Focus on Learning

JOINT WASC AND HAWAII STATE DEPARTMENT OF EDUCATION PROCESS GUIDE

Western Association of Schools and Colleges
Accrediting Commission for Schools
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Introduction

*Focus on Learning Joint HIDOE/WASC Process Guide* celebrates the ongoing collaboration between the Hawaii Department of Education (HIDOE) and the Accrediting Commission for Schools, Western Association of Schools and Colleges (ACS WASC). The guide describes a self-study process that is based on WASC criteria and an ongoing six-year cycle of quality. By engaging in the process, the school demonstrates the commitment, capacity, and competence to support high-quality student learning and continuous school improvement, and achieves an accreditation status. A coordinated school improvement accreditation process is essential for all HIDOE K-12 schools.

This new edition coincides with and builds upon a number of significant efforts within the Hawaii Department of Education to transform how today’s students navigate tomorrow’s world. In particular, the *HIDOE Strategic Plan 2011–2018* pulls together all these efforts in an focused, coherent plan aimed at three overarching goals: (1) Student Success, (2) Staff Success, and (3) Successful Systems of Support. The *HIDOE Strategic Plan 2011–2018* identifies strategies to help the schools reach these goals and sets specific targets that are indicators of success. Targeted under Goal 3 is the expansion of the WASC accreditation process to all HIDOE schools. The rationale for the accreditation of all HIDOE schools includes:

- Aligns to the *HIDOE Strategic Plan 2011–2018*
- Supports one ongoing school improvement process
- Aligns to the Academic and Financial Plan
- Systematizes and standardizes protocols and current practices to the HIDOE/WASC Focus on Learning accreditation process
- Streamlines planning and reporting.

Accreditation focuses schools on student achievement of the General Learner Outcomes and the academic standards through a process of implementing, monitoring and refining the Academic and Financial Plan. The principles of accreditation and the HIDOE/WASC criteria serve as the foundation of a quality school. This process empowers Hawaii schools to build a future for the students. The expected results will be improved student achievement and continuous school improvement through a culture that values and takes responsibility, shares a common understanding and commitment, and promotes active involvement of all stakeholders.
Focus on Learning: Overview
Focus on Learning: Overview

Rationale

Focus on Learning HIDOE/WASC Joint Process is an ongoing school improvement process that assists a school in an in-depth look at what currently exists and what needs to be improved in relation to student learning and the school’s program. Basic concepts addressed in this process focus upon student success in meeting the General Learner Outcomes and academic standards (i.e., what all students should know and be able to do by graduation). They are:

1. How are the students achieving?
2. Is the school doing everything possible to support high achievement for all its students?

Through the Focus on Learning HIDOE/WASC process, a school fulfills the requirements for accreditation and forms the basis for a single plan of action, the Academic and Financial Plan.

Why Accreditation

Accreditation involves the school in conducting a rigorous self-assessment or self-study compared to a set of research-based criteria. From this self-assessment, the school determines a course of action as defined in its Academic and Financial Plan.

Accreditation:

- Certifies to the public that the school is a trustworthy institution of learning.
- Validates the integrity of a school’s program and student transcripts.
- Fosters improvement of the school’s programs and operations to support student learning.
- Assures a school community that the school’s purposes are appropriate and being accomplished through a viable educational program.
- Provides a way to manage change through regular assessment, planning, implementing, monitoring, and reassessment.
- Assists a school/district in establishing its priority areas for improvement as a result of the perpetual accreditation cycle that includes:
  - School self-assessment of the current educational program for students.
  - Insight and perspective from the Visiting Committee.
  - Regular school staff assessment of progress through the intervening years between full self-studies.

Accreditation: A School Improvement Cycle

The accreditation process is an ongoing, perpetual cycle of assessment, planning, implementing, monitoring, and reassessment. The process is guided and assisted by self-study, visit, and follow-up. Annually, schools are expected to summarize the degree to which all students, including disaggregated subgroups, are accomplishing the General Learner Outcomes and academic standards. In addition, schools must review the progress on
the current Academic and Financial Plan in relation to student achievement and make appropriate revisions.

Every six years, a school conducts an in-depth self-study to examine overall progress accomplished since the last self-study and the effectiveness of its current program based on the HIDOE/WASC criteria in relation to student achievement. The completed self-study report is sent to the visiting committee members for careful study at least four to five weeks prior to the visit. Using the results of the visit, the school modifies and implements its subsequent Academic and Financial Plans and continues the cycle of improvement.

Principles of Accreditation

The HIDOE/WASC principles of accreditation include:

- Accomplishment of the school vision, mission, and the General Learner Outcomes
- High achievement of all students based on General Learner Outcomes and academic standards
- Use of multiple ways to analyze data about student achievement
- Program evaluation based on General Learner Outcomes, academic standards, and HIDOE/WASC criteria
- Alignment of findings to the Academic and Financial Plan and the *HIDOE Strategic Plan 2011–2018*
- Evaluation of ongoing improvement and impact on student learning
- Total involvement and collaboration of all stakeholders.
HIDOE/WASC Accreditation Cycle of Quality for Schools

Below is the WASC six-year cycle that demonstrates ongoing improvement.

![Diagram of the HIDOE/WASC Accreditation Cycle]

**Strategic Plan**

The Hawaii State Department of Education’s *HIDOE Strategic Plan 2011–2018* forms the basis for each school’s Academic and Financial Plan and long-range plans and goals. The *HIDOE Strategic Plan 2011–2018* is built upon what we know are the keys to ensuring that all students can reach their fullest potential and attain their aspirations in the 21st Century. The three goals of the Strategic Plan are (1) Student Success, (2) Staff Success, and (3) Successful Systems of Support.

**Academic and Financial Plan**

The Academic and Financial Plan, aligned to the *HIDOE Strategic Plan 2011–2018*, is a document that highlights the goals for the school, the programs, and the available resources to reach these goals. Schools identify academic goals, develop a weighted student formula allocation that supports those goals, and determine expected outcomes. The HIDOE/WASC self-study process and ongoing reassessment of progress during the intervening years supports the annual update of the single plan of action, the Academic and Financial Plan.
Importance of School’s Vision, Mission, and General Learner Outcomes

An essential element of systemic school improvement is the collective vision, mission, and General Learner Outcomes (GLOs). Important questions for schools to discuss include:

- What does it mean to be an educated person?
- What should students know and be able to do upon exit from the school?
- What is the most effective preparation of students for their future?

General Learner Outcomes are the overarching goals of what students should know, understand, and be able to do in order to be globally competent. The GLOs complement standards-based learning and are an integral part of the school culture. The six GLOs are:

1. **Self-directed Learner**: The ability to be responsible for one’s own learning
2. **Community Contributor**: The understanding that it is essential for human beings to work together
3. **Complex Thinker**: The ability to demonstrate critical thinking and problem solving
4. **Quality Producer**: The ability to recognize and produce quality performance and quality products
5. **Effective Communicator**: The ability to communicate effectively
6. **Effective and Ethical User of Technology**: The ability to use a variety of technologies effectively and ethically.

Importance of Academic Standards

Academic content and performance standards define the concepts, skills, and knowledge that students should know and be able to do in each curricular area, the level at which students are expected to demonstrate this knowledge, and grade-level expectations for performance. The HIDOE has adopted the research-based and internationally benchmarked Common Core State Standards in English language arts and mathematics to support consistency across the nation and prepare students for national and global success in college and careers. In a standards-based educational system, schools determine the benchmarks for student work that meet these standards, provide appropriate instruction, and use multiple assessment measures to identify the level of achievement for all students.

HIDOE/WASC Categories

The HIDOE/WASC criteria are research-based guidelines for school improvement that focus on student achievement of the General Learner Outcomes and academic standards. A school will examine all aspects of its program against these five categories that include specific criteria.

1. **Organization**: Vision, Mission, General Learner Outcomes, Governance, Leadership, Staff, and Resources
2. **Standards-based Student Learning**: Curriculum
3. Standards-based Student Learning: Instruction
4. Standards-based Student Learning: Assessment and Accountability
5. School Culture and Support for Student Personal and Academic Growth.

**Importance of Data Analysis**

The self-study is an in-depth gathering of data and information that will enable a school to take a careful look at the following:

1. Student learning needs
2. General Learner Outcomes
3. The academic standards
4. What is and isn’t working based on the HIDOE/WASC criteria.

Strategies which will be used for this review include:

- Examination of student work
- Observation of student engagement
- Interviews with students about what they are learning
- Review of student/community profile data
- Review of other hard data and information
- Interviews with stakeholders.

**Expectations of Self-Study**

The Focus on Learning self-study process is organized to support ongoing school improvement efforts. The Leadership Team will facilitate the engagement of all the school staff and other stakeholders in a self-study through subject area, support, parent, and student Home Groups and interdisciplinary Focus Groups. Through the completion of the self-study the school will accomplish:

1. Inclusiveness: The involvement and collaboration of all school/community stakeholders to support student achievement.
3. Student-focused: The analysis of data about students and student achievement.
4. Evaluation: The evaluation of the entire school program and its impact on student learning based on General Learner Outcomes, academic standards, and the HIDOE/WASC criteria.
5. Accountability: The implementation and monitoring of the Academic and Financial Plan that supports high-quality learning.
6. Leadership: The facilitation by school leadership of the HIDOE/WASC accreditation/school improvement process that advocates, nurtures, and sustains the vision and the culture of learning.
The Focus on Learning Process

The Focus on Learning process is the work of the school community organized into three types of groups:

1. Leadership team (principal, self-study coordinator, Focus Group leaders, etc.)
2. Home Groups (stakeholder groups organized by roles/responsibilities)
3. Focus Groups (interdisciplinary groups of stakeholders).

Within the Home Groups, participants analyze student data and achievement in relation to the academic standards, the General Learner Outcomes, and the quality of the school program based on the HIDOE/WASC criteria. The Home Groups will share the results within the Focus Groups.

Within the Focus Groups, participants analyze student results to decide what is most important to change in order to quickly and substantively improve student learning. The work of each Focus Group is organized around one of the five categories of criteria with emphasis upon the student learning needs and General Learner Outcomes. Each Focus Group must answer the question: What are the implications of the student learning needs?

Visit

A visiting committee provides an outside perspective based on the HIDOE/WASC criteria by reviewing the school’s self-study, conducting classroom observations, examining student work, and obtaining feedback from discussions with the leadership team, Focus and Home Groups, and other stakeholders. The visiting committee, the leadership team, and Focus Groups collaboratively compare findings. The resulting visiting committee report assists the school in refining the Academic and Financial Plan.

Follow-up

After the visit, the school refines and implements the Academic and Financial Plan by integrating the critical areas of follow-up identified by the visiting committee. The school annually reviews progress, and refines the “next steps” in meeting the goals of the Academic and Financial Plan. This assessment of progress is always done with respect to evidence that students are accomplishing the General Learner Outcomes and academic standards, especially in relation to the student learning needs identified in the Academic and Financial Plan. The complex area administration is involved in the ongoing improvement process to ensure that the follow-up process is integral to planning and goal setting.
HIDOE/WASC Focus on Learning Schoolwide Criteria

Category A: Organization: Vision, Mission, General Learner Outcomes, Governance, Leadership and Staff, and Resources

The school has a clearly stated vision and mission (purpose) based on student needs, current educational research, and the belief that all students can achieve at high academic levels. Guided by the HIDOE State Strategic Plan and supported by tri-level leadership (state, complex area, school), the school’s vision and mission are defined further by academic standards, General Learner Outcomes (GLOs), and the school’s Academic and Financial Plan.

A2. Governance Criterion
The school’s program and operations are in alignment with the a) the Hawaii Board of Education’s policies and b) the Hawaii Department of Education’s rules, regulations, and procedures. The Board of Education delegates implementation and monitoring of these policies to the Hawaii Department of Education. Tri-level leadership (state, complex area, school) provides oversight and support for the successful implementation of the school’s Academic and Financial Plan.

A3. Leadership and Staff Criterion
Based on student achievement data, the school leadership and staff make decisions and initiate activities that focus on all students achieving the General Learner Outcomes and academic standards. The school leadership and staff annually monitor and refine the Academic and Financial Plan based on the analysis of data to ensure alignment with student needs.

A4. Leadership and Staff Criterion
A qualified staff facilitates achievement of the General Learner Outcomes, academic standards, and the successful implementation of the Academic and Financial Plan through a system of preparation, induction, and ongoing professional development.

A5. Leadership and Staff Criterion
Leadership and staff are involved in ongoing research and professional development that focuses on identified student and teacher learning needs.

A6. Resources Criterion
The human, material, physical, and financial resources are sufficient and utilized effectively and appropriately in accordance with the legal intent of the program(s) to support students in accomplishing the General Learner Outcomes and academic standards.
Category B: Standards-based Student Learning: Curriculum

B1. Curriculum Criterion
   All students participate in a rigorous, relevant, and coherent standards-based curriculum that supports the achievement of the General Learner Outcomes, academic standards, and priorities identified in the Academic and Financial Plan.

B2. Curriculum Criterion
   All students have equal access to the school’s entire program and assistance with a personal learning plan to prepare them for the pursuit of their academic, personal, and school-to-career goals.

B3. Curriculum Criterion
   Upon completion of the elementary, middle, or high school program, students have met the standards with proficiency for that grade span or all the requirements of graduation.

Category C: Standards-based Student Learning: Instruction

C1. Instruction Criterion
   To achieve the academic standards and the General Learner Outcomes, all students are involved in challenging learning experiences.

C2. Instruction Criterion
   All teachers use a variety of strategies and resources, including technology and experiences beyond the textbook and the classroom that actively engage students, emphasize higher order thinking skills, and help them succeed at high levels.

Category D: Standards-based Student Learning: Assessment and Accountability

D1. Assessment and Accountability Criterion
   The school leadership and instructional staff use professionally acceptable assessment processes to collect, disaggregate, analyze, and report student performance data to stakeholders of the school community.

D2. Assessment and Accountability Criterion
   Teachers employ a variety of appropriate assessment strategies to evaluate student learning. Students and teachers use these findings to modify the learning/teaching process and support the educational progress of every student.

D3. Assessment and Accountability Criterion
   The school, with the support of the complex area and school community, has an assessment and monitoring system to determine student progress toward achievement of the academic standards and the General Learner Outcomes.
D4. Assessment and Accountability Criterion

The assessment of student achievement in relation to the academic standards and the General Learner Outcomes guides the school’s program, professional development activities, and/or resource allocations, demonstrating a results-driven continuous process.

Category E: School Culture and Support for Student Personal and Academic Growth

E1. Parent and Community Engagement Criterion

The school leadership employs a wide range of strategies to encourage parental and community engagement, especially with the teaching/learning process.

E2. School Culture Criterion

The school is a safe, clean, and orderly place that nurtures learning and has a culture that is characterized by trust, professionalism, high expectations for all students, and maintains focus on continuous school improvement.

E3. Student Support Criterion

All students receive appropriate support along with a personal learning plan (as appropriate to the needs of the child) to help ensure academic success.

E4. Student Support Criterion

Students have access to a system of personalized supports, activities, and opportunities at the school and within the community.
The Self-Study: Background Information
WASC Accreditation Process: Ongoing Improvement

In preparation for the self-study every six years, the school should engage in an accreditation process that focuses on continuous school improvement to support student learning. The essential steps include the following:

1. Annually update the student/community profile and discuss with all stakeholders.
2. Annually summarize progress on the Academic and Financial Plan, noting key evidence, and make any necessary modifications or refinements in the plan.
3. Periodically, review the General Learner Outcomes, the school vision, and mission.
4. Analyze and synthesize data that provides evidence of school progress, and complete a mid-cycle report for submission to WASC.
5. Potentially, host a one- or two-day review if the school was granted a six-year accreditation status. (Note: If a school received a one-year probationary status, the school prepares an in-depth progress report and hosts a two-day visit. The Commission then grants additional years of accreditation depending upon the progress made. Accreditation may also be withheld.)
6. In preparation for the next full self-study (usually 18 months prior to the self-study and visit), ensure that a) key staff members participate in WASC self-study training; and b) all stakeholders are knowledgeable of student achievement and other current data, and progress on all aspects of the Academic and Financial Plan. Use the following information with stakeholders:
   a. The current, updated student/community profile, emphasizing student achievement, and other pertinent evidence noted during the annual progress reports on the Academic and Financial Plan
   b. The operating Academic and Financial Plan
   c. Annual progress reports.
7. Based on the HIDOE/WASC criteria, involve stakeholders through Focus and Home Groups in the examination of the program using the information from the past years about student achievement and program changes (see #6). Gather and analyze any additional data/information needed.
8. Summarize important analytical findings for each criterion organized by categories.
9. Revise the Academic and Financial Plan to show what will be accomplished in detail for the following year and more broadly during the subsequent two years. Annually, the plan is refined based on progress made and impact on student learning.
10. Finalize the self-study report that will include:
    a. The current student/community profile, student learning needs
    b. Vision, mission, and General Learner Outcomes
    c. Overall progress report since last full visit (or initial visit)
    d. Findings and supporting evidence
    e. Updated Academic and Financial Plan.
# Model Timeline: Flow of Activities *(Starting 18 months prior to visit)*

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<tr>
<th>Year Prior to Self-Study: September–February</th>
<th>Participants</th>
<th>Product in Self-Study</th>
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| **Task 1:**  
• Develop or refine the student/community profile based on the analyzed and disaggregated data  
• Clarify the General Learner Outcomes | – Leadership Team and/or Student Profile Committee | Chapter I: Student/Community Profile |
| **Task 2:**  
• Summarize progress since previous full self-study | – Leadership Team  
– All Stakeholders | Chapter II: Progress Report on Academic and Financial Plan, including integrated critical areas for follow-up |
| **Task 3:**  
• Summarize the implications of the profile and progress data | – Leadership Team  
– All Stakeholders | Chapter III: Summary of Data and Progress |

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<tr>
<th>Year Prior to Self-Study: February–May and Year of Self-Study: July–December</th>
<th>Participants</th>
<th>Product in Self-Study</th>
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| **Task 4:**  
• Evaluate the quality of the school program in relation to the HIDOE/WASC criteria with emphasis on the identified student learning needs; synthesize the information, determine strengths and growth needs | – Focus Groups  
– Home Groups | Chapter IV: Self-Study Findings  
• Notes/evidence shared between Home Groups and Focus Groups  
• Self-Study Report, Chapter IV, “Self-Study Findings”  
• Pertinent evidence available for review by visiting committee |
| **Task 5:**  
• Revise the Academic and Financial Plan; establish an ongoing follow-up process to monitor implementation and accomplishment | – Leadership Team  
– All Stakeholders via Home and Focus Groups | Self-Study Report, Chapter V, “Academic and Financial Plan” |

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<th>Year of Self-Study: February–March</th>
<th>Participants</th>
<th>Product in Self-Study</th>
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<td><strong>The visit</strong></td>
<td>– School/Visiting Committee</td>
<td>Visiting Committee Report</td>
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<td><strong>By June 30, submit an updated Academic and Financial Plan to WASC incorporating critical areas of follow-up left by visiting committee</strong></td>
<td>– School</td>
<td>Updated Academic and Financial Plan</td>
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<tr>
<td><strong>Implement and monitor the Academic and Financial Plan and its impact on student learning</strong></td>
<td>– School</td>
<td>Ongoing refinement of the Academic and Financial Plan and progress reports for all stakeholders and complex area</td>
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Self-Study Report Format

Preface

Explain the school self-study process used to accomplish the expectations of the self-study. By addressing the expectations of the self-study, the school will have addressed:

- Inclusiveness: The involvement and collaboration of all school/community stakeholders to support student achievement.
- Purposefulness: The clarification of the school’s vision/mission and General Learner Outcomes.
- Student-focused: The analysis of data about students and student achievement.
- Evaluation: The evaluation of the entire school program and its impact on student learning based on General Learner Outcomes, academic standards, and the HIDOE/WASC criteria.
- Accountability: The implementation and monitoring of the Academic and Financial Plan that supports high-quality learning.
- Leadership: The facilitation by school leadership of the HIDOE/WASC accreditation school improvement process that advocates, nurtures, and sustains the vision and the culture of learning.

Chapter I: Student/Community Profile

Prepare a student/community profile. Include data and findings for the following:

- Demographic data, including the refined General Learner Outcomes
- Disaggregated and interpreted student outcome data
- Perception data summaries, if any.

Chapter II: Progress Report

Summarize progress on each section of the current Academic and Financial Plan that incorporated all schoolwide critical areas of follow-up from the last full self-study and all intervening visits.

Chapter III: Student/Community Profile—Overall Summary from Analysis of Profile Data and Progress

Provide an overall summary from the analysis of the profile data

- Based on past progress and current data, explain the implications of the data with respect to student performance
- Select two to three student learning needs based on the data, noting the correlated General Learner Outcomes
- List important questions that have been raised by the analysis of the student performance, demographic, and perception data to be used by Home and Focus Groups in their study.

Chapter IV: Self-Study Findings

For each criterion, respond to the indicators and related prompts for each criterion and note the supporting evidence. Refer to the areas to analyze and examine in determining the degree to which the criterion is being met.
For each category, provide the following: (1) the identification of strengths and (2) the identification of prioritized growth areas.

⇒ Note: The five criteria categories are:

A. Organization: Vision, Mission, General Learner Outcomes, Governance, Leadership Staff, and Resources
B. Standards-based Student Learning: Curriculum
C. Standards-based Student Learning: Instruction
D. Standards-based Student Learning: Assessment and Accountability
E. School Culture and Support for Student Personal and Academic Growth.

Chapter V: Academic and Financial Plan

A. Revise the Academic and Financial Plan.
B. State any additional specific strategies to be used by staff within each subject area/program to support sections of the Academic and Financial Plan.
C. Describe the school’s follow-up process, ensuring an ongoing improvement process.

Appendices

A. School Trend Report
B. School Status and Improvement Report
C. National Reporting System Report (Community School for Adults only)
D. School Quality Survey
E. Master Schedule
F. Graduation Requirements
G. Results of student surveys/interviews
H. Results of parent/community surveys/interviews
I. Current Academic and Financial Plan
J. Any other pertinent additional data (or have on exhibit during the visit)
K. Glossary of terms unique to the school.
School Principal and Self-Study Coordinator
Report Preparation Checklist

• Establish timelines and support mechanisms
• Provide orientation for staff and stakeholders
• Form Leadership Team and other school groups

1. After participating in the first HIDOE/WASC Self-Study training session, establish (a) a general calendar for the major self-study events and (b) a more detailed timeline of specific committee meetings and tasks to be accomplished.

2. Establish a process for ongoing communication with staff about the accreditation process and cycle of quality. Initially, orient staff and other stakeholders, including complex area personnel that can support the process.
   This orientation should include:
   a. An explanation of the joint HIDOE/WASC accreditation process along with its benefits to the school community
   b. An overview of the HIDOE/WASC Focus on Learning self-study process
   c. The interrelationship between General Learner Outcomes and academic standards
   d. The understanding of the HIDOE/WASC criteria
   e. The importance of using data and the self-study findings (1) to raise the urgency for system change; (2) to recommit to a vision of high academic achievement for all students; and (3) to investigate further the causes, barriers, impediments, challenges, remedies, and solutions to maximize student achievement and learning
   f. The importance of the ongoing improvement process for successful student learning
   g. The nature and purpose of the visiting committee
   h. Accreditation status determination.

The ongoing communication with staff should provide opportunities for the following:
• Sharing updated findings from the profile analyses
• Discussing the implications of the data
• Identifying the student learning needs and their relationship to the General Learner Outcomes
• Utilizing strategies to gather and analyze evidence related to student learning and the HIDOE/WASC criteria
• Reviewing the findings from all Focus Groups
• Refining the Academic and Financial Plan.
3. **Establish the Leadership Team, Data/Profile Group, Home and Schoolwide Focus Groups.**

   ➔ **Note:** Each Schoolwide Focus Group usually concentrates on one criteria category and examines the effectiveness of that part of the school program. Analysis is completed in relation to several identified student learning needs, General Learner Outcomes and academic standards that the Leadership Team selected based on student achievement data.

4. **Prepare self-study materials. (These can be distributed electronically.)**

   Suggested information for the self-study packets include: the overview, HIDOE/WASC criteria, general and specific timelines, committee structures and membership, self-study report format, and self-study tasks. In addition, the following materials should also be distributed: the student/community profile, the progress report, the summary of the profile and progress data (Chapters I–III).

   1. Have available pertinent information for the self-study. This information will be used by the student/community profile committee, the Schoolwide Focus Groups, and the Home Groups.

   2. Train Leadership Team and Focus/Home Group leaders in roles and responsibilities, including strategies in group dynamics and data analysis.

   Training should emphasize:

   a. A review of the basic purpose of the self-study, visit, and follow-up: a school improvement process

   b. The *expectations* of the self-study

   c. The importance of verification: in-depth gathering and analysis of evidence

   d. The suggested tasks of the model self-study or the school’s modifications

   e. The extreme importance of all committee members understanding the use of the student/community profile and summary

   f. The role of the Home and Focus Group chairs as:

      1) Group facilitators of committee discussions and syntheses

      2) Coordinators for gathering of evidence, especially analysis of student work and observation of student engagement

   g. The essential participation in regular meetings to review progress of the self-study.

**Additional Principal and Self-Study Coordinator Checklists**

- The **Principal and Self-Study Coordinator Checklists** can be found on the WASC website.

**Self-Study Self-Check Questions**

For each of the five tasks a set of self-check questions is included. These are also listed on the following page as a reference for the principal, self-study coordinator, and other Leadership Team members.
HIDOE/WASC Focus on Learning Self-Check Questions

School Timeline and Committees

**Self-Check Questions**
- Has the timeline been developed so that the self-study will be ready to send to the visiting committee four to six weeks prior to the visit?
- Has the maximum time for Home and Focus Group meetings been allotted and are the meetings well-spaced out throughout the self-study process?
- Is the Leadership Team representative of the school community?
- Is the suggested FOL committee structure being adapted to build upon and strengthen the school’s current organization for schoolwide communication?
- Are all certificated staff serving on two groups — a Home Group and a Focus Group?
- Has the school reflected upon the type of committee organization that will be most effective in the implementation of the Academic and Financial Plan? For example, should the school maintain the Focus Groups after the visit to monitor the Academic and Financial Plan?

**HIDOE/WASC FOL, Task 1 (Student/Community Profile)**

**Self-Check Questions**
- Has the Leadership Team gathered and analyzed all required and pertinent data to identify the characteristics and trends of achievement of ALL the students?
- Has the Leadership Team produced a user-friendly profile for all stakeholders?
- Have the certificated staff members and other stakeholders scheduled a time for discussion of the profile, including the vision, mission, and General Learner Outcomes?

**HIDOE/WASC FOL, Task 2 (Progress Report)**

**Self-Check Questions**
- Did the school show how the schoolwide critical areas for follow-up and recommendations identified by visiting committees since the last full self-study were integrated into the Academic and Financial Plan?
- Did the progress report include data that indicates whether school staff and students met established growth targets?
- Does the progress report show how the Academic and Financial Plan impacted achievement of the student learning needs and one or more General Learner Outcomes?
- Did the school show how other critical areas for follow-up were addressed that were not part of the Academic and Financial Plan?
HIDOE/WASC FOL, Task 3 (Summary of Profile and Progress Data)

✔️ Self-Check Questions
  - Have the certificated staff members and other stakeholders discussed the profile and progress since the last full self-study or initial visit?
  - Has the school obtained input from all stakeholders in the identification of the student learning needs?
  - Has there been discussion about the relationship between student learning needs and the General Learner Outcomes?
  - Have the stakeholders defined the measurable indicators of the General Learner Outcomes?
  - Do the stakeholders use the profile data, including the vision, mission, and General Learner Outcomes, to guide further inquiry about student achievement and the school programs?
  - Have the three to four important questions been determined that will be discussed within the Home/Focus groups?

HIDOE/WASC FOL, Task 4 (Assessment of Program)

✔️ Self-Check Questions
  - Was the analysis of the school program done in relation to the accomplishment of the student learning needs, the General Learner Outcomes, academic standards, and the criteria?
  - Was the accuracy of the findings discussed and supported by evidence?
  - Did discussion occur about how the findings relate to supporting the learning needs of all students?
  - Were evaluative responses provided for all the criteria/indicators/prompts with supporting evidence? (How effective? What has been the impact on student learning?)
  - Are strengths and prioritized areas for growth reasonable based on the aligned findings and evidence?

HIDOE/WASC FOL, Task 5 (Refinement of the Academic and Financial Plan)

✔️ Self-Check Questions
  - Is the Academic and Financial Plan organized around growth targets and benchmarks for all appropriate student subgroups?
  - Do the outcomes in the Academic and Financial Plan address the learning needs of students as identified in the student/community profile?
  - Is there an effective process in place to integrate the visiting committee suggestions after the visit?
  - Is there a sound follow-up process that will be used to monitor the accomplishment of the Academic and Financial Plan and modify as needed?
School Groups: Probable Players

Careful thought should be given to the formation of the committees. To conduct a meaningful self-study, the school is expected to involve the total staff. In the model process this can be accomplished by establishing the suggested committees; however, these may be adapted to fit local conditions.

Schools involved in restructuring may have previously established committees appropriate for the various tasks. Below are the stated responsibilities and potential membership of committees for the model self-study process.

Leadership Team

Responsibilities:

- Facilitate the review and refinement of the vision, mission, and General Learner Outcomes
- Facilitate the entire analytical self-study process, including the data analysis and identification of the student learning needs
- Create and continually refine the Academic and Financial Plan using findings of the Focus Groups
- Coordinate the follow-up process to monitor the implementation and the accomplishment of the Academic and Financial Plan that has integrated all schoolwide initiatives.

Members of the Leadership Team:

- Self-study coordinator
- School principal
- Chairs of Schoolwide Focus Groups (faculty representing all disciplines)
- School administrators
- Chair of non-certificated staff groups (and others)
- Chair of student committee (and others)
- Chair of parent committee (and others)
- Representative(s) of School Community Council and other advisory committees
- Complex area representative(s)
- Other key stakeholders, e.g., business/industry partners, representative community organizations.

Student/Community Profile Committee

Responsibility:

- Development/refinement of student/community profile.

Members of the committee:

- Administrator(s)
- Certificated staff
- Complex area representative(s)
Students
Parents.

Schoolwide Focus Groups

Responsibilities:
- Synthesis of all data about student learning and the criteria categories
- Determination of growth needs
- A Schoolwide Focus Group is composed of a representative cross-section of staff members from the various disciplines or grade levels and other stakeholders; the suggested size of a group is 12 to 15, usually a Focus Group oversees one category of criteria
- In large schools, there may be more than one Focus Group that examines a category of criteria or the criteria can be separated within a criteria category (e.g., Assessment and Accountability could have two Focus Groups, one for D1 & D2 and one for D3 & D4).

Members of the Focus Groups:
- Administrator
- Faculty member(s) from each subject area, grade level, or programs
- Non-certificated staff
- Students
- Parents/Community members.

⇒ Note for Small Schools: Smaller schools may find that using a “Committee of the Whole” will be more effective in assessing the program for students.

Types of Home Groups

Home groups can be organized by subject, grade level, programs, support roles, professional learning committees, data teams, etc. Some schools may find it helpful to use these groups rather than create a new group. In addition, a K-12 school may have vertical subject area groups and elementary schools may have K-2 and 3–5 Home Groups. However they are constructed, Home Groups provide key evidence to bring forward to the Focus Groups.

Responsibilities:
- Study and understand the student community profile
- Participate in the development of descriptors for the General Learner Outcomes
- Understand the concepts of the HIDOE/WASC criteria
- Gather and analyze what is being taught and learned with respect to student learning needs, selected General Learner Outcomes, academic standards, other curricular references, and HIDOE/WASC criteria
- Provide results of this analysis to Focus Groups
- Provide feedback to Leadership Team on the Academic and Financial Plan based on Focus Group findings and growth areas.
Members of the Home Groups:

- All certificated personnel in a given subject area or grade level
- Non-certificated staff.

⇒ **Note for Small Schools**: Schools with a smaller number of students may have only one teacher per subject area, or only a few individuals providing all support services. In these cases Home Group discussions may occur in formats different from those described above, as long as the impact on students of each subject area and each support function is discussed. The school may have a “Committee of the Whole.”

### Home Groups: Student Group

Responsibility:

- Analyze the school’s programs from a student perspective with respect to student learning needs, selected General Learner Outcomes, and HIDOE/WASC criteria.

Members of the student group:

- Two or more student government officers
- One faculty representative (Student Council Advisor)
- Students sufficient to reflect the diversity of the school community.

### Home Groups: Parent Group

Responsibility:

- Analyze the school’s programs from a parent/community perspective with respect to student learning needs, selected General Learner Outcomes, and HIDOE/WASC criteria.

Members of the parent group:

- Parents from active, school-related groups
- Parents reflecting the diversity of the school
- One or more non-parent representative of the community
- One faculty member.

⇒ **Note**: It may be helpful to work with existing parent groups (e.g., PTA, PTO) to discuss the school’s programs and operations and their impact on student learning.
Self-Study Committee Structure

LEADERSHIP TEAM
Suggested team members:
- Focus Group Chairperson(s)
- School Administrator(s)
- WASC Coordinator(s)
- Parent(s)
- Student(s)

SCHOOLWIDE FOCUS GROUPS
Category A: Organization
Category B: Curriculum
Category C: Instruction
Category D: Assessment and Accountability
Category E: School Culture and Support for Student Personal and Academic Growth

SAMPLE HOME GROUPS
- Students
- Mathematics
- Arts
- Language Arts
- Career & Vocational Education
- Parents & Community
- Science
- World Languages
- Social Sciences
- Physical Education
The Self-Study
Explanation of Self-Study Tasks

The five tasks presented in this section assist the school in accomplishing the *six expectations of the self-study*. They represent a model self-study process that schools may modify as long as they adhere to these outcomes. The matrix of self-study outcomes and tasks, the self-study process diagram, the suggested timeline, and the self-study format will also be helpful in understanding this relationship of the tasks to the outcomes.
The Self-Study

<table>
<thead>
<tr>
<th>MODEL PROCESS</th>
<th>Expectations of Self-Study</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 Inclusiveness: The involvement and collaboration of all school/community stakeholders to support student achievement</td>
</tr>
<tr>
<td></td>
<td>3 Student-focused: The analysis of data about students and student achievement</td>
</tr>
<tr>
<td></td>
<td>5 Accountability: The implementation and monitoring of the Academic and Financial Plan that supports high-quality learning.</td>
</tr>
<tr>
<td></td>
<td>6 Leadership: The facilitation by school leadership of the HIDOE/WASC accreditation/school improvement process</td>
</tr>
<tr>
<td>Task 1 Develop or refine the student/community profile based on the analyzed and disaggregated data. Clarify the General Learner Outcomes.</td>
<td>✓</td>
</tr>
<tr>
<td>Task 2 Summarize progress since previous full self-study.</td>
<td>✓</td>
</tr>
<tr>
<td>Task 3 Summarize implications of the profile and progress data.</td>
<td>✓</td>
</tr>
<tr>
<td>Task 4 Evaluate the quality of the school program in relation to the HIDOE/WASC criteria with emphasis on the identified student learning needs; synthesize the information, determine strengths and growth needs.</td>
<td>✓</td>
</tr>
<tr>
<td>Task 5 Revise the Academic and Financial Plan; establish an ongoing follow-up process to monitor implementation and accomplishment.</td>
<td>✓</td>
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</tbody>
</table>
Task 1: Develop or refine the student/community profile based on the analyzed and disaggregated data and clarify the General Learner Outcomes

Product

- Self-Study Report, Chapter I: Student/Community Profile
  Chapter I provides demographic, student performance, and perception data and findings. The HIDOE’s Longitudinal Data System (LDS) is a very important resource in the development of Chapter I.

Appendices:
A. School Trend Report
B. School Status and Improvement Report
C. National Reporting System Report (Community School for Adults only)
D. School Quality Survey
E. Master Schedule
F. Graduation Requirements
G. Results of student surveys/interviews
H. Results of parent/community surveys/interviews
I. Current Academic and Financial Plan
J. Any other pertinent additional data (or have on exhibit during the visit)
K. Glossary of terms unique to the school.

Participants

- Leadership Team and/or Student Profile Committee

Procedures

1. Leadership Team and/or Student Profile Committee:
   a. Review the school’s current student/community profile.
   b. Gather the needed additional demographic and student performance data
   c. Present data through the use of appropriate charts, tables, and graphs
   d. Disaggregate, as appropriate, interpret and analyze the data
   e. Provide findings including longitudinal and disaggregated data, noting trends and patterns. Include any student and/or parent survey data
   f. Include data about student accomplishment of at least two General Learner Outcomes.
2. Leadership Team/Profile Committee:
   a. Review the core values and beliefs, the vision, the mission, and General Learner Outcomes. Use the profile data and discuss with all stakeholders the student learning needs, future challenges, and needed competencies.
      - What are the current and future learning needs of the students?
      - What does it mean to be a global citizen?
      - What do students need to be college and career ready?
   b. Determine if there needs to be any further modification of the General Learner Outcomes in relation to inclusion of the student learning needs. Make appropriate modifications and include those in Chapter I, the Student/Community Profile.

3. Leadership Team and Student Profile Committee
   Prepare a draft summary of what data sources indicate about student achievement and the school community. This will be updated after preparation of the progress report (Task 2) and the dialogue with all certificated staff and other stakeholders (Task 3).

4. Leadership Team and Student Profile Committee
   Begin discussions about the data findings using the questions below. In Task 3, all stakeholders will discuss the data prior to the preparation of the final overall summary.
      - What are the implications of the data with respect to student performance?
      - Select two to three student learning needs based on the data.
      - List important questions that have been raised by the analysis of student performance, demographic and perception data.

   ➤ Note: The identified student learning needs and important questions will be used in the Home and Focus Group work.

✓ Self-Check Questions
   - Has the Leadership Team gathered and analyzed all required and pertinent data to identify the characteristics and trends of achievement of ALL the students?
   - Has the Leadership Team produced a user-friendly profile for all stakeholders?
   - Have the certificated staff members and other stakeholders scheduled a time for discussion of the profile, including the vision, mission, and General Learner Outcomes?
HIDOE/WASC STUDENT/COMMUNITY PROFILE GUIDE

Demographic Data:

General Background and History

1. Community – Background and History
   a. General population characteristics (e.g., ethnic, social, economic)
   b. Family and community trends
   c. Parent education levels
   d. State/federal program mandates
   e. Parent/community organizations
   f. Community foundation programs
   g. School/business partnerships.

2. WASC accreditation history for school

3. School core values, beliefs, vision and mission, and General Learner Outcomes
   ➔ Note: New schools also should describe the process used to develop the General Learner Outcomes; other schools should comment on any revisions or refinements.

4. School Program Data
   a. Provide a brief summary of any pertinent specialized programs at your school.

5. Status of school in terms of student performance including the following:
   a. Is the school a Title I school? What is the Title I service provided to these students?
   b. History of Adequate Yearly Progress (AYP) status
   c. Does the school have any outside providers that are currently working with the school?
   d. Is the school under any state or federal imposed requirements for improvement?

6. Enrollment
   a. Grade level
   b. Gender
   c. Free/Reduced Lunch
   d. Ethnicity
   e. Predominate primary languages other than English
   f. Title I
   g. Special needs and other programs (e.g., Special Education, English Language Learners, online instruction, Career and Technical Education, International Baccalaureate, Advanced Placement, Honors, AVID, Gifted and Talented, Migrant Education, Hawaiian Language Immersion, Homeless).
7. Attendance
   a. Grade level
   b. Mobility or transient rate
   c. Average daily rate of attendance
   d. Truancy rate
   e. Tardiness rate
   f. Discipline (e.g., Referrals, Suspension, and Expulsion Rates)
   g. Student participation in co-curricular activities and extra-curricular activities.

8. Description of the safety conditions, cleanliness, and adequacy of school facilities

9. Staff
   a. Number of certificated staff and classified staff, include number of qualified personnel for counseling and other pupil support services and substitutes
   b. Percent of teachers who have met the highly qualified teachers’ requirements of the Elementary and Secondary Education Act (ESEA)
   c. Number of National Board certified teachers
   d. Percent of teachers instructing outside credentialed areas and include an explanation
   e. Number with advanced degrees
   f. Content/topics of staff development and numbers participating (e.g., programs, activities and numbers).

10. School financial support
    a. Expenditures per pupil
    b. Monies from other funding sources, e.g., Title I, Title III, grants, foundations.

Student Performance Data:
Comment on findings, including trends, irregular patterns or anomalies for the data areas.

➤ Note: Data should be disaggregated to reflect the achievement of all significant subgroups including Disadvantaged, Special Education, and ELL. Three years of data, if possible, should be included. Include state scores and Strive Hi Performance System data for other comparative points.

1. Data on student performance by sub-populations on:
   a. Hawaii State Assessment and other Standards-Based Tests
   b. Strive Hi Performance System data
   c. Schoolwide assessments e.g., Aimsweb, DIBELS, STAR Reading and Math
   d. Common course assessments (e.g., end-of-course exams, formative curriculum-embedded assessments)
   e. Grades, i.e., number of students with Ds and Fs
   f. General Learner Outcome grades (elementary)
   g. College Entrance Exams such as the SAT and ACT
   h. Any other student performance data used by the school, e.g., Advanced Placement (AP).
2. Percentage of students promoted (elementary and middle/intermediate school)
3. Graduation rates (high school)
4. Number of entering freshmen compared to exiting seniors (Note: Comment on irregular patterns or anomalies)
5. Dropout rates
6. Post-enrollment data: admission/entrance to and performance in postsecondary education, armed forces, and workforce (high school)
7. Title III Annual Measurable Achievement Objectives (AMAOs)
8. Other pertinent data.

General Learner Outcomes

- Select two of General Learner Outcomes
- Using data generated in this profile comment on the degree to which the students are achieving at least two General Learner Outcomes.

Perception Data

- Results of interviews, the School Quality Survey (SQS) and other surveys, etc. about how stakeholders view the school (students, parents, staff, community).

The Self-Study
Task 2: **Summarize progress since the previous full self-study**

**Product**

> **Note:** New elementary schools do not need to complete this task related to accreditation, just an overall summary of progress in recent years.

- Self-Study Report, Chapter II: Progress Report
  
  Chapter II summarizes the progress on the critical areas for follow-up from the last full HIDOE/WASC self-study.

  > **Note:** Have available prior progress reports and earlier (annual) versions of the Academic and Financial Plan for review by the visiting committee.

**Participants**

- Leadership Team
- All Stakeholders.

**Procedures**

1. **Significant Developments:** Describe any significant developments that have had a major impact on the school and/or specific curricular programs since the last full visit.

2. **Schoolwide Critical Areas for Follow-up:** List the schoolwide critical areas for follow-up from the prior full visit’s visiting committee report and any recommendations from subsequent visits/reports.

  > **Note:** Schools that have had initial visits should respond to the recommendations left at that time.

3. **Ongoing Follow-up Process:** Comment on the process for implementing and monitoring the Academic and Financial Plan since the prior self-study.

   Comment on how the student/community profile and the implementation of the Academic and Financial Plan, including the WASC mid-cycle (third year) report, have been reviewed and discussed annually by all stakeholders as part of the ongoing school improvement process focusing on student learning.

4. **Academic and Financial Plan - Progress, Evidence, Impact on Student Learning:**

   Comment on how critical areas for follow-up or additional recommendations are embedded in the Academic and Financial Plan and contribute to student success. Cite evidence; reference student performance data as appropriate.

5. **Critical Areas for Follow-up not currently in the Academic and Financial Plan:**

   Comment on the critical areas for follow-up that have already been addressed and are currently not in the Academic and Financial Plan. Comment on the impact of these critical areas for follow-up on student learning. Cite evidence.

> **Self-Check Questions**
• Did the school show how the schoolwide critical areas for follow-up and recommendations identified by visiting committees since the last full self-study were integrated into the Academic and Financial Plan?
• Did the progress report include data that indicates whether school staff and students met established growth targets?
• Does the progress report show how the Academic and Financial Plan impacted achievement of the student learning needs and one or more General Learner Outcomes?
• Did the school show how other critical areas for follow-up were addressed that were not part of the Academic and Financial Plan?
Task 3: Summarize the implications of the profile and progress data

Product

Note: Based on work completed in Tasks 1 and 2.
- Self-Study Report, Chapter III: Student/Community Profile—Data and Findings
  1. What are the implications of the profile data with respect to student performance?
  2. Select two to three student learning needs based on the data.
  3. List important questions that have been raised by the analysis of student performance, demographic and perception data.

Participants

- Leadership Team and/or Student Profile Committee
- All Stakeholders (suggestion: use Home Groups, Schoolwide Focus Groups, or total staff).

Procedures

1. Leadership Team/Profile Committee and all Stakeholders:
   a. Disseminate the draft profile and progress report (Chapters I & II) to all certificated staff and other stakeholders; hold group discussions based on the General Learner Outcomes, and current knowledge about student learning needs. Use the following questions:
      o Who are the students?
      o How are they performing?
      o Who is achieving? Who is not achieving?
      o What has been accomplished? What is currently in progress?
   b. Have the staff and other stakeholders generate from the discussion their overall implications, student learning needs, and important questions. This will be an important verification of the draft work done in Task 1 by the Leadership Team and Profile Committee on these areas.
   c. Determine if there is agreement on the identified student learning needs and important questions. Are there additions? (Note: These student learning needs and questions will be addressed through the Home and Schoolwide Focus Group dialogue.)
   d. Use the implications, student learning needs, and questions identified by the staff and additional Leadership/Profile Committee notes to finalize the summary.
   e. Review the core values and beliefs, the vision, the mission and the descriptors for the General Learner Outcomes. Use the profile data and discuss with all stakeholders the student learning needs, future challenges, and needed competencies.
      o What are the current and future learning needs of the students?
      o What does it mean to be a global citizen?
      o What do students need to be college and career ready?
Note: The identified student learning needs and important questions will be used in the Home and Focus Group work.

2. Leadership Team: Finalize and distribute the profile, the progress report and summary (Chapters I–III) to all stakeholders for use throughout the self-study process and include in the self-study report.

Note: The Focus and Home Groups will use the profile, the progress report, and especially the summary data related to the student learning needs and important questions. The profile and summary will be updated as additional data becomes available throughout the self-study process.

Self-Check Questions

- Have the certificated staff members and other stakeholders discussed the profile and progress since the last full self-study or initial visit?
- Has the school obtained input from all stakeholders in the identification of the student learning needs?
- Has there been discussion about the relationship between student learning needs and the General Learner Outcomes?
- Have the stakeholders defined the measurable indicators of the General Learner Outcomes?
- Do the stakeholders use the profile data, including the vision, mission, and General Learner Outcomes, to guide further inquiry about student achievement and the school programs?
- Have the three to four important questions been determined that will be discussed within the Home/Focus groups?
Task 4: Evaluate the quality of the school program in relation to the HIDOE/WASC criteria with emphasis on the identified student learning needs; synthesize the information; determine strengths and growth needs

Product

- Self-Study Report, Chapter IV: Self-Study Findings
  For each category of criteria, prepare a brief analytical summary that includes:
  1. Findings and supporting evidence for each of the criteria guide questions
  2. A list of strengths
  3. A list of prioritized growth areas.
  ➔ Note: The five criteria categories are:
  A. Organization: Vision, Mission, General Learner Outcomes, Governance, Leadership and Staff, and Resources
  B. Standards-based Student Learning: Curriculum
  C. Standards-based Student Learning: Instruction
  D. Standards-based Student Learning: Assessment and Accountability
  E. School Culture and Support for Student Personal and Academic Growth Culture.
  Have available pertinent evidence for review by visiting committee. This includes samples of representative student work that have been analyzed.

Participants

- Leadership Team
- Focus Groups
- Home Groups.
  ➔ Note: Over a period of months there will be meetings of Home and Focus Groups, the results of which are shared. If these are carefully planned, there does not need to be an excessive number of either Home or Focus Group meetings. Home Groups are typically organized around curricular areas, grade levels, or other roles/responsibilities, such as data teams or Professional Learning Communities (PLCs). Notes or summaries from Home Groups that included the analysis of student work based on the student learning needs will be used by Focus Groups. Focus Groups are organized around the HIDOE/WASC criteria categories and concentrate on the analysis of the school program, emphasizing the student learning needs, General Learner Outcomes, and the important questions about students and learning.

Procedures

  1. Focus Groups:

     Review and discuss all five categories of criteria in order to understand that these concepts are guidelines for systematic school improvement. These criteria will be used
to evaluate the school program in relation to the school’s vision, mission, General Learner Outcomes, and student learning needs.

➤ **Note:** Each Focus Group should use the prompts and indicators related to group’s designated category and provide analysis and supporting evidence.

2. **Focus Groups:**
   a. Discuss in detail the criteria, indicators, and prompts for the assigned criteria category to ensure understanding
   b. Review the profile and progress report data and summary about the implications, student learning needs, and important questions
   c. Based on the criteria/indicators/prompts, decide what data/information/evidence is needed to determine what currently exists and its effectiveness
   d. Particularly, decide what data/information/evidence is needed from all the Home Groups.

➤ **Note:** Home Groups must conduct a schoolwide analysis of student work and student engagement in learning based on the identified student learning needs and General Learner Outcomes. Written conclusions from this study must be summarized and shared with all Focus Groups, especially, Curriculum, Instruction, and Assessment and Accountability (Categories B, C, and D).

**What have the Home Groups learned from examining student work related to the student learning needs?**

3. **Home Groups:**
   Gather and analyze the data and information that is needed by the Focus Groups, including the examination of student work, the observations of student engagement, walkthroughs, and student interviews or surveys.

4. **Home Groups:**
   Share findings with appropriate Schoolwide Focus Groups. (**Note:** This can be done through notes and evidence for the Focus Group representative from each Home Group and also through shared documents.)

5. **Schoolwide Focus Groups:**
   Discuss and analyze the Home Group information gathered and analyzed about the selected student learning needs, General Learner Outcomes, and academic standards. Then examine the school program in relation to the HIDOE/WASC criteria/indicators/prompts assigned to the Focus Group.

   **What do we know about the impact of the school program and operations on student learning?**

6. **Schoolwide Focus Groups:**
   Decide what additional pertinent data is needed from the Home Groups and other sources to compare the school program to the designated HIDOE/WASC criteria/indicators/prompts, especially in relation to the identified student learning needs, General Learner Outcomes, and academic standards.
7. **Home Groups:**
   All members gather and analyze the additional requested information.

8. **Schoolwide Focus Groups:**
   a. Review all evidence about the designated HIDOE/WASC criteria/indicators
   b. Synthesize the information and data analyzed
   c. Use the prompts to summarize the analytical findings and related evidence for the criteria and indicators, including what has been learned about the student learning needs and important related questions.
   d. For the assigned criteria category, identify major areas of strength and prioritized growth areas. Ensure there is a direct correlation with the written findings and supporting evidence.

**Self-Check Questions**
- Was the analysis of the school program done in relation to the accomplishment of the student learning needs, the General Learner Outcomes, academic standards, and the criteria concepts?
- Was the accuracy of the findings discussed and supported by evidence?
- Did discussion occur about how the findings relate to supporting the learning needs of all students?
- Were evaluative responses provided for all the criteria/indicators/prompts with supporting evidence? (How effective? What has been the impact on student learning?)
- Are strengths and prioritized areas for growth reasonable based on the aligned findings and evidence?
**Task 5: Revise the Academic and Financial Plan; establish an ongoing follow-up process to monitor implementation and accomplishment**

**Product**

- Self-Study Report, Chapter V: Academic and Financial Plan
  A. Revise the Academic and Financial Plan.
  B. State any additional specific strategies to be used by staff within each subject area/support program to support sections of the Academic and Financial Plan. This includes activities in subject areas related to strengthening a standards-based approach in support of student achievement based on both academic standards and the General Learner Outcomes (optional).
  C. Describe the school’s overall follow-up process for ongoing improvement process.

⇒ Note: Four to six weeks prior to the visit, the self-study coordinator submits the self-study report after final Leadership Team review.

⇒ One copy of the report on any of the following forms of media: USB flash drive, CD, or DVD (reference and support materials are not required) to:

  Accrediting Commission for Schools, WASC
  533 Airport Boulevard
  Suite 200
  Burlingame, CA 94010

**Participants**

- Leadership Team
- All Stakeholders via Home and Focus Groups.

**Procedures**

1. Review the Focus Group summaries.
2. Generate a table or matrix of all the strengths from each of the five categories and a second table for the prioritized growth areas from the five categories.
3. Use this list of strengths and prioritized growth areas from all five categories and cluster them into major themes or strands, including the relationship of these to the student learning needs.
4. Review the current Academic and Financial Plan and decide upon appropriate modifications based on the resulting themes emerging from the self-study.
5. Synthesize or incorporate the identified growth areas into Goals 1, 2, and 3 of the Academic and Financial Plan.
6. Ensure that the goals or areas for improvement are student-focused.
7. Ensure that growth targets have been established for each priority student learning need and General Learner Outcome(s). These growth targets should address subgroups of students as appropriate.

8. Gather feedback, gain consensus, and ensure commitment of all groups.


10. Establish a process to monitor student learning based on the student learning needs, the General Learner Outcomes, academic standards, and the progress on each Goal in the Academic and Financial Plan.

11. Discuss annual progress with teachers, staff, and other stakeholders, including complex area administration, School Community Council, etc.

✔️ **Self-Check Questions**

- Is the Academic and Financial Plan organized around growth targets and benchmarks for all appropriate student subgroups?
- Do the outcomes in the Academic and Financial Plan address the learning needs of students as identified in the student/community profile?
- Is there an effective process in place to integrate the visiting committee suggestions after the visit?
- Is there a sound follow-up process that will be used to monitor the accomplishment of the Academic and Financial Plan and modify as needed?
HIDOE/WASC Tools:
Criteria, Indicators, Prompts, and Areas to Examine and Analyze
Category A: Organization

A1. Vision and Mission Criterion

The school has a clearly stated vision and mission (purpose) based on student needs, current educational research, and the belief that all students can achieve at high academic levels. Guided by the State Strategic Plan and supported by tri-level leadership (state, complex area, school), the school’s purpose is defined further by academic standards, General Learner Outcomes (GLOs), and the school’s Academic and Financial Plan.

Areas to examine and analyze:

- A copy of the written vision, mission, and Academic and Financial Plan
- Student/community profile and programmatic data
- Research-based knowledge about teaching and learning
- National, state, and international educational issues, trends, and data
- List of stakeholder groups involved in the establishment of the school’s vision, mission, and Academic and Financial Plan
- The process for reaching consensus among the stakeholder groups
- Interviews with staff, students, parents, community/business, School Community Council, complex area personnel, and other stakeholders to determine their level of understanding and commitment to the vision, mission, and Academic and Financial Plan
- Memos, minutes, and other documentation
- Other evidence identified by the school.

Vision, Mission, General Learner Outcomes, Profile, Academic and Financial Plan

A1.1. Indicator: The school has established a clear, coherent vision and mission of what students should know and be able to do; the school’s Academic and Financial Plan is based upon high-quality standards and is congruent with research, practices, the student/community profile data, and a belief that all students can learn.

A1.1. Prompt: Evaluate the degree to which the development of the school’s vision, mission, and Academic and Financial Plan has been impacted by pertinent student/community profile data, identified global competencies, and current educational research.

Development/Refinement of Vision, Mission, General Learner Outcomes, and Academic and Financial Plan

A1.2. Indicator: The processes to ensure involvement of representatives from the entire school community in the development/refinement of the vision, mission, General Learner Outcomes, and Academic and Financial Plan are effective.

A1.2. Prompt: Evaluate the effectiveness of the processes that ensure involvement.

Understanding of Vision, Mission, General Learner Outcomes, and Academic and Financial Plan

A1.3. Indicator: Students, parents, and other members of the school community demonstrate understanding of and commitment to the school’s vision, mission, General Learner Outcomes, and the Academic and Financial Plan.
A1.3. Prompt: Evaluate the degree to which the school ensures that students, parents, and other members of the school’s community understand and are committed to the school’s vision, mission, General Learner Outcomes, and the Academic and Financial Plan.

Regular Review and Revision
A1.4. Indicator: The school is implementing an effective process for regular review/revision of the school vision, mission, General Learner Outcomes, and the Academic and Financial Plan based on student needs and global trends.


Comment on the degree to which this criterion is being addressed.

Comment on the degree to which this criterion impacts the school’s ability to address one or more student learning needs identified through the continuous school improvement process.
A2. Governance Criterion

The school’s program and operations are in alignment with the a) the Hawaii Board of Education’s policies and b) the Hawaii Department of Education rules, regulations, and procedures. The Board of Education delegates implementation and monitoring of these policies to the Hawaii Department of Education. Tri-level leadership (state, complex area, school) provides oversight and support for the successful implementation of the school’s Academic and Financial Plan.

Areas to analyze in determining the degree to which the Criterion is being met:

- The nature and extent of the school community’s understanding of the roles of the BOE, DOE state and complex area
- The relationship between the duties of the governing authority and the responsibilities of the faculty and staff
- The understanding of BOE policies in relation to the school’s programs and operations.
- The relationship of the tri-level leadership in ensuring the implementation and monitoring of the Academic and Financial Plan
- Minutes, notes, memos, correspondence, conversations, surveys, and other evidence

Understanding the Role of the Governing Authority (BOE, DOE State and Complex Area)

A2.1. Indicator: The school community understands the governing authority's role, including how stakeholders can be involved.

A2.1. Prompt: To what degree does the school community understand the governing authority’s role, including how stakeholders can participate in the school's governance?

Relationship Between Governing Authority and School

A2.2. Indicator: The school’s stakeholders understand the relationship between the governing authority’s decisions, expectations, and initiatives that guide the work of the school.

A2.2. Prompt: Provide examples of how stakeholders understand the relationship between the governing authority’s decisions, expectations, and initiatives that guide the work of the school.

Faculty, Staff and Governing Authority

A2.3. Indicator: There is clear understanding about the relationship between the governing authority and the responsibilities of the faculty and staff.

A2.3. Prompt: To what degree is there clear understanding about the relationship between the governing Board and the responsibilities of the faculty and staff?

Conclusions: A2. Governance

Comment on the degree to which this criterion is being addressed.

Comment on the degree to which this criterion impacts the school’s ability to address one or more student learning needs identified through the continuous school improvement process.
A3. Leadership and Staff Criterion

Based on student achievement data, the school leadership and staff make decisions and initiate activities that focus on all students achieving the General Learner Outcomes and academic standards. The school leadership and staff annually monitor and refine the Academic and Financial Plan based on the analysis of data to ensure alignment with student needs.

Areas to examine and analyze:
- Rosters, minutes of meetings, interview/survey data, or other indicators showing that the school planning process is broad-based, collaborative, and has commitment of the stakeholders
- The alignment between the Academic and Financial Plan and analysis of student achievement data, the General Learner Outcomes, and academic standards
- The alignment between allocation of time/fiscal/personnel resources, pacing guides, improvement plans, and learning results
- The specific benchmarks and accountability tools used in the monitoring process
- Other evidence identified by the school.

Broad-Based and Collaborative Planning Process

A3.1. Indicator: The school’s planning process is broad-based, collaborative, and has the commitment of the stakeholders, including the staff, students, and parents.

A3.1. Prompt: Comment on the effectiveness of the school planning process to ensure that it is broad-based, collaborative, and fosters the commitment of the stakeholders, including the staff, students, and parents.

Correlation between Student Learning and the Academic and Financial Plan

A3.2. Indicator: The analysis of student achievement data guides the school’s Academic and Financial Plan.

A3.2. Prompt: How do staff ensure that the analysis of student achievement data, General Learner Outcomes, and academic standards are incorporated into the Academic and Financial Plan and impact the development, implementation, and monitoring of the plan?

Correlation Between All Resources and the Academic and Financial Plan

A3.3. Indicator: There is correlation between the allocation of time/fiscal/personnel/material resources and the implementation, monitoring, and accomplishment of the Academic and Financial Plan.

A3.3. Prompt: Evaluate the degree to which the allocation of all resources supports the implementation, monitoring, and accomplishment of the Academic and Financial Plan.

School Community Council

A3.4. Indicator: The School Community Council (SCC) reviews and monitors the Academic and Financial Plan, and provides opportunities for stakeholder input and feedback.

A3.4. Prompt: To what extent does the SCC review and monitor the Academic and Financial Plan and provide opportunities for stakeholder input and feedback?
Conclusions: A3. Leadership and Staff Criterion

Comment on the degree to which this criterion is being addressed.

Comment on the degree to which this criterion impacts the school’s ability to address one or more student learning needs identified through the continuous school improvement process.
A4. Leadership and Staff Criterion

A qualified staff facilitates the achievement of the General Learner Outcomes, academic standards, and the successful implementation of the Academic and Financial Plan through a system of preparation, induction, and ongoing professional development.

Areas to examine and analyze:

- The degree to which the actions of the leadership are directly linked to student achievement and address the student learning needs
- Written policies, charts, and handbooks that define responsibilities and relationships for the administration and faculty
- Administrator and faculty written policies, charts, and handbooks that define responsibilities and relationships
- Strategies for team building used at the school
- The structures for internal communications and resolving differences
- The leadership’s processes and procedures for involving staff in shared responsibilities and actions to support student learning
- The level of actual staff involvement in actions focusing on successful student learning; obtained through interviews with staff and administration
- Representative examples of collaboration across the school
- Employment policies/practices related to qualification/statutory requirements
- Information on staff background, training and preparation
- Staff assignments to maximize use of their expertise
- The types of collegial strategies used to implement innovations and encourage improvement, such as shadowing, coaching, observation, mentoring, group presentations
- Documents that list connection of professional development activities and student learning
- Other evidence identified by the school.

Employment Policies and Practices

A4.1. Indicator: The school has clear employment policies and practices related to DOE qualification requirements of staff.

A4.1. Prompt: Evaluate the clarity of employment policies and practices related to DOE qualification/statutory requirements.

Qualifications of Staff

A4.2. Indicator: The school implements state personnel policies and procedures to ensure that staff are qualified based on background, training, and preparation.

A4.2. Prompt: Evaluate the procedures to ensure all staff members in all programs are qualified for their responsibilities within any type of instruction to ensure quality student learning and teaching.
Maximum Use of Expertise
A4.3. Indicator: The school has a process to assign staff members and provide appropriate orientation for all assignments so that the expertise of the staff members is maximized in order to promote quality student learning and teaching.

A4.3. Prompt: Evaluate the process to assign staff members and provide an appropriate orientation process to ensure all staff are qualified and prepared for their responsibilities in order to promote quality student learning and teaching.

Defining and Understanding Policies and Procedures
A4.4. Indicator: The school has clear written policies and procedures that define responsibilities and expectations, operational practices, and decision-making processes for administrators and faculty.

A4.4. Prompt: Evaluate the written policies and procedures that define responsibilities, operational practices, decision-making processes for administrators and faculty. Determine the degree of clarity and understanding of these by administration and faculty.

Internal Communication and Planning
A4.5. Indicator: The school has effective structures for internal communication, planning, and resolving differences.

A4.5. Prompt: How effective are the existing structures for internal communication, planning, and resolving differences?

Staff Actions/Accountability to Support Learning
A4.6. Indicator: The school evaluates the effectiveness of the processes and procedures for involving staff in shared responsibility, actions, and accountability to support student learning throughout all programs. This includes an evaluation of the collegial strategies used to implement innovations and encourage improvement, such as shadowing, coaching, observation, mentoring, group presentations.

A4.6. Prompt: How effective are the processes and procedures for involving staff in shared responsibility, actions, and accountability to support student learning throughout all programs? Provide representative examples and data regarding impact on student learning.

Evaluation of Existing Processes
A4.7. Indicator: The school leadership regularly reviews the existing processes to determine the degree to which actions of the leadership and staff focus on quality teaching and student learning.

A4.7. Prompt: To what extent does the school leadership regularly review the existing processes to determine the degree to which actions of the leadership and staff focus on quality teaching and student learning?

Conclusions: A4. Leadership and Staff Criterion
Comment on the degree to which this criterion is being addressed.

Comment on the degree to which this criterion impacts the school’s ability to address one or more student learning needs identified through the continuous school improvement process.
A5. Leadership and Staff Criterion

Leadership and staff are involved in ongoing research and professional development that focuses on identified student and teacher learning needs.

**Areas to examine and analyze:**

- Review of the professional development activities identified in the Academic and Financial Plan
- The extent to which staff is supported by time, personnel, material and fiscal resources for planning and professional development to facilitate all students achieving the academic standards, General Learner Outcomes, student learning needs, and the priorities identified in the Academic and Financial Plan
- The evaluation procedures and their effectiveness in promoting professional growth
- Occurrence and extent of monitoring and coaching of staff based on student and teacher learning needs
- Review of written personal and schoolwide goals and priorities
- The extent to which staff members have taken advantage of professional development options available
- Evaluation of follow-up to professional development activities such as coaching, mentoring, and reflection
- Assessment of how professional development has impacted student learning and accomplishment of priorities identified in the Academic and Financial Plan
- Other evidence identified by the school.

**Support of Professional Development**

**A5.1. Indicator:** The school effectively supports professional development/learning with time, personnel, material, and fiscal resources to facilitate all students achieving the General Learner Outcomes and academic standards.

**A5.1. Prompt:** *How effective is the support of professional development/learning? Provide evidence and examples.*

**Supervision and Evaluation**

**A5.2. Indicator:** The school implements effective supervision and evaluation procedures in order to promote professional growth of staff.

**A5.2. Prompt:** *How effective are the school’s supervision and evaluation procedures?*

**Measurable Effect of Professional Development**

**A5.3. Indicator:** There are effective operating processes that determine the measurable effect of professional development, coaching, and mentoring on student performance.

**A5.3. Prompt:** *Comment on the effectiveness of the processes in determining the measurable effect of professional development, coaching, and mentoring on student performance. Provide evidence how professional development/learning has had a positive impact on student learning.*
Conclusions: A5. Leadership and Staff Criterion

Comment on the degree to which this criterion is being addressed.

Comment on the degree to which this criterion impacts the school’s ability to address one or more student learning needs identified through the continuous school improvement process.
A6. Resources Criterion

The human, material, physical, and financial resources are sufficient and utilized effectively and appropriately in accordance with the legal intent of the program(s) to support students in accomplishing the General Learner Outcomes and academic standards.

Areas to examine and analyze:

- Description of the resources which are considered crucial to the operation of the school and its focus on General Learner Outcomes, academic standards, and priorities identified in the Academic and Financial Plan
- Availability of materials, space, and equipment to support student learning
- Number of staff members and level of professional expertise
- The adequacy of the facilities to meet the purpose of the school, i.e., quality standards for health and safety, functional for all programs offered, and well-maintained
- The policies, procedures, and planning for maintaining the physical facilities
- The policies, procedures, and processes for hiring, and providing ongoing professional development to ensure a well-qualified staff
- The procedures for acquiring and maintaining adequate technology, technological support systems, software, instructional materials, such as textbooks, other printed materials, manipulatives, and laboratory materials
- The school’s long-range planning regarding how resources will be utilized
- How all resources are being coordinated to support all students accomplishing the General Learner Outcomes, academic standards, and priorities identified in the Academic and Financial Plan
- How complex area initiatives and resources support students in accomplishing the General Learner Outcomes, academic standards, and priorities identified in the Academic and Financial Plan
- The procedures regarding long-range planning to ensure all students are achieving the General Learner Outcomes, academic standards, and priorities identified in the Academic and Financial Plan
- The involvement of the school’s stakeholders in long-range planning
- Other evidence identified by the school.

Allocation Decisions

A6.1. Indicator: Decisions about resource allocations are aligned with the school’s vision, mission, General Learner Outcomes, the academic standards, and Academic and Financial Plan. The school leadership and staff are involved in the resource allocation decisions.

A6.1. Prompt: To what extent are resources allocated to meet the school’s vision, mission, General Learner Outcomes, the academic standards, and Academic and Financial Plan. Additionally, comment on the extent to which leadership and staff are involved in the resource allocation decisions. What impact has the process for the allocation of resources made on student learning?
Practices
A6.2. Indicator: Processes and procedures are in place for developing an annual budget, conducting internal and external audits, and utilizing sound quality business and accounting practices, including protection against mishandling of institutional funds.

A6.2. Prompt: Evaluate the effectiveness of the processes and procedures for developing an annual budget, conducting audits, and utilizing sound quality business and accounting practices, including protections against mishandling of institutional funds.

Facilities Conducive to Learning
A6.3. Indicator: The school’s facilities are adequate to support high-quality learning.

A6.3. Prompt: To what extent do the facilities support high-quality learning?

Safe, Functional, Well-Maintained Facilities
A6.4. Indicator: The school’s facilities are safe, functional, and well-maintained.

A6.4. Prompt: To what extent are the facilities safe, functional, and well-maintained?

Instructional Materials and Equipment
A6.5. Indicator: The policies and procedures for acquiring and maintaining adequate instructional materials and equipment, such as textbooks, other printed materials, audio-visual, support technology, manipulatives, and laboratory materials are effective.

A6.5. Prompt: Evaluate the effectiveness of the policies procedures for acquiring and maintaining adequate instructional materials and equipment, such as technology tools and software, the support systems for technology, software, textbooks, other printed materials, manipulatives, and laboratory materials.

Qualified Personnel
A6.6. Indicator: Resources are available to hire, retain, and provide professional development for a qualified staff for all programs.

A6.6. Prompt: Determine if resources are available to hire, retain, and provide professional development for a qualified staff.

Long-Range Planning and Coordination of Resources
A6.7. Indicator: Long-range planning ensures availability and coordination of appropriate resources that support students’ achievement of the General Learner Outcomes, academic standards, and the priorities identified in the Academic and Financial Plan.

A6.7. Prompt: Evaluate the effectiveness of long-range planning and coordination of resources.

Conclusions: A6. Resources Criterion
Comment on the degree to which this criterion is being addressed.

Comment on the degree to which this criterion impacts the school’s ability to address one or more student learning needs identified through the continuous school improvement process.
WASC Category A. Organization: Strengths and Growth Needs

Review all the findings and supporting evidence regarding the extent to which each criterion is being addressed. Then determine and prioritize the strengths and areas of growth for the overall category.

Category A: Organization: Areas of Strength

Category A: Organization: Areas of Growth
Category B: Standards-based Student Learning: Curriculum

B1. Curriculum Criterion

All students participate in a rigorous, relevant, and coherent standards-based curriculum that supports the achievement of the General Learner Outcomes, academic standards, and priorities identified in the Academic and Financial Plan.

Areas to examine and analyze:

- How current educational research is used to assist schools in students’ achievement of academic standards and General Learner Outcomes
- The degree of congruence between the actual concepts and skills taught and the academic standards and General Learner Outcomes
- Student work and student engagement in learning that demonstrates the implementation of a curriculum defined by current research
- Master schedule
- The extent to which there is integration among disciplines
- Processes which exist for articulation among and between levels, departments, or clusters
- Efforts being made to articulate with feeder schools and local colleges and universities in developing a strong foundation
- Demographics and distribution of students throughout class offerings including gender, ethnicity, primary language and students with special needs (e.g., class enrollment lists)
- How instructional practices and other activities facilitate access and successful educational outcomes for students who are ELL, economically disadvantaged, underachieving, gifted and talented, at-risk, and in special education
- Procedures used for curriculum development, evaluation, and revision
- Curricular organization of the school, including promotion and graduation requirements, credits, grading policies, homework policy
- Follow-up studies of past students and graduates
- Evidence from interdisciplinary courses and project-based learning
- Other evidence identified by the school.

Current Educational Research and Thinking

B1.1. Indicator: The school provides examples that document the effective use of current educational research related to the curricular areas in order to maintain a viable, meaningful instructional program for students.

B1.1. Prompt: Comment on the effective use of current educational research related to the curricular areas to maintain a viable, meaningful instructional program for students. Examine the effectiveness of how the school staff stay current and revise the curriculum as needed.

Academic Standards for Each Subject Area

B1.2. Indicator: The school has defined academic standards for each subject area, course, and/or program.
B1.2. **Prompt**: Evaluate to what extent there are defined academic standards for each subject area, course, and/or program. What process is used to ensure that the academic standards and General Learner Outcomes are implemented consistently within and across grade levels or departments to ensure that the same high expectations are for all students?

**Congruence**

B1.3. **Indicator**: There is congruence between the actual concepts and skills taught, the academic standards, and the General Learner Outcomes.

**B1.3. Prompt**: Evaluate the extent to which there is congruence between the actual concepts and skills taught, the academic standards, and the General Learner Outcomes.

**Student Work — Engagement in Learning**

B1.4. **Indicator**: The examination of student work samples and the observation of student engagement demonstrate the implementation of a standards-based curriculum and the General Learner Outcomes.

**B1.4. Prompt**: Evaluate to what extent the examination of student work samples and observed student engagement demonstrate the implementation of a standards-based curriculum and the General Learner Outcomes.

**Accessibility of All Students to Curriculum**

B1.5. **Indicator**: A rigorous, relevant, and coherent curriculum is accessible to all students through all courses/programs offered. The school examines the demographics and needs of students throughout the class offerings. The school’s instructional practices and activities facilitate access and success for all students.

**B1.5. Prompt**: Evaluate students’ access to a rigorous, relevant, and coherent curriculum across all programs. To what extent do the instructional practices of teachers and other activities facilitate access and success for all students?

**Integration Among Disciplines**

B1.6. **Indicator**: There is curriculum integration among disciplines at the school.

**B1.6. Prompt**: Evaluate to what extent there is curriculum integration among disciplines.

**Curricular Development, Evaluation, and Revisions**

B1.7. **Indicator**: The school assesses its curriculum review and evaluation processes for each program area, including graduation requirements, credits, homework, and grading policies, to ensure student learning needs are met through a challenging, coherent, and relevant curriculum. The assessment includes the degree to which there is involvement of key stakeholders.

**B1.7. Prompt**: Comment on the effectiveness of the school’s curriculum review and evaluation processes to ensure student learning needs are being met. Include comments regarding the extent to which there is involvement of key stakeholders.

**Policies — Rigorous, Relevant, Coherent Curriculum**

B1.8. **Indicator**: The school assesses the rigor, relevancy, and coherency of the curriculum after examination of policies regarding course completion, credits, homework, and grading policies.
B1.8. Prompt: Determine the extent to which key stakeholders are involved in the selection and evaluation of the curriculum to ensure it aligns with the school’s vision, mission, and General Learner Outcomes.

Articulation and Follow-up Studies

B1.9. Indicator: The school articulates regularly with feeder schools and local colleges and universities. The school uses follow-up studies of graduates and others to learn about the effectiveness of the curricular program.

B1.9. Prompt: Share examples of articulation with feeder schools and local colleges and universities, including comments on the regularity and effectiveness of these efforts. What has been learned from the follow-up studies of graduates and others regarding the effectiveness of the curricular program?

Conclusions: B1. Curriculum Criterion

Comment on the degree to which this criterion is being addressed.

Comment on the degree to which this criterion impacts the school’s ability to address one or more student learning needs identified through the continuous school improvement process.
B2. Curriculum Criterion

All students have equal access to the school’s entire program and assistance with a personal learning plan to prepare them for the pursuit of their academic, personal, and school-to-career goals.

Variety of Programs — Full Range of Choices

B2.1. Indicator: All students are able to make appropriate choices and pursue a full range of college/career and/or other educational options. The school provides for career awareness, exploration, and preparation for postsecondary education, and pre-technical training for all students.

B2.1 Prompt: How effective are the processes to allow all students to make appropriate choices and pursue a full range of college/career and/or other educational options? Discuss how the school ensures effective opportunities for career awareness, exploration, and preparation for postsecondary education, and pre-technical training for all students.

Student-Parent-Staff Collaboration

B2.2. Indicator: Parents, students, and staff collaborate in developing and monitoring a student’s personal learning plan, college/career, and/or other educational options.

B2.2. Prompt: Evaluate to what extent parents, students, and staff collaborate in developing and monitoring a student’s personal learning plan, college/career and/or other educational options.

Monitoring/Changing Student Plans

B2.3. Indicator: The school implements processes for monitoring and making appropriate changes in students’ personal learning plans (e.g., classes and programs) and regularly evaluates them.

B2.3. Prompt: Evaluate the effectiveness of how the ways the school ensures that processes are utilized for monitoring and making appropriate changes in students’ personal learning plans (e.g., classes and programs).

Transitions

B2.4. Indicator: The school implements strategies and programs to facilitate transition to the student’s next educational level or post-high school options, and regularly evaluates the effectiveness of the strategies and programs.

B2.4. Prompt: Evaluate the effectiveness of the strategies and programs to facilitate transition to the student’s next educational level or post-high school options and regularly evaluates the effectiveness of the strategies and programs.

Conclusions: B2. Curriculum Criterion

Comment on the degree to which this criterion is being addressed.

Comment on the degree to which this criterion impacts the school’s ability to address one or more student learning needs identified through the continuous school improvement process.
B3. Curriculum Criterion

Upon completion of elementary, middle, or high school program, students have met the standards with proficiency for that grade span or all the requirements of graduation.

Areas to examine and analyze:

- Extent to which all students have access to a rigorous, standards-based curriculum as well as opportunities to explore real world applications of their educational interests
- Academic support program(s) to ensure students are meeting all requirements
- Process for regular review of student data that provides information on students meeting the graduation requirements
- Extent to which the school’s educational program maintains the flexibility to accommodate changes in student interests and areas of career exploration
- Other evidence identified by the school.

Real World Applications — Curriculum

B3.1. Indicator: All students have access to real world applications of their educational interests in relationship to a rigorous, standards-based curriculum.

B3.1. Prompt: Evaluate the opportunities that all students have to access real world applications of their educational interests in relationship to a rigorous, standards-based curriculum.

Meeting Graduation Requirements (or end of grade span requirements)

B3.2. Indicator: The school implements academic support programs to ensure students are meeting all requirements.

B3.2. Prompt: Comment on the effectiveness of the academic support programs to ensure students are meeting all requirements.

Conclusions: B3. Curriculum Criterion

Comment on the degree to which this criterion is being addressed.

Comment on the degree to which this criterion impacts the school’s ability to address one or more student learning needs identified through the continuous school improvement process.
WASC Category B. Standards-based Student Learning: Curriculum: Strengths and Growth Needs

Review all the findings and supporting evidence regarding the extent to which each criterion is being addressed. Then determine and prioritize the strengths and areas of growth for the overall category.

Category B: Standards-based-Student Learning: Curriculum: Areas of Strength

Category B: Standards-based-Student Learning: Curriculum: Areas of Growth
Category C: Standards-based Student Learning: Instruction

C1. Instruction Criterion

To achieve the academic standards and the General Learner Outcomes, all students are involved in challenging learning experiences.

Areas to examine and analyze:

- Observation of students and examination of student work that illustrate the extent to which all students are involved in learning and achieving the academic standards and General Learner Outcomes. Examples include: oral presentations, individual and group work, discussions, investigations and experiments, performances; examples of student work include: essays, reports, project products, journals, portfolios, open-ended responses, tests, and online conversations.
- Observations/interviews/surveys to determine the extent to which students know beforehand the standards/expected performance levels for each area of study
- Classroom observations to determine the extent to which differentiation of instruction is occurring and its impact on student learning
- Student interviews that illustrate the extent to which students recognize the academic standards and the General Learner Outcomes and the expected level of performance
- Observations/interviews/surveys to determine the degree of involvement in the learning of students with diverse backgrounds and abilities
- Other evidence identified by the school.

Results of Student Observations and Examining Work

C1.1. Indicator: Classroom observations and the examination of student work provide information about the degree to which all students are challenged and achieving the academic standards and the General Learner Outcomes. Using this information, the school evaluates the degree of involvement in learning by students with diverse backgrounds and abilities, and modifies approaches based on findings.

C1.1. Prompt: Comment on the degree to which all students are involved in challenging learning experiences to achieve the academic standards and the General Learner Outcomes. Include how the observation of students and examination of student work has informed this understanding.

Differentiation of Instruction

C1.2. Indicator: The school’s instructional staff members differentiate instruction and evaluate the impact on student learning.

C1.2. Prompt: How effectively do instructional staff members differentiate instruction? Evaluate the impact of differentiated instruction on student learning.

Student Understanding of Performance Levels

C1.3. Indicator: The students know beforehand the standards/expected performance levels for each area of study.
C1.3. **Prompt:** Examine and evaluate the extent to which students know the standards/expected performance levels for each area of study.

**Students’ Perceptions**

C1.4. **Indicator:** The school learns about the students’ perceptions of their learning experiences.

C1.4. **Prompt:** Evaluate the effectiveness of learning experiences as perceived by students.

**Conclusions: C1. Instruction Criterion**

*Comment on the degree to which this criterion is being addressed.*

*Comment on the degree to which this criterion impacts the school’s ability to address one or more student learning needs identified through the continuous school improvement process.*
C2. Instruction Criterion

All teachers use a variety of strategies and resources, including technology and experiences beyond the textbook and the classroom that actively engage students, emphasize higher order thinking skills, and help them succeed at high levels.

Areas to examine and analyze:

- The degree to which various learning styles of students are addressed through a variety of instructional approaches
- The extent to which teachers facilitate learning for all students
- Student work that provides evidence that students are, over time, becoming more adept at gathering information and presenting it in written, oral, and multimedia formats
- Student work that demonstrates the extent to which learning is structured so that students access, organize, and apply knowledge they already have through a variety of activities
- The extent to which new information or learning tasks are connected to personal experiences and knowledge
- Student work that provides evidence that students are utilizing opportunities to critique and evaluate new information in relation to what they have experienced and know
- Student work that provides evidence that students are able to think, reason, and problem solve in group and individual activities, projects, discussions, and inquiries related to investigation
- Student work that shows the extent to which technology is used to assist students in achieving the academic standards and the General Learner Outcomes
- Student work that illustrates the extent to which current teaching practices provide all students with opportunities to gather and create knowledge and to conduct research
- Student work that reflects the materials and resources beyond the textbook available to students
- Use and availability of library/multimedia resources and services
- Availability of and opportunities to access data bases, original source documents and computer information networks
- Experiences, activities, and resources which link students to the real world
- The extent to which opportunities for shadowing, apprenticeship, community projects, and other real world experiences and applications are available to all students
- Other evidence identified by the school.

Current Knowledge

C2.1. Indicator: Teachers are current in the instructional content taught and research-based instructional methodology, including the integrated use of multimedia and technology.

C2.1. Prompt: Evaluate the extent to which teachers are current in the instructional content and effectively use multimedia and other technology in the delivery of the curriculum.

Teachers as Facilitators of Learning

C2.2. Indicator: Teachers facilitate learning for all students.
C2.2. **Prompt**: Evaluate and comment on the extent to which teachers facilitate learning for all students. Provide examples.

**Variety of Strategies**

C2.3. **Indicator**: Teachers use a variety of strategies to support students’ access and application of knowledge acquired and communicate understanding.

C2.3. **Prompt**: Evaluate and comment on the extent to which teachers use a variety of strategies to support students’ access and application of knowledge acquired and communicate understanding.

C2.4. **Indicator**: Teachers assist students with tools and opportunities to research, discover, and create knowledge.

C2.4. **Prompt**: Evaluate and comment on the extent to which teachers assist students with tools and opportunities to research, discover, and create knowledge.

C2.5. **Indicator**: Teachers involve students in opportunities that demonstrate thinking, reasoning, and problem solving in group and individual activities, projects, discussions, and inquiries.

C2.5. **Prompt**: Evaluate and comment on the extent to which teachers involve students in opportunities that demonstrate thinking, reasoning, and problem solving in group and individual activities, projects, discussions, and inquiries.

C2.6. **Indicator**: Student work demonstrates the integration and utilization of technology to achieve the academic standards and the General Learner Outcomes.

C2.6. **Prompt**: Evaluate the extent to which student work demonstrates the integration and utilization of technology to achieve the academic standards and the General Learner Outcomes.

C2.7. **Indicator**: Student work demonstrates the use of materials and resources beyond the textbook, including library/multimedia/online resources and services that connect students to the real world.

C2.7. **Prompt**: Evaluate the extent to which student work demonstrates the use of materials and resources beyond the textbook, including library/multimedia/online resources and services that connect students to the real world.

**Real World Experiences**

C2.8. **Indicator**: Opportunities for shadowing, apprenticeship, community projects, and other real world experiences and applications are available to all students.

C2.8. **Prompt**: Evaluate the degree to which opportunities for shadowing, apprenticeship, community projects, and other real world experiences and applications are available to all students.

**Conclusions: C2. Instruction Criterion**

Comment on the degree to which this criterion is being addressed.

Comment on the degree to which this criterion impacts the school’s ability to address one or more student learning needs identified through the continuous school improvement process.
WASC Category C. Standards-based Student Learning: Instruction: Strengths and Growth Needs

Review all the findings and supporting evidence regarding the extent to which each criterion is being addressed. Then determine and prioritize the strengths and areas of growth for the overall category.

Category C. Standards-based Student Learning: Instruction: Areas of Strength

Category C. Standards-based Student Learning: Instruction: Areas of Growth
**Category D: Standards-based Student Learning: Assessment and Accountability**

**Areas to examine and analyze (Criteria D1 and D2):**

- The nature and types of current student assessment
- How growth is determined and how that information is used
- How grades and performance levels are determined
- Examples of standards-based curriculum assessments in English language arts and mathematics embedded in the curriculum, including examination of the performance of students whose primary language is not English
- How assessment results are used as the basis for evaluation of the curricular objectives and instructional approaches
- Student work demonstrating the degree to which assessment allows students to apply knowledge and skills to complete real-life performance-based tasks
- Extent to which assessment is used to improve instruction for students
- Notes from any meetings during which discussions of student progress occur
- Analysis of student work to determine achievement of the academic standards and General Learner Outcomes, including those students with special needs
- Other evidence identified by the school.

**D1. Assessment and Accountability Criterion**

The school leadership and instructional staff use professionally acceptable assessment processes to collect, disaggregate, analyze, and report student performance data to stakeholders of the school community.

**Professionally Acceptable Assessment Process**

**D1.1. Indicator:** The school leadership and instructional staff use effective assessment processes to collect, disaggregate, analyze, and report student performance data to all stakeholders.

**D1.1. Prompt:** Evaluate the effectiveness of the assessment processes.

**Basis for Determination of Performance Levels**

**D1.2. Indicator:** The school leadership and instructional staff determine the basis for students’ grades, growth, and performance levels.

**D1.2. Prompt:** Evaluate the impact and effectiveness of the basis for which students’ grades, growth, and performance levels are determined.

**Conclusions: D1. Assessment and Accountability Criterion**

*Comment on the degree to which this criterion is being addressed.*

*Comment on the degree to which this criterion impacts the school’s ability to address one or more student learning needs identified through the continuous school improvement process.*
D2. Assessment and Accountability Criterion

Teachers employ a variety of appropriate assessment strategies to evaluate student learning. Students and teachers use these findings to modify the learning/teaching process and support the educational progress of every student.

Appropriate Assessment Strategies

D2.1. Indicator: Teachers use appropriate assessment strategies to measure student progress toward acquiring a body of knowledge or skills such as essays, portfolios, individual or group projects, tests, etc.

D2.1. Prompt: Evaluate the appropriateness of assessment strategies used by teachers to measure student progress toward acquiring a body of knowledge or skills.

Demonstration of Student Achievement

D2.2. Indicator: A range of student work samples and other assessments demonstrate student achievement of the academic standards and the General Learner Outcomes.

D2.2. Prompt: Evaluate how student work and other assessments demonstrate student achievement of the academic standards and the General Learner Outcomes.

Curriculum-Embedded Assessments

D2.3. Indicator: The school regularly examines standards-based curriculum-embedded assessments in English language arts and mathematics, including performance assessments of students whose first or home language is not English, and uses that information to differentiate the teaching/learning process.

D2.3. Prompt: How effective are the standards-based curriculum-embedded assessments in English language arts and mathematics and across other curricular areas as students apply their knowledge?

Student Feedback

D2.4. Indicator: Student feedback is an important part of assessing student progress over time based on the academic standards and the General Learner Outcomes.

D2.4. Prompt: How effective is student feedback in assessing student progress over time based on the academic standards and the General Learner Outcomes.

Differentiating the Teaching/Learning Process

D2.5. Indicator: Assessment data is collected, analyzed, and used to make decisions and changes in the curricular and instructional approaches.

D2.5. Prompt: Evaluate the effectiveness of how assessment data is collected, analyzed, and used to make decisions and changes in the curricular and instructional approaches.

Monitoring of Student Growth

D2.6. Indicator: The school has an effective system to monitor all students’ progress toward meeting the academic standards and General Learner Outcomes.

D2.6. Prompt: Evaluate the effectiveness of the system used to monitor the progress of all students toward meeting the academic standards and General Learner Outcomes.
Conclusions: D2. Assessment and Accountability Criterion

Comment on the degree to which this criterion is being addressed.

Comment on the degree to which this criterion impacts the school’s ability to address one or more student learning needs identified through the continuous school improvement process.
D3 and D4. Assessment and Accountability Criteria

Areas to examine and analyze (D3 and D4):
- Extent to which school community, complex, and state are involved in the review process of student performance data
- Extent to which school staff is involved in the review process of student performance data
- Extent to which students and parents are involved in the ongoing review process of student performance
- Ways in which student progress toward achieving the academic standards and the General Learner Outcomes is reported to the community (e.g., forums, newsletters)
- Extent to which all stakeholders are kept informed about the assessment results
- Examples of input from stakeholders
- Examples of how assessment results have prompted changes in the school’s program
- Examples of how professional development activities and topics have been determined by schoolwide assessment results
- Examples of how all stakeholder groups have been involved in a results-driven continuous planning process
- Examples of how decisions on allocation of resources are influenced by schoolwide assessment results
- Other evidence identified by the school.

D3. Assessment and Accountability Criterion

The school, with the support of the complex area and school community, has an assessment and monitoring system to determine student progress toward achievement of the academic standards and the General Learner Outcomes.

Assessment and Monitoring Process

D3.1. Indicator: Key stakeholders are involved in the assessment and monitoring process of student progress.

D3.1. Prompt: Evaluate the impact of stakeholder involvement in assessing and monitoring student progress.

Reporting Student Progress

D3.2. Indicator: There are effective processes to keep parents and other stakeholders informed about student progress toward achieving the academic standards and the General Learner Outcomes.

D3.2. Prompt: Evaluate the effectiveness of the processes that inform parents and other stakeholders about student achievement of the academic standards and the General Learner Outcomes.

Conclusions: D3. Assessment and Accountability Criterion

Comment on the degree to which this criterion is being addressed.
Comment on the degree to which this criterion impacts the school’s ability to address one or more student learning needs identified through the continuous school improvement process.
D4. Assessment and Accountability Criterion

The assessment of student achievement in relation to the academic standards and the General Learner Outcomes guides the school’s program, regular evaluation and improvement, and the allocation and usage of resources.

Modifications Based on Assessment Results

D4.1. Indicator: The school uses assessment results to modify the school program, professional development activities, and resource allocations demonstrating a results-driven continuous process.

D4.1. Prompt: Comment on the overall effectiveness of how assessment results have prompted modifications in the school program, professional development activities, and/or resource allocations, demonstrating a results-driven continuous process.

Conclusions: D4. Assessment and Accountability Criterion

Comment on the degree to which this criterion is being addressed.

Comment on the degree to which this criterion impacts the school’s ability to address one or more student learning needs identified through the continuous school improvement process.
WASC Category D. Standards-based Student Learning: Assessment and Accountability: Strengths and Growth Needs

Review all the findings and supporting evidence regarding the extent to which each criterion is being addressed. Then determine and prioritize the strengths and areas of growth for the overall category.

Category D. Standards-based Student Learning: Assessment and Accountability: Areas of Strength

Category D. Standards-based Student Learning: Assessment and Accountability: Areas of Growth
Category E: School Culture and Support for Student Personal and Academic Growth

E1. Parent and Community Engagement Criterion

The school leadership employs a wide range of strategies to encourage parental and community engagement, especially with the teaching/learning process.

Areas examine and analyze:

- Descriptions of the connections or links with parents and community
- How resources provided by parents and community are identified and utilized
- Strategies for involving non-English speaking parents
- Strategies and processes for supporting parents as active partners in the teaching/learning process
- How parents and community members are involved in the school’s decision-making process
- School Community Council meeting agendas and minutes
- Other evidence identified by the school.

Parent Engagement

E1.1. Indicator: The school implements strategies and processes for the regular engagement of parents and community stakeholders, including but not limited to participation in the School Community Council. Parents and community stakeholders are active partners in the teaching/learning process for all students.

E1.1. Prompt: Evaluate the strategies and processes for the regular engagement of parents and the community, including being active partners in the teaching/learning process.

Community Resources

E1.2. Indicator: The school uses community resources to support students, such as professional services, business partnerships, and speakers.

E1.2. Prompt: Evaluate the effectiveness of the school’s use of community resources to support students, such as professional services, business partnerships, and speakers?

Parent/Community and Student Achievement

E1.3. Indicator: The school ensures that the parents and school community understand student achievement of the academic standards and General Learner Outcomes through the curricular/co-curricular program.

E1.3. Prompt: Determine the adequacy and effectiveness of the school’s strategies to ensure that parents and school community understand student achievement of the academic standards and General Learner Outcomes through the curricular/co-curricular program.

Conclusions: E1. Parent and Community Involvement Criterion

Comment on the degree to which this criterion is being addressed.

Comment on the degree to which this criterion impacts the school’s ability to address one or more student learning needs identified through the continuous school improvement process.
E2. School Culture Criterion

The school is a) a safe, clean, and orderly place that nurtures learning and b) has a culture that is characterized by trust, professionalism, high expectations for all students, and c) maintains focus on continuous school improvement.

**Areas to examine and analyze:**

- The existing policies and use of resources to ensure a safe, clean, and orderly place that nurtures learning
- The degree to which a system of behavioral expectations and supports enhances the quality of learning for all students
- The level of mutual respect, two-way communication, and support in relationships among the staff, between staff and students, between staff and parents, where applicable, and between staff and leadership
- The analysis of all aspects of the school with respect to health, safety and internet regulations
- The degree to which caring and high expectations for all students is demonstrated on a daily basis
- The degree to which specific strategies demonstrate an atmosphere of trust, respect, and professionalism
- Ways that citizenship and ethical values and behaviors are demonstrated by students
- The extent to which current educational research and thinking is shared, discussed, implemented, and reflected upon by all the school community as a whole
- Other evidence identified by the school.

**Safe, Clean, and Orderly Environment**

**E2.1. Indicator:** The school has existing policies, regulations and uses its resources to ensure a safe, clean, and orderly place that nurtures learning, including internet safety.

**E2.1. Prompt:** Comment on the effectiveness of a) the existing policies and use of resources to ensure a safe, clean, and orderly place that nurtures learning, b) all aspects of the school with respect to safety regulations including effective operating procedures for internet safety, and c) initiatives and responses to address bullying and harassment.

**Expectations for Behavior**

**E2.2. Indicator:** The school maintains clear expectations for behavior that support learning, growth, and development.

**E2.2. Prompt:** Evaluate the school’s efforts to ensure that there are clear expectations for behavior that support learning, growth, and development.

**High Expectations for Students**

**E2.3. Indicator:** The school has high expectations for students in an environment that honors individual differences and is conducive to learning.

**E2.3. Prompt:** Evaluate the school’s work to ensure high expectations for students in an environment that honors individual differences and is conducive to learning.
Culture of Trust, Respect, and Professionalism

E2.4. Indicator: The school has a culture of trust, respect, and professionalism among all members of the school community.

E2.4. Prompt: To what degree is a culture of trust, respect, and professionalism demonstrated by all members of the school community?

Conclusions: E2. School Culture Criterion

Comment on the degree to which this criterion is being addressed.

Comment on the degree to which this criterion impacts the school’s ability to address one or more student learning needs identified through the continuous school improvement process.
E3 and E4. Support for Student Personal and Academic Growth Criteria

Areas to examine and analyze (Criteria E3 and E4):

- The system of supports in the school, including supports provided by counselors and other personnel
- Strategies which promote a personalized approach to learning
- Alternative learning/instructional options which allow access to and progress in the rigorous standards-based curriculum
- The purpose and effectiveness of the school’s ELL program and its relationship to the rigorous, standards-based curriculum
- A description of how all students with special needs are allowed access to a rigorous standards-based curriculum (e.g., Gifted and Talented, ELL, special education, at-risk)
- Demographics and distribution of students through classes (includes gender, ethnicity, primary language, students with special needs)
- Evidence of availability of classes to support student needs, e.g., time and period schedules and the rationale for placement of courses on the schedule; the number and kinds of course offerings; alternative schedules available for repeat or accelerated classes (e.g., summer, class periods beyond the traditional school day)
- Strategies which ensure that all students are successful and connected to the school
  - Level of teacher involvement with students in the classroom
  - Existence of a curriculum which promotes inclusion
  - Level of teacher involvement with students outside the regular classroom activity (e.g., club sponsorship as, teacher participation in extra-curricular and co-curricular activities, advisorships)
  - Homeroom, advisory periods, and student advocacy programs
  - Systems which connect students of different backgrounds to the school community and each other such as music, fine arts, clubs, forums, formal school activities
  - Connections of co-curricular and extra-curricular activities to the school’s academic standards and General Learner Outcomes
  - Processes for regular review of student and schoolwide profiles
  - Processes and procedures for interventions that support student learning (e.g., examine representative case studies)
- Interviews with students and staff to learn the effectiveness of these strategies
- The extent to which the services, activities, and opportunities for assisting students in reaching their goals are coordinated, integrated, and networked to provide comprehensive support
- Direct connections between academic standards and General Learner Outcomes and allocation of resources to student support services available to students, such as:
  - Counseling/advisory services
  - Articulation to support effective transitions (e.g., into high school, level to level, and post-high school
  - Health/behavioral health services and other referral mechanisms
- Other evidence identified by the school.
E3. Student Support Criterion

All students receive appropriate support along with a personal learning plan (as appropriate to the needs of the child) to help ensure academic success.

Adequate Personalized Support

E3.1. Indicator: The school ensures that every student receives appropriate support services in such areas as academic assistance, health, career, and personal counseling.

E3.1. Prompt: Evaluate the availability and the adequacy of services to support students in such areas as academic assistance, health, career, and personal counseling.

Direct Connections

E3.2. Indicator: The school demonstrates direct links between student learning needs and the allocation of resources to student support services, such as counseling/advisory services, psychological and health services, or referral services.

E3.2. Prompt: Evaluate the direct links between student learning needs and the allocation of resources to student support services, such as counseling/advisory services, psychological and health services, or referral services, including supports and services for students who are at-risk.

Strategies Used for Student Growth/Development

E3.3. Indicator: Strategies are used by the school leadership and staff to develop personalized approaches to learning and alternative instructional options which allow access to and progress in the rigorous standards-based curriculum. Examples of strategies include: level of teacher involvement with all students, a curriculum that promotes inclusion, processes for regular review of student and schoolwide profiles, and processes and procedures for intervention.

E3.3. Prompt: Evaluate the effectiveness of the types of strategies used by the school leadership and staff to develop personalized approaches to learning and alternative instructional options which allow access to and progress in the rigorous standards-based curriculum.

Conclusions: E3. Student Support Criterion

Comment on the degree to which this criterion is being addressed.

Comment on the degree to which this criterion impacts the school’s ability to address one or more student learning needs identified through the continuous school improvement process.
E4. Student Support Criterion

Students have access to a system of personalized supports, activities, and opportunities at the school and within the community.

Support Services and Learning

**E4.1. Indicator:** The school leadership and staff ensure that the support services and related activities have a direct relationship to student involvement in learning within and outside the classroom including ELL, special education, and other alternative learning programs.

**E4.1. Prompt:** Evaluate the extent to which the school leadership and staff ensure that the support services and related activities have a direct relationship to student involvement in learning within and outside the classroom.

