

Academic Review Protocol For Mathematics Targeted Review

This is the protocol for a Mathematics Targeted Review. The review will be headed by a Academic Review Team Coordinator. The Review Team will have a member who has mathematics credentials as selected by the Office of School Improvement. The Academic Review Team Coordinator will work with the division mathematics supervisor/specialist in reviewing the school. If the division does not have a mathematics supervisor/specialist, then a central office designee will participate in the review.

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;
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. Request a work room with computer and internet capability for the use of the team;
6. Request the school culture self-study to be completed by the entire staff and then tabulated;
7. Request the instructional practices self-study be completed by mathematics teachers, only, and tabulated;
8. Request that copies of the following documents be available in the team workroom for the review:
 - a. School Improvement Plan
 - b. Division curriculum guide for mathematics
 - c. Mathematics textbooks and any alignment materials developed by the division
 - d. Pacing guides and frameworks for all mathematics instruction
 - e. Sample lesson plans for all mathematics classes at each grade level
 - f. Sample quiz and test materials from all mathematics classes at each grade level
 - g. ARDT and/or benchmark data for 3 years
 - h. Summary of teachers' credentials and expertise in mathematics
 - i. SOL results in mathematics for 3 years
 - j. Analysis of the patterns found in the SPBQ data for mathematics tests; and
9. 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
 - b. Mathematics teachers, by grade level
2. Observe all mathematics classes, including the special education classes, using the Mathematics Observation Rubric.
3. Write the final report:
 - a. Utilize the reporting format to record all data.
 - b. Include the appropriate Essential Actions from the Academic Review Handbook.
 - c. 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. A summary of the data, including strengths and areas needing improvement.
 - b. The recommended goals, objectives, and strategies.
 - c. A date for a return visit including the Academic Review Team Coordinator's 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 follow-up is completed and effective.
 - b. The Academic Review Team Coordinator can return to the school according to OSI assigned follow-up days.
 - c. The team needs to review the goals established in the review with the principal prior to each follow-up visit 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 OSI, the principal, the division, and the team.
 - e. If further technical assistance is needed (training, more days, etc.), the Academic Review Team Coordinator needs to contact OSI.

