

*Course Guides*

A guide or outline shall be available for each course of study approved by the Board of Education in order to direct and assist the professional staff toward the attainment of goals addressed by that course of study.

Each guide shall contain, as appropriate to the course of study, the expected learning outcomes including the goals, objectives, concepts, skills, and understandings in a given subject; suggested materials and resources appropriate to the course, suggested activities designed to achieve the objectives, and evaluation criteria intended to test the extent to which learning objectives have been achieved.

The curriculum guide shall be the basic instructional tool for each course of study. Each teacher shall conduct the course of study as required by the curriculum guide. Any deviation from the content of the guide must be approved by the building principal in advance of its implementation.

Whenever new curriculum guides are developed or existing guides revised, copies of these additions or changes shall 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 Assistant Superintendent for Instructional Services.