



## **STANDARD OPERATING PROCEDURE 4.06**

### **PROCEDURE TITLE: College and Career Readiness Monitoring and Onsite Review Process**

**Department: School Improvement and Compliance**

**Proposed by: Director of College and Career Readiness**

**Effective Date: 03/28/2017**

#### **PURPOSE**

The purpose of the COLLEGE AND CAREER READINESS MONITORING AND ONSITE REVIEW PROCESS is to ensure that all CSS sponsored schools are providing each student with a high-quality college and career program consistent with rule, law and the community school contract. The COLLEGE AND CAREER READINESS MONITORING AND ONSITE REVIEW PROCESS is used to review and monitor each sponsored school's compliance with statute and contract in the areas including but not limited to Career Technical Education, Graduation (Requirements and Pathways), Career Advising Policy, and College Credit Plus. CSS will provide expertise and guidance to schools to ensure policies are approved and programs are in place for students to have the opportunity to acquire the necessary knowledge, skills, and abilities for future success. CSS will ensure schools effectively utilize funding received by the state for these services.

#### **SCOPE**

The COLLEGE AND CAREER READINESS MONITORING AND ONSITE REVIEW PROCESS applies to CSS staff who conduct college and career readiness monitoring and onsite reviews and all St. Aloysius sponsored schools that offer career technical education, graduation pathways, career advising and college credit plus.

#### **PROCEDURE**

1. The College and Career Readiness Monitoring and Onsite Review Process consists of two primary reviews; the compliance review by the compliance department, and the onsite assistance review of the CCR education plan by the



Director of College and Career Readiness or another member of the School Improvement Team.

2. CSS Compliance Department staff will include all questions regarding college and career requirements on the compliance spreadsheet and conduct the compliance review in accordance with the Annual Compliance Onsite Review Process.
3. Upon arrival at the school, CSS Compliance Department staff will inform the administrator of the visit and meet with the school's Career Advisor to review the procedures for data collection.
4. CSS compliance staff will review the school's compliance with and collect data relative to all college and career readiness rules, laws and applicable contractual obligations as provided in student files and the school's education plan.
  - a. CSS Compliance Department staff collect data relative to the school's calendar, student files, and policies and procedures related to: Career Technical Education, Graduation (Requirements and Pathways), Career Advising Policy, and College Credit Plus.
  - b. CSS Compliance Department staff review a sample of student files to ensure accurate documentation for students relative to all high school graduation rules, laws and applicable contractual obligations.
5. The onsite assistance review of the CCR education plan will be conducted either by the Director of College and Career Readiness or another member of the School Improvement Team. The CCR onsite assistance review is intended to (1) ensure the school is implementing the education program described in the education plan in the charter agreement and (2) identify areas of support the Director of College and Career Readiness can provide in order to help make the school successful in their program implementation. The Director of College and Career Readiness may meet with school operator leadership and regional staff to collect information about a network of schools and determine a strategy for onsite reviews. During the on-site review, CSS college and career readiness director or school improvement 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 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. Reviewer 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, Ohio Improvement Plan, policy, procedure, or rule/law to guide interview follow-up.
6. The CSS Director of College and Career Readiness will visit all schools that offer CCR (usually grades 9-12) and 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.
7. After all data has been collected, the Director of College and Career Readiness will send a final college and career readiness on-site review report (i.e., site visit report summary template) to the governing authority members, school leader/principal, governing authority 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. Director of College and Career Readiness and/or Legal Department will review relevant status updates from the school regarding its progress in the area.
    - iii. Director of College and Career Readiness will also review areas needing improvement and determine if technical assistance should be provided to the school.



## **DOCUMENTATION/VERIFICATION**

*Location of documentation:*

- S:/COLLEGE AND CAREER READINESS

*Naming Convention:*

- Year+School+Document+Date
- Ex: COLLEGE AND CAREER READINESS/2017-2018/ABC School/Review

*Supporting documentation included with this process:*

1. College and Career Readiness Compliance Review

## **DOCUMENT HISTORY**

Orig. Date April 2017

Rev. November 2018

Rev. June 2023

## **REVIEW AND APPROVAL**

Reviewers of the COLLEGE AND CAREER READINESS MONITORING AND ONSITE REVIEW PROCESS are as follows:

Reviewed by: Management Team:

Date: 06/30/2023

Approved by: President David L. Cash, Jr.

Date: 06/30/2023

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