

Final Write Up

For Submission to the:

Office of the Superintendent

Office of School Design Options

[School Name]

Local District: [North East]

Principal: [Name of Principal]

Date of School Review: [Date]

Reviewers:

[List of Reviewers, with titles]

**Section 1: The School Context**

*[****School Name, Location Code, Educational Service Center****]*

**Grade Levels Served**: \_\_\_\_\_\_\_\_\_\_\_

**Principal(s) names**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Number of Certificated Staff Members**: \_\_\_\_

**Number of Classified Staff Members**: \_\_\_\_

**Student Population: \_\_\_\_**

**Asian**:\_\_\_\_

**American Indian/Alaska Native**: \_\_\_\_

**African American**: \_\_\_\_

**Filipino**: \_\_\_\_

**Latino**: \_\_\_\_

**Pacific Islander**: \_\_\_\_

**White**: \_\_\_\_

**Other**: \_\_\_\_

**Special Education**: \_\_\_\_

**English Learners**: \_\_\_\_

*[Insert* ***brief*** *narrative describing the school]*

**Current School Data:**

*[Include available data from performance meter categories:* ***Graduation*** *(cohort graduation rate; % of student on track to meet A-G requirements),* ***Proficiency for All*** *(SBAC, interim assessment blocs, other formative data),* ***Attendance*** *(students and staff),* ***Parent and Community Engagement*** *(% parents who talk to teacher about child’s school work, participation rate in survey) and* ***School Safety*** *(instructional days lost to suspension, % of students feeling safe on school grounds).]*

# Section 2: Problem of Practice OR Key Areas of Focus

|  |  |
| --- | --- |
| *If stating a* ***Problem of Practice,*** *use the following instructions/questions to guide the writing of your school’s narrative.* | *If listing* ***Key Areas of Focus****, use the following instructions/questions to guide the writing of your school’s narrative.* |
| * State the identified Problem of Practice(s). | * List the key areas of focus for the school |
| * Cite the data used to support identification of the stated problem of practice. | * Cite data used that led the team to focus on these areas. |
| * What are the key points of this dilemma and why are they important? | * What are the school’s expectations and why are these priorities for this year? |
| * What has been tried to remedy or manage this dilemma? What have been the results of those attempts? | * What has the school done or implemented to date that addresses these areas? What challenges did the school encounter and how were they addressed? |

**Section 3: Tools & Resources**

*Identify rubrics and resources used during the review (e.g. observation tools, evidence and data gathering tools, TLF Rubric, Pilot School Quality Review Rubric, etc.). Discuss how these tools were used. Using the table below provide the overall rating for any applicable rubric used and the elements addressed from that rubric.*

|  |  |
| --- | --- |
| **RUBRIC AND ELEMENTS ADDRESSED** | **OVERALL RATING** |
| *Sample Entry:*  LAUSD Teaching & Learning Framework  Standard 1: Planning & Preparation  Component 1a: Demonstrating Knowledge of Content & Pedagogy  Element 1a1: Knowledge of content and the structure of the discipline | *Sample Entry:*  Effective |
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**Section 4: Commendations & Recommendations**

*Please summarize the key findings of the School Review by providing commendations and recommendations. You can use the table below to align them to the school’s chosen Focus Areas or to Fullan’s Right Drivers (or both).*

|  |  |  |  |
| --- | --- | --- | --- |
| **Aligned To:** | | **Commendations** | **Recommendations** |
| ***Focus Areas:*** | ***Fullan’s Right Drivers*** |
|  | **Focus on Instruction**  *Deepen instruction and harness technology* |  |  |
|  | **Capacity Building**  *Focuses on the development of individual and collective competencies essential for improvement at the school* |  |  |
|  | **Collaborative Work**  *Inspire collective or team work* |  |  |
|  | **System-ness**  *Structural alignment coupled with coherence evident in mindsets and plan of action* |  |  |

**Section 5: School Goals (3-5 Goals)**

*What are the 3-5 yearlong goals of the school (consider if the school needs to adapt these goals based on the review findings)? These should be SMART Goals (Specific, Measurable, Attainable, Relevant and Timely). If the school is using an Implementation Plan, implementation of these goals should be described.**Also, identify how you are integrating these goals to your Single Plan, WASC, Public School Choice Plan, and/or Autonomous School Plan.*

