



## **AP-H-101.1 Locally Developed/Acquired Courses Administrative Procedures**

September 30, 2009

### **BACKGROUND & RATIONALE**

Locally-developed/acquired courses provide opportunities for school boards to complement provincially authorized programs. School jurisdictions have been given the authority to be innovative and responsive to local and individual needs through the development and/or authorization of acquired courses at the local level.

Alberta Education requires school authorities to submit Board approval of all locally-developed/acquired courses to the Director, Curriculum Standards Branch, Alberta Education. Board approval of locally-developed/acquired courses must be based on a complete description of the course in terms of Alberta Education policy requirements.

### **PROCEDURES**

- Schools wishing to develop and/or acquire a locally-developed course must provide a complete description of the course in terms of Alberta Education policy requirements. The description for each course should include:
  - The name of the school authority and school(s) where the course is to be offered;
  - The title of the course;
  - A motion of the board to offer the locally developed/acquired course;
  - The junior or senior high school grades at which the course is to be offered;
  - The credit allocations, if appropriate;
  - Implementation date;
  - The philosophy and rationale for the course;
  - A statement of general learning expectations for the course;
  - A statement of specific knowledge, skill and attitude learning expectations for the course;
  - The anticipated enrollment;
  - The special facilities or equipment necessary;
  - The identification of controversial or sensitive course components and treatment at the school level;
  - A list of learning resources approved for use by the school authority that must meet the requirements of section 3 of the *School Act* and Alberta Education's criteria for recognizing diversity and promoting respect;
  - A statement indicating that significant overlap with provincially developed courses does not exist

- The assessment standards for the course (the assessment standards should indicate the means which may be used to assess student achievement, and the overall level of difficulty of the course);
  - A plan for course evaluation and monitoring by the school authority; and
  - For senior high school courses, information regarding which other school authority is offering the course, if applicable, and how this course differs from that being offered by other school authorities.
- FFCA must obtain permission from the originator of a locally-developed course to use their course outline prior to any authorization occurring.
- Course descriptions must be forwarded to the Director, Curriculum Branch for review regarding overlap with provincially authorized curriculum prior to submission to the Board for approval.
- Course descriptions must then be provided to the Board for approval no later than mid-May for implementation in the first semester of the following school year, or by mid-December for implementation in the second semester of the same school year.
- The Board must give approval for the locally-developed/acquired courses by May 30 for implementation in the first semester of the following school year, or by December 30 for implementation in the second semester of the same school year.
- The Board must forward completed documentation of its authorization of a locally-developed/acquired course to the Director, Curriculum Standards Branch, Alberta Education by May 31 for implementation in the first semester of the following school year, or by December 31 for implementation in the second semester of the same school year. Such documentation must include any Board motions for authorization.
- Central office must keep a written description of each locally-developed/acquired course on file.
- Schools using the locally-developed/acquired course are to keep the following on file for Alberta Education to review upon request:
  - The policy regarding locally-developed/acquired courses
  - Monitoring procedures
  - Implementation results
- Course codes are obtained from the Curriculum Branch for all courses offering three credits or more.
- Locally-developed/acquired courses at the senior high school level will be designated as 15, 25 and 35 level courses.

- Locally-developed/acquired courses involving off-campus work sites must conform to the *Off-Campus Education Policy* and applicable legislation such as the *Occupational Health and Safety Act*.
- Boards must review the authorization of all locally-developed/acquired courses every three years. Reauthorizations do not require a review of overlap by the Curriculum Branch but the Board must inform the Director, Curriculum Branch of all locally-developed/acquired course reauthorizations and include for the Director all new Board motions for the reauthorization.