# Operations Scorecard

# Reference Guide 8.0

# Table of Contents

# [Section I](#): General Overview of Operations Scorecard 8.0

The Memphis Shelby County Schools Office of Charter Schools (OCS) has a firm belief that every child deserves access to a high-quality education. To ensure this, OCS provides rigorous oversight to all MSCS district managed charter schools. As a charter school authorizer, we believe schools can operate with autonomy in exchange for accountability. Each year when formally monitoring and evaluating the schools in our portfolio, we focus on **10 key indicators.** Please see [Section V: Methodology](#) for additional information regarding how the data is quantified and collected.

| Indicator # | Indicators | Associated State/Federal Law |
|---|---|---|
| [Indicator I](#) | English as a Second Language (ESL) | *Assessing adherence to state and federal law regarding compliance and accountability for students receiving ESL services* **Associated State/Federal Law:** [0520-01-19 Rules of The State Board of Education: English as a Second Language Programs](#) |
| [Indicator II](#) | Exceptional Education | *Assessing adherence to state and federal law regarding compliance and accountability for students receiving SPED services* **Associated State/Federal Law:** [IDEA](#) [34CFR.§300.301(c)(l)(i)](#); [IDEA 34 CFR. §300.303](#); [Tennessee](#) [Department of Education SPED Framework Component 1.1:](#) [The IEP Meeting](#) |
| [Indicator III](#) | Health Services | *Assessing adherence to state and federal law regarding student health services* **Associated State/Federal Law:** [T.C.A. § 49-5-415](#); [T.C.A. §](#) [49-5-415](#); [T.C.A. § 49-5-414](#); [T.C.A. § 49-3-359](#) |
| [Indicator IV](#) | Human Resources | *Assessing adherence to state law regarding teacher licensure* **Associated State/Federal Law:** [0520-02-06 Employment Standards [The Tennessee Department of Education State Board of Education]](#) ; [TCA §49-13-111(j)](#) |
| [Indicator V](#) | Federal Programs | *Provides compliance documentation in accordance with State of TN Ed Law to support federal funding* **Associated State/Federal Law:** [0520-01-02-.03 Employment Standards [The Tennessee Department of Education State Board of Education]](#); [Title I of the Elementary and](#) [Secondary Education Act of 1965 (20 U.S.C. 6301 et seq.)](#) |
| [Indicator VI](#) | Student Mobility | *Assessing the retention and attrition of student enrollment trends* **Associated State/Federal Law: Models the** [Tennessee](#) [Department of Education ESSA Transparency Metrics](#) |
| [Indicator VII](#) | Student Information | *Includes State reporting compliance; Data used for state funding allocation; serves as a central repository for all current and historical student demographic information.* **Associated State/Federal Law:** [TCA§ 49-1-701 Data](#) [Accessibility, Transparency and Accountability Act](#) |

| Indicator VIII | Student Support Services | Assessing adherence to state and federal law regarding notification of due process for student disciplinary actions as ESL as section 504 requirements<br>**Associated State/Federal Law: _Titles IV_ and _VI of the Civil_ _Rights Act of 1964_, _14th_ _Amendment of the Constitution(due process)_, _Section 504 of the 1973 Rehabilitation_ _Act_** |
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| Indicator IX | General Compliance | Includes requirements supported by Tennessee statutes, Tennessee Department of Education policies as ESL as federal laws and respective policies.<br>**Associated State/Federal Law:** |

| General Compliance | _TCA § 49-13-111(c)_ |
|---|---|
| Transportation | _TCA § 49-6-2116_ |
| Immunization | _TCA § 49-6-5001_; _TCA § 49-6-5005(a)_; _TCA § 49-6-5005(b)_ |
| Lead | _TCA § 49-2-133_ |
| Comprehensive Plan | _TCA § 49-2-122(b)(2)(c); TCA §68-140-404;_<br>_TCA § 49-6-804(a); State Board Rule 0520-01-03-.03-15_ |
| Safety Team | _TCA § 49-6-806(b)_ |
| Board Training | _0520-14-01-.07 Governing Board Training Approval_<br>_Tennessee State Board of Education: Charter School_<br>_Governing Body Training 6.112_ |
| Website | _TCA §49-13-111(h)_ |
| Drills | _TCA § 49-6-807; TCA § 68-102-137(f)_ |

| Indicator X | Response to Intervention (RTI²) | Includes state mandated requirements based on "Response to Intervention".<br>**Associated State/Federal Law**: _(TDOE): Response to Instruction and Intervention_ _Framework (RTI² Manual)_ |
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# Section II: Scoring & Submission Calendar

The following calendar includes timeframes for the Operations Scorecard 8.0 releases and review periods. The Operations Scorecard has a total of three scoring cycles within the academic school year: **September, January, and June**. The OCS will notify all schools of any potential changes in the calendar and will give schools a reasonable period of time to meet any altered deadlines. There is a grievance process included for each scoring cycle which provides charter schools with an opportunity to compare and contrast their individual scorecard data with the data released from the Office of Charter Schools to ensure excellent data quality.

## September Timeline

| Logistics Description | Date |
|---|---|
| Charter School Evidence Uploads to Operations Scorecard Portal Deadline | **October 6, 2023** |
| MSCS District Partners deadline for finalizing data | **October 27, 2023** |
| Office of Charter Schools Data Verification | **November 3, 2023** |
| Embargoed OSC Distributed to Schools | **November 10, 2023** |
| OSC Grievance Period | **November 13 – November 17, 2023** |
| OSC Grievance Decision Deadline | **December 1, 2023** |
| Embargo released for September OSC | **December 8, 2023** |

## September Indicators

| INDICATOR NAME | SUB-INDICATOR DESCRIPTION | GUIDANCE FOR REQUIRED EVIDENCE | WHO REVIEWS & SCORES THE INDICATOR |
|---|---|---|---|
| **Indicator I:** English as a Second Language (ESL) | **Notifications of ESL Services** distributed to parents within 30 days of enrollment.<br><br>***Resource:***<br>✓ Click HERE to access the MSCS Parent Notification Letters | • Schools will complete the steps and submit signed and dated Parent Notification evidence in TN Pulse.<br><br>***Resource:***<br>✓ Guidance for completing the steps can be found in TN Pulse Manual.<br> ▪ pg. 26 (Initial Notification)<br> ▪ pg. 50 (Annual Notification)<br> ▪ pgs. 52-55 (Parent Signatures) | MSCS ESL Team |
| | **Evidence of ESL Teacher** holding an active (not expired) license/endorsement in the State of Tennessee: English as a Second Language Pre K12, *code #490* | • For schools who have already uploaded their HR template, no additional steps need to be taken.<br><br>• For schools who have not uploaded their HR template, please upload your template as soon as possible. | |
| | **WIDA Screener Assessment** administered to all required students within **30 days of enrollment**. | • Schools will complete the steps verifying the administration of WIDA Screener Assessment in TN Pulse.<br><br>***Resource:***<br>✓ Guidance for completing the steps can be found in TN Pulse Manual.<br> ▪ pgs. 26-27 (Screener Information) | |
| **Indicator II:** Exceptional Education | **Evidence of Special Education teacher** holding an active (not expired) license/endorsement in the State of Tennessee. | • Schools will send their license via email to their SPED Advisors by **September 15, 2023**. | MSCS Exceptional Education Team |
| **Indicator III:** Health Services | **CPR/First Aid Training**<br>• The school provides CPR/First Aid training to PE teachers, coaches and individuals working with student athletics. | • Schools will upload the certificates of completion to the portal.<br><br>***Resource:***<br>✓ Click HERE for the tutorial on how to submit evidence. | Office of Charter Schools |

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| | • The school provides CPR/First Aid training to **3 ADDITIONAL full-time staff** (excluding: PE teachers, coaches, and individuals working with student athletes) who remain at the same location for the entire day. **These staff are not shared between locations and do not travel as part of their job.**<br><br>*Resource:*<br>✓ *(Optional)* Click HERE to access a template to list CPR/First Aid trained personnel | • Schools will upload a list of CPR/First Aid trained personnel to the portal.<br><br>*Resource:*<br>✓ Click HERE for the tutorial on how to submit evidence. | |
| **Indicator IV**: Human Resources | 100% of teachers are licensed in the area(s)/classes to which they are assigned | • Schools will download and complete the School Faculty Roster Template & upload to the portal.<br><br>*Resource:*<br>✓ Click HERE for the tutorial on how to submit evidence. | MSCS Human Resource Team |
| **Indicator V**: Federal Programs | **Timely and accurate position approval submissions** for federal grants.<br>• Position approval documentation is complete, accurate, and uploaded into Title I Crate by **August 18, 2023**. | • Schools will submit evidence to the MSCS Federal Programs Department through the Title 1 Crate. | MSCS Federal Programs Department |
| | **Budgets**<br>• Budgets for each federal grants are complete, accurate, aligned in the school plan, and uploaded into Title I Crate by **August 18, 2023**. | • Schools will submit budget to the MSCS Federal Programs Department through the Title 1 Crate. | |
| | **Timely & Accurate School Improvement Plan Submission** submitted to ePlan by **August 30, 2023**.<br>• A reminder that no reimbursements can be approved until the SIP is approved. | • Schools will submit School Improvement Plan via ePlan. | |

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| **Indicator VII:** Student Information | **Student Standard Day** <br> • **ALL SCHOOLS** will submit their Student Standard Day in the Planning Calendar by **July 31, 2023**. <br> ✓ **ALL SCHOOLS** should verify the hours for the Bridge Period for the daily attendance (class begin time and end time for the day, i.e.: 7:30 to 3:30) and the Period that should be designated as the Bridge Period by **July 31, 2023**. | • Schools will submit their Student Standard Day for **2023-2024** school year after reviewing their ESL schedule in the Planning Calendar in PowerSchool. | MSCS SIMS Team |
| **Indicator IX:** General Compliance | **Transportation Policy** <br> • **ALL SCHOOLS** provide a copy of their transportation policy that meets state requirements **(If policy can be found in the handbook, a copy of the school handbook can be submitted)**. | • Schools will upload transportation policy to the portal. <br><br> **Resource:** <br> ✓ Click HERE for the tutorial on how to submit evidence. | Office of Charter Schools |
| | **Influenza** <br> • Schools provide a copy of dated letters provided to parents/guardians regarding the disease. Include how and when it was distributed. | • Schools will upload a copy of their influenza letters that were distributed to parents to the portal. <br><br> **Resource:** <br> ✓ Click HERE for the tutorial on how to submit evidence. | |
| | **Meningococcal Disease** <br> • A copy of dated letter provided to parents/guardians regarding the disease. Include how and when it was distributed. | • Schools will upload a copy of their meningococcal letter that was distributed to parents to the portal. <br><br> **Resource:** <br> ✓ Click HERE for the tutorial on how to submit evidence. | |

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| | **Lead Prevention Policy**<br>• **ALL Schools** have to submit a copy of the approved policy signed by the executive director (if applicable), school leader and board chair.<br><br>• Alternatively, the school can also submit a written statement on the school's letterhead with the same signatures aforementioned agreeing to adopt the MSCS Safe School Drinking Water Policy. | • Schools will upload their lead prevention policy to the portal.<br><br>*Resource:*<br>✓ Click HERE for the tutorial on how to submit evidence. | |
| | **Comprehensive Plans**<br>• Schools provide building level school safety plan regarding:<br>  ➢ Crisis intervention<br>  ➢ Emergency response<br>  ➢ Emergency management | • Schools will upload their Comprehensive Plans HERE in the MSCS Multi-hazard Online Submission System. | MSCS Emergency Management |
| | **Safety Team**<br>• School has a Safety Team appointed by the principal, in accordance with guidelines or regulations prescribed by the Director of Schools.<br>• The team should include but not limited to:<br>  ➢ Representatives of teachers, administrators, and parent organizations.<br>  ➢ School personnel, including safety personnel.<br>  ➢ Community members<br>  ➢ Local law enforcement<br>  ➢ Local ambulance or other emergency response agencies.<br>  ➢ And any other representatives the director of schools deems appropriate. | • Schools will upload a list of the safety team members to the portal.<br><br>*Resource:*<br>✓ Click HERE for the tutorial on how to submit evidence. | |

