

ONSITE VISIT AND SITE VISIT REPORT PROCEDURE

This procedure establishes a protocol for conducting site visits and site reviews pursuant to Policy SP6, Oversight and Evaluation. By complying with this procedure, the District will minimize administrative burden on Sponsored Schools and maximize the District's effectiveness as a sponsor.

Purpose of Site Visits & Reviews

Site visits and their corresponding reviews are a critical part of the District's monitoring. Site visits provide the District an opportunity to review and verify the Sponsored School's compliance with all applicable laws, rules, contractual obligations, and academic performance measures. Site visits also serve to reinforce the Sponsored School's strengths and identify areas needing improvement.

Protocol for Conducting Site Visits and Reviews

To ensure site visits are efficient and productive, the District shall follow the protocol described below:

1. Prior to each site visit, the District shall contact the Sponsored School's head administrator by phone and identify potential dates for conducting a site visit. The purpose of the phone call is to identify dates when the Sponsored School is available for a site visit and is not closed, does not have testing, or other scheduled activities (e.g. assemblies, field trips).
2. Once a date is selected, the District will send the Sponsored School's head administrator a letter specifying the date and time of the visit, the estimated length of the visit, the specific review areas, documentation that will be needed, and stakeholder groups that should be made available for interview.
3. During each site visit, the District shall conduct oversight of Review Areas. Possible Review Areas are described below. The District' site visit shall be conducted using the District's established evaluative instrument/tools. The District shall use the same evaluative instrument/tool for each Sponsored School. Guidance on how to conduct observations and interviews is discussed below.
4. Consistent with District Policy, the District shall collectively obtain data from at least three stakeholder groups. Stakeholder groups include: governing authority members, administrators, teachers, instructors, staff, management company staff, students, parents and other stakeholders.

5. After completing the site visit, the District will provide a written site-visit report (“Report”) to the Sponsored School’s Governing Authority and the head administrator. For each Review Area, the Report shall specify: (1) a summary of findings, (2) areas of strength and (3) areas needing improvement. For each area of improvement identified, the District shall specify that the Sponsored School must take action, and shall provide the Sponsored School with steps and timeframes to make improvements. The Report shall further specify that the District will be requesting updates regarding the Sponsored School’s status.

Guidance on Conducting Site Visits

1. Observation

The purpose of an observation is to obtain compliance data by independently observing a Sponsored School’s practices. Observations shall last at least twenty (20) minutes. The specific stakeholder being observed shall be not be pre-determined. Following the observation, the District’s representative shall meet with the stakeholder to obtain additional feedback from the observation.

2. Interviews

Prior to conducting a site visit, the District shall review pre-established interview questions relating to the specific area being reviewed. Questions shall be targeted to gain understanding as to whether the Sponsored School is in compliance with the specific area being reviewed.

During each interview, the District’s representative shall introduce himself/herself, explain the role of a sponsor, and explain the purpose of the site visit. It should be made clear to the interviewee that honest feedback is needed to assist the Sponsored School’s improvement.

When conducting interviews with students, students shall be provided at a mutually convenient time and the District shall take care to minimize disruptions to the student’s participation in the school day. The District shall ensure no report contains personally identifiable information of the student’s interview.

Site Visit - Review Areas and Criteria

The following Review Areas have been identified as relevant for review. The general criteria for each is summarized below. The established evaluative instruments for each review area should be used.

1. Student File Compliance

- a. Summary: The District will review a sample of enrollment records of students enrolled in the Sponsored School. The enrollment records should be verified to determine (1) the student's address and residency are consistent with the address on file, (2) the student's attendance records, and (3) that the student's necessary forms are on file (immunization, etc.).
- b. Stakeholder Groups: Head Administrator, EMIS Coordinator.
- c. Data: EMIS review, enrollment verification, e-school assurances, and immunization records.
- d. Evaluative Tool: Enrollment review form

2. Sponsored School Compliance

- a. Summary: The District will review a sample of 10 items of compliance derived from the Ohio Department of Education's Compliance Spreadsheet. For each item, the Sponsored School will be required to document compliance. If only certification is possible, the Sponsored School will be required to explain how it is in compliance.
- b. Stakeholder Groups: Superintendent, Fiscal Officer.
- c. Documentation: policies, resolutions, contracts, and other compliance items.
- d. Evaluative Tool: Modified Ohio Department of Education compliance checklist.

3. Education Plan

- a. Summary: The District will review the Sponsored School's Education Plan and conduct a classroom observation and/or interview with stakeholder groups to determine compliance with the Education Plan.
- b. Stakeholder Groups: Superintendent, Teachers, Students, Parents.
- c. Data: Lesson Plan, Classroom Observation, Student Interview, Parent Interview, and Teacher Interview.
- d. Evaluative Tool: Educational Plan questionnaire.

4. Student Discipline

- a. The District will review examples of student discipline that resulted in out-of-school suspension and/or expulsion. The District will verify (1) that discipline was based on a violation of the code of conduct, (2) that proper notices were provided to the parents, (3) that due process protections were provided, and (4) that the student returned in the time specified.
- b. Stakeholder Groups: Superintendent, Teacher.
- c. Documentation: Code of conduct, discipline policy, legal notices, and attendance records.
- d. Evaluative Tools: Discipline review form.

5. Governance

- a. The District will review the Sponsored School's governance to ensure that the Sponsored School's governance complies with state law and the Sponsor Contract. Areas that are to be verified: (1) Governing Authority members have completed Annual Sunshine Law Training, (2) Governing Authority meeting minutes are kept, (3) Governing Authority members understand their role as members, and (4) meetings are conducted pursuant to Ohio's open meeting laws.
- b. Stakeholder Groups: Superintendent, Governing Authority member(s), and Treasurer.
- c. Documentation: Code of Regulations, Sunshine Law Training, Conflict of Interest, Meeting minutes, and Policies/Procedures.
- d. Evaluative Tool: Governance meeting site visit form.