Equal Access to Curriculum and Support

**E4.2. Indicator:** All students have access to a challenging, relevant, and coherent curriculum. Schools regularly examine the demographics and distribution of students throughout the class offerings (e.g., master class schedule and class enrollments) and the types of alternative schedules available (e.g., summer, class periods beyond the traditional school day).

**E4.2. Prompt:** To what extent do all students have accessibility to a challenging, relevant, and coherent curriculum? (Examine the demographics and distribution of students throughout the class offerings and the types of alternative schedules available.)

Co-Curricular Activities

**E4.3. Indicator:** School leadership and staff link curricular and co-curricular activities to the academic standards and General Learner Outcomes.

**E4.3. Prompt:** Evaluate the effectiveness of the relationship between curricular and co-curricular activities for all students and the academic standards and General Learner Outcomes.

Student Involvement in Curricular/Co-Curricular Activities

**E4.4. Indicator:** The school has an effective process for regularly evaluating the level of student involvement in curricular/co-curricular activities and student use of support services.

**E4.4. Prompt:** Evaluate the effectiveness of the school process for regularly evaluating the level of student involvement in curricular/co-curricular activities and student use of support services.

Student Perceptions

**E4.5. Indicator:** The school is aware of the student view of support services through such approaches as interviewing and dialoguing with student representatives of the school population.

**E4.5. Prompt:** Comment on the student view about the effectiveness of support services after interviewing and dialoguing with student representatives of the school population. (Ensure that students represent the broad and diverse array of the school population.)

Conclusions: E4. Student Support Criterion

Comment on the degree to which this criterion is being addressed.

Comment on the degree to which this criterion impacts the school’s ability to address one or more student learning needs identified through the continuous school improvement process.
WASC Category E. School Culture and Support for Student Personal and Academic Growth: Strengths and Growth Needs

Review all the findings and supporting evidence regarding the extent to which each criterion is being addressed. Then determine and prioritize the strengths and areas of growth for the overall category.

Category E. School Culture and Support for Student Personal and Academic Growth: Areas of Strength

Category E. School Culture and Support for Student Personal and Academic Growth: Areas of Growth
The Visit
School Principal and Self-Study Coordinator
Visit Preparation Checklist

- Finalize schedule and visit arrangements
- Self-study report distributions
- Visiting committee report distributions

1. **Principal, self-study coordinator (SC) and visiting committee chairperson communicate prior to visit.**

Prior to the visit, the visiting committee chairperson will be in communication with the principal and SC to answer questions and give assistance. The principal and the chairperson should establish a date for the chairperson to visit the school for a preliminary visit. During the previsit, the chair will become familiar with the school and the self-study progress, offer guidance in conducting the self-study, and begin to develop a detailed schedule for the visit. The chairperson will maintain regular communication with the school through additional visits, phone calls, faxes, and email. This includes critique of draft sections of the self-study report. (Refer to the “Visiting Committee Chairperson Checklist, Previsit Preparation.”)

2. **Principal and SC makes housing and other arrangements for the visiting committee.**

The principal and SC arranges housing and adequate work space for the visiting committee. There should be an area for exhibit materials that support the self-study in the work space. Word processing, printing, copy services, technical, and clerical support should be made available to the visiting committee. The school should provide equipment such as a LCD projector in the work space.

⇒ **Note:** Details regarding suggested housing arrangements and reimbursement will be provided separately to the schools.

3. **After the Self-Study Report is completed, copies are distributed to the appropriate people/organizations.** The principal, SC, and visiting committee chairperson finalize the schedule for the visit.

✅ **Self-Check Questions**

Have copies of the Self-Study Report been sent to the appropriate recipients?

The principal and SC submit the Self-Study Report after final Leadership Team review. The principal and SC arrange for the sending of electronic copies, the printing of an adequate number of copies, and distributes them to the following people/organizations four to six weeks before the visit:

- The visiting committee members (electronic and hard copies)
- One (1) copy of the report on CD, DVD, or USB flash drive (reference and support materials not required) to:
  - Accrediting Commission for Schools, WASC
  - 533 Airport Boulevard, Suite 200
  - Burlingame, CA 94010
- Copies for staff members and other stakeholders
4. **During the month prior to the visit, the principal, SC, and the Leadership Team continue discussion of the implementation of the Academic and Financial Plan.**

Staff members and other stakeholders review the Academic and Financial Plan and the reports by the Focus Groups; they provide feedback to their committee chairpersons. Using this information, the Leadership Team continues to refine the Academic and Financial Plan. The Leadership Team will share these ideas with the visiting committee.

5. **Principal and SC complete preparation for the WASC visit.**

Principal and SC verify all visiting committee visit arrangements: housing, meals, technical and clerical support, word processing and/or copy services, school map, master classroom schedule, parking facilities, name tags, etc. Principal and SC ensure the availability of exhibits in the workroom and throughout the school, including representative student work samples that have been analyzed.

### Self-Check Questions

- Have the visiting committee visit arrangements been made?
- Have any needed reimbursement issues been worked out?

6. **During the visit, the stakeholders discuss specific issues of the self-study with the visiting committee.**

The visiting committee will have extensive dialogue with the Focus Groups and the Leadership Team. Important to these sessions and the subject area/stakeholder meetings will be the visiting committee's examination and understanding of the information and evidence that supported the schoolwide findings. Throughout the visit the visiting committee chairperson will regularly communicate with the principal and the self-study coordinator; the visiting committee will meet daily with the Leadership Team regarding the visiting team's findings.

7. **The SC sends copies of the final visiting committee report to WASC and all stakeholder groups.**

### Self-Check Questions

Has the final visiting committee report been sent to the appropriate recipients?

The Principal and SC sends the **final** WASC visiting committee report to the following:

- Five (5) copies of the final visiting committee report to WASC
  
  **Accrediting Commission for Schools, WASC**
  
  533 Airport Boulevard, Suite 200
  
  Burlingame, CA 94010

- Copies to all stakeholders groups
8. After the visit, the Principal and SC facilitates the integration of the narrative suggestions and critical areas for follow-up left by the visiting committee in the report into a modified Academic and Financial Plan.

Self-Check Questions

Has the modified Academic and Financial Plan been sent to the appropriate recipients?

By June 1 (January 31 for fall visits), the school should send:

- One (1) copy of the modified Academic and Financial Plan to the WASC Office Accrediting Commission for Schools, WASC
  533 Airport Boulevard, Suite 200
  Burlingame, CA 94010

- Copies to all stakeholders groups

- The Principal and Self-Study Coordinator Post-Visit Checklist can be found on page 153.

- The Principal and Self-Study Coordinator Checklists can be found on the WASC website.
Visiting Committee Chairperson Checklist

Previsit Preparation

___1. Attend WASC chair training.

___2. Study the school description, the HIDOE/WASC Focus on Learning manual, the reference cards, and the accreditation status worksheet.

___3. Review the six expectations to be accomplished through the self-study:
   a. Inclusiveness: The involvement and collaboration of all school/community stakeholders to support student achievement.
   c. Student-focused: The analysis of data about students and student achievement.
   d. Evaluation: The evaluation of the entire school program and its impact on student learning based on General Learner Outcomes, academic standards, and the HIDOE/WASC criteria.
   e. Accountability: The implementation and monitoring of the Academic and Financial Plan that supports high-quality learning.
   f. Leadership: The facilitation by school leadership of the HIDOE/WASC accreditation/school improvement process that advocates, nurtures, and sustains the vision and the culture of learning.

___4. Review the HIDOE/WASC criteria, the criteria indicators, the prompts, the evidence to examine, appropriate academic standards, and educational references.

___5. Work with the school and maintain regular communication with the principal and self-study coordinator (SC) to answer questions or give assistance.

___6. Understand the school’s culture, vision, mission, and General Learner Outcomes and review past reports, and Academic and Financial Plans. Obtain the current Academic and Financial Plan, prior pertinent reports, view website, HIDOE data, etc. (Examples of reports include prior self-study and mid-cycle reports, revisit report, and corresponding visiting committee reports.)

___7. Discuss expense reimbursement procedures with the school and ask if there is any specific reimbursement expense form to be used. Schools are responsible for reimbursing visit expenses directly to members.

___8. Communicate with the school about the following issues:

➤ Note: Begin critiquing draft sections of the self-study, e.g., the profile and the summary, General Learner Outcomes, identified student learning needs, and progress report, one or more Focus Group summaries, and draft of the updated Academic and Financial Plan. Ensure that the student learning needs are addressed throughout the
analysis of the school’s program based on the criteria areas and found in the Academic and Financial Plan. Provide timely feedback.

a. The calendar/timeline for the self-study process
   ○ Has the timeline been developed so that the self-study will be ready to mail to the visiting committee four to six weeks prior to the visit?
   ○ How has maximum time for Home and Focus Group meetings been allotted? Are the meetings well-spaced out throughout the self-study process?

b. Committee organization and membership
   ➔ Note: As long as the school adheres to the expectations, there is flexibility in the self-study process. If the school modifies the suggested self-study process, it should explain how the outcomes have been met.
   ○ How is the Leadership Team taking an active role in facilitating the entire self-study process?
   ○ How is there active involvement of all certificated staff members, including administration, and strong representation of other stakeholder groups?
   ○ Are all certificated staff serving on two groups — a Home Group and a Focus Group?
   ○ Has the school reflected upon the type of committee organization that will be most effective in the implementation of the Academic and Financial Plan? For example, has the school considered maintaining the Focus Groups after the visit to oversee the Academic and Financial Plan?

c. Refinement and use of the student/community profile data
   ○ Has the Leadership Team gathered and analyzed all required and other pertinent data to identify the characteristics and trends of achievement of ALL the students?
   ○ How has the Leadership Team facilitated the discussion of the profile by all certificated staff members and other stakeholders?
   ○ How are the stakeholders using the profile to guide the inquiry into the school programs, especially the identified student learning needs and the related important questions noted in the profile summary?

d. Understanding the vision, mission, and General Learner Outcomes
   ○ Has the Leadership Team involved the stakeholders in a review of the current vision, mission, and General Learner Outcomes in relation to the current learner needs and future challenges for the students in order to be globally competent?
   ○ To what extent is there commitment to accomplishing the General Learner Outcomes from all certificated staff, all students, and other stakeholder groups?
   ○ To what extent has the school developed measurable indicators of the General Learner Outcomes and defined their quality accomplishment?
   ○ Do the stakeholders understand how to use the profile data, including the vision, mission, the student learning needs, and General Learner Outcomes, to guide further inquiry about student achievement and the school programs?
   ○ Is there understanding of the complementary relationship of General Learner Outcomes to academic standards?
e. Progress since the previous full self-study
   ○ Did the school show how all schoolwide critical areas of follow-up identified by visiting committees since the last full self-study were integrated into the Academic and Financial Plan?
   ○ Did the school address each section of the Academic and Financial Plan?
   ○ Did the progress report include data and information that indicate whether school staff and students met established growth targets?
   ○ Does the report show how each section impacted student accomplishment of the student learning needs and one or more General Learner Outcomes?
   ○ Did the school show how other critical areas for follow-up were addressed that were not part of the Academic and Financial Plan?

f. Analysis and synthesis of the quality of the school program in relation to the General Learner Outcomes, academic standards, and the HIDOE/WASC criteria
   ○ How are the Home and Schoolwide Focus Groups analyzing the school program in relation to the concepts of the criteria and the accomplishment of the General Learner Outcomes?
   ○ What strategies are being used by the groups to ensure accuracy of the findings discussed?
   ○ To what extent is discussion occurring about how the findings relate to supporting the learning needs of all students?

g. Development of the Academic and Financial Plan and monitoring process
   ○ Is the Academic and Financial Plan organized around growth targets and benchmarks for all appropriate student subgroups?
   ○ Do the Academic and Financial Plan goals address the learning needs of all students as identified in the student/community profile?
   ○ Has the school integrated other initiatives to create one single comprehensive Academic and Financial Plan?
   ○ Are resources dedicated to each growth target?
   ○ Is there an effective process in place to integrate the visiting committee suggestions into the Academic and Financial Plan after the visit?
   ○ Is there a sound follow-up process that will be used to monitor the accomplishment of the Academic and Financial Plan and modify as needed?
   ○ Is there a sound follow-up process that will be used to monitor the accomplishment of the Academic and Financial Plan and modify as needed?
   ○ Is the Academic and Financial Plan organized around growth targets and benchmarks for all appropriate student subgroups?
   ○ Do the Academic and Financial Plan sections address the learning needs of all students as identified in the student/community profile?
   ○ Are resources dedicated to each growth target?
   ○ Is there an effective process in place to integrate the visiting committee suggestions into the Academic and Financial Plan after the visit?
   ○ Is there a sound follow-up process that will be used to monitor the accomplishment of the Academic and Financial Plan and modify as needed?
h. Exhibit of representative evidence for the visiting committee
   ○ How will exhibit materials that reflect the evidence analyzed in the self-study be organized for the visiting committee, i.e., in classrooms and the visiting committee workroom, electronically?
   ○ Will the evidence reflect:
     – A linkage to General Learner Outcomes, academic standards, and HIDOE/WASC criteria
     – A linkage to identified student learning needs, “identified growth areas,” and Academic and Financial Plan goals
     – All students.
   ○ Will the visiting committee be provided a general list of available evidence?
   ○ What evidence will be available prior to the visit?

i. The visit schedule
   ○ How can the schedule maximize time for dialogue with the Focus Groups, the gathering and review of evidence (class and program observations, interviews, examination of student work), and meetings with subject area/support/other groups and individuals? (Focus Groups meet for 1 ½ to 2 hours and include two members of the visiting committee after observation of the school program.)
   ○ Does the schedule for the visit permit daily dialogue with the Leadership Team and principal/head of school regarding preliminary findings, thereby building trust and rapport for ongoing communication and collaboration?
   ○ What would be effective strategies to use during the Leadership Team, Focus Group, and other meetings?

j. Visiting committee work space at the school site

k. Meeting room at school for visiting committee meetings (school to provide LCD projector and other technological equipment, as needed)

l. Computer access and compatibility with the system that the chair will be using for draft report

m. Housing and visit arrangements.

9. Receive roster of visiting committee members; begin communication, i.e., phone calls, emails, or faxes.
   a. Send the initial letter, including the school description, to the members electronically; WASC will send the HIDOE/WASC Focus on Learning manual and reference cards directly to the visiting committee members; confirm the members’ desired email address, phone number, and mailing address for mailing of the completed self-study
   b. Ask members for their preferred areas of expertise and coverage during the visit
   c. Remind members that they are expected to participate in visiting committee training through site-based workshops or webinars.
10. Continue to maintain contact with the school to determine:
   a. If the school needs further direct assistance
   d. Progress on the report
   e. Progress on housing and other physical arrangements
   
   ➔ **Note:** Continue the critique of each section of the report, i.e., table of contents, student/community profile, General Learner Outcomes, progress report, the draft Focus Group summaries, and the Academic and Financial Plan.
   f. Appropriate technical and clerical support.

11. Send the second letter to visiting committee members electronically:
   a. Provide writing assignments
   b. Ask the members to review the criteria as the **entire self-study report is analyzed**
   c. Ask for the comparison of the school’s self-study findings to the concepts of the criteria, the student learning needs, and the mission, vision, and General Learner Outcomes
   d. **Prior to the visit, require** the completion of the previsit preparation worksheets (Suggestion: use the Google Drive template)
   e. Use the comments and questions to complete the drafts of Chapters I, II, III, and V
   f. **Prior to the visit, require** written tentative narrative statements for assigned sections of the visiting committee report; ensure all work on the criteria sections include analytical comments about all related indicators; assign two people to write to each criteria category
   
   ➔ **Note:** The questions and tentative narrative statements should be sent to the visiting committee chair prior to the visit. The chair will create a tentative report that will be used at the initial team meeting. Many chairs will use shared documents using Google Drive.
   g. Assign members to write preliminary statements for specified accreditation factors prior to the determination of the accreditation status ratings to ensure correlation with the findings in the visiting committee report
   h. Provide the schedule for the visit.

12. Maintain regular contact with school to check the following:
   a. Progress of the self-study report
   b. Date the school completes and sends the self-study report
   c. Preparation of reference/evidence materials for visit
   d. Receipt of list of reference/evidence
   e. Availability and knowledge of clerical and technical support.

13. Make final contact with visiting committee members:
   a. Confirm receipt of the self-study
   b. Offer assistance with the understanding of assigned tasks and prewriting
   c. Remind members to send questions and tentative writing
d. Offer additional assistance to special visiting committee members

e. Confirm the initial meeting time

f. Remind members to take cash/credit card for expenses that will be reimbursed after visit and to keep receipts of any such expenditures.

___14. Prepare the first draft of the visiting committee report correlated to the self-study report chapters. Ahead of time begin writing the following: Chapter I, summary of key information from the student/community profile; Chapter II, response to the school’s progress report; Chapter III, brief comments on the self-study outcomes and Chapter V, ongoing school improvement based on the Academic and Financial Plan; include all thoughts from the visiting committee members for these sections and their drafts for Chapter IV, the school program based on the HIDOE/WASC criteria and indicators; have the tentative report ready for the initial orientation visiting committee meeting (i.e., Monday afternoon). **Note:** Using Google Drive will facilitate all members being aware of the draft visiting committee report.

___15. Plan the orientation meeting for visiting committee members prior to initial meeting at school (e.g., Monday afternoon). The meeting should cover:

a. The purpose of visit

b. Conducting the visit in an atmosphere of collaborative and open communication

c. Emphasis upon HIDOE/WASC criteria, the school’s student learning needs and the General Learner Outcomes and academic standards as the basis for the self-study and visit

d. Discussion of school direction(s) and where school is with respect to the refinement of General Learner Outcomes and academic standards

e. Discussion of the self-study report: trends and perceptions based on the General Learner Outcomes, academic standards, and HIDOE/WASC criteria (questions, concerns, and tentative written comments); type of verification needed

f. Discussion of ways to gather and review evidence with emphasis upon important areas to observe, ask about, or examine based on the self-study perceptions

g. Review of the initial meeting with the school staff and the overall schedule, including important strategies to use during the meetings

h. Modeling the collaborative development of questions for the leadership team meeting to ensure consensus of all visiting committee members.

i. Review of the accreditation status determination and the summary for the Commission

j. Reminder to the members to keep expenses to a minimum.
The Visit: How Do We Know Students Are Learning? What is the Actual Program for Students?

1. Conduct the orientation meeting for the visiting committee members.  
   ➔ Note: See the suggested agenda above.

2. Conduct an initial meeting with the school’s Leadership Team that includes a reflective discussion on the general perceptions gleaned from the self-study report (planned jointly with the principal and SC prior to visit).

3. Facilitate the visit; keep in mind the following:
   a. Maintain a positive atmosphere
   b. Keep to the task
   c. Maintain open communication and collaboration at all times
   d. Ensure that all visiting committee members are active participants in the school committee meetings
   e. Ensure that the gathering and review of evidence occurs throughout the school; this includes class/program observations, interviews, examination of student work and other data, subject area/support group meetings
   f. Ensure that no area is overlooked
   g. Assist the visiting committee members
   h. Ensure consensus on the critical questions for all groups based on overall visiting committee findings
   i. Avoid issues related to school policies or negotiations
   j. Stress with the visiting committee to avoid prescription and “how we do it at our school” discussion
   k. Lead all visiting committee discussions on the findings, relating them to the accomplishment of the General Learner Outcomes and the HIDOE/WASC criteria
   l. Coordinate the preparation of the visiting committee report.

4. At all visiting committee meetings during the three and one-half days, facilitate the dialogue about the school’s program and its impact on student learning in relation to the General Learner Outcomes, academic standards, and the HIDOE/WASC criteria.

5. Regularly communicate with the school leaders, including the Leadership Team, about the visiting committee findings and their implications for refinement of the Academic and Financial Plan.

