

COURSE OVERVIEWS/UNITS OF STUDY (M)

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The Board of Education directs the preparation of an overview/unit of study for each approved course of study in order to direct and assist teaching staff members toward the attainment of goals addressed by that course.

Each course overview/unit of study will contain, as appropriate to the course of study, content standards; objectives, concepts, and skills to be taught; attitudes and appreciations to be developed; suggested activities designed to achieve the objectives; suggested methods of instruction; performance indicators; evaluation criteria intended to test the extent to which learning objectives have been achieved; and a reading list of supplemental titles for the guidance of teachers.

The course overviews/units of study will be the basic instructional tool for each course of study.

Each teacher shall conduct the course of study as required by the course overview/unit of study. Any deviation from the content of the overview/unit of study must be approved by the Building Principal and/or Instructional Supervisors in advance of its implementation.

The Superintendent shall be responsible for the preparation of course overviews/units of study, and shall develop a plan for such preparation that includes the participation of appropriate staff members and resource personnel; the participation of members of the community; the participation of pupils at appropriate grade levels; continuing research in instructional methods, materials, and activities; systematic review of all course overviews/units of study to ensure their continuing usefulness in achieving goals set by the Board; and a system of administrative review to ensure that course overviews/units of study are being followed by teaching staff members to the degree of conformity desired by the Board.

All new course overviews/units of study and revisions of existing overviews/units of study shall be submitted to the Board for approval before they are implemented.

Copies of all current course overviews/units of study shall be kept on file in the office of the Assistant Superintendent for Curriculum and Instruction.

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

Adopted: 20 November 2008

