

Lower Merion School District

Policy No.:
Section:
Title:
Date Adopted:
Date Last Revised:

107
PROGRAMS
COURSE GUIDES
7/25/88
11/18/13

107 COURSE GUIDES

The Board enacts this policy to direct and assist the professional staff in attaining the goals of a course of study.

"Course guide" also referred to as a "Curriculum Map" or "Scope and Sequence" shall mean a document or documents which contains, as appropriate to the course of study, the following information:

- A. Learning objectives for students;
- B. State, national and/or industry standards;
- C. Summary or outline of course content;
- D. Time allocated for instruction;
- E. Suggested activities designed to achieve the objectives;
- F. Suggested methods of instruction, where appropriate;
- G. Evaluation criteria intended to test the extent to which learning objectives have been achieved;
- H. Assessment procedures or methods; and
- I. Resources (core and supplemental/technology) and materials for use by teachers.

A course guide shall be prepared for each course of study adopted by the Board. Each teacher shall conduct the assigned instructional program by using the course guide as the frame of reference. The course guide shall include pedagogical strategies that address cultural relevance, interventions and enrichment. Any deviation from the course guide must be approved in advance by the Principal or a designee.

The Superintendent shall be responsible for the preparation of course guides and shall design procedures for such preparation which include:

- A. The participation of the appropriate staff members and resource personnel;
- B. Continuing research into instructional methods, materials and activities;

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- C. Systematic review of all course guides to insure their continuing usefulness in achieving established goals;
- D. Availability of new or revised course guides to school directors for informational purposes;
- E. A system for administrative monitoring to insure that the guides are being followed; and
- F. Arrangements to maintain copies of all current guides on file in each school administrative office as well as in the office of the Superintendent.