

## **Curriculum Guides and Course Outlines**

Curriculum guides are developed by the faculty group concerned with them, with the leadership of the principal and the curriculum director. The process of developing a curriculum guide begins with the meeting of the teachers when called by the principal to discuss what is to be included and the kind of organization necessary for the guide. At this meeting responsibilities are divided among the committee members. Later they meet to organize the individual contributions into a harmonious whole. The principal shall serve as advisor to some committees.

Curriculum guides are necessary to keep the school system informed as to what should be taught in a given area. Teachers new to the system look to them for information about what is expected to be taught in the subject area in which they serve. In the process of writing, teachers reach agreements about what is taught and to some extent how it is taught. Teachers in other departments and grades can refer to the curriculum guides to see what experiences their pupils may have had.