

Board/Authority Authorized (BAA) Courses**Policy No. 304.4R****REGULATIONS****1. Criteria**

For the purpose of Board and Ministry approval, Board/Authority Authorized (BAA) courses:

- 1.1. Provided educators the ability to explore learning opportunities beyond the boundaries of the ministry curriculum;
- 1.2. Have been designated to meet the unique learning opportunities of schools and community partners;
- 1.3. Have been designated to offer choice and flexibility for students; and,
- 1.4. Demonstrate planning and organization and sound pedagogy.

2. Procedures for Adoption

The Board requires that any presentation in support of a Board/Authority Authorized course be made through the Superintendent of Schools, or designate, and that it includes all requirements as outlined in the 'Board/Authority Authorized (BAA) Course Requirements and Procedures Guidebook.' Principals/Vice Principals and teachers who wish approval of a course of their own design should use the following procedures:

- 2.1. Make a thorough and accurate assessment of the student need the course could meet. Contact counselors and other subject teachers to determine the level of interest in the proposed course. In specific and appropriate situations, it may be advisable to seek expertise from the general community (i.e. specialty courses).
- 2.2. Contact the District Career & Trades Coordinator to determine if a BAA already exists.
- 2.3. Complete the BAA Framework Template and submit to the District Career & Trades Coordinator for review.
- 2.4. Submit the BAA Framework Template to the Principal/Vice Principal for approval.
- 2.5. If approved by the Principal/Vice Principal, prepare a list of possible instructional activities designed to meet each goal and specific procedures proposed for the evaluation of each goal.
- 2.6. Refer to 'Policy 304.6 – Selection of School and District Learning Resource Materials' for procedures on selecting learning resources.
- 2.7. Include an itemized list of required equipment and facilities, together with a cost analysis and a description of any organizational changes. Consultation with the Principal/Vice Principal at this stage is essential.

- 2.8. Submit copies of the proposed course to the Superintendent of Schools, or designate. Be prepared to make revisions after the course has been reviewed.
- 2.9. Resubmit the course after revision, if necessary, to the Superintendent of Schools, or designate.
- 2.10. Be prepared to meet with the Board or with the Superintendent of Schools, or designate, to discuss the proposed course.
- 2.11. Submission date to the Board of Education for a course to commence in the following school year will be April 1st of that year.
- 2.12. The Superintendent of Schools, or designate, will seek Board approval.
- 2.13. Once approved by the Board, the BAA course will be submitted to the Ministry of Education for final approval and assignment of course codes.

The Superintendent of Schools, or designate, shall arrange for such evaluation of courses as may be required by the Board or the Ministry.