

Administrative Procedures Manual	Administrative Procedure 201
	Curriculum Adoption
	APPROVED: September 2013
Page 1 of 2	AMENDED/REVIEWED: September 2019, August 15, 2016
LEGAL REFERENCE:	Section 52, 53, 197, 222 Education Act

Background

In order to meet student needs, and in order to meet the goals and objectives of the Division, a curriculum is to be offered that provides the most appropriate and relevant educational experiences. Courses will be developed locally, to complement the Alberta Education prescribed courses, when deemed in the best interest of Division students.

Procedures

1. The Assistant Superintendent, Curriculum, will present to the Board by June 30 an outline of any changes to the curriculum being taught in the Division.
2. Course Offering Selection
 - 2.1 When determining what courses shall be offered in the schools, the following procedures shall be followed:
 - 2.1.1 By May 1 of each year, the Principal of each school, in consultation with the staff, shall determine intended course offerings for the following September.
 - 2.1.2 Any intended changes shall be submitted to the Assistant Superintendent, Curriculum or designate by May 31 for approval.
 - 2.1.3 Authority for final recommendations rests with the Assistant Superintendent, Curriculum or designate.
 - 2.1.4 Notwithstanding the above timelines, for any proposed course having major implications for equipment and facilities, cost estimates must be provided in time for inclusion in the budget in the year in which the course will be implemented.
3. Course Outline Specification
 - 3.1 In those program areas wherein Alberta Education has provided limited course outline specifications, the following will apply:
 - 3.1.1 If the course is taught by only one (1) teacher, responsibility resides with that teacher.
 - 3.1.2 If the course is taught by more than one (1) teacher within a school, approval authority resides with the Principal, who shall ensure that there is reasonable commonality of content.
 - 3.1.3 If the course is taught in more than one (1) school, approval authority resides with the Assistant Superintendent, Curriculum who shall ensure that there is reasonable commonality of content.

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4. Locally Developed Courses

- 4.1 If totally new courses not outlined in Alberta Education's Programs of Studies are deemed desirable, those wishing to initiate the courses shall:
- 4.1.1 Consult with the Principal who will then consult with the Assistant Superintendent, Curriculum regarding the advisability/ feasibility.
 - 4.1.2 Follow procedures outlined in [Administrative Procedure 219 - Locally Developed Courses](#).

5. Selection of Texts and/or Reference Sources

- 5.1 For texts that have prescribed or recommended status with Alberta Education:
- 5.1.1 Final approval is delegated to the Principal.
 - 5.1.2 Prior to final approval, the Principal shall ensure that:
 - 5.1.2.1 A variety of alternatives have been considered.
 - 5.1.2.2 The opinions of the Assistant Superintendent, Curriculum or designate and other relevant consultants have been sought.
- 5.2 The Principal shall inform the Assistant Superintendent, Curriculum or designate of changes made.
- 5.3 For texts that do not have prescribed or recommended status with Alberta Education:
- 5.3.1 The Principal shall follow 5.1.2 above, and
 - 5.3.2 The Principal shall request authorization from the Assistant Superintendent, Curriculum to use the texts.