



Revised Feb. 16, 2016

New Initiatives, New Courses & Program Modifications - PROCEDURES

New initiatives, new courses and program modifications are signs of on-going professional learning, continuous improvement and innovation. Collaboratively, staff, administration and parents are encouraged to develop programming options and modifications that provide sound, proven-effective strategies to meet the diverse learning needs of Cedarburg School District students.

The purpose of this document is to provide planning parameters to make informed decisions about future programming options or changes that will impact the district’s learning system. The following represent conditions where these parameters apply:

- Where significant changes are being proposed in curricular content, course sequence and within instructional methodologies.
- Where the changes are likely to have district-wide impact with regard to achievement, resource allocations, access or opportunity to learn, or scheduling.
- Where philosophical differences among those affected may occur.
- Where additional staffing is required or substantial system-wide training/staff development will be needed to implement the program and sustain its impact long-term.

Examples of the types of changes/improvements that would require the use of this process include:

Guideline	High School	Middle School	Elementary School
Initiatives	Modification of current schedule to provide for on-going collaboration	Development of early morning resource/ tutorial time before school starts.	Incorporate a science naturalist/ coach into the elementary science program.
Program Modifications	New requirements for high school graduation.	Offer high school credit to students who take high school courses at the middle school.	Utilize a new resource for K-5 math instruction.
New Courses	Proposal of a new transcribed course.	Offer world language to 6 th graders.	Offer world language to kindergarteners-through-5 th grade.

New Initiatives, New Courses & Program Modifications Timeline

Step	Due Date	Task Requirements of Step	Involved in this step of the Process
1	September-March 15 <i>18-24 months prior to implementation</i>	Preliminary conversations about the proposed new initiative, new course, or program modification. Use Innovation Reflection Rubric to guide conversations. If supported by administration and department members, proceed to Step 2.	School Administration Department Chair Curriculum Council Dept. Lead Director of Curriculum and Instruction Consult: Director of Technology & Assessment
2	May 15 <i>16 months prior to implementation</i>	Submit Part A – New Initiatives, New Courses and Program Modifications Application to Director of Curriculum and Instruction and copies to school administrator and department chair.	School Administration Department Chair (Lead/elementary) Curriculum Council Dept. Lead Director of Curriculum & Instruction
3	September 15 <i>12 months prior to implementation</i>	Curriculum Council reviews all new proposals and hears a presentation from the author of the proposal.	Curriculum Council
4	October 15	Curriculum Committee of the Board hears a presentation/overview of the proposed new initiative, new course or program modification.	Curriculum Committee of the Board Curriculum Council Dept. Lead Staff Member Making Proposal Director of Curriculum & Instruction
5	October 30	School Board hears report from Curriculum Committee of the Board chair, at school board meeting. If proposal is approved, staff member making proposal may proceed to Step 6.	Curriculum Comm. of the Board Chair Curriculum Council Dept. Lead Staff Member Making Proposal Director of Curriculum & Instruction
6	November 15	Approved New Initiatives, New Courses, and Program Modifications are communicated to all stakeholders. (student/staff guidebooks, website, etc.)	Director of Curriculum & Instruction School Administration
7	November 30	New course description (if applicable) submitted to high school guidance/school administrative assistant, to insert in course handbooks.	Staff Member Making Proposal Guidance Office Secretary (if applicable)
8	February 15	Submit Part B - New Initiatives, New Courses and program Modifications Application to Director of Curriculum and Instruction	Director of Curriculum & Instruction
9	March 1	Review course/program registration numbers. (Registration determines if the course/program will be offered.)	School Administration Director of Curriculum & Instruction
10	March 30	All purchase orders (where appropriate) due to Curriculum Department. Required: Completion of Instructional Materials Evaluation Form.	Staff Member Making Proposal Director of Curriculum & Instruction Director of Technology & Assessment
11	July 15 <i>Summer preceding fall implementation</i>	New Course: Submit DRAFT of curriculum and assessments to Director of Curriculum and Instruction. New Initiative/Program Modification: Complete implementation plan in partnership with school site team and district administration.	Director of Curriculum & Instruction School Administration
12	August 15 <i>2 weeks prior to implementation</i>	New Course: All recommended revisions completed.	Director of Curriculum & Instruction
13	September 1	Approved proposal is implemented.	Appropriate staff deploys new course, new initiative or program modification.
14	Quarter 4 <i>Conclusion of implementation year</i>	Survey students to review continuation/modification of new initiative, new course, program modification. Assessment/grade-report run to determine student success factors.	Director of Technology & Assessment School Administration Director of Curriculum & Instruction



