

# REGULATION

## MONTGOMERY COUNTY PUBLIC SCHOOLS

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**Related Entries:** IED  
**Office:** Deputy Superintendent of Schools

### Evaluation and Accreditation of Senior High Schools

#### I. PURPOSE

To provide basic information concerning senior high school evaluations conducted in accordance with the Evaluative Criteria developed by the National Study of Secondary School Evaluation and used by the Middle States Association of Colleges and Secondary Schools in the accreditation process

#### II. BACKGROUND

It is the policy of the Middle States Association of Colleges and Secondary Schools to appoint a visiting committee and to make an in-school evaluation of all of its member schools every 10 years once a school has been accredited. Interim reports from the principal are also requested by the association.

When new schools are opened, they are given accredited status for approximately three years or until the school graduates its first senior class. Thereafter, the school is visited by a representative of the Middle States Association and arrangements are made for the first evaluation which usually occurs during the fifth year of operation. A request for a postponement for good cause may be made by the principal to the Middle States Association of Colleges and Secondary Schools.

The evaluation process consists of three phases:

- A. Self-evaluation by the school staff
- B. Evaluation by a visiting committee of the Middle States Association of Colleges and Secondary Schools, composed of experienced educators from schools similar to the one being evaluated
- C. Reporting and follow-up

### III. PROCEDURES

#### A. Self-Evaluation and Preparation for Evaluation by the Visiting Committee

1. Each senior high school principal will become familiar with and be prepared to follow the instructions and procedures described in the latest edition of the *Evaluative Criteria* when the school is scheduled for evaluation.
2. Fees for membership in the Middle States Association of Colleges and Secondary Schools and reasonable costs of an evaluation are assumed by the Office of the Deputy Superintendent of Schools.
3. The principal will notify the deputy superintendent of schools in writing of an impending evaluation by September 1 of the year before the visiting committee is to come to the school to permit the budgeting of funds needed for support. Expenditures related to the evaluation must have prior approval of the deputy superintendent.
4. The principal will apply by letter to the commission for accreditation and will be supplied information regarding requirements.
5. A representative of the commission will schedule a school visit to review with the principal the standards for accreditation as set forth in the *Evaluative Criteria*.
6. On the basis of the visitor's report, the commission and the principal will agree upon dates for the visiting committee to evaluate the school. Prior to these visiting dates, the principal will arrange for the school staff to complete a year of self-study, as delineated in the *Evaluative Criteria* and *Policies and Procedures Handbook of the Middle States Association*.
7. Staff in the central and area offices will serve as consultants during the self-evaluation process.
8. Final plans and materials prepared for the visiting committee will be reviewed by school staff, subject supervisors, and the area associate superintendent before they are made available to the committee.

## B. The Committee Visit

1. Approximately three months prior to the established date for the committee visit, the commission will send to the principal nominations for a committee chairperson, assistant chairperson, and the committee membership. The school may accept or reject the nominations. When agreement is reached, a final list of members of the visiting committee will be sent to the school.
2. The principal will make housing reservations for members of the visiting team well in advance of the scheduled visit.
3. The principal will send to the chairperson a copy of the final list of evaluators, housing accommodation and travel details, an agenda for the organization meeting, and pertinent background data regarding the school and community. (See *Policies and Procedures Handbook of the Middle States Association*.)
4. The principal will invite the superintendent, deputy superintendent, members of the Board of Education, and associate superintendents to opening activities and to the last session of the visiting committee at which time the chairperson will make an informal oral report to the school faculty. In addition, the principal may invite other school officials, students, and persons from the school community to these two sessions.
5. The principal will give materials developed during the self-evaluation to the visiting committee and assists the chairperson by scheduling work sessions, providing meeting rooms, arranging for clerical help, and providing for the comfort of the committee while they are in the school.

## C. Chairperson's Final Evaluation Report

1. The commission will send two copies of the final report of the chairperson to the principal after its review of the findings of the committee.
2. After reviewing the report, the principal will distribute copies to members of the school staff, president of the PTA, the superintendent, deputy superintendent, central office associate superintendents, and the area associate superintendent and his/her staff. Copies of the report will be available to interested parents and officers of the student council; a copy of the section which deals with a subject coordinator's respective discipline will be available to him/her.

3. The school staff, with the assistance of central and area office personnel, will analyze the report to identify:
  - a) Those recommendations which can be implemented immediately
  - b) Those recommendations which will require evaluation and long-range planning
  - c) Those recommendations which require Board of Education action, particularly with regard to the expenditure of additional funds
4. A PTA meeting will be scheduled to provide a forum for parent discussion of the evaluation findings and to promote community knowledge about and confidence in school programs as well as support for future budget requests related to the committee's recommendations.
5. The original copy of the evaluation report will be retained in the school.

D. School's Follow-up Procedures

1. The principal will arrange for a meeting with the area associate superintendent approximately one year following the receipt of the committee chairperson's report, at which time progress in meeting the recommendations of the report will be reviewed. The deputy superintendent (or designee), and the associate superintendent for supportive services (or designee) and members of the Board of Education should be invited to attend this meeting. This meeting should be coordinated through the area associate superintendent's office.
2. When periodic reports are required by the Middle States Association (known as Further Reports of Progress), copies of the reports will be provided to the area associate superintendent, the deputy superintendent, the associate superintendent for supportive services, and members of the Board of Education.

*Administrative History:* Formerly Regulation No. 290-1, January 18, 1980.