

Administrative Procedure 219

LOCALLY DEVELOPED COURSES

Background

Locally developed courses, as a supplement to the provincial curriculum, can be meaningful and motivating since they apply to unique circumstances of the local setting and/or particular students.

Alberta Education makes provision for the local development and authorization of courses that meet specific criteria. For this reason, the creation and implementation of locally developed courses consistent with the following procedures is supported.

Definition

Locally developed courses are defined as those courses which have become authorized by the Board after being locally developed or acquired.

Procedures

1. The process set for local authorization and subsequent class instruction, course monitoring, etc. will occur in accordance with relevant policies and guidelines of Alberta Education.
2. Courses granted the status of locally approved courses by the Board will be limited to courses which:
 - 2.1 Fall within the Complementary Course category as defined by Alberta Education;
 - 2.2 Are applicable only to junior high and senior high school programming;
 - 2.3 Do not duplicate provincially authorized courses;
 - 2.4 Have an instructional focus;
 - 2.5 Do not replace activities that are a normal part of extra-curricular or co-curricular programs offered by a school (e.g. school team sports, school newspaper, yearbook) and community programs offered by individuals or organizations (e.g. figure skating, ballet, sports activities, clubs); and
 - 2.6 Have been endorsed by the Principal of the school where instruction will take place.
3. Before a course is considered by the Board for local approval the following process will have been followed:
 - 3.1 After its preparation the teacher will submit a course description to the Principal for endorsement;
 - 3.2 The course description is submitted to the Associate Superintendent - Learning Services along with a letter of endorsement from the Principal.

4. In the case of a senior high school course description, in accordance with the Alberta Educational policy, a course outline must first be created and submitted by the Associate Superintendent - Learning Services on the Alberta Education Locally Developed Courses Online Management System (LDCOMS) site for review.
 - 4.1 Strict deadlines apply as indicated in the Alberta Education policy.
 - 4.2 LDCOMS administration will review the course to determine whether there is a possible overlap with provincially authorized curriculum.
 - 4.3 After a response has been received, the Associate Superintendent - Learning Services will inform the Board.
5. The following deadlines for submission of documents to the Associate Superintendent - Learning Services will apply unless extenuating circumstances occur, as determined by the recipient:
 - 5.1 May 1 for course implementation at the beginning of the next school year; and
 - 5.2 November 1 for course implementation at the beginning of the second semester of the same school year.
6. Board approval is required prior to course implementation.
 - 6.1 Board action regarding course approval or re-approval will occur in the form of a Board motion, which will designate an applicable time period not to exceed three (3) years.
7. Once a locally approved course is in operation, the Principal will be responsible to monitor the course and will determine its success in relation to stated goals.
 - 7.1 The Principal will file a written course evaluation report with the Associate Superintendent - Learning Services within one (1) month of completion of the course.
8. The Associate Superintendent - Learning Services will maintain records containing a written description of each approved locally developed course, the date and duration of its approval by the Board, copies of all related documentation required by this Administrative Procedure, and any other information considered to be pertinent.

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