

KENTUCKY NON-PUBLIC SCHOOLS COMMISSION SITE VISITOR TRAINING

Originally Developed by

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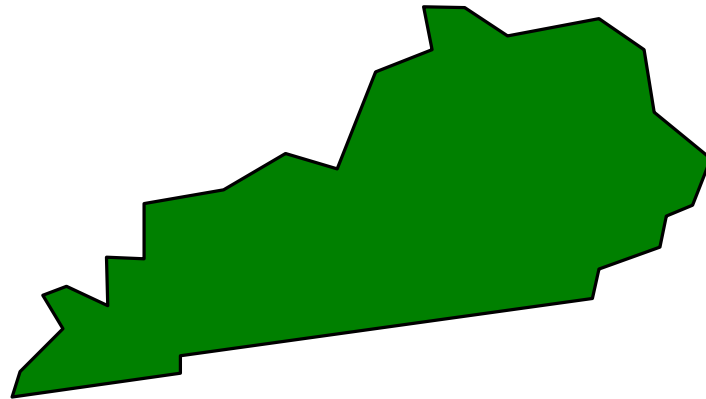
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History of State Certification of
Non-Public Schools
and the
KyNPSC Accreditation Process



History of State Certification of Non-Public Schools

- Before KERA
 - Commonwealth of Kentucky accredited all schools within the state's borders
 - Office of Non-Public Education



History of State Certification of Non-Public Schools

- After KERA (early 1990's)
 - Accountability measures for public schools based upon state tests
 - Non-public schools left without a vehicle of accreditation
 - 4 Dioceses (Covington, Lexington, Louisville, and Owensboro) in Kentucky begin to meet to explore options

History of State Certification of Non-Public Schools

- 1993 The Kentucky Non-Public Schools Commission was incorporated
 - an accreditation process and self-study document (1st cycle) was established by which to certify non-public schools and accepted by the State Department of Education
 - Accreditation process has been amended twice (2nd and 3rd cycles)

PURPOSE OF KyNPSC ACCREDITATION PROCESS



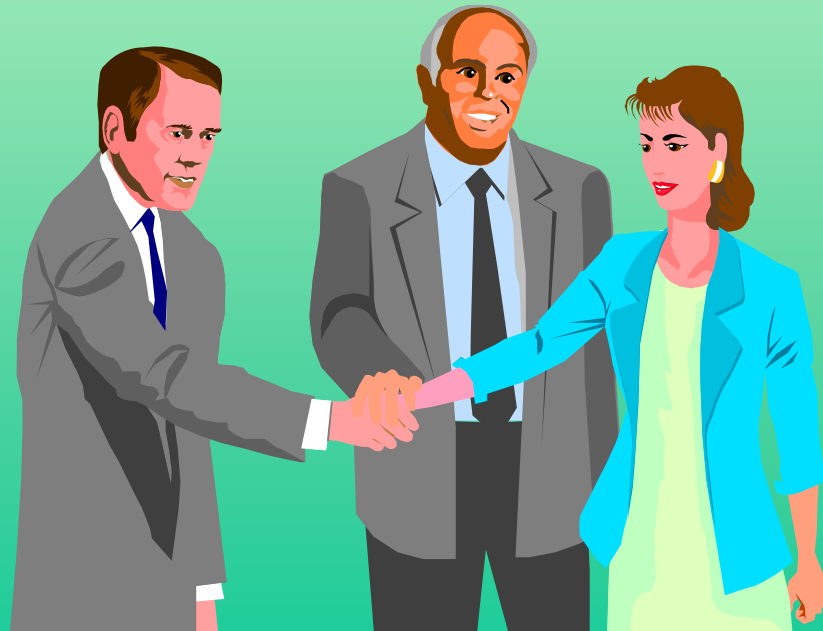
Purpose of the KyNPSC Accreditation Process

- Design for improvement in student learning
- Define current reality
 - systemic look at the school
 - intensive self-study
- Vision for the future of the school
 - Goals, Objectives, Strategies/Action steps

Purpose of the KyNPSC Accreditation Process

- Means of accountability
- Foster community involvement
- Build public relations

SITE VISIT TEAM AND ITS ACTIVITIES



Team Responsibilities

- Be familiar with all Accreditation materials provided.
- Verify Demonstrators that were included, and question those that were not included.
- Examine the IIP (Instructional Improvement Plan) and the LRP (Long-Range Plan).

