



Accrediting Commission for Schools Western Association of Schools and Colleges

HIDOE/ACS WASC MID-CYCLE VISIT PROCEDURES

SCHOOL INSTRUCTIONS

Schools that receive six-year accreditation status with a required one- or two-day mid-cycle visit prepare a progress report to submit to the mid-cycle visiting committee prior to the scheduled visit.

The progress report is a concise compilation of all progress noted since the previous visit. Included in this report should be the progress made on the critical areas for follow-up left by the previous visiting committee and any improvement in student achievement relative to the General Learner Outcomes and academic standards. Supporting evidence should also be included. The progress report should be completed and submitted **no later than six weeks** prior to the visit.

The mid-cycle visiting committee is comprised of a chairperson and an additional member. The visit must take place before the end of the third year of the school's six-year accreditation cycle.

The school works closely with the visiting committee chairperson in planning the schedule for the visit and the principal is responsible for all logistical arrangements, such as a work room, etc. Visiting committee expenses are submitted to the ACS WASC office for reimbursement.

Preparation of the School's Progress Report

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

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

All stakeholders should review and approve the report prior to the visit.

The school mid-cycle progress report template can be found on the ACS WASC website.

Progress Report Format

The school's progress report format is as follows:

I. Student/Community Profile Data

Include the following:

- An updated student/community profile that includes the following: a brief, general description of the school and its programs; the school's vision, mission, and General Learner Outcomes; student and faculty/staff demographics; and student achievement data for a three-year period.
- An updated summary of data with implications, identified major student learner needs, and important questions for staff discussion.

➔ **Note:** Use the current student/community profile and summary that has been updated annually since the last full visit and other annual progress reports. (See Task 2 of the HIDOE/ACS WASC Focus on Learning manual.)

II. Significant School Changes and Developments

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

III. Ongoing School Improvement

- Describe the process of engagement of all stakeholders in review of the student achievement data and the implementation and monitoring of the Academic Plan.
- Describe the process used to prepare the progress report.

IV. Progress on Critical Areas for Follow-up/Academic Plan

- Provide a summary of progress on the accomplishment of the Academic Plan's outcomes and enabling activities referencing the critical areas for follow-up. (The critical areas for follow-up that were stated in the last self-study visiting committee report or any subsequent visits should be included in the Academic Plan.)
 - Comment on how supporting evidence was analyzed to explain progress on the outcomes and enabling activities.
 - Analyze how the progress on the outcomes and enabling activities have impacted student achievement.
- ➔ **Note:** If any critical areas for follow-up were not included in the school's Academic Plan, indicate what actions have been taken to address these issues and provide supporting evidence, including the impact on student achievement.

V. Academic Plan Refinements

- Comment on the refinements made to Academic Plan since the last full self-study visit to reflect schoolwide progress and/or newly identified issues.
- Include a copy of the school's Academic Plan.

No later than six weeks prior to the visit, the school:

1. Sends a copy of the progress report to each member of the visiting committee with additional materials, such as the current Academic Plan. *It is assumed that annually the school has modified or refined the Academic Plan based on progress noted.*
2. Submits a copy of the progress report to ACS WASC in a single PDF or Word document using the Document Upload link on the top navigation bar of the ACS WASC website: www.acswasc.org/document-upload/.

ACS WASC MID-CYCLE VISIT VISITING COMMITTEE INSTRUCTIONS

The mid-cycle visiting committee is typically comprised of the chairperson and additional members from the previous visiting committee, when available. The visiting committee will visit the school to meet with the principal, leadership team, and other groups responsible for the monitoring and implementation of the Academic Plan. The visiting committee will focus on the progress made on the critical areas for follow-up made by the previous ACS WASC visiting committee and review the Academic Plan.

The number of team members is determined by the school's enrollment:

<u>School Enrollment</u>	<u>Number of Team Members</u>
6–1499	2
1500–2499	3
2500 or more	4

A confirmation form will be sent from the ACS WASC office and the school will select the visit dates.*

- **One-day Mid-cycle visits:** The visit date is mutually determined by the chairperson and the school. The chairperson should notify the ACS WASC Office of the visit date. Overnight hotel stays are not associated with one-day visits unless the team needs to travel to another island.
- **Two-day Mid-cycle visits:** The chairperson works closely with the school to coordinate the visit schedule and to determine the lodging accommodations. Payment and reservations for lodging will either be (1) made by each individual visiting committee member or (2) the chairperson may elect to coordinate this for the entire team.

The visiting committee's expenses should be submitted to the ACS WASC Burlingame Office for reimbursement after the visit. The ACS WASC Reimbursement Form is available on the ACS WASC website.

Visiting Committee Report

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

The visiting committee report format is as follows:

I. Introduction

- General comments about the school, its setting, and the school's analysis of student achievement data.
- Include a brief description of any significant changes and/or developments, i.e., program additions since the last full visit, changes in student enrollment, staffing changes.
- Describe the impact these changes and/or developments have had on the school, specific curricular programs, and on student learning/achievement.
- Briefly comment on the school's follow-up process. Include a description of the committee that has been responsible for overseeing the progress of the school's Academic Plan.
- Briefly describe the process used to prepare the progress report.

II. Progress on Implementation of the Academic Plan

- Provide an analytical summary about the accomplishment of the Academic Plan's outcomes and enabling activities referencing the critical areas for follow-up.

* Previsits are not part of the mid-cycle process.

- Comment on how progress on the outcomes and enabling activities are supported by relevant evidence.
 - Comment on how the outcomes and enabling activities have impacted student achievement.
- ➔ **Note: If any critical areas for follow-up were not included in the school's Academic Plan, indicate what actions have been taken to address these issue(s), include supporting evidence and impact on student learning.**

III. Schoolwide Areas of Strength and Critical Areas for Follow-up

- List the schoolwide areas of strength and critical areas for follow-up identified during the current mid-cycle revisit.
- Include a copy of the school's latest Academic Plan.

Visiting committee materials can be found on the ACS WASC website.

Confidential Summary Statement

The chairperson submits a confidential summary statement which includes a brief summary statement to ACS WASC regarding the progress made on the schoolwide critical areas for follow-up. This statement should include whether additional visits or other conditions should be required of the school during the remainder of its current six-year accreditation cycle.

The committee will recommend one of the following options:

1. Reaffirm accreditation for the remainder of the six-year cycle, this indicates that the school has made sufficient progress and has the capacity to complete the remainder of the accreditation cycle in good standing
2. Reaffirm accreditation for the remainder of the six-year cycle and require a progress report due in one year (year four of the accreditation cycle)
3. Reaffirm accreditation for the remainder of the six-year cycle and require a progress report and special progress visit to take place in one year (year four of the accreditation cycle)
4. Accreditation status withheld.

Distribution of the Visiting Committee Materials

1. A copy of the visiting committee report should be sent to the school **no later than ten days following the visit.**
2. The visiting committee report and the confidential recommendation and summary statement should be sent to ACS WASC **no later than ten days following the visit** using the Document Upload link on the top navigation bar of the ACS WASC website: www.acswasc.org/document-upload/. The confidential recommendation and summary statement are **not** to be shared with the school.

Please contact us with any questions.