

REPORT OF THE VISITING TEAM TO

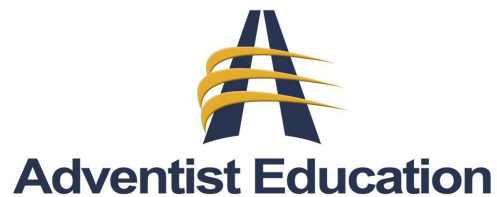
_____ **Academy**

of the

_____ Conference of Seventh-day Adventists

STANDARDS FOR ACCREDITATION OF
SEVENTH-DAY ADVENTIST SCHOOLS

2018-2019 Edition



Prepared for the:

NORTH AMERICAN DIVISION COMMISSION ON ACCREDITATION
OF THE ADVENTIST ACCREDITING ASSOCIATION, INC.

DATE OF VISIT

_____ **Academy**

_____ Address of Academy

Adventist School ID: _____

Date of Visit _____

Members of the Visiting Committee:

List the names of the committee here

Submitted to:

NORTH AMERICAN DIVISION COMMISSION ON ACCREDITATION
OF THE ADVENTIST ACCREDITING ASSOCIATION, INC.

SCHOOL PROFILE SUMMARY REPORT

SCHOOL IDENTIFICATION:

School Name: _____ - School ID: _____
Address: _____
Conference: _____ Union Conference: _____
Principal: _____ E-Mail: _____
School Type: _____ No. of Constituent Churches: _____ Membership: _____

ENROLLMENT DATA: (Current School Year)

Opening Enrollment History and Projected Enrollment Total for ALL Grades						
4 Years Ago	3 Years Ago	2 Years Ago	1 Year Ago	Current	Next Year	In 2 Years
308	302	286	278	254	280	290

Percentage of Current Students from non-Adventist Homes: 10%

Percentage of Current Students baptized in the fifth grade and above: 23%

PERSONNEL DATA: (Current School Year)

Number of Total Staff (FTE): Administrative: 4 Certificated Instructional: 34
(K-12 School Only) Number of Certificated Instructional (FTE): K-8: __11__ 9-12: __10__
Number of Staff (Head Count): Part-time: _____ Classified/Support Staff: _____
Ratio of students to FTE instructional staff: 15:1

FINANCIAL DATA: (Last Fiscal Year)

Total Operating Expense (Last Fiscal Year): 3,116,534 Year-End Gain (Loss): (178,126)

(Elementary) Total Tuition/Fees Income Per Student: 5,428 Operating Expense Per Std: 11,222

(Secondary) Total Tuition/Fees Income Per Student: 10,839 Operating Expense Per Std: 11,222

ACCREDITATION DATA:

Date of Prior Full Evaluation Visit: March 2013 Term Granted: ____6 Clear____

Date of Any Additional Visits: Type of Visit: _____

SIGNATURE:

Completed By: _____ Date: _____

SCHOOL HISTORY AND DESCRIPTION

RECOMMENDATION FOR TERM OF ACCREDITATION

_____ - Academy

Date of Visit: _____

Address of School _____

Name of Conference _____

The Visiting Committee's recommendation to the commission on accreditation is:

Six Year Status with a Mid-cycle Visit There is evidence that the school needs additional support in strengthening student learning and implementation of a continuous school improvement plan. An annual progress report on the recommendations and the continuous school improvement plans will be submitted, as well as an on-campus visit in three years.

Visiting Committee Members

List the committee members here

CHAIR: (signature) _____

DATE: _____

JUSTIFICATION STATEMENT

_____ is a PK-12 school serving _____ and the surrounding area. It is supported by the _____ Conference, and five constituent churches. The total enrollment of _____ is 254 and it has an annual operating budget of about 2.2 million dollars with an average cost per student of \$11,222. The school would like to increase enrollment but they are currently operating in the black with the enrollment they have even with this year's lower enrollment.

