

Administrative Regulation

Accreditation, High School: District and School Responsibilities for

District high schools are accredited by the Western Association of Schools and Colleges (WASC) at prescribed intervals.

Accreditation is recognized as an important cooperative process between WASC and the district. Both school and district-level personnel are expected to be familiar with accreditation procedures, the specific form to be utilized at the school(s) to be accredited, and school and/or district responsibilities before, during, and after the visitation.

- A. The administrator of secondary education will supervise and coordinate all accreditation activities. Responsibilities of the administrator of secondary education include:
1. Publishing the Annual Accreditation Status Report and informing the superintendent of school accreditation information as needed
 2. Designing and providing staff development activities for key school and district personnel
 3. Maintaining communication with the school principal and superintendent before, during, and following the accreditation visit
 4. Attendance at the final committee oral report to school faculty and staff
 5. Coordinating an informal response to the committee's preliminary report with the school principal (prior to the final committee report)
 6. Initiating and pursuing a timely formal written response to WASC if a committee's recommendations violate WASC criteria and/or the governance prerogatives of the Board and the conflicts have not been resolved at the informal level
 7. Initiating a formal appeal utilizing the WASC appeal process if disagreement exists regarding denial of accreditation or length of accreditation
 8. Supervising WASC-related post-visitation activities, including the mid-term progress report, and informing the superintendent as required.

- B. The school principal is responsible for the coordination of all school activities prior to, during, and following the visit by the accreditation committee.
1. The school principal will maintain communication with the committee chairperson and inform the administrator of secondary education of the progress of the accreditation.
 2. In particular, the principal shall make the administrator of secondary education aware of committee recommendations which appear to violate WASC criteria and/or Board governance prerogatives.
 3. The school principal shall ensure the receipt of the visiting committee's written preliminary report and its availability to the administrator of secondary education for review.
 4. The school principal shall be responsible for school activities necessary for the production of the mid-term progress report.

C. District Response

While it is understood that accreditation of district schools is a mutual and cooperative process, there may be instances in which disagreement regarding a committee recommendation is reached. If such a disagreement cannot be resolved during the committee visitation, the district will initiate an informal response to the committee chairperson by the school principal or the administrator of secondary education.

Should resolution of the disputed recommendation not be reached to the district's satisfaction, a formal timely written response to WASC will be made by the administrator of secondary education.

The written response will contain the specific committee recommendation(s) in question and a description of WASC criteria and/or the areas of Board governance which appear to be violated. The written response must reach WASC prior to reading of the report and action by the WASC Commission.

The administrator of secondary education will inform the superintendent of the recommendations in question, the grounds for written response, and progress of the written response.

D. Staff Development, WASC Accreditation

Staff development activities shall be designed by the administrator of secondary education. Key district and school-level staff shall be oriented to the purpose and scope of the WASC accreditation visits, the self-study, the form to be used by the committee, the visitation format, the preliminary report, the appeal process, the final report, and the mid-term progress report. Orientation of the school principal, administrative staff, department chairpersons, and key classified personnel is of special importance.

TIMELINE - WASC VISITATIONS

June-August (Annually)	GGUSD Accreditation Status Report	Administrator of secondary education will update, produce, and distribute the GGUSD Accreditation Status Report to the Board, designated district personnel, and school principals.
Aug.-April	Mid-Term Progress Report	Administrator of secondary education will see that the Mid-Term Progress Report is completed and delivered to the supt. for Board action.
March	Staff Development	The administrator of secondary education will supervise staff development activities for district and school personnel to be involved in accreditation during the following year.
Dec.-Feb.	Visiting Committee: Names and Background	The administrator of secondary education will distribute the names and background of visiting committee members to the Board and superintendent.
Dec.-Feb.	Self-Study	The administrator of secondary education will notify the supt. of mailing deadlines for the self-study and provide copies of the completed self-study as needed.

Feb.-April	Visitation Schedule	The administrator of secondary education will notify the supt. of the committee's visitation schedule and maintain communication with the school principal and the supt. regarding the visitation.
Feb.-April	Visiting Committee Oral Reports	The administrator of secondary education will attend the oral report of the visiting committee and apprise the supt. if a rebuttal was required and if a formal written response is needed.
Feb.-April	Visiting Committee's Preliminary and Final Oral Reports	The administrator of secondary education will distribute copies of the preliminary and final committee reports.
Feb.-April	District Response	The administrator of secondary education will inform the supt. of the need for a formal written response to committee recommendations which appear to violate WASC guidelines or Board governance prerogatives. If required, the response will be submitted to WASC as soon as possible following receipt of the committee's written report and prior to the report's reading by the WASC Commission.
Apr.-June	Commission Action, Length of Accreditation	The administrator of secondary education will report length of accreditation to the supt. and district and school personnel.