



Renewal Site Visits Overview

2024-25 Cycle

For the 2024-25 Renewal cycle, OCS will be scheduling a site visit with schools in the fall. The purpose of these visits is to provide OCS with additional evidence to evaluate the school’s program and operations and serves to corroborate and supplement information provided in the charter petition. The site visit will include classroom observations, focus groups, and interviews with school leadership, a process which is aligned with OUSD’s School Quality Review (“SQR”) process used to evaluate District schools (see [here](#) for the SQR Rubric). Please note, the findings from the renewal site visit will be incorporated into the renewal staff report and not debriefed at the end of the renewal site visit. The renewal site visit team will vary from school to school, but may include OCS staff, OUSD staff, and/or educational consultants. Below, please review the guidelines regarding the site visit schedule, submission requirements, and focus group guidelines.

Site Visit Components and Schedule

All schools should develop and submit a draft site visit schedule to Epicenter at least **two weeks before the scheduled date**. OCS staff will review the draft within one week and follow up if any changes are necessary. As a note, unlike in previous years, OCS will be scheduling governing board capacity interviews outside of the site visit process. Therefore, the renewal site visit should include each of the following components (*length of each section in italics*):

- OCS team setup (OUSD only) (*15 minutes*)
- Initial meeting with school leader to review schedule (*15 minutes*)
- School leadership interview (school leader may also include 1-3 other members of the school leadership team or CMO home office staff) (*1.5 hours*)
- Classroom Observations (*1.5 hours*)
- Teacher focus group (*1 hour*)
- Family focus group (*1 hour*)
- Student focus group (*45 min*)
- Lunch break (OUSD review team will provide own lunch) (*45 minutes*)

A sample schedule is provided in the table below. Please revise this schedule as necessary, making sure to include all of the components listed above.

Site Visit Schedule (Sample)	
Time	Day 1 (In-Person)
9:00-9:15	Review team setup (OUSD only)
9:15-9:30	Initial meeting with school leader to review schedule
9:30-11:00	School leadership interview
11:00-12:30	Classroom visits
12:30-1:15	Lunch (OUSD only)
1:15-2:15	Family focus group* / Classroom visits
2:15-3:15	Student focus group* / Classroom visits
3:15-4:15	Teacher focus group* / Classroom visits
4:15-5:00	Site visit team debrief (OUSD only)
Time	Day 2 (Virtual)



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9:00-10:00	Final debrief and follow up questions with school leadership
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**If lunch is being provided for teachers/students during the focus groups, please ensure it is set up prior to the designated interview time and that adequate coverage has been scheduled for teachers.*

Site Visit Focus Groups

Schools are expected to identify members for each focus group and communicate the timing to participants ahead of time. Please ensure that focus groups contain a representative group of your school’s stakeholders and feature members with differing viewpoints and backgrounds. Please refer to the following table for recommendations regarding the composition and size of each focus group.

Focus Group	Recommended Participants
Students	6 to 8 students. Please ensure the group is representative of the student body in terms of ethnicity, gender, and special populations (such as English Learners or Special Education). Typically, schools invite ~2 students per grade level for grades 3 and up.
Families	5-8 family members/parents. Please ensure the group is representative of the student body (ethnicity and special populations, including English Learners or Special Education) and that a non-staff member interpreter is present if needed.
Teachers	5-8 teachers. Please ensure the group is representative of grade levels and subject areas at the school, and experience in the teaching profession, and do not include any staff members who supervise teachers.

Site Visit Document Request

Please provide the documentation listed below in accordance with the following guidance and timelines.

Submission Instructions/Timing	Documentation Requested
Upload documents to Epicenter at least two weeks prior to the site visit.	<ol style="list-style-type: none"> 1. Performance report (using current template). <i>Note: schools in spring site visits do not need to upload this report prior to the site visit.</i> 2. Parent/teacher/student surveys and results from most recent culture and climate surveys 3. Daily Bell Schedule 4. Master schedule, including teacher names, subject/grade levels, teaching, and room numbers 5. Map of the classrooms, including teacher names, subject/grade levels teaching, and room numbers
Documents to provide at the start of the renewal site visit. Please provide at least four hard copies of each.	<ol style="list-style-type: none"> 1. Daily bell schedule 2. Master schedule, including teacher names, subject/grade levels teaching, and room numbers 3. Map of the classrooms, including teacher names, subject/grade levels teaching, and room numbers