



**RICHMOND
CHRISTIAN
SCHOOL**

EST. 1957

POLICY NUMBER AND NAME: 04.11.01 BOARD AUTHORITY AUTHORIZED COURSES - VERSION 1.0	RESPONSIBILITY	BOARD	SUPERINTENDENT	SLT
		A	IN	D
SECTION: 04 – STUDENT ENROLLMENT AND EDUCATION	LAST REVISION DATE:			
ADOPTED: MAY 26, 2014	REVIEW FREQUENCY: EVERY 4 YEARS OR IF MINISTRY OF EDUCATION GUIDELINE CHANGES			

PREAMBLE

Board Authority Authorized (BAA) Courses are locally developed courses that are authorized by the RCS Boards of Trustees to meet student needs and interests in our community. They are authorized according to requirements set by the Ministry of Education.

REVIEW HISTORY		
DATE	VERSION	CHANGES

1. SCOPE OF APPLICATION

- a. BAA courses must be approved by the Board of Trustees prior to offering a BAA course.
 - i. With the Board's approval, the Principal and Superintendent must submit a signed *BAA Course Form* to the Ministry verifying the course satisfies current requirements.
- b. Courses may only be developed and offered for grade 10, 11 or 12.
- c. The requirements for BAA courses define the structure, components, and rigour of a course. They consist of the following:
 - i. Course name
 - ii. Grade level
 - iii. Number of credits (maximum of 4)
 - iv. Course synopsis
 - v. Rationale
 - vi. Organizational structure appropriate to subject/topic
 - vii. Learning outcomes that are assessable and observable and that can be understood by students and parents
 - viii. Instructional component that clarifies the outcomes and provides a range of pedagogical opportunities
 - ix. Assessment component that provides a range of both formative and summative assessment
 - x. Learning resources that support the learning outcomes

2. PROCEDURAL TIMELINE

- a. November Secondary Education Committee Meeting
 - i. An initial framework of the proposed course is to be presented to the committee for its review and must include:
 - 1) Course Synopsis
 - 2) Rationale for developing the course
 - 3) Organizational Structure (Overarching Themes with Timelines)
 - ii. The Principal will present the overview unless he/she requests that the Department Head or teacher present to the Education Committee.

- b. December Secondary Education Committee Meeting
 - i. The revised framework is to be presented to the Education Committee.
 - ii. If approved, the material will be submitted by the Principal to the Board of Trustees, at the January Board meeting.
- c. January Board Meeting
 - i. The finalized framework, approved by the Education Committee, must be reviewed and adopted 'in principle' by the Board in order for the course to be presented as a curriculum offering.
 - 1) If the motion is adopted the course may be advertised at the Secondary Course Information Evening, generally scheduled for February.
- d. March Secondary Education Committee Meeting
 - i. The complete course outline is to be submitted for review by the Education Committee along with any comments or recommendations noted by the Board.
 - ii. The outline must include all components required under paragraphs 1 and 2 above.
- e. April Secondary Education Committee Meeting
 - i. The finalized BAA course outline is to be presented to the committee.
 - ii. If approved, the material will be submitted by the Principal to the Board of Trustees at the next Board meeting.
 - 1) The Principal will include a motion to adopt the new course/program.

3. BAA COURSE REVIEW

The BAA course will be reviewed at the end of each of its first two years after implementation and every 3-5 years thereafter, depending on the nature of the course.

- a. The review schedule shall be submitted with the motion to approve.
- b. 4.11 Curriculum Development shall be referenced for assessment.

4. RESOURCES AND REFERENCE MATERIALS

Board/Authority Authorized Courses, Requirements and Procedures Guidebook, Ministry of Education 2012