



Book	Cincinnati City School District Policies
Section	2000 Programs
Title	Adoption of Courses of Study
Number	2220
Status	Active
Legal	R.C. 3301.07 R.C. 3313.60 A.C. 3301-35-02
Adopted	Not provided
Last Revised	Not provided
Last Reviewed	Not provided

The Board of Education shall provide a comprehensive standards-based instructional program to serve the educational needs of the students of this District. In furtherance of this goal and pursuant to law, the Board shall periodically adopt courses of study.

No course of study shall be taught in the schools of this District unless it has been adopted by the Board. The Superintendent shall determine which units of the instructional program constitute courses of study and are thereby subject to the adoption procedures of the Board.

The Superintendent shall recommend to the Board such courses of study as are deemed to be in the best interests of the students. The Superintendent's recommendation shall include the following information about each course of study:

A. the Ohio academic content standards defined by grade-level indicators;

B. its scope and sequence;

C. its justification in terms of the national standards, especially when it is proposed to take the place of an existing course of study; or for which there are no Ohio academic content standards;

D. its instructional methods and learning strategies;

E. the resources that its implementation will require, including instructional materials, equipment, specially-trained personnel, etc.

Each course of study is intended to provide a framework for instruction and learning. Within this framework, each teacher shall use the course of study in a manner best designed to meet the needs of the students for whom s/he is responsible. Deviation from its content must be approved in accordance with the Superintendent's administrative guidelines.

The Superintendent shall maintain a current list of all courses of study offered by this District.

**CINCINNATI CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

<i>Procedure Name: Adoption of Courses of Study</i>	
Procedure No. 2220-00-01	Eff. Date: February 14, 2018
Implements Board Policy(ies): 2220	Last Reviewed: February 14, 2018

1. Background

This procedure describes the responsibility of the Office of Curriculum to align all new courses to content standards ensuring course requirements are reported properly for graduation.

2. Responsibilities

Title: Director of Curriculum
Address: 2651 Burnet Avenue, 45219
Phone: 513-363-0127
<i>Describe responsibilities: The Director of Curriculum and Instruction shall be responsible for maintaining an efficient process for the alignment of new courses to content standards ensuring course requirements are reported properly for graduation.</i>

3. Action Steps

Describe the action steps relevant to the implementation of the policy.

See included form below with steps.

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

Access to courses.
Access to resources.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1.Request for New Course Approval (See below)	<i>Form that requires schools to provide the need for new courses as they align to state standards.</i>	<i>February 14, 2018</i>

6. Additional Information

None to include.

Request for New Course Approval

Why should a form and documentation be submitted?

The Office of Curriculum has the responsibility to align all new courses to content standards ensuring course requirements are reported properly for graduation.

How do I complete and submit a request for a new course or elective?

1. Log into CPS Staffnet, go to Departments
 - a. <https://mycps.cps-k12.org/departments>
2. The *Request for New Course – Curriculum* form is located in two locations:
 - a. Curriculum Office webpage under Services.
<https://sites.google.com/a/cpsboe.k12.oh.us/curriculum/home>
 - b. IT Helpdesk CPS webpage under Forms tab.
<https://sites.google.com/a/cpsboe.k12.oh.us/mycps-help-desk/forms>

Tip: Proper documentation needs to accompany the form or it will be returned which will delay approval. This includes course description, aligned standards and course syllabus.

3. Once form is complete, *submit* the form with documentation via email or interoffice mail to the Director of Curriculum, Anna E. Hutchinson, hutchia@cpsboe.k12.oh.us, and CC Joyce Bird, birdjoy@cpsboe.k12.oh.us.
4. Once the request has been received, an email will be sent to confirm receipt.

When should the form be submitted?

To ensure the process is done within a timely manner, submit your course approval request as you build your master schedule.

What happens after I submit the form?

Once the form is received by the Curriculum Director, email confirmation of receipt will be sent. Expect a two week turn around for request(s) to be processed. If there are questions about your submission, the appropriate Curriculum Manager will contact you to correct course documentation, submit additional documentation or deny the course.

If there are no corrections, the Curriculum Manager will sign, submit to Curriculum Director for signature and submission to Joyce Bird. Upon completion, you will receive email confirmation stating the course is created.

Cincinnati Public Schools
Office of Curriculum

Request for Approval – New Course
and/or
Request for Approval to Continue a Non-Traditional Course

School: _____ Date: _____

Course Title: _____

(Questions can be answered in an attached document)

Course Description – Please describe the purpose, expected outcomes, and rationale to have a new course (and/or to continue this course) instead of using another course code/traditional course. Describe the difference between old and new course requested if applicable.

Course Standards – Please answer the following questions:

1. Which core standards does this proposed course most closely align to? Please list specific standards.
2. Is there a published curriculum available, to your knowledge, which aligns to this course?
3. Explain where this course will fall in a sequence of courses. *i.e.* is there a pre-requisite or subsequent course related to this course?

Attachment - Please attach the course syllabus.

Semester _____ (0.5 credit only) **or** School Year _____ (1.0 credit)

Submitted by: _____ Title: _____

Principal Signature: _____

Complete all information and submit to the Curriculum Director, Anna E. Hutchinson.

Decision: Approved Denied: Reason _____

Curriculum Manager: _____ Date: _____

Curriculum Director _____ Date: _____

Date course created: _____ (Joyce Bird)