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| | *Resource:*<br>✓ *(Optional)* Click HERE to access a template to list safety team members | | |
| | **Board Training**<br>• All governing board members have conducted the required annual training for the **2022-2023** school year.<br>  ➢ **New Board Members** at the minimum complete **six (6) hours of training within twelve (12) months** of joining the governing board.<br>  ➢ **Experienced Board Members** at the minimum complete **four (4) hours of training** each fiscal year.<br><br>**Resources:**<br>✓ Click HERE to access TN SBOE Approved Training Courses for New & Experience Board Members | • The course provider will email evidence of training to the OCS (charterschools@scsk12.org).<br>• Schools will upload a list of board members for **2022-2023** school year to the portal.<br><br>*Resource:*<br>✓ Click HERE for the tutorial on how to submit evidence. | |
| | **Home Language Survey** distributed at the point of enrollment.<br><br>*Resource:*<br>✓ Click HERE to access the MSCS Home Language Survey. | ▪ Schools will complete the steps for Parent Notification (signed & dated) in TN Pulse.<br><br>*Resource:*<br>✓ Guidance for completing the steps can be found in TN Pulse Manual.<br>  ▪ pgs. 23-25 (Parent Signatures) | MSCS ESL Team |
| **Indicator X:** Response to Instruction & Intervention (RTI²) | **Universal Screener (K-8)**<br>• Schools will provide evidence of nationally normed, skills based Universal Screener K-8 (basic reading skills, reading fluency, reading comprehension, math calculation, math problem solving, and writing).<br><br>*Resources:*<br>✓ Response to Instruction & Intervention Framework<br>*TDOE RTI² Framework* | • Schools will upload assessment calendar (to included Universal Screenings) to the portal.<br><br>• Schools will complete TDOE Criteria for selecting Universal Screeners template (reading, math, and writing) and upload to the portal.<br><br>*Resource:*<br>✓ Click HERE for the tutorial on how to submit evidence. | MSCS RTI² Advisors |

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| ✓ Click HERE to view a Sample Assessment Calendar. | | |
| **Early Warning System (9-12)**<br>• Schools will provide evidence of Early Warning System (EWS) grades 9-12 (universal screeners (achievement tests from both high school and grades K-8, End-of-Course (EOC) exams, student records (e.g., grades, behavioral patterns, attendance, retention, and past RTI² interventions, Tennessee Value Added Assessment System (TVAAS) student score projections, and the ACT/SAT exam or other nationally normed assessments).<br><br>*Resources:*<br>✓ Response to Instruction & Intervention Framework TDOE RTI² Framework<br>✓ Click HERE to view a Sample Assessment Calendar. | • Schools will complete and submit the Early Warning System Form for **2023-2024** school year (no upload is necessary). | |
| **Universal Screener Characteristics of Dyslexia (K-12)**<br>• Evidence of nationally normed, skills based Universal Screener K-12 to screen for Characteristics of Dyslexia.<br><br>*Resources:*<br>✓ Click HERE to access the TDOE Dyslexia Resource Guide.<br>✓ Click HERE to access the TDOE Comprehensive Matrix. | • Schools will use the attached link to complete and submit the name of the Universal Screener for Characteristics of Dyslexia during **2023-2024** school year (no upload is necessary).<br><br>*Resource:*<br>✓ Click HERE for the tutorial on how to submit evidence. | |
| **Intervention Tool (K-12)**<br>• Evidence of research-based intervention tools (reading, math, and writing). | • Schools will upload the Criteria Form for Reading, Math, & Writing.<br><br>• Schools will complete TDOE Dyslexia Specific Intervention Checklist (Appendix H) and upload to the portal. | |

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| | **Resources:**<br>✓ Response to Instruction & Intervention Framework TDOE RTI² Framework<br>✓ TDOE criteria for selecting Reading, Mathematics, and Writing Intervention document can be found HERE.<br>✓ Click HERE to view the TDOE Dyslexia Resource Guide.<br>✓ Click HERE to view TDOE Dyslexia Specific Intervention Checklist Appendix H (Program Design & Critical Concepts). | **Resource:**<br>✓ Click HERE for the tutorial on how to submit evidence. | |
| | **Data Team Meetings (K-12)**<br>• Evidence of schools facilitating data team meetings every 4.5 weeks.<br><br>**Resources:**<br>✓ Response to Instruction & Intervention Framework: TDOE RTI² Framework<br>✓ Click HERE to access a sample Data Team Roles and Responsibilities document. | • Schools will complete Data Team Roles & Responsibilities Document and upload it to the portal.<br><br>➢ The document should include the following:<br>ο Provide dates and times of data. team meetings for the school year.<br>ο Provide a list of team members and associated roles and responsibilities.<br>ο Schedule date for RTI² Advisor to attend Data Team Meeting.<br><br>**Resource:**<br>✓ Click HERE for the tutorial on how to submit evidence. | |
| | **Intervention Walkthrough (K-12)**<br>• Evidence of school conducting/participating in intervention walkthroughs.<br><br>**Resources:**<br>✓ Click HERE to access RTI² Intervention Walkthrough Form | • Schools will schedule a date for RTI² Advisor to conduct intervention walkthroughs **(September 2023-April 2024)** (no upload necessary). | |
| | **Intervention Plans/Files (K-12)**<br>• Intervention plans/files are up-to date. | • Schools will upload up to date Comprehensive Student Review Spreadsheet (CSRS) to the portal. | |

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| | • Evidence of system to create and monitor Student Intervention Plans.<br><br>**Resources:**<br>✓ Click HERE to access Comprehensive Student Review Spreadsheet (CSRS).<br>✓ Response to Instruction & Intervention Framework: TDOE RTI² Framework | **Resource:**<br>✓ Click HERE for the tutorial on how to submit evidence. | |

## January Timeline

| Logistics Description | Date |
|---|---|
| Charter School Evidence Uploads to Operations Scorecard Portal Deadline | February 2, 2024 |
| SCS District Partners deadline for finalizing data | February 23, 2024 |
| Charter Schools Data Verification Deadline | March 1, 2024 |
| Embargoed OSC Data Distributed to Schools | March 18, 2024 |
| OSC Grievance Period | March 19-25, 2024 |
| OSC Grievance Decision Deadline | April 1, 2024 |
| Embargo released for January OSC | April 5, 2024 |

## January Indicators

| INDICATOR NAME | SUB-INDICATOR DESCRIPTION | GUIDANCE FOR SUBMITTING EVIDENCE | WHO REVIEWS & SCORES THE INDICATOR |
|---|---|---|---|
| **Indicator I**: English as a Second Language (ESL) | **Evidence of the appropriate ESL course code in Master Schedule** (in PowerSchool).<br><br>***Resource:***<br>✓ Click HERE for ESL course code guidance. | • Schools will complete the steps to submit evidence of appropriate ESL course codes in PowerSchool. | MSCS ESL Team |
| | **Accurate required ESL Service Hours** provided to ESL students. | • Schools will complete the steps to submit evidence of accurate required ESL service hours in TN Pulse.<br><br>***Resource:***<br>✓ Guidance for completing the steps can be found in TN Pulse Manual.<br>  ▪ pgs. 47-48 (ESL Services) | |
| | **Evidence of 100 % completion of the Individual Learning Plan (ILP)** and all components required for all required students.<br><br>***Resource:***<br>✓ Click HERE for ILP Decision Making Guide. | • Schools will complete the steps to submit evidence of ILPs in TN Pulse.<br><br>***Resource:***<br>✓ Guidance for completing the steps can be found in TN Pulse Manual. | |
| **Indicator II**: Exceptional Education | **The IEP at-a-Glance** has been generated & provided to general education teachers for all students. | • The evidence will be found in TN Pulse and a hard copy in student files by **September 15, 2023**. | MSCS Exceptional Education Team |
| | **General education teachers have reviewed and signed the IEP** section documenting teachers not in attendance (if not present at the current IEP Meeting). | • The evidence will be found in TN Pulse and a hard copy in student files. | |
| | **The school is compliant with administrative complaints & due process** to resolve issues. | • Schools will provide accurate information in PowerSchool with supportive evidence reflecting proper due process. | |

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| | **Manifestation meetings**<br>• Meetings are held for students according to guidelines and the school's SPED advisor is invited to the meeting. | • Schools will notify the MSCS Exceptional Education Team of the manifestation meeting and provide accurate information in PowerSchool with supportive evidence. | |
| | **The school's files are in compliance** (randomly selected files will be web-based monitored each month using the records review protocol).<br>• Proper signatures<br>• 10-day notice<br>• All required documents uploaded.<br>• 24 to 48 hours after IEP meeting<br>• PLEPs are written IAIEP format.<br>• Annual goals are measurable and directly related to the student's deficit.<br>• Timely IEP and Re- evaluation Meetings<br>• No red stop signs in TN Pulse<br>• If school has received a red stop sign, the issue must be resolved within 30 days.<br>• Timely and complete IEP Progress reports are sent home every 4.5 weeks. | • The evidence will be found in TN Pulse and other documentation as required in the hard copy file. | MSCS Exceptional Education Team |
| | **Timely IEP and Re-evaluation Meetings**<br>• No red stop signs in TN Pulse.<br>• If the school acquires a red stop sign, the issue must be resolved within 30 days. | • The evidence will be found in TN Pulse. | |
| | **Timely and completed IEP Progress Reports**<br>• Completed and sent home every week 4.5 weeks. | • The evidence will be found in TN Pulse and hard copies in student files. | |

| Indicator III: Health Services | Kindergarten Immunization and Physicals<br>• **(KINDERGARTEN ONLY)** The school's immunizations and physicals for the students' records are up to date. If not, the school has documentation that parents have been notified of the consequences. | • Evidence will be provided by SchoolCare immunization data.<br><br>• The OCS will notify schools who will have to provide a letter confirming parents have been notified of the consequences for immunization non-compliance. | Office of Charter Schools |
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| | **Self-administer Medication Training**<br>• There is training compliance for school staff assisting students who self-administer medication. | • MSCS Health Services Team will provide medication training sign-in sheets as evidence. | |
| Indicator V: Federal Programs | **Timely and Accurate Implementation of Programmatic Requirements for Federal Grants**<br>• Programmatic documentations are complete, accurate, and uploaded into Title I Crate by **September 29, 2023**.<br> ➢ Annual Title I Meeting Documentation<br> ➢ Migrant Occupational Survey Documentation<br> ➢ Family Engagement Plan Revision<br> ➢ School-Parent Compact Revision<br> ➢ Parent's Right to Know | • Schools will upload evidence to the MSCS Federal Programs Department through the Title 1 Crate.<br><br>• | MSCS Federal Programs Department |
| | **Evidence of Timely State/Federally Mandated McKinney Vento Meeting Held on or by September 30, 2023.**<br>• Provide a sign-in list including:<br> ➢ All names of individuals in attendance.<br> ➢ Role/position or title of everyone in attendance.<br> ➢ Date, time, and location of the meeting. | • Schools will upload evidence to the MSCS Federal Programs Department through the Title 1 Crate. | MSCS Federal Programs Department |

| Indicator VI: Student Mobility | Re-enrollment Percentage (General Population) | • MSCS Data & Research Team will provide re-enrollment data for general population. | Office of Charter Schools |
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| | • **Formula**: # of eligible returning (General Population) students who have re-enrolled by day 40 of the current school year **(2023-2024)** divided by the # of eligible students who were enrolled at the end of the previous school year **(2022-23)**.<br><br>_Resources_:<br>✓ For additional details on re-enrollment percentage formula & calculations, please refer to FAQs section. | | |
| | **Re-enrollment Percentage (SPED)**<br>_(If applicable)_<br>• **Formula**: # of eligible returning SPED students who have re-enrolled by day 40 of the current school year **(2023-2024)** divided by the # of eligible students who were enrolled at the end of the previous school year **(2022-23)**.<br><br>_Resources_:<br>✓ For additional details on re-enrollment percentage formula & calculations, please refer to FAQs section. | • MSCS Data & Research Team will provide re-enrollment data for SPED population. | |
| | **Re-enrollment Percentage (ESL)**<br>_(If applicable)_<br>• **Formula**: # of eligible returning ESL students who have re-enrolled by day 40 of the current school year **(2023-2024)** divided by the # of eligible students who were enrolled at the end of the previous school year **(2022-23)**. | • MSCS Data & Research Team will provide re-enrollment data for ESL population. | |

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| | *Resource*s:<br>✓ For additional details on re-enrollment percentage formula & calculations, please refer to FAQs section. | | |
| **Indicator VII:** Student Information | **PowerSchool Grades Entered for Quarter 1**<br><br>• If your school is following MSCS district calendar, **Quarter 1** grades are due by **October 16, 2023**.<br><br>• If your school **DOES NOT** follow MSCS district calendar, grades are due within *two (2) days* of the end of **Quarter 1**. | • Schools update grades via PowerSchool for Quarter 1 for **2023-2024** school year. | MSCS SIM Team |
| | **PowerSchool Grades Entered for Quarter 2**<br><br>• If your school is following MSCS district calendar, **Quarter 2** grades are due by **January 10, 2023**.<br><br>• If your school **DOES NOT** follow MSCS district calendar, grades are due within *two (2) days* of the end of **Quarter 2**. | • Schools update grades via PowerSchool for Quarter 2 for **2023-2024** school year. | |
| **Indicator IX:** General Compliance | **Transportation Supervisor Hours**<br>• **ALL SCHOOLS** are required to complete the Tennessee Department of Education training. | -Evidence provided by: Schools<br>• Schools will upload the certificate of training completion to the portal.<br><br>*Resource:*<br>✓ Click HERE for the tutorial on how to submit evidence. | Office of Charter Schools |
| | **Website**<br>• Schools maintained a website with the following:<br>➢ Public notice of meetings of the governing board.<br>➢ Agendas for the meetings of the governing board. | • Schools will upload website link to the portal.<br><br>*Resource:*<br>✓ Click HERE for the tutorial on how to submit evidence. | |

