Decennial In-Person Visit Seminar
for Public Elementary, Middle, and High Schools
Hosting a Spring 2022 Decennial Accreditation Visit

A Vision for Learning
OBJECTIVES FOR THE PROGRAM:

• Framework for the 2022 In-Person Decennial Accreditation Visit

• The School Summary Report

• The Accreditation Decennial Accreditation Visit Protocol

• Questions and Answers
What are the major shifts in the new Accreditation Visit framework and process?
The process will hold schools accountable for growth on their priorities.
The spirit of the visit will be based on trust, inquiry, collaboration, and support.
The visit is organized based on observing and discussing the school’s priority areas for growth along with observing teaching and learning.
The visiting team will employ a growth mindset in the observations, meetings, and debriefs with the school.
THE VISITING TEAM WILL LOOK FOR:

• **Changes to the alignment with Foundational Elements**

• **Progress made in implementing the School Growth/Improvement Plan**

• **Other areas of growth or change upon which the school is seeking feedback**

• **The school as a learning organization - based on the 4Cs: Conceptual Understanding, Commitment, Competency, and Capacity**
Welcome to NEASC-CPEMHS!

Welcome to the NEASC Committee on Public Elementary, Middle, and High Schools (CPEMHS). Formed with approval of the Commission in the fall of 2019, the new committee is a merger of the former Committee on Public Elementary and Middle Schools (CPEMS) with the Committee on Public Secondary Schools (CPSS). This merger will further reinforce the vertical alignment of the K-12 accreditation process designed to help schools and districts create a stronger Vision for Learning for a student’s journey from kindergarten through graduation.

Accreditation Process and Standards for:

- Elementary, middle, and high schools - in 2020 and beyond
  - A Vision for Learning
  - 2020 Standards

- High Schools - through 2019
  - Process
  - 2011 CPSS Standards

- Elementary and Middle Schools - through 2019
  - Process
  - 2014 CPEMS Standards
2020 – A Vision for Learning

The School Summary Report
NEASC ONLINE PORTAL

• **When you log into the portal, you will now see a Summary Report Template for your school:**
  • [www.accportal.org/cpsvision](http://www.accportal.org/cpsvision).

• **Usernames and passwords will be the same.**

• **If you forgot yours or need it reset, please email Rachelle Marconnot at:**
  • [rmarconnot@neasc.org](mailto:rmarconnot@neasc.org).
| Edit | Title                                      | School                                   | Visit Type          | Visit Dates          
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<td>Collaborative Conference</td>
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SCHOOL AND COMMUNITY SUMMARY

• **Update the School and Community Summary (from the Self-Reflection Report) and cut and paste it into the Summary Report portal.**

• **Update the core values, beliefs, and vision of the graduate documents and cut and paste them into the portal.**

• **Upload the School Improvement/Growth Plan document created after the Collaborative Conference.**

(See pp. 2-4, Accreditation Visit Handbook.)
# School and Community Summary

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### Part 1 - Foundational Elements Alignment

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PART 2 – REFLECTION ON PRIORITY AREAS

**Priority Area:**

Please list your priority area goal.

**Action - Impact - Growth:**

Please describe the actions you have taken to achieve your goal, the impact it has had on student learning or the school community, and your next steps or questions regarding this priority area.

**Evidence:**

Please upload, link, or explain any evidence that you examined to determine growth in this priority area.

Related Files: Evidence
ACTION – IMPACT – GROWTH

USE THE ACTION – IMPACT – GROWTH FRAMEWORK TO INDICATE PROGRESS ON EACH PRIORITY AREA:

• **ACTION** – **Describe each of the actions that have been completed related to each Priority Area.**

• **IMPACT** – **What impacts have the completed actions had toward alignment with the Standards and the achievement of students?**

• **GROWTH** – **What are the new opportunities for growth, based on the actions and impacts so far?**

*(See pp. 2-3, Accreditation Visit Handbook.)*
EVIDENCE

• **Include any evidence that the school used to determine growth in each Priority Area.**

• **Upload to the portal - or simply link - the evidence to each Priority Area in the Summary Report.**

• **Use the best representative evidence that supports the work completed to date.**

• **Use the cover sheet for student work.**

*(See pp. 3 and 9, Accreditation Visit Handbook.)*
PART 3 – REFLECTION ON THE PRINCIPLES

- The school may rerate any Principles ratings that may have changed since the time of the Self-Reflection and Collaborative Conference Visit.

- Use the Principles of Effective Practice Rubric to determine if rating changes are warranted.

- Write a brief explanation describing any changes that occurred and why.

