



# Accrediting Commission for Schools

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

### INSTRUCTIONS FOR REVIEW COMMITTEE

#### THE ON-SITE REVIEW COMMITTEE

The WASC office will appoint two members to serve as the on-site review committee.

The on-site review committee will visit the school to meet with the principal, leadership team (steering committee), and other groups responsible for monitoring, implementation, and accomplishment of the schoolwide action plan. The schoolwide critical areas for follow-up or major recommendations left by the team should have been integrated into this plan. The chairperson of the on-site review committee and the school principal will develop a schedule which is mutually acceptable to accomplish this review.

#### GUIDELINES FOR THE ON-SITE REVIEW COMMITTEE

Previsit Preparation:

1. The chairperson contacts the school and requests a copy of the original visiting committee report, earlier versions of the schoolwide action plan as well as the current one, and the student/community profile. The chairperson then schedules the visit.
2. The chairperson utilizes the original report as a reference to begin planning the one-day visit. The schoolwide critical areas for follow-up or major recommendations that should have been integrated into the schoolwide action plan will be a guide in determining areas of focus during the visit.
3. The chairperson reviews with the principal the follow-up activities which have occurred in response to the original report and any significant developments at the school. The chairperson emphasizes the importance of the school noting growth or lack thereof in student achievement based on the school's follow-up activities through multiple means of assessment.
4. The chairperson and the school leadership determine the most valuable use of the time during the visit.
5. The chairperson communicates all information to the other member of the on-site review committee in preparation for the review.

## THE 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. Please use the following guidelines:

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 below:

Name of School: \_\_\_\_\_  
Address: \_\_\_\_\_  
District: \_\_\_\_\_  
Date of original visit: \_\_\_\_\_ Date of on-site review: \_\_\_\_\_

\_\_\_\_\_  
Committee Chair (Name)

\_\_\_\_\_  
Committee Member (Name)

### I. Introduction

General comments about the school and its setting are made.

Significant changes or developments that have affected the school since the last visit are noted.

A description of the follow-up process, including a description of the committee that has been responsible for overseeing the progress on the school's action plan and preparing the report

### II. Follow-up Process

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. Write recommendations where additional attention is needed in the action plan regarding previous areas for improvement or identified new concerns.

## THE CONFIDENTIAL ON-SITE REVIEW JUSTIFICATION STATEMENT

The chairperson of the on-site 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: reaffirm the six-year term, require an additional report, an additional visit, or other 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 WASC. Send a copy of the on-site review report, only, to the school.

Please make certain the chairperson has signed both reports.

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