Demonstration of Sufficient Progress Site Visit Inventory

Charter Holder Name: Highland Free School Fund, Inc.
School Name: Highland Free School
Site Visit Date: April 23, 2014

Required for: Renewal
Evaluation Criteria Area: Curriculum

Document Name/Identification	Intended Purpose and Discussion Outcome
Curriculum Process	**Charter holder indicated the intended purpose of the document was to demonstrate: the process for adopting, implementing, evaluating, and revising curriculum** **ASBCS staff: this document clearly identifies the parties who are responsible for making curriculum decisions and their roles and responsibilities. It also identifies the process requirements for subgroups. It also includes a checklist the Assistant Director uses to ensure she had received curriculum maps, checklists, aligned assessments and had evaluates, and provided feedback. Demonstrates that consistent use of the implementation tools is an expectation set across the school.** **A copy of this document** was **taken because: it demonstrates the school's process for adopting, implementing, evaluating, and revising curriculum and for targeting curriculum for subgroups.**
Curriculum Monitoring Review Creation and Adoption Process – School Board Meeting Meeting of the Board November 20, 2013	**Charter holder indicated the intended purpose of the document was to demonstrate: use of the process for adopting, evaluating, and revising curriculum** **ASBCS staff: this summary demonstrates the process in use and aligns with the Board meeting minutes** **A copy of this document** was **taken because: it demonstrates the school's process for adopting, evaluating, and revising curriculum in use**

Staff Curriculum Review Meetings	Charter holder indicated the intended purpose of the document was to demonstrate: use of the process for adopting, evaluating, and revising curriculum ASBCS staff: these meeting minutes demonstrate discussions about adopted curriculum, adopting supplementary curriculum A copy of this document was taken because: it demonstrates the school's process for adopting, evaluating, and revising curriculum in use
ELA/Math Curricular Material Alignment	Charter holder indicated the intended purpose of the document was to demonstrate: use of the process for adopting, evaluating, and revising curriculum and to demonstrate alignment; to demonstrate curriculum adaptations for subgroups ASBCS staff: this document demonstrates they have evaluated the grade levels, purpose, alignment, and scientifically based research on curriculums they have adopted and use. A copy of this document was taken because: it demonstrates the school's process for adopting, evaluating, and revising curriculum in use and alignment of curriculum to ACCRS; it demonstrates curriculum adaptation for subgroups
Monitoring of Implementation of Standards	Charter holder indicated the intended purpose of the document was to demonstrate: process for implementation of curriculum ASBCS staff: these checklists demonstrate that teachers' Standards Binders are monitored by administrators for grade level and to ensure they are up to date. A copy of this document was taken because: it demonstrates the use of the process for monitoring implementation of the standards

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September 3-6 (Pacing Guide/Scope/Sequence) Common Core Standards Checklist Math	Charter holder indicated the intended purpose of the document was to demonstrate: process for implementation of curriculum ASBCS staff: the pacing guide and the standards checklist were aligned to the standards identified to be taught A copy of this document was taken because: it demonstrates the use of the process implementation of the standards
October 8 (Pacing Guide/Scope/Sequence) Common Core Standards Checklist ELA	Charter holder indicated the intended purpose of the document was to demonstrate: use of process for implementation of the curriculum. ASBCS staff: the pacing guide and lesson plan align A copy of this document was taken because: : it demonstrates the use of the process implementation of the standards
2nd/3rd grade ELA/Math pacing guide Apr14-16; April 14-18 Lesson Plan ELA/Math	Charter holder indicated the intended purpose of the document was to demonstrate: use of process for implementation of the curriculum. ASBCS staff: the pacing guide and lesson plans align A copy of this document was taken because: it demonstrates the use of the process implementation of the standards

Kinder/1st Grade Pacing Guides; Standards checklists	Charter holder indicated the intended purpose of the document was to demonstrate: use of process for implementation of the curriculum. ASBCS staff: the pacing guide and lesson plans align A copy of this document was taken because: it demonstrates the use of the process implementation of the standards
Needs Assessment (selected pages)	Charter holder indicated the intended purpose of the document was to demonstrate: the process for adopting, implementing, evaluating, and revising curriculum ASBCS staff: completed needs assessment identified findings with regard to curriculum, as well as data and information considered in making findings A copy of this document was taken because: it demonstrates the school's process for adopting, evaluating, and revising curriculum in use

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Required for: Renewal
Evaluation Criteria Area: Instruction