6. At the final meeting with the Leadership Team, facilitate a thorough dialogue about the Academic and Financial Plan based upon the school and visiting committee findings in relation to the General Learner Outcomes, academic standards, and the HIDOE/WASC criteria.
   a. Ensure the Leadership Team has an opportunity to ask questions and clarify areas of the report
   b. Ensure that the critical areas for follow-up include a “who,” “what,” and “why” in terms of impact on student learning. Distinguish the different types of critical areas
for follow-up with an introductory stem: e.g., the visiting committee concurs with the areas already identified by the school

c. Point out that after the visit the Leadership Team needs to integrate the visiting committee’s key issues and critical areas for follow-up into the Academic and Financial Plan

d. Work with visiting committee members to discuss and investigate any issues or questions raised in the dialogue with the Leadership Team.

___7. Facilitate necessary visiting committee report modifications as the visiting committee report is finalized.

___8. Have visiting committee members individually complete the accreditation status worksheets based on the findings noted in the visiting committee report. Have them review each HIDOE/WASC criterion and supporting indicators within the five categories. Have them individually make decisions regarding the quality of the school’s educational program with respect to these and the other accreditation factors.

___9. Facilitate the visiting committee discussion of the accreditation status worksheet ratings and come to consensus regarding the ratings. Have the members complete the “Documentation and Justification Statement” that includes the ratings and aligned comments that reflect the visiting committee report.

___10. Facilitate the discussion of the accreditation status recommendation and complete the final page of the “Documentation and Justification Statement” with compelling evidence that supports the visiting committee’s recommendation. Complete this final page or rationale for the recommended status.

___11. Coordinate the completion of the “Accreditation Status Recommendation” and the “Documentation and Justification Statement” for the Commission.

   Ensure:
   a. Alignment between the visiting committee report and the recommended accreditation status
   b. Member signatures are on the status recommendation sheet
   c. Brief description of the discussion and status options considered by the visiting committee
   d. A clearly stated rationale based upon factors impacting the accreditation status.

___12. Edit the final visiting committee report with the assistance of the visiting committee members. Ensure that all key topics of chapters are addressed.

___13. Facilitate the presentation of the visiting committee findings to the entire staff at the close of the visit. Use the PowerPoint presentation regarding the overall findings. Do not imply the recommended accreditation status. Leave a draft copy of the visiting committee report with the principal.

___14. Continually stress the importance of immediate follow-up to integrate the visiting committee narrative suggestions and critical areas for follow-up into the school’s Academic and Financial Plan for yearly implementation and assessment.

___15. Remind the SC to send five (5) copies to the WASC Office.
___16. Have the visiting committee complete the evaluation of chairperson form (optional).

___17. Review the visiting committee expense forms and submit them to school for reimbursement. Be sure to keep copies of the forms and receipts for your records.

**After the Visit**

___18. Finalize the necessary WASC forms: the “Accreditation Status Recommendation” and the “Documentation and Justification Statement” for the Commission.

___19. Complete the final editing on the visiting committee report within ten (10) working days. Ensure that the school has a final copy of the visiting committee report and that five (5) copies are received by the WASC Office as soon as possible after the visit.

___20. Keep copies of all WASC forms and visiting committee report.

___21. Send the completed member evaluation forms to the Burlingame WASC Office.

___22. Send the appropriate letters of appreciation.

___23. Follow up on any outstanding reimbursement payment yet to be received. Contact Lisa Blaylock at the WASC Office if there are questions about a reimbursement.

___24. Communicate to the visiting committee members the decision of the Commission on the final accreditation status awarded to the school. This decision is reached either at the January, April, or June WASC Commission meeting. (A copy of the official letter will be sent to the chair.)
Visiting Committee Member Checklist

Previsit Preparation

___1. Receive the first letter from the visiting committee chairperson that addresses:
   a. Requests for preferred areas of coverage during the visit
   b. Training sessions schedule reminders
   c. The review of accreditation materials.

___2. Attend WASC member training.

___3. Study the school description, the HIDOE/WASC Focus on Learning manual, and the reference cards.

___4. Become aware of the expectations of the self-study followed by the school:
   a. Inclusiveness: The involvement and collaboration of all school/community stakeholders to support student achievement.
   c. Student-focused: The analysis of data about students and student achievement.
   d. Evaluation: The evaluation of the entire school program and its impact on student learning based on General Learner Outcomes, academic standards, and the HIDOE/WASC criteria.
   e. Accountability: The implementation and monitoring of the Academic and Financial Plan that supports high-quality learning.
   f. Leadership: The facilitation by school leadership of the HIDOE/WASC accreditation/school improvement process that advocates, nurtures, and sustains the vision and the culture of learning.

___5. Review the HIDOE/WASC criteria, the criteria guide questions, suggested evidence to examine, appropriate academic standards, and educational references.

___6. Receive additional instructions from chairperson, including:
   a. Writing assignments
   b. Review of the criteria as the **self-study report is analyzed**
   c. Members will be asked to provide questions and comments for all sections of the report on the previsit preparation worksheet; members will also be asked to write tentative narrative statements for assigned sections of the school report; the chair should receive these prior to the initial team meeting in order to compile a tentative visiting committee report (Many chairs will be using Google Drive for the previsit preparation worksheets and the draft visiting committee report)
   d. Visit schedule.
7. After receiving the self-study report, complete the previsit preparation:
   a. Review the criteria with respect to the analysis of the self-study report; study other pertinent materials (e.g., academic standards)
   b. Compare the school’s findings to the concepts of the criteria, the student learning needs, and the General Learner Outcomes; critique the Academic and Financial Plan. To what extent:
      - Do the school’s findings and supporting evidence provide a sound basis for determining the effectiveness of the school programs based on the criteria concepts?
      - Was the analysis of the school program done in relation to the student learning needs, the General Learner Outcomes, the academic standards, and the concepts of the criteria?
      - Does the Academic and Financial Plan address the major identified growth areas and enhance the learning of all students as identified in the student/community profile?
      - Are the student learning needs and the General Learner Outcomes being addressed through the Academic and Financial Plan?
      - Is the implementation of a standards-based system being addressed through the Academic and Financial Plan?
      - Is the implementation of a standards-based system being addressed through the Academic and Financial Plan?
      - Is the Academic and Financial Plan feasible and realistic? Are resources considered for each Academic and Financial Plan section?
      - Do the ways of assessing progress include the analysis of student learning?
      - Is there sufficient commitment to the Academic and Financial Plan, schoolwide and systemwide?
      - Is there a sound follow-up process that will be used to monitor the accomplishment of the Academic and Financial Plan?
   c. Write tentative narrative statements in response to the criteria including the relationship of the concepts of the criteria/indicators to the General Learner Outcomes and student learning needs. Include questions regarding issues, concerns, clarifications and evidence that should be pursued during the visit. **Send these to visiting committee chair prior to the visit.**

8. Ensure that the chair has received in a timely manner all previsit preparation questions and comments for the entire self-study report and the tentative narrative statements for the assigned sections of the report.

9. Receive the final communication from the chairperson that:
   a. Offers further assistance and clarification of tasks based on the school schedule
   b. Confirms the initial meeting time and visit logistics
   c. Reviews how reimbursable expenses are to be handled.
The Visit: How Do We Know Students Are Learning? What Is The Actual Program For Students?

__10. Bring the following materials to visit:
   a. *HIDOE/WASC Focus on Learning* manual
   b. Reference cards
   c. Self-study report
   d. All notes
   e. Credit card or cash to cover reimbursable expenses.

__11. Arrive on time for the initial meeting and have no other commitments during the visit.

The Visit: How Do We Know Students Are Learning? What Is The Actual Program For Students?

__1. Demonstrate an interest in the school’s welfare and express a desire to be helpful. Establish a rapport with the staff.

__2. Use the concepts of the HIDOE/WASC criteria as a comparison base throughout entire visit.

__3. Look at the quality of the program experienced by students and evidence of successful student learning — the degree to which the General Learner Outcomes and academic standards are being accomplished.

__4. Look for evidence of an ongoing process for school improvement.

__5. Let the program unfold: do not prejudge. Validate, verify, and document. Be aware of personal biases that can influence observations.

__6. Structure the gathering of evidence (class/program, observations, interviews, examination of student work and other information, dialogue with Home Groups) so the needed appropriate information is obtained.

__7. Assure teachers that classroom visits are not evaluative but are planned to observe the general instructional atmosphere and climate of the school.

__8. Frame open-ended questions to all school committee members and individuals to elicit information without reflecting a value judgment.

__9. Allow adequate time for responses and give appropriate feedback to responses to questions.

__10. Concentrate on being a good listener. Be aware of nonverbal feedback.

__11. Meet and lead discussions with the school self-study committees that are pertinent to your assigned areas of writing responsibility.

➤ Note: Time is limited, so don’t overemphasize particular concerns. The goal is to clarify information already in the self-study report and secure information not yet provided.
12. Don’t allow pressure groups or individuals to distract you from the main task and the schedule.

13. Make every effort to avoid involvement in school issues that are not pertinent to the self-study and visit.

14. Work cooperatively with all other visiting committee members as findings are discussed and decisions made.

15. Write quality analytical responses according to the suggested guidelines. Make sure they reflect the important concepts of the criteria and indicators and are supported by evidence.

16. Give feedback to all staff, noting the regular meetings with the Leadership Team.

17. Meet daily with the Leadership Team to present and thoroughly discuss the synthesis of the concepts of the criteria, the self-study report, and the findings during the visit, as reflected in the draft visiting committee report. Continually, discuss the school’s next steps as outlined in the proposed Academic and Financial Plan.

18. Meet with other visiting committee members to investigate any issues or questions raised during the Leadership Team meeting.

19. Make necessary visiting committee report modifications and finalize the report.

20. Individually review each HIDOE/WASC accreditation status factor. Individually make decisions regarding the quality of the school’s educational program with respect to the HIDOE/WASC criteria and the other factors impacting the accreditation status.

21. Participate in the visiting committee discussion of the Accreditation Status Recommendation with respect to the HIDOE/WASC criteria categories and all findings.

22. Assist the chair in preparing the confidential visiting committee “Documentation and Justification Statement” for the Commission ensuring that the correlation is evident between the recommended status and the visiting committee report.

23. Complete the expense voucher and submit to the chair for submission to the school for reimbursement. (Keep a copy of all forms and receipts.)

24. Complete and submit the chair evaluation form.

25. Participate in the presentation of the findings to the entire staff. The recommended accreditation status is confidential; do not imply the recommended accreditation status.

26. Support and encourage the school in its ongoing school improvement process.
Sample Schedule for Visit

The following sample schedule is provided for full self-study visits to Hawaii public schools. This schedule should be adjusted by the school and visiting committee (VC) chair to fit the local situation. In the self-study process, it is very important to allow enough time for extensive dialogue with the Schoolwide Focus Groups and the Leadership Team; this discussion will include the examination of evidence used to determine growth areas by the stakeholders. The focus of the subject area and support staff meetings will be to understand their information and evidence that led support to the schoolwide findings. The VC chairperson should be in regular communication with the principal and self-study coordinator to discuss the progress of the visit.

Day before Visit (Usually Monday)

(12:00 NOON) (Visiting committee may meet for Sunday brunch)

1:00 PM Meeting of VC members to begin group discussion on perceptions of self-study — planning of questions and group processes for forthcoming Sunday meetings

3:00 PM Meeting with the principal, self-study coordinator, and Leadership Team to clarify issues in the self-study and explain the visit; the VC and school leaders participate in a reflective discussion of the self-study

4:30–5:00 PM School leaders conduct a brief school tour for VC

5:00–6:00 PM Brief meeting with the governing board, district, school and/or community representatives

6:00–7:00 PM Meeting with parent/community committee

7:30 PM– Dinner and meeting of VC to debrief, receive instructions from the chair, organize the work of the committee, and examine supplementary materials

First Day

7:15–8:00 AM Meeting with Leadership Team (total VC team) (or later in the day)

8:00–8:30 AM Meeting with principal and VC chair (possibly other VC members)

8:00–11:45 AM Evidence gathering: class/program observations, interviews, examination of student work

11:00–11:45 PM Meeting with student committee (VC reps.)

11:45 AM–12:00 PM Brief Meeting of VC
<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>12:00–1:00 PM</td>
<td>Lunch in school cafeteria; informally talk with students and staff</td>
</tr>
<tr>
<td>1:00–2:30 PM</td>
<td>Gathering of Evidence: class visits, etc.</td>
</tr>
<tr>
<td>2:30–4:30 PM</td>
<td>Meeting with Focus Group(s) for 1-½ to 2 hours (at least two VC per Focus Group meeting) [Suggestion: Possibly have the Curriculum and Instruction Focus Groups on first day and have Assessment on second day plus possibly another Focus Group]</td>
</tr>
<tr>
<td>4:30–7:00 PM</td>
<td>VC debrief/discussion and writing individually or in pairs</td>
</tr>
<tr>
<td>7:00–8:00 PM</td>
<td>Dinner/Discussion of Findings (VC alone — may order food and keep working at school)</td>
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<tr>
<td>8:00 PM –</td>
<td>Discussion of findings continued and individual/paired work on written summaries</td>
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</tbody>
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**Second Day**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
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<tbody>
<tr>
<td>7:15–8:00 AM</td>
<td>Meeting with Leadership Team (VC reps.)</td>
</tr>
<tr>
<td>8:00–8:30 AM</td>
<td>Meeting with principal and VC chair (possibly other VC)</td>
</tr>
<tr>
<td>8:00–11:45 AM</td>
<td>Meetings with subject area staff, counselors, support staff, classified staff, and administration (Suggestions: 45 minute meetings with VC reps; subject areas may be clustered) Evidence gathering: class/program observations, interviews, examination of student work</td>
</tr>
<tr>
<td>11:45 AM–12:00 PM</td>
<td>Brief Meeting of VC</td>
</tr>
<tr>
<td>12:00–1:00 PM</td>
<td>Lunch in the school cafeteria; informal contact with student and staff</td>
</tr>
<tr>
<td>1:00–2:30 PM</td>
<td>Meeting with Ad Hoc student group (VC reps for 45 minutes)</td>
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<tr>
<td></td>
<td>Gathering of Evidence: class/program observations, interviews, examination of student work</td>
</tr>
<tr>
<td>1:30–2:30 PM</td>
<td>District meeting at the school site (VC chair and reps.)</td>
</tr>
<tr>
<td>2:30–4:30 PM</td>
<td>Meeting with Focus Group(s) for 1-½ to 2 hours (at least two VC per Focus Group meeting)</td>
</tr>
</tbody>
</table>
4:30–7:00 PM  VC debrief/discussion and writing individually or in pairs; identification of schoolwide strengths and critical areas for follow-up

7:00 PM– Dinner (VC alone) and work on draft report

Third Day

(Check out of hotel prior to departing for school)

7:15–8:00 AM  Meeting with Leadership Team (total VC)

8:00–8:30 AM  Meeting with principal and VC chair

8:00–11:00 AM  Completion of draft report, contacting school staff as needed

11:00 AM–1:00 PM  Meeting with the Leadership Team and others invited by the school to discuss/clarify findings of visit and the VC report — ALL Leadership Team members have copy of draft VC report

1:00–3:00 PM  Closure on issues raised in the earlier session discussing the draft VC report; the VC may revise the report as a result of this meeting; the final draft of the report is completed during this session

Completion of the “Accreditation Status Recommendation” and the “Documentation and Justification Statement”

Finalization of expense forms, evaluations, exit PowerPoint presentation for closing session

3:00–3:30 PM  **Oral Report** to staff/stakeholders using a PowerPoint presentation; the principal is encouraged to invite representatives of students, classified staff, and community to attend

3:30–4:00 PM  **Final draft of report left with principal**; departure of VC
Visiting Committee Report Format

Title Page
- School Name
- City
- Dates of Visit
- Names and Titles of Visiting Committee Members

Chapter I: Student/Community Profile
Briefly summarize the most critical information from the student/community profile that impacts the school. Include the following:
- Brief description of the students and community served by the school
- School’s analysis of student achievement data
- Other pertinent data (e.g., attendance rates, size of ELL population, teacher credentialing, class size, dropout rates, programs for students)
- Appropriateness of identified student learning needs and their linkage to the General Learner Outcomes

➤ Note: Show data in chart format and comment. Include sections of the profile that show student achievement findings and interpretations.
- Comment on significant findings revealed by the profile and/or pertinent items that were not included in the profile.

Chapter II: Progress Report (2 pages)
Since the last self-study:
- Comment on the school’s major changes and follow-up process
- Discuss how the school through its Academic and Financial Plan has incorporated each of the critical areas for follow-up, including the impact on student learning.

Chapter III: Self-Study Process (1–2 pages)
- Include a copy of the school’s General Learner Outcomes.
- Comment on the school’s self-study process with respect to the expected outcomes of the self-study.
  1. Inclusiveness: The involvement and collaboration of all school/community stakeholders to support student achievement.
  3. Student-focused: The analysis of data about students and student achievement.
  4. Evaluation: The evaluation of the entire school program and its impact on student learning based on General Learner Outcomes, academic standards, and the HIDOE/WASC criteria.
5. Accountability: The implementation and monitoring of the Academic and Financial Plan that supports high-quality learning.

6. Leadership: The facilitation by school leadership of the HIDOE/WASC accreditation/school improvement process that advocates, nurtures, and sustains the vision and the culture of learning.

Chapter IV: Quality of the School’s Program

Part A: What Currently Exists (10–20 pages)

Based on the self-study and visiting committee findings, for each criterion in the following categories:

A. Organization: Vision and Purpose, Governance, Leadership and Staff, and Resources
B. Standards-based Student Learning: Curriculum
C. Standards-based Student Learning: Instruction
D. Standards-based Student Learning: Assessment and Accountability
E. School Culture and Support for Student Personal and Academic Growth.

- Summarize an analysis of what currently exists and its impact on student learning
- Highlight areas of strength (if any)
- Highlight the key issues (if any)
- List important evidence about student learning from the self-study and the visit that supports these strengths and key issues.

➤ Note: When writing the analytical summary for each criterion, use the indicators as a guide to ensure that all important aspects of each criterion are addressed (see the HIDOE/WASC Accreditation Status Determination Worksheet).

Part B: Schoolwide Strengths and Critical Areas for Follow-up (2 pages)

- Briefly comment about the previously identified schoolwide strengths and critical areas for follow-up
- Synthesize schoolwide areas of strengths and list numerically. Be sure that these can be documented by other sections of the report
- Synthesize schoolwide critical areas for follow-up and list numerically. Be sure that these can be documented by other sections of the report.
  ✓ Confirm areas already identified by the school in the Academic and Financial Plan
  ✓ Confirm areas to be strengthened within the already identified areas
  ✓ Identify any additional areas to be added to the Academic and Financial Plan that have been identified by the visiting committee. This includes areas related to student achievement and other profile data, the school program and operation, and the Academic and Financial Plan.

Chapter V: Ongoing School Improvement (1–2 pages)

- Include a brief summary of the Academic and Financial Plan
- Comment on the following school improvement issues:
  ✓ Adequacy of the Academic and Financial Plan in addressing the identified critical areas for follow-up
Do the Academic and Financial Plan goals address the critical areas for follow-up?

Will the Academic and Financial Plan enhance student learning?

Is the Academic and Financial Plan a “user-friendly” plan that has integrated all major school initiatives?

Is the Academic and Financial Plan feasible within existing resources?

Is there sufficient commitment to the Academic and Financial Plan?

- Existing factors that will support school improvement
- Impediments to improvement that the school will need to overcome
- Soundness of the follow-up process that the school intends to use for monitoring the accomplishment of the Academic and Financial Plan.
Accreditation Status Determination

The visiting committee will recommend an accreditation status which will be acted upon by the Accrediting Commission. WASC accreditation is an ongoing six-year cycle of quality whereby the school demonstrates the capacity, commitment, and competence to support high-quality student learning and ongoing school improvement.

Current status options are: six-year accreditation status with a required mid-cycle progress report; six-year accreditation status with a required mid-cycle progress report and one-day visit; six-year accreditation with a required mid-cycle progress report and two-day visit; one-year probationary accreditation with a required in-depth progress report and two-day visit; or accreditation status withheld. The Commission reserves the right to grant additional conditions of accreditation other than those above. Such action will follow a Commission review of the visiting committee report.

