



SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL

Policy C.2 (Formerly 3100)

Policy Subject: BOARD-AUTHORITY AUTHORIZED COURSES

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Date Approved: November, 1999

Date Amended: November, 2004

Policy: BOARD/AUTHORITY AUTHORIZED COURSES

POLICY

In accordance with Ministerial Order 302/04, the Graduation Program Order 2004, and under the authority of the School Act, Sections 85 (2) (i) and 168 (2) (b), the Board may offer courses developed or adopted to meet the needs of schools and their communities while providing choice and flexibility for students.

PROCEDURE

1. Approval of any Board/Authority Authorized (BAA) Courses and its supporting texts and other instructional material shall be by resolution of the Board.

2. In addition to requiring the application of the criteria for the approval of Board/Authority Authorized Courses, the Board should consider the following points:
 - (a) what evidence, if any, is there of the need or demand for the proposed course?
 - (b) is this course an appropriate course in the public school situation at the level indicated?
 - (c) is the proposed course significantly different from existing courses?
 - (d) has a sound educational rationale been developed and written for the course?
 - (e) has a clear set of goals and learning outcomes been developed and written?
 - (f) is the course consistent with the Provincial philosophy of education?
 - (g) is the cost of the course commensurate with its value to students?
 - (h) can this course be offered without having an adverse effect on funds and facilities available for other courses?
 - (i) are special qualifications needed to teach the course? Is the proposed course capable of surviving if the originator of the course leaves the district?

(j) have the course developers surveyed the field of available resources?

3. There is no limit to the number of Board/Authority Authorized Grade 10, 11 and 12 Courses that may be used as part of the 28 credits of electives students need to fulfill the graduation requirements for the Graduation Program 2004.

4. Teachers wishing to develop Board/Authority Authorized courses will use the instructions and templates provided by the Ministry of Education and submit their proposal to their school principal. Submission for approval of Board/Authority Authorized courses shall be made in writing and shall include the following criteria:

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 teach 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 labelled, for example, Psychology 11A, 11B, and 11C.

c) Number of Credits

Credits refers 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 included 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 in Ministry format (It is expected that students will";)
- appropriate to the age or grade range for which they are intended
- understandable by students, parents, 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) Instructional Component

The instructional component of a course expands on and makes clear the intent of the learning outcomes. It involves the use of activities, techniques, and methods that can be employed to meet diverse student needs and to deliver the curriculum. The nature and features of the course will influence instructional strategies and activities.

i) Assessment Component

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

j) 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 and resource people that are selected to support BAA Courses must be evaluated through the local board-approved process (Policy 3110, Community Resource People and Policy 3120, Locally Recommended Learning Resources).

5. The principal submits to the Superintendent of Schools the Board/Authority Authorized course proposal for review.

6. The Superintendent of Schools submits to the Board of Education for consideration together with his/her recommendation, a request for establishing the proposed Board/Authority Authorized course and other supportive material at least four months prior to the intended date of implementation.

7. If the course receives the approval of the Board of Education, the Superintendent of Schools will forward notification to the Ministry of Education on Ministry form 1526. A copy of the course description will be kept on file by the Superintendent of Schools to be available for Ministry review purposes.

8. Board/Authority Authorized courses not approved by the Board will be referred to the Superintendent for further review.