

# Administrative Procedure 220

## Instructional Programs and Materials

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### LOCALLY DEVELOPED COURSES

#### BACKGROUND

It is recognized that there may be a need to supplement student programs with locally developed courses in order to promote and cultivate the unique interests and abilities of students or to foster educational improvement and excellence through innovative courses developed by the school.

#### GUIDELINES

1. Locally developed courses shall be consistent with the expectations of the charter and meet all requirements set out in provincial legislation and policy.
  - 1.1 Procedures for approval of senior high locally developed courses shall follow steps outlined in “Guide to Education: ECS to Grade 12”. The procedures and process for development and/or approval of senior high locally developed courses shall follow the guidelines and requirements in the “Guide to Education: ECS to Grade 12” and Alberta Education’s LDCOMS system.
2. Any locally developed course becomes the property of the charter board, and as such, the charter board retains copyright for the course and all associated learning resources and materials.

**Legal Reference:** *Education Act*  
Guide to Education: ECS to Grade 12

**Date of Adoption:** June 9, 2004

**Date of Revision:** March 16, 2009, February 4, 2014, September 13, 2016, December 13, 2021

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