

DIXIE MAGNET ELEMENTARY SCHOOL PROGRAM REVIEW POLICY

PROGRAM REVIEW PROCESS

- The Program Review Committee will be made up of: *school leadership, program review chairs, grade level representatives, special education, and special area teacher.*
- Each Program Review Committee member will serve on one program review team: Arts and humanities, writing, primary program review, practical living and career studies/ coordinated school health, and foreign language (if applicable to that school year).
- Each Program Review Committee Team will report program review results and recommendations to the Program Review Committee and SBDM based on the district's program review calendar.
- The Program Review Committee will analyze the data periodically throughout the school year provided by the breakout 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 based on recommendations by the Program Review Committee.
- The Program Review Committee will report to SBDM and staff.
- The Program Review Committee will design a specific plan for communication to stakeholders through a variety of modes (student conferences, web sites, newsletters, etc.).
- The Program Review Committee will meet annually to review and revise the policy and submit necessary changes based on the needs of programs to SBDM for approval.
- 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 and revises if necessary, the Program Review Policy each year.
- The SBDM Council will:
 - Ensure teachers receive embedded professional development needed to improve instruction in writing, primary curriculum, Arts and Humanities and Practical Living/Career Studies.
 - Ensure staffing allocation decisions are made to support all the school's instruction programs, including writing, primary, arts and humanities, and practical living/career studies programs. 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, primary, 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, primary, 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: 4/17/2014

Date Reviewed or Revised: 6/5/14

Date Reviewed or Revised: 4/11/16