

## CURRICULUM GUIDES AND COURSE OUTLINES

All subject areas shall have a written course of study prepared by the appropriate curriculum committee in cooperation with the County Office of Education. The curriculum guide is to be submitted by the Superintendent to the Board and Division of Elementary and Secondary Education of the State Department for its recommendations and approval. Upon approval, it shall be the official guide to be followed by all personnel involved.

Each course of study shall include a foreword, a table of contents; an introduction, a philosophy; goals, program objective, subject objectives, scope and sequence of the course; and evaluation procedures.

All educators affected by the curriculum guide shall be provided with a copy for official use.

LEGAL REF.: State Board of Education Minimum Standards 3301-35-03