The school maintains two separate buildings and finds it a challenge to keep them updated and maintained but are doing a great job with their available resources. In addition to the normal curricular offerings _____ also offers classes in auto mechanics, woodworking and several art classes.

Both students and parents feel that the teachers are caring and supportive and that the school environment is safe and orderly. They also feel that the education program is preparing them for both college and life skills in general. Parents feel that the school is helping their child grow in a relationship with Jesus.

_____ has developed nine action plans to guide them as they move forward and the visiting committee has recommended that they develop and implement a much needed continuous school improvement plan to guide them as they move into the future.

The visiting committee rated standards 2,5,6,8,and 9 as “highly effective”, standards 1,3,4, and 7 as “effective.” The board, administration and faculty have a clear vision of the mission of the school and its role to the constituents and community.

After a careful review and validation of the Self-study, and after meetings with the administration, faculty, students and other stakeholders, the Visiting Committee has agreed to recommend that _____ be awarded an accreditation status of 6 years with an interim review in the third year. (6IR).

1. Standard for Philosophy and Mission

The philosophy and mission statement give direction to the school's program, and are developed and approved cooperatively by the administration, staff, and school board and reflect the Seventhday Adventist worldview and educational philosophy.

RATING

☐ Highly Effective ☒ Effective ☐ Somewhat Effective ☐ Ineffective

VISITING COMMITTEE RESPONSE

The Self-study reported 3 of 6 indicators as "highly effective", 2 as "effective" and 1 as "somewhat effective." The one indicator marked somewhat effective deals with helping students and their families understand and support the school's philosophy/mission. The school has taken some steps to do this but feels that they need to improve in this area.

The school prominently displays their mission statement in many places and has an effective abbreviated version with the same acronym as the school itself making it easy for students and staff to remember it. The mission statement is reviewed annually by the board and staff to ensure that it still reflects the mission of the school and that it remains at the forefront of all that is done.

There is evidence that the Adventist worldview is well incorporated throughout the school in the classrooms and in various activities that the students and staff are involved in. Christ like behavior is evidenced by the different community service projects that are performed and the times when people are seen praying together on the campus and the overall behaviors and attitudes witnessed.

SUPPORTING EVIDENCE

Self-study, observation, interview

VISITING COMMITTEE RECOMMENDATIONS

1.1 That the board, administration and staff follow through with implementation of the four action plans that they have written for the standard on Philosophy and Mission.

2. Standard for Curriculum

The curriculum is the core of the educational program providing for the spiritual, mental, physical, social, and emotional development of students and preparing them for this world and for eternity.

RATING

X Highly Effective __ Effective __ Somewhat Effective __ Ineffective

VISITING COMMITTEE RESPONSE

The Self-study for the curriculum standard reported 5 indicators as "highly effective" and 6 indicators as "effective." After careful review of the evidence the visiting committee chose to rate indicator 1 as "highly effective"

The visiting committee commends the _____ Academy on the following:

- The administration on utilizing data driven instruction to ensure accountability for student academic success.
- The administration and staff on the numerous opportunities provided to promote learner enquiry skills from the early grades.
- The administration and staff for the variety of activities available to promote the physical, social, spiritual and mental development of students.
- The administration and staff for the Home and School bridge program.

SUPPORTING EVIDENCE

1. Self-study, interviews, observation, online evidence uploaded, parent and student surveys.

VISITING COMMITTEE RECOMMENDATIONS

2.1 That the administration and staff utilize the Community Resources (universities and professional personnel) to enhance the development of gifted and talented students as well as adequately prepare students in the area of Math for college readiness.

2.2 That the administration and staff intentionally strategize to improve students' math scores between grades 3 and 4.

3. Standard for Instruction

The instructional program is aligned with curriculum design and assessment practices and provides for a variety of learning experiences, consistent with the school's philosophy, goals, and standards, and actively engages students in learning.

