

Administrative Procedures Manual	Administrative Procedure 219
	Locally Developed Courses
	APPROVED: September 2013
Page 1 of 1	AMENDED/REVIEWED: November 2020, September 2019, August 2016, June 2016, August 2013
LEGAL REFERENCE:	Section 16, 18, 52, 53, 58, 196, 197, 222 Education Act 2019 Guide to Education, ECS to Grade 12 Alberta Education Policy 1.2.1

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 Division administrative procedures, and further the Division supports efforts to include these courses in the school curriculum.

Procedures

1. Principals are to bring proposals for locally developed or acquired courses to the Director of Teaching and Learning 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 acquisition, renewal or adaptation of senior high locally developed courses shall be submitted to the Director of Teaching and Learning by March 1 for submission to Alberta Education. Those requests must include the rationale for making the request and likely number of students to be served by the course. Following Alberta Education approval the Board has until May 31 to adopt approved courses.
3. Requests for junior high locally developed courses shall be submitted to the Director of Teaching and Learning by May 31 for approval by the Board by June 30.
 - 3.1 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.