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| | ➢ Names and contact information of governing board members. | |
| | **Lead Results/Remediation Plan**<br>• **IF IT IS** your school's year **(odd)** to test, schools will provide lead testing results.<br>   ➢ If elevated levels of lead are **between 15-20 parts per billion (ppb)** schools are required to conduct lead testing annually until retesting confirms the level is less than 15 ppb,<br>                   *or*<br>   ➢ If elevated levels of lead are **equal to or greater than 20 parts per billion (ppb)** schools are required to submit a remediation plan.<br><br>• **IF IT IS NOT** your school's year **(even)** to test, schools will provide a letter on school's letterhead stating this is not your year for testing.<br><br>***Resources:***<br>✓ Click HERE to for additional resources pertaining to Water Lead Testing. | • **IF IT IS** your school's year **(odd)** to test, upload lead testing results to the portal.<br><br>   ➢ If results are ***greater than 20ppb***, schools will upload their remediation plan to the portal.<br>       o Remediation plan should consist of the following:<br>          ▪ A letter on your school's letterhead stating the drinking water sources have been removed from service.<br>          ▪ Upload evidence of schools notifying The Department of Health and Department of Education via email.<br>          ▪ Upload a copy of the notification letter sent to parent/guardians.<br>          ▪ Upload test results of lead level of the drinking water source within 90 days.<br><br>• **IF IT IS NOT** your school's year **(even)** to test, schools will provide a letter on school's letterhead stating this is not your year to be tested and upload to the portal.<br><br>***Resource:***<br>✓ Click HERE for the tutorial on how to submit evidence. | |

| Indicator X: Response to Instruction & Intervention (RTI²) | Progress Monitoring (K-12) (Reading & Math) <br> ✓ Evidence of Progress Monitoring Tool Process aligned with frequency for Tier II and Tier III. <br> ✓ Evidence of process should include: <br> ➢ Day(s) each week <br> ➢ Persons responsible <br> ➢ List of intervention students and progress monitoring tracker w/dates for the school year **(2023-2024)** <br> ➢ Platform used to progress monitor. <br><br> *Resources:* <br> ✓ Response to Instruction & Intervention Framework: TDOE RTI² Framework <br><br> ✓ Click HERE to access sample progress monitoring schedule/tracker. | • Schools will upload progress monitoring tracker to the portal. <br><br> *Resource:* <br> ✓ Click HERE for the tutorial on how to submit evidence. | MSCS RTI² Advisors |
|---|---|---|---|
| | Data Team Meetings (K-12) <br> • Evidence of schools facilitating data team meetings every 4.5 weeks. <br><br> • Evidence of student progress being monitored. <br><br> • Evidence of students that require Tier II or Tier III Intervention. <br><br> *Resources:* <br> ✓ Response to Instruction & Intervention Framework: TDOE RTI² Framework <br> ✓ Click HERE to access <br> ✓ documents (data team minutes, sample agenda, CSRS). | • Schools will upload Data Team minutes, agenda, and current up to date CSRS **(August/September-January for 2023-2024)** school year to the portal. <br><br> • School has included an RTI² Advisor in at least (1) Data Team meeting during Semester 1 **(September-December for 2023-2024)** school year to the portal. <br><br> *Resource:* <br> ✓ Click HERE for the tutorial on how to submit evidence. | MSCS RTI² Advisors |

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| **Fidelity Check Schedule (K-12)**<br>• Evidence of Fidelity Monitoring through fidelity checks aligned to Tier II, Tier III frequency expectations.<br><br>*Resources:*<br>✓ Response to Instruction & Intervention Framework:<br>✓ TDOE RTI² Framework<br>✓ Click HERE to access Sample Fidelity Check Schedule.<br>✓ Click HERE to access Sample Fidelity Check Documents:<br>  ➢ Direct Fidelity Check<br>  ➢ Indirect Fidelity Check Walkthrough | • Schools will upload fidelity check schedule to include the entire school year **(2023-2024)** to the portal.<br><br>*Resource:*<br>✓ Click HERE for the tutorial on how to submit evidence. | |
| **Comprehensive Student Review Spreadsheet (CSRS)** | • Schools will upload up to date Comprehensive Student Review Spreadsheet (CSRS) in the portal.<br><br>*Resource:*<br>✓ Click HERE for the tutorial on how to submit evidence. | |

## June Timeline

| Logistics Description | Date |
|---|---|
| Charter Schools Evidence Uploads to Operations Scorecard Portal Deadline | May 31, 2024 |
| MSCS District Partners deadline for finalizing data | June 21, 2024 |
| Office of Charter Schools Data Verification | June 28, 2024 |
| Embargoed Data Distributed to Schools | July 12, 2024 |
| OSC Grievance Period | July 15-19, 2024 |
| OCS Grievance Decision Deadline | July 26, 2024 |
| Embargo Released for Final OSC/Final Scorecard Distributed | August 2, 2024 |

## June Indicators

| INDICATOR NAME | SUB-INDICATOR DESCRIPTION | GUIDANCE FOR SUBMITTING EVIDENCE | WHO REVIEWS & SCORES THE INDICATOR |
|---|---|---|---|
| **Indicator I**: English as Second Language (ESL) | **Annual English Language Proficiency Assessment (ELPA),** which in TN is the WIDA ACCESS, ACCESS for Kindergarten, or Alternate ACCESS Assessment, administered to all required students within state mandated timeframe. | • Evidence for students taking the ACCESS Online will be automatically recorded in WIDA DRC Insight.<br>  ▪ Teachers/BTCs will be asked to provide evidence of completion of all paper-based ACCESS Assessments (Alternate ACCESS, ACCESS for Kindergarten, etc.) during WIDA ACCESS Intake. | MSCS ESL Team |
| | **Evidence of ESL Teacher** holding an active (not expired) license/endorsement in the State of Tennessee: English as a Second Language Pre K12, code **#490** | • For schools who have already uploaded their HR template, no additional steps need to be taken. | |
| **Indicator II**: Exceptional Education | **Evidence of Special Education teacher** holding an active (not expired) license/endorsement in the State of Tennessee. | • Schools will send their license via email to their SPED Advisors by **May 31, 2024**. | MSCS Exceptional Education Team |
| | **The IEP at-a-Glance** has been generated & provided to general education teachers for all students. | • The evidence will be found in TN Pulse and a hard copy in student files. | |
| | **General education teachers have reviewed and signed the IEP** section documenting teachers not in attendance (if not present at the current IEP Meeting). | • The evidence will be found in TN Pulse and a hard copy in student files. | |
| | **The school is compliant with administrative complaints & due process** to resolve issues. | • Schools will provide accurate information in PowerSchool with supportive evidence reflecting proper due process. | |

| | | |
|---|---|---|
| **Manifestation meetings**<br>• Meetings are held for students according to guidelines and the school's SPED advisor is invited to the meeting. | • Schools will notify the MSCS Exceptional Education Team of the manifestation meeting and provide accurate information in PowerSchool with supportive evidence. | |
| **MSCS End of Year Guidelines**<br>• The school adhered to the MSCS End of Year guidelines as outlined in TN Pulse. | • The evidence will be found in TN Pulse. | MSCS Exceptional Education Team |
| **The school's files are in compliance** (randomly selected files will be web-based monitored each month using the records review protocol)<br>• Proper signatures<br>• 10-day notice<br>• All required documents uploaded.<br>• 24 to 48 hours after IEP meeting<br>• PLEPs are written IAIEP format.<br>• Annual goals are measurable and directly related to the student's deficit.<br>• Timely IEP and Re- evaluation Meetings.<br>• No red stop signs in TN Pulse.<br>• If school has received a red stop sign, the issue must be resolved within 30 days.<br>• Timely and complete IEP Progress reports are sent home every 4.5 weeks. | • The evidence will be found in TN Pulse and other documentation as required in the hard copy file. | |
| **Timely IEP and Re-evaluation Meetings**<br>• No red stop signs in TN Pulse.<br>• If school has received a red stop sign, the issue must be resolved within 30 days. | • The evidence will be found in TN Pulse and a hard copy in student files. | |

| | | | |
|---|---|---|---|
| | **Timely and completed IEP Progress Reports**<br>• Completed and sent home every week 4.5 weeks. | • The evidence will be found in TN Pulse and a hard copy in student files. | |
| **Indicator III:**<br>Health Services | **Nursing Services** for students who require assistance (i.e., diabetic or feeding tube) (if applicable)<br>• **If nursing services change within the school year, please notify the Office of Charter Schools (charterschools@scsk12.org) immediately!** | • Schools who **PROVIDE** nursing services will upload evidence of nursing services for students who require assistance; evidence of nurse and roster of all students to the portal.<br><br>• Schools who **DO NOT** provide nursing services, please download and complete Nursing Services Not Applicable Template.docx and upload it to the portal.<br><br>*Resource:*<br>✓ Click HERE for the tutorial on how to submit evidence. | MSCS Health Services Team |
| | **Annual list of employees currently trained in CPR/First Aid**<br><br>*Resources:*<br>✓ (Optional) Schools may use this template to provide the list of CPR/First Aid trained personnel. | • If the school's list **HAS BEEN** revised, please upload the updated list of employees currently trained in CPR/First Aid to the portal.<br><br>• If the school's list **DOES NOT** require any revisions, please upload the same list of employees currently trained in CPR/First Aid that was submitted in the September cycle to the portal.<br><br>*Resource:*<br>✓ Click HERE for the tutorial on how to submit evidence. | |
| **Indicator IV:**<br>Human Resources | **100% of teachers are licensed** in the area(s)/classes to which they are assigned. | • If the school's roster **HAS BEEN** revised, schools will download and complete the School Faculty Roster Template & upload to the portal.<br><br>• If the school's roster **DOES NOT** require any revisions, schools will upload to the portal the same School Faculty Roster that was submitted in September. | MSCS Human Resource Team |

| | | | |
|---|---|---|---|
| | | *Resource:*<br>✓ Click HERE for the tutorial on how to submit evidence. | |
| **Indicator V**: Federal Programs | **Timely & Accurate Implementation of Federal Programmatic Requirements** submitted by **May 31, 2024**<br>• Implementation Check/School-level monitoring<br>• Federal Equipment Compliance<br>• Semi-Annual Certifications | • Schools will upload evidence to the MSCS Federal Programs Department through the Title 1 Crate. | MSCS Federal Programs Department |
| **Indicator VI**: Student Mobility | **Attrition Percentage (General Population)**<br>• *Formula:* EOY enrollment divided by the average enrollment for General Population for **2023-2024** school year.<br><br>*Resources*:<br>✓ For additional details on attrition percentage formula & calculations, please refer to FAQs section. | • MSCS Data & Research Team will provide re-enrollment data for general population. | Office of Charter Schools |
| | **Attrition Percentage (SPED)**<br>*(if applicable)*<br>• *Formula:* EOY enrollment divided by the average enrollment for SPED students for **2023-2024** school year.<br><br>*Resources*:<br>✓ For additional details on attrition percentage formula & calculations, please refer to FAQs section. | • MSCS Data & Research Team will provide re-enrollment data for SPED population. | |

| | | | |
|---|---|---|---|
| | **Attrition Percentage (ESL)**<br>*(if applicable)*<br>• ***Formula***: EOY enrollment divided by the average enrollment for ESL students for **2023-2024** school year.<br><br>*Resource*s:<br>✓ For additional details on attrition percentage formula & calculations, please refer to [FAQs section](). | • MSCS Data & Research Team will provide re-enrollment data for ESL population. | |
| **Indicator VII**: Student Information | **PowerSchool Grades Entered for Quarter 3**<br>• If your school is following MSCS district calendar, **Quarter 3** grades are due by **March 18, 2024**.<br><br>• If your school **DOES NOT** follow MSCS district calendar, grades are due within *two (2) days* of the end of **Quarter 3**. | • Schools enter grades via PowerSchool for **Quarter 3** | MSCS SIM Team |
| | **PowerSchool Grades Entered for Quarter 4**<br>• If your school is following MSCS district calendar, **Quarter 4** grades are due by **May 29, 2024**.<br><br>• Schools with attendance end date in June will complete Quarter 4 grades by **June 5, 2024**. | • Schools enter grades via PowerSchool for **Quarter 4** | |
| | **PowerSchool EOY Checkout Complete**<br>• Schools with attendance end date in May will complete EOY Checkout by **May 31, 2024**.<br><br>• Schools with attendance end date in June will complete EOY Checkout by **June 7, 2024**. | • Schools enter final grades via PowerSchool. | |

