

- Accreditation (AdvancED) Process
- School Improvement Activities

February 2016



Office of Service Quality

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**Broward County
Public Schools**



ACCREDITATION REVIEW

OCTOBER 2016



Broward County
Public Schools

October 24 - 26, 2016 Broward County Public Schools will host an AdvancED External Review Team

The Team will:

- Review the system and its schools to evaluate the system's adherence to the AdvancED Accreditation Standards
- Make a recommendation for AdvancED School System Accreditation

Broward County Schools, first accredited in 1962, must participate in an external review every five every years.

Accreditation Artifacts REVIEW PROCESS



Broward County
Public Schools

- Prior to Accreditation documents being uploaded to OSPA Central 2.0, schools will review the documents with the school administration and SAC.
- Once the school chooses the Accreditation artifacts, they are then uploaded to OSPA Central 2.0.
- The OPSA Instructional Facilitators work in collaboration with schools to review all the uploaded documents using the Accreditation Artifact Checklist.
- Schools receive feedback about their uploaded documents aligned to the five Accreditation Standards by March 18, 2016
- Documents that don't align to the Accreditation Standards are removed and/or replaced by March 31, 2016 (Deadline for all artifact revisions)
- Accreditation Artifact Upload Center will be locked on April 1, 2016

ACCREDITATION

The Family Educational Rights and Privacy Act (FERPA), F.S 1002.22 and Student Records: Confidentiality and Family Education Rights, SBBC Policy 5100, protect the accuracy and privacy of students' educational records.

- **Uploading information to the website**

Reminder: No student personally identifiable information (PII) – which includes information from education records – shall be posted to the OSPA Central 2.0 website when submitting accreditation artifacts. This website is accessible to internal as well as external stakeholders. Pursuant to the Family Educational Rights and Privacy Act (FERPA), student PII is confidential and may only be disclosed with written consent or under limited circumstances.

PRIVACY OF STUDENT INFORMATION

DURING ACCREDITATION VISIT

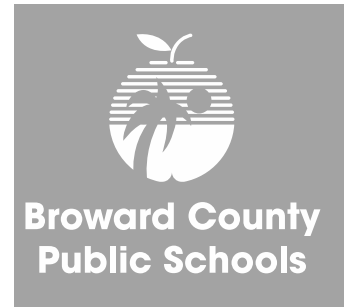
When the AdvancEd Accreditation Review Team visits our District, we will be able to disclose student personally identifiable information to them as necessary. Please keep the following privacy guidelines in mind during the site visit:

1. It is permissible to disclose information from an education record without written consent to the AdvancEd Accreditation Review Team. However, at such times, you must notate the disclosure on the District's *FERPA Disclosure Log*, an official form. A separate log must be completed for each student whose information you disclose. The log must be maintained in the CUM folder. You may find the *FERPA Disclosure Log* at this link: <http://www.broward.k12.fl.us/ets/css/retrec/recordsret/pdfs/FERPADISCLOSURELOG.pdf>
2. You may also disclose information from an education record if it is properly de-identified, which means all personally identifiable information is removed (redacted). Please remember, this may entail more than simply removing the student's name.
3. Disclosures may also be made if you have written consent from the parent or eligible student. The District's official form for this purpose, *Authorization for Release and/or Request for Information*, may be found at this link: <http://www.broward.k12.fl.us/ets/css/retrec/recordsret/pdfs/releaseofinfo.pdf>

Additional information may be found in Policy 5100.1, *Student Records: Confidentiality and Family Educational Rights*, available at: <http://www.broward.k12.fl.us/sbbcpolicies/docs/Policy%205100.1.pdf>.

If you have any questions related to the privacy of student information, contact Todd Sussman, Privacy Officer, Risk Management Department at (754) 321-1914.

**UPCOMING SCHOOL IMPROVEMENT EVENT:
ASSIST STAKEHOLDER SURVEY:
FEBRUARY 29 – MARCH 18**



DIRECTIONS HAVE BEEN SENT TO PRINCIPALS

**GO TO http://extranet.advanc-ed.org/assist_resources_and_tools/
TO DOWNLOAD DOCUMENTS ABOUT SURVEY ADMINISTRATION**

Surveys

- [Technical Guide: Administering Stakeholder Surveys \(4-21-2014\)](#)
- [Guide to Administering Surveys and Generalizing Survey Results \(4-23-2014\)](#)
- [Instructions for Administering Paper Surveys \(4-21-2014\)](#)
- [Preview Stakeholder Surveys](#)

SURVEY ADMINISTRATION INFORMATION



Broward County
Public Schools

Parent Surveys

- Required minimum response rate for each school: at least 20% of all parents need to take the survey
- Parent survey can be taken on the web or through paper surveys
- Each principal will be emailed a zip file with copies of the school's paper parent surveys so they can be reproduced and distributed.

