

Site Visits & Reviews Policy Statement

First Year Site Visit	
Rationale	<ul style="list-style-type: none"> ➤ Board is required to exercise general supervision over the charter schools it sponsors. (A.R.S. 15-182.E.1) ➤ Confirming compliance with various components of Charter Law will support schools in providing a positive instructional environment.
Purpose	<p>By conducting a site visit staff will be able to:</p> <ul style="list-style-type: none"> • Observe the implementation of the program of instruction described in the charter. • Discuss the implementation of the Performance Management Plan included in the charter. • Confirm student counts. • Review bell schedule and school calendar for compliance with required instructional hours. • Verify compliance with fingerprint clearance card/background check procedures. • Confirm availability of resumes of current employees who provide instruction. • Review agendas and minutes of governing body for open meeting law compliance.
Timeframe	During the first half of the school's instructional year.
Location	On location at the school facility.

Second Year Site Visit to Review the Program of Instruction	
Rationale	<ul style="list-style-type: none"> ➤ A charter school is required to provide a comprehensive program of instruction. (A.R.S. 15-183.E.3) ➤ Declarations of Curricular and Instructional Alignment have been submitted indicating students have had an opportunity to learn the Arizona Academic Standards. ➤ Confirming the implementation of a program of instruction described in the charter and aligned with the articulated academic standards supports schools in providing a positive instructional environment.
Determination	A charter school whose student achievement results do not meet the Board's level of adequate academic performance will be eligible for a site visit.
Purpose	<p>By conducting an on-site review staff will be able to:</p> <ul style="list-style-type: none"> • Observe the implementation of the program of instruction described in the charter. • Review lesson plans, instructional materials, curriculum guides, assessments, and student work for alignment to the academic standards. • Review the school's plan for monitoring and documenting student proficiency. • Review the school's professional development plan that supports effective implementation of the core curriculum. • Conduct an interview with the leadership team at the school. <ul style="list-style-type: none"> ○ Discuss the school's student achievement results as it relates to the Board's Level of Adequate Academic Performance and Arizona's School Accountability System. ○ Monitor the implementation of the Performance Management Plan included in the charter. • Confirm the use of an evaluation system that assesses teachers' integration of the standards into their instructional practices.
Timeframe	During the school's second year of operation.
Location	On location at the school facility.

Third Year Site Visit	
Rationale	<ul style="list-style-type: none"> ➤ To be conducted when a first year or second year visit warrants further action. ➤ A charter school is required to provide a comprehensive program of instruction.

	➤ Board is required to exercise general supervision over the charter schools it sponsors. (A.R.S. 15-182.E.1)
Purpose	<ul style="list-style-type: none"> • Collection of appropriate documents for use in confirming compliance with various components of Charter Law and the Charter Contract. • Repeat of the procedures used in a second year review of program of instruction, as necessary.
Timeframe	During the first half of the school's third year in operation.
Location	On location at the school facility and at the ASBCS office as appropriate.

Five Year Interval Reviews	
Rationale	➤ A.R.S §15-183(l) requires charter school sponsors to review the charter at five year intervals.
Purpose	<ul style="list-style-type: none"> • Ensure that all contract related information is up-to-date. • Confirm the content of the Summary Review Document, supplying support materials for revisions as appropriate.
Site Visit	<p>A site visit will be conducted for a charter school whose student achievement results do not meet the Board's level of adequate academic performance.</p> <ul style="list-style-type: none"> • Conduct an interview with the leadership team at the school. <ul style="list-style-type: none"> ○ Discuss the school's student achievement results as it relates to the Board's level of adequate academic performance and Arizona's School Accountability System. ○ Assign a corrective action plan in the form of a Performance Management Plan.
Timeframe	At five year intervals for the duration of the charter.
Location	<ul style="list-style-type: none"> ➤ Review: At the ASBCS office as appropriate. ➤ Site Visit: On location at the school facility.

Historical Note:

Effective Date: November 15, 2004

Board Approval Date: November 15, 2004

Revised Date: