

### LOCALLY APPROVED COURSES

#### Background

Locally developed or acquired and authorized junior high and senior high school complementary courses provide instructional opportunities that complement provincially authorized programs and allow schools to respond to local and individual needs.

Accordingly, the Board will approve locally developed or acquired courses provided they meet the guidelines set out by Alberta Education, Board policy and administrative procedures, and further the Division supports efforts to include these courses in the school curriculum.

#### Procedures

1. Principals and teachers are to bring proposals for locally developed or acquired courses to the Superintendent or designate subsequent to the following:
  - 1.1. Conducting a study to ensure that a proposed course will be chosen by a reasonable number of students;
  - 1.2. Identifying and providing sources of adequate funding for the development, acquisition, implementation and staffing;
  - 1.3. Ensuring courses and learning resources recognize diversity, promote respect for individuals and adhere to the teachings of the Catholic faith. The courses must be consistent with the mission and vision of the Division. Evaluation and assessment procedures will be built into the course. Learning outcomes must develop the competencies described in the Ministerial Order on Student Learning
  - 1.4. Ensuring that materials for the implementation of the course will be accessible and consistent with the legislation, regulations and policies of the Alberta Education and Board policy;
  - 1.5. Obtaining copyright permission from the organization responsible for the learning resources and materials for the proposed course; and
  - 1.6. Ensuring that approval has been obtained from the appropriate authorities of the Alberta Education.
2. All requests to create a locally developed course or to acquire or adapt a course from another institution must be made to the Superintendent or designate who oversees

and monitors these courses. The Division maintains an up-to-date list of locally developed courses that have received Board approval.

3. Requests for locally developed or acquired courses shall be submitted to the Superintendent or designate by February 28 and to the Board by March 31 for implementation in the following school year.
4. Administrative and developmental procedures used by course developers shall be made available to any Division personnel.
5. Courses developed by Division personnel shall be the property of the Division and shall be available to all schools within the Division.

Reference: *Education Act*, SA 2012, c E-0.3, ss.18, 33, 52, 53, 196, 197, 222  
Guide to Education, ECS to Grade 12