

SCHOOL DISTRICT NO. 71 (COMOX VALLEY)

POLICY MANUAL

| | |
|----------------|----------------|
| POLICY: | 7019MR1 |
| Date: | June 15, 2004 |
| Revision: | 1 |

MANAGEMENT REGULATION

Courses and Programs—Non Ministry

1. All locally developed and board/authority authorized courses and non-ministry programs must be authorized by the Board of School Trustees.
2. **Submission**
 - a) Proposals for locally developed courses, not intended for graduation credit, shall be submitted on the district's *Proposal: Locally Developed/Non-Ministry Course* form. Those courses at the grade 10 - 12 level intended to be used for graduation credit shall be submitted on the *Board/Authority Authorized Courses Course Description* form, available from the office of the assistant superintendent.
 - b) Course program submissions will describe:
 - i) the procedures utilized in creating the submission, including teacher and parents' advisory council and school planning council involvement;
 - ii) the educational rationale for such a course, including the need for a locally developed (LD) or board/authority authorized (BA/A) designation;
 - iii) the course content; the procedures for selection of learning resources, which must comply with board policy; the anticipated methodology to be utilized; the student evaluation criteria; and the link, if any, to other school or district programs;
 - iv) the anticipated budget and facility requirements, including a listing of proposed course fees and the anticipated amount and type of travel, and

- v) the impact of the course or program on existing course or programs; on the school's operating, learning resources and equipment budgets, and on the school's facilities.

3. Review

- a) There will be a periodic review of existing non-ministry and board/authority authorized courses and programs.
- b) Those courses and programs not being offered for three consecutive years will automatically be removed and will require a new application for approval by the Board.

School District No. 71 (Comox Valley)
PROPOSAL: Locally Developed/Non-Ministry Courses

Date: _____

School: _____

I. GENERAL INFORMATION

A. Course Title: _____
Grade level(s): _____

B. Permission is requested to introduce the above course for the school year _____

C. 1. Number of students anticipated: _____
2. Number of classes to be offered: _____
3. What courses may be affected (i.e., drop in enrolment) by this student choice?

D. Name and qualifications of instructor(s) who will teach this proposed course:

E. 1. Organization of course in regard to time (*approximate number of hours? semestered? quartered?*) _____

2. Facilities and equipment required to offer the course:

F. Describe the process used in the development of this proposal (*e.g., involvement of teachers, PAC, students*) _____

II. INFORMATION RELATING TO COURSE CONTENT

A. Course Outline:

B. Major Learning Outcomes (*point form*):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

C. Rationale:

1. Reasons for offering the course: _____

2. Relationship/links to and/or integration with other school or district programs/courses:

III. COURSE DELIVERY

A. Learning Resources:

1. Process for selection (refer to Management Regulation 7019MR1): _____

2. Anticipated resources: _____

B. 1. Instructional strategies and activities (e.g. research projects, use of technology, guest speakers, group work, field trips):

2. Student assessment strategies: how will students demonstrate their learning? (e.g., portfolios, presentations, self-assessment, interviews, projects, demonstrations, journals)

3. General criteria for student assessment and evaluation (What are the criteria for excellent, good, satisfactory, and minimally acceptable performance?):

IV. IMPACT

- A. The predicted impact that this course will have on:

1. Facilities: _____
2. Resources: _____
3. Equipment: _____
4. Enrolment in other courses: _____

- B. The anticipated budget (*specify details*):

1. Facilities: _____
2. Resources: _____
3. Equipment: _____
4. Student travel/field trips: _____
5. Student fees: _____
6. Other: _____

V. PLANS FOR EVALUATING THE COURSE/PROGRAM IN THE SPRING

(*e.g., proposed process, how it will be evaluated, and who will be involved*):

Date: _____

Principal's Signature

APPROVAL:

Date: _____
Superintendent of Schools or Designate

Board/Authority Authorized Courses Course Description Form

| For Ministry Use | |
|------------------|-------------|
| Course Name | Course Code |
| | |

Please complete one form per Board/Authority Authorized Course and submit them to the Ministry of Education, along with *Form 1526*.

| Part A | | |
|---|--|--|
| District Name School District #71 (Comox Valley) | | District Number 71 |
| District Contact Person (<i>name</i>) Jordan Tinney | (<i>phone number</i>) 250-334-5500 | (<i>email address</i>) Jordan.Tinney@sd71.bc.ca |
| Title of Course | | |
| Grade Level of Course | Number of Course Credits | Number of Hours of Instruction |
| Rationale for Offering the Course | | |
| Special Training Required for the Course | | |
| Special Facilities Required for the Course | | |
| Supplies Required for the Course | | |
| Learning Resources for the Course | | |
| Date of Board/Authority Authorization | | |
| Authorized Signature | Title Superintendent | Printed Name Jordan Tinney |

Title of Course _____

District _____

Part B

Check to confirm that each of the following components are contained in your course.

- Rationale
- Pedagogy/Methodology
- Curriculum Organizers/Topics
- Learning Outcomes
- Instructional Component
- Assessment Component
- Learning Resources

Part C

Please write a brief description of your course. This description, which will become part of a Board/Authority Authorized Course Information web site available to teachers throughout the province, should contain:

- the course title
- general course outline
- major objectives/topic areas
- additional information you feel would be helpful to teachers

(You may continue on next page if you need more space.)

Board/Authority Authorized Courses
Course Outline

Part A

District Name: _____

District Number: _____

Course Title: _____

Grade Level of Course: _____

Developed by: _____

Date Developed: _____

School Name: _____

Principal's Name: _____

District Approval Date: _____

Number of Course Credits: _____

Number of Hours of Instruction: _____

Prerequisite(s): _____

Special Training, Facilities or Equipment Required: _____

Part B

Rationale:

Organizational Structure:

| Unit | Title | Time |
|-------------|--------------------|-------------|
| Unit 1 | | |
| Unit 2 | | |
| Unit 3 | | |
| Unit 4 | | |
| | Total Hours | |

Unit/Topic/Module Descriptions:

Unit 1:

Overview

Curriculum Organizers and Learning Outcomes

Unit 2:

Overview

Curriculum Organizers and Learning Outcomes

Unit 3:

Overview

Curriculum Organizers and Learning Outcomes

Unit 4:

Overview

Curriculum Organizers and Learning Outcomes

Unit 5:

Overview

Curriculum Organizers and Learning Outcomes

Instructional Component:

Assessment Component:

Learning Resources:

Additional Information: