

## CURRICULUM GUIDES AND COURSE OUTLINES

All subject areas will have written courses of study. Each course of study is to be submitted by the Superintendent to the Board and Division of Elementary and Secondary Education of the State Department of Education for recommendations and approval. Upon approval, the courses of study will be the official guide to be followed by all District personnel.

Each course of study will include, as a minimum: a foreword, a table of contents, an introduction, a statement of philosophy, educational goals, program and subject objectives, scope and sequence of the course, and evaluation procedures. All educators affected by the course of study will be provided a copy for official use.

[Adoption date: August 6, 1991]

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