Procedures, Consistent with Local School Board Policy, for Determining Alignment with State Standards, Technology Utilization and Program Appraisal Policy
[KRS 160.345(2)(i)10]

Purpose:
The Procedures for Determining Alignment with State Standards, Technology Utilization and Program Appraisal Policy for Sebastian Elementary School ensures that all students have equitable opportunity to highly effective teaching practices at all levels and with all classes.

Procedures:
Alignment with State Standards: Annually, the school council shall charge the Curriculum and Instruction Committee with reviewing the curriculum of the core instructional areas (i.e., English/Language Arts, Mathematics, Science and Social Studies) to ensure that each area is aligned with the Kentucky Core Academic Standards and to district curriculum maps. The staff shall also review analysis of state assessment data to determine any curricular gaps. This review shall be completed and reported to the school council by the May school council meeting.

Annually, the school council shall charge the staff with determining the barriers in student achievement. The staff may review state non-academic data, survey data (i.e., parent, teacher and student), behavior summaries and budget reports as well as any other data needed for their review. This charge shall also include a summary of student use of technology as it relates to barriers in student achievement. This review shall be completed and reported to the school council by the May school council meeting.

Technology Utilization: Technology shall be utilized in the classroom by students, as a means to enhance the curriculum, and as a learning tool in the Library Media Center. All school technology (e.g., computers, I-Pads, Chrome Books, Smart Boards) must be available for student use first. Teachers will plan lessons that encourage the use of technology by students. All staff and students will adhere to the Kentucky School District's Acceptable Use Policy.

Teachers will:
- Use technology to improve communications, enhance thinking skills, make instruction more efficient and effective, and develop critical life skills. PLC teacher-leaders will include the student use of technology as part of the weekly PLC meeting.
- Utilize 1-1 devices and adhere to 1-1 policies. (See Appendix 1-3)
- Provide equitable and adequate access to the technology resources for all students.
- Implement technology to meet state and national standards.
- Research and use up-to-date programs and/or apps as part of the instructional program.
- Encourage and monitor student use of technology.
- Use adaptive or assistive technology for students as required in IEPs.

- Include technology resources as part of the daily lesson plan, including the websites URL and/or applications. Included in the lesson plan is a description on how the students will be using the technology as part of instruction.

The principal will monitor, through the lesson planning and PLC process, the student use of technology as part of the instructional day.

Program Appraisal: Annually, in October, the school council shall charge the Improvement Planning Committee with reviewing state, district and school data to determine effectiveness of instruction program initiatives. The committee shall draft a report as to the strengths and barriers for each program initiative. This review shall be completed and reported to the school council by the December school council meeting.

Evaluation:
Annually, the principal will inventory the school's technology and create a report for the school council on the needs of the school in relation to technology. This report will consist of outdated equipment, repairs needed, and software updates needed. The school council will prioritize the needs and submit a request, based on the report, to the district technology coordinator.

Annually the analysis of the reviews from the Curriculum and Instruction Committee, the Climate and Culture Committee and the Improvement Planning Committee shall be used as part of the school improvement planning revision process.

Appendix 1
School Provided Device (One-to-One Policy)

In the event the school provides a device (tablet, laptop, etc.) the following guidelines shall be used to govern the device while in the student's possession during the school year.

Theft

- Administrator meets with student to investigate and discuss.
- Administrator meets with or calls parents to investigate and discuss.
- A police report is required.
- Administrator determines if the student shall be issued another computer/tablet.

Accidental Damage

(This is rare, but examples would include auto accident, house fire, etc.)
- Administrator meets with student to investigate and discuss.
- Administrator meets with or calls parents to investigate and discuss.
- After investigation and confirmation of situation, the student will be issued another computer.

Loss

- The parent/guardian and student have accepted responsibility for the machine and therefore are liable for the cost of the machine.
- Administrator meets with student to investigate and discuss.
- Administrator meets with or calls parents to investigate and discuss.

  To receive another machine:
- Student can establish status as a day user (check out machine from the helpdesk each morning and return it at the end of the day) by setting up a payment plan and paying a minimum of 50% of the cost of the machine.
- Student will be issued a machine to take home when full payment is received.

Negligence/Willful Damage

- The parent/guardian and student have accepted responsibility for the machine and therefore are liable for the cost of the machine or the cost to repair.
- Administrator meets with student to investigate and discuss.
- Administrator meets with or calls parents to investigate and discuss.
- To receive another machine:
  Student can establish status as a day user (check out machine from the helpdesk each morning and return it at the end of the day) by setting up a payment plan and paying a minimum of 50% of the cost of the machine.
- Student will be issued a machine to take home when full payment is received.

Multiple offenses will be handled in conjunction with school and board discipline policy.

Student has completed Digital Driver's License _____ Yes _____ No

I have read and understand my responsibilities as set forth in the MRC School Provided Device Policy.

Parent Signature: _____

Student Signature: _____

Staff Signature: _____

Date: _____

Technology fee received: Yes _____   No _____ (Daytime Use Only _____)

Payment Schedule (List Payment Dates Below):