



## **STANDARD OPERATING PROCEDURE 7.02**

### **PROCEDURE TITLE: Annual Academic Intervention Process**

**Department: School Improvement**

**Proposed by: Vice President of School Improvement**

**Effective Date: 09/01/2013**

#### **PURPOSE**

This ANNUAL ACADEMIC INTERVENTION PROCESS provides a procedure for gathering data upon the release of the Ohio school report card by the Ohio Department of Education. The process provides for an evaluation and analysis of the academic performance of St. Aloysius sponsored schools to determine intervention strategies needed.

#### **SCOPE**

The ANNUAL ACADEMIC INTERVENTION PROCESS is conducted annually by the Management Team, Legal Department, School Improvement Department and others that are involved in the academic performance assessment of all CSS partner schools sponsored by St. Aloysius.

#### **PROCEDURE**

1. Upon release of the Ohio school report cards, the School Improvement Department will review/analyze the data and compile a spreadsheet of the Ohio school report card components relevant to St. Aloysius sponsored schools.
2. The School Improvement Department will use the data to determine each schools' academic progress and year of intervention status under charter contract Attachment 6.4b.
  - a. The School Improvement Department will update a spreadsheet which details each schools' year of intervention status under charter contract Attachment 6.4b.
3. The School Improvement Department will review and revise the Attachment 6.4b Intervention Reporting Templates as necessary based on evidence collected for the identified interventions.



4. The School Improvement Department will draft letters to distribute to all schools in intervention status.
  - a. The letter will be sent (using the process outlined in School and Governing Authority Written Correspondence Process) to the governing authority members, school leader(s), governing authority counsel and management company representatives. It will include the year of intervention status, the Attachment 6.4b Intervention Reporting Template and any additional guidance documents.
  - b. Schools in intervention status level 1 will submit the reporting template once per year. Schools in intervention status levels 2-4 will submit twice per year. (second submission only required if needed) indicating interventions that have been and/or will be implemented.
  - c. For schools in levels 2-4, the intervention status reporting will include questions regarding progress toward One Plan goals and/or areas of improvement on the OAR report as applicable.
5. The School Improvement Department will monitor and review the submissions of the Attachment 6.4b Intervention Reporting Templates and follow up and/or provide feedback or technical assistance to the schools as necessary or requested.

### **DOCUMENTATION / VERIFICATION**

Ohio school report cards are accessible through the ODE website.

Schools' year of Intervention Status spreadsheet: TEAMS – School Improvement Team – 6.4b Reporting and Accountability Attachments

### **DOCUMENT HISTORY**

Orig. Date September 2013

Rev. Date March 2017

Rev. Date October 2018

Rev. Date November 2019

Rev. Date July 2022

Rev. Date June 2023



## **REVIEW AND APPROVAL**

Reviewers of the ANNUAL ACADEMIC INTERVENTION 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 on a quarterly rotation. The ANNUAL ACADEMIC INTERVENTION PROCESS may be implemented as currently written and will be formally evaluated and revised as necessary going forward.