

## 2230 COURSES OF STUDY (M)

### M

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.

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 area supervisor, Building Principal, and Supervisor of Curriculum and Instruction in advance of its implementation.

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 pupils 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.

Each course guide will be available to all students, parents, employees, and the general public each school year, and will state that all vocational opportunities will be offered regardless of race, color, national origin, sex or disability. Course guides will include a brief summary of program offerings, admission criteria, and the name, office address, and phone number of persons designated to coordinate compliance under Title IX and Section 504. Furthermore, persons of minority racial/ethnic background with limited English language skills will have access to this document in their native language, if requested, and lack of English language skills will not be a barrier to admission and participation in vocational education programs included in the course guide.



# POLICY

## BLACK HORSE PIKE REGIONAL BOARD OF EDUCATION

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All new course guides and revisions of existing guides shall be submitted to the Board for approval before they are implemented.

Copies of all current course guides shall be kept on file in the office of the Supervisor of Curriculum and Instruction and each school building.

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

Adopted: 9 April 2009

First Reading: 23 April 2015

