

# LOCALLY APPROVED COURSES

## Background

Locally developed or acquired and authorized junior high and senior high school complementary courses provide instructional opportunities that complement provincially authorized programs and allow schools to respond to local and individual needs.

Accordingly, the Board will approve locally developed or acquired courses provided they meet the guidelines set out by Alberta Education, Board policy and administrative procedures, and further the Division supports efforts to include these courses in the school curriculum.

## Procedures

1. Principals and teachers are to bring proposals for locally developed or acquired courses to the Superintendent subsequent to the following:
  - 1.1 Conducting a study to ensure that a proposed course will be chosen by a reasonable number of students;
  - 1.2 Identifying and providing sources of adequate funding for the development, acquisition, implementation and staffing;
  - 1.3 Ensuring that materials for the implementation of the course will be accessible and consistent with the legislation, regulations and policies of the Government of Alberta and Board policy;
  - 1.4 Obtaining copyright permission from the organization responsible for the learning resources and materials for the proposed course;
  - 1.5 Building an evaluation component into the program; and
  - 1.6 Ensuring that approval has been obtained from the appropriate authorities of the Government of Alberta.
2. Requests for locally developed or acquired courses shall be submitted to the Superintendent by February 28 and to the Board by March 31 for implementation in the following school year.
3. Administrative and developmental procedures used by course developers shall be made available to any Division personnel.
4. Courses developed by Division personnel shall be the property of the Division and shall be available to all schools within the Division.

Reference: Section 3, 18, 20, 39, 50, 60, 61, 113 School Act  
Guide to Education, ECS to Grade 12