



ACCREDITATION Standard Operating Procedural Manual 2015-2016



Veda Hudge, Director
Donna Boruch, Coordinator, School Improvement

Section I. School Improvement Dates/Deadlines For 2015-2016 School Year

August 17 – October 1	Notification of required revisions for Accreditation Artifacts
September 21, 22, 24, 25	Quarterly Accreditation Training for SAC Chairs, School Administrators
September 25	SAC Composition Report Placed in SAC Document Upload Center
September 30	SAC Bylaws submitted in SAC Document Upload Center
October 9	Complete ASSIST Self-Assessment and upload into Accreditation Artifacts Upload Program Upload of Accreditation Training Plan for faculty, staff, and community into Accreditation Artifacts Upload Program
November 13	Intent to Apply for New Waiver Form
November 20	SBBC SIP completed on OSPA Central 2.0
December 7, 8, 10, 11	Quarterly SAC Training for SAC Chairs, School Administrator
January 22	Submission of final Accreditation artifacts
February 5	A+ Plans for Qualifying Schools
February 12	New Waiver Applications Due
February 23 - 26	Quarterly SAC Training for SAC Chairs, School Administrators
May 3 – 6	Quarterly SAC Training for SAC Chairs, School Administrators
May 12	Final Accreditation Documents and Executive Summary Due



Section II. Accreditation Self-Assessment



Every year each District division and school performs a Self-Assessment of the school district.

Deadlines to complete and input results into School Improvement Plans

All Schools

October 9th

The Self-Assessment should be completed by a group of individuals designated by the school's Principal. In order for there to be appropriate levels of input, yet at the same time permit this to be a time efficient exercise, the recommended size of the group should include no less than two people, but no more than 10. Group members can include, but are not limited to faculty, staff, and members of the following: School Advisory Council, School Advisory Forum, and Parent-Teachers Association.

A 70 page PDF version of the Self-Assessment is available at:

http://www.broward.k12.fl.us/schoolimprove/files/pdf/ASSIST_SelfAssessment.pdf

This PDF version can be used as a resource for stakeholders involved in taking the assessment. If it were deemed a hard copy, the PDF document would be useful to assist in facilitating this process. In any event, the information for the Self-Assessment will need to be entered in the ASSIST online program.



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Directions for Self-Assessment

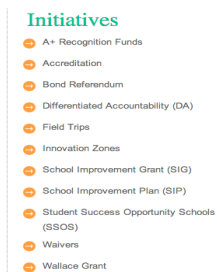
1. Go to: <http://www.broward.k12.fl.us/ospa>



2. Click Initiatives:



3. Click Accreditation:



4. Click Accreditation Website:

Visit our Accreditation website at: <http://www.broward.k12.fl.us/accreditation/>



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5. Click ASSIST:

[Standard 4](#)

[Standard 5](#)

[Standards Rating Process](#)

[Accreditation Links](#)

[ASSIST](#)

6. The Office of Service Quality provides a default email address to your school.

Password: 06 + school location number (Ex. 061234)

Login

Please enter your email address and password to log in.

Email Address:

Password:

Forgot your password? [Send new password](#)

7. Click ASSIST link

Log In Successful!

Please use one of the following links to access our tools:

- [ASSIST](#)



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8. Click Diagnostics and Surveys:



Portfolio

9. Click Start Diagnostic:

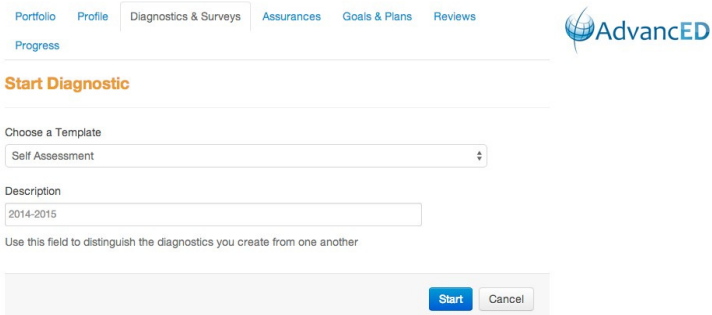
Diagnostics & Surveys

These Diagnostic and Survey Tools will assist your institution in collecting valuable data to inform your improvement efforts. We encourage you to use them regularly to gauge your progress.



10. Under Choose a Template, select Self-Assessment, input current academic year.

Click Start:



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11. Click the link titled with the desired accreditation standards (Purpose and Direction, Governance & Leadership, Teaching & Assessing for Learning, Resources and Support Systems, Using Results for Continuous Improvement).

