

Charter School Annual Site Visit 2021-2022					
School: Administrator(s) met with: Date of site visit: Completed by CSO Staff Member:			Grades Served: 18-19 School Grade/Rating: 20-21 School Grade/Rating: 20-21 % of Students Tested:		
Mission:			Title I:		Bus Transport: Public Bus Passes:
Management Co.:			Program Focus:		
School Follows HCPS Student Progression Plan: School Follows HCPS Code of Conduct: School Has Submitted (CERP) in CL:			Date data pulled from IPT : Number of Students:		
% Eligible FRL	# of Students	% Gifted/EP	% SWD/IEP	% LY ELL	- # of students
% Did not apply	Suspended		% Eligible 504	% LF ELL	with < 89% attendance

Comparable Data:				
School 1:	Title 1:	% Gifted/EP	% SWD/IEP % Eligible 504	% LY ELL % LF ELL
School 2:	Title 1:	% Gifted/EP	% SWD/IEP % Eligible 504	% LY ELL % LF ELL
School 3:	Title 1:	% Gifted/EP	% SWD/IEP % Eligible 504	% LY ELL % LF ELL

Rating	Description
Full Compliance	Compliance to criteria is evident through continuous monitoring, review, observation and/or interview.
Partially Compliance	Compliance with some aspects of the criteria are evident through continuous monitoring, review, observation and/or interview, but moderate concerns are noted.
Non Compliance	Compliance with the criteria is not evident through continuous monitoring, review, observation and/or interview and severe concerns are noted.
N/A	Criteria is unable to be evaluated due to defined reason.

All ratings given are based on the rating criteria described in the Annual Site Visit Review Rubric.

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This report is designed to be a tool to monitor and support charter schools in achieving continual compliance with identified criteria. Following provision of the initial completed report, schools **may** provide evidence of compliance or request subsequent review of criteria brought into compliance. The report will be revised to denote evidence provided and the rating **may** be revised at the discretion of the CSO.

REQUIRED REPORTING	Full Compliance	Partial Compliance	Non Compliance	N/A	Staff Member
Student information in the District's SIS is maintained such that new data, missing data, and data requiring updates are handled in a prompt and timely manner.					M. Jackson
Staff responsible for data management attend the District trainings to ensure accuracy of data. <i>As recommended.</i>					M. Jackson
Students' grades are recorded in the District's SIS for middle and high school students in a timely manner following the end of each grading period.				Elementary school. No grades recorded in SIS.	M. Jackson
Staffing information is appropriately reported in the Lawson system by required due dates. Recommendation: Staff member responsible for Lawson system attends all Lawson trainings.					M. Jackson
Teacher/Leader evaluations are reported in the Lawson system and the administrator's digital signature is completed in Charters.Link by September 30 th .					B. Watson
Attendance (excused/unexcused absences and tardies) is reported/recorded in the District's SIS, as required.					M. Jackson
Discipline is reported/recorded in EdConnect, as required. Review on website prior. Discuss on site.					K.Raekers
All requested documents are submitted in Charters.Link. Indicate current score. <i>*Additional review will occur throughout the school year.</i>					B. Watson
The school's website is kept in compliance with the following information available to all stakeholders: <ul style="list-style-type: none"> i. School's academic performance and school grade ii. The names of the governing board members and representative iii. The programs at the school iv. Any management company, service providers or education management corporations associated v. The school's budget and annual independent fiscal audit vi. Quarterly minutes of governing board meetings vii. Fortify FL Submit Tip Advertising 					B. Diaz

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 - Write detailed, bulleted notes in the 3rd person, using a factual writing style, and provide recommendations for improvement using language from the rating review rubric.