Document Name/Identification	Intended Purpose and Discussion Outcome
Monitoring of Implementation of Standards	**Charter holder indicated the intended purpose of the document was to demonstrate: process for monitoring implementation of standards** **ASBCS staff: these checklists demonstrate that teachers' Standards Binders are monitored by administrators for grade level and to ensure they are up to date.** **A copy of this document was taken because: it demonstrates the use of the process for monitoring implementation of the standards**
September 3-6 **(Pacing Guide/Scope/Sequence)** **Common Core Standards Checklist** **Math**	**Charter holder indicated the intended purpose of the document was to demonstrate: process for monitoring implementation of standards** **ASBCS staff: the pacing guide and the standards checklist were aligned to the standards identified to be taught** **A copy of this document was taken because: it demonstrates the use of the process implementation of the standards**
October 8 **(Pacing Guide/Scope/Sequence)** **Common Core Standards Checklist** **ELA**	**Charter holder indicated the intended purpose of the document was to demonstrate: process for monitoring implementation of standards** **ASBCS staff: the pacing guide and lesson plan align** **A copy of this document was taken because: : it demonstrates the use of the process implementation of the**

Document Name/Identification	Intended Purpose and Discussion Outcome
	standards
2nd/3rd grade ELA/Math pacing guide Apr14-16; April 14-18 Lesson Plan ELA/Math	Charter holder indicated the intended purpose of the document was to demonstrate: process for monitoring implementation of standards ASBCS staff: the pacing guide and lesson plans align A copy of this document was taken because: it demonstrates the use of the process implementation of the standards
Kinder/1st Grade Pacing Guides; Standards checklists	Charter holder indicated the intended purpose of the document was to demonstrate: process for monitoring implementation of standards ASBCS staff: the pacing guide and lesson plans align A copy of this document was taken because: it demonstrates the use of the process implementation of the standards
Instruction	Charter holder indicated the intended purpose of the document was to demonstrate: process for monitoring implementation of the standards ASBCS staff: describes process for monitoring instruction and implementation of the standards A copy of this document was taken because: it demonstrates the process the school uses for monitoring implementation of the standards and evaluating instruction.

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Teacher Observation form	Charter holder indicated the intended purpose of the document was to demonstrate: the use of the process for monitoring integration of the standards and evaluation of instructional practices ASBCS staff: observation form is aligned to observation rubric the planning for instruction rubric include use of the standards; indicates the observer is reviewing lesson plans and ensuring alignment to other curriculum tools, curriculum binder/checklist/etc and being reviewed; suggestions for improvement are provided, strengths are identified. Demonstrates feedback given by teacher signature at the bottom of the evaluation, which is evidence of the conversation about the observation. Requires observation of differentiated instruction for students within the subgroups. A copy of this document was taken because: it demonstrates the use of a process for monitoring integration of the standards and evaluation of instructional practices; as well as feedback and analysis for further development, demonstrates adaption for the subgroups.
Teacher Evaluation Instrument	Charter holder indicated the intended purpose of the document was to demonstrate: the use of the process for monitoring integration of the standards and evaluation of instructional practices ASBCS staff: the evaluation instrument demonstrates that teacher are evaluated on instructional practices, school level data, and classroom level data A copy of this document was taken because: it demonstrates the use of the process for monitoring integration of the standards and evaluation of instructional practices

CIP Plan Goals Standard 3	**Charter holder indicated the intended purpose of the document was to demonstrate: follow up to teacher observations** **ASBCS staff: teacher observations indicated need to provide PD on assessment, this PD was follow up to that need** **A copy of this document** was **taken because: it demonstrated follow to teacher observations/evaluations in order to further develop the system.**

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Charter Holder Name: Highland Free School Fund, Inc.
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Required for: Renewal
Evaluation Criteria Area: Assessment

Document Name/Identification	Intended Purpose and Discussion Outcome
Assessment Information/Assessment Schedule	**Charter holder indicated the intended purpose of the document was to demonstrate: a comprehensive assessment plan** **ASBCS staff: identifies progress monitoring test area and grade levels, tracks entering data online, identifies the progress monitoring adaptations for subgroups; identifies that assessments are aligned, describes process for data review teams** **A copy of this document** was **taken because: it demonstrates school's comprehensive assessment plan/system with aligned assessments, benchmarks, formative and summative assessments, data review teams**
Staff Meeting To Review Progress of Title 1	**Charter holder indicated the intended purpose of the document was to demonstrate: analysis and discussion of data for bottom 25% subgroup** **ASBCS staff: document is evidence of meeting to review title 1 student's performance/growth based on data they had after fall semester.** **A copy of this document** was **taken because: it is evidence of data discussion**

