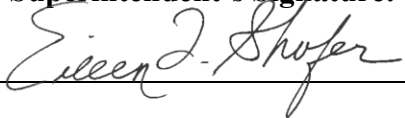


## Standard Operating Procedure

<b>Subject:</b> HSP School Visitations	<b>Effective Date:</b> June, 2019 – September, 2020	<b>Pages: 1 of 3</b>
<b>Department:</b> Superintendent	<b>Approved:</b> <b>Eileen F. Shafer, M.Ed.</b> <b>Superintendent of Schools</b>	<b>Superintendent's Signature:</b> 

**I. Purpose:**

To establish guidelines and protocols for proper joint school site visits by Paterson Public Schools Assistant Superintendents and NJDOE Highly Skilled Professionals (HSPs) and provide a standardized approach in school and classroom visitations and subsequent reporting.

**II. Authority:**

Superintendent of Schools

**III. Terms and Conditions:**

- a. **All school site visits shall be non-evaluative.**
- b. This SOP shall be in effect from June, 2019 through September, 2020.
- c. All schools shall be considered a high priority for teaching and learning.
- d. School site visits shall not interfere with Principal and Teacher Evaluations/Observations.
- e. HSPs and Assistant Superintendents will not visit more than three (3) schools within a week as agreed upon.

**IV. Reporting Procedures:**

**a. Pre School Visitations Protocols:**

1. The Assistant Superintendents of Schools and the HSPs will hold a pre-conference to identify schools selected for site visits.

2. The date and school selected for the site visits shall be scheduled via Outlook Calendar. Principals shall be notified via Outlook Calendar of the date and time of the visit.
3. Formative and Summative Assessment Data, Pacing Guides, Curricula and Instructional Models shall be reviewed and discussed by the Assistant Superintendent and the HSPs prior to the site visit at the pre-conference.
4. The Assistant Superintendent and the HSPs shall decide which aspect of the school's program(s) should be the focus of the site visit at the pre-conference.

**b. School Visitation Procedures:**

1. Upon entering the building, the Assistant Superintendent and HSPs shall follow the established security procedures.
2. There will be no more than four (4) classroom visits in one day. The classroom visits will include a representation of the range of experience and proficiency levels of the staff and students.
3. Lesson Plans shall be visible for review by the Assistant Superintendent and HSPs.
4. Site visits will adopt the non-evaluative tool used at each site designated by the principal with the understanding that tools for performance appraisal are determined as per collective bargaining agreement.
5. The Assistant Superintendent and HSP will discuss their findings together immediately after the last classroom has been visited.
6. If the Assistant Superintendent and the HSP findings do not align, or if there is a fundamental disagreement regarding the characteristics of the visit, the Superintendent of Schools and the Deputy Superintendent shall be informed on the same day of the school visit in writing.
7. The Assistant Superintendent and HSP shall agree upon no more than three (3) "Next Steps/Recommendations" for future visits to discuss with the principal or his/her designee.
8. The HSP and Assistant Superintendent shall have an exit conference with the principal or his/her designee, which will be held at the end of the visit. The exit conference shall last no longer than 30 minutes.
9. The Assistant Superintendent shall discuss the "Next Steps/Recommendations" with the principal and/or designee and establish appropriate timelines and expectations of implementation.

**c. Reporting:**

1. The HSP will draft a written report detailing the site visit findings based on the discussion held with the Assistant Superintendent, that includes intervention strategies discussed with the Principal or his/her designee and Assistant Superintendent during the exit conference.
2. The report shall be drafted within five (5) business days.

3. The verbiage of findings shall be consistent to the language used and agreed upon by the district:
4. For Praises: “We noticed....”
5. For Needs Improvement: “We are wondering...”
6. Recommendations: “Next Steps”
7. The HSP will consult with the Assistant Superintendent for final edits as needed.

V. **Dissemination:**

Superintendent’s Cabinet, Highly Skilled Professionals, Principals and Vice Principals