Part A

PART A: New Initiatives, New Courses & Program Modifications Application

Name of author: Click here to enter text.	Names of co-leads(s) / collaborators: Click here to enter text.	Level: Choose an item.
Department/Grade Level: Click here to enter text.	Date shared w/Dept Members or Grade Level Team: Click here to enter a date.	Date of Submission: Click here to enter a date.
Name of New Initiative, New Course, or Program Modification: Click here to enter text.		
Rationale (500 words or less) Describe how this new initiative, new course or program modification will improve the system, prepare students for college and career readiness and connect to the district's strategic plan/student goals: Click here to enter text.		
Course or Program Modification Description (200 words or less). Describe what students will learn and be able to do by successful completion of this new course, initiative or program modification. Click here to enter text.		
Course prerequisites (if applicable): Click here to enter text.		
Course or Program Modification Alignment within department (sequence or alignment of course within current offerings) Click here to enter text.		
Approximate start-up cost		Notes
Equipment (items ≥ \$500)	Click here to enter dollar amount.	Click here to enter text.
Staff Development	Click here to enter dollar amount.	Click here to enter text.
Textbooks or eBooks	Click here to enter dollar amount.	Click here to enter text.
Materials/Supplies (items ≤ \$500)	Click here to enter dollar amount.	Click here to enter text.
Other	Click here to enter dollar amount.	Click here to enter text.
Approximate ongoing cost		Notes
Yearly consumable supplies	Click here to enter dollar amount.	Click here to enter text.
Ongoing training	Click here to enter dollar amount.	Click here to enter text.
Other	Click here to enter dollar amount.	Click here to enter text.



Part B

PART B: New Initiatives, New Courses & Program Modifications Application

Name of author: Click here to enter text.	Names of co-leads(s) / collaborators: Click here to enter text.	Level: Choose an item.
Department/Grade Level: Click here to enter text.	Date shared w/Dept Members of Grade Level Team: Click here to enter a date.	Date of Submission: Click here to enter a date.
Name of New Initiative, New Course, or Program Modification: Click here to enter text.		
Course Syllabus (if applicable): Click here to enter text.		
Communication Plan (specific plan developed and articulated): Click here to enter text.		
Plan for staff development/training: Click here to enter text.		
Plan for evaluation of program (specific data to be collected & evaluated, by whom, when, how): Click here to enter text.		
EXACT START-UP COST (with Quotes)		Notes
Equipment (items ≥ \$500)	Click here to enter dollar amount.	Click here to enter text.
Staff Development	Click here to enter dollar amount.	Click here to enter text.
Textbooks or eBooks	Click here to enter dollar amount.	Click here to enter text.
Materials/Supplies (items ≤ \$500)	Click here to enter dollar amount.	Click here to enter text.
Technology	Click here to enter dollar amount.	Click here to enter text.
Other unique needs / information	Click here to enter dollar amount.	Click here to enter text.
EXACT ONGOING COST (With Quotes)		Notes
Yearly consumable supplies	Click here to enter dollar amount.	Click here to enter text.
Ongoing training	Click here to enter dollar amount.	Click here to enter text.
Other	Click here to enter dollar amount.	Click here to enter text.