GOVERNING BOARD	Full Compliance	Partial Compliance	Non Compliance	N/A	Staff Member
Governing Board meeting schedule is up-to-date and posted on the school website. Schedule changes must be reported to the CSO within 72 hours. <i>Recommendation: Maintain chronologically organized binder that includes board meeting agendas and minutes, dated and signed.</i>					B. Diaz
Board Meeting agenda and minutes are timely posted on the school website and submitted to Charters.Link. Agenda changes must be reported to the CSO within 72 hours. <i>Recommendation: Maintain chronologically organized binder that includes board meeting agendas and minutes, dated and signed.</i>					B. Diaz
Newly appointed governing board members have been reported to the Charter Office and updated on the school's website; fingerprinting and training completed.					B. Watson
Board Representative's name and contact information is posted on website and easily accessible.					B. Diaz
At least two public meetings are scheduled to be held <u>in the district</u> during the school year. Location(s) of Meetings:					B. Diaz
Board contact information provided to stakeholders does not direct parties back to the school.					B. Watson

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FINANCE	Full Compliance	Partial Compliance	Non Compliance	N/A	Staff Member
Financials and budget are approved by the governing board. Minutes are available to show approval. Review website.					C. Johnson
Monthly/Quarterly financials are submitted on time, in the correct format, and show no deficit. Indicate % on time.					B. Watson C. Johnson
If Charter School had prior audit cycle findings, the Charter School is managing the response to the auditor findings.				No findings during the prior annual audit.	C. Johnson
Inventory/property list is available and maintained on site. Evident on Charters.Link and on site.					B. Diaz K. Raeckers
Financial Policies and Procedures Manual is on file that specifies the internal financial controls. Evident on site.					K. Raeckers
School has a process for collecting and maintaining evidence of payments, receipts and logs for Teacher Lead Funds. Unused funds must be returned to the District. <i>(Actual or copies must be maintained for 4 years and it is the school's responsibility to ensure that only allowable items are purchased with Teacher Lead Funds.)</i> Review on site.					K. Raeckers

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FACILITIES & OPERATIONS	Full Compliance	Partial Compliance	Non Compliance	N/A	Staff Member
There are no religious symbols, statues, artifacts, etc. on or about the property and facility where the school operates. <i>If school is located in a church facility, religious symbols must be covered while school is in session.</i>					K. Raeckers
All 3 required health, fire & safety, and sanitation inspections are current and uploaded to <i>Charters.Link (CL)</i> .					B. Diaz
Emergency exits and evacuation maps are posted in classrooms, offices and hallways. <i>Evident on site.</i>					K. Raeckers
Evacuation, fire and safety drills are scheduled, conducted and documented in a timely manner and kept on file. <i>Evident in district portal.</i>					K. Raeckers
Food services facilities are clean, operational, and well maintained. <i>Evident on site.</i>				No food service provided per initial school design.	K. Raeckers
Food service plan is in place including provision of free/reduced priced lunches; healthy food options are available to students. <i>Verified with school.</i>				No food service provided per initial school design	K. Raeckers
Free and reduced lunch applications are current and on file. <i>Reviewed on site.</i>				No food service provided per initial school design	K. Raeckers
Required food service inspection is posted in food service area.					K. Raeckers
Transportation plan is in place, select one: (Use corresponding number for transportation questions that follow) 1. No bussing offered. 2. Transportation is contracted with a provider. 3. School owns transportation vehicles.					K. Raeckers
1. Evidence that transportation is not a barrier to equal access to the charter program. Transportation plan is documented in handbook or parent contract.					K. Raeckers

<p>2. A transportation agreement is on file if bus services are contracted. <i>Contract must be available during on site review.</i></p>				No busing utilized or buses are owned by the school.	K. Raecker
<p>2 and 3. Buses contracted, leased &/or owned by the school, that are used to transport students, are inspected and maintained every 30 days by a certified inspector. <i>Inspection records reviewed on site.</i></p>				No busing utilized	K. Raeckers
<p>2. and 3. Bus evacuation drills occur biannually. <i>If managed by bus company, school should maintain copies of drill completions on site.</i> <i>Upload each drill to Charters.Link (CL) by September and February due dates.</i></p>				No busing utilized.	B. Diaz
<p>2. and 3. Evidence that any vehicle owned or leased by the school and used to transport students is an approved vehicle and properly insured. If it is a bus, evidence of driver certification is required. All required evidence must be on file at the school and available for review.</p>				No busing utilized.	K. Raeckers
<p>2. and 3. School has information on file regarding all students transported by bus or van that includes emergency contact information. <i>(As applicable)</i> <i>Review on site.</i></p>				No busing utilized	K. Raeckers

