

**Section 600 – Instruction
Curriculum Development**

Steps for Adding New Courses or Implementation of Experimental or Innovative Programs

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

1. Identification of the goals, specific components, and criteria desired in the program based on staff input.
2. Prioritizing of goals, components, and criteria identified.
3. The selection of a screening or steering committee to direct the study.
4. The development of a budget and time line for the implementation of the proposed program.
5. The presentation of the program and its anticipated goals to the board of education for the board's preliminary approval.
6. The in-servicing of the screening/steering committee through the review of available materials and visitations to schools with similar programs.
7. A review of available materials from book representatives and other sources.
8. The presentation to the board of education for their approval: available material and an estimated cost for implementation of the program, including the cost for additional personnel, textbooks, and supplies.
9. The in-servicing of the staff.
10. The final identification of the textbooks and supplies needed for the program.
11. The development of curriculum guides.
12. The implementation of the program.
13. 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.