

PROGRAM REVIEW POLICY

PROGRAM REVIEW PROCESS

- The Program Review Committee will be made up of:
At least two primary and two intermediate teacher representatives, the Related Arts teachers, and *may* include the guidance counselor and at least one parent.

- The committee will be responsible for identifying and/or collecting evidence, analyzing data, and evaluating standards for Arts and Humanities, writing, Practical Living & Career Studies, K-3 Program Review. (Sub-committees may be formed as needed to address each area).
 - September/October: Curriculum and Instruction
 - November/December: Formative and Summative Assessment
 - January/February: Professional Development and Support Services
 - March/April: Administrative/Leadership Support and Monitoring

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

- The council will analyze the data periodically throughout the school year to 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 Committee will report council decisions to the staff.

- The Program Review Committee, working with the Professional Development and CSIP committees, will write a professional development action plan including justification for plan components and how the action plan will be communicated to stakeholders through a variety of modes (student conferences, web sites, newsletters, etc.).

- 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 October each year.

The council will:

- Ensure teachers receive embedded professional development needed to improve instruction in writing, Arts and Humanities, Practical Living/Career Studies and the K-3 Program Review.
- 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 _____

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