RATING

___ Highly Effective X Effective ___ Somewhat Effective ___ Ineffective

VISITING COMMITTEE RESPONSE

The self-study reported 3 of 6 indicators as “highly effective” and 3 others as “effective.” One indicator marked as “highly effective” was about teachers using differentiated instruction in their classroom to promote students' higher order thinking skills and to effectively meet students' multiple intelligences. It is also indicated that 83% of the teachers are certified to teach in the subject areas/grade levels they have been assigned. Additionally it is stated that teachers use a variety of instructional techniques to aid the learning process.

Evidence revealed that the school engages in various programs and activities that foster differentiated instruction. It is also observed that teachers use various types of instructional techniques and that teachers use assessments such as tests, quizzes, projects, and standardized tests to measure student performance. Evidence also reflects that teachers ensure that students are engaged during instruction time. The school is to be commended for the students IOWA test scores indicating students' performance above grade level in most core subjects. The school should also be commended for the variety of technological and "hands on" practices to support instruction and learning, which include:

Smartboards, projectors, apple TVs, iPads, and chromebooks. Classes in woodworking and auto mechanics. Opportunity for students to express themselves creatively through the use of photography.

SUPPORTING EVIDENCE

Self-study, interview, supporting online documents, observation, parent survey.

VISITING COMMITTEE RECOMMENDATIONS

3.1 That the administration explores the possibility of collaborating with the local public school district to ensure that equity services are provided for students with special needs according to their IEPs (Individualized Education Plan).

3.2 That after reviewing the parents' survey and interview with the administration the committee recommends that the school board and administration employ a trained special education teacher to meet the needs of students with learning challenges.

3.3 That the school administration ensures that all teachers are certified to teach in the subject area/grade level they are assigned.

3.4 That the school board and administration recognize the urgency of employing a counselor to address psycho-social needs.

4. Standard for Assessment

Assessment data informs changes in curriculum and instruction.

RATING

___ Highly Effective X Effective ___ Somewhat Effective ___ Ineffective

VISITING COMMITTEE RESPONSE

There are 10 indicators to Standard 4; 3 "highly effective" responses and 7 "effective" responses.

Based on the responses from an interview of faculty, staff, and students; it is agreed that an overall rating of 3, "effective" be given.

The school uses additional assessment indicators that are not mentioned in this response but, that can be highly effective in determining student progress.

The administration indicated that moving forward, it is the intention of all teachers to use the results of formative testing from the Iowa Tests of Basic Skills to enhance student learning and student success.

While teachers in the past collaborated in a more informal way with one another to find out what had been taught in the grades before or after, collaboration has become more deliberate and purposeful throughout the year, both verbally and electronically. Examples of collaboration included K-12, preK-Kindergarten as well as cross subject collaboration, i.e. History, English, Mathematics, etc.

The administration indicated that they had admitted students with special needs. However, there is not a designated special needs teacher and only a few teachers had been trained in differentiated learning. Administration indicated that the school has sought assistance from the representative districts, and most have been willing to assist. Additionally, parents' feedback shows concern that the school is not sufficiently meeting the needs of this special group.

The evidence is clear that the school is very progressive in its use of technology as a means to collect, manage, and analyze data.

Teachers use online editions of recommended textbooks to assist with classroom instruction. Grades 9-12 teachers utilize Google applications to assign, manage, and assess school work. Goggle Classroom allows teachers to create a classroom for each of their courses.

Renweb is a major technology tool that is utilized by the school to collect and manage grades, as well as for assessment. Parents utilize this tool to access their children's current work and progress. This tool is effective and commendable.

The administration is to be commended for taking the initiative in partnering with _____ Conference in providing Differentiated Instruction training for its teachers.

The administration is to be commended for taking seriously the observation of the teachers' concerns with the ineffectiveness of the Go Math program. These concerns are solid and based on the results of standardized testing as well as inhouse testing. They are actively seeking alternatives in consultation with their superintendent in looking at the new elementary adoption in 2020/21.

