



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 completed information and materials in Parts I-IV must be submitted to 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

- ☐ 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

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

Academics/Curriculum Director Signature

Date

Academics/Curriculum Director Signature

Date

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

Cascade High School Principal

Date

Everett High School Principal

Date

HM Jackson High School Principal

Date

Sequoia High School/OnlineHS/Port Gardner Principal

Date

Department Use Only – Proposed Course Approval

Executive Director, CCR & ELO Signature

Date

Chief Academic Officer Signature

Date

☐ **Approved**

☐ **Approved with recommendations**

☐ **Denied**

Recommendations

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 nd 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 rd 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