| | | | |
|---|---|---|---|
| | **PowerSchool Calendar Updated & Entered by April 15, 2024** | • Schools will submit calendar information for **2024-2025** school year via email to the MSCS State Reporting Team Sandra Faulkner faulknerse@scsk12.org. | |
| | **PowerSchool Calendar Accuracy** | • Schools will submit **the 2024-2025** school year calendar in PowerSchool. | |
| **Indicator VIII:** Student Support Services | **504 Compliance** <br> • The school appropriately accommodates students with 504 modifications as outlined in the plan. <br> • School appropriately assigns 504 plans when deemed necessary. | • Schools submit 504 plans in TN Pulse. | MSCS S.E.E.D. Department <br><br> **(Scored as "Out of Compliance" or "Compliant")** |
| **Indicator IX:** General Compliance | **Intruder Drill** <br> **Fire Drills** <br> **CPR/AED Drills** <br> **Earthquake Drills** <br> **Non-Evacuative Drills** | • Schools should record all required documentation immediately following the completion of drills in the MSCS Multi-hazard Online Submission System. | MSCS Emergency Management Team |
| **Indicator X:** Response to Instruction & Intervention (RTI$^2$) | **Data Team Meetings** (K-12) <br> • Evidence of schools facilitating data team meetings every 4.5 weeks. <br><br> • Evidence of student progress being monitored. <br><br> • Evidence of students that require Tier II or Tier III Intervention. <br><br> ***Resources:*** <br> ✓ Response to Instruction & Intervention Framework: TDOE RTI$^2$ Framework <br> ✓ Click HERE to access documents (data team minutes, sample agenda, CSRS). | • Schools will upload Data Team minutes with signatures, agenda, and current up to date CSRS **(February - May for 2023-2024)** school year to the portal. <br><br> ***Resource:*** <br> ✓ Click HERE for the tutorial on how to submit evidence. | MSCS RTI$^2$ Advisors |

| | | |
|---|---|---|
| **Student Intervention File Review (K-12)**<br><br>**_Resources:_**<br>✓ Response to Instruction & Intervention Framework: _TDOE RTI[2] Framework_ | • RTI[2] Advisors will visit each individual schools or networks to review intervention files (10% of students receiving interventions), which should include the following:<br>➢ Student Intervention Plan<br>➢ Referral to Data Team<br>➢ Daily Intervention Logging<br>➢ Benchmark Data<br>➢ Progress Monitoring Data<br>➢ Parents letter<br>➢ Fidelity Checks | |
| **Universal Screener Characteristics of Dyslexia K-12**<br>• Evidence of screening and flagging **(Fall, Winter, and/or Spring 2023-2024)** school year.<br><br>**_Resources:_**<br>• Click HERE to access the TDOE Dyslexia Resource Guide<br>Click HERE to access the TDOE Comprehensive Matrix | • Schools will complete Characteristics of Dyslexia Spreadsheet and upload it to the portal.<br><br>**_Resource:_**<br>✓ Click HERE for the tutorial on how to submit evidence. | MSCS RTI[2] Advisors |

# Section III: Tutorial for Evidence Submission

1. Log-in using Active Directory email (i.e. Spencergb_charter@scsk12.org).

2. From the home page, select **"Charter Schools Compliance"**.
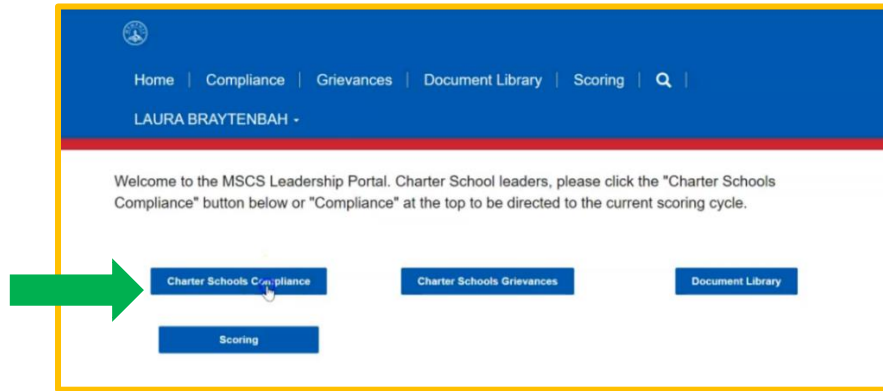


3. Under the heading **"Incomplete Compliance Requirements"** select the checklist for which indicator the school is uploading evidence.



4. You should then see a list of indicator uploads that are required for that scoring cycle **(September, January, or June)**. Select the indicator you wish to upload.

5. Select **"Choose File"** to upload file. After uploading, click **"Submit"**. Repeat steps #4- 5 until all indicator uploads are submitted.



6. Once **all indicators for a checklist have been submitted**, select the **"Next"** button and submission confirmation signature is required (type first and last name here) to confirm the checklist is complete. Then select "Submit" button.

7. The checklist will then be moved to **"Completed Compliance Requirements"**.

*For a tutorial video on "How to Upload Evidence", please click HERE.*

# Section IV: Guidance for Grievance Process

As shared in the previous Calendar section, schools will each have an opportunity to review their embargoed data (the first round of data provided to schools by the OCS that has not been finalized) and report any issues or concerns. The Office of Charter Schools will review all grievances during the allocated timeframe to determine if any scores will be revised. Please note that the OCS will make the final determination regarding any potential scorecard revisions. If a reported issue is deemed null (not supported by adequate evidence), a revision will not be applied. There is a designated electronic form that will be shared with all schools only during the stated windows for review. **GRIEVANCES WILL NOT BE ACCEPTED VIA EMAIL NOR PHONE CALLS**. School will submit grievances through the portal. The portal will only be open for the stated window and will close promptly at the conclusion of the review period (reference September, January, & June scoring cycle's timeline for specific dates).

## Tutorial for Submitting Grievances

1. Log-in using Active Directory email (i.e. Spencerqb_charter@scsk12.org).

2. From the home page, select **"Charter Schools Grievances"**.
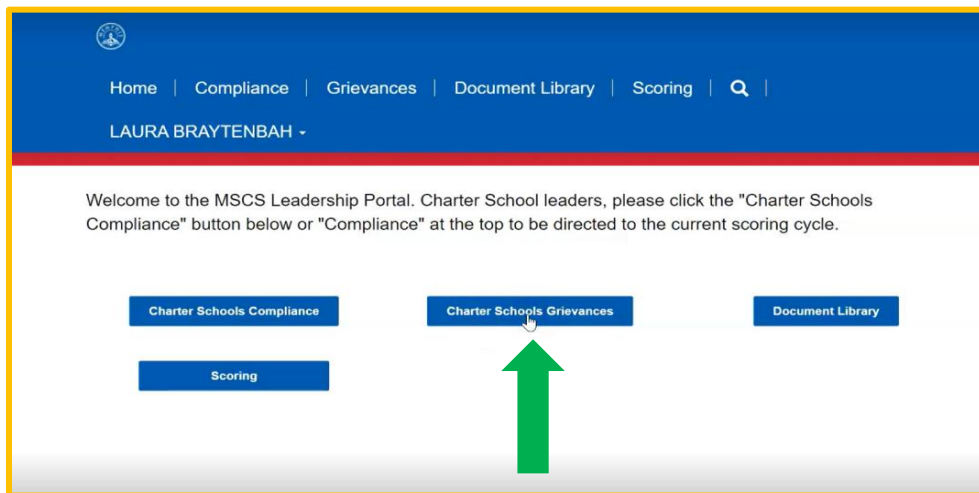


3. Click the **"Search Icon"** to lookup grievances.
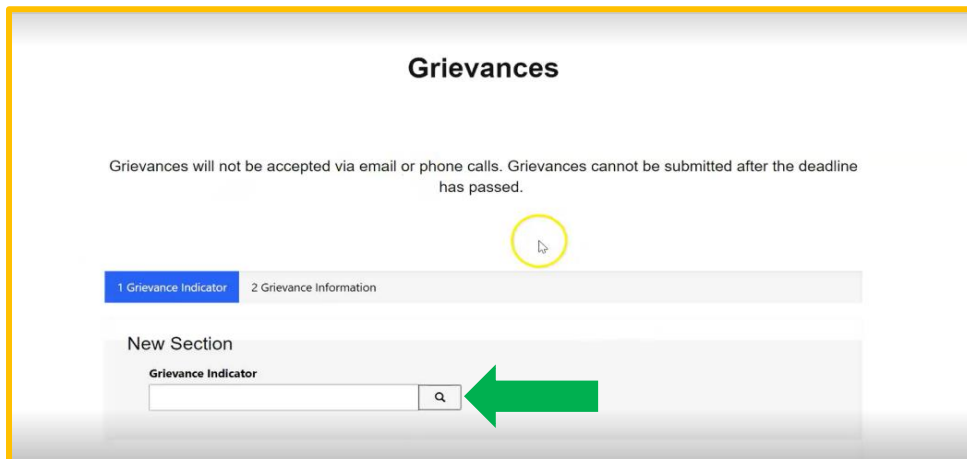
4. Check which indicator the school would like to grieve and click **"Select"**.
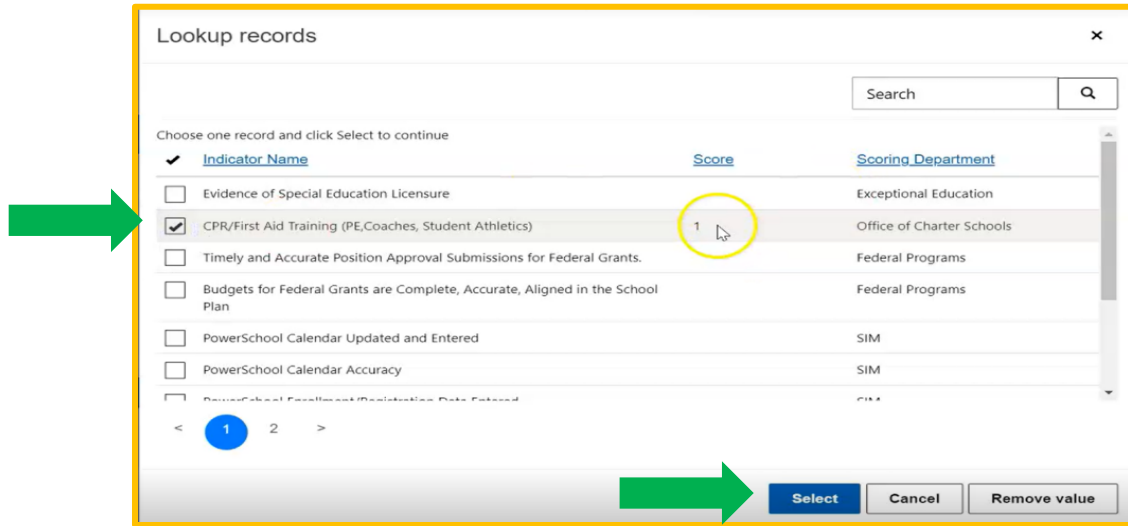


5. After clicking select, the portal will take you to the previous screen where you will see the selected indicator in the search box. Click **"Next"** option.
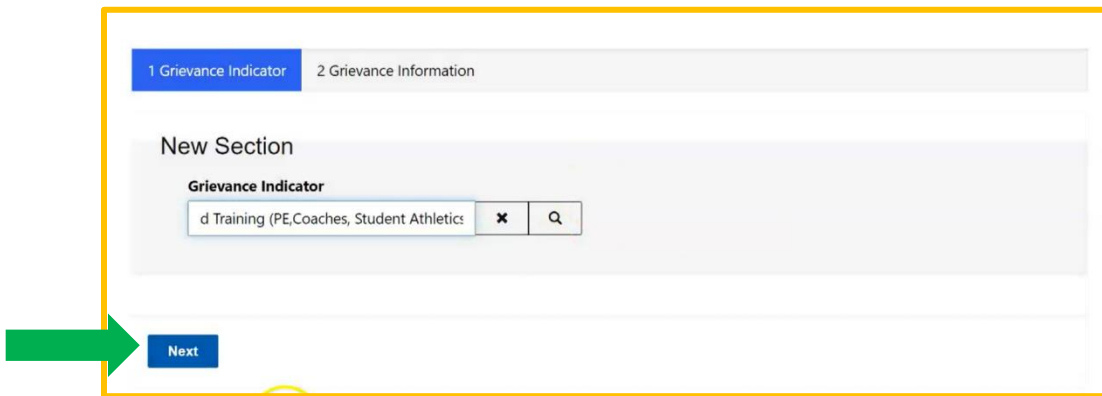


