**LOCALLY DEVELOPED**

**COURSE**

Name of Course 15 / 25 / 35



Chinook’s Edge School Division No.73

Date

**ACKNOWLEDGEMENTS:**

Produced for Chinook’s Edge School Division No.73 by:

*Insert teacher name(s) here*

**Name of course 15 / 25 / 35**

Board Motion #

**PART I: School Authority Submission Criteria for a New or Revised Locally Developed Course**

Course Description and Requirements/Conditions #

Course Prerequisites #

Sequence Introduction #

Student Need #

Essential Understandings #

Guiding Questions and Learning Outcomes #

Resources #

Student Assessment #

Statement of Overlap #

Required Facilities #

Equipment #

Health and Safety #

Sensitive and Controversial Issues #

Course Approval, Implementation and Evaluation #

**PART II: Submission to Alberta Education for Review**

The elements in Part I of the submission process are to be completed and entered in LDCOMS.

**PART III: Local Board Approval**

Board Motion #

**PART IV: Assignment of Course Code and Letter to Board**

**Name of Course**

### PART I: School Authority Submission Criteria for a New or Revised Locally Developed Course

**Please note the red asterisks indicate required information.**

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| ***Course Description and Requirements/Conditions* \***  Provide a summary of the course sequence, including major topics at each level. (Course sequence may consist of a single course.)  Identify any requirements for the offering of the locally developed course sequence, including any required resources, equipment, or facilities unique to the course(s).  Identify any conditions for the offering of the locally developed course sequence, including any risk and hazards or controversial and sensible issues unique to the course(s). |
| ***Course Prerequisites***  List any prerequisite courses (provincial or LDC)  For courses in sequences, list lower level LDC as prerequisite. |
| ***Sequence Introduction* \* (formerly: Philosophy)**  Outline the major purpose of the subject in relation to education of students in kindergarten to Grade 12, using high-level statements that answer the following prompts:   * What is the nature of the subject? * How is knowledge organized, practices, and applied in real life? |
| ***Student Need* \***  Identify the student need(s) that this course sequence is intended to address.  Describe the identified student need(s) and why this course sequence is necessary to meet those need(s). Include any relevant student and parental input.  For locally developed course sequences, student needs cannot be met by existing provincial course(s), other authorized locally developed course(s), extra-curricular activities, or activities in the community. |

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| ***Essential Understandings* \***  Describe the Essential Understanding – big ideas that endure over time and are of value to self, society, and the subject – for the course sequence. |
| ***Guiding Questions and Learning Outcomes )\****   1. ***Guiding Question 1***    1. ***First Learning Outcome under Guiding Question*** 2. ***Guiding Question 2***   ***2.1***  ***2.2***   1. ***Guiding Question 3***   ***3.1***  ***3.2*** |
| ***Resources* \***  Describe required learning and teaching resources identified in Course Description. (if no identifiable resources are required, indicate “no required resources\*.)  School authorities are responsible for any issues related to learning and teaching resources.  All required learning resources must align with Section 3: [Diversity in shared values of The School Act](http://www.qp.alberta.ca/documents/Acts/s03.pdf). For additional information see [Guidelines for Recognizing Diversity and Promoting Respect](http://www.education.alberta.ca/media/646277/rdpr.pdf) |
| ***Student Assessment* \***  Describe **required** student assessment identified in Course Description. (if no identifiable student assessment are required, indicate “no identified student assessments\*.) |

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| ***Statement of Overlap* \***  Proposals must identify existing LDCs or provincial programs of study that may overlap with and/or are similar to the proposed LDC, and provide reasoning as to why a new LDC is needed.  **Provincial Programs of Study:**  Name of Provincial Course with Overlap and/or Similarity  Identify the overlap or similarity: (if none, state “none”)  Indicate reason as to why this LDC is necessary:  **Locally Developed Courses:**  Name of LDC with Overlap and/or Similarity  Identify the overlap or similarity: (if none, state “none”)  Indicate reason as to why this LDC is necessary: |
| ***Required Facilities* \***  Describe **required** facilities identified in Course Description. (If no unique facilities are required, indicate “no required facilities”.) |
| ***Equipment* \***  Describe **required** equipment identified in Course Description. (If no unique equipment is required, indicate “no required equipment”.) |
| ***Health and Safety* \***  Describe health and safety risks directly related to the locally developed course sequence that were identified in Course Description. (If no directly related health and safety risks are identified, indicate “no directly related health and safety risks”.)  Each identified health and safety risk must be addressed in a Risk Management Strategy to eliminate the risk for students and staff.  Note: Only include components of the Risk Management Strategy directly related to the locally developed course sequence. School authority or provincial information (e.g. legislation, regulations, policies, or requirements) applicable to any course do not need to be listed. |
| ***Sensitive & Controversial Issues* \***  Describe sensitive and controversial content specific to this locally developed course sequence that was identified in Course Description. (If no specific sensitive or controversial content is identified, indicate “no sensitive or controversial content”.)  Each sensitive or controversial content issue must be addressed in an Issue Management Strategy.  Note: Only include components of the Issue Management Strategy specific to the locally developed course sequence. School authority or provincial information (e.g. legislation, regulations, policies, or requirements) applicable to any course do not need to be listed.  For more information on controversial issues in the [Guide to Education: ECS to Grade 12)](http://education.alberta.ca/admin/resources/guidetoed.aspx) . |
| ***Course Approval, Implementation, and Evaluation* \***  Approval of a locally developed course is by board motion of a school authority. The board motion must occur prior to offering the course sequence.  Additional information on the course sequence approval, implementation, and evaluation processes may be described below. (If no specific processes for this locally developed course sequence are identified, indicate “no specific processes”.) |

**PART II: Submission to Alberta Education for Review**

The elements in Part I of the submission process are to be completed and entered in LDCOMS.

**PART III: Local Board Approval**

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| □ | The board, or governing body of a private school, passes a motion to authorize the locally developed/acquired course. The motion must contain:  (a) the name of the school authority;  (b) date of the board meeting during which the motion was passed;  (c) the board motion number (if used in the school authority);  (d) the name of the course, levels and credits being offered;  (e) the resources being used to teach the course;  (f) whether the course is developed, acquired or acquired/adapted and if acquired or acquired/adapted from whom; and  (g) authorization period (must match permission letter if acquired or acquired/adapted). |  |
| □ | A copy of the board meeting minutes that includes this motion is attached in LDCOMS. |  |

**PART IV: Assignment of Course Code and Letter to Board**

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| □ | Upon receipt of all the required information and the copy of the board meeting minutes in LDCOMS, Alberta Education will assign a course code letter and inform the board through a LDCOMS notification. |