



# Accrediting Commission for Schools

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## SIX-YEAR TERM WITH ON-SITE MIDTERM REVIEW PROCEDURES

### SCHOOL INSTRUCTIONS

Schools that receive a six-year term with a required midterm review must prepare a progress report to submit to the midterm review committee. This report is a concise compilation of all progress noted since the last full self-study. Included in this report should be the progress made on the schoolwide action plan that integrated the recommendations and critical areas for follow-up left by the previous full self-study visiting committee and supporting evidence, including student achievement data analyzed using multiple means of assessment. The progress report should be completed four to five weeks prior to the visit.

The on-site midterm review committee is typically a two-member team comprised of the chairperson and an additional educator from the previous self-study visiting committee. During the visit, the team will verify the progress report and examine other areas as needed. The team's findings will be sent to the Accrediting Commission for review. The visit should take place before the end of the third year of the school's six-year term of accreditation.

### Preparation of the Progress Report

The progress report should be prepared by the leadership team responsible for monitoring the schoolwide action plan. Persons or groups most affected by the schoolwide action plan and schoolwide areas for follow-up should also be involved.

If there are differing opinions regarding the nature and extent of progress, this should be indicated and explained in the report. If changing conditions have made parts of the action plan obsolete, that should be noted and explained.

All stakeholders and shareholders, including the School Board, should review and approve the report prior to the visit.

## School's Progress Report Format

The school progress report's suggested format is as follows:

### **I. Introduction and Basic Student/Community Profile Data, including Summary of Data (updated Chapters I and II of the school's previous full self-study report)**

- A general description of the school
- Schoolwide student goals
- Student demographics
- Faculty/staff demographics
- An analytical summary of disaggregated and interpreted student achievement data since the last full self-study
- Show growth or change for the entire school and designated subgroups of students
- Note the status of the school with respect to governing authority expectations, e.g., program improvement school, year three; Academic Performance Index (API); audit and resulting corrective action plan integrated into the single school plan. (*Utilize the current student/community profile and summary that has been updated annually since the last full visit and other annual progress reports.*)

### **II. Significant School Changes or Developments**

Include a description of any significant changes or developments, i.e., program additions since the last full visit, changes in student enrollment, staffing changes. Describe the impact these developments have had on the school and/or specific curricular programs.

### **III. Ongoing School Improvement**

- A description of the school's procedures for the implementation and monitoring of the single schoolwide action plan.
- Comment as needed on the integration of plans into one single schoolwide action plan.
- Include how annual progress reports, as well as this midterm progress report, have been prepared and whether they were presented to the governing board.
- Provide copies of the schoolwide action plan for year one, year two, and the current third year to the visiting committee members. The assumption is that the plan has been modified and updated annually based on progress and changes.

### **IV. Schoolwide Action Plan Progress**

- Comment on the accomplishment of each schoolwide action plan section; cite evidence including how each area has impacted student achievement, i.e., accomplishment of one or more of the schoolwide learning results and academic standards.

- In each schoolwide action plan section, reference which critical areas of follow-up have been addressed. *(The school’s action plan should have incorporated all the critical areas of follow-up or major recommendations that were stated in the last full visiting committee report. If critical areas for follow-up were not included in the action plan, indicate what actions have been taken to address those issues.)*

## V. Schoolwide Action Plan Refinements

Comment on the refinements that have been made to the schoolwide action plan since the last full self-study visit to reflect schoolwide progress and/or newly identified issues.

### Distribution of the Progress Report

1. The school shares the final report with the faculty and staff prior to the committee visit to the school.
2. The school presents the report to the governing board and district leadership prior to the visit.
3. At least three to four weeks prior to the on-site visit, the school sends one copy of the report to the members of the on-site review committee with additional materials, such as the current action plan and the prior ones for year one and year two since the full visit. *It is assumed that annually the school may have modified or refined the action plan based on progress noted.*
4. The school sends one copy of the report (on CD or hard copy) to:

Executive Director  
Accrediting Commission for Schools  
533 Airport Blvd., Suite 200  
Burlingame, California 94010

Please contact us if you have any questions:

#### **Northern California/Hawaii Schools\***

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\*For WASC purposes, Northern California is comprised of all counties north of and including San Luis Obispo, Kings, Tulare, and Inyo.

## **SIX-YEAR TERM WITH ON-SITE MIDTERM REVIEW**

### **MIDTERM REVIEW COMMITTEE INSTRUCTIONS**

The on-site midterm review committee is typically a two-member team comprised of the chairperson and an additional educator from the previous self-study visiting committee. Once the chairperson has accepted the invitation to serve on the committee, the chairperson will select and invite the accompanying member. WASC can help with the selection of a member, if necessary. The on-site review committee will visit the school to meet with the principal, leadership team, and other groups responsible for the monitoring, implementation, and accomplishment of the schoolwide action plan. The visiting committee will focus on reviewing the action plan and the progress made on the areas for follow-up or major recommendations made by the previous WASC committee.

#### **On-site Review Committee Guidelines**

1. The chairperson of the on-site review committee and the school principal communicate to develop a mutually acceptable schedule for the review. The chairperson should request a copy of the previous WASC visiting committee report, copies of the previous and current schoolwide action plan, and a copy of the student/community profile.
2. The chairperson utilizes the previous WASC visiting committee report as a reference to prepare for the one-day visit.
3. The chairperson reviews the follow-up activities which have occurred in response to the previous WASC visiting committee report and any significant developments at the school with the principal. The chairperson should emphasize the importance of noting the progress the school has made in student achievement using multiple means of assessment.
4. The chairperson communicates all information to the committee member in preparation for the review.
5. Following the visit, the review committee expense vouchers should be submitted to the WASC Burlingame Office for reimbursement.

## On-site Review Committee Report

The on-site review committee prepares a report with two sections: (1) the on-site review committee report; (2) the confidential on-site review justification statement. Immediately following the on-site review, the visiting committee will prepare a report detailing areas of significant progress and specifying those recommendations that should have the continued attention of the school. The suggested format is as follows:

Name of School: \_\_\_\_\_  
Address: \_\_\_\_\_  
District: \_\_\_\_\_  
Date of Previous Visit: \_\_\_\_\_ Date of On-site Review: \_\_\_\_\_

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Committee Chair (Name)

Committee Member (Name)

### I. Introduction

- General comments about the school and its setting
- Significant changes or developments that have affected the school since the last visit.
- A description of the committee that has been responsible for overseeing the progress on the school's action plan and preparation of the school's progress report.

### II. Action Plan and Critical Areas for Follow-up Accomplishments

Comment on the accomplishment of each schoolwide action plan section, noting how the critical areas for follow-up have been addressed through each section.

### III. Recommendations

Include recommendations, if any, where additional attention is needed in the action plan regarding previous areas for improvement or newly identified concerns.

## Confidential On-site Midterm Review Justification Statement

The chairperson of the On-site Midterm Review committee submits a confidential summary statement to the Accrediting Commission regarding the progress of the school in responding to the schoolwide critical areas for follow-up or major recommendations and whether additional visits or other conditions should be required of the school during the remainder of its six-year term. The committee must recommend one of the following: (1) reaffirm the six-year term or (2) require an additional report, an additional visit, or another action to be determined by the Commission. Please be sure this recommendation is clear. Both the chair and member must sign and date this statement.

Send one copy of the (1) confidential on-site review justification statement and the (2) on-site review committee report to the WASC Burlingame Office. **Please make certain both the chairperson and member have signed the confidential justification statement.** Send one copy of the on-site midterm review report to the school.