

Program Review Policy

Mission Statement

It is the mission of the Glenn O. Swing Elementary School to provide its students with opportunities designed to meet individual needs in a positive learning environment and to encourage high levels of achievement in social, emotional, behavioral, and academic development. Through respectful collaboration with parents and colleagues, we will inspire students to give back to their community and promote a love for school and learning.

Policy Statement

Program Review Process:

- The Program Review Committees will be comprised of all certified staff.
- Each Program Review Committee member will serve on at least one Program Review Team: Arts and Humanities, Practical Living, Writing, K-3, and World Languages.
- The committee member assignments will be reflective of their expertise, interest, need.
- Committee chairs will be identified by the principal and program review lead.
- Committees will be responsible for identifying and/or collecting evidence, analyzing data and developing next steps.
- Committees will meet a minimum of once a month.
- Program Review rubrics will be submitted in district three times throughout the school year with the final submission being completed by the beginning of May. The rubrics will be submitted to the council after each submission. Final submission to Kentucky Department of Education is the beginning of June.
- The council will analyze the data provided by the committees. They will decide action steps to strengthen the programs, including but not limited to: adjusting staff, course offerings, and schedule. Pertinent goals, strategies and activities will be included in the School Improvement Plan.
- The council and staff will develop a professional development plan taking into account the recommendations from the Program Review Committees if/as needed each year.
- The Program Review Committees will monitor and staff will implement the steps to strengthen the programs.

Program Monitoring

The principal in collaboration with the program review lead will:

- Ensure curriculum is aligned to the 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.
- Frequently provide communication with parents and the community about the school's program.

The Council will:

- Ensure teachers receive embedded professional development needed to improve instruction in the program review areas.
- Ensure staff allocation decisions are made to support all of 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.

District: Covington Independent School District
School: Glenn O. Swing Elementary

- Receive regular reports from the principal on the use of instructional time for supporting the schools' program review areas.

Date Adopted: _____

Date Reviewed or Revised: _____ Council Chairperson's Initials _____

Date Reviewed or Revised: _____ Council Chairperson's Initials _____

Signature of SBDM Members	Position
	Chair
	Co Chair