

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 500-35
Subject: CURRICULUM AND COURSES OF STUDY	Date of Issue: 7/15/88
Preparing Office: Office of the Superintendent	Amended: 2/4/09

I. Policy 500

II. Procedures

A. Definitions

1. Course of Study - a detailed program of study for a course that includes the essential curriculum for the course, an approved text resource for the course (if required), recommended hours/credits for the course, and expected outcomes for the course.
2. Curriculum Instructional Resources - the planning tools, supplemental guidelines, units and sample lesson plans that assist teachers in implementing the approved essential curriculum for a course of study
3. Essential Curriculum - the performance standards, indicators, and objectives that describe what students should know and be able to do in a course of study. Where applicable, the essential curriculum aligns with the voluntary state curriculum and relevant national standards.
4. Textbook (paper or electronic) - a book that serves as the primary text resource for students in a course of study.

B. Proposed essential curriculum, textbooks, and courses of study in grades and content areas shall be identified, reviewed and developed by the curriculum specialist or curriculum supervisor with the involvement of classroom teachers throughout the process.

Parents and community members shall have an opportunity to review and provide comment on proposed textbooks prior to board of education approval (Regulation 500-38).

C. The proposed essential curriculum, textbook, and course of study in a grade and/or content area shall be submitted by the curriculum specialist or curriculum supervisor to the board of education for approval.

D. After approval of the essential curriculum, textbook, and course of study by the board of education, the curriculum specialist or supervisor shall lead the development of curriculum instructional resources for the essential curriculum and course of study.

In accordance with COMAR 13A.04.18.04, all instructional materials proposed for use in HIV/AIDS prevention education classes must be approved by the board of education.

- E. Curriculum instructional resources such as planning tools, supplemental guidelines, units and sample lesson plans assist teachers in implementing the approved essential curriculum and courses of study.
- F. Curriculum instructional resources shall be developed with the input of teachers during school year or summer workshops.
- G. Curriculum instructional resources shall be distributed to teachers in electronic and/or paper format prior to use in the classroom.
- H. Teachers shall be provided professional development in the use of the essential curriculum, course of study, and curriculum instructional resources.
- I. Teachers shall be provided the opportunity to suggest improvements to the essential curriculum, courses of study, and curriculum instructional resources.
- J. The Frederick County Public Schools approved essential curriculum and courses of study shall be made available for review by teachers, administrators, parents and any interested citizen.

Approved:

Original signed by

Linda D. Burgee
Superintendent