

**The Kentucky  
Non-Public Schools Commission, Inc.**

*Secondary School  
Certification Process  
Site Visitation Handbook*



**KyNPSC  
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859 392-1534**

*The Kentucky Non-Public Schools Commission, Inc.  
2004*

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# Kentucky Non-Public Schools Commission, Inc.

Dear Site Visitor,

Thank you for agreeing to be a member of a Site Visitation Team. I am sure that you will find the experience very valuable, as well as enjoyable! The greatest benefits seem to be the collegiality among educators, support in common educational endeavors and the many ideas and programs visitors take back to their home schools.

Please remember that your primary responsibilities are **to verify the contents of the school's self-study**, the appropriateness of the School Improvement Plan, and to insure the school's compliance with identified standards.

Thank you again for your willingness to participate in this process. As always, if you have any questions – call 859-392-1534 or call the school to be visited.

Sincerely,

*The Kentucky Non-Public Schools Commission, Inc.*

## THE SITE VISIT

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***The purpose of the site visit is to verify the Certification Document.***

*It is the responsibility of the Verification Team to:*

- 1. be familiar with Certification materials provided by the school*
- 2. determine the appropriateness of the School Improvement Plan*
- 3. verify Demonstrators that were included in the document*
- 4. question Demonstrators that were not included in the document*
- 5. write a narrative report of findings based on the Certification Document.*

*The site visit offers an extensive opportunity for outside observers to examine, verify and challenge the findings of the local school community as reported in the Certification Document.*

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### VISITATION PROCEDURES

#### **I Organization and Procedures**

- A. It is sometimes helpful for the team to have an organizational meeting the evening before the evaluation of the school begins. At that time team members are assigned responsibility for specific sections/component areas of the report.
- B. The Chairperson of the Site Team should make sure that other team members understand what is expected and have the finalized schedule for the visit. The Chair should assign responsibility for the different components to team members. The Chairperson should be encouraging for inexperienced members of the team.
- C. It is important that Site Teams do not act as School Supervisors. Team members should get as much information as possible but should refrain from asking leading questions that might indicate disapproval to faculty and students. All findings and conclusions should be kept confidential both during and after the site visit.
- D. For one-day visits it may be helpful for the team to meet with the school board, the members of the long-range planning committee/school improvement team or a representative group of parents on that evening. It would be appropriate at each meeting for an overview of the process to be given. Parents, board members etc. are interested on the path that the accreditation visit will take and what they can expect.

- E. The School Administrator will make arrangements for the following events during the visit:
- A conference with the administrator and assistant (if there is an assistant).
  - A guided tour of the building
  - A meeting with a representative group of students
  - Classroom observation schedule\*
  - A meeting with all or a representative group of teachers, such as department chairs
  - A meeting with other teachers such as special education staff, resource teachers, counselors, psychologist
  - A meeting with the board or representative group of board members
  - A meeting with the long-range planning committee/school improvement team and/or their representatives
  - A meeting with a representative group of parents
  - A meeting with the leader of the religious group with which the school is affiliated (if appropriate)

*\*Part of the visitor's time will be spent in classroom observations. If not included in the Certificate Document, administrator should provide: a master schedule listing grades, class periods, locations, and teachers.*

## **II The Report**

The report should include the following components:

- A. A general introduction indicating the way, in which the visit was conducted, groups with whom you met, classrooms visited, etc.
- B. A general summary of each of the 13 sections should be included in the report.
- C. There should be commendations that attest to the strengths of the school.
- D. There should be recommendations for improvement that would help to strengthen the school's programs.
- E. Some issues might need attention but are not considered a "deficiency". Keep in mind that the report is meant to improve the educational program of the school and to assess the school's progress toward its goals. Recommendations should be confined to the verification of items contained in the certification document. An example of a recommendation: *"Although the school has an exceptional Mission Statement, more emphasis could be given to communicating the mission to the parent community."*
- F. A concluding statement recommending certification status should be included.
  - 1. Full Certification
  - 2. 1 Year Provisional
  - 3. Certification Denied
- G. When making recommendations or citing deficiencies, do not mention any names or individual members of the school staff, either directly or by position.
- H. Keep copies of the grid/worksheets from individual team members. This will help tremendously in writing the report.
- I. A sample report is included only for style, not content.

- J. Be sure that the writing is grammatically correct, succinct, clear and to the point.
- K. Include an expression of thanks for hospitality.
- L. Use team member's worksheets as you write the report, but edit as you see fit. Strive for balance between sections.
- M. Try to write a descriptive page(s) about the school early in your visit.

### **III Procedures for Paying Expenses**

- A. Since the 1999-2000 school year, schools have been responsible for all expenses incurred by the site team.
- B. Before the team departs, secure from each member of the team, a voucher listing the transportation or other unpaid expenses. See expense voucher.

### **IV Materials**

- A. Be certain that all confidential school material is returned to the administrator prior to your leaving the campus.
- B. Be sure that you have all the materials necessary to write the report.
- C. Committee members are to return to the school their copies of the self-study (binder). One copy should be given to the KyNPSC with the final report.

### **V Oral Report**

- A. It is appropriate for the team to meet with the Administrator and/or members of the long-range planning committee/school improvement team at the conclusion of the visit. The decision for this oral report is up to the Administrator. Most want it.
- B. The oral report should be brief - no longer than 45 minutes -- and should be done by the Team Chairperson.
- C. Review what the committee has done.
- D. Make some general observations about the school's strengths and areas of concern, giving recommendations and making commendations where appropriate. Hit the major things only.
- E. Be careful not to make any reference or prediction regarding the school's accreditation status.

### **VI Timing**

- A. The final report is to be submitted to the KyNPSC within two weeks following the Site Visit.
- B. The KyNPSC will provide copies for the Review Committee and notify the school once the Review Committee has met.

## SITE VISITOR CHECKLIST

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### **I Orient yourself to the Certification Process**

- A. Review the process Standards, Indicators, Demonstrators.
- B. Review the Sections above regarding writing the Final Report.
- C. Review the Self-Study Materials (binder) and make initial notes on the worksheets provided.

### **II The Visit**

- A. Make sure arrangements have been made by the administrator - including:
  - 1. computer, if necessary
  - 2. school conference room for privacy of the team meetings
  - 3. hotel accommodations
  - 4. meeting times with the various groups
  - 5. travel arrangements
  - 6. materials to be seen on site
  - 7. sending site binders to team at least three weeks prior to visit

### **III Accommodations**

- A. The hotel/motel accommodations need not be expensive but should be a place that you would be pleased to put a guest. It is suggested that all team members be given single rooms. Should this be a hardship for a school, the chairperson may grant an exception.
- B. Team members should not be reimbursed for a substitute. Sending team members is seen as a professional courtesy and a valuable growth experience for the team members as well as the school.
- C. It is helpful if the hotel/motel has a restaurant so meals may be charged to the room. Otherwise a site should be chosen with a restaurant within walking distance.
- D. All meals and refreshments should be pre-planned.
  - Financial arrangements should be discussed. Schools are responsible for all charges incurred by the site team.
  - Lunch should be at the school, probably in the conference room.
  - Coffee, hot and cold tea, soft drinks and small snacks should be provided in the conference room.
- E. The above arrangements should be placed in writing by the host school and mailed to the chairperson.
- F. The School Administrator will make arrangements for the following events during the visit:
  - A conference with the administrator and assistant (if there is an assistant)
  - A guided tour of the building
  - A meeting with a representative group of students
  - Classroom Observation Schedule
  - A meeting with all or a representative group of teachers

- A meeting with others such as special education staff, resource teachers, counselors, athletic director, development director
- A meeting with the board
- A meeting with the long-range planning committee/school improvement team and/or their representatives
- A meeting with a representative group of parents
- A meeting with the leader of the religious group with which the school is affiliated (if appropriate)

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## Sample Two-Day Site Schedule

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### Evening:

Often site teams schedule their visits to begin on Sunday evening. This enables the team to travel at their leisure and have the necessary time to take part in an organizational meeting prior to their school visit. Some teams might find it agreeable to conduct a parent or board meeting on Sunday evening, especially for schools receiving a one-day visit.

### Morning - Day 1:

8:00 a.m.	Meeting with Administrator(s)
9:00	Tour of the building
9:30	Class observations/Team meeting

### Afternoon - Day 1:

12:00 noon	Lunch as a team or with faculty members
12:45	Meeting with Teachers or Department Chairpersons
1:30	Classroom observations/Team meeting
2:30	Meeting with parents, board, long-range planning committee/school improvement team (if not conducted on Sunday)

### Morning - Day 2:

8:00 a.m.	Meeting with Administrator
8:45	Meeting with student representatives
10:00	Team Meeting
11:00	Meet with others such as Athletic Director, Development Director (Meet with school's religious leader, pastor, minister, etc. if religiously affiliated)
11:45	Lunch

### Afternoon - Day 2:

12:30	Meet with additional student representatives and faculty, if necessary
1:15	Team Meeting
2:00	Exit Meeting with Administrator

## Sample One-Day Site Schedule

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### Evening:

Site teams visiting for one day should schedule their visits to begin on Sunday evening. This enables the team to travel at their leisure and have the necessary time to take part in an organizational meeting prior to their school visit. A parent or board meeting may need to be scheduled on Sunday evening since the next day will be filled with classroom visits and other meetings. Teams should expect to schedule team meetings throughout the visit.

### Morning - Day 1:

8:00 a.m.	Meeting with Administrator(s)
8:30	Tour of the building
9:00	Class observations/Team meeting
11:30	Meeting with parents and/or board (if not scheduled previously)

### Afternoon - Day 1:

12:00 noon	Lunch as a team or with faculty members
12:45	Meeting with teachers, department chairs, and others
1:30	Meeting with students
2:00	Team Meeting
2:30	Exit Meeting with Administrator

## WORKSHEETS FOR ORGANIZING AND COLLECTING DATA

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### EACH SITE VISITOR SHOULD COMPLETE THE WORKSHEETS:

1. Please check if the **INDICATOR** was documented or observed.
  2. Please check if **DEMONSTRATOR** was complete or not available.
  3. Write any comments pertaining to the **DEMONSTRATOR**.
  4. List any **COMMENDATIONS** or **RECOMMENDATIONS**.
- 

### Using the Worksheets for Organizing and Collecting Data

The Worksheets for organizing and collecting data should be used by each team member to keep information received on the visit organized and consistent. When you receive the school's self-study (binder), use these worksheets to check off the information as provided or not provided. Make appropriate notes, questions and reminders to be used when you visit the school. Think of commendations and recommendations for each area as you read the material provided.

If necessary, deficiencies should be enumerated. A deficiency is any Demonstrator which has not been provided or which is found to be over-represented. If insufficient preparation was taken in completing a particular document, this could also be considered a deficiency.

Commendations and recommendations should be noted where appropriate. You will not be responsible for all commendations and recommendations but you should begin thinking about these as you read over the materials and enter into the visit.

Some issues might need attention but are not considered a "deficiency". Keep in mind that the report is meant to improve the educational program of the school and to assess the school's progress toward its goals. Recommendations should be confined to the verification of items contained in the certification document. An example of a recommendation: *"Although the school has an exceptional Mission Statement, more emphasis could be given to communicating the mission to the parent community."*

## PHILOSOPHY AND MISSION

The philosophy is an expression of the school's nature and purpose and gives direction to its entire educational mission. It reflects the needs, values, and purposes of the specific community that the school serves.

**Standard:** The values and principles intrinsic to the educational program are consistent with the philosophy and mission of the school.

**Indicators: D=Documented O=Observed**

**D**

**O**

1. The philosophy is consistent with the thoughts and beliefs of the church, institution, or governing body with which the school is affiliated, the needs of the students and faculty/staff as a community of learners, and with contemporary societal concerns.

2. The school has a visible written mission statement based on its philosophy that is published in the school's handbook(s) and other appropriate literature.

3. The mission statement is a reflection of the school's commitment to student learning. It is expressed in the specific goals, objectives, and activities of the school.

4. The philosophy and mission statements are reviewed at least once every 5 years as a cooperative effort involving faculty, students, administration, parents, governing board members, and other relevant stakeholders.

**Demonstrators:**

		COMPLETE	NOT AVAILABLE	COMMENTS
1.	Provide copy of school mission statement and philosophy.			
2.	Provide dates of and revisions of the philosophy and mission of the school.			
3.	List the persons or groups who participated in the forming of the mission statement.			
4.	Provide dates and copies of the articles published to inform the community of the school's philosophy and mission statement.			

# PHILOSOPHY AND MISSION

Commendations:

Recommendations:

Other Comments:

## GOVERNANCE AND FINANCE

Effective governance depends upon the ability of people individually and collectively to work together to achieve the stated goals and objectives of the school. The legal authority or governing body establishes the overall purpose and direction of the school. The school administrator is the educational leader and is given sufficient autonomy, authority and responsibility to assure the successful functioning of the educational program.

**Standard:** A governance structure is clearly defined and communicated to all involved with the school.

The governing body of the school monitors, maintains and accepts responsibility for the financial status of the school.

School policies are well defined and clearly communicated.

Processes are in place for short and long-term planning.

**Indicators:** D=Documented O=Observed

D

O

1. The school has a legal authority or governing body.

2. The legal authority/governing body has approved a written job description for the administrator.

3. The legal authority/governing body delegates administrative authority for the operation of the school to the administrator.

4. The legal authority/governing body provides for the on-going evaluation/assessment of the administration.

5. The legal authority/governing body is responsible for assuring adequate financial resources and sound financial practices which support the mission of the school.

6. The legal authority/governing body gives direction for the mission of the school through clear, concise policy statements.

7. The legal authority/governing body and the administrator are responsible for assuring adequate short and long-range planning for the school to carry out the mission of the school.

8. The legal authority/governing body has a process for the storage and disposition of student records and transcripts.

**DEMONSTRATORS:**

		COMPLETE	AVAILABLE	NOT	COMMENTS
1.	Provide Articles of Incorporation, Charter and/or Statement of Affiliation. (Letter form Board of Directors, Pastor, etc., stating who has the legal responsibility for the school)				
2.	Provide evidence that the governance structure is communicated to all involved within the school. (handbook, newsletter, bulletins, etc.)				
3.	Provide the following re: the Governing Body a. statement of philosophy or Mission Statement of the Governing Body b. by-laws of the Governing Body c. policy manual or handbook of the Governing Body d. composition of the Governing Body e. date(s) of the meeting(s) for orientation of new members f. process for developing policies g. 2 or 3 significant decisions made by the Governing Body in the past 3 – 5 years				
4.	Provide the following re: school budget a. copy of the present year school budget b. description of how the budget is developed c. principal's role in budget process d. other source(s) of support and the way the amount is determined e. description of how budget is monitored during the year				

5.	Provide the following re: the administrator a. process for selection b. job description c. documentation of process for regular assessment/evaluation			
6.	Provide statement describing the school improvement planning process.			
7.	Provide process statement on the storage and disposition of student records and transcripts.			

## GOVERNANCE AND FINANCE

Commendations:

Recommendations:

Other Comments:

## PLANT AND FACILITIES

School plants and facilities exist to furnish a safe, attractive, and functional physical environment in which the education of students can progress at the most advantageous rate for each student.

**Standard:** The school plant, equipment, and supplies support the learning standards of the educational program.

**Indicators:** D=Documented O=Observed

D

O

- |                          |                          |                                                                                                                                                                                                                                                                     |
|--------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Sanitation, lighting, heating, ventilation, acoustics, and maintenance of buildings insure the physiological well-being of the occupants.                                                                                                                        |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. The site and building conditions ensure that the health and safety of those served are properly safeguarded. Inspection of the physical plant and grounds to identify safety hazards is made periodically and steps are taken to remedy identified deficiencies. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. There is evidence of effective maintenance and housekeeping designed to protect the investment in the physical plant and to provide a safe, sanitary environment for learning.                                                                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. The school has a long-term (3-5 year) plan for effective building maintenance and facility use and need.                                                                                                                                                         |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. All legal requirements for health, safety, and sanitation are met.                                                                                                                                                                                               |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Adequate and appropriate spaces are provided to support the learning standards.                                                                                                                                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Adequate equipment (fixed or movable) is available to support the learning environment.                                                                                                                                                                          |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. A library/media center is provided for the students and should include various materials that support the instructional program of the school.                                                                                                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. A review of the school's facilities should include an inspection of transportation issues. Compliance with public safety requirements and regular maintenance schedules should be evident.                                                                       |

**DEMONSTRATORS:**

		COMPLETE	AVAILABLE	NOT	COMMENTS
1.	Provide evidence of compliance with fire and health codes.				
2.	Provide inspection schedules and evidence of completion.				
3.	Provide evidence of compliance with requirements regarding environmental hazards (asbestos, etc.).				
4.	Provide schedule of major projects/extraordinary maintenance activities for previous year.				
5.	Provide schedule of major projects/extraordinary maintenance activities for present year.				
6.	Provide a schedule of how/when routine maintenance activities is completed.				
7.	Provide evidence of evacuation plan posted for students. (May be viewed on site.)				
8.	Provide long-range facilities plan that includes annual updates as to progress. Include areas in need of improvement, and plans for renovation and/or expansion of the facilities.				
9.	Provide evidence that demonstrates that all students and staff have access to the library and its resources.				
10.	Provide evidence that demonstrates a systematic program for the replacement of obsolete/inoperative equipment and furniture.				
11.	Provide a schematic of the school.				
12.	Provide evidence that school-/church-owned buses (and vans that require it) receive a "Safety Inspection" each year as performed by the Kentucky Vehicle Enforcement. (sticker displayed in vehicle)				
13.	Provide evidence that school-/church-employed bus drivers (and vans that require it) possess a valid Commercial Driver's License. (CDL)				

## PLANT AND FACILITIES

Commendations:

Recommendations:

Other Comments:

## ADMINISTRATION AND STAFFING

The administrator and staff are of central importance to the fulfillment of the mission and goals of the school. Their expertise enables the school to run smoothly and provides a well-balanced educational program for the students. The coordination and supervision of the instructional program are essential to the overall effectiveness of the school program. Staff members are selected on the basis of established qualifications for the position. Each school conducts an annual assessment of all personnel to ensure their continued effectiveness. Coordination and supervision of the instructional program provide for effective recruitment, hiring, development and evaluation of staff.

Staff development is a continuous process and helps all personnel become more proficient in performing assigned responsibilities including classroom planning and management and identification of students with special needs.

Written personnel policies include provisions for appropriate teacher input into teaching techniques, instructional materials, and classroom problems in order to improve the quality of education.

**Standard:** Personnel are qualified for the position held.

Administration and faculty members are committed to academic excellence and recognize their obligation to be professionally prepared and continue their professional growth.

### **Indicators: D=Documented O=Observed**

- | <input checked="" type="checkbox"/> D | <input checked="" type="checkbox"/> O |                                                                                                                                                         |
|---------------------------------------|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/>              | <input type="checkbox"/>              | 1. The administrator is responsible for the recruitment, orientation, supervision, formal evaluation, retention, and dismissal of all school personnel. |
| <input type="checkbox"/>              | <input type="checkbox"/>              | 2. All employees and volunteers have written job descriptions.                                                                                          |
| <input type="checkbox"/>              | <input type="checkbox"/>              | 3. The school has established and implemented procedures for evaluating all personnel.                                                                  |
| <input type="checkbox"/>              | <input type="checkbox"/>              | 4. The school has developed written personnel policies that are issued to all personnel.                                                                |
| <input type="checkbox"/>              | <input type="checkbox"/>              | 5. All staff and volunteers in the school are accountable to the administrator for the performance of assigned duties.                                  |
| <input type="checkbox"/>              | <input type="checkbox"/>              | 6. All professional personnel hold appropriate qualifications for positions and/or assignments.                                                         |
| <input type="checkbox"/>              | <input type="checkbox"/>              |                                                                                                                                                         |

- 7. Instructional personnel are teaching in their major or minor field or specific area of concentration.
- 8. All teachers and administrators participate on a regular basis in appropriate professional development that is aligned with the school's Instructional Improvement Plan and which is designed to result in the improvement in student learning.
- 9. Applicable local, state, and federal legislation is observed in the hiring and dismissal of personnel.
- 10. Clerical, maintenance and janitorial services are adequate for the efficient operation of the school.
- 11. All schools with eight (8) or more teachers have the services of an administrator (at least 50% of the time devoted to supervision of instruction).
- 12. The staff is large enough to provide quality instruction for the programs offered and has a satisfactory student/teacher ratio.
- 13. The school keeps a current file on each employee and volunteer as required by law.
- 14. Personnel receive feedback on their professional performance.
- 15. The administrator promotes the use of data and research in making curriculum, instructional, and organizational decisions.
- 16. The school's leadership ensures that policies, programs, relationships, and resources focus the school's vision/mission and promote academic achievement of all students as evidenced in the Instructional Improvement Plan.
- 17. Support is given to beginning teachers.

**Demonstrators:**

		COMPLETE	NOT AVAILABLE	COMMENTS
1.	Provide job descriptions for all personnel.			
2.	Provide description of the school's program and budget for professional development for the past year.			
3.	Provide description of the school's program and budget for professional development for the present year.			
4.	Provide copy of personnel policy handbook/manual. Include: policies for evaluation, evaluation tool, procedures for providing feedback, hiring policies and procedures (demonstrating compliance with all applicable local, state, and federal legislation) and non-discrimination policy.			
5.	Provide a schematic (flow chart) of school organizational structure showing lines of accountability.			
6.	Provide schedule of daily classes showing length of the school day.			
7.	Provide dates of orientation meetings for new staff members and regularly scheduled staff meetings.			
8.	Provide schedule of teacher observations by administrator.			
9.	Provide copy of disaster plan. (May be viewed on site.)			
10.	Provide roster and assignments of instructional personnel of the school.			
11.	Provide the formal/informal support given to teachers new to your school and/or new to the profession.			
12.	Provide evidence of employee and volunteer files containing appropriate documentation as required by law.			

**ADMINISTRATION AND STAFFING**

Commendations:

Recommendations:

Other Comments:

# CURRICULUM

The curriculum of the school encompasses all the learning experiences – cognitive, affective, and psychomotor – that are planned, guided, and sponsored by the school.

The school focuses curriculum on learning standards and employs a variety of assessments to measure student performance. Each school has a curriculum framework reflecting goals, standards and assessment strategies for instructional purposes. It is designed to develop the individual student's abilities, interests and talents in order to enable the students to assume responsibility to self, home, community, and the world. The primary function of the curriculum framework is to provide direction for local curriculum planners.

**Standard:** The educational program has clearly defined and communicated academic expectations that challenge all students to reach their full potential.

Data-driven and research-based educational programs and related student services are consistent with the assessed needs of the students and the school's philosophy and mission.

## **Indicators: D=Documented O=Observed**

D

O

1. The school has a long term, comprehensive plan addressing student instruction, curriculum, and assessment that is evaluated and updated annually.

2. The curriculum includes a purpose, learning standards, implementation and accountability strategies.

3. Clearly defined learning standards are related to all curriculum areas which include but are not limited to:

- Fine Arts
- Foreign Language (mandatory in secondary schools)
- Instructional Technology
- English/Language Arts
- Mathematics
- Religion (where applicable)
- Science
- Social Studies

4. Instructional strategies and learning activities accommodate diverse learning styles and the special needs of all students.

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- |                          |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <p>5. A system of instructional decision-making, organization, and delivery provides the student with opportunities for achievement, success and mastery learning through:</p> <ul style="list-style-type: none"> <li>- teacher planning</li> <li>- instructional strategies</li> <li>- peer coaching</li> <li>- cooperative learning</li> <li>- library/ media/ technology services</li> <li>- integrated knowledge/ thematic units</li> <li>- special needs support</li> <li>- appropriate instructional techniques</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <p>6. Assessment: The school has developed and implemented policies for pupil assessment and improvement that use a variety of assessments which may include:</p> <ul style="list-style-type: none"> <li>a. Performance Assessments that include student portfolios, narrative descriptions, anecdotal records, student journals, parent/student/teacher conferences, performance events, performance tasks.</li> <li>b. Teacher Checklists that include observed behaviors, observed skills, student progress reports of learning expectations, cooperative skills checklists, project appraisal checklists, or research skills checklists.</li> <li>c. Criterion Reference Testing which includes math inventory, reading inventory, achievement tests, commercial readiness tests, mastery learning pre-test and post-test for skill mastery, end of chapter, book and unit tests and year-end achievement tests.</li> <li>d. Standardized Tests or nationally recognized assessments used for comparison with national norms, individual percentiles, local percentiles and cognitive and achievement correlations.</li> </ul> |
| <input type="checkbox"/> | <input type="checkbox"/> | <p>7. Student progress and assessment results are reported to parents or guardians.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <input type="checkbox"/> | <input type="checkbox"/> | <p>8. The curriculum is consistently reviewed to assure that the educational program reflects the assessed needs of students and is based upon current research and best practices.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <input type="checkbox"/> | <input type="checkbox"/> | <p>9. The number of instructional days is appropriate and meets state standards.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <input type="checkbox"/> | <input type="checkbox"/> | <p>10. The length of the school day/schedule of daily classes supports the educational program offered by the school.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <input type="checkbox"/> | <input type="checkbox"/> | <p>11. Technology is integrated into the curriculum.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

**DEMONSTRATORS:**

		COMPLETE	AVAILABLE	NOT	COMMENTS
1.	Provide completed curriculum framework/guidelines. (May be viewed on site.)				
2.	Provide copies of “Prevalence of Best Practices” and summary of results. Results should reflect the following groups: curricular departments and/or grade levels.				
3.	Provide a calendar of assessment tools used throughout the grade levels in the school.				
4.	Provide samples of assessments used (including teachers’ assessments), name of any standardized tests used, form(s) for reporting to parents (report cards). Samples should be provided by grade levels. Describe how these tools are used to design and monitor the educational program.				
5.	Provide copy of textbook/ instructional materials adoption plan.				
6.	Provide a daily schedule of classes and the school calendar.				
7.	Provide a copy of the school’s Technology Plan.				
8.	Indicate the percentage of the operational budget that directly supports: <ul style="list-style-type: none"> <li>a. instruction (instructional materials, media center and library materials, software, etc.</li> <li>b. technology (hardware, Internet access fees, etc.)</li> <li>c. assessment (national testing fees, assessment analysis tools, etc.)</li> </ul>				

# CURRICULUM

Commendations:

Recommendations:

Other Comments:

# INSTRUCTIONAL IMPROVEMENT PLAN

The school engages in planning which promotes continuous improvement in academic achievement.

**Standard:** The school's instructional improvement plan is reflective of the school's mission and philosophy, based upon data, and designed to promote improved student achievement.

**Indicators: D=Documented O=Observed**

 **D**
 **O**



1. There is an instructional improvement plan for the school that includes goals for the next 3 – 5 years.



2. For each goal the following have been articulated:
- a. activities that will ensure each goal is reached
  - b. a timeline for each activity
  - c. the budget for each activity
  - d. the person(s) responsible for fulfilling each activity
  - e. the means/measures to be used to evaluate the success of the goal
  - f. the staff development necessary for implementation of each goal



3. The improvement plan indicates the major strengths of the school and the areas that need attention.

**DEMONSTRATORS:**

		COMPLETE	AVAILABLE	NOT COMMENTS
1.	Provide the school's Instructional Improvement Plan that notes analysis of student assessment results and other applicable data.			

# INSTRUCTIONAL IMPROVEMENT PLAN

Commendations:

Recommendations:

Other Comments:

# SCHOOL CLIMATE

The focus of the school is upon facilitation of learning, student achievement, and the enhancement of the student's self-concept. The school community seeks to establish a safe climate of expectations for learning and where students experience success. This climate is non-threatening and generates a sense of joy in learning. It helps students and staff to enjoy more effective relationships.

