



AP 2 – 02 Locally Developed Courses

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| Related Policies: | Initial Approval: 2008 October 28 |
| Related Procedures: | Last Amended: |
| Exhibits: | Last Reviewed: 2019 November 25 |

PURPOSE

To ensure that the programs and curriculum being utilized in Division schools is appropriate to the needs of the students and desires of the community.

The Division believes instruction will be enhanced through locally developed courses. The Board expects that all instruction be free of bias and discrimination of any type. Instruction in programs not specifically authorized by Alberta Education must have the prior authorization of the Superintendent.

The Division supports the development of courses by its teachers to meet the specific educational needs of students. The Division encourages teachers to investigate new curricular ideas, develop and improve programs and evaluate results. The Division further believes that the process of developing curriculum should:

1. Include the production and use of courses which address the unique needs of students within the school or community
2. Involve students, teachers, the Principal, the Division Office staff, school council and members of the community in curriculum development
3. Encourage innovations which may strengthen educational programs
4. Establish clearly defined objectives for ongoing and new programs by which to assist in planning of student learning and also to facilitate evaluation.

Instruction in programs beyond the basic instructional program will be provided where student numbers warrant and resources are available.

SCOPE

This procedure applies to all staff.

DEFINITIONS

None

PROCEDURES

1. Locally developed courses shall be offered only after approval by the Board and the Minister of Education.
2. The outcomes of the courses being developed shall be consistent with the Board's curriculum goals and with the competencies described in the [Ministerial Order on Student Learning](#).
3. The resources required for the development and implementation of new courses shall be determined by each site administrator.
4. New courses being developed will have built-in evaluation procedures.

5. Prior to development, a study will be conducted to ensure that:
 - 5.1 A proposed course will be chosen by a reasonable number of students
 - 5.2 Materials for implementation of the program are accessible
 - 5.3 Teachers are available to deliver the course.

6. Requests for Superintendent approval of a course shall be submitted by September 15 for Semester 2 of the same school year and January 15 for Semester 1 of the following school year and shall include:
 - 6.1 Philosophy and rationale
 - 6.2 Learning Outcomes
 - 6.3 Plan for assessing student achievement (I moved this one up on the list
 - 6.4 Special facilities required
 - 6.5 Identification of and proposed treatment of sensitive and/or controversial course components
 - 6.6 Identification of safety components
 - 6.7 Degree to which the course complements, but avoids overlap with, provincially developed courses
 - 6.8 Plan for course evaluation and monitoring by the school authority.

7. Any locally developed course becomes the property of the Division with the Division retaining copyright for these materials.

8. Principals shall obtain copyright permission to use courses, learning resources, and related materials developed by others.

9. Principals shall ensure that locally developed courses are evaluated and revised as necessary.

REFERENCE AND LINKS

Education Act

HISTORY

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|-------------|----------------|
| 2008 Oct 28 | Effective date |
| 2013 Feb 25 | Reviewed |
| 2018 Mar 02 | Reviewed |
| 2019 Nov 25 | Reviewed |