AdvancED SACS

District Accreditation

Scott County Public Schools

- Advanced ED Quality Assurance Review Dates (November 27-30, 2011)
- Board Member interviews (November 28, 2011 @ 11:00 am)
- Oral Exit Report during Called School Board Meeting (November 30, 2011)

Standards

- Standard 1. Vision and Purpose
- Standard 2. Governance & Leadership
- Standard 3. Teaching and Learning
- Standard 4. Documenting & Using Results
- Standard 5. Resource & Support Systems
- Standard 6. Stakeholder Communication & Relationships
- Standard 7. Commitment to Continuous Improvement

The District Accreditation Process: Responsibilities of the District

The District Accreditation Process is based on a five-year term accreditation. It is an ongoing process of meeting standards, engaging in continuous improvement, and demonstrating quality assurance. The following chart outlines the how the process unfolds and the responsibilities of the district over the five-year term.

Timing	District Responsibilities
Every year	• Adhere to the *AdvancED Accreditation Standards for Quality School Systems.* • Monitor and ensure that every school in the district adheres to the *AdvancED Accreditation Standards for Quality Schools.* • Implement a continuous process of improvement. • Engage in ongoing internal review and quality assurance. • Document results of improvement efforts. • Update school and district demographic information. • Notify AdvancED of any substantive changes in the district's ability to meet the standards. • Submit annual accreditation dues.
Between Six Months and Six Weeks before Quality Assurance Review	• Prepare and submit the Standards Assessment Report. The report helps the school system prepare for the review and provides the review team with the basis for its evaluation.
Year of Quality Assurance Review	• Prepare for the Quality Assurance Review (QAR) team, working with the AdvancED Lead Evaluator to establish the review schedule and make arrangements for the team. • Gather evidence to document the district's adherence to the standards. • Host the QAR visit. • Share the findings from the QAR team report with the district community. • Begin acting on the QAR team's required actions.
Year following the Quality Assurance Review Visit	• Act on the QAR team's required actions and document progress.
Two Years following the Quality Assurance Review Visit	• Act on the QAR team's required actions and document progress. • Submit the Accreditation Progress Report (APR) on the district's response to the team's required actions.

Developing the Visit Schedule

The District Facilitator works with the QAR Lead Evaluator to develop the visit schedule. The typical district Quality Assurance Review visit lasts three and a half days. Following is an overview of key components of a district Quality Assurance Review visit.

Key Components of a Typical District Quality Assurance Review Schedule

Evening before review
Team meeting for orientation at the hotel (2-3 hours)

Day 1 – District Presentations and Interview
- Superintendent provides general orientation to team (approx. 45-60 minutes)
- System personnel provide brief presentation on the district's adherence to each of the seven standards and highlight key artifacts related to the standard.
- Team interviews Superintendent, central leadership staff, board members, and major stakeholders; team members conduct artifact review
- Team work sessions & artifact review in preparation for school visits

Day 2 – School Visits
- Mini-teams visit selected schools, receive an instructional walkthrough, observe classrooms, and interview: 1) the school leadership team and school improvement team; 2) teachers; 3) parents and community stakeholders; and 4) students (teams typically visit two schools – one in the morning and one in the afternoon). During interviews, team members rotate in and out to observe classrooms. A brief concluding meeting is held with the principal at the end of each school visit.
- Team debrief of school visits and team work sessions

Day 3 – Standards Verification and Team Deliberations
- Team conducts follow-up interviews with Superintendent and central leadership staff to finalize verification of the district standards
- Team reviews findings and develops final consensus on required actions
- QAR Lead Evaluator meets with Superintendent to review key findings and required actions of the QAR Team
- QAR Lead Evaluator provides oral exit report to district stakeholders and the school board at the conclusion of the review

A schedule template is provided in the Appendix that the district can adapt and use.

Preparing Artifacts for Review

In preparation for the Quality Assurance Review team's arrival, the district makes artifacts (documents, assessment data, plans, policies, etc.) available to the team that it references in its Standards Assessment Report and any additional artifacts it feels demonstrate the district's adherence to one or more of the standards. These can be made available in written or electronic formats. Many districts post files on webpages or place them on disks or thumb drives.