The Self Assessment (SA) is designed to facilitate the process of an internal reflection and assessment of the institution's current reality. Use the links below to navigate the diagnostic content and to record the ratings, evidence, and brief narrative to explain your ratings. The SA can be used as often as needed as a reflective process but is only submitted once prior to the External Review.

Please Note: In some cases, all items may not be required.

Purpose and Direction

0 of 5 items are answered

12. Click the first 'Respond' link:

Purpose and Direction

[« Back to Self Assessment](#)

✓ Denotes an answered response

Summary of all responses	
Respond	The system engages in a systematic, inclusive, and comprehensive process to review, revise, and communicate a system-wide purpose for student success.

13. Upon reviewing the indicator, click the most appropriate response for your school.



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Respond

[« Back to Purpose and Direction](#)

Indicator 1.1 The system engages in a systematic, inclusive, and comprehensive process to review, revise, and communicate a system-wide purpose for student success.

Review all options and select the one that best describes your institution.

- The process for review, revision, and communication of the system's purpose is clearly documented, and a record of the use and results of the process is maintained. The process is formalized and implemented with fidelity on a regular schedule. The process includes participation by representatives selected at random from all stakeholder groups. The purpose statement clearly focuses on student success.
- The system's process for review, revision, and communication of the purpose statement is documented. The process is formalized and implemented on a regular schedule. The process includes participation by representatives from all stakeholder groups. The purpose statement focuses on student success.
- The system has a process for review, revision, and communication of its purpose. The process has been implemented. The process includes participation by representatives from stakeholder groups. The purpose statement focuses primarily on student success.
- No process to review, revise or communicate a system purpose exists. Stakeholders are rarely asked for input regarding the purpose of the system.



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14. Select all evidence your division is responsible for in supporting your selection above. Click Next:

Note: Keep a running list by standard and indicator of the evidences that you are documenting with a check mark. This list will become your list of accreditation artifacts/evidences at a later time. A template is offered to you at the end of this section that your school can use, should you wish.

Select all the evidence that support the choice made above.

Communications to stakeholder about policy revisions

Governing body policies, procedures, and practices

School handbooks

Staff handbooks

Student handbooks

Other (be brief)

500 characters left

15. Repeat steps 10 and 11 for all indicators within the standard.

16. After the last indicator, address the short answer questions and click next.

Standard Narrative Reflect upon your responses to each of the indicators and performance levels by considering and responding to the following questions when drafting your narrative response. Use language from the performance level descriptions to guide your writing. Cite sources of evidence External Review team members may be interested in reviewing.

What were the areas of strength you noted? What were areas in need of improvement? What actions are you implementing to sustain the areas of strength? What plans are you making to improve the areas of need?

Type your response here

17. Repeat steps 7 to 13 for all 5 standards.

18. Upon completing all 5 standards, click Complete and Results.

Purpose and Direction
5 of 5 items are answered | ✓ All required items complete

Governance and Leadership
7 of 7 items are answered | ✓ All required items complete

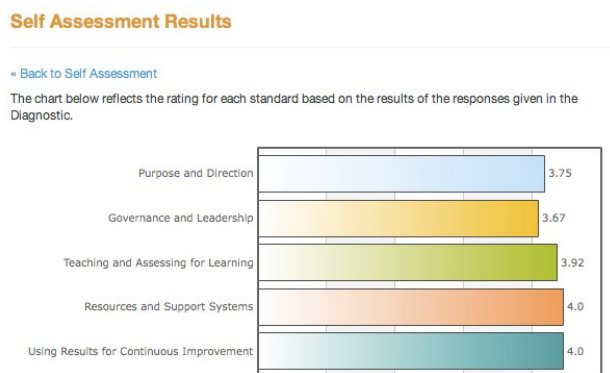
Teaching and Assessing for Learning
13 of 13 items are answered | ✓ All required items complete

Resources and Support Systems
9 of 9 items are answered | ✓ All required items complete

Using Results for Continuous Improvement
6 of 6 items are answered | ✓ All required items complete

PDF Results Copy Complete Delete

19. Self-Assessment Rating Data will appear:



20. In the sample above, take note of the rating at the end of each bar on the graph:

Standard 1: Purpose and Direction = 3.75

Standard 2: Governance and Leadership=3.67

Standard 3: Teaching and Assessing for Learning=3.92

Standard 4: Resources and Support Systems=4.0

Standard 5: Using Results for Continuous Improvement=4.0



21. Once the survey is completed, **PRINT** the results to decide what standards need additional planning and support. Results are discussed with the School Advisory Council (SAC).

The next page begins providing the Self-Assessment information external to the ASSIST program that schools may choose to use to organize them around this process.



