

**CRANFORD PUBLIC SCHOOLS
CRANFORD, NEW JERSEY**

POLICY: CURRICULUM GUIDES

The Chief School Administrator shall oversee the development of curriculum guides for every course and area of study for every grade level. Each guide shall contain objectives for concepts and skills to be taught and attitudes to be developed, suggested materials and activities designed to achieve all of these objectives and evaluation criteria intended to test the extent to which these objectives have been met.

Teachers shall use the guides as the basis of their instructional planning. It shall be the responsibility of the building principal to ensure that curriculum guides are being followed.

A copy of each guide in use shall be kept on file in each school office. Such guides shall be available for public inspection at the Office of the Chief School Administrator.

Because curriculum guides are the means of implementing instruction in courses adopted by the Board as the curriculum of the district, the Board shall approve any new curriculum guides or any revision to an existing guide before they are put into effect.

Legal References: N.J.A.C. 6:8-8.3(b)3i, 3ii Procedures for evaluation and certification (curriculum and instruction)

Adopted: October 17, 1988
Revised: March 22, 1999