



Learning First Educational Services, Inc. - 739

2010 Monitoring Standards

Standard #	Requirement	M	M/R	DNM	NA
Category #1	Document Verification - The Provider must have on file the following documents with appropriate signatures.				
1.1	Provider has on file a <u>signed contract with the LEA</u> for each student served or one contract with a list of students being served under the attached contract.	X			
1.2	Provider has a copy of each student's <u>completed compact</u> filed in the student's portfolio. Compacts must be signed by the parent(s)/legal guardian(s) and Provider. The compact includes the responsibilities of the LEA, Provider, parent(s)/legal guardian(s), the student (if appropriate), a cost/fec structure, and all other required information found on the form. The original signed compact should be sent to the LEA.	X			
1.3	Provider has on file a copy of the Provider's current declarations page indicating proof of valid liability insurance coverage for as long as services are being provided in the state of Georgia.	X			
Mandatory Standard 1.4	Provider has on file a <u>completed criminal background check</u> for all individuals, paid or unpaid, who have contact with students either in person or via phone/internet. All <u>criminal background checks</u> must: i. Be completed for all individuals prior to having initial contact with students, and; ii. Be completed no later than 365 days from the	X			

	<ul style="list-style-type: none"> iii. Include the individuals legal name, valid social security number, date of birth, and; iv. Be checked against national and state criminal databases, and; v. Be checked against the national sex offender database. 				
1.5	<p>Provider has on file a resume and/or application for all individuals who have contact with students detailing at minimum:</p> <ul style="list-style-type: none"> i. Previous education, and; ii. Applicable work experience, and; iii. Any applicable licenses or certifications, and; iv. A copy of valid government issued picture identification must be included in each individual's personnel file. 	X			
1.6	<p>Provider has on file signatures documenting receipt of all policies and procedures listed in category #2. All policies must be in both the parent/student handbook and the employee handbook for all:</p> <ul style="list-style-type: none"> i. Parent(s)/legal guardian(s), and; ii. Personnel. 	X			
Category #2	<p>Program Policies and Procedures - The Provider must have an employee handbook and a parent/student handbook. Both handbooks must contain all of the following policies and procedures (Policies and procedures not documented in both the employee handbook and the parent/student handbook will be scored as DNM):</p>				
2.1	A student behavior policy and procedure.	X			
2.2	Student attendance policy which incorporates recognition for consistent attendance. Recognition must be consistent with the Provider Code of Ethics.	X			
2.3	Substitute tutor policy. If a company does not use substitute tutors then this must be stated in the policy.	X			
2.4	Health and safety policies that ensure compliance with all applicable laws. Policies must include sexual harassment, internet and technology protocol. If the company does not use technology, this must be stated	X			

	in the policy.				
2.4a	Child abuse reporting policy and procedure. Documentation includes procedures staff must follow regarding the Georgia mandated reporter law on child abuse.	X			
2.4b	Parental/guardian supervision policy if instruction is done in-home.	X			
2.4c	Emergency policies and procedures for: i. Severe weather ii. Building evacuations iii. Cancellation of sessions iv. Students left at facilities v. Use of electronic devices during severe weather vi. Signed parent/legal guardian transportation forms if applicable.	X			
2.5	Civil rights policies and procedures that ensure protections for both employees and students.	X			
2.6	Hiring policy for applicants with criminal history.	X			
2.7	Policy confirming instructional content is not: i. Controlled by or concerned with religion ii. Biased iii. Guided by beliefs or doctrines.	X			
2.8	Policy and procedure allowing parent(s)/legal guardian(s) access to the Provider to discuss student progress or other programmatic concerns/complaints.	X			
2.9	Ethical behavior policies and a code of conduct for all individuals, paid or unpaid, who interact with students.	X			
Category #3	Staff Training - The Provider must have on file documentation to indicate all tutors receive training.				
3.1	Provider has on file a yearly staff development plan				

	which includes at minimum:				
3.1a	Training plan and materials for the Provider's curriculum and instructional techniques.	X			
3.1b	Training plan and materials for student lesson plans, attendance sheets, and progress reports.	X			
3.1c	Training plan and materials discussing strategies and/or relevant information for teaching low-income students.	X			
3.1d	Training plan and materials discussing strategies and/or relevant information for teaching culturally diverse student populations.	X			
3.1e	Staff signatures and dates, documenting the extent of training completed by each tutor or substitute tutor.	X			
Category #4	Instructional Program - The Provider must have in each student portfolio the following documentation indicating a quality instructional program.				
4.1	Provider has in each student's file a pre-assessment summary including: <ul style="list-style-type: none"> i. The name of the assessment tool ii. Pre-assessment results for the student being served iii. A written summary of the results indicating the academic strengths and weaknesses of the student being served iv. A description of how state assessments were utilized (if state assessments are available). 	X			
4.2	The Provider has in each student's file all applicable state assessments (CRCT, ITBS, etc.) indicating academic need(s) of each student served (if not received from the LEA the Provider must have documentation to show they requested SES Student data from the LEA).	X			

