

## 2230 COURSE GUIDES

The Board of Education directs the preparation of a guide for each approved course of study in order to direct and assist teaching staff members toward the attainment of goals addressed by that course.

Each course guide will contain, as appropriate to the course of study, content standards; objectives, concepts, and skills to be taught; attitudes and appreciations to be developed; suggested activities designed to achieve the objectives; suggested methods of instruction; performance indicators; evaluation criteria intended to test the extent to which learning objectives have been achieved; and a reading list of supplemental titles for the guidance of teachers.

The course guides will be the basic instructional tool for each course of study.

### **Choose only one of the following alternatives:**

- Each teacher shall conduct the course of study as required by the course guide. Any deviation from the content of the guide must be approved by the Superintendent in advance of its implementation.
- No teacher shall be expected to implement every suggestion made in the guide, nor shall the guide constrain a teacher from the use of ingenuity in meeting the objectives of the guide, subject to the review of the \_\_\_\_\_.

The Superintendent shall be responsible for the preparation of course guides, and shall develop a plan for such preparation that includes the participation of appropriate staff members and resource personnel; the participation of members of the community; the participation of students at appropriate grade levels; continuing research in instructional methods, materials, and activities; systematic review of all course guides to ensure their continuing usefulness in achieving goals set by the Board; and a system of administrative review to ensure that course guides are being followed by teaching staff members to the degree of conformity desired by the Board.

### **Choose only one of the following alternatives:**



- X All new course guides and revisions of existing guides shall be submitted to the Curriculum Committee of the Board and then the full Board for approval before they are implemented.
- Whenever new course 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 course guides.
- New course guides or revisions to existing guides shall be provided by the Superintendent to the Board for study before implementation. By this means, the Board will determine which alterations depart from existing approved courses of study so significantly as to require formal approval of the Board.

Copies of all current course guides shall be kept on file in the office of the Superintendent and in Rubicon Atlas.

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

Adopted: September 25, 2019