6. Provide grievance description and upload any relevant documents, then select **"Submit"**.
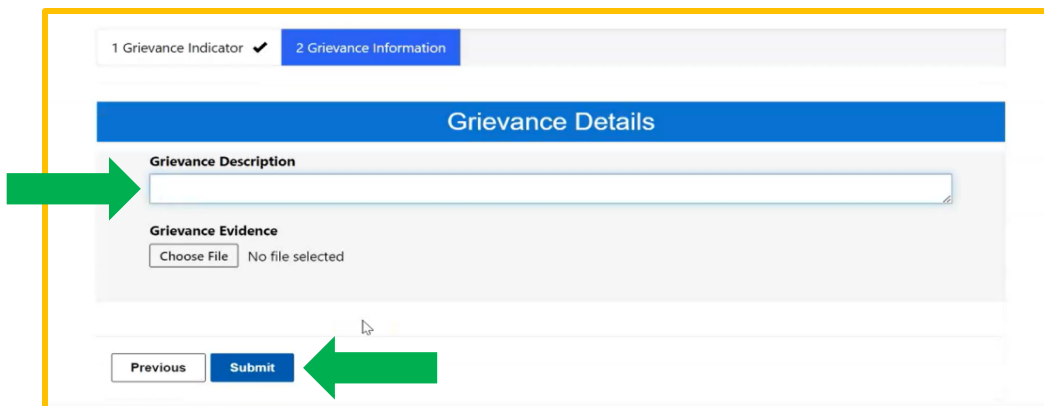
7. Once a grievance has been submitted, scroll down and schools will see the grievance list.

8. The OCS will internally approve or does not approve grievances, the status will show in the grievance list along with any notes.

| Grievance Number | Grievance Indicator | Grievance Description | Grievance Evidence | Approval Status | Notes from Office of Charter Schools |
|---|---|---|---|---|---|
| Grievance-0033 | | This is a test grievance | MSCS-Logo-Color.png | Approved | Your grievance has been approved and your score has been changed! |
| Grievance-0034 | | You did bad | MSCSLOGO.png | Approved | |
| Grievance-0035 | | You gave my dog influenza | | Approved | sorry |
| Grievance-0037 | Evidence of Special Education Licensure | | | | |
| Grievance-0038 | Primary Home Language Survey | I'm mad about | | | |
| Grievance-0039 | Evidence of Special Education Licensure | mad bout it | | Not Approved | too bad |
| Grievance-0040 | | | | | |
| Grievance-0041 | CPR/First Aid Training (PE,Coaches, Student Athletics) | This is incorrect. I should receive a 5! | MSCS logo.png | | |

9. To submit additional grievances, repeat steps #3-7.

*For a video tutorial on "How to Submit Grievances", please click HERE.*

# Section V: 8.0 Scoring Methodology

There is a total of **10 Operations Scorecard indicator categories** (Student Support Services is not assigned numerical scores but receive a designation of "compliant"/" non-compliant"). Each highest). Each of the Operations Scorecard Indicators will be allotted a percentage (weight) that collectively adds up to a total of 100%. ***For a video tutorial on "How to Access Scores" in the portal, please click*** *HERE*.

| Operations Scorecard Indicator | Weight Percentage | Number of Sub-Indicators |
|---|---|---|
| English as a Second Language | 15% | 8 |
| Exceptional Education | 15% | 18 |
| Health Services | 10% | 6 |
| Human Resources | 10% | 2 |
| Federal Programs | 10% | 6 |
| Student Mobility | 5% | 6 |
| Student Information | 5% | 8 |
| General Compliance | 15% | 15 |
| RTI² | 15% | 14 |
| **Total** | **100%** | **83** |

***NOTE***: *Student Support Services and Student Discipline is not assigned a numerical score. Additionally, if there is an indicator that is not applicable to a respective school, no points will be assigned. The scorecard will indicate* **"NULL"** *for those indicators that are not applied to the overall score.*

### SAMPLE SCHOOL SCORING WITH SPED+ESL POPULATION

| Operations Scorecard Indicator | Percentage Possible | Cumulative Indicator Score Earned | Percentage Points Earned |
|---|---|---|---|
| English as a Second Language | 15% | 1 | 0.15 |
| Exceptional Education | 15% | 5 | 0.75 |
| Health Services | 10% | 5 | 0.50 |
| Human Resources | 10% | 1 | 0.10 |
| Federal Programs | 10% | 4 | 0.40 |
| Student Mobility | 5% | 4 | 0.20 |
| Student Information | 5% | 4 | 0.20 |
| General Compliance | 15% | 5 | 0.75 |
| RTI² | 15% | 3 | 0.45 |
| **TOTAL CUMULATIVE SCORE: 3.50** | | | |

**Scoring Conditions**

*Schools without an ESL population will have 5% added to the following indicators: Federal Programs, Student Information, and General Compliance.*

### SAMPLE SCHOOL SCORING WITHOUT ESL POPULATION

| Operations Scorecard Indicator | Percentage Possible | Cumulative Indicator Score Earned | Percentage Points Earned |
|---|---|---|---|
| English as a Second Language | N/A | | |
| Exceptional Education | 15% | 5 | 0.75 |
| Health Services | 10% | 5 | 0.50 |
| Human Resources | 10% | 1 | 0.10 |
| Federal Programs | 15% | 4 | 0.60 |
| Student Mobility | 5% | 4 | 0.20 |
| Student Information | 10% | 4 | 0.40 |
| General Compliance | 20% | 5 | 1.00 |
| RTI[2] | 15% | 3 | 0.45 |
| **TOTAL CUMULATIVE SCORE: 4.00** | | | |

**Scoring Conditions**

*Schools without an ESL or SPED population will have 5% added to the following indicators: Federal Programs, Student Information, and General Compliance.*

### SAMPLE SCHOOL SCORING WITHOUT ESL OR SPED POPULATION

| Operations Scorecard Indicator | Percentage Possible | Cumulative Indicator Score Earned | Percentage Points Earned |
|---|---|---|---|
| English as a Second Language | N/A | | |
| Exceptional Education | N/A | | |
| Health Services | 15% | 5 | 0.75 |
| Human Resources | 10% | 1 | 0.10 |
| Federal Programs | 20% | 4 | 0.80 |
| Student Mobility | 5% | 4 | 0.20 |
| Student Information | 15% | 4 | 0.60 |
| General Compliance | 20% | 5 | 1.00 |
| RTI[2] | 15% | 3 | 0.45 |
| **TOTAL CUMULATIVE SCORE: 3.90** | | | |

## Section VI: 8.0 Scoring Rubric

Each indicator will be scored on a scale of 1-5. Some indicators receive a designation of **"out of compliance"** and **"compliance"**.

| OPERATIONS SCORECARD 8.0 SCORING RUBRIC | | | | |
|---|---|---|---|---|
| **Indicator I** | **English as a Second Language** | **Out of Compliance** | | **Compliant** |
| | • Home Language Survey Distributed at the point of enrollment | • School **DOES NOT PROVIDE** evidence of completed primary home language surveys distributed with the school's enrollment application.<br>• **NO EVIDENCE** uploaded to the MSCS Office of Charter Schools designated location within **30 days** of enrollment. | | • School **PROVIDES EVIDENCE** of completed primary home language surveys distributed with the school's enrollment application.<br>• **EVIDENCE** uploaded to the MSCS Office of Charter Schools designated location within **30 days** of enrollment. |
| | **English as a Second Language** | **1** | | **5** |
| | • WIDA Screener Administered to all required students (new to the district) within 30 days of enrollment. | • WIDA Screener Administered to *less than 100%* of required students within **30 days** of enrollment. | | • WIDA Screener Administered *100%* of required students within **30 days** of enrollment. |
| | • Annual English Language Proficiency Assessment (ELPA) Administered to all required students within state mandated timeframe. | • Annual English Language Proficiency Assessment (ELPA) Administered to *less than 100%* of required students within state mandated timeframe. | | • Annual English Language Proficiency Assessment (ELPA) Administered to *100%* of required students within state mandated time frame. |

| English as a Second Language | 1 | | 5 |
|---|---|---|---|
| • Notifications of ESL services distributed to parents within 30 days of enrollment | • **NO SUBMISSION** of parent/guardian letter with an overview of ESL services provided to each respective student receiving services within 30 days of enrollment. | | • **SUBMISSION** of parent/guardian letter with an overview of ESL services provided to each respective student receiving services within 30 days of enrollment. |
| • Evidence of ESL Teacher holding an active (not expired) license/endorsement in the State of Tennessee: English as a Second Language Pre-K-12, *code #490* | • School **DOES NOT PROVIDE** evidence of ESL Teacher(s) holding an active (not expired) license/endorsement in the State of Tennessee: English as a Second Language Pre-K-12*, code #490*. | | • School **PROVIDES EVIDENCE** of ESL/ESL Teacher(s) holding an active (not expired) license/endorsement in the State of Tennessee: English as a Second Language Pre-K-12, *code #490*. |
| • 100% completion of the Individual Learning Plan (ILP) and all components required for all required students. | • School **DOES NOT PROVIDE** evidence of 100% completion of the Individual Learning Plan (ILP) and all components for all required students. | | • School **PROVIDES EVIDENCE** of 100% completion of the Individual Learning Plan (ILP) and all components for all required students. |
| • Accurate ESL Service Hours Provided to Students | • School **DOES NOT PROVIDE** evidence of accurate scheduling of required ESL service hours for English Learners. | | • School **PROVIDES EVIDENCE** of accurate scheduling of required ESL service hours for English Learners. |
| • Evidence of the appropriate ESL course code in Master Schedule (in PowerSchool). | • Master schedule **DOES NOT PROVIDE** evidence of the appropriate ESL course code in PowerSchool. | | • Master schedule **PROVIDES EVIDENCE** of the appropriate ESL course code in PowerSchool. |

| Indicator II | Exceptional Education | 1 | | 5 |
|---|---|---|---|---|
| | • School staff includes teacher w/ current valid Tennessee teaching license in the appropriate areas of certification. | • **NO EVIDENCE** of SPED licensure for assigned SPED teachers (i.e., TDOE educator search database). | | • **EVIDENCE** of SPED licensure for assigned ESL teachers (i.e., TDOE educator search database). |
| | • IEP At-a-Glance has been generated & provided to general education teachers for all Students & teacher schedules show IEP services hours for all students. | • **NO EVIDENCE** of TN Pulse records of student IEP At-a-Glance.<br><br>• **NO EVIDENCE** of accurate teacher schedules showing IEP services hours for all students. | | • **EVIDENCE** of TN Pulse records of student IEP At-a-Glance.<br><br>• **EVIDENCE** of accurate teacher schedules showing IEP services hours for all students. |
| | • General education teachers have reviewed and signed the IEP section documenting   teachers not in attendance **(if not present at the current IEP Meeting)**. | • **NO EVIDENCE** provided via Hardcopy IEP files. | | • **EVIDENCE PROVIDED** via Hardcopy IEP files. |
| | • The school is compliant with administrative complaints & due process in order to resolve issues for Exceptional Students. | • **NO EVIDENCE** of student disciplinary documentation/files. **\*No points will be allocated if inapplicable; Will serve as a null indicator** | | • **EVIDENCE** of student disciplinary documentation/files. **\*No points will be allocated if inapplicable; Will serve as a null indicator** |
| | • Manifestation meetings are held for students according to guidelines and the school's SPED advisor is invited to the meeting. | • Accurate evidence **NOT PROVIDED.** **\*No points will be allocated if inapplicable; Will serve as a null indicator\*** | | • Accurate **EVIDENCE PROVIDED.** **\*No points will be allocated if inapplicable; Will serve as a null indicator\*** |
| | • The school adhered to the MSCS End of Year guidelines as outlined in TN Pulse. | • Accurate evidence **NOT PROVIDED**. | | • Accurate **EVIDENCE PROVIDED**. |

