

SAMPLE PROGRAM REVIEW POLICY



PROGRAM REVIEW PROCESS

- The Program Review Committee will be made up of: *(Choose the elementary or secondary example and adjust as needed based on your school size.)*

(Elementary example): at least two primary and two intermediate teacher representatives, the guidance counselor, the related arts teachers, the school media specialist, at least one classified staff member, and at least one parent/community stakeholder

(Secondary example): a representative from each department or team, the school media specialist, at least one classified staff member, at least one parent/community stakeholder, and one student

- 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 standards teams will be made up of additional representatives from the staff based on expertise, interest, etc.
- **In-depth review** —The teams will each be responsible for identifying and/or collecting evidence, analyzing data, and evaluating **one** of the standards below for **at least one program review area**.
 - 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
- **Non-reviewed areas** — The council may choose to only do one in-depth program review in a year. For the areas in which the council chooses not to do an in-depth review, the teams will be responsible for reporting progress 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.
 - 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 provided by the Standards Teams periodically throughout the school year, 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 Standards Teams.)

- The Program Review Standards Teams will report council decisions to the staff.
- The council will develop a professional development action plan taking into account the 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 [add date] 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: _____

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.