding anticipated updates since the last approval.
- Administration will develop a mechanism for Board input to supplement the presentation.

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- This process will begin for the 2025-2026 revise and approve curriculum reviews. For those curriculum to be approved in the 2024-2025 school year, a truncated process will be implemented including a public Board discussion during the 2023-2024 school year.

Changes in Regulations

These regulations will be changed only after a review of such changes with the Board of Education's Policy Committee.

6/26/2013
3/28/2023
5/23/2023
5/7/2024