



## Campus Audit Guidelines 2014-15

### General Structure:

- **Frequency:** Campus audits occur at every campus at least 10 times per semester, 20 times per year
- **Scope/Deductions:** Points are only deducted for incidents that directly violate written handbook policy. If a gray area surfaces, campuses are given the benefit of the doubt and points are not deducted. Deductions will compound (i.e. double from previous visit) if a specific issue that has been surfaced in a previous visit goes uncorrected (e.g. same teacher, same issue)
- **Flexibility:** Principals can contest deductions if they occurred due to an unclear definition of the written policy. If this occurs, points will be rewarded back, definition clarified, and policy enforced moving forward.
- **Reporting:** Accuracy and consistency is prioritized over speed of reporting. That said, all reports are shared within 48 hours of the visit. If a major incident surfaces during the visit, the auditor will share her observation w/ campus administration before leaving. Reports will consist of both a scored and non-scored component. The latter is strictly formative—touching on observations around student engagement, hallway and cafeteria behavior.

### Audited, Scored Checklist

Main Office	Points
No trash on the floor	3
Bookshelves/work areas neat and organized (papers neatly stacked, binders, books, etc. propped up properly)	3
Box Free/Storage free (Items neatly displayed on shelves or arranged rather than in boxes, unused items stored)	3
Lost & Found contained (not overflowing or messy) – still applies if located elsewhere	3
Sign in sheets for visitors clearly accessible	3
Adults in Dress Code	5

Hallways/Main Entrance	Points
Students in Dress Code	10
Adults in Dress Code	5
No trash on the floor	5
Signs neatly displayed and current and only in designated bulletin boards or teacher doors	5
No obstruction of Egress/Fire Code Violation:	--
-Hallways cleared of boxes & furniture (this includes student desks) – security desks allowed (office cleanliness applies)	5
-Exit doors not blocked by furniture, equipment, or storage	5
-Stairwells clear of any furniture, equipment, or storage	5
Lockers closed properly, not defaced, and contents stored away properly (not visible)	5
Adults address distracting/disrespectful students	5
No unescorted students. Escorting a student from afar (e.g. from a classroom or across the hallway) is not allowed.	10
Staff Member address any students who use foul language including curse words and ethnic or other slurs	10
Staff members address students who are chewing gum. No staff members are chewing gum.	5
No presence of a cell phone, pager, ipod, headphones, or other electronic devices (whether or not in use, visible or audible)	5

Bathrooms	Points
Bathroom procedure/cleanliness expectation signs neatly displayed	5
No graffiti	5
No trash on the floor	5
Mirrors and sink areas clean	5
Toilets flushed	5
No paper towels in the sink or toilets	5

Classrooms (3 Visited)	Points
White Board Configuration should be clearly labeled (i.e. not just a list of activities), visible, and contain the following: (NOTE: Teachers that use different classrooms should also have the board configuration up in all classrooms used)	3
-Do Now: if the actual assignment is not written on the board, a note indicates where the assignment can be found	
-Big Idea (Main Idea/Objective) – must be on the board since the start of class (i.e. not “see PowerPoint”)	
-Homework – must be on the board since the start of class (i.e. not “see PowerPoint”)	
Students have their school agenda with them in every classroom and they have a record of assignments/Homework	5
No trash on the floor	3
Bookshelves/work areas neat and organized (papers neatly stacked, binders, books, etc. propped up properly)	3
Box Free/Storage free (Items neatly displayed on shelves or arranged rather than in boxes, unused items stored)	3
Aisles are easy to walk through and clear of obstruction. The room should be a clutter free zone.	3
Door windows are not covered, blocked, or taped up in such a way that prevents the ability to see in a classroom.	3
Postings of Campus or Network Rules and Network Dress Code posted in an area that is accessible and visible at all times	3
Students who are being a distraction and disrespectful in class are dealt with immediately in the appropriate manner	5
Adults in Dress Code	5
Students in Dress Code	10
Staff Member address any students who use foul language including curse words and/or slurs	10
Staff members address students who are chewing gum. No staff members are chewing gum.	5
No presence of a cell phone, pager, ipod, headphones, or other electronic devices (whether or not in use, visible or audible)	5

Classroom Greeting System (5 Conducted - ¼ of the Components need to be hit for full credit on a Greeting)	Points
Unless a sign is on the door requesting to please not disturb, all guests who knock on any classroom should get a greeter. Guests who enter without a knock do not need a greeter. For the greeting, all students should:	10/Greeting
-Component #1 - Introduction: Name, Teacher, Subject/class	
-Component #2 - Explanation of what is currently going on in class	
-Component #3 – Student asks a question	
-Component #4 - Invite the guest in	

**Audited, Non-scored Checklist**

<b>Hallway Transitions</b>
Decorum and rules being followed by students w/ or w/o adult presence (no swearing, horseplay, tardiness, etc.)
Noise level at a conversational level—that is, two people have a conversation without the need of raising their voice.*
<b>Cafeteria:</b>
Noise level at a conversational level—that is, two people have a conversation without the need of raising their voice.*
Trays thrown away, chairs pushed in, tables cleaned.
<b>Classroom – Student Engagement</b>
Percentage of students engaged (i.e. on task according to teacher instructions)

\*Decibel reading:

Below 80 = low noise level

81-85 = conversational noise level

86-90 = loud noise level

91+ = very to extremely loud noise level

**Noble Efforts Change Lives. Be Noble.**