Iowa Department of Education Comprehensive Site Visits

Training for Districts, Schools, and Team Members for 2012-2013

Changes to note since your last site visit…

- Individual Interview with District Special Education Contact
- Special Education District Developed Service Delivery Plan reviewed by Site Visit Special Education Cadre Member/DE Staff Member
- Special Education and Collaborative General Education Teacher Interview
- Interview with School Advisory Committees
- Accreditation statement in cover letter
- Healthy Kids Act
- Electronic submission of Desk Audit Items
- Formalized system of communicating non-compliance
- Google Site

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Board Vision, Mission and Goals

Vision
- Iowa students will become productive citizens in a democratic society, and successful participants in a global community.

Mission
- Champion excellence for all Iowa students through leadership and service.

Goals
- All children will enter school ready to learn.
- All K-12 students will achieve at a high level.
- Individuals will pursue postsecondary education in order to drive economic success.

State Board Guiding Principles

- All students can learn at a high level.
- Students respond best to challenging expectations.
- Safety and respect are essential to student learning.
- Educators need ongoing support and professional development to improve student achievement.
- Improving student performance requires a broad constituency of support.
- A quality education system is essential to a successful democracy, lifelong learning, and a vibrant economy.

Purpose of the Site Visit

The Site Visit Process is set forth in the Code of Iowa 256.11 (10) and Iowa Administrative Code (Rules) 12.8(4)(a)(2)

•To assess progress with the comprehensive school improvement plan

•To make recommendations with regard to the visit findings for the purposes of improving educational practices

•To determine that a school or school district is in compliance with the accreditation standards

•To provide a general assessment of educational practices

281– IAC 12.8(4)(a)(2)

Federal and State Monitoring

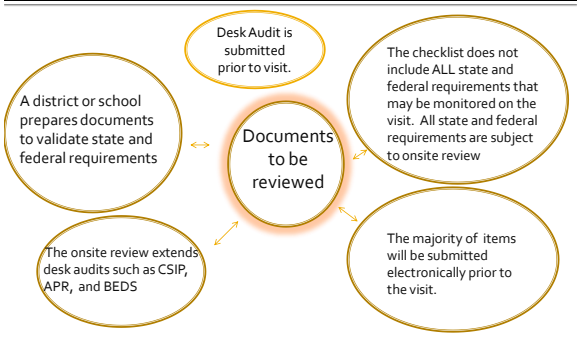
Federal	Both	State
NCLB	IDEA	Chapter 12
Title Programs	Equity	Teacher Quality
Homeless Programs	Career/Tech Ed	Licensure
Wellness Policy		Healthy Kids
		Preschool

Chapter 12 Rule Matrix

Chapter 12 contains the state rules for accreditation of public and non-public schools/districts.

The updated Chapter 12 state accreditation requirements and rule interpretation can be found at:
http://educateiowa.gov/index.php?option=com_content&task=view&id=1558&Itemid=2342#SiteVisits

Pre-Visit Preparation Document Review Checklist



Additions to Document Review

Some items have been added to the Document Review Check List. Items include:

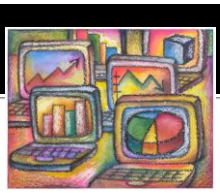
- Item 1.f. Children's Internet Protection Act
- Item 9. Programs for returning and potential dropouts
- Item 10.d. SIAC recommendations
- Item 19. CPR
- Item 21. Homeless
- Item 30. Title I
- Physicals and Title IV have been eliminated

Additional Information Requested

To facilitate the Career and Technical Education Advisory interview, provide your School Improvement Consultant with details about your CTE Advisory. (local, regional, or consortiums)

Site visit documents should include relevant stakeholder surveys conducted in the last 5 years.

Google Site



Each DE School Improvement Consultant has a dedicated Google site for the 2012 – 2013 site visit season. In addition, each district/school will be provided a Google site for uploading their documents. Links for individual district/school Google document sites will be available on the consultant's Google site.

Team Process – Document Review

- The team leader will conduct the initial review of documents
- Document review assignments may be made for each A/B/C/ team
- Goal: Complete by early afternoon on the 2nd day (unless district is having a three-five day visit)
- Determine if the documents meet minimum requirements as defined in the checklist or in the Chapter 12 matrix.

Reporting Format

The Seven Characteristics of Improving Schools and Districts

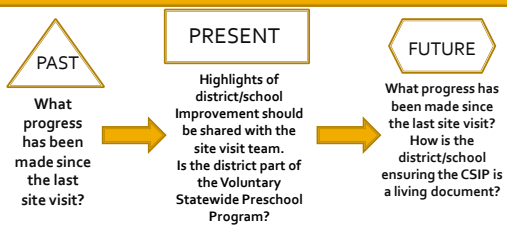
1. *Vision, Mission, and Goals*
2. *Leadership*
3. *Collaborative Relationships*
4. *Learning Environment*
5. *Curriculum and Instruction*
6. *Professional Development*
7. Monitoring and Accountability

Report Format

- Strength Statements
- Recommendations for Improvement
- Non-Compliance issues – in a matrix in the report and web-based non-compliance site on DE secure log in

District Overview Presentation

Our first glance at the district/school…the anticipatory set

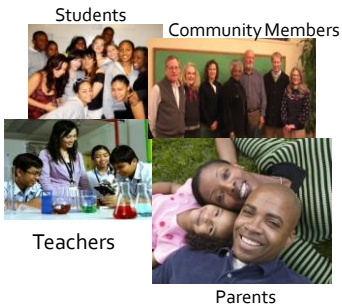


Site Visit Schedule

- May be two, three or five days depending on the size and needs of the school/district
- Sample schedules and required interview groups are available on the DE website. Follow the link below. Or find them on your consultant's Google site.

http://educateiowa.gov/index.php?option=com_content&task=view&id=1558&Itemid=2342#SiteVisits

Selection of Interviewees



Focus Groups and Conversation Starters

Provide groups with the conversation starters prior to their interview.

PreK-12 Special Education and Collaborative General Education Teachers

- Please bring a copy of the District Developed Service Delivery Plan to this interview.

Working as a Team

- **Team Leader designates him/herself or another team member to:**
  - Ensure introductions are made at each interview
  - Be the timekeeper
  - Make assignments for asking questions
  - Be the note-taker
- **Team Dialogue Time**
  - Talk about the "big ideas"
  - Write notes on important ideas from each interview

Guidance for Facilitators

WELCOME

REMIND OF ANONYMITY

CONFIDENTIALITY

Final Report

- Draft reports may be sent to team members and will be reviewed internally at the DE.
- The team leader will edit the report and finalize.
- The final determination of the accreditation statement will be made by DE staff.
- The 2012-2013 report will contain a statement of the school/district's status with federal requirements.

Post Visit

- The LEA will develop a plan of correction addressing any non-compliance issues and post the plan on the non-compliance web site.
- The School Improvement Consultant will monitor the web-based non-compliance site and documentation of corrective action will be submitted to the consultant in addition to follow-up with any non-compliance issues.
- The School Improvement Consultant will provide schools/districts and team members a link to a survey regarding the site visit process.

Questions