



HIDOE/ACS WASC PROBATIONARY VISIT PROCEDURES SCHOOL INSTRUCTIONS

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.

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.

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 expected to be involved in the process and should review and approve the report prior to the visit.

The school probationary progress report template can be found on the ACS WASC website: www.acswasc.org/schools/public-hawaii/.

Progress Report Format

The school's progress report format is as follows:

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

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 an updated summary with implications of the data and identified student learner needs.

➔ **Note:** See Task 2, HIDOE/ACS WASC Student/Community Profile Guide, 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 that have had a major impact on the school and/or any specific curricular programs since the last full visit.
- 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 Academic Plan and preparing the progress report.
 - How were stakeholders involved in developing the Academic Plan?
 - How were stakeholders involved in implementing and monitoring the Academic Plan?
 - How were stakeholders involved in the preparation of the progress report?

IV. Progress on the Implementation of the Academic Plan

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

- Explain how the identified student learner needs have been addressed in the Academic Plan.
- Provide a summary of progress and impact on student learning of the Academic Plan's identified school needs/identified student learner needs referencing the critical areas for follow-up. 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 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 and include a link to the school's most recent 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/.

ACS WASC PROBATIONARY VISIT VISITING COMMITTEE INSTRUCTIONS

The probationary visiting committee is comprised of the chairperson and additional member(s).

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 size of the visiting committee is determined by the school's enrollment:

School Enrollment	Number of Team Members*
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 visit dates. 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

Include the following:

- Succinctly describe the school location, type of school, grades served, school programs, demographics, and student performance data. Include 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 Academic Plan and the preparation of the progress report.

II. Progress on Implementation of the Academic Plan

- 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 are aligned and evident in the revised Academic Plan.
- 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 Academic Plan to strengthen continuous improvement initiatives. (Include relevant evidence to support the findings.)
- Explain why any critical areas for follow-up have not yet been completely addressed, if applicable. (See the HIDOE/ACS WASC Focus on Learning schoolwide criteria of the HIDOE/ACS WASC Focus on Learning manual.)

➔ **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 identified during the current progress visit. (See the HIDOE/ACS WASC Focus on Learning schoolwide criteria of the HIDOE/ACS WASC Focus on Learning manual.)
- List the critical areas for follow-up that have not yet been completely addressed, if applicable. (See the HIDOE/ACS WASC Focus on Learning schoolwide criteria of the HIDOE/ACS WASC Focus on Learning manual.)
- List any additional new growth areas identified during the current progress visit, if applicable. (See the HIDOE/ACS WASC Focus on Learning schoolwide criteria of the HIDOE/ACS WASC Focus on Learning manual.)
- Include a copy of the address link for the school's most recent Academic Plan.

Visiting committee materials can be found on the ACS WASC website at 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/. The confidential recommendation and justification statement are not to be shared with the school.

Please contact the ACS WASC Office with any questions.