**Standard:** Positive interactions within the school community foster student learning and achievement as well as the fulfillment of the school's philosophy and mission statement.

**Indicators:** D=Documented O=Observed

D

O

- |                          |                          |                                                                                                                                                                                                                                           |
|--------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Students and staff demonstrate a positive attitude that reflects the philosophy and purpose of the institution.                                                                                                                        |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Visitors to the school experience a warm, friendly, caring, and cheerful atmosphere.                                                                                                                                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. There is mutual respect observed among administration, faculty, and students and among administration, faculty, and parents.                                                                                                           |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Professional spirit is observed among teachers and administrators.                                                                                                                                                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Dignity and respect for each person are reflected in the working relationships among faculty, students, parents, and board members.                                                                                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. The leadership style of the administration facilitates the development of a positive school climate.                                                                                                                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. There is a positive approach in managing conflict and fostering interpersonal relationships among and between students and staff.                                                                                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Positive communication is encouraged among administration, faculty, students, and parents, etc.                                                                                                                                        |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. A just, positive developmental and growth-filled system of discipline is operative.                                                                                                                                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. The overall climate of the school encourages students to learn skills of decision-making and problem-solving, feel positive about their academic competencies and develop positive relationships that will enhance their self-images. |

## SCHOOL CLIMATE

11. There is a comprehensive plan for school safety and emergency response.
12. The school's organizational structure reflects the school's goals and priorities and responds to the individual difference of the students.

### **DEMONSTRATORS:**

		COMPLETE	AVAILABLE	NOT	COMMENTS
1.	Provide narrative and/or statistical analysis of the surveys of the school community that demonstrates the indicators. (See Sample Surveys.)				
2.	Provide examples that the overall climate of the school encourages students to achieve academically and for the staff to work together in fulfillment of the school's philosophy and mission statements.				
3.	Provide copy of the school's safety and emergency response plan.				
4.	Provide admissions and transfer policies of the school.				

## SCHOOL CLIMATE

Commendations:

Recommendations:

Other Comments:

# PUBLIC RELATIONS AND DEVELOPMENT

The school maintains a positive relationship with the wider community that is based upon two-way communication. The school displays the willingness to respond to the needs of the community and the community supports the school and its programs.

**Standard:** Positive interaction and communication exists between the school and the wider community.

**Indicators:** D=Documented O=Observed

**D**

**O**

- |                          |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. The school has developed an enduring public relations plan.                                                                                                                                                                                                                                                                                                                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. The school maintains on-going communication with alumni, parents and the wider community.                                                                                                                                                                                                                                                                                                                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. The school's advertising and promotional materials reflect accurate information about the school's programs and accomplishments.                                                                                                                                                                                                                                                                                             |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. An organized public relations plan makes the community aware of the school's purpose and programs.                                                                                                                                                                                                                                                                                                                           |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. The educational resources within the wider community are used to extend learning opportunities for students, faculty, and parents.                                                                                                                                                                                                                                                                                           |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Volunteers within the school community and from the wider community are welcomed to participate in various school programs.                                                                                                                                                                                                                                                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. The school encourages the students to participate in appropriate service projects within the wider community.                                                                                                                                                                                                                                                                                                                |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Parents and/or guardians desiring to enroll their children in the school are clearly informed regarding special beliefs and mission of the school, criteria upon which admissions decisions are made, the nature and extent of the school's programs and educational offerings, the school's tuition, all fees and financial giving expectations, and the school's expectations for satisfactory performance and graduation. |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. The school does not discriminate on the basis of race, nationality, or ethnic origin in the admission of students and a non-church school does not discriminate on the basis of creed.                                                                                                                                                                                                                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. The school involves the parents in the education of their children.                                                                                                                                                                                                                                                                                                                                                         |

- 11. The school supports the needs of the parents.
- 12. There is a viable parent organization.
- 13. The school's interaction with and involvement in the community reflect the philosophy and mission of the school in a positive way.
- 14. The school has established a development office with appropriate staff, job descriptions, space and budget.
- 15. The faculty has been in-serviced to deal with the concept of development and the role of faculty in development.
- 16. An Annual Fund is conducted.
- 17. There is on-going communication with and support of the alumni/ae.

**DEMONSTRATORS:**

		COMPLETE	AVAILABLE	NOT	COMMENTS
1.	Provide samples of school newsletters, bulletins, handbooks, and brochures.				
2.	Provide descriptions and samples of community interactions. (newspaper clippings, media events, etc.)				
3.	Provide job descriptions for all personnel.				
4.	Provide copy of admissions policy.				
5.	Provide list of activities/programs in which volunteers participate.				
6.	Provide dates of parent meetings, programs, conferences, etc.				
7.	Provide a list of community resources accessed by the school (free public library, museums, performing arts centers, etc.) to enhance the education of the students.				
8.	Provide list of any/all business partnerships with the school.				
9.	Provide the following re: school				

	PTA/PTO/parent group.: a. copy of by-laws b. composition of the organization c. major function(s) of the organization d. budget process			
10.	Provide the Annual Fund process –solicitation, monitoring, and reporting.			

## **PUBLIC RELATIONS AND DEVELOPMENT**

Commendations:

Recommendations:

Other Comments:

## INDICATORS OF SUCCESS

By using various forms of assessment, an accurate picture of the school community is obtained and decisions are made based on that information.

**Standard:** The school engages in data-based decision making, congruent to its philosophy and mission.

**Indicators: D=Documented O=Observed**

**D**

**O**

- |                          |                          |                                                                                                                                                                                                                                       |
|--------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Assessment data is used to make decisions about programs and students.                                                                                                                                                             |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Assessment data is communicated to students, parents and the community.                                                                                                                                                            |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. The school's program of assessment (including standardized tests, teacher-made tests, and other forms of assessment) supports the school's mission and philosophy and is used as the basis for the Instructional Improvement Plan. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. The school recognizes and is recognized for its achievements.                                                                                                                                                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. There is a high percentage of student daily attendance.                                                                                                                                                                            |

**DEMONSTRATORS:**

		COMPLETE	AVAILABLE	Not	COMMENTS
1.	Provide chart with attendance information.				
2.	Provide chart of assessment data for standardized tests. (An example is provided.)				
3.	Provide a list of outside honors won by students, staff, and/or school in the last 3 –5 years.				
4.	Provide a list/description of in-house honors awarded by the school and the criteria for each.				
5.	Provide examples of how assessment data were used to make decisions about programs/students.				
6.	Provide chart of post-secondary intentions of the most recent graduating class.				

## INDICATORS OF SUCCESS

Commendations:

Recommendations:

Other Comments:

## CO-CURRICULAR PROGRAMS/STUDENT SERVICES

In accordance with the school philosophy and mission, various activities, programs, and services, are offered by the school community to enrich the experience of all.

**Standard:** Sufficient co-curricular programs and activities are offered and open to members of the school community.

**Indicators:** D=Documented O=Observed

D

O

1. The school program provides developmentally appropriate counseling services for its students.

2. The school program provides for services in the areas of nutrition, personal hygiene, safety and health, career planning, and recreation.

3. The school has a co-curricular program that is part of the educational program, meeting the needs and the interests of the students.

4. The school has an educational and/or prevention program to address alcohol and drug issues.

5. The students are involved in the governance and the leadership of the school.

6. Students whose needs cannot be met in school are referred to outside agencies for assistance.

7. The school employs procedures to ensure that entering students at all grade levels are ready to learn.

8. The school has procedures to determine the individual needs of students and addresses those needs within one grade and when students move from one grade to another.

**DEMONSTRATORS:**

		COMPLETE	AVAILABLE	NOT	COMMENTS
1.	Provide a list of the co-curricular activities offered to the students at each grade level and the percentage of student participation. Indicate if the moderator is a member of the school's faculty.				
2.	Provide a list of programs offered in health, personal hygiene, post-secondary planning, career planning, safety, and nutrition.				
3.	Provide examples of development of student leadership.				
4.	Describe the counseling/ guidance program offered to students.				
5.	Describe the relationship of the guidance/counseling department to the other departments in the school, the administration, and the evaluation of student progress and services.				
6.	Describe the drug and alcohol prevention program.				
7.	Provide the process for determining special needs of individual students. Cite examples.				

## CO-CURRICULAR PROGRAMS/STUDENT SERVICES

Commendations:

Recommendations:

Other Comments:

## SPECIAL PROGRAMS\*

In accordance with the school's philosophy and mission, special programs are available at the school.

**Standard:** Special programs may be offered to members of the school community.

**Indicators:** D=Documented O=Observed

**D**

**O**

1. The school's food service program meets all necessary guidelines and regulations.

2. Students are afforded an opportunity to perform service for others.

3. There is a sports program offered to the students.

**DEMONSTRATORS:**

		COMPLETE	AVAILABLE	Not	COMMENTS
1.	Provide sample menus from the daily food service meals offered to students.				
2.	Provide a list of service projects performed by students.				
3.	Provide a list of the athletic sports offered to students at each grade level and the athletics handbook, if available. If not available, list policies for selection, supervision, evaluation and dismissal of coaches/athletic staff, percent of operating budget used to support athletics and sources of income for athletics (not including tuition and/or athletic fees).				

