

Data & Document Review

The Lead Evaluator for the SQR Team works with the school to ensure that the school has the following documents available in the room where the team will be working. Except as indicated, please provide two sets of all materials.

QCSD PROVIDES

	Data/Document Requested	Applicable Focus Standards
	1. Single Plan for Student Achievement (SPSA)	KC 2, 4 6.1
	2. Most recent Annual Report (SARC)	KC 2, 3, 4, 5, 6
	3. Current operating budget	KC 6
	4. California Standards Test data	KC 2
	5. OUSD Benchmark data	KC 2
	6. California Healthy Kids Survey (CHKS)	KC 2
	7. Fitness program data	KC 3
	8. Prior Use Your Voice Surveys	KC 4
	9. TELL Survey	KC 2, 3, 4, 5, 6

SCHOOL PROVIDES

School Programs, Strategies, Activities

	Data/Document Requested	Applicable Focus Standards
STRATEGIC	10. Strategic Plan/Long-term Plan/Professional Development Plan	KC 2, 3, 4 6.3
	11. School Improvement Plan from previous year and for current year	KC 2, 4, 6
	12. All previous program evaluation reports, including afterschool programs, or other evaluations	KC 2, 3, 4, 5, 6
	13. School Safety Plan	KC 2
	14. Transition plan for incoming / outgoing students	KC 2, 3, 5
COMMUNITY ENGAGEMENT	15. Documents regarding mechanisms for parent/community input in school program/operations	KC 5 4.4
	16. Parent, teacher, and/or student handbooks	KC 3, 5 2.2, 6.1
	17. A list of school committees and membership	KC 6 5.1
HAND-BOOK	18. Employee handbook or other staff policy documents	KC 4, 6 2.2

MINUTES	19. Artifacts and Minutes of previous year's parent / leadership meetings	KC 5 6.4
	20. Artifacts and Minutes of most recent faculty meetings	KC 4 6.2, 6.3, 6.4
STUDENT POLICIES	21. Attendance policy	6.1
	22. Behavior contract/discipline policy	KC 3 2.2, 2.4, 6.1
PARTNERSHIPS/ SUPPORT	23. List/Evidence of partnerships and support services	KC 3, 2.2
	24. After School Program Site Plan	KC 2, 3
FSCS	25. Full Service Community Schools Assets Inventory	KC 3, 5
	26. SBHC Evaluation Data (for schools with SBHC)	KC 3, 5
OTHER	27. Classroom Demographics (Gender and Ethnicity #s) – by classroom (Middle School: By Period)	KC 2, 3, 4, 5, 6
	28. Any other pamphlets or brochures the school has produced about itself	

Other

(School, please provide any additional data/documents for you would like to be included in the Review)

	29.	
	30.	

School Outcomes

	31. Any other School Assessment data	KC 2
	32. Student work samples representing all content areas and various grade levels and performance levels. Can include any appropriate representative projects by students.	KC 2 4.2, 5.2, 6.1
	33. Student/Parent satisfaction surveys (if they exist)	KC 2, 3, 4, 5, 6
	34. Results of any other surveys (of teachers and/or students)	KC 2, 3, 4, 5, 6
	35. Data re: Support Outcomes (i.e., attendance, community asset mapping, behavior)	
	36. Behavioral health (county-funded) data	KC 3
	37. Social work inter/outreach consultant (if any)	KC 3

KC: Key Condition