Holmes High School

SBDM Council Policy

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**Program Review
Best Practice Policy**

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PROGRAM REVIEW PROCESS

1.　　　The Program Review Committee will be made up of a representative for the Arts/Humanities, Career/Practical Living, World Languages, and Writing sections of Program Review, as well as a school administrator and Program Review Coordinator. The committee meetings will be open to parents/community members.

2.　　　Each Program Review Committee member will serve on one program review area (writing, arts and humanities, practical living/career studies and world languages/global competency.

3.　　　**In-depth Review Area -** 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**. The timeline will be decided upon by the committee at the October meeting. A *possible* timeline follows:
   - September/October: Administrative/Leadership Support and Monitoring
   - November/December: Professional Learning Development and Support Services
   - January/February: Curriculum and Instruction
   - March/April: Formative and Summative Assessment

4.　　　**Updated Review Areas -** The council may choose to do only one in-depth program review in a year and for the other areas the teams will be responsible for doing an update review. For these areas 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. The timeline for the review of each standard will be the same as listed in number 3 above.

5.　　　A representative from the Program Review Committee will report program review results and recommendations to the council at the SBDM meeting based off the timeline decided in October. A *possible* timeline follows:
   - October: Administrative/Leadership Support and Monitoring
   - December: Professional Learning Development and Support Services
   - February: Curriculum and Instruction
   - April: Formative and Summative Assessment

6.　　　The council will analyze the data provided by the standards teams periodically throughout the school year. Based on the recommendations from the standards teams, the council will 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.

7.　　　The council will ensure that reports concerning decisions and changes will be reported to the staff in a timely manner.

8.   The council will develop an action plan including professional development, if needed, which takes into account the recommendations from all the program review standards teams.

9.   The staff will implement the steps recommended to strengthen the program review areas and the Program Review Committee will continue to collect data and evidence on progress for council action steps.

PROGRAM MONITORING

The principal will:

- Ensure curriculum is aligned to Kentucky Core Academic Standards.

- Ensure that the council annually reviews and revises (if necessary) the Program Review Policy.

- Ensure that the steps recommended by the Program Review Committee to strengthen our programs are implemented in a timely manner.

- Frequently provide communication with parents and the community about the school's programs included in the program reviews.

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 instructional 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 and

  - 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 OF FIRST READING – 11-9-15
DATE OF SECOND READING – 12-14-15