

# Randall K. Cooper High School Program Review Policy



## PROGRAM REVIEW PROCESS

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- The Program Review Committee should be made up of: one administrator, at least one representative from each department or team, the school media specialist, the Instructional Coach, and students representing each grade level.
- Each Program Review Committee member (excluding the administrator) will serve on one standards team: Curriculum and Instruction, Formative and Summative Assessment, Professional Development and Support Services, Administrative/ Leadership Support and Monitoring.
- The teams will each be responsible for identifying and/or collecting evidence, analyzing data, and evaluating **one** standard for arts and humanities, writing, and practical living & career studies:
  - ⑥ September/October: Administrative/Leadership Support and Monitoring
  - ⑥ November/December: Professional Development and Support Services
  - ⑥ January/February: Curriculum and Instruction
  - ⑥ March/April: Formative and Summative Assessment
- Each Standards Team will report program review results and recommendations to the council:
  - ⑥ October: Administrative/Leadership Support and Monitoring
  - ⑥ December: Professional Development and Support Services
  - ⑥ February: Curriculum and Instruction
  - ⑥ April: Formative and Summative Assessment
- The council will analyze the data periodically throughout the school year 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

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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 [add date] 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

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

Date Adopted: **6/14/2012**

Date Reviewed or Revised: \_\_\_\_\_ Council Chairperson's Initials \_\_\_\_\_

Date Reviewed or Revised: \_\_\_\_\_ Council Chairperson's Initials \_\_\_\_\_

### NOTES ON USING THIS POLICY

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