Team Responsibilities

- Identify strengths that are deserving of commendations.
- Develop recommendations that may help strengthen the school's program.
- Write a narrative report of findings based on the Accreditation self-study document and the site visit.

Site Visit Team

- Desired Qualifications of Members
 - Master's Degree
 - At least 5 years of experience
 - Training (not necessarily face-to-face)

Site Visit Team

- Composition of Team
 - At least two members (guidelines suggest anywhere from two to five members, depending on school size)
 - Affirmed by KyNPSC with input from school administrator

Site Visit Team

- Individual Activities
 - Review and VERIFY Data Presented
 - Assure compliance with the KyNPSC standards as defined by the indicators and demonstrators
 - Be responsible for one/more component areas
 - Help write the final report/narrative
 - Remember your VERIFICATION role; do **not** act as school supervisors

Site Team Chair

- Responsibilities
 - Collaboratively ensures that members understand roles and responsibilities
 - Maintains the finalized schedule for the visit
 - May assign responsibility for component parts of the self-study document
 - Ordinarily, is responsible for the final report/narrative

Site Team Chair

- Responsibilities
 - May give a brief verbal presentation to the school administrator at the end of the site visit
 - Submits the final report/narrative to the KyNPSC no later than 2 weeks following the visit

Site Team Verification Visits

- Schedules:
 - May be one or two days, depending on school size and other factors
 - A sample schedule is included in the Site Visitation Handbook
 - Ordinarily, the schedule is arranged in advance by the administrator and given to each of the visitors

Site Team Verification Visits

- Two day sample
 - Evening:
 - Organizational meeting
 - Morning Day 1:
 - Meet with Administrator(s)
 - Tour the building
 - Classroom observations

Site Team Verification Visits

– Afternoon Day 1:

- Lunch
- Meet with teachers/department chairs
- Classroom observations
- Meet with parents, board, long-range planning committee
- Team meeting(s)

Site Team Verification Visits

– Morning Day 2

- Meet with administrator
- Meet with student representatives
- Meet with specialty area teachers
- Meet with school's religious leader, if applicable
- Team meeting(s)

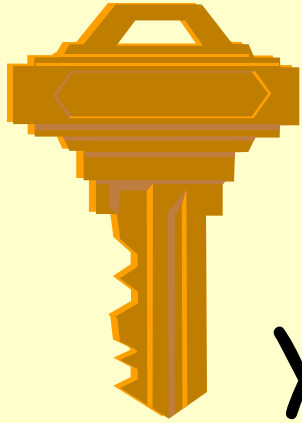
Site Team Verification Visits

– Afternoon Day 2:

- Meet with additional student/faculty groups
- Team meeting(s)
- Meet with Administrator
- “Exit interview,” if requested

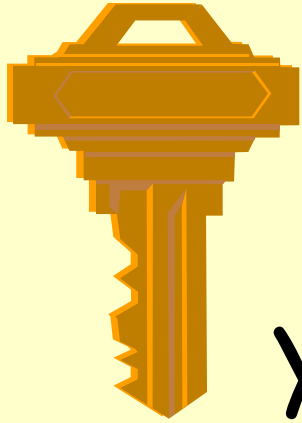
Site Team Verification Visits

- There are sample questions, that may be used with each constituency group, located in the Site Visitation Handbook



questions to guide your overall work:

- Does the school's LRP accurately reflect the school's strengths and areas of concern?
- Is the school's Instructional Improvement Plan based upon continual progress in student achievement?



questions to guide your overall work:

- Was there involvement of the total school community in the creation of the school's IIP and LRP?
- Is there congruence between what you observe and what is written in the school's plans?

COMPONENTS OF THE
KyNPSC ACCREDITATION
PROCESS

Standards/Components of the KyNPSC Accreditation Process

- **COMPONENTS**

- Standards -- what is to be accomplished/
performed
- Indicators -- further define Standards and
indicate progress toward Standards; marked as
Y (Yes), **N** (No), **IP** (In Process) or **NA** (Not
Applicable)
- Demonstrators -- show specific data reinforcing
the Indicators; artifacts; evidence

Collecting and Organizing Data

- Check if the Indicator was documented or observed
- Check if Demonstrator was complete or not available
- Write comments regarding Demonstrator
- List Commendations/Recommendations