Title 1 Student Progress and Referral Examples	Charter holder indicated the intended purpose of the document was to demonstrate: process to discuss data ASBCS staff: reviewed examples that were the output from the Title 1 meeting, this documentation is evidence of the A copy of this document was taken because: they contain identified student names and information
January 7, 2014 Board Meeting	Charter holder indicated the intended purpose of the document was to demonstrate: data review teams and discussion of the data ASBCS staff: identifies data discussion with the board of benchmark data A copy of this document was taken because: it demonstrates that the charter holder is evaluating and discussing data.
School Council Meeting Agenda March 5, 2014	Charter holder indicated the intended purpose of the document was to demonstrate: data is analyzed and reviewed ASBCS staff: this document identifies discussions about the data and the findings/follow up based on that data. A copy of this document was taken because: it demonstrates that the data is being discussed, reviewed, analyzed, and followed up on.

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Charter Holder Name: Highland Free School Fund, Inc.
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Site Visit Date: April 23, 2014

Required for: Renewal
Evaluation Criteria Area: Professional Development

Document Name/Identification	Intended Purpose and Discussion Outcome
Yearly Professional Development Checklist	**Charter holder indicated the intended purpose of the document was to demonstrate: the school's process for Professional Development** **ASBCS staff: this document describes the process for professional development including follow up** **A copy of this document** was **taken because: it demonstrates a process for professional Development**
Teacher Observation Form	**Charter holder indicated the intended purpose of the document was to demonstrate:** **ASBCS staff: this observation for specifically identifies that the observer should be looking for PD strategies to be implemented in the classroom** **A copy of this document** was **taken because: demonstrates monitoring and follow up on PD.**
Professional Development Goals	**Charter holder indicated the intended purpose of the document was to demonstrate: part of professional development plan based on teacher learning needs** **ASBCS staff: this form demonstrate the process teachers use to identify teacher learning goals and log process on achieving teacher learning goals** **A copy of this document** was not **taken because: the charter representative is going to provided completed forms**

Professional Responsibility Observation Evaluation	Charter holder indicated the intended purpose of the document was to demonstrate: follow up and monitoring process for Professional Development ASBCS staff: this document is used to monitor that teachers are engaging in professional development and being held responsible for completing appropriate PD A copy of this document was not taken because: the charter representative is going to provided completed forms
Professional Development for Staff	Charter holder indicated the intended purpose of the document was to demonstrate: professional development is aligned with areas of high needs and adapted to needs of subgroups ASBCS staff: this document is a log of the professional development attended/provided and the individuals attended and whether the PD is aligned to the CIP/school goals, demonstrated PD provided for subgroups A copy of this document was taken because: demonstrates that professional development is aligned with areas of high needs and adapted to needs of subgroups
Professional Development Reflection	Charter holder indicated the intended purpose of the document was to demonstrate: monitoring and follow up for PD and a process to support high quality implementation ASBCS staff: this document includes immediate reflection/feedback on the PD as well as reflection after 1 month of implementation. It allows teachers to identify needs in order to implement in the classroom A copy of this document was taken because: it demonstrates use of a process to monitor and follow up on PD as well as to support high quality implementation

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Professional Development Attendance and Follow up	**Charter holder indicated the intended purpose of the document was to demonstrate: a process to support high quality implementation** **ASBCS staff: this document identifies the resources used during the PD to support high quality implementations** **A copy of this document was taken because: it demonstrates a process to support high quality implementation of PD**

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Required for: Renewal
Evaluation Criteria Area: Data

Document Name/Identification	Intended Purpose and Discussion Outcome
Analysis of Data 2012/2013	**Charter holder indicated the intended purpose of the document was to demonstrate: status at prior year** **ASBCS staff: Stanford 10 growth in math shows that their growth 64% positive and 82% positive (math reading). Stanford 10 growth in math shows that their growth 61% are higher than the 50%-ile (math), 51% are higher than the 50%-ile (ELA).This includes 1, 2, 3 graders which the AIMS does not. This helped the school identify math as a weak area.** **A copy of this document was taken because: this shows better growth than those on AIMS**

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