

	<b>Lloydminster Catholic School Division – Administrative Procedures</b>	
	<b>AP 217 – Locally Developed Programs</b>	
Related LCSD AP's		
Form(s)		
References:	<i>The Education Act, 1995</i> sections 85, 87, 175 The Education Regulations, 2019 section 24	
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### Background

The Division supports the local development of courses that complement provincially approved courses, to further develop and cultivate the unique interests and abilities of students, to foster educational improvement and excellence through innovation at the local level, and to meet the unique needs of a local community.

The Division also supports the acquisition and implementation of customized courses from other jurisdictions deemed to be of benefit to its students.

### Procedures

1. School requests to offer additional locally developed courses shall be made in writing to the Superintendent of Learning. The request is to include reasoning as to why the course should be offered, how it will be offered and an indication that there is enough student interest to offer the course.
2. Upon the Superintendent of Learning approval, by May 1 of the year previous of the course offering, all required documents to commence the approval process shall be forwarded to the Ministry of Education.
3. Upon department approval, the Superintendent of Learning will notify the school offering the course and assist school personnel in finalizing the course offering.
4. Course evaluation will be completed by in-school personnel in consultation with the Superintendent of Learning at the completion of the course.