
ADMINISTRATIVE PROCEDURE 219

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 shall be determined by the Principal and shall be the responsibility of the school.
 - 2.2 Instructional resources utilized in the implementation of locally developed or acquired courses shall 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 School Act, Alberta Education Policy and Procedure and the provisions of the Guide to Education: ECS to grade 12.
 - 3.1 Locally developed or acquired courses shall have built-in evaluation procedures.
 - 3.2 Principals shall ensure that locally developed or acquired courses are evaluated and revised as necessary.

- 3.3 Locally developed or acquired courses shall be re-authorized every three years. Reauthorizations do not 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 shall be submitted to the Superintendent by February 28 for implementation in September of the following school year. The proposal shall contain all the information required under procedure 5 of Alberta Education Policy 1.2.1.
 - 4.2 Prior to the submission of a request for approval of a locally developed or acquired course for senior high school, the Principal shall forward the course outline to the Director, Curriculum Branch for review by January 31 for implementation in the first semester of the following school year, or by September 30 for implementation in the second semester of the same school year.
 - 4.3 A request for approval of a locally developed or acquired course for senior high school shall be submitted to the Superintendent by February 28 for implementation in the first semester of the following school year, or by October 31 for implementation in the second semester of the same school year. The proposal shall contain all the information required under procedure 5 of Alberta Education Policy 1.2.1 and the review documentation from Alberta Education.
 - 4.4 The Superintendent shall forward all completed authorizations and course outlines of credit courses to the Director, Curriculum Branch 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.
 - 4.5 Work Experience 15 – 25 – 35 and all Registered Apprenticeship Program courses are classified as locally developed courses.
 - 4.6 Locally developed or acquired courses involving Off-Campus work placement shall conform to the Off-Campus Education Policy and applicable legislation.
5. The provision of Administrative Procedure 190 – Copyright 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 shall obtain copyright permission to use courses, learning resources and related materials developed by others.
6. Any locally developed course becomes the property of Grande Yellowhead Public School Division and, as such, Grande Yellowhead Public School Division retains the copyright for these materials.
 - 6.1 Administrative and developmental procedures used by course developers shall be made available to any Grande Yellowhead Public School Division personnel.

- 6.2 Courses developed by Grande Yellowhead Public School Division personnel shall be the property of the Grande Yellowhead Public School Division and as such shall be available to all Grande Yellowhead Public School Division schools.
7. All locally developed or acquired courses and the instructional resources used in them must further Alberta Education's objective for recognizing diversity and promoting respect.

Reference: Section 3, 28, 39, 60, 61, 113 School Act
Policy 1.2.1 – Locally Developed/ Acquired and Authorized Junior and Senior High Complimentary Courses
Policy 1.2.2 – Locally Developed Religious Studies Courses
Policy 1.4.3 – Off Campus Education
Guide To Education, ECS to Grade 12

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