



# High School Course Proposal Form for New Courses

2024-25 School Year

The High School Course Proposal Form for New Courses for the 2024-25 school year and all supporting materials must be submitted to [CCR@everettsd.org](mailto:CCR@everettsd.org) by **December 1, 2023**.

Additional course proposal forms available in [DocuShare](#):

- Middle School Course Proposal Form for New Courses
- High School and Middle School Course Revision Form
- High School and Middle School Course Proposal Form for New CTE Course
- High School and Middle Course Equivalency Proposal Form

## Part I – Proposed Course Details

### 1. Date of Course Proposal

### 2. Proposed Title of New Course

**3. High School** ☐ CHS ☐ EHS ☐ JHS ☐ SHS ☐ OnlineHS ☐ Port Gardner

**4. Subject Area** ☐ Elective ☐ English ☐ Health ☐ Math  
☐ PE ☐ Science ☐ Social Studies ☐ V&P Arts  
☐ World Language ☐ CTE - If CTE, use CTE Course or Course Equivalency Proposal Form

**5. Grade Levels** ☐ Grade 9 ☐ Grade 10 ☐ Grade 11 ☐ Grade 12  
For middle school courses for high school credit ☐ Grade 7 ☐ Grade 8

**6. Course Length** ☐ Semester (0.50 credit) ☐ Yearlong (1.0 credit) ☐ May be repeated for credit

**7. Program** ☐ General ☐ Multilingual Learner ☐ Special Education

**8. Course Designations** ☐ AP ☐ [CADR](#) ☐ [CiHS](#) ☐ CTE Dual Credit  
☐ Science Lab ☐ Senior Quantitative

### 9. Prerequisite(s)

### 10. Fees

**11. Course Description** (up to 100 words)

**Part II – Required Attachments**

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- ☐ Syllabus includes learning objectives, outline of unit topics and standards, assessments, and grading information
- ☐ Sample assessment
- ☐ Description of materials and resources to be used
- ☐ Approved instructional materials (must include one of the following)
  - ☐ Core Instructional Materials Adoption with Date of Board Approval
  - ☐ [2311P Appendix I-Supplemental](#)
  - ☐ [Temporary 2125P Appendix A](#)
- ☐ Proposed budget (must include budget code in budget proposal)
- ☐ Digital Resources Review Form [2311P Appendix E](#) (if applicable)

Date of Digital Tool Approval \_\_\_\_\_

Name of Digital Tool(s) \_\_\_\_\_

**Part III – Contact Information**

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Name of staff member submitting course proposal \_\_\_\_\_

Additional staff members assisting in course proposal

|            |              |
|------------|--------------|
| Name _____ | School _____ |
| Name _____ | School _____ |
| Name _____ | School _____ |
| Name _____ | School _____ |

## **Part IV – Approvals**

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Academics/Curriculum Director Signature

Date

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Academics/Curriculum Director Signature

Date

**Principal signature is required for each location course will be offered.**

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Cascade High School Principal

Date

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Everett High School Principal

Date

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HM Jackson High School Principal

Date

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Sequoia High School/OnlineHS/Port Gardner Principal

Date

## **Part V – Proposed Course Approval**

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Executive Director, CCR & ELO Signature

Date

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Chief Academic Officer Signature

Date

☐ **Approved**

☐ **Approved with recommendations**

☐ **Denied**

Recommendations

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## College & Career Readiness Department Use Only

### Credit Rule

- ☐ E-Evenly divide credit among all subject areas
- ☐ O-Fill Subject area credit in order
- ☐ F-Full credit goes to all subject areas

### Graduation Subject Areas

|                          |                  |                          |                          |                          |                                        |                          |                                   |                          |                       |
|--------------------------|------------------|--------------------------|--------------------------|--------------------------|----------------------------------------|--------------------------|-----------------------------------|--------------------------|-----------------------|
| <input type="checkbox"/> | A1-English 1     | <input type="checkbox"/> | B2-US History            | <input type="checkbox"/> | C2-Algebra (1st Yr Math)               | <input type="checkbox"/> | D3-Second Yr Science              | <input type="checkbox"/> | E1-Physical Ed        |
| <input type="checkbox"/> | A2-English 2     | <input type="checkbox"/> | B3-Government            | <input type="checkbox"/> | C3- Geometry (2 <sup>nd</sup> Yr Math) | <input type="checkbox"/> | D1-Third Yr Science (or Elective) | <input type="checkbox"/> | J1-World Language     |
| <input type="checkbox"/> | A3-English 3     | <input type="checkbox"/> | B4-WA State History      | <input type="checkbox"/> | C4-Algebra 2 (3 <sup>rd</sup> Yr Math) | <input type="checkbox"/> | G3-CTE                            | <input type="checkbox"/> | Z1-CCRS               |
| <input type="checkbox"/> | A4-English 4     | <input type="checkbox"/> | B5-Social St Elective    | <input type="checkbox"/> | C1-Math Elective                       | <input type="checkbox"/> | H1-Fine Arts                      | <input type="checkbox"/> | Z3-Activities & Clubs |
| <input type="checkbox"/> | B1-World History | <input type="checkbox"/> | C2-Algebra (1st Yr Math) | <input type="checkbox"/> | D2-First Yr Science                    | <input type="checkbox"/> | F1-Health                         | <input type="checkbox"/> | X1-Elective           |

### Course Level

|                          |                        |                          |             |                          |                                 |
|--------------------------|------------------------|--------------------------|-------------|--------------------------|---------------------------------|
| <input type="checkbox"/> | B - Basic or remedial  | <input type="checkbox"/> | C - College | <input type="checkbox"/> | E - Enriched or advanced        |
| <input type="checkbox"/> | G - General or regular | <input type="checkbox"/> | H - Honors  | <input type="checkbox"/> | X - No specified level of rigor |