

## 2230 COURSE GUIDES

A guide shall be prepared for each course of study approved by the Board in order to direct and assist the professional staff toward the attainment of goals sought by that course of study.

Each course guides shall contain, as appropriate to the course of study:

1. Objectives of the course of study;
2. Suggested materials and resources appropriate to the course;
3. Suggested activities designed to achieve the objectives;
4. Suggested methods of instruction;
5. Evaluation criteria intended to test the extent to which learning objectives have been achieved.

Each curriculum guide shall be construed, as providing a basic framework for the course of study. Within this framework, each teacher shall use the curriculum guide in a selective manner best designed to meet the needs of students.

The Superintendent shall be responsible for the preparation of course guides, and shall develop a plan for such preparation which includes the participation of appropriate staff members and resource personnel and, as appropriate, the participation of members of the community. Whenever new curriculum guides are developed or existing guides revised, copies of these additions or changes must be made available to the Board for review. The Board retains the right to reject any additions, changes, and deletions to the presently approved curriculum guides.

Copies of all current curriculum guides shall be kept on file in the office of the Superintendent. It shall be assumed that only those courses of study represented by curriculum guides on file constitute courses of study officially adopted by this Board.

N.J.S.A. 18A:33-1

Adopted: 3 May 2004

