



## **HIDOE/ACS WASC PROBATIONARY VISIT PROCEDURES SCHOOL INSTRUCTIONS**

The purpose of the probationary visit is to determine the school's progress in terms of student achievement of the General Learner Outcomes and academic standards. This includes the examination during the probationary visit of progress made on the Academic Plan with the integration of the critical areas for follow-up identified by the previous visiting committee.

Schools that receive probationary accreditation prepare a progress report to submit to the visiting committee and participate in a two-day\* probationary visit. The progress report should be completed and distributed no later than six weeks prior to the visit.

A confirmation form will be sent from the ACS WASC office and the school will choose the visit dates. The ACS WASC office will assign the probationary visiting committee.

The school works closely with the chairperson in planning the schedule for the visit and the principal is responsible for all logistical arrangements, such as a workroom, etc. The visiting committee makes its own hotel reservations and payments.

Following the visit, the visiting committee will make an accreditation status recommendation regarding the continued accreditation status of the school.

### **What the School Sends to the Visiting Committee Chair**

Prior to the visit, the school should provide to the visiting committee electronic copies of the following:

1. The school's current probationary progress report(s): due six weeks prior to the visit
2. Previous ACS WASC visiting committee report(s) since the last self-study
3. The current Academic Plan.

### **Preparation of the School's Progress Report**

The progress report should be prepared by the leadership team responsible for monitoring the Academic Plan. All stakeholders are encouraged to be involved in the process, including key complex staff.

### **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.

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\* Visiting committees meet the afternoon preceding the first day of the visit.

- An updated summary of data with implications, identified major 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 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 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 Implementation of the 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 are included in the Academic Plan).
    - Comment on how supporting evidence was analyzed to explain progress on the outcomes and enabling activities.
    - Analyze 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 issues and provide supporting evidence, including the impact on student achievement.

## **V. Academic Plan Refinements**

- Based on the findings of the current Progress Report further refine the Academic Plan as needed.
- Include a link to the school's latest updated Academic Plan.

## **Distribution of the School's Progress Report**

1. No later than six weeks prior to the visit, the school sends a link to the progress report and supporting evidence to each member of the visiting committee along with any additional information, such as the current Academic Plan.
2. No later than six weeks prior to the visit, the school also submits the report to ACS WASC in a single PDF or Word document by using the Document Upload link on the top navigation bar of the ACS WASC website: [www.acswasc.org/document-upload/](http://www.acswasc.org/document-upload/).

## **ACS WASC PROBATIONARY VISIT VISITING COMMITTEE INSTRUCTIONS**

The probationary visiting committee is comprised of the chairperson and additional members. 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 school's progress and implementation of the Academic Plan, including the integrated critical areas for follow-up made by the previous visiting committee. The ACS WASC office will appoint a committee of two to four members, one of whom will be from the original visiting committee when available. 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; the school will select the dates for the visit. The chairperson works closely with the school to coordinate the visit logistics and schedule. Visit details should be coordinated via email or phone; please note, previsits are not part of the probationary visit process. Payment and reservations for lodging will (1) either be 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 Guidelines**

No later than six weeks prior to the visit, the school should provide to the visiting committee electronic copies of the following:

1. The school's probationary progress report(s)
2. The previous ACS WASC visiting committee report
3. The current Academic Plan.

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

### **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 with the integrated critical areas for follow-up. If any critical areas for follow-up were not included in the Academic Plan, indicate what actions have been taken to address these issue(s) and include supporting evidence.

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 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 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 Academic Plan.
- 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.
- Comment how progress on the outcomes and enabling activities are supported by relevant evidence.
- Comment on how the progress on 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) and include supporting evidence.

**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 probationary visit.
- Include a copy of the school’s updated Academic Plan.

Visiting committee materials can be found on the ACS WASC website at [www.acswasc.org/vc/other-visits/probationary-visits/](http://www.acswasc.org/vc/other-visits/probationary-visits/).

**Confidential Accreditation Status Recommendation**

The chairperson submits a confidential accreditation status recommendation to ACS WASC which includes a brief justification statement. The recommendation and justification statement includes the rationale for the recommended status.

The committee will recommend one of the following options:

1. Probation removed and accreditation status restored; the accreditation cycle continues
2. Continued probationary accreditation granted for one additional year with a two-day probationary visit required in one year
3. Accreditation status withheld.

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

### **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 justification 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/](http://www.acswasc.org/document-upload/). The confidential recommendation and justification statement are not to be shared with the school.

Please contact the ACS WASC Office with any questions.

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