



# North Clackamas School District

## New Course Proposal Application

The new course proposal application is for staff designing new courses that support student achievement of NCSD graduation requirements including: required credits, career experiences, and performance standards in reading, writing, speaking, and math. Particular attention should be given to curriculum and instruction that is culturally relevant, meets the needs of students with disabilities, Talented and Gifted students and ELD students. Proposals must be complete with all requested information before being forwarded to high school curriculum and counseling assistant principals (CCAPs) or middle school principals.

### Process:

1. Complete proposal with departmental and school level administrative support.
2. Submit to Executive Director of Secondary Programs for review with the Curriculum Counseling Assistant Principals or Middle School Principals. Committee members include:
3. Once approved by CCAPs, Executive Director will take the proposal to the Instructional Executive Committee:
  - a. Maureen Callahan, Exec. Director of Teaching and Learning
  - b. Vivian Garrison, Director of Student Support Services
  - c. Cindy Quintanilla, Exec. Director of Secondary Programs
  - d. Shelly Reggiani, Exec. Director of Equity and Instructional Services
  - e. Tiffany Shireman, Asst. Superintendent
  - f. Joel Stuart, Exec. Director of Elementary Programs
4. Once approved by Instructional Executive Committee, the proposal will go to the School Board for final approval per [Policy IFD/IFE](#). The proposal must go to the Board twice for a “first read/Discussion” and then a final request for “Approval”. The Board Meeting dates to meet the course catalogue printing deadline are November 12 and December 8, 2015.

### Directions:

**Complete the attached “New Course Proposal Application Form” and the “Scope and Sequence.” Please fill out the entire document electronically EXCEPT for section VI: “Required Signatures”. The signatures page must be printed out and completed before submission of your application. If you have trouble with this document, please contact Donna Collingwood at [collingwoodd@nclack.k12.or.us](mailto:collingwoodd@nclack.k12.or.us) or #36048.**

## New Course Proposal Application Form

### A. Course Information

1. Date of Application		
2. School		
3. Teacher(s) Submitting Request		
4. Course Title		
5. Subject Area		
6. Highly Qualified Teacher Certification Requirements		
7. Type of Credit <i>(Check the appropriate choice)</i>	<b>Required:</b> Social Studies World History Government US History Political Issues Math Science Language Arts Physical Education Health	<b>Elective/Selective:</b> Social Studies World History Political Issues Math Science Language Arts Physical Education Health Fine Arts Advanced Placement (AP) International Baccalaureate (IB)
8. School Year to be Implemented		
9. Length of Course	Full Year	Semester
10. Anticipated Number of Students to be involved		
11. Grade Level		
12. Prerequisite Course(s)		
13. Concurrent Enrollment Required?	YES	NO
	If Yes, in which course(s)?	
14. Articulation with college for credit?	YES	NO
	If Yes, Name of College: Number of Credits: College Course:	
15. Can this course be repeated for credit?	YES	NO
16. Who is the intended student audience (all students, TAG, SpEd, ELD)? Please explain.		

## II. QUESTIONS

Provide written responses to the following questions and be prepared to discuss them with MS principals or CCAPs and the district Instruction Team.

Question	Answer
1. How does this course align with current building and district offerings?	
2. What data indicates that this course should be added?	
3. How will highly qualified staff be made available within the projected FTE allocation?	

## III. BUDGET CONSIDERATIONS

Enter the expected cost in each of the following areas:

Budget Item	Expected Cost	Explanation
1. Textbook/Materials		
2. Equipment		
3. Operating expenses, fees, or registrations		
4. Other		
5. Total Estimated Cost		

What building account(s) will provide the needed funds?

## IV. SCOPE & SEQUENCE

The Scope and Sequence template is on the following page. Please complete the columns for each unit in the proposed course. Consult with your principal, assistant principal, and district administration for Special Education and ELD services for assistance. The Scope and Sequence can be as many pages as necessary to cover the appropriate material. If you need to add rows or columns to the table, go to “Table” → “Insert” and choose the appropriate action. You can resize any of the columns and rows by dragging the column/row lines to resize.