Veda Hudge, Director
Dr. Mark Quintana, Coordinator, School Improvement

III. Accreditation Documentation Upload Center

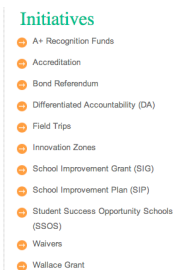
1. Go to: <http://www.broward.k12.fl.us/ospa>



2. Click Initiatives:



3. Click Accreditation:



4. Click website link:

Visit our Accreditation website at: <http://www.broward.k12.fl.us/accreditation/>



5. On the left side, click link titled “Evidence/Artifacts Upload”

Accreditation Links

- [ASSIST](#)
- [Accreditation Process](#)
- [Commendations & Required Actions](#)
- [Educational Practices](#)
- [Evidence Examples:District](#)
- [Evidence Examples:Schools](#)
- [Evidence/Artifacts Upload](#)
- [Exit Report SBBC 2011](#)
- [Overview Podcast](#)
- [Common Core / Sunshine State Standards](#)



6. On log in page, click the “School” tab.

Username: School number

Password: SBBC SIP Password

Evidence/Artifacts Upload Login

Division School

Email:

Password:

7. After you select “Log In” you will come to Upload Home page. Please note on the Home page how files are to be named. Make sure your files saved to your desktop are properly named in this format before you begin. Select “Upload File”.

Evidence/Artifacts Upload Home

-
-
-

Welcome to the site you will use to upload your Evidence/Artifacts that support the AdvancED Accreditation Standards.

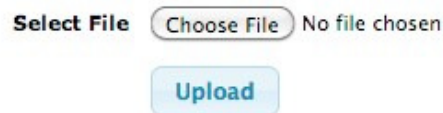
Please use the following format for naming files you upload:
 Location#_DocumentName_Date.doc
 (Example: 1234_AgendaMinutes_012214.doc)



8. You will now need to select the type of information you are uploading. Then click “Next”.



9. Click “Choose File” and select the file you wish to upload.



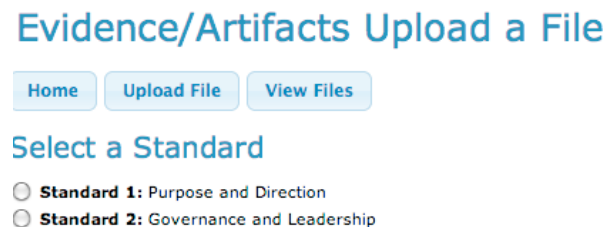
10. After this is done, click “Upload”



11. Select ‘Click here to upload another file’ and repeat steps to add additional files

[Click here to upload another file](#)

12. If you want to see what you have uploaded, you can select “View Files”



13. When you have completed uploading, click *Log Out* on right side.



Evidence/Artifacts Upload a File

[Log Out](#)

[Home](#)

[Upload File](#)

[View Files](#)

Required Action 1:

Select File No file selected.



IV. School Stakeholders Training Plan

The training plan created is one that will educate all stakeholders on the 5 Accreditation Standards, 35 Indicators and 3 Required Actions. Stakeholder groups to be trained can include, but are not limited to, faculty, staff, members of the School Advisory Council, members of the School Advisory Forum, members of the Parent Teachers Association and members of the Innovation Zone.

Resources that can be used as part of each school's unique and individualized training plan can be found in the Broward County Public Schools Accreditation webpages of the School Performance & Accountability website by following the steps below.

1. Go to: <http://www.broward.k12.fl.us/ospa>



2. Click Initiatives





3. Click Accreditation:

- Initiatives**
- A+ Recognition Funds
 - Accreditation
 - Bond Referendum
 - Differentiated Accountability (DA)
 - Field Trips
 - Innovation Zones
 - School Improvement Grant (SIG)
 - School Improvement Plan (SIP)
 - Student Success Opportunity Schools (SSOS)
 - Waivers
 - Wallace Grant

4. Click the following link:

Visit our Accreditation website at: <http://www.broward.k12.fl.us/accreditation/>

5. Review Resources available to include in Accreditation Training Plan.

Standards Links

- [Standard 1](#)
- [Standard 2](#)
- [Standard 3](#)
- [Standard 4](#)
- [Standard 5](#)
- [Standards Rating Process](#)

Accreditation Links

- [ASSIST](#)
- [Accreditation Process](#)
- [Commendations & Required Actions](#)
- [Educational Practices](#)
- [Evidence Examples: District](#)
- [Evidence Examples: Schools](#)
- [Evidence/Artifacts Upload](#)
- [Exit Report SBBC 2011](#)
- [Overview Podcast](#)

AdvancEd (formerly SACS and SACS-CASI) is the accreditation agency for Broward County Public Schools, the nation's largest fully accredited K-12 school district. Broward County became the first school district to be a district-wide accredited school system in 2006 and then the first to achieve this feat a second time in 2011. Broward County Public Schools is preparing to become the first to achieve district-wide accreditation three times in 2016.

