



## **STANDARD OPERATING PROCEDURE 3.1**

**PROCEDURE TITLE: Comprehensive Onsite Review Process**

**Department: ALL**

**Proposed by: VP Sponsorship Operations**

**Effective Date: 06/21/2013**

### **PURPOSE**

The COMPREHENSIVE ONSITE REVIEW PROCESS provides guidance for conducting onsite reviews (beyond the monthly enrollment and financial reviews) at least twice per year, once in the first half of the year and once in the second half of the year, 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 five primary component processes: OPENING ASSURANCES PROCESS, 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. Opening Assurances Process (3.2)
  - b. Annual Compliance Onsite Review Process (3.3)
  - c. Special Education Monitoring and Onsite Review Process (3.4)
  - d. College and Career Readiness Monitoring and Onsite Review Process (3.12)
  - e. 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.
  - c. The responsible departments will work together to prepare assignments and timelines prior to August 15 to ensure that on-site reviews are conducted at least twice per year, once in the first half of the year and once in the second half of the year, while school is in session.
  - d. The responsible departments will meet throughout the year to review the status of the site visit assignments and completion.
  - e. 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.
  - f. As team members schedule their onsite or virtual reviews, they will input the dates of scheduled visits into the CSS Site Visit Tracker spreadsheet and post all visits on the CSS shared calendar.
    - i. All Site Visits for the 1<sup>st</sup> half schools will be scheduled by September 30<sup>th</sup>. All Site Visits for the 2<sup>nd</sup> half schools will be scheduled by January 31.



- ii. As changes are made to onsite review dates, each team member will update the CSS Site Visit Tracker spreadsheet providing the new onsite review date.
- iii. Any team member making changes to site visit dates should make changes as “suggestions” or “tracked changes” in the spreadsheet.
- iv. Once a site visit has been completed, the team member that attended the site visit will indicate the date the site visit was completed on the spreadsheet. If the site visit consists of multiple visits, then the date the site visit was completed is the day of the last site visit for that half of the school year.  
The School Improvement Program Assistant will update the monthly At-A-Glance report with the new date,

### **DOCUMENTATION / VERIFICATION**

*Documentation is saved according to the specific SOP.*

### **DOCUMENT HISTORY**

Orig. Date 2011  
Rev. June 2012  
Rev. June 2013  
Rev. February 2015  
Rev. March 2017  
Rev. October 2018  
Rev. August 2019  
Rev. April 2021  
Rev. August 2022  
Rev. June 2023  
Rev. June 2024

### **REVIEW AND APPROVAL**

Reviewer of the COMPREHENSIVE ONSITE REVIEW PROCESS is as follows:

Reviewed By: Management Team

Date: 06/21/2024

Approved By: President David L. Cash, Jr.

Date: 06/21/2024

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.