

Sponsor Monitoring Review Instrument
Core Areas of Compliance

Area of Review	Areas of Compliance/Explanation	Statutory Reference	Examples of Sponsor Actions to Document Compliance	Verified	Not Verified	Description of Sponsor Methods for Monitoring School Compliance with Statute
Health and Safety	Bus Driver Qualifications	ORC 3327.10	If the school transports its own students and/or provides transportation as a related service on an IEP, review the school foundation payment system account with all the drivers and private contractors entered. (Otherwise, not applicable.)			
Health & Safety	Certificate of Occupancy	ORC 3314.05 (A), 3314.19 (J)(2)	Documentation signed by a local government agency or building department certifying a building to be in condition suitable of occupancy. (Note: not applicable to eschools.)			
Health & Safety	Criminal Background Checks (BCI&I and FBI)	ORC 3319.39	BCI and FBI results must be in place for all staff. Results must be on file within 60 days of hire. The requirement is no longer "care, custody and control." Affidavit may be available in schools with management companies.			
Health & Safety	Current Fire Inspection	ORC 3314.05 (B)(4); 3737.73(C)(1)	Review documentation of current fire inspection. Note: not applicable to eschools; done annually unless specified otherwise by the locality.			
Health & Safety	Heimlich Maneuver Training	ORC 3313.815	Any school district that operates a food service program shall have at least one employee who has received instruction in methods to prevent choking and has demonstrated an ability to perform the Heimlich maneuver to be present while students are being served food.			
Health & Safety	School Emergency Evacuation-Tornado-School Safety Drill	ORC 3737.73 (A) & (D)(2)(b); Ohio Fire Code 405.1.1.1 and 408.3.2	At least (9) Emergency Evacuation drills must be conducted in the school year and at least (1) must occur within the first 10 days of school. Not later than the first day of December each year, the head of school will mail a list certifying the date and time each school safety drill was conducted to the police chief or county sheriff. Ensure evacuation maps are clearly labeled and displayed in the building and classrooms.			
Health & Safety	School Environment Inspection - Health Department	OAC 3701, 3717; ORC 3314.05	A copy of current school environment (health) inspection.			
Health & Safety	School Safety Plan	ORC 3314.03	Must contain protocols for addressing various threats; updated every 3 yrs; the plan and floor plan filed with each local law enforcement agency and with the Ohio Attorney General			
Education Program	Academic Prevention/Intervention Services Policy	ORC 3313.6012	Review of policy.			
Education Program	Implementation of the Education Plan	ORC 3301.03; 3301.0711	Review educational plan in Contract. Tour school. Note the teacher/student ratio, verify of contract required curricular materials. Conduct classroom observations of lesson materials, plans, and any evidence of any additional supplemental materials.			
Education Program	Special Education & related services plan, including 504 Implementation Plan	ORC 3323.03; OAC 3301-51-06	Evidence that the school has such a plan and that it is used to guide their service delivery; how does the Sponsor monitor implementation of the special education services.			

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Education Program	Special Education Student Files	OAC 3301-51; ORC 3323.03;	Check for Sponsor initials as verification.			
Governance	Certification of non-profit status	ORC 3314.03	Confirm the school has a current certificate of its non-profit status filed with Ohio's Secretary of State			
Governance	Governing Authority Approved Meeting Minutes and Resolutions; signed and available to the public	ORC 121.22	Board records are public. Review appropriate procedures and board book for board meeting minutes.			
Finance	Monthly Financial Review	ORC 3314.023	Confirm that sponsor is conducting monthly fiscal review; and effective March 23, 2015, within 10 days after review Sponsor provides the GA and Fiscal Officer with a written report.			
Finance	Treasurer/Fiscal Officer Licensure/Qualifications & Bond	ORC 3314.011; Sponsor Contract	Current school treasurer license or evidence of qualifying hours of training for Fiscal Officer and current Bond.			
Operations	Liability Insurance	ORC 3314.03 (A) (11) (b)	A copy of current liability coverage.			
Operations	Licensed Employees	ORC 3319.22 to 3319.31	Verify that all classroom teachers are licensed in accordance with the ORC.			
Operations	Resident Educator Program; Mentor Program	ORC 3319.223	Ensure the school has a resident educator program mentor on staff and verify approved mentor status of the employee. Review documentation of training received. If process is not fully in place, follow up at next Site Visit.			
Operations	Review of enrollment records	ORC 3314.11	Proof of residency policy available for review; sample of records pulled and reviewed for proper enrollment documents			
	*Desk review unless otherwise noted					

