



Boulder Valley School District
File: IFB-E2
Adopted: September 10, 1980
Revised: February 28, 1985

REQUEST FOR NEW COURSES OR MAJOR MODIFICATIONS OF EXISTING PROGRAMS

These requests to develop must be approved by the Board no later than the prior December for September implementation or the prior April for January implementation. This form must be completed and submitted to the appropriate administrator in the Division of Instruction by October 15 or March 15 in order to make those Board approval deadlines. Other deadlines of the Division of Instruction may apply and are available from that office. Those deadlines relate to textbook and materials selection and adoption, inservice requests, and budget requests.

PROPOSED TITLE OF NEW COURSE OR PROGRAM:

PROPOSED COURSE NUMBER: _____

BRIEF DESCRIPTION OF PROPOSED MODIFICATION:

IS THIS A PILOT PROJECT (experimental or alternative)? [See Policy IFB]

(If an alternative program, append operational Plan B from Administrative Guidelines)

TARGET POPULATION: _____

SUBJECT, CONTENT, OR METHODOLOGICAL EMPHASIS: _____

GRADE LEVEL(S) AFFECTED: _____

DURATION OF COURSE: (e.g., semester, 12 weeks, year): _____

SCHOOL(S) INVOLVED AS INIATORS(S): _____

SCHOOL(S) INVOLVED IN IMPLEMENTATION: _____

CONTACT PERSON(S) AT CENTRAL OFFICE: _____

Step 1. RATIONALE AND DEFINITION OF NEED: Please answer the questions below.

a. What is the rationale for the modification or development of the new program or course or for the modification of the existing program?

b. Describe relevant student needs and indicate how and by whom they were identified.

c. What opportunities for students already exist in this are? How has the school or District attempted to meet this need in the past?

Step II. GOALS AND OBEJECTIVES:

a. How will this proposal forward the attainment of existing District educational or curricular goals? Be specific, *e.g.* Board Educational goals, Subject Area goals, or other adopted criteria for curriculum.

b. What are the goals and major objectives of this proposed course or program?

c. Which objectives classify this course as “essential” or “desirable”? (For secondary courses only.)

d. Describe the proposed evaluation design, including what will be comparatively analyzed.

e. What impacts on other aspects of the educational program are likely to occur if this proposal is implemented?

Step III. EQUITY AND ACCESS (for alternatives):

a. How is it assured that the alternative will be an option for a cross-section of students in the school, geographic area, or District?

b. How will those who wish to enroll in the alternative be selected?

c. Is transportation a limiting factor? Describe the problem.

d. Are there any other factors that will limit access?

Step IV. RESOURCE NEEDS AND TIMELINES:

a. Development: Estimate additional resource needs for full development.

Personnel needs (teachers or teacher hours) _____

Dollar needs (for consultants, materials) _____

How much total time for development? (in days, weeks, months) _____

b. Implementation: Estimate additional resource needs for implementation.

Basic materials need _____ \$ _____ Equipment _____ \$ _____

Personnel needs _____ \$ _____ Inservice _____ \$ _____

c. Any other costs associated with development or implementation: _____

d. Evaluation: Estimate additional resource needs for designing and conducting an evaluation:

Personnel needs _____ Dollars _____

Materials (questionnaires, tests) _____ Dollars _____

Data Analysis and Report _____ Dollars _____

Step V. ENDORSEMENTS*:

Initiator(s): _____ Date _____

_____ Date _____

Recommended action: (approval, Forward, Return for information, Disapproval)

Principal(s) (where appropriate): _____ Date _____

Date _____

Recommended action: _____

Coordinator(s) or Resource teacher(s) (Where appropriate): (Signature indicates Representative Council review and recommendation):

Date _____

Date _____

Date _____

Date of Council Review: _____

Recommended action: _____

Other appropriate advisory group representative:

Date _____

Recommended action by group: _____

(This form should go directly to the Division of Instruction.)

Step VI. APPROVAL:

Executive Director(s) of Instruction:

Date _____

Date _____

Deputy Superintendent: _____ Date _____

Forwarded to Board for Approval Date _____

*NOTE: INITIATOR SHOULD SUBMIT THIS COMPLETED AND ENDORSED FORM TO THE APPROPRIATE ADMINISTRATOR IN THE DIVISION OF INSTRUCTION BY OCTOBER 15 FOR DECEMBER BOARD APPROVAL AND BY APRIL 15 FOR MAY BOARD APPROVAL.

End of File: IFB-E2