Quality Assurance Review Team
Sample Schedule
<Insert Dates>

Note: Adjust Times as Appropriate

SUNDAY, <Insert Date>

Time	Event	Where	Who
Check in 3:00 p.m.	QAR Team arrives		QAR Team members
5:30 p.m. 7:00 p.m.	Dinner		QAR Team members
7:00 p.m.- 9:00 p.m.	Team Orientation & Meeting		QAR Team members

MONDAY, <Insert Date> District Office

Time	Event	Where	Who
7:30a.m.	Pick-Up QAR Team		District Office Staff
8:00 a.m. - 8:45 a.m.	Superintendent's Overview		Superintendent, Cabinet Members, Key Central Office QAR Team Members
8:45 a.m.- 9:30 a.m.	Superintendent's Interview		QAR Team Members
9:30 a.m.- 9:45 a.m.	Break		
9:45 a.m.- 10:45 a.m.	Standards Overview		Central Office Staff
10:45 a.m.- 11:00 a.m.	Break		QAR Team Members
11:00 a.m.- 11:45 a.m.	School Board Interviews		QAR Team Members and School Board Members (divided into interview teams)
11:45 a.m.- 12:30 p.m.	Lunch		QAR Team Members
12:30 p.m.- 1:15 p.m.	Central Office Interviews		QAR Team Members and Central Office Staff (divided into interview teams)
1:15 p.m.- 2:00 p.m.	Stakeholder Interviews		QAR Team Members and identified parent, community, and business stakeholders (divided into interview teams)
2:00 p.m.- 2:15 p.m.	Break		QAR Team Members
2:15 p.m.- 3:00 p.m.	Principal Interviews - Principals of HS,MS & ES not visited		QAR Team Members and selected principals (divided into interview teams)
3:00 p.m.- 3:45 p.m.	Support Staff Interviews		QAR Team Members and support staff (divided into interview teams)
3:45 p.m.- 4:30 p.m.	Work time – review of artifacts		QAR Team Members
4:30 p.m.	Return to Hotel		QAR Team Members
5:30 p.m. - 9:30 p.m.	Team Dinner/ Work Session		QAR Team members

Tuesday, <Insert Date> School Visits

Time	Event	Where	Who
7:00 a.m. - 7:35 a.m.	Breakfast		QAR Team members
7:40 a.m.	Pick-Up QAR Team Members		
MORNING VISIT			
8:00 a.m.- 8:30 a.m.	Instructional Walk-through		Principal, QAR Team members
8:30 a.m.- 9:10 a.m.	Interview: School Leadership and School Improvement Team		QAR Team members
9:10 a.m.- 9:50 a.m.	Interview: Teachers		QAR Team members
9:50 a.m.- 10:20 a.m.	Classroom Observations		QAR Team Members
10:20 a.m.- 10:50 a.m.	Interview: Stakeholders		QAR Team Members
10:50 a.m.- 11:15 a.m.	Interview: Students		QAR Team Members
11:15 a.m.- 11:25 a.m.	Team debrief		QAR Team Members
11:25 a.m.- 11:30 a.m.	Concluding meeting with Principal		QAR Team Members and Principal
11:30 a.m.	Lunch		
12:15 p.m.	Transportation to next school		School/district personnel and QAR Team Members
AFTERNOON VISIT			
12:30 p.m. - 1:00 p.m.	Instructional Walk-through		Principal, QAR Team members
1:00 p.m.- 1:40 p.m.	Interview: School Leadership and School Improvement Team		QAR Team members
1:40 p.m.- 2:20 p.m.	Interview: Teachers		QAR Team members
2:20 p.m.- 2:50 p.m.	Classroom Observations		QAR Team Members
2:50 p.m.- 3:20 p.m.	Interview: Stakeholders		QAR Team Members
3:20 p.m.- 3:50 p.m.	Interview: Students		QAR Team Members
3:50 p.m.- 3:55 p.m.	Team debrief		QAR Team Members
3:55 p.m.- 4:00 p.m.	Concluding meeting with Principal		QAR Team Members and Principal
4:00 p.m.-	Transportation to next school		School/district personnel and QAR Team Members
5:30 p.m.- 9:00 p.m.	Dinner and Evening Work Session		

Wednesday, <Insert Date> District Office

Time	Event	Where	Who
7:15 a.m. 7:30 a.m.- 8:00 a.m.	Check out of hotel and be ready to leave hotel Breakfast		QAR Team Members QAR Team Members
8:00 a.m. – 10:00 a.m.	Standards Verification/ Follow-up Interviews as Necessary		Superintendent, Cabinet Members, and Central Office Staff responsible for Seven Standards, QAR Team Members
10:00 a.m.- 12:00 p.m.	Work time and deliberations		QAR Team members
12:00 p.m.- 1:30 p.m.	Working lunch; Continued deliberations		QAR Team members
1:30 p.m.- 2:15 p.m.	Final Meeting with Superintendent		Superintendent, district personnel as designated by the superintendent, Lead Evaluator and QAR Vice-Chair
3:00 p.m.- 3:30 p.m.	Oral Exit Report during called Board meeting		Lead Evaluator, QAR Team members All District Administrators School Board Members Public
3:30 p.m.	Departure of Team		QAR Team Members