

District Site Review Team: A.J. Grauer & Penny Elliott

School Year: 2012-2013 **Site Reviewer:** A.J Grauer

Charter Program: Sheridan Allprep

ANNUAL CHARTER SITE VISIT BY SHERIDAN SCHOOL DISTRICT		
Program Area	Status C =In compliance NC =Not In Compliance NA =Not Applicable NO =Not Observed OK =May 15 meeting	Evidence List Indicators/evidence used to make determination of status*
Safety/Health		
<ul style="list-style-type: none"> Evidence of compliance with criminal background checks for staff on file 	C	
<ul style="list-style-type: none"> Immunization records are current 	C	
<ul style="list-style-type: none"> Evidence of compliance with mandatory reporting of suspected child abuse 	C	In Policy
<ul style="list-style-type: none"> Review of school visitor policy and evidence of enforcement 	C	In Policy
<ul style="list-style-type: none"> Observation of staff supervision outside the classroom – Home visits 	C	Jessie shadows staff members and completes observations
<ul style="list-style-type: none"> Medications are administered according to district policy and state law 	NA	In Policy
<ul style="list-style-type: none"> Evidence of staff training regarding bloodborne pathogens and First Aid 	C	
Facilities		
<ul style="list-style-type: none"> Review copy of annual fire safety inspection 	C	Need Evac. Map posted Plan & Procedures in place
<ul style="list-style-type: none"> Evidence of health inspection and water testing 	NA	
Program Area	Status C = In compliance NC = Not-in compliance NA = Not Applicable NO=Not observed	Evidence List Indicators/evidence used to make determination
Records		
<ul style="list-style-type: none"> Cumulative folders are in a secure location in a locked, fire proof cabinet 	C	
<ul style="list-style-type: none"> Health files are maintained separately 	C	
<ul style="list-style-type: none"> Assessment records in cum file 		
<ul style="list-style-type: none"> Attendance procedures are established and accurate 	C	
<ul style="list-style-type: none"> Procedures are in place for addressing excessive absences 	C	

<ul style="list-style-type: none"> Records are retained for periods prescribed by state law. 	C	
Instruction/Assessment		
<ul style="list-style-type: none"> Evidence teachers display competence with their subject matter – Highly Qualified 	C	
<ul style="list-style-type: none"> Evidence that teachers nurture productive relationships with students 	C	
<ul style="list-style-type: none"> Samples of student work reveal a level of rigor and quality 	C	Three week rotation
<ul style="list-style-type: none"> Curriculum is assigned efficiently with clear expectations for what students must know and be able to do in each lesson 	C	Pre-assessments Moby Max
<ul style="list-style-type: none"> Evidence that the educational program is nonreligious and nondiscriminatory as per contract 	C	E2020 Study Island Moby Max & ABC mouse
<ul style="list-style-type: none"> Results of student performance on state tests reported annually to parents and school district 	C	OAKS – will not have 100% participation
<ul style="list-style-type: none"> Procedures are in place for reporting progress to parents 	C	Progress reports and at the end of every Trimester
<ul style="list-style-type: none"> 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) 	C	E2020
<ul style="list-style-type: none"> Evidence of Six education events during the school year 	C	On Web site
<ul style="list-style-type: none"> Evidence of twice a week per student meetings 	C	Student check in by email, e2020, texting
<ul style="list-style-type: none"> Evidence of face-to-face meetings have occurred six times 	C	Teachers track in their Notebooks – suggestion that notebooks are turned at the end of year
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<ul style="list-style-type: none"> 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 	C	2013 will be complete on Friday May 30th
<ul style="list-style-type: none"> Evidence of identification of low achieving students who are in need of special attention and programs targeted for those students 	C	Utilize interventions, or teachers provided more one on one
<ul style="list-style-type: none"> Evidence of parent support and involvement 	C	Addition of New Parent Group & Student Group
<ul style="list-style-type: none"> Teacher interviews: Two staff interviewed individually, 15 minutes each interview 	NO	

