



*Center Area
School District*

SECTION: PROGRAMS

TITLE: COURSE GUIDES

ADOPTED: JANUARY 16, 2003

REVISED:

| 106. COURSE GUIDES | |
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| <p>1. Purpose SC 1511, 1512 Title 22 Sec. 5.4</p> | <p>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.</p> |
| <p>2. Content</p> | <p>Each course guide shall contain, as appropriate to the course of study:</p> <ol style="list-style-type: none"> 1. Objectives of the course of study. 2. Concepts and skills to be taught. 3. Attitudes and appreciations to be developed. 4. Suggested activities designed to achieve the objectives. 5. Suggested methods of instruction. 6. Evaluation criteria intended to test the extent to which learning objectives have been achieved. 7. A reading list of supplemental titles for the guidance of teachers. <p>Each course guide shall be construed as providing a basic framework for the course of study. Within this framework, each teacher shall use the course guide in a selective manner best designed to meet the needs of students.</p> |
| <p>3. Responsibility</p> | <p>The Superintendent shall be responsible for the preparation of course guides, and shall develop a plan for such preparation which includes:</p> <ol style="list-style-type: none"> 1. The participation of appropriate staff members and resource personnel. |

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| <p>School Code 1511, 1512</p> <p>PA Code Title 22 Sec. 5.4</p> | <ol style="list-style-type: none">2. Continuing research in instructional methods, materials, and activities.3. Systematic review of all guides to insure their continuing usefulness in achieving established goals.4. Whenever new course guides are developed or existing guides revised, copies of these additions or changes will be made available to the Board for informational purposes.5. A system of administrative review to insure that guides are being followed by teaching staff members to the degree of conformity desired. <p>Copies of all current guides shall be kept on file in the office of the Superintendent.</p> |
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