*(\* may not be applicable to all schools)*

## SPECIAL PROGRAMS

Commendations:

Recommendations:

Other Comments:

# ENROLLMENT

The school's enrollment is a reflection of the larger community. Records of the school's enrollment are kept to determine changes and trends in the school's demographics.

**Standard:** Enrollment data is kept and considered when determining the needs of the student population served by the school

1. Provide the number of students currently enrolled in each of the grades listed below:

9<sup>th</sup> \_\_\_\_\_  
10<sup>th</sup> \_\_\_\_\_  
11<sup>th</sup> \_\_\_\_\_  
12<sup>th</sup> \_\_\_\_\_  
**Total** \_\_\_\_\_

2. Complete the following chart:

\_\_\_\_\_ Number of students in school who are not Catholic  
\_\_\_\_\_ Percentage of students in school who are not Catholic

3. Complete the chart on the following page.
4. Describe and explain any significant changes in demographics of the school and school enrollment in the past five years.
5. Describe and explain projections in demographics of the school and school enrollment for the next five years.

## Special Circumstances Student Population

<b>Students who qualify for free/reduced meals</b>					
	20__	20__	20__	20__	20__
Number					
% of total student population					

<b>Students who have limited English proficiency</b>					
	20__	20__	20__	20__	20__
Number					
% of total student population					

<b>Students diagnosed with:</b>					
	20__	20__	20__	20__	20__
ADD					
ADHD					
Autism					
Deaf and Blind					
Developmentally Delayed					
Emotional Disturbance					
Hearing Impairment/Deafness					
Learning Disability					
Mental Retardation					
Orthopedic					
Speech/Language					
Traumatic Brain Injury					
Vision Impairment/Blindness					
Other					
Number					
% of total student population					



# ENROLLMENT

Commendations:

Recommendations:

Other Comments:

# CATHOLIC IDENTITY

Catholic schools seek to fulfill their role in the mission of Jesus Christ – MESSAGE, COMMUNITY, SERVICE, WORSHIP, MORAL FORMATION and PRAYER.

**Standard:** Members of the Catholic School community strive for growth in their relationship with Jesus Christ, evidenced in their relationships with one another, prayer experiences, well-planned religious instruction, surfacing of implicit Christian values in other curricular areas and value-oriented Christian living.

## **Indicators: D=Documented O=Observed**

**D**

**O**

1. The philosophy of the school reflects the six tasks of catechesis: Message, Service, Community, Worship, Moral Formation, and Prayer.

2. The philosophy of the school reflects the importance of integrating the Catholic faith with the educational process.

3. The philosophy of the school is a clear statement of appropriate beliefs for a Catholic school.

4. The Catholic identity of the school is evident in its environment.

5. There is a church, chapel or other area for prayer available.

6. Faculty and staff demonstrate their call to develop as a faith community.

7. Faculty and staff incorporate in their teaching the Statewide Religious Education Guidelines promulgated by the Kentucky Catholic Conference of Kentucky.

8. Faculty and staff model faith experiences to students.

9. Faculty members, in their interaction with students, show an awareness and an attitude of concern for the religious formation of the students.

10. Faculty members, students, and parents come together in prayer, work, and social events.

**Indicators: D=Documented O=Observed**

D

O

11. Faculty, staff, students, parents and other members of the school community have opportunities for public group experiences stressing participation in liturgy, sacraments, and para-liturgical events.

12. Faculty, staff, students, parents and other members of the school community have opportunities for apostolic activities within the classroom, family, total school, local parish, arch/diocese, civic community – e.g. provide opportunities for Christian living, working for peace and justice, and Christian service.

13. Faculty and students give witness to justice, mercy, peace and respect for life in their everyday actions.

14. Faculty, staff, and students understand the relationship of the school to the local parish(es).

15. Faculty and staff establish and maintain open communication with clergy.

16. The school encourages the support and participation of the clergy in the school.

17. The local Catholic Churches are made aware of the school's activities and programs.

18. The Administrator, Religious Department Chair, Campus Minister and/or Chaplain actively cooperate in planning and implementing religious education programs in the school.

19. Catholic school students, teachers, staff, and parents assist in the school's religious activities.

20. The Catholic school cooperates with applicable arch/diocesan education plans, policies, and procedures.

21. Teachers of religion are practicing Catholics.

22. The religion curriculum adheres to Catholic Christian tradition and current Church teaching.

23. The religion curriculum includes Scripture, doctrine, morality, sacraments prayer, liturgy, and social teaching.

**Indicators: D=Documented O=Observed**

**D**

**O**

- |                          |                          |                                                                                                                                                                                                                                                                                                 |
|--------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | 24. The religion curriculum teaches personal prayer and offers formation opportunities suited to the development of the students.                                                                                                                                                               |
| <input type="checkbox"/> | <input type="checkbox"/> | 25. The faculty utilizes the results of the religion assessments/inventories to identify strengths and build on areas of concern                                                                                                                                                                |
| <input type="checkbox"/> | <input type="checkbox"/> | 26. The religion curriculum/spiritual formation of the student includes parental involvement.                                                                                                                                                                                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | 27. Faculty and staff involved in religious education curriculum show sensitivity for Catholics and those of other faiths.                                                                                                                                                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | 28. Non-Catholic students attending the school participate in religion classes, liturgies, para-liturgies, prayer services, etc.                                                                                                                                                                |
| <input type="checkbox"/> | <input type="checkbox"/> | 29. Classroom textbooks and materials support Gospel values and are supplemented as needed.                                                                                                                                                                                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | 30. Social justice concerns are integrated into appropriate areas of the curriculum.                                                                                                                                                                                                            |
| <input type="checkbox"/> | <input type="checkbox"/> | 31. Arch/diocesan education services are utilized.                                                                                                                                                                                                                                              |
| <input type="checkbox"/> | <input type="checkbox"/> | 32. The school's discipline is based on Christian values.                                                                                                                                                                                                                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | 33. The school keeps the parents and parishioners informed of public policies affecting Catholic education and their children.                                                                                                                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | 34. Participation in community service programs is encouraged and supported by the school and its mission.                                                                                                                                                                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | 35. The campus ministry program has defined objectives and its work is evident in the school.                                                                                                                                                                                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | 35. The school is in compliance with the arch/diocesan implementation plan for the Charter for the Protection of Children and Young People (sexual abuse policies, safe environment training, resources for parents, screening/background checks, personal safety education for children, etc.) |

**DEMONSTRATORS:**

		COMPLETE	AVAILABLE	NOT	COMMENTS
1.	Provide evidence of how the religious education curriculum guidelines are implemented in the Religion curriculum. (Statewide Religious Education Guidelines promulgated by the Catholic Conference of Kentucky)				
2.	Provide documentation that the guidelines are incorporated in religious education lesson plans.				
3.	Substantiate the coordination of Statewide Religious Education Guidelines within religion curriculum and religion texts used.				
4.	Describe how Catholic Christian values are integrated into all subject areas.				
5.	List annual sacramental experiences offered to the students.				
6.	Provide dates of present year faculty Spiritual days, Retreats, etc.				
7.	Provide schedule of present year liturgies, para-liturgies, prayer services, etc.				
8.	Provide list of service programs performed by the students.				
9.	Provide the Diocesan Policy for Religious Education Certification.				
10.	Provide list of all faculty/staff responsible for obtaining religious certification and their certification status.				
11.	Provide dates of present year parent meetings/opportunities relating to spiritual formation.				
12.	Provide documentation of promulgation of sexual abuse policies, safe environment training, resources for parents, screening/background checks, and personal safety education for children as called for in the Charter for the Protection of Children and Young People.				

# CATHOLIC IDENTITY

Commendations:

Recommendations:

Other Comments:

## SAMPLE QUESTIONS FOR SITE VISIT INTERVIEWS

### For Administrator(s), Board

#### **Regarding the Board:**

1. Describe the makeup and selection of your group.
2. Do new members come on periodically and is there a need for an orientation?
3. What do you see as the role of the board?
4. Is there a formal evaluation of the administrator by the board? If not, by whom?
5. Do the staff members or teachers have any link to or connection with board members?
6. Are minutes of board meeting taken and archived?
7. Describe the Board's role in the long-range planning process.
8. Are there any changes you would like to see happen regarding the board?

#### **Regarding Finance:**

1. How is the annual budget constructed? Who is involved in this process?
2. Does the board have input into the budget process? Is there a reporting procedure to the board?
3. How and by whom is the annual salary schedule determined?
4. How is the tuition cost established?
5. How would you characterize the financial stability of your school? Are monthly budget reports done?
6. What changes would you like to see happen regarding finances?

#### **Regarding the Instructional Program:**

1. What has been the biggest curriculum change implemented in the school in the last 5 years?
2. What has been the biggest overall change implemented in the school in the last 5 years?
3. How are changes made in the curriculum?
4. How is data used to inform decisions and promote improvement?
5. Describe your instructional improvement plan for the school.
6. How are textbooks selected?
7. Do students take a nationally-normed standardized test? If so, which test? What is the performance of the students over the last 5 years?
8. How is the standardized test information used by the faculty and staff?
9. Describe any accommodations or special help available to students with learning differences and for students who fall behind.
10. How are students with learning differences diagnosed?
11. What is the biggest need for change in the area of curriculum?
12. How is technology integrated throughout your curriculum and across all grade levels?
13. Describe how planning, instruction, curriculum, and assessment are aligned in your school.
14. What percentage of students attend college upon graduation?
15. Do your students feel prepared for college?

