

Academic Review Protocol for First Year Warned School

This is the protocol for an Academic Review. The review will be conducted by a team which has been selected by the Office of School Improvement (OSI) based on the experience and training needed in the area of warning for the school. The team will include a local division designee in reviewing the school. The eight main areas of review will be:

- Curriculum Alignment
- School Improvement Planning
- Use of Time and Scheduling
- Research-based Instructional Intervention
- Use of Data for Making Decisions
- Organizational Systems and Processes
- Professional Development
- School Culture

The Academic Review Team Coordinator will:

1. Contact the superintendent to discuss the review, identify the team members, and request the name of the division designee who will be a part of the team;
2. Contact the team members to inform them of the division designee who will be a team member and provide contact information;
3. Collaborate with the principal to set the date for the review;
4. Contact the local division designee and AR team members to review the date and details of the upcoming review;
5. Contact the principal to confirm the date and time of the visit;
6. Request a workroom with computer and internet capability for the use of the team;
7. Request the school culture self-study to be completed by the entire staff and tabulated;
8. Request the instructional practices self-study be completed by the entire staff and tabulated;
9. Request other self-studies depending on the warned status of the school;
10. Request that copies of the following documents be available in the team workroom for the review:
 - a. School improvement plan (SIP)
 - b. Division curriculum guides for all subjects and grade levels
 - c. Textbooks and any alignment materials developed by the division
 - d. Pacing guides and frameworks for all subjects and grade levels
 - e. Sample lesson plans for all classes at each grade level
 - f. Sample quiz and test materials from all classes at each grade level
 - g. Algebra Readiness Diagnostic Test (ARDT) and/or benchmark data for three years if warned in mathematics
 - h. Standards of Learning (SOL) results for three years
 - i. Analysis of the patterns found in the Student Performance By Question (SPBQ) data for SOL tests in warned subject areas; and
11. Lead the review and direct the writing of the final report.

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The Academic Review Team Coordinator and the team will:

1. Interview the following personnel:
 - a. Principal and Assistant Principal
 - b. Teachers, by grade level

2. Observe as many classes in the warned subject area(s) as possible, including the special education classes.

3. Write the final report:
 - a. Utilize the correct reporting format.
 - b. Establish a few main goals with suggested objectives and strategies.

4. Review orally with the principal and central office representative, and if requested, school staff:
 - a. The data, including strengths and areas needing improvement.
 - b. The recommended goals, objectives, and strategies.
 - c. A date for a return visit with what the expectations are upon return.

5. Complete the report:
 - a. Make the final edits.
 - b. The Academic Review Team Coordinator will review and send the final copy to the principal, division, the Office of School Improvement, and the AR team.

6. Follow-up:
 - a. Follow-up visits may be conducted by the Academic Review Team Coordinator and/or the local designee, depending on the school's needs. The Academic Review Team Coordinator is responsible for keeping in contact with the school and the local designee to ensure that the Follow-up is completed and effective.
 - b. The Academic Review Team Coordinator may return to the school according to OSI assigned follow-up.
 - c. Before the Follow-up visit, the Academic Review Team Coordinator needs to review the goals with the principal to establish a focus for the Follow-up.
 - d. The Academic Review Team Coordinator should write a summary of each Follow-up visit as a word document and send it to the principal, the division, the OSI, and the team.
 - e. If further technical assistance is needed (training, more days, etc.), the Academic Review Team Coordinator needs to contact the OSI.