| Exceptional Education | 1 | | 5 |
|---|---|---|---|
| • The school's files are in compliance (2 randomly selected files will be web based monitored each month using the records review protocol). | • *Less than 100%* of the evidence is **NOT PROVIDED**:<br> o Proper signatures<br> o 10-day notice<br> o All required documents uploaded 24 to 48 hours after IEP meeting.<br> o PLEPs are written IAIEP format.<br> o Annual goals are measurable and directly related to the student's deficit. | | • *100%* of **EVIDENCE PROVIDED**:<br> o Proper signatures<br> o 10-day notice<br> o All required documents uploaded 24 to 48 hours after IEP meeting.<br> o PLEPs are written IAIEP format.<br> o Annual goals are measurable and directly related to the student's deficit |
| • Timely and completed IEP Progress reports | • School **DOES NOT** provide evidence of:<br> o Completed IEP Progress Reports<br> o IEP Progress Reports are not sent home every 4.5 weeks | | • School **PROVIDES EVIDENCE** of:<br> o Completed IEP Progress Reports<br> o IEP Progress Reports are not sent home every 4.5 weeks |
| • Timely IEP and Reevaluation Meetings | • School *has less than 100%* timely IEP and/or reevaluation meetings.<br> o The school has red stop signs in TN Pulse.<br> o The school did not resolve issues with the red stop sign within 30 days. | | • School has *100%* timely IEP reevaluation meetings.<br> o The school **does not have** stop signs in TN Pulse.<br> o The school resolved issues with the red stop sign within 30 days. |

| Indicator III | Health Services | 1 | | 5 |
|---|---|---|---|---|
| | • The school's immunizations and physicals for the students' records are up to date. If not, the school has documentation that parents have been notified of the consequences. **(Grade K ONLY)** | • **NO EVIDENCE** of immunization records provided. | | • **EVIDENCE** of immunization records provided. |
| | • The school provides nursing services for students who require assistance (i.e., diabetic or feeding tube) | • **NO EVIDENCE** of roster of all (if applicable) students with proof of service provided. | | • **EVIDENCE** of roster of all (if applicable) students with proof of service provided. |
| | • The school provides CPR/First Aid training to PE teachers, coaches and individuals working with student athletics. | • School **DOES NOT PROVIDE** evidence of certified CPR/First Aid training. | | • School **PROVIDES EVIDENCE** of certified CPR/First Aid training. |
| | • The school provides CPR/First Aid training to **at least 3 full time staff who remain at the same location for the entire day**. These staff are not shared between locations and do not travel as part of their job. | • School **DOES NOT PROVIDE** evidence of certified CPR/First Aid training. | | • School **PROVIDES EVIDENCE** of certified CPR/First Aid training. |
| | • There is training compliance for school staff assisting students who self-administer medication. | • School **DOES NOT PROVIDE** evidence of certified training for staff who self-administer medication. | | • School **PROVIDES EVIDENCE** of certified training for staff who self-administer medication. |

| | | **1** | | **5** |
|---|---|---|---|---|
| **Indicator IV** | **Human Resources** | **1** | | **5** |
| | • 100% of teachers are licensed in the area(s)/ classes to which they are assigned | • School **DOES NOT PROVIDE** evidence of teacher licensure (i.e. TDOE educator search database). | | • School **PROVIDES EVIDENCE** of teacher licensure (i.e. TDOE educator search database). |
| **Indicator V** | **Federal Programs** | **1** | | **5** |
| | • Timely and accurate position approval submissions for federal grant. | • All position approval documentation **IS NOT** complete, accurate, & uploaded into Title I Crate by the **August 18, 2023**. | | • All position approval documentation **IS** complete, accurate, & uploaded into Title I Crate by **August 18, 2023**. |
| | **Federal Programs** | **1** | | **5** |
| | • All federal grant budgets are updated and tied to prioritized needs. | • Budgets for each federal grant **ARE NOT** complete, accurate, aligned in the school plan, and uploaded into the Title I Crate by **August 18, 2023**. | | • Budgets for each federal grant **IS** complete, accurate, aligned in the school plan, and uploaded into the Title I Crate by **August 18, 2023**. |
| | • Timely & Accurate School Improvement Plan Submission | • Schools **DID NOT** submit School Improvement Plan via ePlan by **August 30, 2023**. | | Schools **SUBMITTED** School Improvement Plan in ePlan by **August 30, 2023**. |
| | • Timely and Accurate Implementation of Programmatic Requirements for Federal Grants | • Schools' programmatic documentation **IS NOT** complete, accurate, and uploaded into Title I Crate by **September 29, 2023**.<br>o Annual Title I Meeting Documentation<br>o McKinney Vento Documentation<br>o Family Engagement Plan Revision<br>o School-Parent Compact Revision | | • Schools' programmatic documentation **IS** complete, accurate, and uploaded into Title I Crate by **September 29, 2023**.<br>o Annual Title I Meeting Documentation<br>o McKinney Vento Documentation<br>o Family Engagement Plan Revision |

| | | | | | |
|---|---|---|---|---|---|
| | | o Parent's Right to Know | | | o School-Parent Compact Revision<br>o Parent's Right to Know |
| • Timely and Accurate Implementation of Programmatic Requirements for Federal Grants | • Schools' programmatic documentation **IS NOT** complete, accurate, and uploaded into Title I Create by submitted by **May 31, 2024**<br>o Implementation Check/School-level monitoring<br>o Federal Equipment Compliance<br>o Semi-Annual Certifications | | | | • Schools' programmatic documentation **IS** complete, accurate, and uploaded into Title I Create by submitted by **May 31, 2024**<br>o Implementation Check/School-level monitoring<br>o Federal Equipment Compliance<br>o Semi-Annual Certifications |
| • Evidence of timely State/Federally Mandated McKinney Vento Meeting Held | • Accurate evidence **IS NOT** provided (i.e. agenda, minutes, etc.)<br><br>• Meeting **IS NOT** held on or by **September 30, 2023**. | | | | • Accurate evidence **IS PROVIDED** (i.e. agenda, minutes, etc.).<br><br>• Meeting is held on or by **September 30, 2023**. |

| **Indicator VI** | **Student Mobility** | **1** | **2** | **3** | **4** | **5** |
|---|---|---|---|---|---|---|
| | • **[General Population] Re-enrollment Percentage:** # *of eligible returning students who* | • **65% or less** of eligible students re-enroll for the next school year. | • **66% to 74%** of eligible students reenroll for the next school year. | • **75%** of eligible students reenroll for the next school year. | • **76% to 89%** of eligible students reenroll for the next school year. | • **90% or more** of eligible students reenroll for the next school year. |

| | | | | | | |
|---|---|---|---|---|---|---|
| | *have re-enrolled by day 40 of the current school year* **(2023-2024)** *divided by the # of eligible students who were enrolled at the end of the previous school year* **(2022-2023)**. | | | | | |
| | • **[SPED] Re-enrollment** *Percentage:# of eligible returning SPED students who have re-enrolled by day 40 of the current school year* **(2023-2024)** *divided by the # of eligible students who were enrolled at the end of the previous school year* **(2022-2023)**. | • **65% or less** of eligible students reenroll for the next school year. | • **66% to 74%** of eligible students reenroll for the next school year. | • **75%** of eligible students reenroll for the next school year. | • **76% to 89%** of eligible students reenroll for the next school year. | • **90% or more** of eligible students reenroll for the next school year. |

| | Student Mobility | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|---|
| | • **[ESL] Re-enrollment Percentage:** # *of eligible returning ESL students who have re-enrolled by day 40 of the current school year* **(2023-2024)** *divided by the # of eligible students who were enrolled at the end of the previous school year* **(2022-2023)**. | • **65% or less** of eligible students reenroll for the next school year. | • **66% to 74%** of eligible students reenroll for the next school year. | • **75%** of eligible students reenroll for the next school year. | • **76% to 89%** of eligible students reenroll for the next school year. | • **90% or more** of eligible students reenroll for the next school year. |
| | • **[General Population] Attrition Percentage:** EOY enrollment divided by the average enrollment for General Population **(2023-2024)**. | • **78% or less** of students remain enrolled for the entire school year. | • **79% to 84%** of students remain enrolled for the entire school year. | • **85%** of students remain enrolled for the entire school year. | • **86% to 94%** of students remain enrolled for the entire school year. | • **95% to 100%** of students remain enrolled for the entire school year |

| | Student Mobility | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|---|
| | • **[SPED] Attrition Percentage:** EOY enrollment divided by the average enrollment for SPED students **(2023-2024)**. | • **78% or less** of students remain enrolled for the entire school year. | • **79% to 84%** of students remain enrolled for the entire school year. | • **85%** of students remain enrolled for the entire school year. | • **86% to 94%** of students remain enrolled for the entire school year. | • **95% to 100%** of students remain enrolled for the entire school year |
| | • **[ESL] Attrition Percentage:** EOY enrollment divided by the average enrollment for ESL students **(2023-2024)**. | • **78% or less** of students remain enrolled for the entire school year. | • **79% to 84%** of students remain enrolled for the entire school year. | • **85%** of students remain enrolled for the entire school year. | • **86% to 94%** of students remain enrolled for the entire school year. | • **95% to 100%** of students remain enrolled for the entire school year. |
| **Indicator VII** | Student Information | 1 | 2 | 3 | 4 | 5 |
| | • PowerSchool calendar updated & entered | • The school submitted their calendar after **April 15, 2024**. | | | | • The school submitted their calendar on or **April 15, 2024**. |
| | • PowerSchool calendar accuracy | • The school calendar contained **five (5) or more errors**. | • The school calendar contained **four (4) errors**. | • The school calendar contained **three (3) errors**. | • The school calendar contained **two (2) errors**. | • The school calendar contained **zero to one (1) error**. |
| | • PowerSchool Enrollment Data Entered | • The school entered their student enrollment data for all students that are enrolled and active at any point of the school year with at least 1 | • The school entered their student enrollment data for all students that are enrolled and active at any point of the school | • The school entered their student enrollment data for all students that are enrolled and active at any point of the | • The school entered their student enrollment data for all students that are enrolled and active at any point of the school year with at least 1 | • The school entered their student enrollment data for all students that are enrolled and active at any point of the school year with at least 1 |

| | | day of attendance **on the 21st day of school**. | year with at least 1 day of attendance **between the 16th and 20th day of school**. | school year with at least 1 day of attendance **between the 11th and 15th day of school**. | day of attendance **between the 6th and 10th day of school**. | day of attendance by **the 5th day of school**. |
|---|---|---|---|---|---|---|
| | **Student Information** | **1** | **2** | **3** | **4** | **5** |
| | • Registration Data Entered | • All students that are enrolled and active at any point of the school year with at least 1 day of attendance are fully scheduled **on or after the 21st day of school**. | • All students that are enrolled and active at any point of the school year with at least 1 day of attendance are fully scheduled **between the 16th and 20th day of school**. | • All students that are enrolled and active at any point of the school year with at least 1 day of attendance are fully scheduled **between the 11th and 15th day of school**. | • All students that are enrolled and active at any point of the school year with at least 1 day of attendance are fully scheduled **between the 6th and 10th day of school**. | • All students that are enrolled and active at any point of the school year with at least 1 day of attendance are fully scheduled **by the 5th day of school**. |
| | • Schools should review their ESL schedule in the Planning Calendar and submit their Student Standard Day | • Schools reviewed their ESL schedule in the **Active** Calendar and submitted their Student Standard Day to your data specialist **by August 4th**. | • Schools reviewed their ESL schedule in the **Active** Calendar and submitted their Student Standard Day to your data specialist **by August 3rd**. | • Schools reviewed their ESL schedule in the **Active** Calendar and submitted their Student Standard Day to your data specialist **by August 2nd**. | • Schools reviewed their ESL schedule in the **Planning** Calendar and submitted their Student Standard Day to your data specialist **by August 1st**. | • Schools should review their ESL schedule in the **Planning** Calendar and submit their Student Standard Day to your data specialist **by July 31st**. |
| | • PowerSchool Grades Entered (stored and saved) for **Q1 and Q2 (January cycle)** | • The school entered (stored and saved) all required student grades **16 days or later after the end of each** | • The school entered (stored and saved) all required student grades **11 to 15 days after the end** | • The school entered (stored and saved) all required student grades **six (6) to ten (10) days after** | • The school entered (stored and saved) all required student grades **three (3) to five** | • The school entered (stored and saved) all required student grades **within two (2)** |

| Student Information | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|
| | quarter (Q1 and Q2). | of each quarter (Q1 and Q2). | the end of each quarter (Q1 and Q2). | (5) days after the end of each quarter (Q1 and Q2). • | days of the end of each quarter (Q1 and Q2). |
| • PowerSchool Grades Entered (stored and saved) for **Q3 and Q4** (June cycle) | • The school entered (stored and saved) all required student grades **16 days or later after the end of each quarter** (Q3 and Q4). | • The school entered (stored and saved) all required student grades **11 to 15 days after the end of each quarter** (Q3 and Q4). | • The school entered (stored and saved) all required student grades **six (6) to ten (10) days after the end of each quarter** (Q3 and Q4). | • The school entered (stored and saved) all required student grades **three (3) to five (5) days after the end of each quarter** (Q3 and Q4). | • The school entered (stored and saved) all required student grades **within two (2) days of the end of each quarter** (Q3 and Q4). |
| • PowerSchool EOY Checkout Completed (June cycle) | • The school completed the end of the year checkout **seven (7) or more days after the deadline**. | • The school completed the end of the year checkout **within six (6) days of the deadline**. | • The school completed the year end checkout **within four (4) days of the deadline**. | • The school completed the yearend checkout **within two (2) days of the deadline**. | • The school completed the yearend checkout **on or before the deadline**. <br> o Schools with attendance end date in May will complete EOY Checkout by **May 31, 2024**. <br> o Schools with attendance end date in June will complete EOY Checkout by **June 7, 2024**. |

