

Curriculum approval process (could take up to a month)

1. Review potential curriculum with guidelines (See below)
2. Fill out curriculum review form along with evidence and competitive bids, if needed, and submit to immediate supervisor (See form attached)
3. Immediate supervisor will submit it to the EA and Curriculum committee for review
4. If approved by curriculum committee then it will be sent to the board secretary for board approval

Budget process

1. EA reviews department budgets with directors and trains on budget process
2. Directors train department chairs
3. Department chairs meet with departments and train on tracking and requisition process
4. Forms should be used during training
5. All department chairs should use an excel spreadsheet to track department budgets. These should be reviewed monthly with teachers in department meeting
6. Directors will review department tracking on a monthly basis and submit report to EA in administrative meeting on the last admin meeting of the month
7. If a teacher or staff member need more money than allotted then the dept. chair/director will direct them to the EA.

Advisory principles

1. Program goal for grade level
 - a. Senior capstone
 - b. ACT
 - c. No failures
 - d. Study skills
2. Daily program
 - a. Monday – Thursday
 - b. Should list things advisory teachers will do to meet program goals
3. Plan monthly meetings
 - a. Create monthly template for meeting
 - b. Things needed:
 - i. Attendees
 - ii. Expectations for advisory teachers
 - iii. Check box for follow up on expectations
 - iv. Assignments and follow up on past assignments
 - v. Students not meeting program goals
 - vi. Plans to help struggling students

Guidelines:

Curriculum review sheet for core subjects

1. Coverage of core curriculum
 - a. 100% of strands/domains
 - b. 80% of clusters
 - c. 80% of standards
2. Depth and complexity of core covered
 - a. Compared to Rubrics off USOE website
3. Free from bias
4. Cost

Curriculum Approval

I approve the _____ curriculum for
_____. After a thorough review I have found
that it is not biased and that it:

- Meets Utah State Standards and/or Common Core
- Is not biased towards or against any belief system
- Has been competitively priced
- Fits in with our long-term plans

Standards

- Needs supplemental materials to meet at least 80% of Standards *See

notes below

Note: Curriculum needs materials that meet the following standards:

Signed: _____