#### **Regarding Professional Development:**

1. What is the percentage of non-certified teaching staff?
2. What is the percentage of non-degreed teaching staff?

3. Are there programs, meetings, and/or plans in place to provide non-certified staff with in-service, assistance, ideas, techniques, and/or practice to improve teaching techniques?
4. Is there an assumption that non-certified staff members begin a program of instruction to become certified?
5. Is there an instrument for evaluating and assessing teachers? Does the form discuss professional development?
6. Do you have intern teachers?
7. How are new faculty acclimated to your building and policies/procedures?
8. Is professional development expected for all faculty? Does the school provide those experiences?
9. Is there a budget for professional development?
10. How is professional development tied to your school's instructional improvement plan?

**Regarding the Guidance Program:**

1. Are there personal counseling services available to all students?
2. What information is kept in the student record folder? Who has access to this information?
3. Is there a program for the prevention of drug and alcohol abuse as well as other negative behaviors?
4. Is there a post-secondary/career counseling component to your guidance program?

**Regarding Media:**

1. Describe student and faculty access to the media center/computer lab/ library.
2. Does the media center have a budget? How is it determined?

**Regarding Health Services:**

1. Are faculty and staff trained in handling emergencies?
2. Are the faculty and staff trained in CPR, First Aid, etc.?
3. Are there policies in place for immunization, record keeping, physical examinations, etc.?

**Regarding Planning:**

1. Who is involved in the various areas of planning for Facilities, Curriculum, Public Relations, Technology, Faith Identity (if appropriate), Professional Development, etc.?
2. Did you find any concerns in the surveys you administered?
3. Was the long range planning committee/ school improvement team representative of all stakeholders? Did concerns have a forum?
4. The public relations plan is included in the materials. Who has the responsibility for making sure this is carried out?
5. Is there consistent and steady contact with the school's alumni? Is there an Annual Fund appeal?

### **For Students**

1. What is it that you like about your school?
2. If you could change anything, what would it be?
3. If you did something wrong in class (screamed at another student for example) what would be the consequences?
4. What is your favorite subject? Why? Describe the teacher.
5. What are you learning in math, science, English, religion?
6. Are there enough co-curricular activities in which students can become involved?
7. Are student leadership and involvement encouraged? How?
8. In general, is there respect shown to students and faculty by each other?
9. Do you use technology in classes other than in computers? Describe its use, in general.
10. Do you feel challenged in your classes?
11. Do you feel that this school is adequately preparing you for your future – not just in an academic sense, but in all ways? Describe.

### **For Teachers and/or Department Chairs**

1. What is the greatest academic need of the students?
2. What is the greatest need of the faculty and staff?
3. What have been the greatest challenges and the greatest accomplishments in the last 5 years?
4. Is professional development a requirement? Is it provided on-site? Are there sufficient opportunities available? How do teachers stay current and motivated regarding their teaching areas?
5. Is there sufficient assessment and evaluation of teachers?
6. What has been the biggest change regarding students over the past 5 years?
7. Is there sufficient curriculum planning? Sufficient department planning? Interaction between departments and grade levels?
8. Are there sufficient resources, materials, and equipment to do your job well?
9. Is there integration of curriculum among subject areas and across grade levels?
10. Is technology integrated across the curriculum?
11. How do you see your school changing over the next 5 – 10 years?
12. How would you describe your school's climate/culture?
13. If you could, what changes would you make?
14. Any final things we should know?

## VERIFICATION REPORT

Campbell-Lincoln Park Academy  
12345 N. Sample Report Road  
Anywhere, KY 90210

Grade Range:

Enrollment:

Administrator Name:

Verification Team Members:

Visitation Date: \_\_\_\_\_

## Site Team Schedule of Activities

On Tuesday, March 1, 2003, Mr. Poindexter, Miss Scarlet, Mrs. White, and Mr. Plum met with Mrs. Rita Reigler, principal of Campbell-Lincoln Park Academy in Anywhere, Kentucky. The purpose of the meeting was to organize the site visit planned for the following days and to be briefed by Mrs. Reigler regarding the schedule and preparations she had made. We found the interviews with teachers, board, school improvement team members, parents, students, and administrators had been scheduled. Documentation updating student enrollment, current newsletters and class schedules were provided for us at that time. Mrs. Reigler was present for the first half-hour of our meeting and then departed to allow us organizational time.

Tuesday evening we met with members from the school board, a representative parent group, and others who had helped to compile most of the materials presented in the accreditation process document. Mrs. Reigler was not present during this meeting. The planning process was described and issues concerning the school were voiced.

On Wednesday morning the site team met with Mrs. Reigler and her Assistant Principal, Mr. Merriwether. The meeting was very helpful in orienting the team to the school population and the unique influences present at the school due to its proximity to a military base. During the meeting we discussed other demographic aspects of the Anywhere community, the level and nature of parent involvement, student turnover and teacher turnover.

At 8:30 the team was taken on a tour led by the student council officers. This included a thorough tour of the grounds, cafeteria, kitchen, classrooms, and gym facilities. The team then broke up for individual classroom observations. Each member of the site team was assigned specific classes to observe in an attempt to visit each classroom.

To try to get a better sense of the school's culture/climate some members of the site team ate with faculty members and some ate with the students. After lunch the team reconvened to discuss the classroom observations. It was apparent that not all classes had been observed so the team decided to continue the observations later in the afternoon.

At 1:00 the site team met with teachers representing all departments including guidance, athletics, and special needs. The planning process was described and issues concerning the school were voiced. Immediately after this meeting we concluded our classroom observations.

At 3:00 we met with representatives of the long-range planning committee/school improvement team. They were anxious to discuss their entire process and were both confident and excited about the plan they had created for Campbell-Lincoln Park.

Our first day ended with dinner and some evening teamwork.

On Thursday morning the site team met once again with Mrs. Reigler to go over the school's financial reports and other documents included in her school certification materials. Questions we had regarding these documents were answered.

At 8:45 we gathered before meeting with students representing each grade level. We divided the 16 students into four groups and talked with them about their perceptions of Campbell-Lincoln Park Academy, the faculty, and the administration.

At 10:00 the team met to discuss the information gathered up to that time and to begin writing the report.

At 11:00 we met with Mrs. Reigler, the Business Manager, the Development Director and Father Francis, the head of the religious order that owns Campbell-Lincoln Park, to discuss their impressions of the school and its plans for the future. After this meeting the team felt very comfortable with the information it had gathered and did not see any reason to call any group back together.

Lunch was again eaten with the faculty and students.

After lunch the team met to prepare the remarks for the exit meeting with Mrs. Reigler. During the exit interview the site team reviewed our findings and discussed the outline of the

items that would be included in our report. Mrs. Reigler was grateful for the team's suggestions and thorough manner in which the visit was conducted.

At 2:15 a reception was prepared in the media center. Present at the reception were the faculty, representatives from the School Board and School Improvement Team, Father Francis, members of school committees, and Mrs. Reigler. Mrs. Reigler thanked those responsible for the process document. She also thanked the teachers and the site team. Mr. Plum then addressed the group, giving a quick overview of the team's findings and related the next steps in the reporting process and prospective timeline for presenting schools accredited by the Commission to the State Board. Mr. Plum thanked Mrs. Reigler and the school community for their thoroughness and hospitality.

## Site Team Accreditation Report

### Introduction:

Campbell-Lincoln Park Academy is a suburban Catholic secondary school located in central Kentucky in the county of Anywhere. It serves a student population in grades 9 – 12. Originally built in 1954, Campbell-Lincoln Park opened with a student population of 168. Due to the extraordinary growth in the county in the past 5 years, the school population has increased tremendously – to 428 -- and is projected to reach 550 in the next five years and remain relatively stable for the foreseeable future.

Campbell-Lincoln Park presently houses 18 classrooms, a faculty room, media center, 2 science labs, a computer lab, chapel, art room, music room, gymnasium and kitchen facilities. An expansion of the facilities to include new science labs, a new gymnasium, a renovation of the current gymnasium into an auditorium, and some department offices is planned for the next 5 – 7 years. On-going maintenance of the school is generally good.

Seventy two percent of the staff of 25 full-time, 5 part-time educators and administrative personnel (including a Principal, Assistant Principal, Athletic Director, Development Director, 1 Special Needs Coordinator and 2 Guidance Counselors) of Campbell-Lincoln Park hold an advance degree. All other full-time educators hold bachelor's degrees and para-educators have associate degrees. The average classroom experience is 13 years with a range from Intern teacher to 30+ years of experience. All faculty and para-educators assume co-curricular/ coaching responsibilities outside the classroom to increase the opportunities offered to students.

Campbell-Lincoln Park Academy is funded primarily through tuition paid by school families. Tuition accounts for 80% of the total operating budget of the school; fund-raising and the Annual Fund appeal account for the remaining 20%. Campbell-Park takes great pride in the fact that 100% of its faculty contribute to the Annual Fund and its alumni are very active in the school.

Campbell-Lincoln Park Academy is moving toward outcomes-based curriculum and assessment. It currently tracks students' progress by collecting and analyzing all standardized test scores, GPA's, etc. The student to teacher ratio is 17 to 1. Accommodations are made for students diagnosed with learning differences. The Special Needs Coordinator was recently "upgraded" to a full-time position last year.

