



Portland Public Schools

Office of Curriculum, Instruction, and Technology
314 Main Street, Portland, CT 06480

New Course or Core Program Proposal Form

Instructional courses and core curricular programs* in use at Portland Public Schools require approval by the Board of Education. Please complete this form if seeking to implement a new course or core curricular program and, once completed, submit via email to the Director of Curriculum, Instruction, and Technology. From there, if no additional information is required, the proposal will be brought before the BOE Curriculum Subcommittee who will make a determination as to whether or not the course/program is approved for implementation.

* For the purposes of this form, a core curricular program is defined as a tier I program that serves all students.

Name of Proposed Course or Program:

Name of Person(s) Making this Proposal:

Course/Program Description: Please provide a brief description of the new course or core curricular program you are seeking to implement. Please indicate the population of students this course/program will serve. When are you looking to implement this course/program?

Course/Program Rationale: Please explain why this course/program should be considered for implementation within Portland Public Schools. How does this course/program meet learning needs for students that would otherwise be unmet? How will this course/program enhance Portland Public Schools students' learning experience?

Course/Program Process: Briefly explain the process used to identify and/or select this course/program as needed within Portland Public Schools? To what extent (where applicable) were materials previewed and/or piloted for use?

Course/Program Alignment and Quality: To what standards does this course/program align? How is such alignment guaranteed or will such alignment be guaranteed within the course/program?

Resources and Materials: What resources and/or materials will be needed to develop and implement this course/program, and what are approximate costs? Have these costs been budgeted in the current budget or earmarked for future funding?

Curriculum Development: Does this course/program already have a developed curriculum? If so, where is this curriculum housed and who was the author(s)? If not, when will the curriculum for this course be developed and by whom?

Instructional Requirements: What are the instructional minutes or instructional frequency required for this course/program? What, if any, other instructional requirements does the course/program carry (i.e. dual enrollment, educator certification, etc.).

Required Signatures: In order to bring this proposal forward, please gather the signatures indicated below.

- _____ School Principal
- _____ Director of Curriculum, Instruction, and Technology

Other Information: Please use this space to include any other information as relates to this proposal that you feel would be of benefit to the BOE Curriculum Subcommittee.

This Section For Committee Use Only

Date of Form Submission:

Date of BOE Curriculum Subcommittee Presentation:

BOE Curriculum Subcommittee Recommendation:

BOE Decision (Circle One): Approve Do Not Approve Other (Provide Explanation)