Collecting and Organizing Data

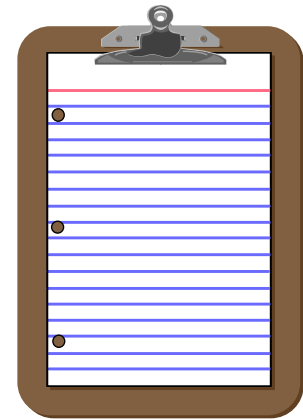
- Cite Deficiency(ies)
 - A “Deficiency” is any demonstrator that has not been provided or which is found to be over-represented
 - If insufficient preparation was taken in completing a particular document, that may also be considered a deficiency

Standards/Components of the KyNPSC Accreditation Process

- COMPONENT AREAS:

- *Overview*

- Frames total report
 - General overall view of the school
 - Snapshot of progress
 - Brief history with some recent successes cited



Standards/Components of the KyNPSC Accreditation Process

– *Philosophy and Mission*

- Ideally should be completed first since all action should flow from these statements
- Suggestions for writing these statements and samples of these statements are included in the document





questions for Site Team

- Mission and Philosophy
 - Was there involvement of the total community in the creation of these statements?
 - Is there an understanding of the mission, philosophy, and vision of the school throughout the school and its community?

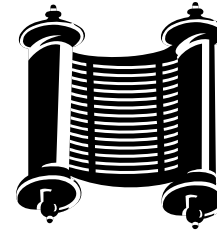


questions for Site Team

- Mission and Philosophy
 - Is there congruence between what the school says it is and what the school does/presents?

Standards/Components of the KyNPSC Accreditation Process

– Governance and Finance



- self-explanatory from the title
- charged with overall responsibility for the school improvement process -- from initiation through the monitoring of the implementation
- charged with making the plan a living, breathing document
- holds those identified accountable for the implementation
- amends, when and where necessary (at least quarterly)





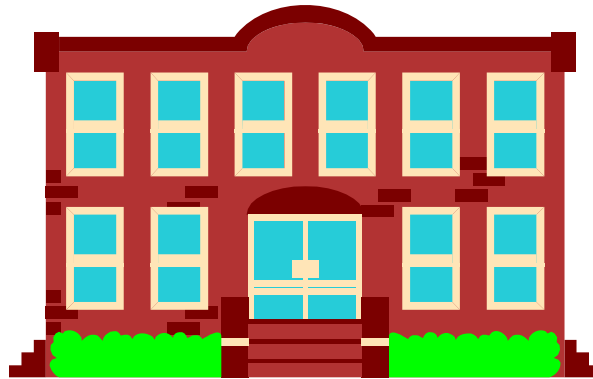
questions for Site Team

- Governance and Finance
 - Are there policies governing the administration of the school and its finances?
 - Are the policies well communicated?
 - Is the school on solid financial ground?
 - Is there evidence of short-term and long-term planning? follow-up?

Standards/Components of the KyNPSC Accreditation Process

– Plant and Facilities

- safe and orderly environment conducive to learning
- *transportation* -- vehicles and personnel
- *facilities plan* included





questions for Site Team

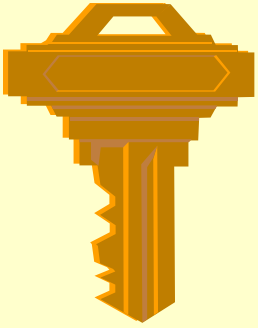
- Plant and Facilities
 - Is this a safe, attractive facility which is conducive to educational progress?
 - Is there planning for facilities?

Standards/Components of the KyNPSC Accreditation Process

– Administration and Staffing

- qualified and sufficient personnel
- instructional leadership v. managerial role
- *new teacher* support and evidence to support the program
- ***Professional Development*** included -- budget, explanation , and how it is tied to school improvement





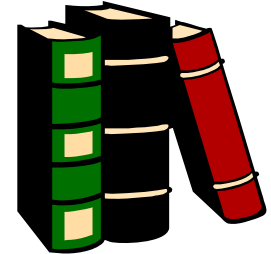
questions for Site Team

- Administration and Staffing
 - Are personnel qualified for their positions?
 - Are policies provided for the personnel in the building?
 - Is the staffing adequate?
 - Is improvement in student performance a focus of the staff?

