

LOCALLY DEVELOPED / ACQUIRED PROGRAMS AND COURSES

Background

The purpose of locally developed courses is to further develop and cultivate the unique interests and abilities of students, to foster educational improvement and excellence through innovation at the school level to meet the unique needs of a community. 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.

The Division supports the local development and authorization of junior high school and senior high school courses that do not duplicate provincially authorized courses.

Procedures

1. Locally developed/acquired and authorized junior and senior high school complementary courses are governed by Alberta Education Policy 1.2.1.
2. A request for the approval of a locally developed or acquired course shall include:
 - 2.1 The name of school authority where the course is to be offered.
 - 2.2 The title of the course along with the junior high grades or senior high school years at which the course is to be offered.
 - 2.3 The credit allocation, if appropriate along with the implementation date.
 - 2.4 Philosophy and rationale;
 - 2.5 Learner expectations;
 - 2.6 Specific content outline;
 - 2.7 Special facilities required;
 - 2.8 Identification of and proposed treatment of controversial course components;
 - 2.9 Degree to which the course complements, but avoids overlap with, provincially developed courses;
 - 2.10 Plan for assessing student achievement; and
 - 2.11 Plan for course evaluation, monitoring and revision.
 - 2.12 A statement indicating that significant overlap with provincially developed courses does not exist.
3. Locally developed courses shall be offered only after the Board has given approval.
4. For any locally developed course, the course outline will be forwarded to the Assistant Superintendent of Learning Services for Board approval by May for the first semester, or December for the second semester. The Division will then forward the completed

authorizations and course outlines of credit courses to the Director, Curriculum Branch by May 31 for the first semester, or December 31 for the 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; and
 - 8.3 Teachers are available to deliver the course.
9. All Division-sponsored locally developed courses become the property of the Division and the Division retains copyright for these materials.
10. The Board, through the Superintendent, shall reauthorize all locally developed courses in accordance with Alberta Education Policy 1.2.1.
11. The following applies to Locally Developed/Acquired and Authorized Junior High School Complimentary Courses:
 - 11.1 The Division shall keep a written description of each locally developed/acquired and authorized junior high school complimentary course on file.
 - 11.2 The Division shall reauthorize their locally developed/acquired courses or programs every three years.
 - 11.3 Schools shall offer two provincially authorized complementary courses except where instruction in a language other than English is offered, then only one provincially authorized complimentary course is required. Religious studies are deemed to be provincially authorized.

Reference: Section 3, 28, 39, 50, 60, 61, 113 School Act
 Policy 1.2.1 – Locally Developed/ Acquired and Authorized Junior and Senior High Complimentary Courses
 Policy 1.2.2 – Locally Developed Religious Studies Courses
 Policy 1.4.3 – Off Campus Education
 Guide To Education, ECS to Grade 12
 Promoting Tolerance, Understanding and Respect for Diversity: A Monograph for Educators