

SCHOOL DISTRICT NO. 78 (FRASER-CASCADE)

POLICY

NO: 5400

DATE: 97-10-28

REVISED: 2004-08-24

2013-11-19

SUBJECT: **BOARD/AUTHORITY AUTHORIZED COURSES**

It is the policy of the Board of Education, to provide a wide range of educational opportunities to meet the needs of all pupils in the schools in School District No. 78 (Fraser-Cascade).

Board/Authority Authorized Courses are Grade 10, 11 or 12 courses that are authorized by Boards of Education according to the requirements set by the Ministry of Education.

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REGULATIONS

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SUBJECT: **BOARD/AUTHORITY AUTHORIZED COURSES**

1. **General**

- a) Proposals for any Board/Authority Authorized (BAA) course and all supporting text(s) and other instructional materials shall be forwarded to the Superintendent of Schools. The Ministry of Education requirements are listed in the document Board/Authority Authorized Courses: Requirements and Procedures.
- b) The Superintendent shall make a recommendation to the Board of Education.
- c) Approval of any Board/Authority Authorized course and its supporting text(s) and other instructional material shall be by resolution of the Board.

2. **Course Details**

Submission for approval of Board/Authority Authorized courses shall be made in writing and shall include the following:

a) **Course Name**

BAA Course names should reflect the subject area and include the grade level 10, 11, or 12 in the course name.

b) **Grade Level**

The grade level reflects the appropriate level of instruction. In some cases, it may be appropriate to create several courses at the same grade level in order to treat different aspects of the subject. This strategy may also be used in the case of a large amount of content divided into several courses. Such courses could be labeled, for example, Psychology 11A, 11B, and 11C.

c) **Number of Credits**

Credits refer to the value of a grade 10, 11, or 12 course. The credit value reflects the length and scope of a course. A full course is 4 credits (100 to 120 hours).

d) **Course Synopsis**

The course synopsis is a statement of product. It outlines what a student has gained when the course is completed.

e) **Rationale**

The rationale is a statement of the reasons for wanting to offer opportunities to study this course. The rationale answers the questions: Why is it important for students to take this course?

f) **Organizational Structure**

The organizational structure includes the curriculum organizers (the big ideas) and the specific topics or units, which include the learning outcomes, instruction and assessment components, and time allotments.

g) **Learning Outcomes**

The learning outcomes are statements of what students are expected to know and be able to do within each course curriculum organizer.

Learning outcomes for a BAA Course must be:

- written to complete the stem: *It is expected that students will...*
- appropriate to the age or grade range for which they are intended
- understandable by students, parents/guardians, and educators
- observable or measurable (i.e., stated in such a way that it will be readily apparent when the student has met the expectation)
- clearly stated in terms of what will be expected of students
- supportive of a range of instructional and assessment strategies

h) **Assessment Component**

The assessment component provides opportunities to assess formatively and summatively the students' achievement of the learning outcomes.

i) **Learning Resources**

The learning resources selected for the course should be age appropriate and support the learning outcomes. The selection and development of learning resources should take into account the needs of learners. Considerations include diverse learning rates and styles, and a range of special needs. Major learning resources, including teacher resources, should be listed.

Learning resources that are selected to support BAA Courses must be evaluated through the local board-approved process.

3. If answers to the foregoing cannot be provided to the satisfaction of the Board, the course may not be approved or may be referred to the Superintendent for a further report and re-submission.

Teachers (individuals and groups) who wish to seek approval for a BAA Course shall use the following procedures for a course to be included as part of a school course calendar:

1. Discuss the proposed course with their school principal and secure support before proceeding with the application.

2. Assess the student needs the course would meet. Consult with counselors and other subject teachers to determine the level of interest for the proposed course. Ensure the course meets all Ministry of Education requirements.
3. Prepare and submit the proposed course and resources utilized using the guidelines noted in Course Details above.
4. **The application must be completed prior to April 1st for the BAA course to be offered in the following school year.**