



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

The purpose of the probationary visit is to determine the school's progress on California Dashboard indicators and achievement of the schoolwide learner outcomes and academic standards. This includes the school's progress on schoolwide action plan/SPSA from previous self-study examination and the integration of the growth areas for continuous improvement recommended 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 schoolwide action plan/SPSA.

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

The progress report should be prepared by the leadership team responsible for implementing and monitoring the schoolwide action plan/SPSA. All stakeholders are encouraged to be involved in the process, including key district staff.

### **Progress Report Format**

The school's progress report format is as follows:

#### **I. Student/Community Profile Data**

Include the following:

- Student/community profile that has been updated annually since the last full visit.
- From the analysis of the updated student/community profile, include the following:
  - An updated summary with implications of the data, including California Dashboard indicators, and identified student learner needs.

➔ Note: See ACS WASC/CDE Student/Community Profile Guide, of the ACS WASC/CDE Focus on Learning manual.

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

**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. Engagement of Stakeholders in Ongoing School Improvement**

- Describe the process for developing, implementing, and monitoring the schoolwide action plan/SPSA and preparing the progress report.
  - How were stakeholders involved in developing the schoolwide action plan/SPSA?
  - How were stakeholders involved in implementing and monitoring the schoolwide action plan/SPSA?
  - How were stakeholders involved in the preparation of the progress report?

**IV. Progress on Implementation of the Schoolwide Action Plan/SPSA**

The purpose of this section is to analyze progress on the identified school needs/identified student learner needs in the schoolwide action plan/SPSA since the last visit and to determine the impact on student learning and the continuous school improvement initiatives.

- Explain how the identified student learner needs have been addressed in the schoolwide action plan/SPSA.
  - Provide a summary of progress and impact on student learning of the schoolwide action plan/SPSA identified school needs/identified student learner needs referencing the identified growth areas for continuous improvement. Cite relevant supporting evidence.
  - Explain how the cited relevant supporting evidence led to your conclusions on progress and impact on student learning.
- ➔ **Note:** If any recommended growth areas were not included in the school's schoolwide action plan/SPSA, indicate what actions have been taken to address these issues and provide supporting evidence, including the impact on student achievement.

**V. Schoolwide Action Plan/SPSA Refinements**

- Based on the findings of the current progress report, further refine the schoolwide action plan/SPSA as needed and include a link to the updated schoolwide action plan/SPSA.

**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 schoolwide action plan/SPSA.
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 schoolwide action plan/SPSA. The visiting committee will focus on the school's progress and implementation of the schoolwide action plan/SPSA, including the integrated growth areas for continuous improvement 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:

The size of the visiting committee 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

\*One member serves as chairperson.

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 and supporting evidence via hyperlink or drop box.
3. The current schoolwide action plan/SPSA.

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 growth areas for continuous improvement, with regard to progress made on the schoolwide action plan/SPSA with the integrated growth areas for continuous improvement. If any growth areas were not included in the schoolwide action plan/SPSA,

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**

Include the following:

- Succinctly describe the school location, type of school, grades served, school programs, demographics, and student performance data, including the California Dashboard indicators, the major implications of the data, the identified student learner needs and the identified school needs.
- Synthesize any significant changes and/or developments that have had a major impact on the school and/or specific curricular programs since the last full visit.
- Briefly summarize the effectiveness of the stakeholder engagement in the implementation and monitoring of the schoolwide action plan/SPSA and the preparation of the progress report.

### **II. Progress on Implementation of the Schoolwide Action Plan/SPSA**

- Based on the school's summary of progress and impact on student learning, evaluate the degree to which the student learner needs, the identified school needs, and the critical areas for follow-up or growth areas for continuous improvement are aligned and evident in the revised schoolwide action plan/SPSA.
- Based on the VC findings on alignment, evaluate how the school has made progress on the student learner needs and identified school needs in the schoolwide action plan/SPSA to strengthen continuous improvement initiatives (include relevant evidence to support findings.)
- Explain why any critical areas for follow-up or growth areas for continuous improvement have not yet been completely addressed, if applicable. (See the ACS WASC/CDE Focus on Learning schoolwide criteria of the ACS WASC/CDE Focus on Learning manual.)

➔ **Note:** If any growth areas for continuous improvement were not included in the school's schoolwide action plan/SPSA, 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 Growth Areas for Continuous Improvement**

- List the schoolwide areas of strength for continuous improvement identified during the current progress visit. (See the schoolwide criteria of the ACS WASC/CDE Focus on Learning manual.)
- List the growth areas for continuous improvement that have not yet been completely addressed, if applicable. (See the ACS WASC/CDE Focus on Learning schoolwide criteria).
- List any additional new growth areas for continuous improvement identified during the current progress visit, if applicable. (See the ACS WASC/CDE Focus on Learning schoolwide criteria).
- Include a copy of the hyperlink to the school's most recent schoolwide action plan/SPSA.

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.

10/19