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RECORDS & COMMUNICATION	Full Compliance	Partial Compliance	Non Compliance	N/A	Staff Member
Application process does not create a barrier or inequitable opportunity to access the school. Provide copy of application form. Review on site & website.					K. Raeckers
Lottery process and documentation are publicly available on the school's website. Discuss & review on site.					K. Raeckers
Enrollment/Registration procedures are clear and consistent and follow state statute; and include the Home Language Survey (HLS) and Date of Entry into the US School. (DEUSS). Provide copy of registration form. Review on site.					K. Raeckers
Cumulative records are in a secure location, locked in a fireproof cabinet/room; are maintained in an orderly manner for each student and accessible to staff. Review on site. Recommendation: Organize student records according to the Cumulative Folder Checklist (SB87100) to ensure accurate record keeping.					K. Raeckers
Emergency contact information for students and staff is appropriately accessible. (Ex. box, binder, portable file, cell phone.) Evident on site.					K. Raeckers
Personnel files are located in a secure location and appear to be properly maintained with all documentation listed below: <ul style="list-style-type: none"> i. Copy of Employment Application ii. Copy of Employment Contract iii. Job description iv. Proof of Fingerprints on file v. Copy of college transcripts vi. Copy of teaching certificate/license vii. Initial Processing Record for all teachers viii. Copy of I-9 & W-4 					K. Raeckers

ix. Copy of ID x. Evaluations xi. Proof of ESOL Requirement/Compliance xii. Copy of Agreement to Earn (if applicable)					
RECORDS & COMMUNICATION <i>continued</i>	Full Compliance	Partial Compliance	Non Compliance	N/A	Staff Member
Parent notification policy is in place to keep parents informed of student progress, programs, testing dates, attendance, the availability of academic assistance, the student code of conduct, teacher qualification, contacting the governing board and board meeting schedule/notices. <i>Review website and discuss on site.</i>					K. Raeckers
Auditable attendance documents, including withdrawal forms for middle and high school students, are established and maintained in an organized manner. <i>Review on site.</i>					K. Raeckers

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STUDENT SUPPORT SERVICES SCHOOL NURSE	Full Compliance	Partial Compliance	Non Compliance	N/A	Staff Member
Health services are managed appropriately. <i>Refer to the first 5 sections of the Charter Health Services Checklist.</i>					«RN»
Cumulative health records are maintained for each student, including immunization certification and school health exam.					«RN»
All immunizations records are current and entered into the District's SIS by October 1 st .					«RN»

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STUDENT SUPPORT SERVICES SCHOOL SOCIAL WORKER	Full Compliance	Partial Compliance	Non Compliance	N/A	Staff Member
The school has a written process in place for independently and comprehensively addressing excessive absences; process does not include District Social Worker. <i>Provide written process.</i>					«Social_Worker»
Year End Data:					
Total Number of cases referred for Social Developmental History during the 21-22 School Year (34501 initial ESE & 34504 for new area of ESE eligibility):					«Social_Worker»
SCHOOL – PARENT/GUARDIAN COMMUNICATION SURVEY RESULTS:					
The following information will be obtained via anonymous parent survey. Survey response percentages will be reported in the response option columns for informational purposes only. Ratings do not apply.	YES %		NO %		«Social_Worker»
As a parent or guardian, do you use your charter school’s website or mobile app? Yes or No.					
As a parent or guardian, do you find the website is user friendly and provides the information you need? Yes or No.					
As a parent or guardian, have you received a copy or been given access to the Parent/Student Handbook? Yes or No.					
As a parent or guardian, are you aware of the school’s adopted Code of Conduct? Yes or No.					
As a parent or guardian, has your charter school given you information about student achievement and promotion requirements (including mandatory retention in 3 rd grade, graduation requirements, and diploma options, as applicable)? Yes or No.					
As a parent or guardian, does your charter school keep you informed of your student’s attendance? Yes or No.					
As a parent or guardian, does your school keep you informed of your student’s progress including mid-term reports, student programs, testing dates and the availability of academic assistance or tutoring? Yes or No.					

