

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. Development of courses will be consistent with our Catholic Christian beliefs and morals while fostering educational excellence within our school communities.

Procedure

1. Locally developed/acquired and authorized junior and senior high school complementary courses are governed by Alberta Education.
2. A request for the approval of a locally developed or acquired course shall be submitted in a timely manner and 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 controversial course components and proposed delivery of them;
 - 2.6 Degree to which the course compliments, but avoids overlap with, provincially developed courses;
 - 2.7 Plan for assessing student achievement; and
 - 2.8 Plan for course evaluation and monitoring by the school authority
3. Locally developed courses shall be offered only after the Board has given approval.
4. The Board, through the Superintendent, shall reauthorize all locally developed courses in accordance with Alberta Education.
5. For any locally developed course, the course outline will be forwarded to the Assistant Superintendent 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 Alberta Education by May 31 for the first semester, or December 31 for the second semester.
6. The objectives of courses being developed shall be consistent with the curriculum goals established for the Division.
7. The resources required for the development and implementation of new courses shall be determined by each principal.
8. New courses being developed will require a built-in evaluation procedure.

9. Prior to development, a study will be conducted to ensure that:
 - 9.1 A proposed course will be chosen by a reasonable number of students;
 - 9.2 Materials for implementation for the program are accessible; and
 - 9.3 Teachers are available to deliver the course.
10. All Division-sponsored locally developed courses become the property of the Division and, as such, the division retains copyright for the course materials.
11. Principals, or designates, shall obtain copyright permission to use courses, learning resources and related materials developed by others.
12. Principals shall ensure that locally developed courses are evaluated and revised when necessary.

Reviewed/Revised: April 2022

Reference: Section 18, 33, 52, 53, 196, 197, 222 Education Act
Guide to Education, ECS to Grade 12