

## Curriculum and Locally Developed Course Adoption

The Board of Education supports local program development and will ensure procedures are established for approval and implementation of Board/Authority Authorized (BAA) courses.

### General

- BAA courses must be academically sound, career focused or contribute to social responsibility.
- New BAA courses must receive Board of Education approval prior to the district requesting a Ministry course code and to the program being offered to students.
- Approval for a course change or BAA course will be in accordance with the following:
  - a) Concept of the proposed change or development is presented to the school principal.
  - b) Counselors and other subject teachers contacted to determine the level of interest in the proposed change or course development.
  - c) Student needs that the course would meet are identified.
  - d) Submit the request to the school principal for approval.
  - e) Upon the school principal's approval, the [Board/Authority Authorized Course Framework](#) must be completed.
  - f) The principal must sign the [Board/Authority Authorized Course Framework](#) before forwarding it to the Superintendent's office.
- Applications for approval of a BAA course proposal or course change for implementation in the following school year must be submitted for formal Board approval no later than November 1 or before offering the course to students in the course selection book, whichever comes first.
- Schools offering BAA courses must submit a report to the Board no later than May 1<sup>st</sup> of the school year in which the course(s) was offered, providing the following information:
  - a) Name of course
  - b) Instructor's name
  - c) Number of students enrolled
  - d) Number of years offered at the school

**Date Adopted: June 2001**

**Date Amended: October 2003, March 2006**

*Legal Reference: School Act, Section 85(2)  
Ministerial Order M285/04*