

**District Site Review Team:** Steve Sugg & Penny Elliott

**School Year:** 2014-2015    **Site Reviewer:** Steve Sugg

**Charter Program:** Sheridan Allprep

<b>ANNUAL CHARTER SITE VISIT BY SHERIDAN SCHOOL DISTRICT</b>		
<b>Program Area</b>	<b>Status</b> C =In compliance NC =Not In Compliance NA =Not Applicable NO =Not Observed OK =May 15 meeting	<b>Evidence</b> List Indicators/evidence used to make determination of status*
<b>Safety/Health</b>		
<ul style="list-style-type: none"> <li>Evidence of compliance with criminal background checks for staff on file</li> </ul>	C	
<ul style="list-style-type: none"> <li>Immunization records are current</li> </ul>	C	
<ul style="list-style-type: none"> <li>Evidence of compliance with mandatory reporting of suspected child abuse</li> </ul>	C	In policy
<ul style="list-style-type: none"> <li>Review of school visitor policy and evidence of enforcement</li> </ul>	C	In policy & handbook Handbooks posted on-line
<ul style="list-style-type: none"> <li>Observation of staff supervision outside the classroom – Home visits</li> </ul>	C	
<ul style="list-style-type: none"> <li>Medications are administered according to district policy and state law</li> </ul>	NA	Considering policy
<ul style="list-style-type: none"> <li>Evidence of staff training regarding bloodborne pathogens and First Aid</li> </ul>	C	
<b>Facilities</b>		
<ul style="list-style-type: none"> <li>Review copy of annual fire safety inspection</li> </ul>	C	Done annually/when the church has it done – not this year yet
<ul style="list-style-type: none"> <li>Evidence of health inspection and water testing</li> </ul>	NA	
<b>Program Area</b>	<b>Status</b> C = In compliance NC = Not-in compliance NA = Not Applicable NO=Not observed	<b>Evidence</b> List Indicators/evidence used to make determination
<b>Records</b>		
<ul style="list-style-type: none"> <li>Cumulative folders are in a secure location in a locked, fire proof cabinet</li> </ul>	C	
<ul style="list-style-type: none"> <li>Health files are maintained separately</li> </ul>	C	
<ul style="list-style-type: none"> <li>Assessment records in cum file</li> </ul>	C	
<ul style="list-style-type: none"> <li>Attendance procedures are established and accurate</li> </ul>	C	
<ul style="list-style-type: none"> <li>Procedures are in place for addressing excessive absences</li> </ul>	C	Weekly report Mondays/ 5 day abs. letters/10 day drop
<ul style="list-style-type: none"> <li>Records are retained for periods prescribed by state law.</li> </ul>	C	

Instruction/Assessment		
<ul style="list-style-type: none"> <li>Evidence teachers display competence with their subject matter – Highly Qualified</li> </ul>	C	Mostly HQ working on Music certification
<ul style="list-style-type: none"> <li>Evidence that teachers nurture productive relationships with students</li> </ul>	C	
<ul style="list-style-type: none"> <li>Samples of student work reveal a level of rigor and quality</li> </ul>	C	Viewed online assessments
<ul style="list-style-type: none"> <li>Curriculum is assigned efficiently with clear expectations for what students must know and be able to do in each lesson</li> </ul>	C	
<ul style="list-style-type: none"> <li>Evidence that the educational program is nonreligious and nondiscriminatory as per contract</li> </ul>	C	
<ul style="list-style-type: none"> <li>Results of student performance on state tests reported annually to parents and school district</li> </ul>	C	Sent to parents
<ul style="list-style-type: none"> <li>Procedures are in place for reporting progress to parents</li> </ul>	C	Parent Portal
<ul style="list-style-type: none"> <li>There is evidence the school offers instruction in all required content areas, and this instruction meets the academic content standards adopted by the State, as per ORS 329.045 (3)</li> </ul>	C	
<ul style="list-style-type: none"> <li>Evidence of Six education events during the school year</li> </ul>	C	On webpage
<ul style="list-style-type: none"> <li>Evidence of twice a week per student meetings</li> </ul>	C	
<ul style="list-style-type: none"> <li>Evidence of face-to-face meetings have occurred six times</li> </ul>	C	Each Teacher Keeps Logs – need to keep those in DO after year is over
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<ul style="list-style-type: none"> <li>Evidence of annual report to the district summarizing academic goals and the progress toward meeting the goals, and also including student attendance, discipline info, and policy development issues as per contract</li> </ul>	C	
<ul style="list-style-type: none"> <li>Evidence of identification of low achieving students who are in need of special attention and programs targeted for those students</li> </ul>	C	
<ul style="list-style-type: none"> <li>Evidence of parent support and involvement</li> </ul>	C	Mostly in Field Trips
<ul style="list-style-type: none"> <li>Teacher interviews: Two staff interviewed individually, 15 minutes each interview</li> </ul>	C	
<ul style="list-style-type: none"> <li>Student Interviews: Three groups of 3 students— one from elementary, one from middle level, one from high school level. Each group participates in a 15-minute interview.</li> </ul>	NO	

