

# NJQSAC School Visit

## OPERATIONS MANAGEMENT:

What are some of the mandatory trainings you participated in?

Do you transfer student discipline files with transfers? Please show us an example.

Do you know who your Affirmative Action Rep is and how do you forward a complaint?

What do you do if you think a student is using drugs?

What do you do if you think a student is being abused?

Do you know who your Anti-bullying Specialist is at the school?

Do you have a School Safety Team/CC and what does it do?

Does your school participate in the Week of Respect?

What do you do if a kid is being bullied?

How many days do you have to forward records as well as disciplinary records to a school once a student transfer?

If you do not have a Nurse in your building when an incident happens what do you do?

Who qualifies for Home Instruction? How does it work?

# NJQSAC School Visit

## OPERATIONS MANAGEMENT:

- Do you have a functioning PTO and what kinds of events do they do?
- How long does it take to process work orders and what is the process?
- Can we see your school's Suspension data?  
What happens when you suspend a student for 5 or more days?
- Can we see your Student Code of Conduct?  
Is this given to all students, are parents responsible for signing off they received it?
- What do you do if a student gets left off a bus?
- Is your building safe?  
How often do you conduct Fire and Security Drills?  
How do you report incidences of violence and vandalism?  
Have you conducted a Health and Safety Review? Can we see it?  
Do you have a copy of the MOA with law enforcement?(Memorandum of Agreement)

# NJQSAC School Visit

## **INSTRUCTION & PROGRAM:**

- Are you using the NJLS and how have you implemented it?
- What curriculum are you using and is it the most up to date?
- Do you have adequate and up to date supplies and resources to teach with?
- Do you know your School Improvement Plan; what progress have you made?
- Explain your I&RS – Intervention and Referral Services process
- Do you have Vertical Articulation Meeting? How do they work?
- Can we take a look at your lesson plans?
- Are you part of a Professional Learning Community?
- How do you let parents and students know what they need to be promoted?
- What do you do if a student misses several consecutive days of school?
- Do you have a PDP Plan? What has been offered thus far?
- What intervention program(s) did you put in place and what data points were addressed?
- How do you get your data? (From the District and From Performance Matters)
- Do you get data from the district? Then what do you do with it? How does it get to teachers to drive instruction?

## *N.J.O.SAC Bullet Points*

- **Suicide Prevention Training** – conducted for teachers at the schools online/web based training , a certificate is issued upon completion; 2 hours of training in suicide prevention is required every 5 years
- **Pupil Discipline Code of Conduct** – the school code of conduct is based on the district code of conduct; distributed to parents and students, student/parent handbook. It is on the school's home webpage.
- **District Incident Reports (EVVS)** – submitted with all HIB cases, completed by administrators for any incident which involves violence and vandalism, submitted to the district (Captain Smith and Assistant Superintendent).
- **HIB Policy #5512** – followed as prescribed, cases are reported as per the proper HIB procedures
- **HIB Incident Written Reports** – Completed and submitted as per procedures, submitted to assistant Superintendents and to Mr. TJ Best – via Hibster.com.
- **Weapons/Firearms offenses** – Any student who commits this type of offense faces category 3 consequences under the code of conduct. District security, police and parents are notified; procedures are followed under a category 3 offense.
- **Memorandum of Agreement with Law Enforcement** – exists at the district security level, police is contacted for incidents which merit this under policy and procedures for school safety and security. Captain Smith and T.J. Best are the Liaisons for the district.
- **Contact Listing for School District & Paterson Police-** Police is contacted for category of offenses which require this as per district security procedures.

- **School Bus Evacuation** – Two drills conducted at the school level per year, these are documented and forwarded to Transportation
- **Student left on Bus** – parents contacted immediately, security procedures followed (Call Captain Smith and police), Transportation informed immediately
- **Potentially missing children-** Calls made to home to follow up if child is absent from school on consecutive days, if no parent contact is established CCPP (formerly known as DYFS) is informed as well as the police. Assistant Superintendent and district Security Department is made aware.
- **Nursing Plan** – ALL school nurses have a nursing plan to address specific needs under the code (allergies, chronic illnesses, vaccination, etc).
- **Procedures for Requesting Home Instruction** – For a long term suspension (5 days or more), paperwork requesting the instruction submitted as per district established protocols, to prevent loss of instructional time due to suspensions, home instruction is also granted due to chronic health issues exhibited by a student(s).
- **Sample Transfers Out Procedures** – Student transfers are processed as per established procedures. Records are forwarded to the receiving school once they have been requested within a 10 day window. Discipline records are included.
- **Drug Policy/Behavioral Checklist** – the behavioral checklist is step one to assess a student’s condition when referring students under the policy. Sac, nurse and administrators work together on the referral procedure
- **Board Policy #8420 Emergencies Crisis Situations** - How do we handle emergencies at the school level? Crisis referral manual, school level safety and security procedures for emergencies are always followed
- **School Safety Plan 2016 -2017** – Is updated and is followed as delineated\_\_\_\_. (You should have proof that you meet with your staff.)



- **Weather Emergency Procedures** – Established early in the year, students, parents and staff are informed of these, **samples** available
- **Drills** – Lockdown, fire, active shooter, evacuation, intruder – procedures are in place for these once per month a fire drill is conducted and another type of drill. These drills are reported via Versiform to the Unit Assistant Superintendent.
- **Comprehensive Equity Plan**- This is a district level plan under the auspices of the Affirmative Action Department – The building level affirmative action representative is fully trained and can offer information on it. Affirmative action procedures are followed at the school level as established in the protocols.
  - **Policy # 6470 - Confirming Orders** is in place to avoid confirming orders.
  - **SIP Plans/School-Wide Plans** – Teachers are provided an “At-A-Glance” to keep them up to date on goals for the year.
  - **Data** - Data is received by the district and presented at a board meeting. The data is then given to the principals and principals share with the data with the staff at Staff Meeting, GLM, VAM, etc. Data is then used to provide and modify instruction...



## **NJQSAC Visits Cheat Sheet**

### 1. Lesson Plans

- With differentiation and modification for Special Education and ELL students
- With administrative feedback
- Printed hard copies need to be accessible

### 2. Where can you access the district's curriculum?

- On our school and district website

### 3. How does I&RS work?

- Handled by guidance department
- Committee of teachers from the departments
- Referrals and documentation

*Referrals filled out & given  
to child's  
guidance  
counselor*

### 4. Bulletin Boards

- In and Out of classrooms
- Neat, orderly and rigorous

### 5. Data

- If you have printed data, have it accessible.
- Show off data utilized for groupings and instructional decisions

6. They will ask your students non-invasive questions.

7. They are not evaluating the school or you – they are evaluating the district.

8. If you do not have anything nice to say, do not say it.

- IFL, Common Core, Teacher Evaluation
-