

ADMINISTRATIVE PROCEDURE

Instruction Programs and Material

Locally Developed Courses

INS #05

Approved: December 2021

Background

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

“The Truth of Christ and 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 exposes 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 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 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 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.

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 March 15 Schools submit request for acquired course to the Associate Superintendent 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 for approval.
- By November 30 Request for approval of an acquired course submitted to the Board.

- 2.1. In the event that an acquired course in the renewal process has not been approved by Alberta Education for use by CTR Catholic by the last day of June, pre-approval may be requested from the Board for use in the first semester of the upcoming school year.

3. A record of local policy and monitoring and implementation results shall be maintained by the school authorities and shall be available to Alberta Education for review upon request.
4. 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 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, be based on the development of new learning outcomes and shall not replace activities that are a normal part of extracurricular programs or offered by the community.

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.

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.

4. A record of local policy and monitoring and implementation results shall be maintained by the school authorities and shall be available to Alberta Education for review upon request.
5. Any locally developed course becomes property of CTR Catholic and, as such, CTR Catholic retains copyright for these materials.
6. Board approval must be obtained before the implementation of locally developed courses. Approval may be withdrawn at the discretion of the Board.