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| **Duval County Public Schools**  **Charter School Spring 2016 Site Visit** |

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| **Name of the School:**  **Tiger Academy #121** |
| **Administrator:**  **Charles McWhite** |
| **Evaluator(s): Aviance Wright, Anita Henry-Smith, Aggie Penn** |
| **Date: 5-12-16 Time: 12:00 pm**  **Items that have been deemed non-compliant may result in a default of your contract. This is official notice that you will need to provide evidence that you have corrected the item within 15 days of the site visit. Failure to comply may jeopardize your contract with Duval County Public Schools. If you have any questions, please contact Anita Henry-Smith, Gina Knight, Jeff Royal, or Aviance Wright.** |

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| **REGISTRATION, RECORD KEEPING AND STUDENT RECORDS** | **Full/Partial/Non Compliance** | **Comments** | **N/A** | **Evaluator** |
| Cumulative folders are maintained for every student | Full | Cumulative folders are organized and alphabetized by grade level. |  | A. Wright |
| Current registration lists contain withdrawal information, including date | Full | Registration and withdrawal files are recorded and logged. |  | A. Wright |
| Lottery Process and documentation are available | Full | Lottery process/procedures are in place and currently in use. |  | A. Wright |
| Student Grades have been recorded into the FOCUS system in a timely manner | Full | Grades are inputted in a timely manner. |  | A. Wright |
| Parent Notification: accreditation status/possible retention/student progress are available | Full | There is a schoolwide letter that is used to notify parents of Mid-Year progress along with a retention letter that is sent home at the end of the school year. |  | A. Wright |
| Fire Drill Log is kept and Fire Drills are up-to-date | Partial | Fire drill log is kept up to date. There is no principal signature on any of the monthly logs and no logs for the months of September, October, and November. |  | A. Wright |
| All required health, safety, and fire inspections are posted | Full | All inspections are current and posted. |  | A. Wright |

Comments:

The following items will expire on the dates below:

* Fire Inspection- 4/15/16
* Health Inspection- 9/30/16

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| **ATTENDANCE & DISCIPLINE PROCEDURES** | **Full/Partial/Non Compliance** | **Comments** | **N/A** | **Evaluator** |
| Attendance is taken and recorded by duly authorized person(s) at a designated time | Full | Attendance is taken by the teachers in each class. |  | A. Wright |
| Attendance is reported/recorded timely into FOCUS | Full |  |  | A. Wright |
| Documentation of contacts or logs of Attendance Intervention Team (AIT) meetings for students with excessive absences are available | Full | Assigned staff in Guidance runs the attendance reports to identify any issues. Parent contact is logged and notification letters are sent out. |  | A. Wright |
| Discipline is reported/recorded timely into FOCUS | Full | Discipline is recorded within a timely manner**.** |  | A. Wright |

Comments:

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| CHARTER SCHOOL GOVERNING BOARD | **Full/Partial/Non Compliance** | **Comments** | **N/A** | **Evaluator** |
| Charter school governing board meeting schedule is posted or online | Full | The meeting schedule is posted on the school’s website. In addition, the school has the schedule posted on the main hall. |  | A. Wright |
| Newly appointed governing board members have been reported to the Charter Office with appropriate training certificate |  |  | X | A. Wright |
| Parent Representative is posted on website with contact information | Full | Posted on website |  | A. Wright |
| Documentation of at least two public meetings held in the district during the school year | Full | Posted on website |  | A. Wright |

Comments:

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| EE/SS & ELL SERVICES | **Full/Partial/Non Compliance** | **Comments** | **N/A** | **Evaluator** |
| ESE students are identified in cumulative folders | Full | All ESE documents for each student are in a green folder within the cumulative folder. |  | Aggie Penn |
| ESE IEPs are up-to-date | Full | Each student’s IEP is current. |  | Aggie Penn |
| ESE students are placed in proper setting and receiving services as reflected on IEP | Full | All students are receiving services according their IEP as evidenced by ESE teacher’s service logs, schedule and IEP progress reports. |  | Aggie Penn |
| ESE Service Logs are available and current | Full | Service logs are available and current. Service logs cross reference easily with ESE teacher’s schedule. |  | Aggie Penn |
| ESOL students are being serviced by ESOL staff |  |  | X |  |
| ESOL folders are in student cumulative folders |  |  | X |  |

Comments: Additionally I found an FTE monitoring form in each student’s folder. Although this is not required, it is a valuable self-monitoring tool for IEP compliance. Each folder also contains a copy of the ESE teacher’s schedule. This is helpful as it is useful evidence of scheduled ESE services.