As a parent or guardian, is the charter school's administration responsive to your communication or requests? Yes or No.				
As a parent or guardian, do you know how to contact your charter school's Governing Board in case of grievance? Yes or No.				

*School Social Worker will survey a random selection of parents/guardians to determine their knowledge of the above items for informational purposes only; ratings do not apply.

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STUDENT SUPPORT SERVICES SCHOOL PSYCHOLOGIST	Full Compliance	Partial Compliance	Non Compliance	N/A	Staff Member
School follows procedures for requesting student evaluation including scheduling of needed personnel for CST.					«School_Pyschologist»
Procedures for addressing Parent Request for Evaluation are followed.					«School_Pyschologist»
For students suspected of learning disabilities, review of MTSS/RtI documentation is scheduled prior to CST.					«School_Pyschologist»
Year End Data: Total Number of cases referred during the 21-22 School Year (34501 initial ESE, 34504 for new area of ESE eligibility, & 34507 for 504): How many referred cases were Parent Requests?					«School_Pyschologist»

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GIFTED SERVICES	Full Compliance	Partial Compliance	Non Compliance	N/A	Staff Member
Evidence that the school follows the District's Special Programs and Procedures document related to CST. (Screening, correct cut-off scores, correct permission signed, etc.)					«School_Psychologist»
Evidence that the school follows the District's Special Programs and Procedures document related to eligibility meetings to ensure meetings are held within a reasonable amount of time after all evaluations are completed.					«ESE_DRT»
Evidence that the school follows the District's Special Programs and Procedures document to develop EP plans.				There are no gifted students at the school.	«ESE_DRT»
Educational Plans (EP) are current and compliant.				There are no gifted students at the school.	«ESE_DRT»
Gifted services match the EP and are delivered by a certified gifted teacher. ___% of gifted students on consult ___% of gifted students receiving direct services				There are no gifted students at the school.	«ESE_DRT»
Gifted Teachers have completed identified EP trainings.				There are no gifted students at the school.	«ESE_DRT»
Gifted Teacher has gifted endorsement.				There are no gifted students at the school.	«ESE_DRT»

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ESE SERVICES	Full Compliance	Partial Compliance	Non Compliance	N/A	Staff Member
Evidence that the school follows the District's Special Programs and Procedures pertaining to the completeness & timeliness of Prior Parent Notification (PPN).					«ESE_DRT»
Evidence that the school follows the District's Special Programs and Procedures related to providing Procedural Safeguards. Procedural Safeguards are/were provided and explained to parent as outlined (annual review, evaluation, significant discipline and per parent request).					«ESE_DRT»
Evidence that the school follows the District's Special Programs and Procedures related to eligibility meetings. Eligibility meetings are scheduled within best practice guidelines and all documents are properly drafted prior to holding the meeting.					«ESE_DRT»
Appropriate original documentation and forms are filed in the ESE folder housed in the cumulative record.					«ESE_DRT»
All student information is updated in District's SIS. Reminder: J-screens must be revised & current (Eligibility, FBA, Matrix, Transition Consent, etc.)					«ESE_DRT»
IEPs are current and compliant.					«ESE_DRT»
ESE Personnel have completed the two required, mandatory trainings: IEP training and Matrix training. <i>*The monthly ESE meetings/trainings are highly recommended.</i>					«ESE_DRT»
General education teachers are implementing and documenting the use of accommodations noted on the IEP.					«ESE_DRT»
General education teachers are participants in IEP meetings (providing planning notes, advising on Present Level statements, providing input related to goals, services, and accommodations, etc.)					«ESE_DRT»
Required three year reevaluations are completed on or before the due date.					«ESE_DRT»

