

STEPS FOR ADDING NEW COURSES OR IMPLEMENTATION  
OF EXPERIMENTAL OR INNOVATIVE PROGRAMS

The following steps will be followed in the adoption of new courses or implementing experimental or innovative programs:

- I. Identification of the goals, specific components and criteria desired in the program based on staff input.
- II. Prioritizing of goals, components and criteria identified.
- III. The selection of a screening or steering committee to direct the study.
- IV. The development of a budget and time line for the implementation of the proposed program.
- V. The presentation of the program and its anticipated goals to the board of education for the board's preliminary approval.
- VI. The inservicing of the screening/steering committee through the review of available materials and visitations to schools with similar programs.
- VII. A review of available materials from book representatives and other sources.
- VIII. The presentation to the board of education for their approval a review of available material and an estimated cost for implementation of the program, including the cost for additional personnel, textbooks, and supplies.
- IX. The inservicing of the staff.
- X. The final identification of the textbooks and supplies needed for the program.
- XI. The development of curriculum guides.
- XII. The implementation of the program.
- XIII. A three month and nine month review of the outcome of the program and the identification of changes needed. A report to the board of education after the nine month review.

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_