**Goal 1**

**Goal 2**

**Goal 3**

**Goal 4 (optional)**

**Goal 5 (optional)**

**Section 6: Crosswalk: Applicable Plans (SPSA, PSC Plan, Pilot School Plan, ESBMM Plan, LIS Plan)**

*Use the table below to identify alignment of goals and strategies across various plans that the school uses. Insert a (⚫) symbol under each applicable plan.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Objective/Goals /Strategies addressed by problem of practice** | **Single Plan for Student Achievement (SPSA)** | **WASC** | **Public School Choice (PSC) Plan** | **Autonomous School Plan (*check applicable model*):**   * **ESBMM** * **Pilot** * **LIS** | **Other** |
| **Goal 1** | ⚫ | ⚫ | ⚫ | ⚫ |  |
| **Goal 2** |  |  |  |  |  |
| **Goal 3** |  |  |  |  |  |
| **Goal 4** |  |  |  |  |  |
| **Goal 5** |  |  |  |  |  |

# Section 7: Feedback Letter to the School (*Sample Template Below*)

*(****Insert Here****) To be used by Report Readers when providing feedback to schools after reading and reviewing the school’s PSC School Review Final Report. A copy of the PSC School Review Final Report, including the Feedback Letter should be sent to the school’s Local District Superintendent/Designee and the Office of School Design Options (*[*looc@lausd.net*](mailto:looc@lausd.net)*).*

|  |  |  |  |
| --- | --- | --- | --- |
| **Members of the Board** |  | **Los Angeles Unified School District** | |
| **MÓNICA GARCÍA**  **KELLY GONEZ**  **DR. GEORGE J. McKENNA III**  **NICK MELVOIN**  **SCOTT M. SCHMERELSON**  **DR. RICHARD A. VLADOVIC, President**  **AUSTIN BEUTNER**  Superintendent | LAUSD logo.eps | | **SCHOOL DESIGN OPTIONS**  333 South Beaudry Avenue, 11th Floor  Los Angeles, California 90017  Telephone: (213) 241-8700  Fax: (213) 241-4710  **VERONICA ARREGUIN**  Chief Strategy Officer    **GEORGE BARTLESON**  Executive Director |

[*Date*]

Re: 2019-20 Public School Choice School Review

Dear [*School Name*] Team,

Thank you for reflecting on your school’s progress, and for preparing and submitting the report containing your findings. The review is intended to be a meaningful tool that supports your school’s ongoing efforts toward realizing your mission and achieving your student learning goals. The process provides a collaborative opportunity for your school community to engage in thoughtful reflection, while also providing a mechanism for us to review your progress and findings. With this shared learning in mind, I/we offer some of my/our reflections after reviewing your reports. Please note that you are not expected to respond to this letter.

I/We found a number of items in your report to be noteworthy, including but not limited to:

* Improvement in intellectual engagement-the review team found evidence of differentiation, high levels of student engagement, rigor and technology integration in classrooms school-wide.
* In your classroom observations, you noted that most teachers prompted students to refine their answers (calling on multiple students) and students are encouraged and/or expected to apply academic vocabulary/language during discussion.
* Reviewers noted that a professional culture permeates the campus and is sustained through regular professional development that is positively impacting teacher collaboration and practice.

Additional reflections I/we have since reviewing your report include:

* You identified grade level planning time as one strategy to implement additional classroom talk into lessons and increase the amount of higher level questioning embedded throughout. You might consider having teachers monitor themselves and facilitate peer observations, and also set goals, to increase percentage of the time they are engaging students in higher level questioning.
* Some inconsistencies were noted with regards to attendance and discipline policies. I/We recommend that staff work in unison to strengthen and reinforce attendance policies and procedures.
* Participants noted that more professional development time could be allocated to data analysis, data-driven decision-making and data-driven instruction.

Overall, your reflections seem to indicate that your school is moving in a positive direction. I/We hope our reflections provide useful input as you move forward with your work. I/We will be looking at your school review information along with any summative data that might become available. The Office of School Design Options will be in further contact with you about next steps in school review once the new school year commences.

I/We hope you find this feedback constructive. Please contact George Bartleson ([gbartles@lausd.net](mailto:gbartles@lausd.net)) at the Office of School Design Options with any questions.

Sincerely,

[*NAME*]

(REPORT READING TEAM / INSTRUCTIONAL DIRECTOR)