**\*\*Each Elective must include at least one Career Related Learning Experience (CRLE). Attach a completed “CRLE Teacher Planner” and also indicate in the Scope and Sequence where instruction regarding the CRLE will occur.**

NEW COURSE SCOPE & SEQUENCE					
Course Title:					
Curriculum Guide Description:					
Scope and Sequence					
<b>Course Content:</b> <i>What will students be expected to know and do? Provide the core knowledge or skills (state and/or industry standards) that will be taught and assessed. Organize the content standards by unit, framing question(s), or project title in sequence from the beginning to the end of the course.</i>		<b>Career Related Learning Standards (CRLS)</b>	<b>Student Activities:</b> <i>What will students do to demonstrate their learning? What products and/or performances will students complete?</i>	<b>Assessment Tools:</b> <i>What assessment criteria or tools will you, the teacher, use to measure student progress and achievement?</i>	<b>Special Education, ELD, and TAG Accommodations:</b> <i>How will curriculum instruction and/or assessments be accommodated to meet the needs of each student? Select one unit and provide examples.</i>
<b>Unit Topic, Framing Question(s), or Project Topic</b>	<b>Core Academic and Professional Knowledge &amp; Skills</b>				
Unit 1:					
Unit 2:					
Unit 3:					
Unit 4:					
Unit 5:					
** CRLE Taught within Unit #					

## V. CRLE TEACER ACTION PLANNER

Complete this section if the course you are proposing is a **High School Elective Course**.

Course Information		
1. Class Title		
2. Unit of Study		
3. Essential Question(s)		
4. CRLE will be structured so that students work <i>Mark an "X" next to all that apply</i>	In small groups	As a class      Individually
5. Key Learning Objectives Addressed		
CRLE Essential Components		
Essential Component	In what way will the essential component be integrated into the experience?	
1. Inquiry: Students address an essential question related to the course content that might be tackled by an adult in the workplace or community (what kind of research will students complete to answer the essential question?).		
2. Adult Connections: Students work with at least one adult with expertise in a relevant career field.		
3. Product(s): Students create a product that connects course content with life and work beyond the classroom.		
4. Professional Standards: Students demonstrate applicable Career Related Learning Standards and identify evidence in their work (See Career Related Learning Standards on the following page).		
5. Reflection: Students describe what they have learned.		

**Professional Standards  
Career Related Learning Standards  
(Elective Courses Only)**

Check and describe all that apply.

<b>Standard</b>	<b>Which of the Career Related Learning Standards will students be required to demonstrate?</b>	<b>X</b>	<b>What will students do to demonstrate their learning? What product or performance will students complete?</b>	<b>What criteria or assessment tools will you use to assess students performances and/or products?</b>
<i>Personal Management:</i> Exhibit appropriate work ethic and behaviors in school, community, and/or workplace.	Identify tasks that need to be done and go on to complete them.			
	Maintain regular attendance and complete projects and assigned tasks on time.			
	Take responsibility for decisions and actions.			
<i>Problem Solving:</i> Apply decision-making and problem-solving techniques in school, community and/or workplace.	Identify problems			
	Use problem-solving and decision-making skills to identify possible solutions.			
	Develop and carry out a plan to solve problems.			
	Assess his/her results.			
<i>Communication:</i> Demonstrate effective and appropriate communication skills to give and receive information in school, community, and/or workplace.	Listen carefully and speak clearly.			
	Give and receive feedback in a positive manner.			
	Show that his/her communication is clear, organized, accurate, and appropriate to the intended audience.			
<i>Teamwork:</i> Demonstrate effective teamwork in school, community, and/or workplace.	Work effectively as part of a team.			
	Demonstrate skills that improve team effectiveness (e.g., negotiation, compromise, consensus building, shared decision making, goal setting).			
<i>Employment Foundations:</i> Demonstrate academic, technical, and organizational knowledge and skills required for successful employment.	Apply academic knowledge and technical skills in a career context.			
	Demonstrate that he/she understands how work moves through an organization or system.			
	Follow safety practices or other regulations.			
<i>Career Development:</i> Demonstrate career development skills in planning for post-high school experiences.	Develop a plan to achieve his/her educational and/or career goals.			
	Learn educational, training and skill requirements for his/her career-interested area.			
	Use job-seeking skills (e.g., writing resumes, completing applications, participating in interviews) that relate to his/her educational and/or career goals.			

VI. REQUIRED SIGNATURES

Print this form and complete the Information section and gather the required signatures before forwarding this proposal to Cindy Quintanilla, Executive Director of Secondary Programs.

This form must be printed out and signed by all parties before submission of your application. When all signatures have been obtained you can scan and email this form to Cindy Quintanilla at [quintanillac@nclack.k12.or.us](mailto:quintanillac@nclack.k12.or.us), or you can send the hard copy via courier to Cindy Quintanilla at location #860.

Information:

1. Date of Application	
2. School	
3. Teacher(s) Submitting Request	
4. Course Title	

Required Signatures:

Level 1: Department Chair/Representative

Curriculum Assistant Principal

Principal

Level 2: Executive Director of Secondary Programs  
Instructional Executive Committee

Level 3: Board approval

District Use Only Below This Line

Board Approval Date: \_\_\_\_\_