

VIGO COUNTY SCHOOL CORPORATION  
TERRE HAUTE, INDIANA

File: IFE

**CURRICULUM GUIDES AND COURSE OUTLINES**

Curriculum guides shall be provided for the various subject areas. These guides shall present at least a minimal outline for instruction and a basis for further development of the particular course.

In instances where state curriculum guides are mandated, they shall be followed. In all other situations, the Vigo County School Corporation schools will develop their own courses of study as reflected by the needs of the local situation. The guides shall be designed to assist all users in strengthening and in clarifying their philosophy regarding the teaching of a subject and will, when possible, suggest a variety of possibilities for instruction, patterns of individualization, variations of approaches, and materials.

1. Development of Guides:
  - a. Curriculum guides are best developed by the staff and teachers who are to use them.
  - b. Where entire staff participation is not feasible, a system of representatives of staff and/or departments concerned shall form systemwide committees for study, creation, and revision of any particular guide.
  - c. When work is completed on a guide, the committee responsible for its development shall present it to the curriculum cabinet which shall present it, through the office of the Superintendent, to the Board.
2. Use of Guides:
  - a. Curriculum guides are to serve as a framework from which a teacher will develop units of study, individual lesson plans, and approaches to instruction which will serve the pupils' particular needs at a particular time. The guides shall be used to map the logical sequence of instruction.
  - b. In subjects where sequence is important, such as mathematics, teachers shall be expected to adhere to the guide. In subjects where sequential learning is less important, the teacher may be given a greater degree of freedom in respect to sequence.
  - c. In all cases, sufficient latitude shall be permitted to provide the teacher with time to teach the current, topical, and incidental which adds to motivation and meaningful teaching and learning.

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- d. The principal, department heads, chairpersons, and coordinators shall see that optimum use is made of available curriculum guides.

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