SUPPORTING EVIDENCE

Self-study, observation, and interview

VISITING COMMITTEE RECOMMENDATIONS

- 4.1. That administration be more deliberate in using standardized test scores to enhance student learning.
- 4.2 That the school board and administration ensure that every student who is admitted with special needs receive adequate services according to the REACH Manual (Reaching to Educate All Children for Heaven) and Public Law-94-142, seeking advice from the _____ Union Education office.
- 4.3 That the school continues to train teachers in the skills of differentiated instruction.

5. Standard for Sustainable Leadership

Administration and school board ensure the effective and successful operation of the school.

RATING

X Highly Effective __ Effective __ Somewhat Effective __ Ineffective

VISITING COMMITTEE RESPONSE

The Self-study reported 14 of 16 indicators as being “Highly Effective” and one indicator (indicator 2) as being “Effective”. These indicators reveal that there is open and regular communication between the school board chair, the school board and the school administration. There are also activities that promote positive spiritual growth like spring and fall weeks of prayer, along with weekly student ministries and education Sabbaths. Bible Encounter series and community service activities like Shoebox-Operation, Christmas Child and visits to Nursing Homes help to promote spiritual growth.

The hiring of personnel is a collaborative effort between the school board and the conference. Positions are posted on the school’s website, NAD and conference. The Personnel Committee completes the process by making recommendations for board approval. Each full-time employee is issued a contract with a job description.

A staff handbook with local policies and procedures as well as references to the North American Division (NAD), Union, and Conference policies will be available for the 2019-2020 school year. The policies for part-time school hires are governed by the NAD Working Policy, _____ Union Education Code and the _____ Conference (Conference) Education Code.

The teaching aides are hired for Pre-K, Kindergarten and 8th grade according to the Union Education Code and teacher-student ratios meet union, conference, and state regulations. The operations of the school are conducted in compliance with local and state laws in consultation with the Conference Education Office.

Through interviews, personal observation and written responses, it is noted that the school administration conduct scheduled and unscheduled evaluations of its faculty.

The admission of new students is processed by an admissions committee. The administration also conducts personal interviews with prospective students and their parents.

The administration analyzes academic data from test scores and classroom observations. Options are being explored to introduce and expand the curriculum to include AP programs, dual-enrollment, academic partnerships and English as a Second Language (ESL) programs.

Important documents are secured in the administrative offices and the Nurse's office (medical records).

The indicator marked as "somewhat effective" is about the school's technology plan.

SUPPORTING EVIDENCE

Observations, interviews, self-study, action plans

VISITING COMMITTEE RECOMMENDATIONS

None

6. Standard for School Environment

(Learning Climate, School Facilities, Health and Safety, and Information Resources and Technology Integration.) The school environment is designed and maintained to promote student learning and to support the school's mission and goals.

RATING

X Highly Effective __ Effective __ Somewhat Effective __ Ineffective

VISITING COMMITTEE RESPONSE

The self-study reported 21 of 27 indicators as "highly effective" and 6 of 27 as "effective". Interviews, observation and evidence revealed that the school develops, plans, and ensures the maintenance and repair of the building and school plant, while keeping the school clean on a daily basis. The school site and plant support the delivery of high quality school programs and services. In addition, the school maintains documentation that the physical plant and facilities meet all applicable federal and state laws and are in compliance with local fire, health, and safety regulations.

It is quite evident that the school community consciously and continuously builds a safe, positive, respectful, and supportive culture that fosters students responsibility for learning and results in shared ownership, pride and expectations for all. Most students feel (students survey) that they have a safe environment that fosters a climate of achievement throughout the school community.

The school should be commended for the following:

- The use of space and facilities by the faculty and staff in delivering a solid educational experience to diversified learners.
- The administration's efforts in creating, maintaining, and expanding essential services such as technology and programming.
- The school board and administration for making funds available to meet teachers' classroom needs for supplies and technology.
- All stakeholders for implementing the _____ initiative.

SUPPORTING EVIDENCE

Interviews, self-study, observation, empirical evidence , student and parent survey

VISITING COMMITTEE RECOMMENDATIONS

6.1 That the board, administration, and faculty further develop a documented comprehensive emergency management and tactical plan.

