

LOCALLY DEVELOPED OR ACQUIRED AND AUTHORIZED COURSES

Background

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

Procedures

1. Acceptable procedure will be followed in the determination of the need for a locally developed or acquired course.
 - 1.1 Prior to course development or acquisition a study will be conducted to ensure that:
 - 1.1.1 A proposed course will be chosen by a reasonable number of students.
 - 1.1.2 Materials for the implementation of the course will be accessible and acceptable.
 - 1.1.3 Teachers are available to deliver the course.
2. Acceptable financing will be in place for the development or acquisition, the implementation and the staffing for locally developed or acquired courses.
 - 2.1 The resources required for the development and implementation of new courses will be determined by the Principal and will be the responsibility of the school.
 - 2.2 Instructional resources utilized in the implementation of locally developed or acquired courses will comply with Alberta Education's objective of recognizing diversity and promoting respect.
3. The development and acquisition process for locally authorized courses will be in accordance with the Education Act and the provisions of the Guide to Education: ECS to Grade 12.
 - 3.1 Locally developed or acquired courses will have built-in evaluation procedures.
 - 3.2 Principals will ensure that locally developed or acquired courses are evaluated and revised as necessary.
 - 3.3 Locally developed or acquired courses will be reauthorized every four (4) years. Reauthorizations will require a review for overlap by the Curriculum Branch.
4. The development and implementation of locally authorized courses will follow a Division established timetable.
 - 4.1 A request for approval of a locally developed or acquired course for junior high school will be submitted to the Office of the Superintendent by February 1 for implementation in September of the following school year. The proposal will contain all the information required as outlined in the Guide to Education ECS to Grade 12.

- 4.2 A request for approval of a locally developed or acquired course for senior high school will be submitted to the Superintendent by February 1 for implementation in the first semester of the following school year, or by October 15 for implementation in the second semester of the same school year. The proposal will contain all the information required as outlined in the Guide to Education ECS to Grade 12.
 - 4.3 The Office of the Superintendent will forward all completed authorizations and course outlines of credit courses to the Locally Developed Courses Online Management System (LDCOMS) or approval by March 1 for implementation in the first semester of the following school year or by November 1 for implementation in the second semester of the same school year.
 - 4.4 Following approval from the LDCOM Board approval request will be initiated.
 - 4.5 Following Board approval, principals and system administrators will be provided with course codes for the course management system.
 - 4.6 Work Experience 15 – 25 – 35 and all Registered Apprenticeship Program courses are classified as locally developed courses.
 - 4.7 Locally developed or acquired courses involving Off-Campus work placement will conform to Administrative Procedure 216 – Off-Campus Education and applicable legislation.
5. The provision of Administrative Procedure 190 – Use of Copyrighted Materials will be followed in the use of any materials included in any locally developed course and permission from the developing organization will be secured before an acquired course is used.
 - 5.1 Principals will obtain copyright permission to use courses, learning resources and related materials developed by others.
 6. Any locally developed course becomes the property of the Division and as such the Division retains the copyright for these materials.
 - 6.1 Administrative and developmental procedures used by course developers will be made available to any Division personnel.
 - 6.2 Courses developed by Division personnel will be the property of the Division and as such will be available to all Division schools.

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

Approved: November 2005
Amended: March 21, 2018; July 1, 2018; April 19, 2020