

**Steps For Adding New Courses or Implementation
of Experimental or Innovative Programs**

AR-6215

All changes in courses or adding experimental or innovative programs must seek the recommendation of the school improvement committee. The following steps are guidelines for 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. A presentation of the proposed program to the board of education for their approval. This presentation should review the available material and the 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.

Refer to Policies 6210, Curriculum Changes and Curriculum Guides and 6215, Experimental/Innovative Programs.

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