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Revised: 7/2021

ESE SERVICES <i>continued</i>	Full Compliance	Partial Compliance	Non Compliance	N/A	Staff Member
ESE students are placed in the Least Restrictive Environment (LRE) according to their IEP's. <i>Service delivery models implemented at the school aligns with the level of service indicated in the application.</i>					«ESE_DRT»
ESE & related services are being delivered as outlined in the student's current IEP. (SIS & documentation logs indicating dates, times & goals addressed, as well as progress monitoring data)					«ESE_DRT»
ESE Documentation is distributed to all relevant parties, filed in the cumulative folder and sent to central files.					«ESE_DRT»
The Matrix is completed/updated after each IEP meeting by trained personnel.					«ESE_DRT»
The process for students transferring from out-of-state and out-of-county is followed.					«ESE_DRT»

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504 SERVICES	Full Compliance	Partial Compliance	Non Compliance	N/A	Staff Member
Evidence that the school follows the District's 504 Procedures regarding evaluations, including the provision that 504 meetings are held within 30-days of receipt of request.					«ESE_DRT»
Evidence that initial eligibility meetings are held and the plan is developed (if applicable).					«ESE_DRT»
504 documents are filed in the cumulative folder.					«ESE_DRT»
504 Personnel have completed required District 504 trainings.					«ESE_DRT»
504 Plans are current and compliant.					«ESE_DRT»
General education teachers are implementing and documenting use of accommodations noted on the 504 Plan.					«ESE_DRT»
Student information is updated in District's SIS. Q-screens are current.					«ESE_DRT»

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ELL SERVICES	Full Compliance	Partial Compliance	Non Compliance	N/A	Staff Member
School has written enrollment procedures in place and followed which assures: a) The Home Language Survey (HLS) is completed; b) HLS Reviewed for accuracy and any “yes” responses; c) HLS provided to school’s ESOL personnel for review—in a timely manner.					«ESOL_D RT»
Potential ELL students are screened for entry into the ESOL program within 20 school days of enrollment in accordance with timelines written in Florida Rule 6A-6.0902 - <i>Requirements for Identification, Eligibility, and Programmatic Assessments of English Language Learners.</i>					«ESOL_DR T»
All ELL Student Plans have been updated by October 1 st of each school year, printed, and signed by Date Certain for ALL LY students, as well as newly designated LF students.				There are no ELLs at the school	«ESOL_DR T»
ELL students with a Date Entered US School (DEUSS) of three or more years have had a meeting with the ELL Committee , with the parent invited, and the meeting was finalized in the Ellevation platform. This must be completed within the required period to determine whether student exits or remains in program. The following criteria must be discussed and included in written committee meeting notes: 1. Test scores from State Mandated Mandated Assessments (FSA) and test scores from a Language Proficiency Assessment (ACCESS or MODEL) 2. At least two of the following: a) Extent and nature of prior educational or academic experience, social experience, and a student interview; b) Written recommendation and observation by current and previous instructional and supportive services staff; c) Level of mastery of basic competencies or skills in English and heritage language according to local, state or national criterion-referenced standards; d) Grades from the current or previous years; e) Test results other than subparagraph (2)(a)1. or 2. of this rule.				There are no ELLs at the school	«ESOL_DR T»

