

IGE1—Curriculum Guides and Course Outlines Procedures

Development of Curriculum Guides and Outlines

Curriculum guides will be developed by the staff members and teachers who are to use them.

If participation of the entire staff is not feasible, representatives of the staff and/or departments concerned shall be appointed to committees for study, creation, and revision of any particular guide.

When work is completed on a guide, the committee responsible for its development shall present it to the Administrator.

Use of Guides and Outlines

Curriculum guides are to serve as a framework from which a teacher will develop units of study, individual lesson plans, and approaches to instruction that will serve the students' particular needs at a particular time. The guides shall be used to map the logical sequence of instruction.

The Administrator and team leaders shall see that optimum use is made of available curriculum guides. Teachers will adhere to the guides.