

Administrative Procedure 208

LOCALLY DEVELOPED COURSES

Background

Locally developed or acquired junior and senior high school courses permit school staff to be innovative and responsive to local and individual student needs through the development and authorization of courses at the local level.

Procedures

1. Locally developed/acquired and authorized junior and senior high school complementary courses are governed by Alberta Education Policy 1.2.1. Since the Board has delegated the responsibility of approving these courses to the Superintendent, approval will be through the office of the Superintendent.
2. A request for the approval of the Superintendent of a locally developed or acquired course 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 of controversial course components.
 - 2.6 Degree to which the course complements, but avoids overlap with, provincially developed courses.
 - 2.7 Plan for assessing student achievement.
 - 2.8 Plan for course evaluation, monitoring and revision.
3. Locally developed courses shall be offered only after approval has been given by the Superintendent.
4. The course outline will be forwarded to the Superintendent for approval by May 31 for the first semester, or December 31 for the second semester.
5. The objectives of courses being developed shall be consistent with the curriculum goals established for 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 procedure.

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 implementation of the program are accessible.
 - 8.3 Teachers are available to deliver the course.
9. Prior to school site implementation, all courses will be piloted, evaluated and, if necessary, revised.
10. All divisional sponsored locally developed courses become the property of the division and the division retains copyright for these materials.
11. The Superintendent shall reauthorize all locally developed courses in accordance with Alberta Education Policy 1.2.1.