

STANDARD OPERATING PROCEDURE 4.06: COLLEGE, CAREER, WORKFORCE AND MILITARY READINESS MONITORING AND ONSITE REVIEW PROCESS

July 1, 2025

A. PURPOSE

The purpose of the COLLEGE, CAREER, WORKFORCE AND MILITARY 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, CAREER, WORKFORCE AND MILITARY 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, College Credit Plus, and other College, Career Workforce, and Military Readiness Ohio Report Card Post-Secondary Readiness Measures. 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.

B. APPLICABILITY

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

C. DEPARTMENT RESPONSIBILITIES

Responsible Department: School Improvement
Other Departments: Compliance Department

D. PROCEDURE

1. The College, Career, Workforce and Military Readiness Monitoring and Onsite Review Process consists of two primary reviews: the compliance review by the
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Compliance department, and the onsite assistance review of the College, Career, Workforce and Military Readiness (“CCWMR”) education plan by the School Improvement Team.

2. The Compliance Department will include all questions regarding CCWMR requirements on the compliance spreadsheet and conduct the compliance review in accordance with the Annual Compliance Review Process. The Compliance Department will review and 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, to determine the school’s compliance with all college and career readiness rules, laws and applicable contractual obligations as required by the ODEW compliance worksheet.
 - a. During the Annual Compliance Onsite Review, the Compliance Department reviews a sample of student files to ensure accurate documentation for students relative to all high school graduation rules, laws and applicable contractual obligations.
 3. The review of the CCWMR education plan will be conducted by the School Improvement Team either during an Onsite Assistance Review or during a separate visit. The CCWMR 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 School Improvement Team can provide in order to help make the school successful in their CCWMR implementation. The School Improvement Team 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, the School Improvement Team 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 review any onsite CTE or career tech fields
 - iii. Reviewers should ensure that all safety equipment is available for use at the school depending upon the CTE field.
 - iv. Reviewers should avoid interrupting the teacher(s) or creating any unnecessary disturbances during classroom instruction;
 - v. Reviewer should use the observation tool to note strengths and weaknesses relative to areas noted on the observation tool;
 - vi. When possible, the teacher(s), Community School Leadership or Building Leadership Team, students, coaches, aides, or parents
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- 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);
- vii. Reviewer should refer to/compare observations to requirements in charter language, education 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.
4. The School Improvement Team will visit all schools that offer CCWMR (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.
5. After all data has been collected, the School Improvement Team will send a final college, career, workforce and military 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 request relevant status updates from the school.
 - ii. The School Improvement Team will review relevant status updates from the school regarding its progress in the area.
 - iii. The School Improvement Team will also review areas needing improvement and determine if technical assistance should be provided to the school.
6. The School Improvement Tem will prepare a summary report regarding the implementation of CCWMR for each school by April 30 or in accordance with the Compilation Report SOP timeline. The summary report will be included in an annual compilation of reports to be sent to each school.
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- a. This written report will include the information collected during the site visit, a summary of findings, areas needing improvement (if applicable), recommendations and areas of strength.
 - i. In accordance with the Corrective Action Plan SOP, 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. The School Improvement Team will review relevant status updates from the school regarding its progress in the area.

E. DOCUMENTATION

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:

- College and Career Readiness Compliance Review

F. GLOSSARY

CCR, CCWMR, compliance review, onsite assistance review, career technical education, graduation, college credit plus, observations, program implementation

G. CROSS REFERENCED SOP'S

None

H. REVIEW AND APPROVAL

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

Date: 06/30/2026
