**[School]**

**Visit Date: [Date]-Onsite**

**Visit Time: 9 a.m.- 2:00 p.m. or 4 p.m. with Document Review**

# Part I: Charter School Site Visit

## Legal Requirement

E.C. §47604.32 requires a school site visit each year of the charter term. More frequent visits are often necessary to determine the successful implementation of a school program and to ensure the safety of school facilities for students.

## Scope of the Visit

The authorizer uses data collected from various state and local sources to appropriately focus the scope of the visit. Authorizing staff works closely with charter school administrators to create a visit schedule considering the school’s unique organization and daily schedule.

## Visiting Team Guiding Questions

There are four main questions reviewers seek to answer when evaluating a school’s performance:

* Is the charter school’s education program successful?
* Is the charter school financially viable?
* Is the charter school operating and governed effectively?
* Is the charter school advancing equity and access by serving public policy purposes?

# Part II: School Site Visit Purpose and Agenda

## To Be Completed Collaboratively

**Visiting Team Data-Driven Focus**

* [INSERT]
* [INSERT]
* [INSERT]
* [INSERT]

|  |  |
| --- | --- |
| **Time** | **Schedule** |
| **8:45-9:00** | * Visiting team check-in and prep * Internet Access * Network ID: * Password: |
| **9:00-9:40** | * Meet with the school leadership team (determined locally)   + Introductions, review agenda, and answer any questions (5 min)   + Interview & leadership response (25 min) * As applicable, the visiting team will request special education/operational documents for onsite review. Ensure appropriate staff is onsite for these requests. |
| **9:45-10:30** | * Parent/Guardian and Student Focus Group * Parent Names/ Group Represented * Student Names/ Group Represented |
| **10:45-10:55** | Visiting Team Break |
| **11:00-11:45** | Classroom/IS Meeting Observations   * Teacher/ Room # * Teacher/ Room # * Teacher/ Room # |
| **11:45-12:30** | Teacher Focus Group   * name/grade/subject * name/grade/subject * name/grade/subject * name/grade/subject |
| **12:30-1:30** | Visiting Team working lunch- Debrief site visit and prep for a debrief meeting with site leader |
| **1:30-2:30** | Debrief the visit with the school site leader unless there is a scheduled document review. |
| **1:30-3:00** | As applicable, file-compliance review   * Topic * Topic |
| **3:00-4:00** | Debrief visit with school site leader, only as applicable. |

# Part III: Sample Questions for In-Person Discussions

|  |
| --- |
| **Reference Document Only** |

**Governance**

1. How does the governing board support and evaluate the school leader?
2. How do you know governance is effective in your organization?
3. What is the short-term/long-term financial outlook of the school?
4. How does the governing board monitor the implementation and effectiveness of site plans?

**Leadership**

1. Follow-up questions to the information provided above.
2. Questions regarding rigor and high expectations for all students.

**Staff**

1. Discuss instructional approaches to improve academic achievement. How do these approaches align with site strategic plans (LCAP, WASC, etc.)?
2. Discuss using data for instructional planning, effectiveness, remediation, and acceleration.
3. How do you provide integrated and designated English Language Development in this instructional setting?
4. How do you leverage relationships and time with students to support work completion and reduce chronic absenteeism?
5. As applicable, what supports/re-engagement efforts are in place to support students enrolled in independent study when working at home?
6. What are you most proud of about the school? What are its strong assets and/or best practices?

**Parents/Guardians & Students**

1. How are parents involved in this school?
2. How does the school support you with achieving your goals for your child(ren)?
3. What could the school do to facilitate your active involvement in the school community and your child's education?
4. When you have a concern or question about your/ your child’s education, who is your primary contact? How does the school support open communication between school, student, and home?
5. How do you know this school has high standards/expectations for student achievement?
6. What is needed to better support you/the student with work completion at home?