6.2 That the board and administration explore the possibility of making the building accessible to individuals with disabilities.

6.3 That the board, administration, and faculty explore community, business and higher education partnerships that support student learning.

6.4. That the board and administration address the following issues:

- Disposal of old chemicals in the Science room's storage closet. **(Repeat of previous recommendation # 6)**
- Install functional locks on stall doors for privacy and security in both male and female restrooms.
- Consider making wall repairs in the boys' restroom on the first level and remove the broken soap dispenser.

7. Standard for Professional Learning

Administration and faculty collaborate to develop and implement professional learning opportunities to enhance the ongoing growth and development of school personnel.

RATING

☐ Highly Effective ☒ Effective ☐ Somewhat Effective ☐ Ineffective

VISITING COMMITTEE RESPONSE

The self-study report rated 1 of 5 indicators as "highly effective", 3 as 'effective' and 1 as "somewhat effective". Administration and faculty recognized challenges in classroom management and bullying and took necessary steps to rectify the situations through anti-bullying training for the administration and faculty as well as a Behavioral Management Seminar. There was also retraining of faculty on professional boundaries.

Faculty and administration engaged in Alert Lockdown Inform Counter Evacuate (ALICE) training in March, 2018.

Administration and teachers are aware of the need to improve the math scores and are using Khan Academy as an additional resource.

Faculty took opportunities to participate in Google Ed Tech Seminar, Anti-Bullying Seminars as well as Conventions (NAD Teachers Convention). There was also training in other areas - Math Daily, Masters Degree and DI classes. Administration may want to consider organizing more locally-sponsored Professional Development activities.

Indicator 4 rated as "somewhat effective" encompasses collaborative learning where teachers share information and teach each other's classes.

Current certification is held by 83% of _____ faculty and teachers are actively engaged in continuing education courses.

Indicator 5 was rated as "highly effective". Teachers hold memberships in Professional organizations - ASCD(Association for Supervision and Curriculum Development), NSTA(National Science Teachers Association), NAEA((National Art Education Association), NCTE(National Council of Teachers of English), & NASSP (National Association of Secondary School Principals).

SUPPORTING EVIDENCE

Interviews, parent surveys, self-study

VISITING COMMITTEE RECOMMENDATIONS

The Visiting Committee recommends that:

7.1 That each teacher develops a personal professional plan to be submitted to the administration.

7.2 Administration makes deliberate plans to have staff engage in more collaborative learning activities.

8. Standard for Communication and Collaboration

Communication and collaboration among the school, constituency, and community are essential to providing an effective educational program.

RATING

X Highly Effective __ Effective __ Somewhat Effective __ Ineffective

VISITING COMMITTEE RESPONSE

The self-study reported 6 indicators to Standard 8; four "highly effective" and two "effective" responses.

The school does an excellent job of communicating and collaborating with their community as well as the churches that form their constituency. It is agreed that an overall rating of 4, "highly effective" is recommended.

The core of the schools operating schedule is determined after collaborating with all constituent entities including Union, Conference, State, to minimize conflict.

The school's calendar is published and shared with the community. Emails are sent out frequently to parents, board members, and constituent churches to be placed in bulletins.

There are regularly held School Board, Home and School, Parent-teacher, and Town Hall meetings to ensure that all are advised of school activities.

There is a healthy collaboration between school personnel and church pastors. Pastors visit the school frequently. Constituent church pastors are on the school board; as well, they may sit on sub-committees of the school. Pastors are invited to conduct weeks of prayer.

Planned events between the two entities are regularly held; school events are held in the constituent churches, and church events are held at the school; events such as pathfinders, church ministries, holiday food drives and Fall festival.

The school is actively involved in community outreach. These include: community prayer walks, food basket distribution, and regular nursing home visits. Certain secondary classes have knitted, crocheted or weaved articles for distribution to the homeless among other unstated projects.

