ACS WASC PROBATIONARY VISIT PROCEDURES
SCHOOL INSTRUCTIONS

Schools that receive probationary accreditation must prepare a progress report to submit to the visiting committee and participate in a probationary visit.

The purpose of the probationary visit is to determine the school’s progress in terms of student achievement of the schoolwide learner outcomes. Also examined during the probationary visit are the key outcomes and the progress made on the recommendations and the critical areas for follow-up identified by the previous full self-study visiting committee.

The ACS WASC office will assign the probationary visiting committee. Once assigned, the chairperson will contact the principal to establish a date for the visit. Following the visit, the visiting committee will make a recommendation regarding the continued accreditation status of the school.

Preparation of the School’s Progress Report

The progress report should be prepared by the leadership team responsible for monitoring the schoolwide action plan. All stakeholders are encouraged to be involved in the process.

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, including the Governing Board, should review and approve the report prior to the visit.

Progress Report Format

The school’s progress report format is as follows:

I. Introduction and Basic Student/Community Profile Data

Include the following:

- A brief, general description of the school, the schoolwide student goals, the student demographics, and the faculty/staff demographics
- A summary of the disaggregated and interpreted student achievement data since the last full self-study, and how it may have impacted the entire school and designated subgroups of students
- 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.

Note: 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 and Developments

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

III. Follow-up and Progress Report Development Process

- Briefly comment on the school’s follow-up process. Include a description of the committee that has been responsible for overseeing the progress of the school’s action plan and the preparation for the visit.
- Describe the process used to prepare the progress report. Include to what extent stakeholders were involved in the preparation of the report and its presentation to the governing board.

IV. Progress on the Critical Areas for Follow-up within the Action Plan

- List the critical areas for follow-up and reference the schoolwide action plan sections where each critical area for follow-up has been addressed. If any critical areas for follow-up were not included in the school’s action plan, indicate what actions have been taken to address this issue.
- Comment on the progress made to date for each critical area for follow-up and cite evidence and examples of the impact on student learning.

  ➔ Note: 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.

V. Schoolwide Action Plan

- Comment on the refinements made to the schoolwide action plan since the last full self-study visit to reflect schoolwide progress and/or newly identified issues.
- Include a description of the school’s procedures for the implementation and monitoring of the schoolwide action plan.
- Comment on the integration of plans into one single schoolwide action plan.
- Include a copy of the school’s latest updated schoolwide action plan.

The school’s progress report template can be found on the ACS WASC website at www.acswasc.org/pdf_general/ProbationaryReportTemplate.doc.

Distribution of the School's Progress Report

1. The school shares the progress report with the faculty, staff, and governing board prior to the visit to the school.
2. At least four to five weeks prior to the visit, the school sends one copy of the progress report to each member of the visiting committee with additional materials, such as the current action plan. It is assumed that annually the school has modified or refined the action plan based on progress noted.
3. The school sends one copy of the report electronically on CD or flash drive, or via email to mail@acswasc.org.
PROBATIONARY VISIT
VISITING COMMITTEE INSTRUCTIONS

The probationary visiting committee is typically comprised of the chairperson and an additional educator from the previous self-study visiting committee when available. The visiting committee will visit the school to meet with the principal, leadership team, and other groups responsible for the monitoring and implementation of the schoolwide action plan. The visiting committee will focus its review on the progress made on the critical areas for follow-up (major recommendations) made by the previous ACS WASC committee and review the action plan.

Visiting Committee Guidelines

1. The school should provide copies of the following to the visiting committee:
   a. The ACS WASC visiting committee report from the previous self-study
   b. The previous and current schoolwide action plan(s)
   c. The completed Probationary Progress Report.

2. The visiting committee reviews these materials and the school’s follow-up process in response to the previous ACS WASC visiting committee report. The visiting committee will review progress made and significant developments at the school with the principal and/or Leadership Team. The visiting committee should emphasize the importance of noting the progress the school has made in student achievement using multiple means of assessment.

3. The chairperson works closely with the school to establish the visit date and coordinate the schedule.

4. The visiting committee’s expense vouchers should be submitted to the ACS WASC Burlingame Office for reimbursement after the visit.

Visiting Committee Report

Immediately following the visit, the visiting committee will prepare its report detailing the areas of strength and critical areas for follow-up, with regard to progress made on the action plan.

The visiting committee report format is as follows:

I. Introduction (1/2–1 page)
   – General comments about the school, its setting, and the school’s analysis of student achievement data.
   – Significant changes or developments that have affected the school since the last visit.

II. School’s Progress on Critical Areas for Follow-up within the Action Plan (2–4 pages, but more may be needed)
   – For each of the schoolwide critical areas for follow-up, with a particular emphasis on any area(s) of special concern, provide a succinct summary of the school’s progress since the last full visit and comment on any observable impact regarding student improvement.
III. **Commendations and Recommendations** (1 page)

A. **Commendations:**
   - Comment on significant progress the school has made in responding to the critical areas for follow-up and in carrying out the related action plan.

B. **Recommendations:**
   - Comment on any areas that need to be given priority for the school’s ongoing improvement. (This may also include critical areas for follow-up.)
   - Identify new areas of concerns, if applicable.

1. Visiting committee materials can be found on the Probationary Visits page of the ACS WASC website.

**Confidential Accreditation Status Recommendation**

The chairperson submits a confidential accreditation status recommendation which includes a brief justification statement. This statement includes

- The progress made in responding to the schoolwide critical areas for follow-up (major recommendations)
- Whether additional visits or other conditions should be required of the school during the remainder of its current six-year accreditation cycle.

At the next Commission meeting, the Commission will make a decision regarding the accreditation status of the school. This action will be based on the progress report submitted by the school, the visiting committee report, and the confidential accreditation status recommendation. The school will be informed of the Commission action following the ACS WASC Commission meeting.

The committee will recommend one of the following three options:

1. Five years of accreditation granted with a required two-day visit in two years
2. One additional year of probationary accreditation granted with a two-day revisit required in one year
3. Accreditation be withheld.

The chairperson and member(s) must sign and date the status recommendation.

**Distribution of the Visiting Committee Materials**

1. **One** (1) copy of the visiting committee report should be sent to the school.
2. **One** (1) copy of the visiting committee report and **one** (1) copy of the signed confidential accreditation status recommendation and justification statement should be sent to the ACS WASC Burlingame Office.

**Please make certain both the chairperson and member(s) have signed the confidential accreditation status recommendation.**

Please contact us if you have any questions.

ACS WASC Burlingame Office
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7/1/14