| Indicator VIII | Student Support Services | Out of Compliance | | Compliant |
|---|---|---|---|---|
| | • 504 Compliance | • School **DOES NOT** appropriately accommodate students with 504 modifications as outlined in the plan.<br>• School **DOES NOT** appropriately assign 504 plans when deemed necessary. | | • The school **APPROPRIATELY** accommodates students with 504 modifications as outlined in the plan.<br>• The school **APPROPRIATELY** assigns 504 plans when deemed necessary. |
| Indicator IX | General Compliance | 1 | | 5 |
| | • Transportation Supervisor Hours **(ALL SCHOOLS)** | • School **DOES NOT** meet the mandatory minimum training hours for transportation supervisor | | • School **MEETS** the mandatory minimum training hours for transportation supervisor |
| | • Transportation Policy | • School **DID NOT** develop transportation policy that meets state requirements | | • School **DEVELOPS** a transportation policy that meets state requirements |
| | • Meningococcal Disease | • School **DOES NOT** provide parents and guardians with information about meningococcal disease and the effectiveness of vaccination. | | • School **PROVIDES** parents and guardians with information about meningococcal disease and the effectiveness of vaccination. |
| | General Compliance | 1 | | 5 |
| | • Influenza | • School **DOES NOT** provide parents and guardians with information about influenza and the effectives of the vaccination.<br>• This information must include:<br>1. The causes, symptoms, and means by which influenza is spread, and;<br>2. The places where parents and guardians may obtain additional information and vaccinations for their children. | | • School **PROVIDES** parents and guardians with information about influenza and the effectives of the vaccination.<br>• This information must include:<br>1. The causes, symptoms, and means by which influenza is spread, and;<br>2. The places where parents and guardians may obtain additional information and vaccinations for their children. |

| General Compliance | 1 | 3 | 5 |
|---|---|---|---|
| • Board Training | • Less than 50% of the governing board members have **COMPLETED** all required training for the **2022-2023** school year.<br>• The training course **WAS NOT** approved by the State Board of Education. | • At least 50% of the governing board members have **COMPLETED** all required training for the **2022-2023** school year.<br><br>• The training course **WAS APPROVED** by the State Board of Education. | • All governing board members have **COMPLETED** all required training for the **2022-2023** school year.<br>• The training course **WAS APPROVED** by the State Board of Education. |
| • Website | • Charter **DID NOT** maintain a website with:<br>  1. Public notice of meetings of the governing board<br>  2. Agendas for the meetings of the governing board<br>  3. Policies adopted by the governing board.<br>  4. Names and contact information of governing board members. | | • Charter maintained a website with:<br>  1. Public notice of meetings of the governing board<br>  2. Agendas for the meetings of the governing board<br>  3. Policies adopted by the governing board.<br>  4. Names and contact information of governing board members. |
| • Comprehensive Plans | • School **DID NOT** provide evidence of a building level school safety plan regarding:<br>  1) Crisis intervention<br>  2) Emergency response<br>  3) Emergency management | | • School **PROVIDED EVIDENCE** of a building level school safety plan regarding:<br>  1. Crisis intervention<br>  2. Emergency response<br>  3. Emergency management |
| • Safety Team | • School **DID NOT** have a safety team, appointed by the building principal, in accordance with guidelines or regulations, prescribed by the Director of Schools.<br>• The team shall include, but not be limited to:<br>  1. Representatives of teacher, administrator, and parent organizations | | • School **DID HAVE** a safety team, appointed by the building principal, in accordance with guidelines or regulations, prescribed by the Director of Schools.<br>• The team shall include, but not be limited to:<br>  1. representatives of teacher, administrator, and parent organizations |

| | | | | |
|---|---|---|---|---|
| | | 2. School personnel, including school safety personnel<br>3. Community members<br>4. Local law enforcement<br>5. Local ambulance or other emergency response agencies and<br>6. Any other representatives the director of schools deems appropriate. | | 2. school personnel, including school safety personnel<br>3. community members<br>4. local law enforcement<br>5. local ambulance or other emergency response agencies and<br>6. Any other representatives the director of schools deems appropriate. |
| | • Intruder Drill | • School **DID NOT** conduct at least **one (1)** armed intruder drill annually. The drill shall be conducted in coordination with the appropriate law enforcement agency. The results of the drill shall be maintained for five years. | | • School **CONDUCTED** at least **one (1)** armed intruder drill annually. The drill shall be conducted in coordination with the appropriate law enforcement agency. The results of the drill shall be maintained for five years. |
| | • Fire Drills | • School **DID NOT** conduct a fire drill **every thirty days** and **twice** within the first month of school. | | • School **CONDUCTED** a fire drill **every thirty days** and **twice** within the first month of school. |
| | **General Compliance** | **1** | | **5** |
| | • CPR Drills | • School having one **(1) or more** AEDs **DID NOT** conduct an annual CPR and AED drill for school personnel to practice the use of these measures and evaluate preparedness. | | • School **HAVING one (1) or more** AEDs conducted an annual CPR and AED drill for school personnel to practice the use of these measures and evaluate preparedness. |
| | • Non-Evacuative Drills | • School **DID NOT** conduct three additional safety drills during the school year, which may include inclement weather, earthquake, intruder or other emergency drills not requiring full evacuation. | | • School **CONDUCTED** three additional safety drills during the school year, which may include inclement weather, earthquake, intruder or other emergency drills not requiring full evacuation. |

| | General Compliance | 1 | | 5 |
|---|---|---|---|---|
| | • Earthquake Drills | • School **DID NOT** conduct at least two earthquake preparedness drills during the academic school year. A record of the earthquake preparedness drills, including the time and date, shall be kept in the respective schools, and shall be made available upon request by the TDOE. | | • School **CONDUCTED** at least two earthquake preparedness drills during the academic school year. A record of the earthquake preparedness drills, including the time and date, shall be kept in the respective schools, and shall be made available upon request by the TDOE. |
| | **General Compliance** | 1 | | 5 |
| | • Lead Prevention Schools built before 1998 is in 100% compliance in accordance with T.C.A. § 49-2-133 | • Schools with lead levels *between 15-20 ppb*, **DID NOT** provide lead testing results.<br><br>• Schools with lead levels *greater than 20 ppb* **DID NOT** provide a remediation plan that includes:<br>1. A letter on your school's letterhead stating the drinking water sources have been removed from service.<br>2. Upload evidence of schools notifying The Department of Health and Department of Education via email<br>3. Upload a copy of the notification letter sent to parent/guardians.<br>4. Upload test results of lead level of the drinking water source within **90 days**. | | • Schools with lead levels *between 15-20 ppb*, **PROVIDED** lead testing results.<br><br>• Schools with lead levels *greater than 20 ppb* **PROVIDED** a remediation plan that includes:<br>1. A letter on your school's letterhead stating the drinking water sources have been removed from service.<br>2. Upload evidence of schools notifying The Department of Health and Department of Education via email<br>3. Upload a copy of the notification letter sent to parent/guardians.<br>4. Upload test results of lead level of the drinking water source within **90 days**. |

| Indicator X | Response to Intervention | Out of Compliance (1) | Somewhat Compliant (3) | Compliant (5) |
|---|---|---|---|---|
| | • Universal Screener (K-8) | • **NO EVIDENCE** of completed assessment calendar uploaded for **2023-2024** school year.<br><br>• **NO EVIDENCE** of completed *TDOE Criteria for Selecting Universal Screener for Reading, Mathematics and Writing* **(Elementary & Middle Schools)** *uploaded for* **2023-2024** *school year.* (***Document Rubric Score 0-3*** | • **PARTIAL AND/OR INACCURATE EVIDENCE** of assessment calendar uploaded for **2023-2024** school year.<br><br>• **PARTIAL AND/OR INACCURATE EVIDENCE** of completed *TDOE Criteria for Selecting Universal Screener for Reading, Mathematics and Writing* **(Elementary & Middle Schools)** *uploaded for* **2023-2024** *school year.* ***(Document Rubric Score 4-6)*** | • **EVIDENCE** of completed assessment calendar uploaded for **2023-2024** school year.<br><br>• **EVIDENCE** of completed *TDOE Criteria for Selecting Universal Screener for Reading, Mathematics and Writing* **(Elementary & Middle Schools)** *uploaded for* **2023-2024** school year. ***(Document Rubric Score 7-10)*** |
| | • Early Warning System (9-12) | • **NO EVIDENCE** of Early Warning System (9-12) completed in Microsoft Forms for **2023-2024** school year.<br><br>• **NO EVIDENCE** uploaded to the MSCS Office of Charter Schools Operations Scorecard Uploading Portal by the September Scoring Cycle Deadline. | • **PARTIAL AND/OR INACCURATE EVIDENCE** of Early Warning System (9-12) completed in Microsoft Forms for **2023-2024** school year.<br><br>• **SOME (PARTIAL) EVIDENCE** uploaded to the MSCS Office of Charter Schools Operations Scorecard Uploading Portal by the September Scoring Cycle Deadline. | • **EVIDENCE** of Early Warning System document **(High Schools only)** completed for **2023-2024** school year in Microsoft Forms.<br><br>• **EVIDENCE** uploaded to the MSCS Office of Charter Schools Operations Scorecard Uploading Portal by the September Scoring Cycle Deadline. |
| | • Universal Screener Characteristics of Dyslexia (K-12) | • **NO EVIDENCE** of completed assessment calendar uploaded for **2023-2024** school year.<br><br>• **NO EVIDENCE** of completed submission of the TDOE Approved Universal Screener for Characteristics of Dyslexia in Microsoft Forms for **2023-2024** | • **PARTIAL AND/OR INACCURATE EVIDENCE** of assessment calendar uploaded for **2023-2024** school year.<br><br>• **PARTIAL AND/OR INACCURATE EVIDENCE** of completed submission of the TDOE Approved Universal Screener for | • **EVIDENCE** of completed assessment calendar uploaded for **2023-2024** school year.<br><br>• **EVIDENCE** of completed submission of the TDOE Approved Universal Screener for Characteristics of Dyslexia in Microsoft Forms for **2023-2024** |

| | school year. **(Document Rubric Score 0-3)** | Characteristics of Dyslexia in Microsoft Forms for **2023-2024SY**. **(Document Rubric Score 4-6)** | school year. **(Document Rubric Score 7-10)** |
|---|---|---|---|

| Response to Intervention | Out of Compliance (1) | Somewhat Compliant (3) | Compliant (5) |
|---|---|---|---|
| • Intervention Tool (K-12) | • **NO EVIDENCE** of completed TDOE Criteria for Selecting Intervention Tool for Reading, Mathematics, & Writing uploaded for **2023-2024** school year. (**Document Rubric Score 0-3)** | • **PARTIAL AND/OR INACCURATE EVIDENCE** of completed *TDOE* Criteria for Selecting Intervention Tool for Reading, Mathematics, & Writing for **2023-2024** school year. (**Document Rubric Score 4-6)** | • **EVIDENCE** of completed *TDOE* Criteria for Selecting Intervention Tool for Reading, Mathematics, & Writing uploaded for **2023-2024** school year (**Document Rubric Score 7-8)** |
| • Intervention Walkthroughs (K-12) | • School **DOES NOT PARTICIPATE** in intervention walkthrough for **2023-2024** school year with RTI² Advisor. | | • School **PARTICIPATES** in intervention walkthrough for **2023-2024** school year with RTI² Advisor. |
| • Intervention Plans (K-12) | • **NO EVIDENCE** of system to create and monitor Student Intervention Plans.<br><br>• **NO EVIDENCE** of completed and/or up-to-date Comprehensive Student Review Spreadsheet (CSRS)<br><br>• **NO EVIDENCE** uploaded to the MSCS Office of Charter Schools Operations Scorecard Uploading Portal by the September Scoring Cycle Deadline. | • **PARTIAL AND/OR INACCURATE EVIDENCE** of system to create and monitor Student Intervention Plans.<br><br>• **PARTIAL AND/OR INACCURATE EVIDENCE** of completed and/or up-to-date Comprehensive Student (CSRS)<br><br>• **PARTIAL AND/OR INACCURATE EVIDENCE** uploaded to the MSCS Office of Charter Schools Operations Scorecard Uploading Portal by the September Scoring Cycle Deadline. | • **EVIDENCE** of system to create and monitor Student Intervention Plans.<br><br>• **EVIDENCE** of completed and/or up-to-date Comprehensive Student Review Spreadsheet (CSRS)<br><br>• **EVIDENCE** uploaded to the MSCS Office of Charter Schools Operations Scorecard Uploading Portal by the September Scoring Cycle Deadline. |

