

Albuquerque Public Schools
Office of Innovation and School Choice

Christine Duncan's Heritage Academy
Protocol for Site Visits 2022-23
Spring 2023

Academic Performance	
	<p>Student Achievement</p> <ol style="list-style-type: none"> 1) Review Student proficiency projections by subject and sub-group in google document. 2) Ensure that the entire document is complete. 3) Add any additional academic measures that you want to be held accountable to. 4) We will review this in detail so please spend some time reflecting on these projections.
	<p>Student Growth</p> <ol style="list-style-type: none"> 1) What analysis did you conduct of your lowest performing students <ol style="list-style-type: none"> a) Examples: Graphs/analysis/written communication to staff. 2) What analysis did you conduct of your Highest performing students <ol style="list-style-type: none"> a) Examples: Graphs/analysis/written communication to staff. 3) What analysis have you done in comparing your student performance to other schools/districts/state? <ol style="list-style-type: none"> a) What were your key takeaways?
	<p>Mission Specific Goals</p> <ol style="list-style-type: none"> 1) Anticipated Date of when you will have data from your mission specific goals.
	<p>Strategic Planning</p> <ol style="list-style-type: none"> 1) What strategic changes did you make as a result of your student achievement results from the fall semester? 2) What specific adult behavior changes are you focusing on for improvement in academic achievement from the fall semester? 3) After comparing your student performance to other schools/districts/state, what changes did you make?
Educational Plan	
	<p>Mission of the School</p> <ol style="list-style-type: none"> 1) Review the original education program and mission that was proposed. 2) What changes do you need to make to realign to the mission or what changes need to be made to demonstrate the current/future mission of the school?
	<p>Multi-Tiered Layered System of Supports (MLSS)</p> <ol style="list-style-type: none"> 1) Describe highlights of your school MLSS plan submitted to PED? 2) How will this plan improve academic achievement?
	<p>Discipline Policies and Practices</p> <ol style="list-style-type: none"> 1) Describe or Provide a copy of the data that you used to analyze discipline. 2) Describe any changes you have made to your discipline policy or practice as a result of analyzing that data.
	<p>Controversial Issues</p> <ol style="list-style-type: none"> 1) Provide a copy of your instruction of controversial issues policy
	<p>English Learners</p> <ol style="list-style-type: none"> 1) Describe how you have supported English Learners.

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	2) Updated Protocol for the Spring
Governing Council - <i>For the following items please provide the information in the Google Document, located on the Google Drive titled "Governing Council Information."</i>	
	Membership <ul style="list-style-type: none"> Note any changes to your membership of the Governing Council
	Training <ul style="list-style-type: none"> Identify who on your Governing Council follows up with their fellow members on training. Who is the PED Contact on Training
Employees	
	Licensure <ul style="list-style-type: none"> Will be measured through STARS Report
	Employee Rights <ul style="list-style-type: none"> Provide a link to your employee handbook.
	Background Checks <ul style="list-style-type: none"> Provide your Background Check Policy
Operations	
	Lottery Processes Provide links/documents of any marketing material used for recruiting, any marketing videos used for recruiting, lottery application, and school enrollment.
	Facilities <ul style="list-style-type: none"> Provide an update on your facility. (ex. Renovating an area, upgrades, improvements, or expansion)
	Safe School Plan <ul style="list-style-type: none"> Will be measured as schools turn in their site safety plan on December 4.
	Transparency <ul style="list-style-type: none"> Provide a link to the sunshine portal on your website. Provide a link to the 2019-20 performance framework on your website.
	Education Technology Plan <ul style="list-style-type: none"> Describe your education technology plan to support student learning.

	Meets
	Working to Meet
	Does Not Meet