<ul style="list-style-type: none"> 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. 	NO	
<ul style="list-style-type: none"> Parent Interviews: Two parents interviewed individually for 15 minutes each. 	NO	
Personnel		
<ul style="list-style-type: none"> Resumes and applications on file for current staff 	C	Application available
<ul style="list-style-type: none"> Job descriptions are on file for all employees 	NC	District will send examples
<ul style="list-style-type: none"> Hiring procedures in place as approved by governing board 	C	In Policy / Staff Handbook
<ul style="list-style-type: none"> Teacher licenses and state registrations on file; HQ requirements are met 	C	
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<ul style="list-style-type: none"> Personnel files are kept locked with limited access 	C	
<ul style="list-style-type: none"> Evidence of training and staff development 	C	Sent to District in Fall
<ul style="list-style-type: none"> Staff development assists teachers to meet student needs by addressing identified short comings in learning and teacher pedagogical skill 	C	
<ul style="list-style-type: none"> Evidence of a plan to resolve employee related grievances 	NO	
<ul style="list-style-type: none"> Evidence of meeting nondiscrimination requirements with school staff person responsible for compliance issues 	C	
Governance		
<ul style="list-style-type: none"> Review agendas and minutes of governing body for open meeting law compliance as evidenced by posted announcements of meetings and record of minutes taken. 	C	Is sent electronically and District has on file
<ul style="list-style-type: none"> Review of articles of incorporation bylaws and organizational chart as per contract 	C	Is due for update
<ul style="list-style-type: none"> List of school's board members addresses and telephone numbers available to community 	C	On Web site
<ul style="list-style-type: none"> Parents have information regarding how to contact board members or place an item on the agenda 	C	On Web site
<ul style="list-style-type: none"> The Board understands the core mission of the school in sufficient depth to permit effective oversight 	C	Board is reviewing – Need to update Vision
<ul style="list-style-type: none"> The Board has in place a process for selecting new members 	C	Members are solicited community and parents

<ul style="list-style-type: none"> The Board has implemented and maintained appropriate policies, systems and processes: <ul style="list-style-type: none"> Conflict of interest policy Complaint process 	C	Used OSBA for updated policies
<ul style="list-style-type: none"> Board Interview: One board member interviewed 	NO	
Discipline		
<ul style="list-style-type: none"> The school's code of student conduct is well defined, understandable and available to students and parents – on website 	C	On Web site and student handbook
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<ul style="list-style-type: none"> Evidence of tracking of discipline incidents 	NA	In Policy
<ul style="list-style-type: none"> 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 	NA	In Policy
<ul style="list-style-type: none"> When a student is expelled, the school identifies alternative programs that are appropriate and accessible to the family in writing 	NC	Need to update student handbook for alternative education opportunities
Food Service		
<ul style="list-style-type: none"> Evidence all students have been provided the opportunity to complete a free and reduced meal application 	NA	
<ul style="list-style-type: none"> Free and reduced applications are retained for 3 years 	NA	
<ul style="list-style-type: none"> Evidence food program complies with state requirements 	NA	

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Follow-up from previous site visit		
<ul style="list-style-type: none"> Evidence of follow-up on concerns noted in previous site visit 	C	Past concerns resolved and evidence provided

***Examples of Evidence of Compliance**

- Current policies:
- Minutes of charter meetings :
- Contract(s) with school district
- Written evaluations
- Inspection reports from outside agencies:
- Reviewed financial statement(s):
- Curriculum mapping/alignment documents:
- Reports of state and local assessment administration schedules:
- Student performance results on state and local assessments:
- Student attendance/cumulative/health/behavior records:
- Interviews and focus groups with students, parents, staff:
- Other indicator(s) required by the contract between the district and the charter program

Charter Site Review Comments, Recommendations and Noncompliance Issues:

On May 29, 2013 we conducted the annual charter site visit to the Sheridan Allprep. We met in the Allprep office at the Open Door Church. During our visit this form was used as a guide to check for compliance with areas that are applicable to a virtual charter school. I would like to commend Jesse on here hard work this year bringing Allprep up to the quality standards necessary for a successful school. Thou there are a few areas to work on everything met standards.

Ares to work on:

1. Job descriptions are needed for all staff employment areas. These need to be kept on file with the contract of the staff member.
2. Alternative education opportunities are needed –students who are expelled or disciplined
3. Need evacuation map posted at door and procedures available upon request
4. The most difficult part of a virtual school is state testing. This was al goal for Allprep to achieve 100% of the students to be tested. It was reported that this was not achieved this school year. The participation rate is reflected in the District state report card and we will have to wait and see in the fall if the participation rate improved.
5. The addition of Parent and Student groups is a very positive addition. I would encourage you to check the ODE website for the parent survey, if they still provide that opportunity. Otherwise to create a parent and student survey to gather information and data on areas to improve.

Thank You for your cooperation.

A.J. Grauer