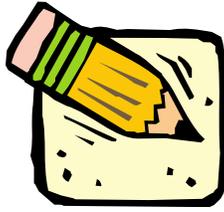


THORNWILDE ELEMENTARY PROGRAM REVIEW POLICY



PROGRAM REVIEW PROCESS

- A Program Review Lead will be appointed to attend district Program Review meetings, acquire up-to-date Program Review information from the state, and lead our school in understanding, reviewing and implementing Program Review functions. The Program Review Lead will disseminate information needed to committees to complete Program Review functions according to state and district deadlines.
- There will be four Program Review Committees formed to aid in the understanding and implementation of the each Program Review (Arts and Humanities, Practical Living and Career Studies, K-3 Primary, Writing, and World Language/Global Competencies). The four committees formed will be in the areas of Curriculum and Instruction, Formative and Summative Assessment, Professional Learning, and Administrative/Leadership Support.
- Curriculum and Instruction, Formative and Summative Assessment, and Professional Learning Committees will be made up of representatives from primary, intermediate, special areas, leadership, and at least one parent/community stakeholder (whenever possible).
- Administrative/Leadership Support will be made up of the Principal, Assistant Principal, Instructional Coach, and Program Review Lead. Others may serve on this committee as well.
- Each Program Review Committee will elect a chairperson who will report information to the Program Review Lead and administration.

COMMITTEE REVIEW PROCESS

- The committees will each be responsible for identifying and/or collecting evidence, analyzing data, and evaluating the standards in the area of Arts and Humanities, Practical Living and Career Studies, K-3 Primary, Writing, and World Language/Global Competencies.
- The committees will be responsible for reporting progress to the SBDM Council and/or Program Review Lead on how the identified needs have been addressed since the previous years' ratings. Based on the new evidence, the committee can recommend a change in the rating for that program review area.

- Note: The dates of review may change due to the focus and order suggested by the district.
 - a. September/October: Practical Living and Career Studies
 - b. November/December: K-3 Primary
 - c. January/February: Arts and Humanities
 - d. March/April: Writing
 - e. May: World Language/Global Competencies
- The council will analyze the data provided by the Program Review Committees periodically throughout the school year, decide action steps to strengthen the programs, including but not limited to: adjusting staffing, course offerings, instructional strategies, instructional programs, professional development plans, and schedules. Pertinent goals, strategies, etc. will be included in the School Improvement Plan. (This is based on the recommendations from the Program Review Committees).
- The Program Review Committees will report findings to their grade level/area teams, and teams will implement the steps needed to strengthen 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 September each year.
- Frequently provide communication with parents and the community about the school's programs.

The council will:

- Ensure teachers receive embedded professional development needed to improve instruction in the program review areas.
- Ensure staffing allocation decisions are made to support all the school's instruction programs, including the program review areas. 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 program review areas when it makes budget decisions.
- Receive regular reports from the principal on the use of instructional time for supporting the school's program review areas.

POLICY EVALUATION

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

Date Adopted: 10/19/15

Date Reviewed or Revised: _____

Date Reviewed or Revised: _____