Standards/Components of the KyNPSC Accreditation Process

– Curriculum

- clearly defined curriculum and standards for student learning
- a cohesion between curriculum planning, instruction, assessment
- use of various instructional methods/strategies
- *integration of technology with a technology plan*
- *completion of Prevalence of Best Practices*





questions for Site Team

- Curriculum
 - Is the academic program consistent with the school's mission and philosophy?
 - Are there defined standards for learning?
 - Is technology integrated into the curriculum?



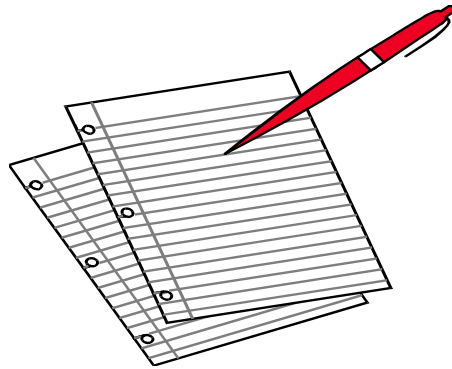
questions for Site Team

- Curriculum
 - Are there clear academic expectations?
 - Are expectations demonstrated and reflected in the planning, curriculum, instruction, and assessment?

Standards/Components of the KyNPSC Accreditation Process

– *Instructional Improvement Plan*

- *based on data*
- *instructional goals, objectives, etc.*





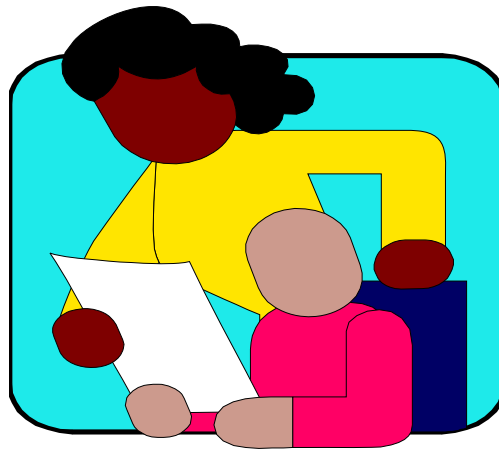
questions for Site Team

- Instructional Improvement Plan
 - Is the plan complete?
 - Does the plan include an evaluation component?

Standards/Components of the KyNPSC Accreditation Process

– School Climate and Community

- positive interaction within the school
- *new surveys* of the various constituent groups
- transfer and admission policies





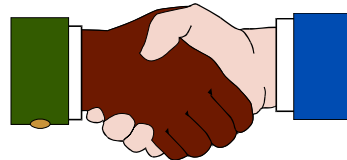
questions for Site Team

- School Climate and Community
 - Are the relationships within the building and between the school and its immediate community generally positive?
 - Does respect for one another permeate the school?

Standards/Components of the KyNPSC Certification Process

– School Climate and Community

- positive interaction between school and broader community
- PR plan, matrix, and *analysis* included
- connection to outside community
 - volunteers service
 - parents alumni
 - business partnerships cultural resources





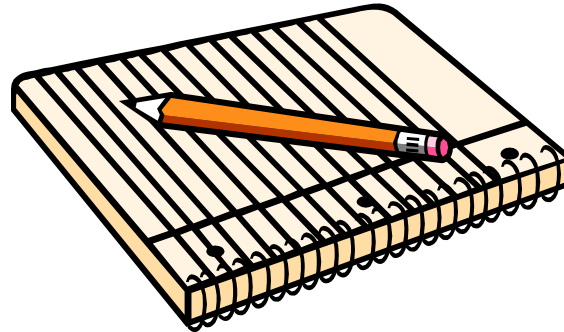
questions for Site Team

- School Climate and Community
 - Are there positive interactions between the school community and the broader community?
 - Does the school utilize community resources?
 - What is the parents' role in the school?

Standards/Components of the KyNPSC Accreditation Process

– *Indicators of Success*

- *data collection*
 - *testing data*
 - *attendance data for students and faculty*
 - *honors conferred in and out of school*
- *how data is used*





questions for Site Team

- Indicators of Success
 - Is relevant data recorded and used as the foundation for instructional goals?
 - What does the pattern of attendance indicate?

Standards/Components of the KyNPSC Accreditation Process

– *Co-Curricular Programs/Student Services*

- *counseling program*
- *student leadership*
- *special needs*





questions for Site Team

- Co-curricular Programs/Student Services
 - Is there a sufficient number of programs and services offered to the students?
 - Are there policies governing each of the programs, services?



