

Oak Ridge Schools

Office of the Superintendent



Administrative Procedure 1.903.1

Charter School Site Visits

A site visit to each charter school shall be conducted annually. The purpose shall be to collect data and other qualitative information that cannot be obtained otherwise. Superintendent or designee shall evaluate the performance standards as outlined in the charter agreement and monitor compliance with state law. All reports will be available for inspection by the board members.

EXPECTATIONS OF CHARTER SCHOOL

Prior to the charter site visit, Superintendent or designee will contact the charter school and complete the following:

1. Communicate the date and time of the proposed visit;
2. Notify if any classroom observations will be taking place, and if so, what times;
3. Notify if any teacher interviews will be taking place, and if so, what times;
4. Inform if any documentation needs to be complied; and
5. Supply a schedule of events for the day;

During the charter site visit, Superintendent or designee will be on site and ensure the following:

1. The site visit will be as minimally intrusive as possible and will not disrupt the operations of the instructional day; and
2. The charter school administration will provide any and all necessary assistance to aid in the site visit.

After the charter site visit, Superintendent or designee will compile a report or all observations, including any findings, and will complete the following:

1. Submit the site visit report to the Superintendent or designee to present at the next board meeting;
2. Submit a copy of the site visit report to the charter school; and
3. Communicate with the charter school any deficiencies and recommend actions on how to improve.

RENEWAL OF CHARTER SCHOOL

Superintendent or designee shall conduct a renewal evaluation site visit to each charter school that submits a charter renewal application.