PROGRAM REVIEW POLICY

PROGRAM REVIEW PROCESS

- The Program Review Committee will be made up of one primary and one intermediate teacher representatives, the related arts teachers, the school media specialists, at least one classified staff member, and when possible at least one parent/community stakeholder.

- The Program Review Committee will have a program leader appointed by the principal to lead the Program Review Committee.

- Each Program Review Committee member will serve on one standards team: Curriculum and Instruction, Formative and Summative Assessment, Professional Development and Support Services, Administrative/ Leadership Support and Monitoring.

- The teams will each be responsible for identifying and/or collecting evidence, analyzing data, and evaluating **one** standard for arts and humanities, writing, and practical living & career studies:
  - September/October: Administrative/Leadership Support and Monitoring
  - November/December: Professional Development and Support Services
  - January/February: Curriculum and Instruction
  - March/April: Formative and Summative Assessment

- Each Standards Team will report program review results and recommendations to the council:
  - October: Administrative/Leadership Support and Monitoring
  - December: Professional Development and Support Services
  - February: Curriculum and Instruction
  - April: Formative and Summative Assessment

- The council will analyze the data periodically throughout the school year provided by the Standards Teams, decide action steps to strengthen the programs, including but not limited to: adjusting staffing, course offerings, and schedule. Pertinent goals, strategies, etc. will be included in the School Improvement Plan. (This is based on the recommendations from the Program Review Committee.)

- The Program Review Standards Teams will report council decisions to the staff.

- The council will develop a professional development action plan based on recommendations from the Program Review Standards Teams. ***The plan will be communicated to stakeholders.***

- The Program Review Committee will monitor and staff will implement the steps to strengthen the programs.

PROGRAM MONITORING

The principal will:

- Ensure curriculum is aligned to Kentucky Core Academic Standards.
- Ensure the implementation of the program review policy.
- Ensure that the council annually reviews, revises (if necessary), the Program Review Policy by April 1st each year.

The council will*:*

- Ensure teachers receive embedded professional development needed to improve instruction in writing, arts and Humanities and Practical Living/Career Studies.
- ***Ensure staffing allocation decisions are made to support all the school's instruction programs, including writing, arts and humanities, and practical living/career studies. Each year the council will review the effectiveness of the staffing allocation for supporting the school's programs.***
- ***Receive regular reports from the principal on the availability of resources for supporting the school's writing, arts and humanities, and practical living/career studies programs when it makes budget decisions.***
- ***Receive regular reports from the principal on the use of instructional time for supporting the school's writing, arts and humanities, and practical living/career studies programs.***

POLICY EVALUATION

We will evaluate the effectiveness of this policy through our School Improvement Planning Process.

Date Adopted: _____

Date Reviewed or Revised: _____   Council Chairperson's Initials _____

Date Reviewed or Revised: _____   Council Chairperson's Initials _____

NOTES ON USING THIS POLICY

Language written to address program review proficient characteristics can be found in bold italics in this sample policy.