

## **LOCALLY DEVELOPED/ACQUIRED AND AUTHORIZED JUNIOR AND SENIOR HIGH SCHOOL COMPLEMENTARY COURSES**

### **Background**

The Division supports the local development and authorization of junior and senior high school complementary courses which do not duplicate provincially authorized courses, to further develop and cultivate the unique interests and abilities of students, to foster educational improvement and excellence through innovation at the local level to meet the unique needs of a local community.

### **Procedures**

1. Locally developed courses must:
  - 1.1 Not duplicate provincially authorized courses;
  - 1.2 Further develop and cultivate the unique interests and abilities of students;
  - 1.3 Foster educational improvement and excellence through innovation at the local level to meet the unique needs of a local community;
  - 1.4 Be presented to the School Council;
  - 1.5 Be reviewed by the Assistant Superintendent, Education Services each school year if they are to be used in senior high school; and
  - 1.6 Comply with the procedures described in Guide to Education ECS to Grade 12 – Locally Developed/Acquired and Authorized Junior and Senior High School Complementary Courses.
2. Senior High School
  - 2.1 All locally developed/acquired and authorized courses and learning resources shall be consistent with:
    - 2.1.1 the Ministerial Order made under section 39(1)(d) and (f) of the *Education Act*; and
    - 2.1.2 Recognizing Diversity and Promoting Respect.
  - 2.2 When submitting a course for review to Education Services (using [Form 219-1 LDC Senior High School Complementary Courses](#)), the description for each locally-developed senior high course is to include:
    - 2.2.1 the title of the course;

- 2.2.2 the senior high school grade levels at which the course is to be offered;
  - 2.2.3 The hours of instruction to be offered (minimum 62.5 hrs for 3-credit, 125 hrs for 5-credit) and credit allocations, (Note: credit values of less than 3 are not acceptable for senior high courses);
  - 2.2.4 Implementation date;
  - 2.2.5 The anticipated enrollment;
  - 2.2.6 Course description (detailed);
  - 2.2.7 A listing of any pre-or corequisite course;
  - 2.2.8 A statement of philosophy;
  - 2.2.9 Rationale: why is this course necessary?
  - 2.2.10 A detailed listing of learner outcomes with concurrent assessment plan;
  - 2.2.11 The special resources, facilities or equipment necessary;
  - 2.2.12 Risk Assessment – safety components;
  - 2.2.13 Consideration of any sensitive or controversial issues.
- All sections of [Form 219-1](#) need to be completed fully.
- 2.3 Principals should be aware that there are several submissions steps completed by Education Services and Ministry of Education upon the submission of the newly created locally developed course or upon requesting a currently provincial approved course. Requests or submission for new locally developed courses must be made to Education Services by February 1st for these courses to be available for the upcoming school year.
  - 2.4 The Principal shall monitor locally developed/acquired and authorized courses to ensure instruction is consistent with the program's intent.

### 3. Junior High School

- 3.1 The following applies to locally developed/acquired and authorized Junior High School complementary courses:
  - 3.1.1 Schools shall offer two provincially authorized complementary courses except where instruction in a language other than English is offered, then only *one* provincially authorized complementary course is required. Courses that fall under the umbrella of locally approved CTF courses are considered provincially authorized complementary courses.
  - 3.1.2 Using [Form 219-2 Complementary Courses](#) and once approved by Education Services, Principals shall maintain a written description of each locally developed/acquired and authorized junior high school complementary course on file and accurately submit a list of these courses to the Assistant Superintendent, Education Services by September 30 each year.
- 3.2 The description for each junior high course is outlined in [form 219-2](#) and is to

include:

- 3.2.1 The title of the course;
- 3.2.2 The junior high school grade levels at which the course is to be offered;
- 3.2.3 The hours of instruction to be offered;
- 3.2.4 The implementation date;
- 3.2.5 The anticipated enrollment;
- 3.2.6 A course description (detailed);
- 3.2.7 A listing of any pre-or corequisite courses;
- 3.2.8 A statement of philosophy;
- 3.2.9 Rationale: why is this course necessary?
- 3.2.10 A detailed listing of course outcomes with concurrent assessment plan;
- 3.2.11 the special resources, facilities or equipment necessary;
- 3.2.12 Risk Assessment – safety components;
- 3.2.13 Consideration of any sensitive or controversial issues.

- 4. All sections of [Form 219-2](#) need to be completed fully.
- 5. The Principal shall monitor locally developed/acquired and authorized courses to ensure instruction is consistent with the program's intent.

Reference: [Education Act](#) Section 18, 33, 52, 53, 196, 197, 222  
[Guide to Education ECS to Grade 12](#)

Adopted: August 2004  
Reviewed/Revised: February 2005, December 2005, May 2007, August 2009, December 2010, August 2018, August 2019, August 2021