



**BOISE SCHOOL DISTRICT
PILOT COURSE APPLICATION INSTRUCTIONS
Deadline to Educational Services Center: October 15**

1. Complete the Boise School District Pilot Course Application Form.
 - Include content area, grade level(s) and duration of course.
 - Attach a one-page abstract of course syllabus.
 - Identify how this course aligns with school improvement initiatives.
 - Obtain signatures from the Department Chair and building Principal. Signatures do not indicate approval or disapproval.
 - After building level signatures are obtained, route to the content area Supervisor.
2. The content area Supervisor will submit a recommendation to the Administrator of Instruction, and will notify the teacher of the recommendation.
3. The application, along with the Supervisor's recommendation, will be sent to the Administrator of Instruction
4. The Administrator of Instruction and/or the Executive Director of Curriculum will review the application and the recommendation of the Supervisor.
5. The Executive Director of Curriculum has the final authority to approve or disapprove the application.
6. The teacher submitting the application and the building principal will be notified prior to November 30 of the current school year.
7. If the application is approved, the originator must submit to the content area Supervisor no later than January 31:
 - a detailed budget, including potential student fees;
 - course prerequisites;
 - a course outline and an assessment plan
8. Courses approved for piloting will be limited to the originator's school. The course may be offered at all appropriate buildings after successful evaluation during, or following, the first pilot year. If there are concerns about the course, it may be recommended to pilot a second year before being made available to all appropriate buildings.
9. Pilot courses will be included in the Pre-registration Handbook



BOISE SCHOOL DISTRICT PILOT COURSE APPLICATION FORM

Submit to Content Area Supervisor by October 15

Check all that apply:

Language Arts

Social Studies

Science

Mathematics

Other (specify) _____

Grade Level(s): _____

This is a: Semester Course or Year-long Course

Abstract

Please attach a brief one-page description of the proposed course. In your course description, identify how this course helps accomplish school improvement initiatives.

Originator Date

(Signature does not necessarily
indicate approval)

Department Chair Date

Principal Date

- Attach the abstract.
- Obtain all appropriate signatures.
- Route to the appropriate content supervisor after building level signatures are secured.
- If approved by the Executive Director of Curriculum, you will be asked to submit a detailed course outline, a complete materials list of the proposed course, and an assessment plan no later than January 31.

Content Supervisor Date

Administrator of Instruction Date

Executive Director of Curriculum Date

Approved

Disapproved