

604.3 Locally Developed Courses

1. The Associate Superintendent, Instructional Services, or designate shall assume responsibility for coordinating the development and approval of locally developed middle and senior high school courses.
2. The principal shall forward a description of each locally developed course to Instructional Services. The course description shall include all information specified in the Alberta Education policy, *Locally Developed/Acquired Middle and Senior High School Complementary Courses*.
 - 2.1. Descriptions of new Locally Developed Courses shall be submitted 3 months (excluding July and August) prior to the date course instruction is scheduled to commence.
3. Board approval must be obtained before the implementation of Locally Developed/Acquired Courses.
 - 3.1. Instruction shall not commence until Board approval has been received.
4. At the end of three years, the principal may submit a written request for re-approval in accordance with the timelines identified in regulation 2.1.
 - 4.1. Failure to obtain re-approval shall result in the course being cancelled at the end of the approved three year term.
5. The Associate Superintendent, Instructional Services or designate shall arrange for periodic monitoring and evaluation of Locally Developed/Acquired Courses offered in Division schools.