



SPECIAL EDUCATION MONITORING AND ONSITE REVIEW PROCESS EFFECTIVE DATE 10/1/2013

SOP 3.4

SIGNATURE _____

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PROPOSED BY Vice President, Special Ed. Services

PURPOSE

The SPECIAL EDUCATION MONITORING AND ONSITE REVIEW PROCESS is a critical component of education in all of Ohio's community schools. Students with special needs, ranging from the mildest to the most severe disability, require individualized instruction and accommodations. CSS special education staff monitors the school's special education programs, services, data reporting and documentation, to ~~monitor~~ assess the school's compliance with all applicable rules, laws and contractual obligations.

The intended purpose of the SPECIAL EDUCATION MONITORING AND ONSITE REVIEW PROCESS is to ensure that there is consistency in the process for review and monitoring of individual schools' contracts for special education programs and services. CSS' goal is to provide expertise and guidance to partner schools to ensure accuracy in data reporting and effective utilization of funding for all special education services. The SPECIAL EDUCATION MONITORING AND ONSITE REVIEW PROCESS works in conjunction with the COMPREHENSIVE ONSITE REVIEW PROCESS.

SCOPE

The SPECIAL EDUCATION MONITORING AND ONSITE REVIEW PROCESS applies to all CSS partner schools and CSS special education staff.

PROCEDURE

The SPECIAL EDUCATION MONITORING AND ONSITE REVIEW PROCESS is conducted according to the following procedures:

1. The CSS special education staff will finalize and distribute all applicable on-site review tools prior to special education review visits.
2. Upon arrival at the school, CSS special education staff will inform the administrator of the visit and meet with the intervention specialist to review the procedures for data collection.
 - a. CSS special education staff will review the school's compliance with and collect



data relative to all special education rules, laws and applicable contractual obligations as provided in student files and the school's special education plan.

- i. CSS special education staff collects data relative to the school's calendar, special education student files, and policies and procedures related to: FAPE, IATs, ADA/504, LEP/ELL students.
 - ii. CSS special education staff reviews a sample of student files to ensure accurate documentation for students relative to all special education rules, laws and applicable contractual obligations.
3. During the on-site review, CSS special education staff may observe, interview and collect data from school employees, including the school administrator/principal, and/or other stakeholders (e.g. the school's governing authority members, students, parents, staff, management company staff, etc.).
 - a. When an interview is conducted, the following should be considered:
 - i. Reviewer should use the school's calendar, policies and procedures and student files to guide questions.
 - ii. Reviewer should consider requirements in all applicable special education rules, laws and contractual obligations, policies, procedures, and student files during the interview.
 - iii. If interviewing an intervention specialist in classroom, interviews should be as least disruptive as possible and should not take away from instructional time.
4. CSS special education staff do not generally conduct classroom observations.
5. CSS special education staff may collect additional data not available at the time of the on-site review from the school leader/principal or other relevant staff in order to assist the school in achieving the goal of accuracy in data reporting.
6. After all data has been collected, the staff person conducting the review will send a final special education on-site review report (i.e., site visit report summary template) to the governing authority members, school leader/principal, governing authority legal counsel and management company representative (if applicable).
 - a. This written report will include the information collected during the site visit, a summary of findings, areas needing improvement (if applicable), and areas of strength.
 - i. If an area needing improvement is identified, the written report will specify the steps or timeframes for doing so and requests relevant status updates from the school.
 - ii. CSS special education staff and/or Legal Department will review relevant



- status updates from the school regarding its progress in the area.
- iii. CSS special education staff will also review areas needing improvement and determine if technical assistance should be provided to the school.

DOCUMENTATION/VERIFICATION

Location of documentation:

- S:/Site Visits/[Year]/Spec Ed Reviews

Naming convention:

- Year + School +document

DOCUMENT HISTORY

Orig. Date October 2013

Rev. Date March 2017

Rev. Date February 2018

Rev. Date October 2018

REVIEW AND APPROVAL

Reviewers of the SPECIAL EDUCATION MONITORING AND ONSITE REVIEW PROCESS are 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 SPECIAL EDUCATION MONITORING AND ONSITE REVIEW PROCESS may be implemented as currently written and will be formally evaluated and revised as necessary going forward.