- Ratings could go down if there have been any substantive changes.
PART 3 – PRINCIPLE RATING CHANGES

- **Principle:**
  - Standard 1 Principle 2

- **Rating at Collaborative Conference:**
  - Initiating

- **Rating at Decennial:**
  - Developing

- **Explanation:**
PART 4 – THE 4Cs

Reflect and write a brief narrative on each of the 4Cs:

• Conceptual Understanding
• Commitment
• Competency
• Capacity

(See p. 3, Accreditation Visit Handbook.)
PART 5 – PLANNING THE VISIT

• Provide information on any areas you would like the visiting team to closely examine.

• Suggest any specific areas of focus for the team’s classroom observations.

• Start brainstorming possible visiting team activities aligned to the Priority Areas.
A Vision for Learning

The Accreditation Visit Protocol
MAJOR SHIFTS FOR THE VISIT:

• **Shifts the focus from the team finding information to the school presenting information to the team**

• **Shifts the responsibility to the school to demonstrate what it has accomplished since the Collaborative Conference Visit**
Major shifts for the visit (continued)

• Puts the school in the driver’s seat by organizing the visit around what it wants to show the team

• For spring 2022, all visits will be in-person, and all team members will be required to have been fully vaccinated.
ADDITIONAL EXPECTATIONS FOR THE SCHOOL

• **There will be no recordings of interviews, observations, or meetings.**

• **There will be no one-to-one interviews or observations between students and members of the visiting team.**

• **Appropriate permissions for student participation should be obtained from parents prior to the visit.**
ADDITIONAL EXPECTATIONS FOR THE SCHOOL (CONTINUED)

• **The school should anticipate unscheduled conversations, observations, and interviews by visiting team members.**

• **For classroom observations, the school offers all classes for visits by team members.**
VISIT DESIGN

• **Schools will design the visit, based on a menu of options.**

• **Some elements will be required, and some will be based on the Priority Areas for the school.**

• **Each visit will be different, based on the Priority Areas the school has determined.**

• **Principals and Chairs will work together to design the virtual visit schedule.**
REQUIRED ELEMENTS OF THE PROTOCOL

• **School tour**
• **Steering Committee Overview Presentation**
• **Priority Area Meetings**
• **Priority Area Observations**
• **Meetings to discuss Student Work**
• **Meeting with School Board/Committee**
• **Meeting with Students**
• **Classroom Observations**

(See pp. 6-7, Accreditation Visit Handbook.)
CLASSROOM OBSERVATIONS

- Classroom observation time is an essential part of the visit.

- Team members will observe classes for 5-10 minutes each.

- Schools will prepare a list of all its classes by period and schedule 2-3 hours each day on Monday and Tuesday.

- Schools can request that visitors look for certain aspects of classroom practice.
ACCREDITATION VISIT SCHEDULE – SUNDAY

• 3:00-5:00 p.m.  Virtual Team meeting orientation

• 5:00-5:45 p.m.  Optional Virtual Meeting with school board/committee in lieu of in-person meeting on Monday or Tuesday

(See p. 12, Accreditation Visit Handbook.)
ACCREDITATION VISIT SCHEDULE - MONDAY

- 7:30 a.m. TEAM ORGANIZATIONAL MEETING
- 8:00 a.m. SCHOOL TOUR
- 8:50 a.m. STEERING COMMITTEE’S OVERVIEW
- 9:30 a.m. PRIORITY AREA 1 MEETING/CLASS OBSERVATIONS*
- 10:45 a.m. PRIORITY AREA 2 MEETING(s)*
- 11:45 a.m. DEBRIEF – CHAIR AND PRINCIPAL
- 12:00 p.m. LUNCH BREAK
- 12:30 p.m. TEAM MEETING AND DISCUSSION
- 6:30 p.m. TEAM MEETING AND DISCUSSION

*Meetings to discuss each Priority Area in depth, observations of activities related to each Priority Area, classroom observations, and teacher conferences.
ACCREDITATION VISIT SCHEDULE - TUESDAY

- 7:30 a.m.  Team Organizational Meeting
- 8:00 a.m.  Priority Area 3 Meeting
- 9:00 a.m.  Priority Area 4 Meeting
- 10:30 a.m. Additional Priority Area Meeting
- 11:30 a.m. Lunch Break
- 12:00 p.m. Meeting with Superintendent
- 12:45 p.m. Team Meeting and Discussion
- 2:45 p.m.  Debrief – Chair and Principal
- 6:30 p.m.  Team Meeting and Discussion
ACCREDITATION VISIT SCHEDULE - WEDNESDAY

• 8:00 a.m. Team work time/finish report
• 12:00 p.m. Lunch break
• 12:30 p.m. Debrief with principal and leadership team
• 2:15 p.m. Closing remarks to the faculty*

*Ideas:
- Delivered by the chair and/or principal
- Looking at Priority Areas and Next Steps
- Workshop model
CHAIR’S PRELIMINARY VISIT

• Once assigned, the chair will consult with the principal to determine a date for a Preliminary Visit.