Accreditation status will be based upon a school demonstrating the following:

1. Involvement and collaboration of stakeholders in the self-study that accomplishes the self-study outcomes
2. Acceptable progress by all students toward clearly defined General Learner Outcomes, academic standards, and other institutional and/or governing authority expectations
3. The defining of the school’s purpose through General Learner Outcomes and academic standards
4. Organization: Vision, Mission, General Learner Outcomes, Governance, Leadership and Staff, and Resources that supports high achievement for all students
5. Standards-based Student Learning: Curriculum that supports high achievement for all students
6. Standards-based Student Learning: Instruction that supports high achievement for all students
7. Standards-based Student Learning: Assessment and Accountability that supports high achievement for all students
8. School Culture and Support for Student Personal and Academic Growth that supports high achievement for all students
9. The alignment of the Academic and Financial Plan to the school’s areas of greatest need to support high achievement of all students
10. The capacity to monitor and implement the Academic and Financial Plan
11. The use of prior accreditation findings and other pertinent data to ensure high achievement of all students and drive school improvement.
Accreditation Status Recommendation Sample

**Name of School Visited:**

**Address of School:**

**Name of District:**

**Manual Used in Self-Study:**

**Visit:**

**Date of Visit:**

**Accredited Grade Span:**

**Enrollment:**

WASC accreditation is an ongoing six-year cycle of quality whereby the school demonstrates the capacity, commitment, and competence to support high-quality student learning and ongoing school improvement.

**The Visiting Committee’s CONFIDENTIAL recommendation to the Accrediting Commission:**

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
<th>Rationale Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Six-Year Accreditation Status with a Mid-cycle Progress Report</td>
<td>There is compelling evidence that the school needs little, if any, additional support for high-quality student learning and the implementation, monitoring, and accomplishment of the schoolwide action plan, which includes the identified critical areas for follow-up.</td>
<td>Provide the rationale for the accreditation status recommendation in the Justification Statement.</td>
</tr>
<tr>
<td>[ ] Six-Year Accreditation Status with a Mid-cycle Progress Report and (choose one option below):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ ] One-Day Visit</td>
<td>There is compelling evidence that the school needs additional support in strengthening student achievement by addressing the identified critical areas for follow-up. Based on the scope and seriousness of the issues and the size of the school, a one-day visit is recommended.</td>
<td>Provide the rationale for the accreditation status recommendation in the Justification Statement.</td>
</tr>
<tr>
<td>[ ] Two-Day Visit</td>
<td>There is compelling evidence that the school needs additional support in strengthening student achievement by addressing the identified critical areas for follow-up. Based on the scope and seriousness of the issues and the size of the school, a two-day visit is recommended.</td>
<td>Provide the rationale for the accreditation status recommendation in the Justification Statement.</td>
</tr>
<tr>
<td>[ ] Probationary Accreditation Status with an In-depth Progress Report and Two-Day Visit (choose one option below):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ ] One-Year</td>
<td>There is compelling evidence that the school deviates significantly from the WASC criteria in one or more critical areas requiring immediate attention and support.</td>
<td>Provide the rationale for the accreditation status recommendation in the Justification Statement.</td>
</tr>
<tr>
<td>[ ] Two-Year</td>
<td>There is compelling evidence that the school deviates significantly from the WASC criteria in one or more critical areas that need to be addressed within two years.</td>
<td>Provide the rationale for the accreditation status recommendation in the Justification Statement.</td>
</tr>
<tr>
<td>[ ] Accreditation Status Withheld</td>
<td>There is compelling evidence that the school does not meet one or more of the WASC criteria and deviates significantly in critical areas that impact student learning and well-being, the school’s program, and supporting operations.</td>
<td>Provide the rationale for the accreditation status recommendation in the Justification Statement.</td>
</tr>
</tbody>
</table>

**Note:** The Commission reserves the right to grant accreditation status other than those above, including a recommendation for a full self-study at any time. Such action will follow a Commission review of the Visiting Committee Report. In the event of a formal appeal, this document will be provided to the school’s chief administrator.

**VISITING COMMITTEE MEMBERS**

<table>
<thead>
<tr>
<th>Type or print name</th>
<th>Signature</th>
<th>Committee Chairperson</th>
<th>Date</th>
</tr>
</thead>
</table>

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WASC Accreditation Cycle of Quality: A Focus on Learning

WASC accreditation is an ongoing six-year cycle of quality whereby the school demonstrates the capacity, commitment, and competence to support high-quality student learning and ongoing school improvement. The school assesses its program and its impact on student learning with respect to the WASC criteria/indicators and other accreditation factors. Schools are expected to participate in self-study training provided by WASC throughout the 18 months prior to the full self-study visit. This self-study process culminates in the refinement of a 3–5 year schoolwide action plan. Throughout the cycle, a school is expected to address the schoolwide action plan and demonstrate evidence of acceptable student achievement and school improvement.

Using the WASC criteria, indicators, and other accreditation factors, the visiting committee will base its accreditation status recommendation on evidence contained in the self-study and encountered during the school visit indicating:

- The degree to which high achievement by all students is occurring
- The capacity of the school to implement, monitor, and accomplish the schoolwide action plan aligned to the areas of greatest need impacting student achievement
- The school’s position with respect to institutional and/or governing authority expectations.
**Accreditation Status Explanation***

**Overall Question:** What accreditation status option best supports defined high-quality learning for all students and the school’s improvement needs?

**Six-Year Accreditation Status with a Mid-cycle Progress Report**

Based on the *WASC criteria, indicators, and other accreditation factors/rubrics*, this option is appropriate if there is compelling evidence that the school needs little, if any, additional support for high-quality student learning and the implementation, monitoring, and accomplishment of the schoolwide action plan, including addressing the identified critical areas for follow-up. The school is expected annually to report progress to its governing body and stakeholders, update the student/community profile, and refine its schoolwide action plan as needed.

The school will be required to submit a comprehensive mid-cycle progress report demonstrating that the school has:

- Addressed the critical areas for follow-up through the schoolwide action plan
- Made appropriate progress on the implementation of the schoolwide action plan
- Improved student achievement relative to the schoolwide learner outcomes and the academic standards.

WASC will review the mid-cycle progress report to affirm the accreditation status and determine whether any additional reports, visits, or other conditions will be required.

**Six-Year Accreditation Status with a Mid-cycle Progress Report and One-Day Visit**

Based on the *WASC criteria, indicators, and other accreditation factors/rubrics*, this option is appropriate if there is compelling evidence that the school needs additional support in strengthening student achievement and the school’s program through the schoolwide action plan, including addressing the identified critical areas for follow-up. A *one-day visit* is recommended, based on the scope and seriousness of the issues and the size of the school. The school is expected to report annual progress to its governing body and stakeholders, update the student/community profile, and refine its schoolwide action plan as needed.

The school will be required to host a one-day visit after submitting a comprehensive mid-cycle progress report demonstrating that the school has:

- Addressed the critical areas for follow-up throughout the schoolwide action plan
- Made appropriate progress on the implementation of the schoolwide action plan
- Improved student achievement relative to the schoolwide learner outcomes and the academic standards.

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* No changes have been made to the WASC initial visit process.
WASC will review the progress report and the results of the visit to affirm the accreditation status and determine whether any additional reports, visits, or other conditions will be required.

**Six-Year Accreditation Status with a Mid-cycle Progress Report and Two-Day Visit**

Based on the WASC *criteria, indicators, and other accreditation factors/rubrics*, this option is appropriate if there is compelling evidence that there needs to be more time spent at the mid-cycle in reviewing the schoolwide action plan progress in areas such as the analysis and use of student achievement data, the instructional program, the growth and development of the leadership and staff, governance, and resource allocation. A *two-day visit* is recommended, based on the scope and seriousness of the issues and the size of the school. The school is expected to report annual progress to its governing body and stakeholders, update the student/community profile, and refine its schoolwide action plan as needed.

The school will be required to host a two-day visit and submit a comprehensive mid-cycle progress report demonstrating that the school has:

- Addressed the critical areas for follow-up through the schoolwide action plan
- Made appropriate progress on implementation of the schoolwide action plan
- Improved student achievement relative to the schoolwide learner outcomes and the academic standards.

WASC will review the progress report and the results of the visit to affirm the accreditation status and determine whether any additional reports, visits, or other conditions will be required.

**One- or Two-Year Probationary Accreditation Status with an In-depth Progress Report and Two-Day Visit**

Based on the WASC *criteria, indicators, and other accreditation factors/rubrics*, this option is appropriate if there is compelling evidence that the school deviates significantly from the WASC criteria in one or more critical areas and needs serious additional support, feedback, and encouragement in meeting the identified critical areas for follow-up in the visiting committee report. A *one-year* probationary status indicates there is a need for immediate attention and support. A *two-year* probationary status signifies the need for prompt attention and support, but more time may be needed to address the identified issue(s).

The school will be required to host a two-day visit in one or two years and submit an in-depth progress report demonstrating that the school has:

- Addressed the critical areas for follow-up in the schoolwide action plan
- Made appropriate progress on the implementation of the schoolwide action plan
- Improved student achievement relative to the schoolwide learner outcomes and the academic standards.

After the probationary visit, the WASC Commission may grant one of the following:

- Continued probationary accreditation for one additional year of the accreditation cycle (applicable for one-year probationary accreditation only)
• Probation removed and accreditation status restored; the accreditation cycle continues with an in-depth progress report and two-day mid-cycle visit
• Accreditation withheld.

Accreditation Status Withheld

Based on the WASC criteria, indicators, and other accreditation factors/rubrics, this option is appropriate if there is compelling evidence that the school does not meet one or more of the WASC criteria and deviates significantly in critical areas that impact student learning and well-being, the school’s program, and/or supporting operations.

In order to be reinstated, the school must address the critical areas for follow-up identified by the visiting committee and update the self-study report to provide evidence of the progress made. WASC will then decide upon an appropriate time for a two-day reinstatement visit. The visit must occur within 12 to 18 months from the date of the original visit or the school will need to reapply for accreditation through the initial visit process.

After the reinstatement visit, the WASC Commission may grant one of the following:

• Accreditation status with annual in-depth progress reports and a full self-study within three years of reinstatement
• Accreditation status with an in-depth progress report and two-day visit in one year and a full self-study within three years of reinstatement
• Accreditation status withheld.

NOTE: The Commission reserves the right to grant accreditation status other than those above, including a recommendation for a full self-study at any time. Such action will follow a Commission review of the visiting committee report. In the event of a formal appeal, this document will be provided to the school’s chief administrator.
SAMPLE DOCUMENTATION AND JUSTIFICATION STATEMENT FOR HDOE/WASC JOINT PROCESS

For proper processing, please complete the following information:

<table>
<thead>
<tr>
<th>Chair Name</th>
<th>Name and City of School Visited</th>
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<tbody>
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<thead>
<tr>
<th>Chair’s Work Phone</th>
<th>Chair’s Home Phone</th>
<th>Alt. number during end of June (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
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Email address

Complete the narrative rationale for each factor. Check the box to the left of the rating that best fits the results of the self-study and the visit that was selected through visiting committee dialogue and consensus. [To check a box, double click on the box and select the “Checked” box value.]

- **Highly Effective**: The results of the self-study and the visit provide evidence that this factor has had a high degree of impact on student learning, the school’s program and the school’s operation.
- **Effective**: The results of the self-study and the visit provide evidence that this factor has had a satisfactory level of impact on student learning, the school’s program, and the school’s operation.
- **Somewhat Effective**: The results of the self-study and the visit provide evidence that this factor has had a limited impact on student learning, the school’s program, and the school’s operation.
- **Ineffective**: The results of the self-study and the visit provide evidence that this factor has had little or no impact on student learning, the school’s program, and the school’s operation.

An accreditation status will be based upon a school demonstrating the following:

1. The involvement and collaboration of stakeholders in the self-study that addresses the self-study outcomes.

   Visiting Committee Rating: □ Highly Effective □ Effective □ Somewhat Effective □ Ineffective

   Narrative Rationale:
2. Acceptable progress by all students toward clearly defined General Learner Outcomes (student learning needs), academic standards, and other institutional and/or governing authority expectations.

Visiting Committee Rating:  □ Highly Effective  □ Effective  □ Somewhat Effective  □ Ineffective

Narrative Rationale:

3. Organization: Vision, Mission, and General Learner Outcomes that supports high achievement for all students. Defining of the school's vision and purpose through General Learner Outcomes and academic standards. (A1)

Visiting Committee Rating:  □ Highly Effective  □ Effective  □ Somewhat Effective  □ Ineffective

Narrative Rationale:

4. Organization: Governance that supports high achievement for all students. (A2)

Visiting Committee Rating:  □ Highly Effective  □ Effective  □ Somewhat Effective  □ Ineffective

Narrative Rationale:
5. **Organization: Leadership and Staff that supports high achievement for all students. (A3)**
   - Visiting Committee Rating: [ ] Highly Effective [ ] Effective [ ] Somewhat Effective [ ] Ineffective
   - Narrative Rationale:

6. **Organization: Leadership and Staff that support high achievement for all students. (A4 & A5)**
   - Visiting Committee Rating: [ ] Highly Effective [ ] Effective [ ] Somewhat Effective [ ] Ineffective
   - Narrative Rationale:

7. **Organization: Resources that supports high achievement for all students. (A6)**
   - Visiting Committee Rating: [ ] Highly Effective [ ] Effective [ ] Somewhat Effective [ ] Ineffective
   - Narrative Rationale:
8. Standards-based Student Learning: Curriculum that supports high achievement for all students. (B1)
   Visiting Committee Rating: [ ] Highly Effective [ ] Effective [ ] Somewhat Effective [ ] Ineffective
   Narrative Rationale:

9. Standards-based Student Learning: Curriculum that support high achievement for all students. (B2 & B3)
   Visiting Committee Rating: [ ] Highly Effective [ ] Effective [ ] Somewhat Effective [ ] Ineffective
   Narrative Rationale:

10. Standards-based Student Learning: Instruction that supports high achievement for all students. (C1)
   Visiting Committee Rating: [ ] Highly Effective [ ] Effective [ ] Somewhat Effective [ ] Ineffective
   Narrative Rationale:
11. Standards-based Student Learning: Instruction that supports high achievement for all students. (C2)
   Visiting Committee Rating:  □ Highly Effective  □ Effective  □ Somewhat Effective  □ Ineffective
   Narrative Rationale:

12. Standards-based Student Learning: Assessment and Accountability that support high achievement for all students. (D1 & D2)
   Visiting Committee Rating:  □ Highly Effective  □ Effective  □ Somewhat Effective  □ Ineffective
   Narrative Rationale:

13. Standards-based Student Learning: Assessment and Accountability that support high achievement for all students. (D3 & D4)
   Visiting Committee Rating:  □ Highly Effective  □ Effective  □ Somewhat Effective  □ Ineffective
   Narrative Rationale:
14. School Culture and Support for Student Personal and Academic Growth that support high achievement for all students. (Parent and Community Engagement and School Culture E1 & E2)

Visiting Committee Rating: □ Highly Effective □ Effective □ Somewhat Effective □ Ineffective

Narrative Rationale:

15. School Culture and Support for Student Personal and Academic Growth that support high achievement for all students. (Student Support E3 & E4)

Visiting Committee Rating: □ Highly Effective □ Effective □ Somewhat Effective □ Ineffective

Narrative Rationale:

16. The alignment of a long-range Academic and Financial Plan to the school’s areas of greatest need to support high achievement for all students.

Visiting Committee Rating: □ Highly Effective □ Effective □ Somewhat Effective □ Ineffective

Narrative Rationale:
17. The use of prior accreditation findings and other pertinent data to ensure high achievement of all students and drive school improvement.

Visiting Committee Rating: ☐ Highly Effective  ☐ Effective  ☐ Somewhat Effective  ☐ Ineffective

Narrative Rationale:

18. The capacity to implement and monitor the Academic and Financial Plan.

Visiting Committee Rating: ☐ Highly Effective  ☐ Effective  ☐ Somewhat Effective  ☐ Ineffective

Narrative Rationale:
Provide a brief narrative, which summarizes the visiting committee’s rationale for the recommended status: *(If there is an unresolved minority opinion please indicate and explain.)*

- Status options seriously considered
- List the reasons for the status recommended and provide compelling evidence that supports the visiting committee recommendation.

In the comments reflect upon the following:

- The visiting committee’s discussion for each status option considered
- The degree to which students are learning
- Important identified strengths and growth areas
- The capacity of the school to implement and monitor the Academic and Financial Plan.

**Status Options Considered**

Accreditation Status Recommendation Rationale (provide compelling evidence):

1. 
2. 
3. 
4. …
The Follow-up: Moving Forward
Principal and Self-Study Coordinator
Post-Visit Checklist

- Revise the Academic and Financial Plan
- Send a copy of the revised Academic and Financial Plan to WASC

After the visit, the self-study coordinator (SC) and principal meet immediately with the Leadership Team to review the visiting committee report and begin the follow-up process.

The Leadership Team coordinates the refining and implementation of the action steps for each section of the Academic and Financial Plan. The narrative suggestions and critical areas for follow-up left by the visiting committee should be integrated into the Academic and Financial Plan.

A copy of the modified Academic and Financial Plan should be sent to WASC.

Some schools may continue to use the Schoolwide Focus Groups as “change agent” committees in the follow-up process. The Leadership Team involves the total staff in annual assessment of progress, including data analysis about student learning in relation to General Learner Outcomes and academic standards; this will result in modifications annually of the Academic and Financial Plan, including annual Board approval. If the school annually reviews its plan and progress, the reports generated will comprise the major portion of the next self-study.

**Self-check questions**

Has the modified Academic and Financial Plan been sent?

A copy of the modified Academic and Financial Plan must be sent to the following office:

Accrediting Commission for Schools, WASC
533 Airport Boulevard, Suite 200
Burlingame, CA 94010

- The **Principal and Self-Study Coordinator Checklists** can be found on the WASC website.
WASC Accreditation Process: Ongoing Improvement

In preparation for the self-study every six years, the school should engage in an accreditation process that focuses on student learning and ongoing school improvement.

1. Annually update the student/community profile and discuss with all stakeholders.
2. Annually summarize progress on the Academic and Financial Plan sections, noting key evidence, and make any necessary modifications or refinements in the plan.
3. Periodically, review the General Learner Outcomes, the school vision, and mission.
4. Analyze and synthesize data that provides evidence of school progress, and complete a mid-cycle report for submission to WASC.
5. Potentially, host a one- or two-day review if the school was granted a six-year accreditation status. (Note: If a school received a one-year probationary status, the school prepares an in-depth progress report and hosts a two-day visit. The Commission then grants additional years of accreditation depending upon the progress made. Accreditation may also be withheld.)
6. In preparation for the next self-study (usually 18 months prior to the full self-study and visit), ensure that a) key staff members participate in WASC self-study training; and b) all stakeholders are knowledgeable of student achievement and other current data, and progress on all aspects of the Academic and Financial Plan. Use the following information with stakeholders:
   a. The current, updated student/community profile, emphasizing student achievement, and other pertinent evidence noted during the annual progress reports
   b. The operating Academic and Financial Plan
   c. Annual progress reports.
7. Based on the HIDOE/WASC criteria, involve stakeholders through Focus and Home Groups in the examination of the program using the information from the past years about student achievement and program changes (see #6). Gather and analyze any additional data/information needed.
8. Summarize important analytical findings for each criterion organized by categories.
9. Revise the Academic and Financial Plan to show what will be accomplished in detail for the following year and more broadly during the subsequent two years. Annually, the plan is refined based on progress made and impact on student learning.
10. Finalize the self-study report that will include:
   a. The current student/community profile, student learning needs
   b. Vision, mission, and General Learner Outcomes
   c. Overall progress report since last full visit (or initial visit)
   d. Findings and supporting evidence
   e. Updated Academic and Financial Plan.
Expectations of Self-Study

Through the completion of the self-study process the school will have accomplished:

1. Inclusiveness: The involvement and collaboration of all school/community stakeholders to support student achievement.


3. Student-focused: The analysis of data about students and student achievement.

4. Evaluation: The evaluation of the entire school program and its impact on student learning based on General Learner Outcomes, academic standards, and HIDOE/WASC criteria.

5. Accountability: The implementation and monitoring of the Academic and Financial Plan that supports high-quality learning.

6. Leadership: The facilitation by school leadership of the HIDOE/WASC accreditation/school improvement process that advocates, nurtures, and sustains the vision and the culture of learning.