



Designated Arizona Purple Star School Self-Assessment Guide & Checklist.

Per **A.R.S. § 15-249.01(A)(B)** The Arizona Department of Education (the Department) may adopt the policies and procedures necessary to implement the Purple Star School (PSS) Program, including school-level requirements (Professional Development (PD) topics and modality; POC and duties; Student Peer2Peer mentorship; patriotic event(s); website/webpage; annual updates; and annual reporting requirements.)

A. Arizona Purple Star School — Self-Assessment Guide & Checklist (for Schools)

Purpose: This guide is used by the Department to determine whether a Purple Star School (PSS) has met the statutory requirements for designation as an Arizona Purple Star School (AZPSS). It also assists schools in verifying compliance with all statutory requirements and in understanding examples of strong practices that typically earn an “Exemplary (3)” score. This guide is illustrative, not mandatory; schools may be fully compliant without adopting the “Exemplary” examples. To maintain the AZPSS designation, schools must meet all required elements. At their discretion, designated AZPSS may elect to pursue recognition as an “Exemplary Arizona Purple Star School” by meeting additional Exemplary requirements as outlined throughout this Self-Assessment Guide.

Documentation and supporting artifacts demonstrating statutory requirements or an Exemplary rating must be evident and maintained throughout the designation period. Supporting evidence may be requested.

How to use this guide

- Complete during initial program development, prior to the 90-day audit, and annually by June 30.
- Gather artifacts listed under each criterion and maintain during the designation period.
- Rating scale:

3 Exemplary | **2 Meets** | **1 Partially Meets** | **0 Does Not Meet**

1) Staff Professional Development (PD), “Statutory [azleg.gov]”

REQUIREMENT: Professional development delivered in person to **≥70%** of employees (including administration) on the needs of highly mobile, military-connected students. **First training must be in person**; subsequent training may be electronic; all materials must be politically neutral; in-kind support is allowed. The following 4 elements are all **required**.

1. Initial PD delivered **in person** (date/location and training material covered)



Designated Arizona Purple Star School Self-Assessment Guide & Checklist.

2. Attendance **≥70%** of all employees and administration. (PD Participants/number of site staff)
3. Materials are **politically neutral** (Attestation: See application)
4. Documented Follow-on PD training for new hires

Artifacts to save: Agenda/slides, sign-in sheets (in-person), New hire documentation of completion.

Exemplary: Recommended examples of strong practices. (At least 2 are needed)

1. 85% of total staff have received documented PD training.
2. In-Kind letters or emails of PSS outside supports (Military base Liaisons, MCEC, K12 Military Community Liaison, military clubs or organizations that have provided: training, advertising, PSS SWAG, or other appropriate materials which promote the state's PSS program)
3. Documented annual PD refresher training, sign-in sheets after the initial training period

Self-score: **3 Exemplary** **2 Meets** **1 Partially Meets** **0 Does Not Meet**

2) Primary Point of Contact (POC) Designated, “Statutory [\[azleg.gov\]](https://azleg.gov)”

REQUIREMENT: Name a POC (consider military background/experience). POC must complete and pass assessment for each POC PD module. The following 2 elements are **required**.

1. POC named (title, name, & email posted on school's AZPSS webpage, see section 6)
2. POC PD training completed with a passing score

Artifacts to save: Appointment memo or email, PD POC certificate issued by the Department.

Exemplary: Recommended examples of strong practices. (At least 2 are needed)

1. POC documented annual goals
2. Participation in state or regional military-education networks
3. POC duties/time allocation documented

Self-score: **3 Exemplary** **2 Meets** **1 Partially Meets** **0 Does Not Meet**

3) POC Duties in Operation, “Statutory [\[azleg.gov\]](https://azleg.gov)”

REQUIREMENT: (a) complete training covered in section 2; (b) oversees Student-led Peer2Peer program and provides info with families; (c) organize at least one patriotic event per academic year; (d) updates the school's AZPSS webpage at least annually. The following 5 elements are all **required**.



Designated Arizona Purple Star School Self-Assessment Guide & Checklist.

1. Family welcome/transition protocol exists
2. Maintain/Supervise Student-led Peer2Peer program: rosters, logs, summary of activities completed
3. Documented plan of patriotic event(s) to be held that Educates attendees about military service in the United States and Arizona
4. Recognizes the service and commitment of military members and their families.
5. Website shows current-year update (timestamp or dated pictures of events, see section 6)

Artifacts to save: Protocol plan, communications to families, Peer2Peer program logs, event photos

Exemplary: Recommended examples of strong practices. (At least 2 are needed)

1. POC must attend at one state sponsored Purple Star School PD Forum, training, or event.
2. Welcome protocol includes other highly mobile subgroups: foster, migrant, and refugees as defined by the U.S. Department of Education. (must be documented)
3. Referral process for students to participate in the Student-led Peer2Peer group.

