



School District No. 27 (Cariboo-Chilcotin)

Course Development

Policy No. 6141.7

Effective: February 2011

Initial Adoption: February 2011

Preamble

The Provincial prescribed curriculum developed by the Ministry of Education forms the basic program of studies for most students. As authorized by the Ministry, additional locally developed courses may be offered by the Board of Education to ensure that programs meet the needs of all Cariboo-Chilcotin students. The local course development process should provide for full consultation with the community, students, school, teaching and administration staff, and district staff.

Policy

The Board of Education encourages and supports the development of local courses. Local courses are developed in two formats: 1. Locally Developed Courses covering grades K to 9; and 2. Board/Authority Authorized Courses covering grades 10 – 12.

Prior approval of the Board is required before the course may be offered to students.

Regulations

The development of local courses is subject to all applicable *School Act* Regulations or Minister's Orders in effect at the time of approval.

A. Locally Developed Courses (Grades K-9)

1. Criteria

Locally Developed courses:

- a. Support and enrich the curriculum in consideration of the varied interests, abilities, learning styles, and maturity levels of students;
- b. Stimulate an interest in acquiring, testing, and applying knowledge;
- c. Are developed in response to substantiated student, teacher, parent and/or community interest to meet a local need; and
- d. Are not an extension or modification of existing courses.

2. Procedures

- a. A course proposal, endorsed by the school principal in which the course is to be offered, is to be submitted to the Superintendent of Schools for consideration by District Staff and for referral to the Education Committee.

- b. A presentation in support of a locally developed course will be made to the Board's Education Committee in the format outlined below.
- c. The submission of locally developed courses for approval must provide adequate time for effective implementation.

B. Board/Authority Authorized Courses (Grades 10-12)

1. Criteria

Board/Authority Authorized courses:

- a. Cover the graduation years, grades 10 to 12;
- b. Meet student needs and interests and provide enrichment not available through existing Ministry authorized courses;
- c. Are not modified, remedial or adapted courses; and
- d. Must meet Provincial requirements as to format and structure.

2. Procedures

- a. A course proposal, endorsed by the school principal in which the course is to be offered is to be submitted to the Superintendent of Schools for consideration by District Staff and for referral to the Education Committee.
- b. All Board/Authority Authorized courses will be assigned a permanent course code at the District level dependent on the core course code category the submission falls into.
- c. The submission of Board/Authority Authorized courses for approval must provide adequate time for effective implementation into planning procedures for implementation in the following school year.
- d. A presentation in support of a Board/Authority Authorized course will be made to the Board's Education Committee in the format outlined below.
- e. All Board/Authority Authorized courses require the approval of the Board of Education prior to submission to the Ministry of Education.

C. Course Development Format

The development both Locally Developed and Board Authority courses shall use a standard template and provide the following:

- a. Course name and grade level;
- b. Course synopsis illustrating the distinct nature of the course;
- c. Rationale identifying its educational relevance, aim and purpose;
- e. Organizational structure outlining the central concepts/topics, student activities and associated learning resources, and student assessment/course evaluation suggestions;
- f. Anticipated learning outcomes identifying curriculum organizers and statements of what the student is expected to know and be able to do within each course curriculum organizer;
- g. Instructional elements that clarify learning outcomes and outlines the use of activities, techniques and methods employed to meet the diverse student needs and to deliver the curriculum;
- h. Assessment components that provide opportunities for both formative and summative assessment; and
- i. Learning resources that are both age appropriate and support the learning outcomes.