

Instruction Programs and Material Locally Developed Courses

INS #05

Revised: February 2026

Background

The Board's [Division Foundational Statements Policy](#), states the following:

The Truth of Christ, love of God, and abundant knowledge of God's Creation will be experienced by and manifest in the students, staff, parents, and supporters of our Catholic School Community.

Program expansion and diversification expose our students to a broader perspective on knowledge of "all" of God's Creation.

Christ The Redeemer (CTR) Catholic School Division recognizes the need to develop and authorize courses locally. Such courses fall outside the provincially approved curriculum for the Province of Alberta and should reflect the interests and needs of students and the communities. Locally developed courses shall be designed and delivered in accordance with Alberta Education and Childcare requirements, specifically Policy 1.2.1 Locally Developed/Acquired and Authorized Junior and Senior High School Complementary Courses.

Procedures

Monitoring and Evaluation of Locally Developed Courses

The principal of the school will monitor the implementation of each locally developed course and report to the Associate Superintendent responsible for learning with any concerns with respect to the following areas:

- Overall course effectiveness.
- Student interest and enrollment in the course.
- Student and staff safety.
- Resources used in the course.
- Student success in the course.
- Assessment practices in the course.
- Curriculum alignment between the course syllabus and the "taught" program.

Acquiring Locally Developed Courses

1. The Associate Superintendent responsible for learning shall be responsible for coordinating the acquiring and approval of locally authorized junior and senior high school courses.
 - 1.1. Written requests shall be dealt with on a course-by-course basis by submitting a form to the learning department before the deadline outlined by Alberta Education and Childcare each year.

If creating a new Locally Developed Course, schools submit front matter outlining course outcomes to the Associate Superintendent responsible for learning, which reviews and forwards the locally developed course to Alberta Education for approval.

2. Requests for approval of a locally developed course shall follow the timelines below:

Implementation of an Acquired Course for the First Semester of the School Year

By February 20 Schools submit request for acquired course to the Associate Superintendent responsible for learning for approval.

By June 30 Request for approval of an acquired course submitted to the Board.

Implementation of an Acquired Course for the Second Semester of the School Year

By October 15 Schools submit request for acquired course to the Associate Superintendent responsible for learning for approval.

By November 30 Request for approval of an acquired course submitted to the Board.

3. Board approval must be obtained before the implementation of locally acquired courses. Approval may be withdrawn at the discretion of the Board.

Developing Locally Developed Courses

1. The Associate Superintendent responsible for learning shall be responsible for coordinating the development and approval of locally developed junior and senior high school courses.
 - 1.1. Written requests shall be dealt with on a course-by-course basis.
 - 1.2. Written requests shall comply with Alberta Education standards.
2. Courses should have an instructional focus and be based on the development of new learning outcomes.
3. Requests for approval of a locally developed course shall follow the timeline below:

Implementation of a Developed Course for the First Semester of the School Year

By October 1 Schools submit request for approval to the Associate Superintendent responsible for learning.

Implementation of a Developed Course for the Second Semester of the School Year

By February 1 Schools submit request for approval to the Associate Superintendent responsible for learning.

4. Any locally developed course developed by CTR is the intellectual property of the division.
5. Board approval must be obtained before the implementation of locally developed courses. Approval may be withdrawn at the discretion of the Board.