

CURRICULUM ADOPTION PROCESS GUIDELINES

Each area of the K-12 curriculum will be reviewed on a five-year cycle using the following guidelines:

Committee Membership

A survey will be sent to all teachers affected by the curriculum. This survey will call for teachers who are interested in serving on the review committee to apply for a committee position.

Selection for the committee will be based on the approved contract, teacher interest and the need for a representative committee across grade levels and buildings. Members will be selected by the curriculum directors in consultation with principals.

Research

The K-12 committee will review the curricular research of the area by reading professional literature from the specified field and listening to presentations by experts in the field.

Community input at a public meeting will be solicited as part of the research phase. A newspaper announcement will invite interested community members to attend a public meeting. At this meeting a presentation of the professional research and an overview of the course of study process will be made. Community input will be encouraged through discussion and/or written submission. Parental involvement is considered a vital part of the research phase.

Course of Study Development

The K-12 committee goals and instructional and performance objectives strand together in order to ensure articulation throughout the K-12 program. The committee will also preview curricular materials to support the teaching and learning of the course of study objectives. The design of the course of study will be in compliance with Ohio Department of Education standards and guidelines.

Public Review

A draft of the course of study and textbooks will be placed on display at the Hilliard Public Library and central office. An announcement alerting the public of the availability of the course of study and textbooks for review will be placed in the community newspapers. This announcement will give the dates these materials will be available as well as the dates of the Board meeting at which the course of study and textbooks will be presented to the Board.

Board of Education Adoption

A presentation will be made to the Board at the time textbooks and/or courses of study are submitted for review. Approval will be decided no sooner than the next Board meeting in compliance with statutory regulation.

(Approval date: August 14, 2001)