



## Administrative Procedure 219

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### COURSES: NON-MINISTRY

#### Background

Not all student needs and interests can be met by provincial curricula, and local needs and priorities are to be reflected in educational services. The District may, therefore, offer board/authority authorized courses.

Board/Authority authorized courses are offered to meet student needs and interests. They are authorized by the Board according to requirements set by the Ministry of Education and Child Care. There is no limit to the number of Board/Authority authorized courses that students may use as part of the 28 credits of electives needed to fulfil the graduation requirements for the Graduation Program.

#### Procedures

1. All Board/Authority authorized courses must be authorized by the Board.
2. Submission
  - 2.1. Proposals for courses, not intended for graduation credit, shall be submitted on the District's *Proposal: [Locally Developed/Non-Ministry Course form \(Form 219-1\)](#)*. 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](#).
  - 2.2. Course program submissions will describe:
    - 2.2.1. The procedures utilized in creating the submission, including teacher involvement.
    - 2.2.2. The educational rationale for such a course, including the need for a Board/Authority authorized (BA/A) designation.
    - 2.2.3. The course content; the procedures for selection of learning resources, which must comply with this administrative procedure; the anticipated methodology to be utilized; the student evaluation criteria; and the link, if any, to other school or District programs.
    - 2.2.4. The anticipated budget equipment and facility requirements, including a listing of proposed course fees and the anticipated amount and type of travel, and

2.2.5. The impact of the course or program on existing courses or programs; on the school's operating, learning resources and equipment budgets, and on the school's facilities.

2.2.6.

### 3. Review

3.1. There will be a periodic review of existing non-Ministry and Board/Authority authorized courses.

Reference: Sections 6, 11, 17, 20, 22, 26, 75, 85, 88, 89, 91 School Act  
School Regulation 265/89  
Individual Education Plan Order M638/95  
Special Needs Students Order M150/89  
Support Services for Schools Order 149/89  
Special Education Services: A Manual of Policy, Procedures and Guidelines

Adopted: December 15, 2020