

## EDUCATION: PROGRAMS

## Policy 512.3-R (previously 602.3-R)

### Locally Developed Courses

#### Criteria and Procedures for Approval

1. Approval of any locally developed course (including textbooks and instructional materials) shall be by resolution of the Board of Education (Richmond).
2. The Board of Education (Richmond) requires that all requests for approval of locally developed courses follow the established regulations for approval of learning resources materials. Requests are to be completed on the approved application form and submitted to the Supervisor of Curriculum.
3. Requests for approval of locally developed courses may be submitted by the Supervisor of Curriculum to the Consultative Committee on Curriculum and/or other appropriate individuals or groups for comment and/or recommendation.
4. The District Management Committee will review all applications for locally developed courses along with the comments and/or recommendations which may have been received from the Consultative Committee on Curriculum and/or other individuals or groups. If the District Management Committee supports the application they will forward it to the Education Committee along with their comments and recommendations. If the Education Committee supports the application, they will forward it to the Board of Education (Richmond) with the recommendation to approve.
5. All requests for locally developed courses, including a detailed course outline and resources list, shall be retained by the Supervisor of Curriculum.
6. Approved locally developed courses shall be authorized for use at each school separately. Authorization for use of an approved course may be granted by the Superintendent or designate, in writing, on request.
7. The Supervisor of Curriculum shall receive a report on each locally developed course from the principal at each school before the end of July. This report shall indicate any changes which the school proposes in the content, materials or instructor for each course as well as the enrolment during the preceding year.
8. The Supervisor of Curriculum shall request the Consultative Committee on Curriculum to review the suitability of each locally developed course on the fourth anniversary of its approval. The Supervisor will then forward to the District Management Committee a recommendation to approve the course for another four year period, to refer the course to an ad hoc committee for revision, or to terminate the course.
9. Ad hoc revision committees shall be struck and chaired by the Supervisor of Curriculum. All schools wishing to offer the course in the coming year will be given the opportunity to participate.
10. In the case of a recommendation from the Supervisor of Curriculum to terminate a locally developed course, the District Management Committee may forward a recommendation to terminate to the Education Committee, refer the curriculum to an ad hoc committee for revision, or authorize the course for another period of time.
11. In the case of a recommendation from the District Management Committee to terminate a locally developed course, the Education Committee may forward a recommendation to terminate the course to the Board of Education (Richmond) or refer the matter to the District Management Committee for further consideration.
12. Termination of any locally developed course shall be by resolution of the Board of Education (Richmond).