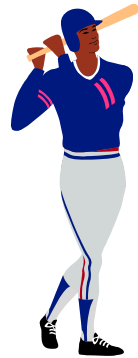
questions for Site Team

- Co-curricular Programs/Student Services
 - Are there procedures through which the school can identify students whose needs cannot be met within the school and direct them to appropriate services?

Standards/Components of the KyNPSC Accreditation Process

– *Special Programs*

- before/after school programs
- food service
- pre-K
- service
- sports





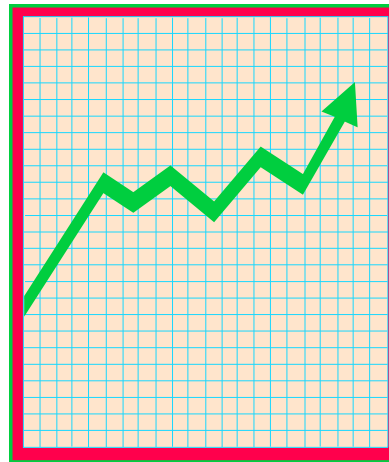
questions for Site Team

- Special Programs
 - Are there policies governing each of the programs, services offered to students?

Standards/Components of the KyNPSC Accreditation Process

– Enrollment

- disaggregation by grade, parish, *special needs*
- enrollment trends



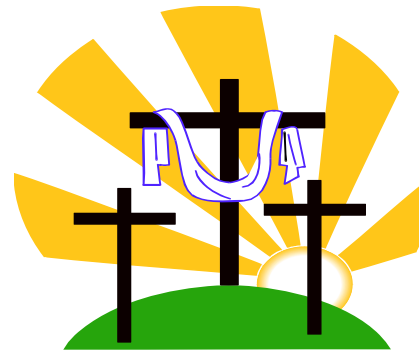


questions for Site Team

- Enrollment
 - Is enrollment data kept and used to predict future enrollment and determine the needs of the school's students?

Standards/Components of the KyNPSC Accreditation Process

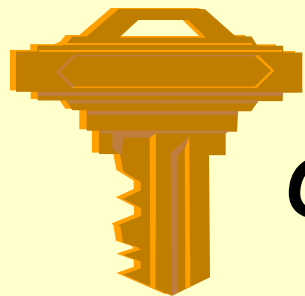
- Catholic Identity (if the school is Catholic)
 - certification status of religion instructors
 - compliance with Charter for the Protection of Children and Young People
 - Family Life program





questions for Site Team

- Catholic Identity
 - Is there well-planned religious instruction by qualified individuals?
 - Are the Christian values evident in other curricular areas as well as within the life of the school?



questions for Site Team

- Catholic Identity
 - Is there evidence of compliance with the Church's implementation of programs designed to provide a safe environment for children and young people?

Verbal Report

- Ordinarily given by the Chairperson, although all team members may contribute
- General summary of the written report which will be completed following the visit
- Brief
- Review the actions of the committee

Verbal Report

- Make general observations
- Recommendations/Commendations -- major points only
- Do NOT discuss “how well they did” or what the team’s recommendation will be to the KyNPSC

Written Report

- Sample provided in the Site Visitation Handbook
- Required Components:
 - Introduction/schedule of activities of the committee -- how the visit was conducted, groups with whom the committee met, etc.

Written Report

- A general summary of each of the component areas of the certification process
- Commendations/recommendations
- Any issues that might need attention but are not considered a deficiency

Written Report

- Deficiency(ies), with explanation
- Recommendation of committee of accreditation status for the school
- Expression of thanks for the hospitality

Written Report

- Recommendations for Certification:
 - Full Five Year Certification of School;
 - One Year Provisional Certification, with a re-visit after that year; OR
 - Certification denied
 - An appeal may be made to KyNPSC

Written Report

- Mail to:
 - KYNPSC, Inc.
 - P.O. Box 15550
 - Covington, KY 41015-0550
 - **Or email to:** skoplyay@covingtondiocese.org

“Finishing Up”

- Expense vouchers – located in your manual – are to be turned in to administrator of school
- Materials – unused binders should be returned to school
- All confidential materials is kept at school
- Committee self-assessment (mail to KyNPSC)

Kentucky Non-Public Schools Commission, Inc.

P.O. Box 15550

Covington, KY 41015-0550