Staff Surveys

- Required minimum response rate at each school: at least 60% of all instructional staff need to take the survey
- Staff survey will only be taken on the web

Student Surveys

- Required minimum response rate at each school: at least 40% of all students need to take the survey
- Student survey will only be taken on the web
- Schools will use three types of student surveys: Early Elementary (K-2), Elementary (3-5) and/or Middle & High (6-12)

Monitoring

- Web based survey response rate can be monitored by logging on to the school's ASSIST account: <https://cas.advanc-ed.org/cas/login>
- Paper survey response rate can only be monitored by the school

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ASSIST CUSTOMER SURVEY

PARENT SURVEY DIRECTIONS

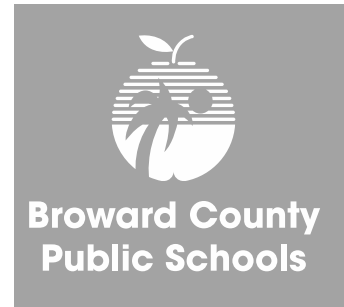


- **Web PARENT Survey Link:** <http://www.advanc-ed.org/survey/public/9805149>
Send this link home to parents via Parent Link, flyer, email, etc. if your school chooses to use the web for the parent survey.
- **Web PARENT Survey Invitation** - use for any communication to distribute the link information:
In an effort to improve System Practices, Broward County School District is conducting a Parent Survey. We value your opinion and ask that you please take time to complete this survey. In order to complete the survey, go to: <http://www.advanc-ed.org/survey/public/9805149> Please be assured that your responses to this survey will be anonymous. Your honest opinion is appreciated. Thank you for your time and attention to this matter.
- **Paper PARENT Survey:**
Principals will be emailed a zip file with their school's parent surveys. Each zip file contains uniquely identified surveys for the noted school and should not be administered to other institutions. The zip file contains surveys in multiple languages. The paper surveys need to be reproduced and distributed by the school.
- **Paper Survey Directions:** Attached is an AdvancED booklet entitled *Instructions for Administering Paper Surveys*. Please read and follow these directions carefully.

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STAFF SURVEY DIRECTIONS



- **Web STAFF Survey Link:** <http://www.advanc-ed.org/survey/public/4375282>
This survey is to be completed by INSTRUCTIONAL staff only.
- **Web STAFF Survey Invitation** - use for any communication to distribute the link information:
In an effort to improve System Practices, the Broward County School District is conducting a Staff Survey. We value your opinion and ask that you please take time to complete this survey. In order to complete the survey, go to: <http://www.advanc-ed.org/survey/public/4375282> Please be assured that your responses to this survey will be anonymous. Your honest opinion is appreciated. Thank you for your time and attention to this matter.
- **Paper surveys will not be available for the staff.**

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ASSIST CUSTOMER SURVEY

STUDENT SURVEY DIRECTIONS



- **Web STUDENT Survey Links** – Please use with the appropriate grade level:
Early Elementary (Grades K-2) <http://www.advanc-ed.org/survey/public/1995813>
Elementary (Grades 3-5) <http://www.advanc-ed.org/survey/public/5341904>
Middle & High (Grades 6-12) <http://www.advanc-ed.org/survey/public/9286919>
- **Web STUDENT Survey Invitation** - use for any communication to distribute the link information:
In an effort to improve System Practices, the Broward County School District is conducting a Student Survey. We value your opinion and ask that you please take time to complete this survey.
Please be assured that your responses to this survey will be anonymous. Your honest opinion is appreciated. Thank you for your time and attention to this matter.
- **Paper surveys will not be available for the students.**

AdvancED ASSIST: *PORTFOLIO FOR SCHOOLS*



Broward County
Public Schools

In **May 2016** each school will be required to complete their ASSIST Portfolio on the AdvancEd website:



Portfolio

Overview

Select the school year to expand the list of all associated documents for that period.

Select a document for additional details and to begin or continue your work.

Schools cannot access the portfolio until AdvancEd makes it available in May 2016.

THIS IS AN OUTLINE OF THE ASSIST SCHOOL PORTFOLIO.

Portfolio	Due dates for required tasks—upcoming, past due and completed	
	Basic institution, demographic, affiliation, accreditation and accountability status information.	
Profile		
	<i>Performance section currently is blank for all institutions except those in Wyoming.</i>	
	Diagnostics:	Surveys:
	<ul style="list-style-type: none"> • Executive Summary • Self Assessment • Stakeholder Feedback 	<ul style="list-style-type: none"> • Parent • Staff • Middle/High Student (6 – 12+) • Elementary Student (3 – 5) • Early Elementary Student (K – 2)
Diagnostics & Surveys	<ul style="list-style-type: none"> • Student Performance • Improvement Plan • Stakeholder Involvement • Unique Partner Agency Diagnostics 	
Assurances	Yes/No Certification Questions—AdvancED and partner agency assurances	
Goals & Plans	Build and manage goals and improvement plans	
Reviews	External Review information and Required Actions assigned to an institution	
Progress	Accreditation Progress Report information	

AdvancED ASSIST: *EXECUTIVE SUMMARY*



Broward County
Public Schools

**THE EXECUTIVE SUMMARY WILL EVENTUALLY BE PART
OF EACH SCHOOLS' ASSIST PORTFOLIO**

Portfolio

Profile

Diagnostics & Surveys

Assurances

Goals & Plans

Reviews

Progress

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.