Why Does Accreditation Matter?

For Students

Students benefit from their institution or educational system's commitment to raising student performance and accountability. Students that attend an accredited institution gain greater access to federal loans, scholarships, postsecondary education and military programs.

For Parents

This ethic of excellence ensures that institutions will find rich benefits from accreditation and that parents can confidently make informed decisions about their children's education, knowing their child's school is accredited.

For Teachers/Staff

The accreditation process leads teachers to critically evaluate teaching and learning with a focus for academic excellence.

For Communities and Businesses

As a result of schools exhibiting educational excellence, communities are viewed as desirable for economic growth and business expansion.



The Accreditation Training Plan is required to be reviewed and approved by the school's Principal and School Advisory Council (SAC) Chairperson(s). The plan should be reviewed and discussed at any School Advisory Council meetings prior to the November 20 deadline, but SAC approval is not required.

Once the Accreditation Training Plan is reviewed and approved by the school Principal and SAC Chairperson(s) the form can be scanned and submitted to the Office of Service Quality through the Accreditation Documentation Upload Center.





Accreditation Stakeholders Training Plan

School Name: _____

Proposed date(s) of training: _____

The following are the steps our school/division will implement for all stakeholders (staff/faculty, parents, business partners, and community members, etc.) to become more knowledgeable in the 5 AdvancED Accreditation Standards. There 35 indicators for District and 33 for Schools.

Required Actions:

- 1.
- 2.
- 3.

[Add more as needed](#)

Approved by School Advisory Council Chairperson (Print/Sign/Date)

Approved by School Principal (Print/Sign/Date)

**Submit signed/scanned copy by October 9, 2015 to the
Office of Service Quality SAC Upload Center**





V. Evidence of Accreditation Training Plan Implementation

Once the Accreditation Training Plan has been implemented evidence is to be submitted to the Office of Service Quality Accreditation Evidence Upload Center. Sign-In Sheets are required to be submitted. One is provided on the next page, should your school choose to use it. An agenda that includes the Accreditation Training on it is also required. If your school includes the Accreditation Training as part of another meeting or event, you may submit that meeting or event. If the sole purpose of the meeting or event is Accreditation Training your school may create your own agenda or use the template provided.

Note that in order for all stakeholders to be participate in an Accreditation Training session multiple sessions will need to be held such that all stakeholders groups are provided the opportunity. Stakeholder groups include, but are not limited to: faculty, staff, members of the School Advisory Council, members of the School Advisory Forum, members of the Parent-Teachers Association, and members of the Innovation Zone.



Accreditation Stakeholders Training Sign-In Sheet

School:

Date:

Name	Position/Title	Signature

***Submit copy by October 9, 2015 to the
Office of Service Quality SAC Documentation Upload Center***



Accreditation Training Agenda

School:

Date:

- I: INSERT ACTIVITY IN ALIGNMENT WITH TRAINING PLAN
- II: INSERT ACTIVITY IN ALIGNMENT WITH TRAINING PLAN
- III. INSERT ACTIVITY IN ALIGNMENT WITH TRAINING PLAN
- IV. ADD AS MANY ITEMS AS NEEDED

***Submit copy by October 9, 2015
Office of Service Quality
Accreditation Documentation Upload Center***

SAMPLE TRAINING ACTIVITY

Directions:

1. Make enough copies of the standards and indicators sheet so each group will have a copy of all the standards.
2. Cut each standard and each indicator box and put into separate envelopes for each group (each group will get 2 envelopes)
3. Separate the participating members into groups. Groups recommended should be 2- 4 people.
4. Provide each group an envelope of standards and indicators.
5. The groups are to align the indicators with the correct standards.

You can make this a self-check activity by putting a dot on the back of the Standards cards that align with the standard number. For example, Standard 1 would have one dot on the back; Standard 2 would have two dots on the back.

SECTION VI. CONTACT INFORMATION FOR SUPPORT

Office of Service Quality Support

CAB Email or 754-321-3850

School's Cadre Director:

Irene Cejka

Dr. Fabian Cone

David Hall

Cynthia Hanna

Jackie Haywood

Mark Narkier

Michael Ramirez

Christine Semisch

Alan Strauss

Dr. Mark Strauss

Dr. Valerie Wanza

Instructional Facilitator Support:

Aleshia Coleman

Shelley Lunde

Kathleen Wright

Jamillah Shakir

Kelli Blackburn

Cindee Rubinstein

Claude Lessard

Nina Rickett McWhorter

Claude Lessard

Marjorie Archer

Kathleen Wright/Nina Rickett McWhorter