

## Administrative Procedure 218

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### LOCALLY DEVELOPED COURSES

#### Background

In addition to the curriculum prescribed by Alberta Education, the needs of students may be best met by providing locally developed courses. All locally developed courses shall be approved by the Board.

#### Definition

Locally developed courses are those courses or portions of courses which do not follow a provincial curriculum, but which the Board wishes to offer as an alternative to students and parents.

#### Procedures

1. Requests for Board approval of a course shall include:
  - 1.1 Philosophy and rationale;
  - 1.2 General learner expectations;
  - 1.3 Learner expectations in terms of knowledge, skills and attitudes;
  - 1.4 The anticipated enrolment;
  - 1.5 Special facilities or equipment necessary;
  - 1.6 Identification of controversial or sensitive course components and treatment at the school level;
  - 1.7 A list of learning resources approved for use by the Board that must meet Alberta Education's criteria for promotion of tolerance and understanding;
  - 1.8 A statement indicating that significant overlap with provincially developed courses does not exist;
  - 1.9 Plan for assessing student achievement;
  - 1.10 Plan for course evaluation and monitoring by the District; and
  - 1.11 Projected impact on other courses.
2. Requests for Board approval of locally developed courses shall follow the timelines below:
  - 2.1 Implementation of a Course in the First Semester of the School Year
    - 2.1.1 By March 1 Schools submit request for approval to the Superintendent.
    - 2.1.2 March Courses submitted to Alberta Education for review.

- 2.1.3 May Request for approval presented to the Board.
- 2.1.4 By May 31 Authorizations/ Course Outlines submitted to Alberta Education.
- 2.2 Implementation of a Course in the second semester of the School Year
  - 2.2.1 By October 1 Schools submit request for approval to the Superintendent
  - 2.2.2 October Courses submitted to Alberta Education for Review
  - 2.2.3 December Request for approval presented to the Board
  - 2.2.4 By December 31 Authorizations/ Course Outlines submitted to Alberta Education
- 3. Any locally developed course becomes the property of the District and, as such, the District retains copyright for these materials.

Approved: June 14, 2018

Reference: Section 3, 10, 11, 18, 20, 39, 60, 61, 113 School Act  
Guide to Education ECS to Grade 12  
Ministerial Order on Student Learning (#001/2013)