



Bath County High School

School Based Decision Making Policy

Policy Topic Description:

Program Review Policy

Council Policy Type (Check One):

By-Laws (Council Operations Policies)

Function (School Operational Policies)

Policy Number:

16.00

Policy Statement:

In order to improve student performance and enhance student learning in writing, arts and humanities, world languages, and in practical living/career studies, Bath County High School administration and staff will work diligently with various stakeholders to fully implement the program review process as outlined by the state for all areas of the program review. One of the primary keys to improvement is effective collaboration. Each department at Bath County High School shall be expected to develop a curriculum that ensures the intergration of Writing Concepts, Arts and Humanities Content; and Practical Living and Career Studies Content (Health, PE, Consumerism, and Careers).

The following responsibilities outline the role of the administrators, teachers and students in supporting the school Program Review policy. The principal (or his/her designee) shall communicate and monitor implementation of the responsibilities. The school council shall revisit this policy annually.

Program Review Committee:

The administration and SBDM Council will assign a committee to address the following areas: Curriculum and Instruction, Formative and Summative Assessment, Professional Development and Support Services, Administrative/Leadership Support and Monitoring.

Program Review Committee Responsibilities:

- The committee will be responsible for identifying and/or collecting evidence, analyzing data, and evaluating standards for arts and humanities, writing, world langauges, and practical living & career studies.
- The committee members will report program review results and recommendations to the council as dictated or required by school or district policies. The report will share information for all areas of the program review.

Policy Statement (Continued):

- The council will analyze the data periodically throughout the school year provided by the committee, 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 Comprehensive School Improvement Plan (CSIP). This will be based on recommendations by the Program Review Committee.)
- The committee will report council decisions to the staff.
- The council will develop a professional development action plan through the Comprehensive School Improvement Plan (CSIP) based on recommendations from the Program Review committee. The plan will be communicated to stakeholders.
- The Program Review committee will assist with monitoring the staff as they implement the steps to strengthen the programs.

Administration Responsibilities:

- 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 of each year.

Council Responsibilities:

- Ensure teachers receive professional development as needed to improve instruction in writing, arts and humanities, world language, and practical living/career studies.
- Ensure staffing allocation decisions are made to support all the school's instruction programs, including writing, arts and humanities, world language, 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 (or his/her designee) on the availability of resources and use of instructional time for supporting the school's writing, arts and humanities, world languages, and practical living/career studies programs when it makes budget decisions.

Date Adopted: 07/1/2014

Signature: _____

Paul W. Prater

Council Chairperson

Date Revised: 05/13/2014