

School Quality Review

SAMPLE BINDER COVER SHEET FOR THE COLLECTION OF EVIDENCE

Note: This is an example of how one school chose to organize the documents (evidence collected) for each section of the Quality Indicators (QI) document. Use this template to organize the documents (evidence) that are collected to inform the QI document.

Section 1	Collection, Analysis, and Utilization of Data
Document #	
1	NyStart literacy and mathematics scores
2	ELA baseline assessment data
3	Examples of literacy unit test
4	Examples of classroom quizzes and tests or other formative assessments
5	AIS data, RTI program and Behavior Plan (ex. PBIS)
6	Samples of comparative data analysis
7	Examples of grouping within a literacy class
8	Attendance reports
9	Example of conference notes and logs (groupings and conferring)
10	Examples of reading workshop and writing workshop lessons, assessments
11	Data sheet breaking down baseline assessment into strengths and weakness
12	NYSESLAT scores by strands: listening, speaking, reading and writing
13	School Based Inquiry team PowerPoint presentation, Inquiry Team notes, and data from Acuity predictive test. Inquiry team research notes
14	Progress monitoring tools and sample progress reports
15	NYS School Report Card
16	Walkthrough Document
17	Suspension Data

Section 2	Teaching and Learning
Document #	
1	Cabinet Meeting agendas; minutes, PowerPoints; activities, department or team meeting minutes
2	Lesson Plans
3	Sample Literacy Department Study Group Meeting Agenda; article; and Study Group Calendar
4	Personal Essay Student Portfolio Entry Slip and Personal Essay Drafts and Final Essay and other student work
5	Student Personal Essay Rubric
6	Literacy Year Curriculum Map; Reading, Writing, Test Prep outline; Unit Test outline and Units Sample
7	ExC-ELL Observation Protocol Summary and ExC-ELL teacher self assessment report
8	Read 180 sample student reports showing progress
9	SRA pre and post test also used for AIS pre and post tests.
10	Renaissance Reading Diagnostic report and sample letters to teachers
11	RIGOR program sample student assessment book
12	Focus on Fluency in the Resource Room Overview and sample student assessment
13	Pacing calendars, curriculum maps, plan for implementation of common core
14	Literacy split with scores; scale scores, high/low 2,3
15	Schedule for Literacy Clinics, School wide Literacy Clinics; Surveys; Student schedules and letters to teachers
16	Independent Learning Center Sample activities
17	37.5 Minutes literacy curriculum and student lists
18	Literacy Afterschool groupings

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19	Sample AIS and 37.5 minutes student list and data
20	Grading Policy

	list/brochures
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Section 3	School Leadership
Document #	
1	Student Discipline Plan/code of conduct
2	Annual Professional Performance Review (APPR) process
3	Letter that was sent to parents Principal Attestation Letter
4	Coach log depicting color coded teacher observations
5	Quality Review Report 2009 and 2010*
6	Mission/vision of school and district
7	Literacy Teacher Programs
8	Literacy Department Inter-Visitation Reflection Sheet
9	BEDS Report
10	School Comprehensive Educational Plan (CEP)

* NYC only

Section 4	Infrastructure for Student Success
Document #	
1	Enrichment Club
2	Advisory
3	Sample Thursday Parent Letters
4	School Organization Sheet
5	School Bell Schedule
6	AIS parents letters and progress reports
7	Children's Aide Programs
8	School Web Site
9	Literacy Web Site
10	Guidance schedule and services list
11	Community Based Organizations partnership

Section 5	Professional Development
Document #	
1	Literacy Department Professional Development
2	Staff Development Course Offerings and Technology Staff Development/ PDP plan
3	Instructional Talk Sample Letter and Sample Observation
4	Literacy Coach schedule and job description
5	Clinic Prize Chart
6	Mentoring Plan

Section 6	Facilities and Resources
Document #	
1	Technology Plan
2	Pictures of Hallways and Classrooms**
3	Budget
4	Library/media schedule
5	Map of school

** For Basic Reviews only