Self-score: **3 Exemplary** **2 Meets** **1 Partially Meets** **0 Does Not Meet**

4) Student-Led Peer-to-Peer Mentorship Program, “Statutory [\[azleg.gov\]](http://azleg.gov)”

REQUIREMENT: Program in place to support highly mobile, military-connected students (POC oversees); base School Liaisons Program Managers (SLPM) may assist. The following 4 elements are all **required**.

1. AZPSS webpage promotes Student-led Peer2Peer program and how any student can join
2. Administration: Written Ambassador Description & selection criteria for Ambassadors
3. Peer2Peer training on confidentiality & transition challenges, date delivered (content/roster)
4. Membership and Ambassador/Envoy count documented

Artifacts: Program plan, training materials, rosters, activity logs, SLPM emails (if applicable).

Exemplary: Recommended examples of strong practices. (At least 2 are needed)

1. New student follow-up survey after the ‘Welcome’ period, and survey results
2. Peer2Peer Community event/service project(s) held and brief description
3. Anonymous participant feedback used to improve the school’s Purple Star School program

Self-score: **3 Exemplary** **2 Meets** **1 Partially Meets** **0 Does Not Meet**

5) Annual Patriotic/Military-Recognition Event, “Statutory [\[azleg.gov\]](http://azleg.gov)”



Designated Arizona Purple Star School Self-Assessment Guide & Checklist.

REQUIREMENT: At least one event each school year that “both” recognizes military service members and their families and educates attendees about military service in the U.S. and Arizona. (Both required.) The following 4 elements are all **required**.

1. Event held (agenda/date)
2. **Recognition** element documented
3. **Educational** element documented
4. Communications (flyers/emails, webpage ads) saved

Artifacts: Agenda, materials, photos, attendee list.

Exemplary: Recommended examples of strong practices. (At least 2 are needed)

1. April - Month of the Military Child ‘Purple UP’ event(s) held
2. Event guest speakers, Career Day, or Volunteering that includes (active-duty, Guard/Reserve, veterans).
3. Student projects highlighting Arizona military history.

Self-score: **3 Exemplary** **2 Meets** **1 Partially Meets** **0 Does Not Meet**

6) AZPSS Webpage: Content & Annual Update, “Statutory [azleg.gov]”

REQUIREMENT:

1. Official AZPSS Logo displayed on school’s main webpage, must be publicly accessible, and directs individuals to:
 - a. POC Name and email
 - b. Military Family Resources (MIC3, Military OneSource, MCEC, BeConnected.org, Local Interests etc.)
 - c. How to join the Peer2Peer program
 - d. Past or Future planned military themed events
 - e. Other information that supports highly mobile, military-connected students.
2. AZPSS webpage must be clearly evident that it has been updated once during the academic school year. (Calendar of events, pictures, date/time stamp, etc.)

Artifacts: webpage screenshots: pictures, event dates, timestamp, or any link supporting upcoming events.

Exemplary: Recommended examples of strong practices. (At least 2 are needed)



Designated Arizona Purple Star School Self-Assessment Guide & Checklist.

1. Page reachable in one click from main navigation.
2. Plain language content; localized resources unique to the school's community
3. School's PSS webpage includes an online form request Peer2Peer support

Self-score: **3 Exemplary** **2 Meets** **1 Partially Meets** **0 Does Not Meet**

7) Annual Report by June 30, “Statutory [azleg.gov]” **Scoreable the after the first year.**

REQUIREMENT: Submit AZPSS's annual report on or before June 30th with data that verifies ongoing compliance. The following 2 elements are all **required**.

1. Use Department's Annual Report template
2. Data matches artifacts (PD %, event, mentorship, webpage update)
3. Attestation signed by Principal/Superintendent indicating statutory requirements and if applicable exemplary elements have been met this academic year

Artifacts: ADE Annual Report completed form, signed attestation, data extracts.

Exemplary: Recommended examples of strong practices. (At least 1 is needed)

1. Brief reflection on improvements being considered for the following academic year
2. Submit any survey results, feedback, or other information that supports the effectiveness of your school's PSS program.

Self-score: **3 Exemplary** **2 Meets** **1 Partially Meets** **0 Does Not Meet**

Documentation Expectations - Auditors may request artifacts listed in the **AZPSS Auditing & Grading Rubric** and may accept **functionally equivalent** documentation. ADE reserves the right to request clarifications or additional proof to verify assertions. A school's PSS web content may be reviewed to ensure program compliance. (Policy authority: § 15-249.01(A)).

Designated Schools may add additional elements to meet the unique needs of the community they serve.