Adopted: **Thursday, November 19, 2015**
Revisited

POLICY: **ONSITE REVIEW PROCESS POLICY**

SUBJECT: **COMMUNITY SCHOOL SPONSORSHIP DUTIES-
ONSITE REVIEWS**

PURPOSE: **RICHLAND ACADEMY OF THE ARTS IMPLEMENTS A SYSTEM
OF OVERSIGHT & EVALUATION THAT IS DEFINED BY THE
COMMUNITY SCHOOL CONTRACT AND THAT PROVIDES THE
INFORMATION NECESSARY TO MAKE RIGOROUS AND
STANDARDS-BASED RENEWAL, TERMINATION, AND
INTERVENTION DECISIONS.**

**STATUORY
REQUIREMENT:**   **OHIO REVISED CODE SECTION 3314.03 Specifications of
contract between sponsor and governing authority -
specifications of comprehensive plan.**

Purpose and Overview

The RAA Onsite Review Process is designed to gather data on behaviors and practices within the school setting that provide information beyond existing data available from the Ohio Department of Education (ODE). The primary purpose of the RAA Onsite Review Process is to help the community schools it sponsors improve student performance by comparing current practices to effective evidence and research-based practices, identifying areas of strength and areas needing improvement, prioritizing items needing improvement, with the goal of aligning these practices with evidence and research-based practices.

General Interview Process and Procedures

1. Request to interview certain individuals that are responsible for specific areas (Who are the go to person for these duties?)
   a. Administration
   b. Curriculum-Instruction-Professional Development
   c. Pupil Services-Students With Disabilities, Limited English Proficient
   d. School Board (2 members at most)
   e. Treasurer
2. Request to interview at least two parents of students enrolled in the school.
3. Request to interview at least one student per grade level.
4. No person shall be interviewed more than once.
5. Introduce yourself and any other interviewer.
6. Review reason for being there, reemphasize confidentiality/anonymity.
7. Use the interview questions in order and as written as appropriate.
8. Use probing questions to clarify the answers as needed to ensure you accurately documented the response of interviewees.
9. Schedule enough time between interviews to review the interview for completeness and accuracy.

Specific Interview Process and Procedures

1. Introduce yourself and other interviewers if appropriate.
2. Share the reason for being there and reemphasize confidentiality/anonymity of the responses of the interviewee.
3. *No person shall be interviewed more than once*
4. Follow the interview questions in order and as written, as appropriate for the situation and person being interviewed.
5. Use probing questions to clarify the interviewee's answers to ensure you accurately document the interviewee's responses.
6. Interviewers should do their best to make clear notes of the responses and seek clarification if the interviewer does not understand the interviewee's responses.
7. Schedule enough time between interviews to briefly discuss the interviews as needed with the onsite team members as needed.