

## ADMINISTRATIVE PROCEDURE NO. 226

### LOCALLY DEVELOPED COURSES

#### Background

The Division supports the local development and authorization of junior and senior high school courses which do not duplicate provincially authorized courses and allow staff to be innovative and responsive to local and individual student needs. Development of courses will be consistent with our Catholic Christian beliefs and morals while fostering educational excellence within our school communities.

#### Procedure

1. The Board, through the Superintendent, shall authorize all locally developed courses in accordance with Alberta Education Policy 1.2.1 – *Locally Developed/Acquired and Authorized Junior and Senior High School Complementary Courses*. Policy 1.2.1 is available online at <http://www.education.gov.ab.ca/educationguide/pol-plan/polregs/121.asp>
2. A request for approval of locally developed or acquired courses shall include:
  - 2.1 Philosophy and rationale;
  - 2.2 Learner expectations;
  - 2.3 Specific content outline;
  - 2.4 Special facilities required;
  - 2.5 Identification of and proposed treatment on controversial course components;
  - 2.6 Degree to which course complements, but avoids overlap with, provincially developed courses;
  - 2.7 Plan for assessing student achievement; and
  - 2.8 Plan for course evaluation, monitoring and revision.
  - 2.9 Alberta Education has developed a *Checklist for Submitting Locally Developed/Acquired and Authorized Courses* (LDCs) to assist jurisdictions in meeting the requirements of Policy 1.2.1. The Checklist is available online as Information for Administrators at [http://www.education.gov.ab.ca/pubstats/school\\_jur\\_pub.asp](http://www.education.gov.ab.ca/pubstats/school_jur_pub.asp)

3. Locally developed courses shall be offered only after the Board has given approval.
4. The course outline will be forwarded to the Superintendent for Board approval by May for the first semester or December 1 for the second semester.
5. The objectives of the courses being developed shall be consistent with the curriculum goals established by the Division.
6. The resources required for the development and implementation of new courses shall be determined by each site administrator.
7. New courses being developed will require a built-in evaluation.
8. Prior to development, a study will be conducted to ensure that:
  - 8.1 A proposed course will be chosen by a reasonable number of students;
  - 8.2 Materials for the implementation of the program are accessible; and
  - 8.3 Teachers are available to teach the course.
9. During the first year of school site implementation, all courses will be piloted, evaluated and if necessary, revised.
10. All Division sponsored locally developed courses become the property of the Division and the Division retains copyright for these materials.
11. The Board, through the Superintendent, shall reauthorize all locally developed courses in accordance with Alberta Education Policy 1.2.1.

Reference: School Act Section 3, 28,39,50,60,61,133  
Policy 1.2.1 – Locally Developed/Acquired and Authorized Junior and Senior High School Complementary Courses  
Policy 1.2.2 – Locally Developed Religious Studies Courses  
Policy 1.4.3 – Off Campus Education  
Guide to Education, ECS to Grade 12