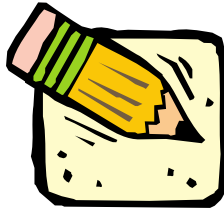


## PROGRAM REVIEW WWB POLICY #28



### PROGRAM REVIEW PROCESS

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- Program Review Teams will be made up of a representative of certified staff and when possible at least one parent/community stakeholder.
- Each Program Review Chairperson will serve on the school SBDM Program Review Committee.
- The program review teams will be made up of additional representatives from the staff based on expertise, interest, or principal assignment.
- **In-depth review** —The teams will each be responsible for identifying and/or collecting evidence, analyzing data, and evaluating the standards.
  - The SBDM program review committee will follow the district guidelines for collection and revision of evidence.
- **Non-reviewed areas** — The district and/or state will assign the in-depth program review areas each year. The teams will be responsible for reporting progress on how the identified needs have been addressed since the previous years' ratings.
  - The committee will follow the district guidelines for collection and revision of evidence.
- Each Program Chairperson will report program review results and recommendations to the council:
- The council will review the results provided by the Program Review 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.

- The school's Professional Development Committee will develop a professional development plan taking into account the recommendations from the Program Review Committee. The plan will be communicated to stakeholders.
- William Wells Brown staff will implement the steps to strengthen the areas of program review.

## **PROGRAM MONITORING**

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The principal will:

- Ensure curriculum is aligned to Kentucky Academic Standards.
- Ensure the implementation of the program review policy.
- Ensure that the council annually reviews, revises (if necessary), the Program Review Policy by 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.
- Review and approve all program reviews before state submission each year.
- 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**

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We will evaluate the effectiveness of this policy through our School Improvement Planning Process.

Date Adopted: 11/28/16

Date Reviewed or Revised: 11/10/16 (first read) Council Chairperson's Initials J.J.J.

Date Reviewed or Revised: 11/28/16 (second read) Council Chairperson's Initials J.J.J

### **NOTES ON USING THIS POLICY**

Language written to address program review proficient characteristics can be found in bold italics in this sample policy.