Diagnostics

Surveys

Start Diagnostic

EXECUTIVE SUMMARY: *SUBMIT REVISED DRAFT*



Broward County
Public Schools

- Executive Summary draft needs to be finalized in collaboration with administration, school leadership team and SAC.
- Summary needs to be text only, no charts and graphs.
- Instructional Facilitators will work collaboratively with schools to finalize the Executive Summary.
- Email a copy of your school's Executive Summary Final Draft to your Instructional Facilitator by March 4, 2016
- Revisions to Executive Summary Draft due April 29, 2016
- Final Executive Summary will be uploaded to each schools ASSIST Portfolio May 2-6, 2016

Executive Summary Template School Accreditation

The Executive Summary (ES) provides the school an opportunity to describe in narrative form its vision as well as strengths and challenges within the context of continuous improvement. Use this template to complete the responses to the various questions below. The responses should be brief, descriptive, and appropriate for the specific section. Transfer completed narratives into the corresponding sections of the Executive Summary found online in ASSIST.

Description of the School

Describe the school's size, community/communities, location, and changes it has experienced in the last three years. Include demographic information about the students, staff, and community at large. What unique features and challenges are associated with the community/communities the school serves?

[Type responses using complete sentences, spellcheck and grammar check tools prior to cutting and pasting into online version of Executive Summary.] 6000 character limit

School's Purpose

Provide the school's purpose statement and ancillary content such as mission, vision, values, and/or beliefs. Describe how the school embodies its purpose through its program offerings and expectations for students.

[Type responses using complete sentences, spellcheck and grammar check tools prior to cutting and pasting into online version of Executive Summary.] 6000 character limit

Notable Achievements and Areas of Improvement

Describe the school's notable achievements and areas of improvement in the last three years. Additionally, describe areas for improvement that the school is striving to achieve in the next three years.

[Type responses using complete sentences, spellcheck and grammar check tools prior to cutting and pasting into online version of Executive Summary.] 6000 character limit

Additional Information

Provide any additional information you would like to share with the public and community that were not prompted in the previous sections.

[Type responses using complete sentences, spellcheck and grammar check tools prior to cutting and pasting into online version of Executive Summary.] 6000 character limit

NEXT SCHOOL IMPROVEMENT TRAINING



Broward County
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MAY 2-6, 2016

Schools will be assigned a date and time by Cadre

AGENDA:

- **Advanced ASSIST Portfolio Completion**
 - **Closing 2015-2016 SIP**
- **School Improvement Planning for 2016-2017**

SCHOOL IMPROVEMENT MID-YEAR REFLECTION

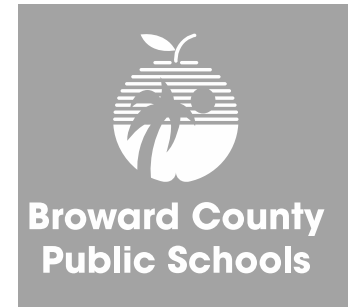


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1. Has your school made progress towards achieving the goal?

- A. *How do the structures and systems in place at your school ensure all facets of the school culture create predictable environments and a school climate that supports your SIP goal?*
- B. *What are the gaps that exist between your current state and your desired state?*
- C. *How will you address them between now and the end of this school year?*

SCHOOL IMPROVEMENT MID-YEAR REFLECTION



2. Have alterable barriers been eliminated or reduced? (Alterable barriers are in-house infrastructure mechanisms such as scheduling, class structures, teacher attendance, student attendance, staff development plan, etc.)

A. What evidence do you see that a barrier has been reduced or eliminated?

B. What evidence do you have that the barriers are wide-reaching and will help you achieve your goal?

C. If progress towards eliminating the barrier is not sufficient, where or what is the breakdown?

D. Did you identify other barriers that could serve as effective re- entry points into the plan?

SCHOOL IMPROVEMENT MID-YEAR REFLECTION



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3. Are your strategies being implemented with fidelity?

A. Were decisions to continue, intensify, modify, or terminate strategies or action steps based on specific evidence?

SCHOOL IMPROVEMENT MID-YEAR REFLECTION



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4. What are your benchmarks for success?

A. How will you progress towards your goal impact student achievement?

B. What is your desired state?

C. What gaps exist between your current state and your desired state?

SHARING BEST PRACTICES

BEST PRACTICE BASED ON SCHOOL IMPROVEMENT MID-YEAR REFLECTION 2016

School Name: _____ Principal: _____ SAC Chair(s): _____

STRATEGY	IMPLEMENTATION	EVIDENCE

GALLERY WALK

FOLLOW- UP

- DA Schools are required to input their Mid-Year Reflection in CIMS by **MARCH 11, 2016**.
- ALL Schools can use the completed Mid-Year Reflection form as Accreditation Artifact for Indicator 5.4
- All schools can share their Mid-Year Reflection with SAC and upload into the SAC Upload Center

THANK YOU!



Please call us if you need assistance:

Office of Service Quality 754-321-3850