



STANDARD OPERATING PROCEDURE 4.05

PROCEDURE TITLE: Onsite Assistance Review Process

Department: School Improvement

Proposed by: General Counsel

Effective Date: 05/15/2015

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.
 - b. A second staff member may be assigned to accompany the lead team member if the school has had significant academic or operational challenges in the past.



2. The School Improvement Department will create an OAR school assignment spreadsheet and note whether the OAR on-site visit must be completed in the first half of the year or the second half of the year. This spreadsheet shall be titled the Site Visit Tracker Spreadsheet and shall be shared with the other departments no later than July 31st.
3. The School Improvement Department will provide a training to all CSS staff conducting OAR visits and provide shadowing opportunities for new team members.
4. The School Improvement Department will draft an email to send to schools and governing authorities regarding the OAR process.
5. The school improvement assigned lead will contact the school via email to schedule a visit date for conducting the OAR. All 1st half OARS will be scheduled no later than September 30 and all 2nd half OARS will be scheduled no later than January 31. The school improvement assigned lead will note the scheduled visit date for all OARs on the Site Visit Tracker Spreadsheet.
6. The OAR rubric will be included as an attachment to the email for school leader(s) and governing authority president review. School improvement 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 One Plan 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 and the shared drive under each school's folder;
 - d. The school's most recent local report card found on the Department of Education and Workforce website;
 - e. The school's previous local report cards to document any trends that may require additional technical assistance.
7. One (1) day before the visit, the lead school contact shall send a reminder to the principal confirming the visit.
8. 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.



9. During the on-site review, CSS staff may observe, and must interview and collect data from at least three stakeholder groups including but not limited to: the school administrator/principal, academic coaches, administrative staff, EMIS personnel, school support staff, intervention specialists, career advisor, the school's governing authority members, students, parents, treasurer, management company staff, board counsel, 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 note strengths and weaknesses relative to areas on the OAR rubric as well as any areas for improvement;
 - 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, One 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 and/or One Plan, policy, procedure, or rule/law to guide interview follow-up.
 - c. Dropout recovery schools will have an OAR rubric that focuses on college and career opportunities for students. The OAR process for DOPR schools and overview will be overseen by the Director of College and Career Readiness in accordance with College and Career Readiness Monitoring and Onsite Review Process. The visitation, interview, and observation process will follow the same procedures as the K-12 OAR process listed above.
10. 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.



11. The lead staff member is responsible for collecting all preliminary findings and creating a site visit report to share with the school principal and board. The lead staff member will complete the site visit report within thirty (30) days of the site visit and notify the School Improvement Program Assistant, however if there are multiple locations, the lead staff member will submit all of the site visit reports together to the School Improvement Program Assistant within thirty (30) days of the last completed site visit for all facilities.
12. The school will have no more than ten (10) days to conduct the review. If there are no comments submitted within ten (10) days, then it is presumed that there are no corrections.
13. 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.
14. 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.
15. The Vice President of School Improvement will review the site visit reports before notifying the School Improvement Program Assistant they are ready for distribution.
16. The School Improvement Program Assistant will review the document for grammatical mistakes and formatting problems and make any necessary revisions.
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 but no later than sixty (60) days from completion of the OAR visit.
 - 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 request 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.



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:

S:\ONSITE ASSISTANCE REVIEW SY\SCHOOL FOLDER

DOCUMENT HISTORY

Orig. Date May 2015
Rev. February 2016
Rev. March 2017
Rev. March 2018
Rev. November 2018
Rev. August 2019
Rev. October 2020
Rev. September 2022
Rev. June 2023
Rev. June 2024

REVIEW AND APPROVAL

Reviewer of the ONSITE ASSISTANCE 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 ONSITE ASSISTANCE REVIEW PROCESS may be implemented as currently written and will be formally evaluated and revised as necessary going forward.