• During the Preliminary Visit, the chair will go over all preparations for the visiting team, including:
  - Accommodations and meals
  - Team workrooms at the school and hotel
  - Access to online learning platforms, staff portals, online curricula, etc.

• Meeting with the faculty is not required.

(See p. 8, Accreditation Visit Handbook.)
ACCOMMODATION PREPARATIONS

EXPLAIN TO THE CHAIR THE DETAILED PLANS FOR:

• ALL MEALS, AS WELL AS ONGOING SNACKS, SOFT DRINKS, COFFEE, ETC.

• THE SETUP FOR THE SCHOOL AND HOTEL WORKROOMS, INCLUDING THE RESOURCES, SUPPLIES, AND TECHNOLOGY FOR THE TEAM’S ARRIVAL TO THE HOTEL WORKROOM ON MONDAY

• WHEN THE TEAM WILL RECEIVE REIMBURSEMENT CHECKS FOR TRAVEL EXPENSES

(SEE P. 8, ACCREDITATION VISIT HANDBOOK.)
THE ACCREDITATION REPORT

• **Part 1 – Foundational Elements Reflection**

• **Part 2 – Reflection on Priority Areas**

• **Part 3 – Reflection on Student Learning**

• **Part 4 – Learning Organization Feedback (4Cs)**

• **Part 5 – Additional Information, such as changes in alignment to Standards**

• **Part 6 – Commendations and Additional Recommendations**
PROCESSING THE DECENNIAL ACCREDITATION REPORT

• **The chair edits visiting team’s draft for consistency and clarity.**

• **The CPS professional staff reviews the draft.**

• **The chair prepares a revised draft.**

• **The revised draft sent to principal, who has 10 school days to review the report and discuss it with the chair.**
ACCREDITATION REPORT DEVELOPMENT
Principal and Chair Discuss the Draft

**Principal’s Role**

- **Seek clarification where necessary.**
- **Communicate any concerns.**
- **Share draft with only a few people.**
- **Complete review in 10 school days.**

**Chair’s Role**

- **Explain, if necessary, how the visiting team arrived at conclusions.**
- **Assess whether requested changes are consistent with the intention of the visiting team.**
- **Make appropriate changes.**
FINALIZING THE ACCREDITATION REPORT

• **The Chair submits final copy of the report to the CPS office.**

• **The CPS staff liaison sends a final copy of the report to the principal.**

• **The final report is reviewed at the next Commission meeting to determine the school’s Accreditation status.**

• **A Commission notification letter is sent to the school.**
PRINCIPAL SHARES AND DISCUSSES THE ACCREDITATION REPORT

The principal meets and shares the report with the:

- PROFESSIONAL STAFF
- SUPPORT STAFF
- CENTRAL OFFICE PERSONNEL
- SCHOOL BOARD
- PARENTS/STUDENTS
- LOCAL COMMUNITY
RELEASE OF THE ACCREDITATION REPORT

• **Release the entire report to the public within 60 days in accordance with Commission Policy**

• **Distribute to:**
  - SUPERINTENDENT
  - SCHOOL BOARD
  - FACULTY
  - NEWS MEDIA
  - PUBLIC LIBRARY OR CITY/TOWN HALL
  - THE STATE’S DEPARTMENT OF EDUCATION

*(See p. 15, Accreditation Visit Handbook.)*
POST-ACCREDITATION VISIT MATERIALS

The principal will be notified by email and will complete online:

- **Public Disclosure Form in accordance with Commission Policy**
- **Survey of Accreditation Visit Expenses**
- **Principal’s Questionnaire**
Looking Ahead: The Accreditation Cycle for 2022 Schools

Accreditation visit 2032
Development and implementation of SIP/growth plan
Collaborative conference visit 2030
Self-Reflection 2029
Ten-Year Cycle
Accreditation visit 2022
Follow-Up Process
First Report of Progress and Planning with Revised SIP 2023
Three-Year Report of Progress and Planning
Six-Year Report of Progress and Planning
Special Progress Report (possible)
Special Progress Report (possible)
Thank you for your time and attention!

We wish you and your school continued success.

NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES, INC.
COMMISSION ON PUBLIC SCHOOLS