

## **LOCALLY DEVELOPED COURSES**

The Board encourages and supports the concept of locally developed programs and/or curricula to meet the needs of the students of the District and will, where feasible through its annual budget, provide financial support for such development and possible subsequent implementation. The Board authorizes the Superintendent to establish through regulation, procedures to ensure the development and implementation of such programs and curricula.

The Board requires that any presentation in support of a locally developed course be made through the District Executive Committee.

Teachers who wish approval for a locally developed course should use the following procedures:

- 1.00 Discuss the concept of the proposed course with their school principal and either the Assistant Superintendent before proceeding to complete the remainder of the process.
- 1.01 Make a thorough and accurate assessment of the student needs the course would meet.
- 1.02 Contact counsellors and other subject teachers to determine the level of interest in the proposed course.
- 1.03 Prepare an overall outline of the proposed course, including a description of units and themes.
- 1.04 Submit the outline to the school principal for approval, or to the person to whom this responsibility has been assigned.
- 1.05 If the outline is approved, complete all sections of the District Approval Form for Locally Developed Courses.
- 1.06 Submit copies of the proposed course to the school principal for signature and then to the Assistant Superintendent.
- 1.07 The Zone Head, Assistant Superintendent or Deputy Superintendent will take the proposal to the District Executive Committee.