Rotating Areas of Compliance

	B	C	D	E	F	G	H
1	Area of Review	Areas of Compliance/Explanation	Statutory Reference	Examples of Sponsor Actions to Document Compliance	Verified	Not Verified	Description of Sponsor Methods for Monitoring School Compliance with Statute
2	Education Program	Child Find implementation	OAC 3301-51-03	Evidence of the school's process and procedures for implementing Child Find.			
3	Education Program	College and Career Readiness and Financial Literacy	ORC 3313.6015	Guidelines addressing college and career readiness and financial literacy; reference to incorporation of latter into curriculum.			
4	Education Program	Core Curriculum Parental Notification	ORC 3313.603	If the school offers high school grades and offers a waiver from the core curriculum, confirm parent signature and notice of student's ineligibility to enroll in state universities. Pertains to students in grades 11 & 12.			
5	Education Program	Dual Enrollment Policy for College Credit	ORC 3313.6013	For schools offering high school grades, review the GA approved policy for dual enrollment and evidence that students are informed about the opportunity.			
6	Education Program	Highly Qualified Teacher and ParaPro Documentation	ORC 3319.074; NCLB	Review EMIS report showing highly qualified teacher (HQT) status and verify staff roster is accurately documented.			
7	Education Program	LPDC Minutes		Minutes of LPDC meetings available for review, including dates, attendees and subject matter covered			
8	Education Program	Racial and Ethnic Balance Assessment	ORC 3314.03	Comparing school demographics to that of district; review GA's policy regarding balance assessment.			
9	Education Program	School Improvement Plan	CCIP or OIP, as required	For schools identified as in need of improvement by ODE, review the school's 3 year improvement plan and the sponsor's review of the plan.			
10	Education Program	State Mandated Testing Plan & Schedule	ORC 3301.0710; 3301.0711	Review the school's documentation of its testing plan (ordering, securing, administering, accounting for and returning all applicable statement mandated tests and diagnostics, along with notice to parents and students of the testing schedule; review procedures for identifying LEP students.			
11	Governance	Anti Harassment and Bullying Policy	ORC 3313.666 (A) (B) (C)	GA adopted policy in accordance with statute; may be aligned with ODE's model policy.			
12	Governance	Child Find policy	ORC 3323.03; OAC 3301-51-03	Review board approved child find policy and verification of procedures followed. Ensure that notice is published annually and that it is posted on the school's website if it has one.			
13	Governance	Parental Involvement Policy	ORC 3313.472	Verify that the school has a parent involvement policy that is reviewed by the board and shared with the parents annually.			
14	Governance	Privacy Policy	ORC 3319.321 and Family Educational Rights and Privacy Act	Review of GA adopted policy regarding open records, annual public notice of FERPA (parents' and students' rights to the student's education records).			
15	Governance	Suspension & Expulsion Policies and Reporting	ORC 3313.66, 3313.661; 3313.662; 3313.664; 3313.613; 20 USC 7151.	Verify published policies regarding suspension and expulsion. School must show a compilation of all suspensions and expulsions for all students differentiating any special education students.			

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17	Health and Safety	Bloodborne Pathogens Training	Title 29 of the Code of Federal Regulations 1910.1030	Verify staff trained on the employee roster.			
18	Health and Safety	Epinephrine Injectors Policy	ORC 3313.716, 3313.718	Verify that school has an a policy and has obtained written physician approval for any student needing an inhaler at school.			
19	Health and Safety	Food Allergy Protection Policy	ORC 3313.719	Policy about protecting students with peanut or other food allergies.			
20	Health and Safety	Food Service License	ORC 3314.05; ORC 3717.41	Review current food service/food handlers license, if applicable			
21	Health and Safety	Immunization Records Policy and secure location for records	ORC 3313.716, 3313.718	Should include a prohibition against allowing a student to remain in school longer than 14 days without submitting immunization records. Wavier allowable for religious reasons			
22	Health and Safety	Missing Children Policy	ORC 109.65, 3313.96	Review of GA adopted policy, procedures and implementation; review policy and procedures for confirming students' verification of ID.			
23	Health and Safety	Student Records Review	ORC 3313.50 & 3313.69 (vision & hearing); 3313.67; 3313.671 (immunization); 3313.712 (emergency medical authorization)	Review a sample of student records in each grade level utilizing student file checklist. Verify grade levels for vision and hearing checks.			
24	Health and Safety	Wellness Policy	Section 204 of the Healthy, Hunger-Free Kids Act of 2010, Public Law 111-296	Review of GA adopted policy in accordance with statute.			
25	Operations	Academic Calendar	ORC 3313.481	Review calendar for current year to confirm consistency with sponsor's approved calendar, school's operations and with SOES submission. Did the sponsor receive calendar & bell schedule?			