The community has also been invited in to share opportunities for career choices. The community regularly supports and contributes to school fundraising projects. In addition students have collaborated with planned community fundraising events for women suffering with breast cancer, etc.

The school is to be commended for its collaboration with parents of homeschoolers. These students are invited to join the music or physical education programs at the school. They are also invited to join school trips and participate in College Fairs at the school.

SUPPORTING EVIDENCE

Self-study, interview, supporting documents-flyers

VISITING COMMITTEE RECOMMENDATIONS

None

9. Standard for School Improvement

The accreditation process assists a school in appraising the total program to determine the level to which the purposes and functions outlined in its statement of philosophy and goals for student learning are accomplished as well as in providing the basis for action plans to address areas needing improvement.

RATING

X Highly Effective __ Effective __ Somewhat Effective __ Ineffective

VISITING COMMITTEE RESPONSE

The Self-study reported that all four indicators are rated "highly effective." Evidence reveals that all stakeholders were invited and encouraged to participate in the school accreditation process. Stakeholders are surveyed to determine areas of need. Nine action plans have been written to address various perceived needs.

SUPPORTING EVIDENCE

Self-study, interview, action plans

VISITING COMMITTEE RECOMMENDATIONS

9.1 That the board and administration develop and implement a continuous school improvement plan (CSI). This plan should include all long term action plans and any strategic plans. The CSI would include all areas; finances, personnel, curriculum, assessment, leadership, physical plant, capital improvements, etc. The CSI would guide the school in the direction that they would like to go for the next several years and would be continually changing as some plans are completed and other needs are discovered.

SUMMARY LIST OF RECOMMENDATIONS

- 1.1 That the board, administration and staff follow through with implementation of the four action plans that they have written for the standard on Philosophy and Mission.
 - 2.1 That the administration and staff utilize the Community Resources (universities and professional personnel) to enhance the development of gifted and talented students as well as adequately prepare students in the area of Math for college readiness.
 - 2.2 That the administration and staff intentionally strategize to improve students' math scores between grades 3 and 4.
 - 3.1 That the administration explores the possibility of collaborating with the local public-school district to ensure that equity services are provided for students with special needs according to their IEPs (Individualized Education Plan).
 - 3.2 That after reviewing the parents' survey and interview with the administration the committee recommends that the school board and administration employ a trained special education teacher to meet the needs of students with learning challenges.
 - 3.3 That the school administration ensures that all teachers are certified to teach in the subject area/grade level they are assigned.
 - 3.4 That the school board and administration recognize the urgency of employing a counselor to address psycho-social needs.
 - 4.1. That administration be more deliberate in using standardized test scores to enhance student learning.
 - 4.2 That the school board and administration ensure that every student who is admitted with special needs receive adequate services according to the REACH Manual (Reaching to Educate All Children for Heaven) and Public Law-94-142, seeking advice from the _____ Union Education office.
 - 4.3 That the school continues to train teachers in the skills of differentiated instruction.
 - 6.1 That the board, administration, and faculty further develop a documented comprehensive emergency management and tactical plan.
 - 6.2 That the board and administration explore the possibility of making the building accessible to individuals with disabilities.
 - 6.3 That the board, administration, and faculty explore community, business and higher education partnerships that support student learning.
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6.4. That the board and administration address the following issues:

- Disposal of old chemicals in the Science room's storage closet. **(Repeat of previous recommendation # 6)**
- Install functional locks on stall doors for privacy and security in both male and female restrooms.
- Consider making wall repairs in the boys' restroom on the first level and remove the broken soap dispenser.

7.1 That each teacher develops a personal professional plan to be submitted to the administration.

7.2 Administration makes deliberate plans to have staff engage in more collaborative learning activities.

9.1 That the board and administration develop and implement a continuous school improvement plan (CSI). This plan should include all long term action plans and any strategic plans. The CSI would include all areas; finances, personnel, curriculum, assessment, leadership, physical plant, capital improvements, etc. The CSI would guide the school in the direction that they would like to go for the next several years and would be continually changing as some plans are completed and other needs are discovered.