| Response to Intervention | Out of Compliance (1) | Somewhat Compliant (3) | Compliant (5) |
|---|---|---|---|
| • Data Team (K-12) | • School **DOES NOT PROVIDE** dates and times of data team meetings for **2023-2024** school year.<br><br>• School **DOES NOT PROVIDE** a list of team members and associated roles and responsibilities.<br><br>• School **DOES NOT PROVIDE** evidence of scheduled date for RTI$^2$ Advisor to attend a Data Team Meeting in Semester 1 *(August-December)*.<br><br>• School does not **PROVIDE EVIDENCE** of attendance of RTI$^2$ Advisor in **at least one** Data Team meeting in in Semester 1 *(August-December)*.<br><br>• **NO EVIDENCE** uploaded to the MSCS Office of Charter Schools Operations Scorecard Uploading Portal by the September, January, and June Scoring Cycle Deadlines. | • School **PROVIDES PARTIAL AND/OR INACCURATE EVIDENCE** of dates and times of data team meetings for **2023-2024** school year.<br><br>• School **PROVIDES PARTIAL AND/OR INACCURATE** list of team members and associated roles and responsibilities.<br><br>• **PARTIAL AND/OR INACCURATE EVIDENCE** uploaded to the MSCS Office of Charter Schools Operations Scorecard Uploading Portal by the September, January, and June Scoring Cycle Deadlines. | • School **PROVIDES EVIDENCE** of dates and times of data team meetings for **2023-2024** school year.<br><br>• School **PROVIDES** list of team members and associated roles and responsibilities.<br><br>• School **PROVIDES EVIDENCE** of scheduled date for RTI$^2$ Advisor to attend a Data Team Meeting in Semester 1 *(August-December)*.<br><br>• School **PROVIDES EVIDENCE** of attendance of RTI$^2$ Advisor in **at least one** Data Team Meeting in Semester 1 *(August-December)*.<br><br>• **EVIDENCE** uploaded to the MSCS Office of Charter Schools Operations Scorecard Uploading Portal by the September, January, and June Scoring Cycle Deadlines. |
| Response to Intervention | Out of Compliance (1) | Somewhat Compliant (3) | Compliant (5) |
| • Master Schedule (K-12) | • **NO EVIDENCE** of K-5 master schedule and/or 6-12 master schedule, including intervention | • **PARTIAL AND/OR INACCURATE EVIDENCE** of K-5 master schedule and/or 6-12 master schedule | • **EVIDENCE** of K-5 master schedule and/or 6-12 master schedule including intervention courses using state course codes (9-12). |

| | courses using state course codes (9-12). | including intervention courses using state course codes (9-12). | |
| :-- | :-- | :-- | :-- |
| | • **EVIDENCE** of **(Less than 50%)** randomly selected scholars receiving interventions in middle and high schools have schedules that reflect RTI[2] with TDOE course codes. | • **EVIDENCE** of **(50%-79%)** randomly selected scholars receiving interventions in middle and high schools have schedules that reflect RTI[2] with TDOE course codes. | • **EVIDENCE** of **(80%-100%)** randomly selected scholars receiving interventions in middle and high schools have schedules that reflect RTI[2] with TDOE course codes. |
| | • **NO EVIDENCE** uploaded to the MSCS Office of Charter Schools Operations Scorecard Uploading Portal by the September Scoring Cycle Deadline. | • **PARTIAL EVIDENCE** uploaded to the MSCS Office of Charter Schools Operations Scorecard Uploading Portal by the September Scoring Cycle Deadline. | • **EVIDENCE** uploaded to the MSCS Office of Charter Schools Operations Scorecard Uploading Portal by the September Scoring Cycle Deadline. |
| **Response to Intervention** | **Out of Compliance (1)** | **Somewhat Compliant (3)** | **Compliant (5)** |
| • Progress Monitoring (K-12) (Reading and Math) | • **NO EVIDENCE** of Progress Monitoring Tool and process aligned with frequency for Tier II and Tier III. <br><br> • **NO EVIDENCE** uploaded to the MSCS Office of Charter Schools Operations Scorecard Uploading Portal by the January Scoring Cycle Deadline**.** | • **PARTIAL AND/OR INACCURATE EVIDENCE** of Progress Monitoring Tool and process aligned with frequency for Tier II and Tier III. <br><br> • **PARTIAL AND/OR INACCURATE EVIDENCE** uploaded to the MSCS Office of Charter Schools Operations Scorecard Uploading Portal by the January Scoring Cycle Deadline**.** | • **EVIDENCE** of Progress Monitoring Tool and process aligned with frequency for Tier II and Tier III. <br><br> • **EVIDENCE** uploaded to the MSCS Office of Charter Schools Operations Scorecard Uploading Portal by the January Scoring Cycle Deadline. |
| • Fidelity Checks (K-12) | • **NO EVIDENCE** of Fidelity Monitoring through fidelity checks aligned to Tier II and Tier III frequency expectations. <br><br> • **NO EVIDENCE** for **2023-2024** school year uploaded to the MSCS Office | • **PARTIAL AND/OR INACCURATE EVIDENCE** of Fidelity Monitoring through fidelity checks aligned to Tier II and Tier III frequency expectations. <br><br> • **PARTIAL AND/OR INACCURATE EVIDENCE** uploaded for **2023-** | • **EVIDENCE** of Fidelity Monitoring through fidelity checks aligned to Tier II and Tier III frequency expectations. <br><br> • **EVIDENCE** uploaded for *entire* **2023-2024** school year to the MSCS Office of Charter Schools Operations |

| | of Charter Schools Operations Scorecard Uploading Portal by the January Scoring Cycle Deadline. | **2024** school year to the MSCS Office of Charter Schools Operations Scorecard Uploading Portal by the January Scoring Cycle Deadline. | Scorecard Uploading Portal by the January Scoring Cycle Deadline. |
|---|---|---|---|
| **Response to Intervention** | **Out of Compliance (1)** | **Somewhat Compliant (3)** | **Compliant (5)** |
| • Student Intervention File Review (K-12) **(June cycle)** | • **EVIDENCE OF (LESS THAN 50%) IS PROVIDED.**<br>○ *Student Intervention Plan*<br>○ *Referral to Data Team*<br>○ *Daily Intervention Logging*<br>○ *Universal Screener & Benchmark Data: Reading, Math, and Writing*<br>○ *Progress Monitoring Data*<br>○ *Parent Letters*<br>○ *Fidelity Checks Signatures* | • **PARTIAL (50%-79%) EVIDENCE IS PROVIDED.**<br>○ *Student Intervention Plan*<br>○ *Referral to Data Team*<br>○ *Daily Intervention Logging*<br>○ *Universal Screener & Benchmark Data: Reading, Math, and Writing*<br>○ *Progress Monitoring Data*<br>○ *Parent Letters*<br>○ *Fidelity Checks Signatures* | • **ACCURATE (80-100%) EVIDENCE IS PROVIDED.**<br>○ *Student Intervention Plan*<br>○ *Referral to Data Team*<br>○ *Daily Intervention Logging*<br>○ *Universal Screener & Benchmark Data: Reading, Math, and Writing*<br>○ *Progress Monitoring Data*<br>○ *Parent Letters*<br>○ *Fidelity Checks Proper Signatures* |
| • Characteristics of Dyslexia (K-12) **(June cycle)** | • No Submission of CoD Spreadsheet/Documentation | • Partial/Incomplete CoD Spreadsheet/Documentation | • Complete/Accurate Submission of CoD Spreadsheet/Documentation |

# Section VII: Charter Leader Reports

The final Operations Scorecard Data will be included in the comprehensive, cumulative scorecard which will include academic (when available), operations, and financial scorecard data.

Because the **Operation Scorecard 8.0** is released 3 times per year **(September, January & June)**, each school will receive 3 different scores (June being the final, cumulative score).

| Indicator Description | | Indicator Schedule | | |
|---|---|---|---|---|
| | | **Sept** | **Jan** | **June** |
| **Indicator I** | **English as a Second Language** | 3 | 3 | 2 |
| **Indicator II** | **Exceptional Education** | 1 | 8 | 9 |
| **Indicator III** | **Health Services** | 2 | 2 | 2 |
| **Indicator IV** | **Human Resources** | 1 | N/A | 1 |
| **Indicator V** | **Federal Programs** | 3 | 2 | 1 |
| **Indicator VI** | **Student Mobility** | N/A | 3 | 3 |
| **Indicator VII** | **Student Information** | 1 | 2 | 5 |
| **Indicator IX** | **General Compliance** | 7 | 3 | 5 |
| **Indicator X** | **RTI$^2$** | 7 | 4 | 3 |
| **TOTAL INDICATOR PER SCORING CYCLE** | | **25** | **27** | **31** |
| **Percentage of Scorecard** | | **30%** | **33%** | **37%** |

**Note: Indicator IX: 504 Compliance will be assessed during the June cycle ONLY.**

# Section VIII: Scorecard Frequently Asked Questions (FAQs)

**Q: Where should schools submit evidence for the scorecard?**
*A: Schools will submit evidence through the* portal. *For additional guidance on how to submit evidence, please refer to* Section III.

**Q: What if a school has made some transitions in operations pertaining to the personnel designated for operations scorecard logistics, what should schools do?**
*A: Contact Quache Spencer* spencerqb@scsk12.org *or (901) 416-4671 as soon as possible.*

**Q: During the grievance period, how should schools submit a grievance?**
*A: Schools will submit their grievances through the* portal, **GRIEVANCE EMAILS WILL NOT BE ACCEPTED**. *For additional guidance on how to submit grievances, please refer to* Section IV.

**Q: Who will receive the scorecard reports?**
*A: Whomever the school designated to have FULL POWER BI ACCESS.*

**Q: What should schools do if they did not receive their scorecard report via email?**
*A: If your school did not receive your scorecard report, first check your spam email. If the report is not found in spam box, please contact Quache Spencer* spencerqb@scsk12.org *or (901) 416-4671.*

**Q: Where do I find available templates to submit in the portal?**
*A: Please click* HERE *to watch a tutorial on how to access templates in the portal.*

**Q: Are schools required to upload proof of self-administered medicine training?**
*A: No, there is no upload required by the school, Health Services will provide the proof for self-administered medicine training.*

**Q: What do schools need to do about transportation supervisor hours?**
*A: ALL schools' designated transportation supervisor is required to complete the NHTSA School Bus Training, which will allow school staff to understand the important role that school bus professionals (both drivers, aides, dispatchers, and administration) play daily in student success. A link will be provided in the Charter Chatter Newsletter (TBA) for the NHTSA School Bus Training. For information about future in-person training, please contact Alex Spann at* Alex.spann@tn.gov.

**Q: What do schools need to know about lead testing?**
*A: Schools will submit lead testing results when it is their year (odd or even) to test. However, during your*

*testing year, schools whose lead levels were between 15-20 ppb will be required to test annually until the lead level is less than 15 ppb. Schools whose lead levels were greater than 20 ppb will have to submit a lead remediation plan.*

***Q: Who provides re-enrollment and attrition data for Charter Schools?***
*A: MSCS Research and Performance Management Team provides the re-enrollment and attrition data for Charter Schools.*

**Q: How are re-enrollment percentages calculated?**

*A: Please reference the re-enrollment formula below.*

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**Formula**:

**# of students who re-enrolled for the current school year** = Re-enrollment Percentage
**EOY enrollment from the previous school year**

**Sample Calculation**:

$\frac{424}{434}$ = 0.976 x 100 = 97.6 = 98%

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**Q: *How are attrition percentages calculated?***

*A: Please reference the attrition formula below.*

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**Formula**:

Step #1: $\frac{\text{Beginning Enrollment + EOY Enrollment}}{2}$ = Average Enrollment

Step #2: = $\frac{\text{EOY Enrollment}}{\text{Average Enrollment}}$ = Attrition Percentage

**Sample Calculation**:

Step #1: $\frac{130 + 115}{2}$ = 122.5          Step #2: $\frac{115}{122.5}$ = 0.938 x 100 = 93.8 = 94%

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**Q: Who should schools contact with questions related to the scorecard?**

*A: Quache Spencer* spencerqb@scsk12.org *or (901) 416-4671.*