

# POLICY

SCHOOL DISTRICT NO. 53  
(Okanagan Similkameen)

## BOARD AUTHORIZED COURSES

Reference: E-1  
Revised: May 28, 2008

### BOARD AUTHORIZED COURSES

The Board encourages and supports the concept of locally developed programs and curricula to meet the needs of the students of the District and will, where feasible through its annual budget, provide financial support for such development and possible subsequent implementation. The Board authorizes the Superintendent to establish, through regulation, procedures to ensure the development and implementation of such programs and curricula.

# **REGULATION**

**SCHOOL DISTRICT NO. 53**  
**(Okanagan Similkameen)**

## **BOARD AUTHORIZED COURSES**

**Reference: E-1**

**Revised: May 28, 2008**

### **BOARD AUTHORIZED COURSES**

Teachers (individuals and groups) who wish to seek approval for a Board Authorized Course shall use the following procedures:

1. Discuss the concept of the proposed course with their school principal before proceeding with the Board Authorized Course Application.
2. Make a thorough and accurate assessment of the student needs the course would meet. Contact counsellors and other subject teachers to determine the level of interest in the proposed course. Ensure that the course meets all ministry requirements.
3. Prepare and submit an overall outline of the proposed course, using the Board Authorized Course Application.
4. Submit a hard copy of the proposed course to the school principal for signature who will then forward it to the Superintendent or designate. An electronic copy will be required after approval.
5. The Superintendent or designate and Principal will take the proposal to the District Curriculum Committee and the Board of Education.
6. This procedure must be completed for the Board Authorized Course to be offered in the following school year.
7. A District Approved Board Authorized Course must be evaluated at the conclusion of the year in which the course is first offered by the school. A brief written report is to be submitted to the Superintendent's Office. A presentation explaining the evaluation of the learning outcomes and student performance may also be required.
8. No Board Authorized Course shall be approved unless the course can be expected to be offered on an ongoing basis.



---

**SCHOOL DISTRICT No. 53  
(OKANAGAN SIMILKAMEEN)**

---

---

**BOARD AUTHORIZED COURSE TEMPLATE**

---

---

*Requirements and procedures sample available at [www.bced.gov.bc.ca/graduation/baa\\_reqprod.pdf](http://www.bced.gov.bc.ca/graduation/baa_reqprod.pdf)*

**Course Name:** \_\_\_\_\_

**Grade Level of Course:** \_\_\_\_\_

**Number of Course Credits:** \_\_\_\_\_

**Number of Hours of Instruction:** \_\_\_\_\_

**Prerequisite(s):** \_\_\_\_\_

**Special Training, Facilities or Equipment Required:** \_\_\_\_\_

\_\_\_\_\_

**Course Synopsis:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Developed by:** \_\_\_\_\_

**Date Developed:** \_\_\_\_\_

**School(s) Name:** \_\_\_\_\_

**Principal(s)'s Name:** \_\_\_\_\_

**Principal's Signature:** \_\_\_\_\_

**Board Approval Date:** \_\_\_\_\_

(You will not have an approval date until after authorization)

**Board Authorized Signature:** \_\_\_\_\_

**SCHOOL DISTRICT NO. 53 (OKANAGAN SIMILKAMEEN)  
BOARD AUTHORIZED COURSE**

---

**Name & Grade of Course:** \_\_\_\_\_

Adapt the following categories according to the structure of the course. For example, the course may be organized into topics rather than units, or the learning outcomes may be grouped under sub-organizers, with sub-organizers grouped under curriculum organizers. This section of the template serves as a guide to ensure the course contains all required components.

**Rationale:** \_\_\_\_\_  
\_\_\_\_\_

**Organizational Structure:** (units, topics, modules)

Unit/Topic	Title	Time
<b>Unit 1</b>		
<b>Unit 2</b>		
<b>Unit 3</b>		
<b>Unit 4</b>		
<b>Unit 5</b>		
	<b>Total Hours</b>	

**Unit/Topic/Module Descriptions:**

*(A short description and the curriculum organizers and learning outcomes of each unit/topic/module)*

**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:**

---

---

---

This template is found under Curriculum @ [www.sd53.bc.ca](http://www.sd53.bc.ca)

**BOARD AUTHORIZED COURSE REVIEW**

To Be Completed By The Teacher(s): \_\_\_\_\_  
(Course Name)

Evaluation of the course is best made soon after completion date of the programme supported by on-going assessment such as an informal log-book of successes and problems.

1. Describe the actual accomplishments of the course in relation to the course outline and major learning outcomes (strengths).

---

---

---

2. What changes are anticipated in the course-learning outcomes, resources, structure?

---

---

---

3. What was the response of students to this course?

---

---

---

4. Did the resources, supplies and equipment meet the needs of the teacher and the students?

---

---

---

5. How many students:

a) Enrolled (#) \_\_\_\_\_ b) Received a passing grade (#) \_\_\_\_\_

6. Recommendation(s):

---

---

---

7. Administrator's Comments:

---

---

---

Principal's Signature: \_\_\_\_\_

**Please forward to the Superintendent's Office**