From discussions with the various groups involved in Campbell-Lincoln Park, it was clear that all stakeholders were adequately informed and involved in their accreditation and long-range planning processes. All future plans for the school have been positively accepted and embraced—all seem to be looking forward to being part of the growth of the school.

### Individual Components of the Planning Process and School Improvement Plan

#### Catholic Identity

As stated in the Introduction Campbell-Lincoln Park is a Catholic school and there is a Christian spirit present there. The most impressive testament to this was reflected by the students themselves and their parents. Despite the transitional nature of many of the families a Christian family, and caring atmosphere was repeatedly cited as a major reason for attendance and retention of students.

Some of the school's activities that reinforce the emphasis on Catholic Identity are:

- the recitation of morning prayer, led by a student
- presence of Catholic symbols (statues of saints, use of the Rosary, crucifixes, etc.) throughout the school

- evidence of sacramental opportunities
- presence of human rights and ecology posters
- 100% of the students participate in community and national outreach projects
- a vibrant retreat program for all four years
- a senior performance task related to Catholic Identity

### Philosophy and Mission

The school has a written philosophy that is based on the school's mission. There is periodic review of these and the school community is aware of them. The team felt that the mission was reflected in the atmosphere and activities conducted at Campbell-Lincoln Park Academy. Students, in particular, reflect the mission of the school. In addition to the written philosophy and mission statement, the school community has drafted a vision statement to lead them in the next 5 years.

Many members of the school community were involved in the process of writing and reviewing all three statements. All have been publicized through all printed school materials. The mission statement is framed and hanging in every classroom, hallway, and administrative office.

Examples that the mission, vision, and philosophy are living documents include:

- the prominence with which they are displayed throughout the school
- the emphasis on educating the "whole child" witnessed by a variety of teaching techniques, styles and resources
- the promotion of academic and religious formation
- the attention to which members of the faculty devote to nurturing individuals who "think critically and work independently and cooperatively"

### Governance and Finance

Campbell-Lincoln Park has an active school board. There are opportunities for the board members to participate in in-services provided by the Diocese of Anywhere and there are specific in-services that are arranged for the Board by the religious order that owns Campbell-Lincoln Park. Several committees within the school, such as technology, PTO, etc., have representatives who sit on and report directly to the school board. The Board has in place a process for hiring and evaluating the administrator. Formative assessment of the administration is conducted through board interview and faculty surveys; summative assessment is conducted by the board at its regularly scheduled spring meeting.

The school board is responsible for the long-range, strategic planning for the school. One member of the board is responsible for each area of the plan and reports regarding progress in his/her area are made to the board on a regular basis. The board seeks opportunities for outside grants to enhance the academic program and ways to reward teachers for student success. The board members credit their aggressive style for the continued success of their students and low turnover rate of their faculty. It was also apparent from faculty interviews that the faculty members value the work of the board and its attempts to create a better work and learning environment.

Examples of the success of the school board are:

- the good faith efforts to show support of appreciation for the faculty
- leadership style of the administration is appropriate for this school
- significant efforts to conduct strategic planning, implement the action steps and re-evaluate on an on-going basis
- tremendous strides have been made in technology due to the acquisition of outside funds – the ratio of computer to student is nearly 2 to 1

- school board activities, policies, and procedures are open to all members of the community
- school board is representative of many different groups within the school

### Plant and Facilities

The facilities of Campbell-Lincoln Park Academy are well maintained and generally attractive. Instructional materials are well organized and available for use, especially in the media center. Students have access to many resources. Space is provided for music education, physical education and art education. Plans are underway for the addition of updated science labs, a conversion of the existing gym into an auditorium, a new gymnasium, and departmental office space in the next 5 –7 years.

The grounds are well maintained and safe. Extra effort has been made in the building and a facilities plan for routine painting, etc., has been in place for the last 3 years. Reports presented to the site team indicate that all health and safety codes required by the county/state are being met.

Custodial and maintenance activities occur primarily after school-hours. During school hours, there are two custodians on site.

### Administration and Staffing

School personnel are qualified for the positions held. Teachers are certified and two are completing the teaching internship program this year. It is sometimes difficult to provide this training due to the transient nature of some of the faculty who have family members in the military and because the number of Teacher Educators in the area is small. However, Campbell-Lincoln Park does everything it can to insure that its teachers complete the program in a timely fashion.

The staff consists of 25 full time educators and administrative personnel and 5 para-educators. The faculty and staff were found to be professional, positive in their responses to student needs and were willing to take on special responsibilities at the school. There was definitely a professional learning community in action at the school. Differentiated instruction and effective classroom management techniques were evident throughout the site team's classroom observations. The student to teacher ratio is 17 to 1.

The library and computer lab support the curriculum and students are benefiting from these programs.

Professional development is required of all faculty and staff but very few opportunities are offered on site. Therefore, teachers are expected to find venues on their own. There is virtually no budget for professional development.

Outcomes-based education was newly adopted last year. Mrs. Reigler shows positive leadership in her persistence in moving the school into the framework and steadily improving the rigor of the curriculum. However, her staff is struggling to implement these changes. She has also been a leader in the area of assessment tasks and portfolios. She maintains a positive relationship with the community, the military, and the public schools in her county. Due to her leadership with the board, the school's technology program has blossomed.

### Curriculum

Campbell-Lincoln Park Academy has implemented an outcomes-based education program. There seems to be a positive response to teaching to national standards, but bridging the curriculum gap is proving to be quite difficult to manage. Students use portfolio assessment in writing and mathematics as well as a portfolio for performance tasks. These portfolios are

generally well-received. However, the performance tasks are felt to be too many in number and detract from other equally important academic endeavors. Nationally standardized tests (NEDT, PACT, PSAT, and ACT/SAT) are administered in each grade level.

Differentiated instruction was observed by the site team members during their classroom observations. There was evidence of group products. Technology was integrated into most of the lessons observed. Other educational resources were available and used by both faculty and students.

Cross-curricular and thematic units are regularly used among the disciplines and across all grade levels.

Time for collaborative planning is short and most faculty members expressed a desire to increase that.

### School's Instructional Improvement Plan

Campbell-Lincoln Park Academy gathered a group representing all stakeholders of the school to participate in a systematic analysis of student achievement in the last 5 years and to create a plan for improvement for the next 5 years. The process used by the school and the plan resulting from it merited several commendations from the site team.

The school has very effectively used the standardized test scores as a measure of achievement as well as other sources of data. Demographic data, scores from the assessment tasks and portfolios (which have been in place for the past 2 years), GPA's and curriculum assessments are a few examples of the data collected and analyzed for the instructional improvement plan.

### School Climate

There is a Christian spirit at Campbell-Lincoln Park Academy. Students are respectful of visitors and each other. There seems to be a very positive attitude in the student community and among faculty members. This was exhibited most strongly to the team by way of the student council members who guided our tour of the facilities. There was a definite pride in what they were accomplishing at the school and they were very willing to share those accomplishments with us. There was a professional spirit noted among faculty members. On the days of the visit teachers were attempting to seek placement in in-service opportunities offered by the county.

Due to the high number of military families, the turnover of students is significant and could take a toll on student morale and assuredly on the students leaving this school. There is a significant percentage of the faculty members who are connected in some way to the military. However, due to the growth of economic opportunities in this county and by the enrollment projections, the influence of the military is projected to decrease slightly over the next 5 – 10 years.

Conflict management and discipline seem to be positive from both the teachers and administration. There appeared to be a high level of parental involvement and communication when dealing with discipline areas. There was a concern regarding the perception of a positive attitude and ownership of the school on the part of some students and families. Again, due to the influence of the military on this school, the team felt that this should be expected – it is difficult to become completely connected to the school when there is the possibility of leaving.

### Public Relations and Development

There appears to be an excellent relationship between Campbell-Lincoln Park Academy and the public schools in the county. This is due primarily to the personal connections made by

Mrs. Reigler and the faculty. There is also a good working relationship with businesses nearby and the school's alumni as evidenced by their presence in the school.

The school recruitment efforts have paid off in the last 3 years and together with the improved economic future in the area, should result in the increase in enrollment that is projected. All printed material is of high quality and indicative of the school's major strengths.

Parent participation in the school is at an all-time high. The PTO has two major fund-raisers during the year which contribute to the school's scholarship funds. The PTO also conducts regular parent programs on topics that are germane to parents of teenagers, such as drinking, teen suicide, etc.

As stated earlier, the fund-raising and the Annual Appeal account for about 20% of the school's operating budget. There has been a steady increase in this appeal for the past 4 years. Much pride is taken in the fact that 100% of the faculty contribute to this fund.

### Indicators of Success

All standardized testing data is analyzed and disaggregated for sub-populations within the school to insure more accurate planning. This information, along with summarized data from other assessment tools such as the students' portfolios and performance tasks help to determine the needs of the students upon which the improvement plan is based.

Other data collected includes attendance figures for faculty and students and other enrollment data.

The school is preparing for the Blue Ribbon application and hopes to become nationally recognized for its achievements.

Students are rewarded for academic achievement and effort within the school through "formal honor rolls." Pep rallies, etc., are held to honor sports achievements. Other honors are recognized as they arise – such as awards received outside of the school from the Boy/Girl Scouts, Rotary Clubs, etc.

Birthdays of the month are displayed on a bulletin board in the front hall and mentioned during morning announcements.