<ul style="list-style-type: none"> <li>Parent Interviews: Two parents interviewed individually for 15 minutes each.</li> </ul>	C	
<b>Personnel</b>		
<ul style="list-style-type: none"> <li>Resumes and applications on file for current staff</li> </ul>	C	In file/application separate
<ul style="list-style-type: none"> <li>Job descriptions are on file for all employees</li> </ul>	C	
<ul style="list-style-type: none"> <li>Hiring procedures in place as approved by governing board</li> </ul>	C	
<ul style="list-style-type: none"> <li>Teacher licenses and state registrations on file; HQ requirements are met</li> </ul>	(except music)	
<b>Program Area</b>	<b>Status</b> C = In compliance NC = Not-in compliance NA = Not Applicable NO=Not observed	<b>Evidence</b> List Indicators/evidence used to make determination
<ul style="list-style-type: none"> <li>Personnel files are kept locked with limited access</li> </ul>	C	
<ul style="list-style-type: none"> <li>Evidence of training and staff development</li> </ul>	C	
<ul style="list-style-type: none"> <li>Staff development assists teachers to meet student needs by addressing identified short comings in learning and teacher pedagogical skill</li> </ul>	C	Forward emails to staff
<ul style="list-style-type: none"> <li>Evidence of a plan to resolve employee related grievances</li> </ul>	C	Policy JBNA-AR
<ul style="list-style-type: none"> <li>Evidence of meeting nondiscrimination requirements with school staff person responsible for compliance issues</li> </ul>	C	Policy
<b>Governance</b>		
<ul style="list-style-type: none"> <li>Review agendas and minutes of governing body for open meeting law compliance as evidenced by posted announcements of meetings and record of minutes taken.</li> </ul>	C	
<ul style="list-style-type: none"> <li>Review of articles of incorporation bylaws and organizational chart as per contract</li> </ul>	C	
<ul style="list-style-type: none"> <li>List of school's board members addresses and telephone numbers available to community</li> </ul>	C	
<ul style="list-style-type: none"> <li>Parents have information regarding how to contact board members or place an item on the agenda</li> </ul>	C	
<ul style="list-style-type: none"> <li>The Board understands the core mission of the school in sufficient depth to permit effective oversight</li> </ul>	C	
<ul style="list-style-type: none"> <li>The Board has in place a process for selecting new members</li> </ul>	C	Word of mouth – Selected by Board
<ul style="list-style-type: none"> <li>The Board has implemented and maintained appropriate policies, systems and processes: <ul style="list-style-type: none"> <li>Conflict of interest policy</li> <li>Complaint process</li> </ul> </li> </ul>	C	Subscribe to OSBA

<ul style="list-style-type: none"> <li>Board Interview: One board member interviewed</li> </ul>	NO	
<b>Discipline</b>		
<ul style="list-style-type: none"> <li>The school's code of student conduct is well defined, understandable and available to students and parents – on website</li> </ul>	C	Also have to sign one at registration or when hired
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<ul style="list-style-type: none"> <li>Evidence of tracking of discipline incidents</li> </ul>	C	Document – email in file
<ul style="list-style-type: none"> <li>Review of suspension and expulsion records. Evidence school is implementing procedures defined in its charter, including suspension and expulsion actions consistent with district policy, and written notification provided to the District within 5 days of a pending suspension-expulsion action that details a summary of the action and evidence</li> </ul>	C	In policy/student handbook
<ul style="list-style-type: none"> <li>When a student is expelled, the school identifies alternative programs that are appropriate and accessible to the family in writing</li> </ul>	C	In policy
<b>Food Service</b>		
<ul style="list-style-type: none"> <li>Evidence all students have been provided the opportunity to complete a free and reduced meal application</li> </ul>	NA	
<ul style="list-style-type: none"> <li>Free and reduced applications are retained for 3 years</li> </ul>	NA	
<ul style="list-style-type: none"> <li>Evidence food program complies with state requirements</li> </ul>	NA	

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<b>Follow-up from previous site visit</b>		
<ul style="list-style-type: none"> <li>Evidence of follow-up on concerns noted in previous site visit</li> </ul>		
<p><b>*Examples of Evidence of Compliance</b></p> <ul style="list-style-type: none"> <li>Current policies:</li> <li>Minutes of charter meetings :</li> <li>Contract(s) with school district</li> <li>Written evaluations</li> <li>Inspection reports from outside agencies:</li> <li>Reviewed financial statement(s):</li> <li>Curriculum mapping/alignment documents:</li> <li>Reports of state and local assessment administration schedules:</li> <li>Student performance results on state and local assessments:</li> <li>Student attendance/cumulative/health/behavior records:</li> <li>Interviews and focus groups with students, parents, staff:</li> <li>Other indicator(s) required by the contract between the district and the charter program</li> </ul>		
<p><b>Charter Site Review Comments, Recommendations and Noncompliance Issues:</b></p> <p>Need to continue to recruit teachers for HQ status  Recommend keeping written observation notes signed by administrator and teacher after each observation  Keep those observation records in the district office for a year or two for your own record keeping.  Enroll students in classes the day they begin classes, many students have no classes on their schedule even though they are taking classes.</p> <p>Work more diligently to maintain accurate transcripts in a timely manner.  Notify the district immediately about students who qualify or may qualify for special education services</p>		