

## 2230 COURSE GUIDES (M)

### M

A guide shall be prepared for each course of study adopted 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. Prerequisites;
2. Core curriculum standards addressed;
3. Cross content workplace readiness standards;
4. Bibliography;  
  
Textbook  
Reference Books  
Software
5. Additional information;
6. Preparer;
7. Date Prepared.

Each teacher will use the curriculum guides as the core of the courses he/she has been assigned to teach. 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 department supervisor.

Whenever new curriculum guides are developed or existing guides revised, copies of these additions or changes must be made available to the appropriate Board committee for review before presentation to the Board for adoption. 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.



# POLICY

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: 27 November 2000