### Co-curricular Programs/Student Services

There are two counselors on the staff of Campbell-Lincoln Park Academy. Through their facilitation, programs/activities on drug/alcohol education, career planning, hygiene, etc. are planned and implemented. There is also student participation in the planning of these events.

Students with special learning needs are identified through teacher and/or parent inventories and observations. Accommodations are made where/when possible. A protocol governing these accommodations is followed. If the school is unable to meet the needs of any of its students, they are referred to the outside agency. Again, there are policies which guide these efforts.

Most programs offered outside the school day have a faculty sponsor/moderator.

### Special Programs

The school's food service program meets all requirements according to state/county guidelines. A menu is published and displayed in each of the classrooms. Many of the options in the vending machines in the building have been replaced with healthier items than what previously existed.

A comprehensive sports program is in place that includes competitive sports and intramurals. About 75% of the student body participate in at least one of the activities.

Service is integrated into the curriculum and daily life of the students at Campbell-Lincoln Park Academy.

### Enrollment

The enrollment of Campbell-Lincoln Park Academy is projected to increase to at least 550 in the next 5 years and remain relatively stable for the next 5 years. This increase is primarily attributed to the economic growth of Anywhere County.

A high percentage of the student population is from the neighboring parishes. However, there are a significant number of students whose parents are involved in the military and housed at the base in the county. Based on the school's projections, the influence of the military should decrease over the next 10 years which should have virtually no affect on the overall enrollment due to the economic growth.

Based on interviews and some preliminary data gathered by the SIP team, retention of students is good. Once they "are in the door" they are very likely to stay until graduation from the 12<sup>th</sup> grade.

### Commendations and Recommendations

The following commendations and recommendations were made by the site team after its examination of Campbell-Lincoln Park's school improvement planning process and the school improvement/long-range plan.

The list of commendations includes the following strengths of Campbell-Lincoln Park Academy and its use of the Kentucky Non-Public School Commission accreditation process:

- The Catholic Identity of the school is demonstrated at all levels and by all those in the community. The use of the facility to display and reflect this and the level of student participation of the students in the service activities, school liturgies are testaments of the emphasis upon Catholic Identity of the entire Campbell-Lincoln Park community.
- The mission, philosophy and vision of Campbell-Lincoln Park permeate the community and its activities. There is evidence that the mission is being lived daily and that the future is within their grasp. Publications of these statements in all documents and public display of the mission statement throughout the school building are visual reminders of the message.
- The presence of the Board reverberates throughout the school. It is acknowledged and appreciated for the many efforts made to improve the teaching and learning at Campbell-Lincoln Park. Because of its work, tremendous strides have been made in the area of technology. The Board is intimately involved in the planning process, and works tirelessly to bring those plans to fruition. There is an open-door policy and relationships between the Board, administration, and faculty is very good.
- The facilities support the teaching and learning environment. The school is clean and attractive. There is long-range planning for capital improvements.
- The leadership style promotes good instructional practices and is appropriate for this school. Policies and procedures for staff and volunteers are well established and reviewed on a periodic basis. All children are valued and high expectations are held for all. The commitment of the school is evidenced by the addition of a full-time Special Needs Coordinator. The faculty is well qualified and experienced for the positions they hold. There is excitement among the faculty and a dedication to the school and its mission.

- The staff should be commended for their implementation of the outcomes-based education and its adherence to national/state standards. The integration of technology across all subjects and grade levels is assisting all students in the learning process. The commitment to alternate assessment strategies (portfolios and performance tasks) is commendable.
- The climate in the school is one of mutual respect. It is a “trademark” of Campbell-Lincoln Park and is also felt out in the community. The high level of parental alumni and community involvement in the school attests to the fact that the school is well respected and appreciated.
- The school improvement plan is thorough and based on solid, factual data. It was created by a group representing each constituency with the school. The test scores have been disaggregated and sub-populations within the school have been targeted for additional services. The rate of attendance for teachers and students is high and illustrates their level of commitment to the school. Demographic data has been gathered and analyzed and future projects, etc. are determined by it.
- Special programs are based on student needs.
- The school and its students have received numerous honors and are recognized on a regular basis for their achievements.

The site team proposes that Campbell-Lincoln Park Academy consider the following recommendations as it implements its 2004 School Improvement Plan:

- Provide more on-site professional development for the faculty – particularly in areas of implementing standards-based education and assessment. Include a line item in the budgeting process for these activities.
- Continue to gather objective data on which to base future instructional goals. Teacher created assessments and objective evaluations of programs might be areas to consider. Common exams for classes may be another method to explore.
- Develop better-defined standards for admission. As the student population grows, there may be a time when students may have to be turned away due to space considerations.
- In the facilities plan, develop a timeline for the addition and renovation of the areas already mentioned, in the next 5 – 7 years. Also include a plan for providing new furniture on a rotation-basis – the desks in the classes and media center are beginning to show their age and will need to be replaced. The addition of equipment for the science labs may also need to be considered.
- Continue to offer the KTIP program as best you can. Give teachers additional professional development as they struggle to implement outcomes-based education and differentiated instruction. Additional planning time within the school day should also be provided for these activities.
- Continue to align planning, instruction, curriculum, assessment and professional development.
- Complete the Blue Ribbon application.
- Continue to provide support for the military families and children in your school. The transitions made by all concerned can exacerbate any problems that surface in school.

**No Deficiencies were found.**

Campbell-Lincoln Park Academy  
Anywhere, Kentucky  
June 15, 2004

Recommendation of the Site Visit Team:

FULL CERTIFICATION

Respectfully Submitted,

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Site Team Chairperson

**Kentucky Non-Public School Commission  
School Certification Process Reimbursement of Expenses**

Site Visitor: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
School Name: \_\_\_\_\_  
Site Visit Dates: \_\_\_\_\_

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**Travel**

Travel from: \_\_\_\_\_  
Travel to: \_\_\_\_\_ and return.  
Total miles traveled: \_\_\_\_\_  
Amount to be reimbursed: \_\_\_\_\_ miles x .375 = \_\_\_\_\_

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**Lodging**

Dates: \_\_\_\_\_  
Location: \_\_\_\_\_  
Amount to be reimbursed: \_\_\_\_\_  
(Include receipts)

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**Food**

Locations/Amount: \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
Amount to be reimbursed \_\_\_\_\_  
(Include receipts)

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**Total Reimbursement** \_\_\_\_\_

\_\_\_\_\_  
Site Visitor Signature Date  
\_\_\_\_\_  
Approval Signature Date

**KENTUCKY NON-PUBLIC SCHOOLS COMMISSION, INC.  
SELF ASSESSMENT OF SITE TEAM**

**Indicators: Yes = Y No = N**

1. Was your overall experience as a Site Team Visitor positive?

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2. Did the sample questions/observation sheet assist you in organizing your school visit?

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3. Did the inservice help in reviewing your responsibilities as a Site Visitor?

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4. Did the principal of the visited school help in setting up your accommodations?

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5. Did the principal of the visited school help in arranging the necessary schedule of interviews?

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6. Was the KyNPSC helpful and available to answer your questions regarding the process and your visit?

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7. Did your team meet the evening before the visit?

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8. Do you feel that the visit was conducted in a professional manner?  
\_\_\_\_\_  
\_\_\_\_\_

9. Do you feel that the site visit was thorough?  
\_\_\_\_\_  
\_\_\_\_\_

10. Was your team organized as you entered the school?  
\_\_\_\_\_  
\_\_\_\_\_

Comments not mentioned above which would help to improve your preparation for visiting a school:

Comments not mentioned above which would help to improve your visit once you are at the site:

Comments not mentioned above which would help to improve the Process Document and Site Team Guidelines:

Other Comments:

Team Member Completing this Questionnaire: \_\_\_\_\_

Date of your last site visit: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Please return to:  
Ky Non-Public School Commission  
P. O. Box 15550  
Covington, KY 41015-0550

## Complaints and Appeals Process

The Kentucky Non-Public Schools Commission, Inc. supports the principles of fairness and reasonableness in all of its procedures related to the certification process. The Commission is willing to receive legitimate complaints and grievances. It will take such necessary actions as may be prudent and supportive of its mission to provide this voluntary service to non-public schools in the state of Kentucky.

Any institution is first advised to contact the person, site chairperson of the visiting site committee or other person with which there may be a problem and try to reach an understanding. It should be stated that the role of the Site Visitation Team is to merely verify the documentation provided by the school. Judgments regarding full, provisional and denied certification are dependent upon the team's ability to verify the documentation. The Site Visit Team presents a report to the Commission Review Committee who makes final recommendation to the full Commission.

If an understanding cannot be reached, a formal appeal (in writing) may be lodged with the following:

<u>Appeal Involving:</u>	<u>Appeal Lodged With:</u>
Initial Application .....	Administrative Assistant
Site Visit Representative .....	Administrative Assistant
Site Visit Recommendation .....	Commission Review Committee
KY Non-Public Schools Commission Administrative Assistant .....	KY Non-Public Schools Commission
Commission Review Committee Recommendations .....	KY Non-Public Schools Commission (Appointed Grievance Committee)

An institution may continue an appeal up to and including presentation to the full commission. The commission will render an official ruling on the appeal or decide not to hear said appeal. Either decision will remain final and may not be further appealed within the Kentucky Non-Public Schools Commission, Inc.

Grievance Committee – will be appointed at the August Commission Meeting.