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ELL SERVICES <i>continued</i>	Full Compliance	Partial Compliance	Non Compliance	N/A	Staff Member
All Student Meeting Report documents are printed and signed on the day of the committee meeting.				There are no ELLs at the school	«ESOL_DRT»
All required original documents are housed in the ELL records folder with copies of all documents kept in a resource (backup) file.				There are no ELLs at the school	«ESOL_DRT»
All student ELL information has been correctly entered and updated in the District's SIS by Date Certain for FTE Surveys 2 & 3.				There are no ELLs at the school	«ESOL_DRT»
School has held two (2) parent involvement opportunities specifically for parents of ELL students; 1 meeting required per semester.				There are no ELLs at the school	«ESOL_DRT»
ELL Strategy Checklists are provided to teachers of ELL students and available with lesson plans for review.				There are no ELLs at the school	«ESOL_DRT»
Monitoring of LF students is completed at the appropriate time, per the schedule provided in Programmatic Handbook, and based on student's exit date. Dates are visible in the Ellevation platform with data correctly entered into the District's SIS.				There are no ELLs at the school	«ESOL_DRT»
The ELL Committee meets to discuss ELL student retentions as evidenced in the Ellevation platform.				There are no ELLs at the school	«ESOL_DRT»
School leader is aware of District's ELL compliance timeline and provides follow-up with school's ELL personnel to ensure all compliance items are completed on time.				There are no ELLs at the school	«ESOL_DRT»
Assigned ELL school personnel attends the ELL trainings provided by the charter office to ensure accuracy and compliance. <i>As recommended.</i>				There are no ELLs at the school	«ESOL_DRT»

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CURRICULUM & TEACHING	Full Compliance	Partial Compliance	Non Compliance	N/A	Staff Member
<p>Schoolwide assessment plan is implemented and includes ongoing progress monitoring; <i>and a norm-referenced assessment for grades 1 and 2. (As applicable) Discuss & review on site.</i></p> <p>Check off assessments & note grade levels; designate NRT for grades 1 & 2 with * :</p> <p><input type="checkbox"/> i-Ready:</p> <p><input type="checkbox"/> NWEA-MAP:</p> <p><input type="checkbox"/> Istation:</p> <p><input type="checkbox"/> USA Test Prep:</p> <p><input type="checkbox"/> IXL:</p> <p><input type="checkbox"/> Performance Matters:</p> <p><input type="checkbox"/> EasyCBM:</p> <p><input type="checkbox"/> FAIR-FS:</p> <p><input type="checkbox"/> ACT:</p> <p><input type="checkbox"/> SAT:</p> <p><input type="checkbox"/> PERT:</p> <p><input type="checkbox"/> Industry Certification:</p> <p><input type="checkbox"/> Others (list):</p>					K. Raeckers
<p>A Problem Solving Leadership Team (PSLT) is conducting data analysis, analyzing progress monitoring reports and providing meeting discussion notes. <i>Review & Discuss data and meeting notes on site.</i></p>					K. Raeckers
<p>Multi-tiered Systems of Support are in place to support students requiring interventions in academics, attendance, and behavior. <i>Discuss & review on site.</i></p>					K. Raeckers
<p>The school utilizes relevant data, including FSA ELA & Math results and universal screening data, to identify students in need of Tier II supplemental and Tier III intensive interventions. Discuss and review data that includes the delineation of Tier 2 and Tier 3 supported students.</p>					K. Raeckers
<p>Evidence of scheduled Tier II and Tier III intervention supports occur on a consistent basis. <i>Review schedules on site.</i></p>					K. Raeckers

CURRICULUM & TEACHING <i>continued</i>	Full Compliance	Partial Compliance	Non Compliance	N/A	Staff Member
The school has a designated state certified test coordinator who attends required District meetings. Provide the name of the staff member:					K. Raeckers
Evidence that staff receives training in test administration (sign-ins/agendas, maintained record of security agreements). Review on site.					K. Raeckers
School Provides the Following Teacher Data: Total Number of Classroom Teaching Positions at the School: Number of certified teachers in the content area they teach or hold valid Agreement to Earn: Number of substitute teachers with assigned class rosters:					K. Raeckers Reviewed with Certification

NOTES: Notes **must** include description of concern(s) for any rating other than **Full Compliance**. Description may be pulled from the review rubric but should also include pertinent discussion details as appropriate. Provide review date(s).

- Date, Your Name:
 - Reviewed the following information with: Names & Titles (**This MUST include an administrator**)
 - Write detailed, bulleted notes in the 3rd person, using a factual writing style, and provide recommendations for improvement using language from the rating review rubric.