Section 1. **Purpose**

A course of study shall be prepared for each course adopted by the Board in order to direct and assist the professional staff toward the attainment of goals sought by that course of study. These shall be developed as part of the curriculum review process within the appropriate cycle.

Section 2. **Content**

Each course guide shall contain those items as required by School Code.

Each course of study shall be construed as providing a basic framework for the course of study. Within this framework, each teacher shall use the course guide in a selective manner best designed to meet the needs of students.

Section 3. **Responsibility**

The Superintendent/his/her designee shall be responsible for the preparation of courses of study, and shall develop a plan for such preparation which includes:

- the participation of appropriate staff members and resource personnel;
- continuing research in instructional methods, materials, and activities; and
- systematic review of all courses of study to insure their continuing usefulness in achieving established goals.

Whenever new courses of study are developed, or existing course guides revised, copies of these additions or changes will be made available to the Board for informational purposes.