

STATE OF OHIO



DEPARTMENT OF REHABILITATION  
AND CORRECTION

SUBJECT: <b>Curriculum Development Maintenance</b>	PAGE <u>1</u> OF <u>2</u>
	NUMBER: 57-EDU-09
RULE/CODE REFERENCE: ORC 3313.60	SUPERSEDES: 57-EDU-09 dated 06/18/04
RELATED ACA STANDARDS:	EFFECTIVE DATE: June 23, 2012
	APPROVED: 

**I. AUTHORITY**

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

**II. PURPOSE**

The purpose of this policy is to provide a systematic plan for the adoption, review, and revision of courses of study for both academic and career technical programs utilized within the Ohio Central School System (OCSS) and the Department of Rehabilitation and Correction.

**III. APPLICABILITY**

This policy is applicable to all persons employed by the Department of Rehabilitation and Correction, independent contractors providing a service to the Department and volunteers. The procedures set forth are specifically directed to those employees involved in the development and maintenance of the curriculum utilized within the Ohio Central School System.

**IV. DEFINITIONS**

**Curriculum** – A fixed series of studies that includes all of the courses collectively offered within the Ohio Central School System or a particular program.

**School Board** – The Director of the Ohio Department of Rehabilitation and Correction.

**V. POLICY**

It is the policy of the Ohio Department of Rehabilitation and Correction to ensure that all academic and career technical programs operate under a standardized, competency based curriculum supported by appropriate materials and classroom resources.

**VI. PROCEDURES****A. OCSS Curricula Review Committee**

1. The Assistant Superintendent of the Ohio Central School System shall appoint a committee, chaired by a selected OCSS principal, to be responsible for the timely review, revision, and submission of all courses of study.
2. The OCSS Curricula Review Committee shall be comprised of at least six (6) certified staff members, with at least one (1) classroom teacher and one (1) Principal.

**B. Responsibilities**

1. The OCSS Curricula Committee Chairs shall develop and maintain a timeline for the systematic review, revision, and submission of all courses of study.
2. The OCSS Curricula Committee Chairs shall maintain records of the topics covered and individuals participating in each meeting of the Curricula Review Committee
3. OCSS Curricula Committee Chairs shall convene the Curriculum Review Committee to develop a plan to review and revise, as needed, all academic and career technical courses of study at least once every five (5) years.
4. The OCSS Curricula Committee may appoint a sub-committee to review and revise specific courses of study. These sub-committees shall be comprised of staff with pertinent expertise in the given area.
5. The final sub-committee proposal shall be forwarded to the OCSS Curricula Committee Chairs, who will ensure review by the Curricula Committee prior to submission to the Superintendent.
6. All academic and career technical education courses of study administered within the Department must be submitted to the Superintendent for approval and to the Director for School Board approval.