



**COMPREHENSIVE
ONSITE REVIEW
PROCESS**

EFFECTIVE DATE 06/21/2013

SIGNATURE _____

A handwritten signature in black ink, appearing to be "R. P.", is written over a horizontal line.

SOP 3.1

PROPOSED BY _____ **VP Sponsorship Operations**

PURPOSE

The COMPREHENSIVE ONSITE REVIEW PROCESS provides guidance for conducting on-site reviews (beyond the monthly enrollment and financial reviews) at least twice per year and three months apart while school is in session, which include an examination and collection of the school's data relevant to compliance with all applicable laws, rules, contractual obligations and academic performance measures. Additionally, the COMPREHENSIVE ONSITE REVIEW PROCESS provides consistency for the review of school documentation and the report (beyond the monthly financial and enrollment report) provided to each school after each site visit.

The process includes four primary component processes: ANNUAL COMPLIANCE ON-SITE REVIEW PROCESS, ONSITE ASSISTANCE REVIEW PROCESS, COLLEGE AND CAREER READINESS MONITORING AND ONSITE REVIEW PROCESS and SPECIAL EDUCATION MONITORING AND ONSITE REVIEW PROCESS. Each component process will follow the same review steps to ensure consistency across the different departments and CSS staff completing the process. Each component process will also provide the goal of the visits and prescribe strict adherence to a specific set of actions (i.e., procedures for data collection and their sources, types of data, observation and interview guidance and observation and interview instruments) for conducting on-site reviews.

SCOPE

The COMPREHENSIVE ONSITE REVIEW PROCESS is relevant to all CSS partner schools that are sponsored by St. Aloysius and applies to all employees who conduct or support on-site reviews.

PROCEDURE

The COMPREHENSIVE ONSITE REVIEW PROCESS commences prior to the start of the school year and is as follows:



1. All staff participating in on-site reviews will ensure that the processes below, as they are components of the overall on-site review process and monitoring responsibility of Charter School Specialists and St. Aloysius, are completed in accordance with the specific SOP written for each component, as well as in accordance with the steps noted below.
 - a. Annual Compliance Onsite Review Process (3.3)
 - b. Special Education Monitoring and Onsite Review Process (3.4)
 - c. College and Career Readiness Monitoring and Onsite Review Process (3.12)
 - d. Onsite Assistance Review Process (3.14)
2. Prior to beginning the on-site reviews:
 - a. The responsible department reviews changes in all applicable laws, rules, contractual obligations, academic performance measures and stakeholder input necessary to update the data collection tools.
 - b. The responsible department shall review the on-site visit summary template from the previous year and prepare a draft incorporating all suggested changes and send to the Management Team for a final review.
 - c. The responsible departments will work together to prepare assignments and timelines ensuring that on-site reviews are conducted at least twice per year and three (3) months apart while school is in session.
 - d. All team members assigned to conduct on-site reviews will follow the processes outlined in the standard operating procedure that guides their on-site reviews.
 - e. As team members schedule their on-site reviews, they will input the dates of visits into the CSS site visit calendar and post all visits on the CSS shared calendar.
 - i. As changes are made to on-site review dates, each team member will update the CSS site visit calendar providing the new on-site review date.

DOCUMENTATION / VERIFICATION

Supporting documentation included with this process:

1. Sample on-site visit summary template
2. Department assignment tracking sheet and timeline
3. CSS site visit calendar

DOCUMENT HISTORY

Orig. Date 2011
Rev. June 2012
Rev. June 2013
Rev. February 2015
Rev. March 2017
Rev. October 2018



REVIEW AND APPROVAL

Reviewer of the COMPREHENSIVE ONSITE REVIEW PROCESS is as follows:

Reviewed By: Management Team

Date: 11/19/18

Approved By: President David L. Cash, Jr.

Date: 11/19/18

The effective date is as of the date signed above. Processes are consistently reviewed and revised as necessary throughout the term. The COMPREHENSIVE ONSITE REVIEW PROCESS may be implemented as currently written and will be formally evaluated and revised as necessary going forward.