

## **LOCALLY DEVELOPED COURSES**

### **Background**

Golden Hills School Division supports the local development and authorization of junior and senior high school's complementary courses in order to be responsive to student needs and interests. Golden Hills encourages and supports innovative learning and teaching practices at the local school level in accordance with Alberta Education requirements.

Alberta Education maintains a list and description of currently authorized locally developed courses.

### **Definitions**

Locally Developed Courses are of three types:

1. Courses developed by Golden Hills teachers.
2. Locally Developed Courses Being Acquired from Provincially Authorized List
  - Courses that would be used locally without changes
3. Locally Developed Courses Being Adapted from Provincially Authorized List
  - Courses that would be used locally with changes

### **Procedures**

#### **1. Courses developed by Golden Hills teachers**

- 1.1 Superintendent approval must be granted to begin process of local course development.
- 1.2 Locally developed Junior High School course drafts must be submitted to the Superintendent for authorization. Completed courses must be approved by Golden Hills Board of Trustees prior to implementation. No Provincial approval is required.
- 1.3 Locally developed High School course drafts must be submitted to the Superintendent for Alberta Education authorization. Approval process with Alberta Education may take from 6 to 18 months.  
  
Once approved by Alberta Education the application of the locally developed course shall be submitted to the Superintendent anytime up to May 1<sup>st</sup> for semester one implementation or anytime up to November 1<sup>st</sup> for semester two implementation for final Board of Trustees approval.

#### **2. Locally Developed Courses Being Acquired from the Provincially Authorized List**

- 2.1 The Principal shall apply to the Superintendent for Board of Trustees approval to acquire locally developed courses. The application must occur prior to May 1<sup>st</sup> for semester one courses and November 1<sup>st</sup> for semester two courses.
- 2.2 In all cases, course outlines and learning outcomes must be aligned with the original authorized course.

**3. Locally Developed Courses Being Adapted from Provincially Authorized List**

- 3.1 The Principal shall request permission from the Superintendent to start the process to adapt a locally developed course.
  - 3.2 The Superintendent shall request permission from Alberta Education to adapt an existing locally developed course.
  - 3.3 Once permission has been received from Alberta Education the school can complete the adapted locally developed course draft.
  - 3.4 The newly adapted locally developed course draft must be submitted to the Superintendent for Alberta Education authorization. Approval process with Alberta Education may take from 6 to 18 months.
  - 3.5 Once approved by Alberta Education, the Principal must apply to the Superintendent for final Board of Trustees approval. The application must occur prior to May 1<sup>st</sup> for semester one courses and November 1<sup>st</sup> for semester two courses.
4. Renewals of locally developed/acquired and provincially authorized courses are done in compliance with Alberta Education requirements.

Reference: Section 39, 60 School Act  
Guide to Education  
<https://education.alberta.ca/locally-developed-courses-ldcs/locally-developed-courses/> Alberta Education