4.3	Provider has on file samples of instructional materials used for tutoring by grade level and by subject.	X			
4.4	The Provider has on file an individualized student plan (ISP) derived from the academic weakness identified from both district and Provider assessment results. The ISP must include at minimum:				
4.4a	General student information including: i. Student name ii. Current grade iii. Current School iv. Subject or content area for which tutoring services will be provided (One ISP per subject)	X			
4.4b	List of specific goals and objectives for each subject area served derived from the pre-assessment results and LEA requested assessments. The goals and objectives listed must encompass the entire instructional program for the student. (The link between academic weakness noted on the assessments and ISP should be clear).	X			
4.4c	Goals and objectives directly linked to Georgia Performance Standards (GPS) to improve CRCT/GHSGT scores. Documentation of this standard must include the GPS code and be evident on the ISP document. This must be completed for each student.	X			
4.5	The Provider has in each student's file a projected timeline derived from the ISP objectives with a tentative teaching date or schedule. (This may be combined with the ISP).	X			
4.6	Provider implements quality instruction. Quality instruction will be observed by a State and/or LEA approved monitor(s). Indicators of quality instruction include:				

4.6a	Instruction and instructional materials are clearly linked to each student's ISP, timeline, and instructional planning.	X			
4.6b	Student engagement and appropriate feedback are evident.	X			
4.6c	At the time of instruction it is evident that each tutor is utilizing the ISP and has access to the student portfolio in order to meet the instructional needs of each student served.	X			
4.7	Provider has in each student's file a monthly progress report for the LEA's designee and parent(s)/legal guardian(s), indicating at minimum:				
4.7a	Dated goals and objectives addressed during <i>each</i> tutoring session within the reported month. Goals and objectives must be clearly linked to the ISP objectives and in a format understandable to the parents.	X			
4.7b	Concrete assessment results from quizzes, tests, and any additional scored student work used to determine mastery or non-mastery for each objective taught.	X			
4.7c	Indication of mastery or non-mastery on each objective taught based upon assessment results.	X			
4.7d	Goals and objectives for the next month of tutoring.	X			
4.7e	Tutor observations/comments specific to each individual student's progress and the identification of the tutor(s) who taught the student.	X			
4.8	Provider maintains an organized student portfolio containing: <ul style="list-style-type: none"> i. Pre-assessment results and summary ii. Established ISP and timeline iii. Samples of student work iv. Quiz and test results used to determine proficiency on tutored objectives v. Progress reports 	X			

Kathy Cox
 State Superintendent of Schools
 July 19, 2010

	vi. A completed compact signed by all applicable parties.				
4.9	Provider has on file a parent(s)/legal guardian(s) communication log where each contact with parent(s)/legal guardian(s) (telephone call, email, letter, conference, etc.) is documented by date and topic discussed.	X			
Category #5	The Instructional Environment - The Provider must have on file the following documentation to indicate the instructional environment is conducive to learning.				
5.1	Provider maintains appropriate tutor student ratios as indicated in the Provider's approved GaDOE application not to exceed 1:8 non-computer based instruction and 1:10 computer based instruction.	X			
5.2	An evacuation route is posted in the classroom or kept on file with every tutor depending on the type of service provided.	X			
5.3	The instructional site is: i. Free of any noticeable hazards ii. Clean iii. Organized iv. Well lit v. Temperature controlled vi. Has exit signs posted vii. Inspection clearances on file viii. A visible occupancy notice ix. Is conducive to learning. The in-home/online instructional site has policies and procedures in place to ensure student and/or tutor safety at the applicable instructional site.	X			
5.4	The Provider has emergency contact information on file for every student and readily available for applicable staff.	X			

Provider's overall percentage of compliance with SES Standards = 100

Provider's overall rating: Meets Standards (80 percent or greater)

Does Not Meet Standards (Less than 80 percent)

Provider has satisfied all mandatory standards: Yes No

Corrective Action Required: Yes No

Recommendation for Removal: Yes No

Monitor's Signature: Mike Mj Date: July 19, 2010