

## STANDARD OPERATING PROCEDURE 4.01: COMPREHENSIVE ONSITE REVIEW PROCESS

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July 1, 2025

### A. 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.

### B. APPLICABILITY

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.

### C. DEPARTMENT RESPONSIBILITIES

<b>Responsible Department:</b>	<b>Management Team</b>
<i>Other Departments:</i>	<i>Compliance Department</i>
	<i>School Improvement Team</i>

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## **D. 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
    - b. Annual Compliance Onsite Review Process
    - c. Special Education Monitoring and Onsite Review Process
    - d. Onsite Assistance Review Process
    - e. College and Career Readiness Monitoring and Onsite Review Process
  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
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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.
- v. The School Improvement Team will update the monthly At-A-Glance report with the new date,

## **E. DOCUMENTATION**

*Documentation is saved according to the specific SOP.*

## **F. GLOSSARY**

Onsite reviews, on-site reviews, first half, second half, compliance academic performance measures, site visit summary template, Site Visit Tracker spreadsheet, At-A-Glance reports

## **G. CROSS REFERENCED SOP'S**

SOP 4.02 Opening Assurances Process

SOP 4.03 Annual Compliance On-Site Review Process

SOP 4.04 Special Education Monitoring and Onsite Review Process

SOP 4.05 Onsite Assistance Review Process

SOP 4.06 College and Career Readiness Monitoring and Onsite Review Process

## **H. REVIEW AND APPROVAL**

Approved By: Chief Executive Officer David L. Cash, Jr.

Date: 06/30/2025

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