

2230 COURSE GUIDES

The Board of Education directs the Superintendent to prepare a guide for each approved course in order to direct and assist teaching staff members directly in their day-to-day alignment of instruction and to attain content standards, course objectives and expectations.

Each course guide will contain:

- rationale and purpose
- objectives, concepts and skills to be taught
- attitudes and appreciations to be developed
- descriptions of how cultural diversity and learning styles are addressed
- standards adopted by the State of New Jersey and relevant discipline specific standards
- suggested methods of instruction
- evaluation criteria intended to measure the extent to which learning objectives have been achieved
- suggested resources and appropriate professional development

All new course guides and major revisions of existing course 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 Assistant Superintendent for Curriculum, Instruction and Programs.

Teaching staff members will adhere to the content of the course guides.

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

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Reviewed: February 18, 2020

R 2230 COURSE GUIDES

A course guide will be prepared for each course to be taught in this district. Course guides should be planned and organized to provide sequential learning experiences in the grade levels concerned.

A. Preparation

1. The preparation of course guides is the responsibility of the Assistant Superintendent for Curriculum, Instruction and Programs.
2. Course guides are best developed with the assistance of the teaching staff members who will use them. Accordingly, appropriate staff representatives will be appointed to committees to study, revise, and/or develop course guides.

B. Content

Course guides shall be provided for the various subject areas. All course guides (new or revised) submitted to the Board for adoption shall be written in accordance with the following guidelines:

1. Rationale, Description and Purpose: Describe the program's value to Westfield's youth and the evidence that this program will fill an identified need. Identify the students for whom the course is designed. Cite and explain prerequisites and the relationship of this program or course to the rest of the K-12 program of studies.
2. Learning Objectives: Express objectives in terms of expected and measurably, demonstrable student outcomes that will be used to evaluate their attainment. Describe what a student will be able to do after the associated lessons. Be Cross-referenced to the standards adopted by the State of New Jersey. Incorporate cross content standards and college and career readiness skills which include critical thinking, collaboration, problem solving, global citizenship and preparedness for a constantly changing workplace.
3. Content, Scope and Sequence: List the scope and sequence of the content of the course in detail. Describe and clearly identify the manner in which diversity issues (related to the impact of the many different people in our multi-cultural world) will be integrated into the content.

4. Instructional Techniques: Describe the variety of instructional techniques that will be used to support different learning styles, abilities, intelligences, genders and cultural backgrounds. Explain the ways in which the needs of diverse learners will be met specifying, when possible, methods designed to address the varied ways in which students learn.
5. Evaluation: Describe the various methods that will be used to assess achievement of the district course objectives and the standards adopted by the State of New Jersey referenced in section 2 above. Describe the method used to assess the curriculum's effectiveness for pupils.
6. Professional Development: Describe and recommend appropriate professional training activities that will support the implementation of the new or revised course.
7. Addendum of Resources: Include, when appropriate, an addendum of resources that lists suggested, required and/or supplementary instructional resources.
8. Pacing Guide: Provide an approximate guideline of days/weeks that each unit of study will require for completion.

C. **Materials & Resources**

The implementation of a new or revised course guide shall be supported by appropriate materials and resources in order to assist the teaching staff member in meeting course objectives. Such resources may include but are not limited to:

1. Textbooks and online resources
2. Staff training
3. Material supplies
4. Alterations of facilities
5. Staffing

The cost of materials and required resources shall be submitted to the Assistant Superintendent for Curriculum, Instruction and Programs with the new or revised course guide. Once approved, the cost of materials and resources will be included in the district curriculum budget for the implementation year.