



302.6AP Locally Developed/Acquired and Authorized Courses

APPROVED: 2020.05.13 (2012.06.20) (2003.11.12)

AMENDED: 2020.05.04 (2014.11.26) (2007.12.19)

REVIEWED: 2020.01.07 (2014.11.05)

LEGAL REFERENCE:

- Education Act, [Section 18 \(1\) and 53 \(2\)](#)
 - [Alberta Education Guide to Education K- 12](#)
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DEFINITION:

Junior and senior high school locally developed and authorized courses are courses "which do not duplicate provincially authorized courses" but which "further develop and cultivate the unique interests and abilities of students" and which "foster educational improvements and excellence through innovation at the local level to meet the unique needs of a local community."

GUIDELINES:

1. The Board, in offering locally authorized courses, will keep current the procedures for the development and monitoring of courses at the local level.
2. All locally developed/acquired and authorized courses and learning resources shall be consistent with:
 - a. Section 18(1) and 53(2) of the Act; and
 - b. Recognizing Diversity and Promoting Respect (Alberta Education)
 - c. Alberta Education – "Locally Developed/Acquired and Authorized Junior and Senior High School Complementary Courses" from the Guide to Education K- 12
3. Approval of a locally developed/acquired and authorized course (junior and senior high) shall be by Board motion and shall be for a maximum of three years in accordance with Alberta Education Policy.

PROCEDURES:

1. For locally developed courses to be offered in September, junior and senior high school administrators will submit requests to the Superintendent of Schools or designate, by the end of the first week of April. Requests to offer senior high locally developed courses in the second semester must be submitted, to the Superintendent of Schools or designate, by the end of the second week of October.
2. Requests to offer locally developed courses will be submitted to the Board of Trustees to allow time for appropriate review and approval as outlined in the Alberta Education K-12 Guide to Education. The request to offer shall adhere to the expectations set out by Alberta Education. Individual schools will seek approval to offer board approved junior high locally developed courses from the Superintendent of Schools or designate.
3. The Superintendent of Schools or designate will forward completed authorizations of credit courses to Alberta Education, as per Alberta Education guidelines.
4. The Locally Developed Courses Annual Monitoring Form will be completed for each course by each school offering the course. One copy of the form will be kept in the school file and one copy will be submitted to the Superintendent of Schools or designate by the second week of July.
5. Site based administrators shall ensure that locally developed courses are evaluated and revised as necessary.