

## **Curriculum Enhancement Guidelines**

### **Purpose**

To provide Oak Street School's (OSS's) teachers the opportunity to hold grade-specific assemblies or programs that support or enhance their academic curricula but are not included in the principal's budget.

### **Request Maximums**

To ensure a fair and equitable distribution of Curriculum Enhancement (CE) resources among all grade levels, the Parent Teacher Organization (PTO) Cultural Arts Vice Presidents (VPs) may allow a maximum of two assemblies or programs per grade per academic year. The Cultural Arts VPs may consider the total amount received per grade per academic year when reviewing a CE request.

### **Submission and Approval Process**

#### **Team Leaders:**

1. The grade's team leader should utilize the current CE Microsoft Word file found on the OSS website under PTO Information.
2. Complete the form in Microsoft Word and email to Dr. Costa for consideration of pre-approval. Applications should be emailed to Dr. Costa by October 15 for programs being held in January through June and May 15 for programs being held in September through December.

#### **Dr. Costa:**

If pre-approved, Dr. Costa shall initial and date the form (in Microsoft Word) and email it to the Cultural Arts VPs for consideration.

#### **PTO Cultural Arts VPs:**

1. The Cultural Arts VPs shall review the request and decide whether to approve or deny the CE program.
2. The Cultural Arts VPs shall initial and date the form (in Microsoft Word) and notify the teacher and Dr. Costa of the approval or denial. If not approved, the Cultural Arts VPs shall provide the reason for the denial.
3. The Cultural Arts VPs shall schedule the program per the provided dates and times.
4. Once scheduled, the PTO President shall email the Treasurer a copy of the CE program form. The Cultural Arts VPs shall submit a reimbursement request to the PTO Treasurer no less than one week before the program date.

#### **PTO Treasurer:**

The PTO Treasurer shall then note the check's amount, number, and date on the form and email a copy to the PTO Cultural Arts VPs.