

BOARD OF EDUCATION
FAIRFIELD PUBLIC SCHOOLS
FAIRFIELD, CT

Policy Committee Meeting

Monday, August 19, 2013
Education Center
501 Kings Highway East
Superintendent's Conference Room
4:15 p.m.

Agenda

- I. Call to Order
- II. Approval of Minutes
- III. Policy
 - BOE Mission and Goals – Develop Approval Process
 - #6200 Instruction – Curriculum, Alignment to 6200 AR
- IV. Open Discussion/Public Comment
- V. Adjournment
- VI. Future Items:
 - Policy #4240 Personnel – Electronic Mail
 - Policy #3552 Business – Lending School Owned Equipment
 - Policy #5340 Students – Lost/Damaged Equipment
 - Policy #4110 Personnel – Recruitment and Selection
 - Policy #5542 Students – On Campus Recruitment
 - Policy #6511 Instruction – Special Education
 - Policy #6100 Schedules – Student Calendar

Future Mtg. Dates and Times: **Tuesday, September 3, 2013 at 4:15 p.m.**
September 16, October 14, November 18, December 2.

All meetings will be held at 501 Kings Highway East, Superintendent's Conference Room unless otherwise noted.

Instruction

CURRICULUM

ADMINISTRATIVE REGULATIONS ON CURRICULUM

6200AR

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 (research, student data, for example)
- 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

Instruction

CURRICULUM

ADMINISTRATIVE REGULATIONS ON CURRICULUM (continued)

6200AR

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

- Curriculum leader or department coordinator/liaison
- Principals/Headmasters of affected schools
- Director of Elementary and/or Secondary Education as appropriate

Once these individuals have approved the pilot, then the proposal is submitted to the Curriculum Coordinating Council (CCC) 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 6400, 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.

Changes in Regulations

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