

# WEST MARION ELEMENTARY

"CAN DO---ATTITUDE"



## Program Review Policy

### Program Review Process

- The Program Review Committee will be made up of the related arts teachers (art, music, physical education), library media specialist, guidance counselor, parent, at least one primary teacher, and one intermediate teacher for each area. (Related Arts, Practical Living/Vocational Studies, and Writing)
- Each Program Review Committee member will serve on the standards teams: Curriculum and Instruction, Formative and Summative Assessment, Professional Development and Support Services, Administrative/Leadership Support and Monitoring.
- The committee will be responsible for identifying and/or collecting evidence, analyzing data, and evaluating standards for arts and humanities, writing, and practical living & career studies. They will report program review results and recommendations to the council:
  - ❖ October: Plans and goals for meeting all standards
  - ❖ January: Progress report and recommendations for program review
  - ❖ April: Final assessment of program review
- With each presentation the council will analyze the data 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 May 31 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:   2/23/20012  JBM  

Date Reviewed or Revised:   7-18-2013   Council Chairperson's Initials   JBM  

Date Reviewed or Revised:        Council Chairperson's Initials