ONSITE ASSISTANCE **REVIEW PROCESS** **SOP 3.14**	**EFFECTIVE DATE 05/15/2015** **SIGNATURE** **PROPOSED BY** <u>General Counsel</u>

PURPOSE

The ONSITE ASSISTANCE REVIEW PROCESS, herein known as "OAR", provides for consistency in review of charter faithfulness, education plan implementation (determined by classroom observations and discussion with the school leadership), school improvement plan, and sponsor recommendations necessary for a sponsored school to establish and maintain compliance with contract, rule and law. Additionally, the OAR will assess areas of technical assistance needed by the school and offer technical assistance and professional development as necessary. The process works in concert with the TECHNICAL ASSISTANCE PROCESS and the COMPREHENSIVE ONSITE REVIEW PROCESS.

SCOPE

The OAR is relevant to all CSS partner schools that are sponsored by St. Aloysius and applies to all staff visiting schools and conducting OARs.

PROCEDURE

The procedure includes the following steps:

1. The School Improvement Department will select at least one (1) school improvement team member to conduct an OAR for each CSS partner school sponsored by St. Aloysius.
    a. One (1) staff member will be assigned by the Vice President of School Improvement or designee to be the lead OAR school contact.

2. The School Improvement Department will create an annual OAR schedule with school assignments.
3. A differentiated OAR process will be used that aligns with the CSS 6.4b intervention process. For schools in intervention levels 0-2, a standard OAR document and process will be used. For schools in levels 3-4, an on-site visit using the standard document plus at least two other meetings focused on the school improvement plan will be conducted. The meetings are intended to provide additional technical assistance and support.
4. The School Improvement Department will provide a training to all CSS staff conducting OAR visits.
5. The School Improvement Department will draft an email to send to schools and governing authorities regarding the OAR process.
6. At least two (2) weeks prior to the visit, the school improvement lead will contact the school via email to schedule a visit date for conducting the OAR. The OAR rubric will be included as an attachment to the email for school leader(s) and governing authority president review. For Level 3-4 schools, a preliminary conversation between the assigned SIT member and school leader will take place during the first month of school.
7. School improvement department members that will be attending the OAR visit shall review, at a minimum, the following information prior to conducting the OAR at the school:
   a. Any documentation related to 6.4 Accountability and the school's Ohio Improvement Plan (OIP) found in each school's designated folder on the CSS shared drive under School Improvement Team (SIT);
   b. Review documentation related to 6.4b intervention reports located in each school's individual folder found on the CSS shared drive under School Improvement Team (SIT);
   c. Review each school's contract attachments 6.3, 6.4 and 6.5 and any other information related to curriculum, instructional delivery methods, resources and materials, prevention/intervention plan, continuous improvement and professional growth, and the assessment plan found in Google under each school's folder;
   d. The school's most recent local report card found on the Ohio Department of Education website;
   e. The school's previous local report cards to document any trends that may require additional technical assistance.
8. One (1) day before the visit, the lead school contact shall send a reminder to the principal confirming the visit.
9. CSS staff will review the school's compliance with the school leader and collect data relative to all rules, laws and applicable contractual obligations as provided in the school's education plan.
10. During the on-site review, CSS 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, Building Leadership Team, etc.).

    a. When conducting observations, the following should be considered:

        i. A representative selection of classrooms should be observed;

        ii. Reviewers should avoid interrupting the teacher(s) or creating any unnecessary disturbances during classroom instruction;

        iii. Reviewer should use the observation tool to note strengths and weaknesses relative to areas noted on the observation tool;

        iv. When possible the teacher(s), Community School Leadership or Building Leadership Team, students, coaches, aides, or parents should be utilized as a resource for collecting information/data relative to the areas noted on the observation tool and/or documents collected during observation (if any);

        v. Reviewers should refer to/compare observations to requirements in charter language, education plan, Ohio Improvement Plan, policy, procedure, or rule/law.

    b. When conducting interviews, the following should be considered:

        i. Possible interviewees include school leadership, board members, teachers, students, parents, aides, or coaches;

        ii. Reviewer should use review tool to guide questions during interview;

        iii. In a classroom, interviews should be as least disruptive as possible and should not take away from instructional time;

        iv. Reviewers should consider requirements in charter language, education plan, School Improvement Plan, policy, procedure, or rule/law to guide interview follow-up.

11. Preliminary OAR findings will be discussed by assigned staff members with the school leadership team at the time of the visit or after completion of the draft OAR report. The lead staff member is responsible for collecting all preliminary findings and creating a final report to share with the school principal and board. CSS 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.

12. The School Improvement Department will have a standing meeting agenda item on the regularly scheduled department meeting to discuss areas of concern identified during recently completed OARS to identify recommendations for technical assistance.

13. After the SIT team reviews the OAR in a SIT meeting, the lead school contact will follow up with the school principal by phone, email, or in-person to address any questions or concerns identified in the OAR.

14. After the OAR report draft is finalized, the lead school contact will notify the School Improvement Program Assistant.

15. The School Improvement Program Assistant will review the document for grammatical mistakes and formatting problems and make any necessary revisions. The School Improvement Program Assistant will notify the VP of School Improvement that the document is ready for the final review.
16. The Vice President of School Improvement will review the final documents before notifying the School Improvement Program Assistant they are ready for distribution.
17. The School Improvement Program Assistant will upload the final OAR reports to board members, the school leader, operator representatives, legal counsel, and other stakeholders that may be deemed appropriate prior to the next board meeting.
    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 staff conducting the visit and/or Legal Department will review relevant status updates from the school regarding its progress in the area.
        iii. CSS staff will also review areas needing improvement and determine if technical assistance should be provided to the school.
    b. Level 3-4 schools may receive a preliminary report on items above during the first half of the year to ensure CSS compliance with sponsor evaluation requirements.
18. The School Improvement Program Assistant shall copy the Office Manager who will prepare and distribute the material to the CSS representative to review at the next board meeting. The CSS representative attending the next scheduled board meeting will review the OAR report cover page with the board members on behalf of the Sponsor.
19. A survey will be sent to the board and the school principal with each final OAR report to gather data to improve the OAR process and provide assistance in determining the professional development and technical assistance needs of the school.
20. Annually, the SIT will meet to conduct a needs assessment, make recommendations to improve the OAR process and report for the upcoming year the determined professional development needs of schools, set technical assistance priorities for CSS partnered schools and allocate resources.

DOCUMENTATION / VERIFICATION

All OAR documents will be saved as final with the ODE required naming convention, proofed and confirmed as accurate under the Shared Drive as follows:

Location of documentation:
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