

# MACS School Of Excellence

## Pre-Consultative Visit Report

Instructions for School: This is the form that MACS SOE will use to generate the report for your school. Enter information ONLY in the text boxes identified for "School Comment." In those text boxes, supply the information requested (if stated). If you feel that some explanation would be helpful to the consultant's understanding, you are welcome to enter that as well. The consultant will be completing the report based on documentation you provide (requested in the accompanying memo), interviews, and observations at the school. This report covers only a small portion of the indicators of quality at a school, but does provide a framework for the consultant to discuss with school leadership some of the major components of the school improvement and accreditation process. You are to provide a digital copy of this document with your responses in the "School Comment" text boxes to the consultant BEFORE the school visit begins. Please email to the consultant at least three days prior to the scheduled visit.

Standard 1. Philosophy, Mission and Goals

Yes No Does the school publish a statement of faith (Faculty Manual, Parent/Student Manual, or other documents) that is in agreement with the MACS statement of faith?

Yes No Does the school articulate its Christian identity in published philosophy statements?

Yes No Does the school have a published mission statement?

Yes No Does the school publicly promote its Christian identity?

**School Comment:** Comment briefly on school measures to promote your Christian identity.

**Consultant Comment:**

Standard 2. Governance and Leadership

Yes No Does the school operate under a constitution and by-laws? (may be a church constitution for a church ministry)

Yes No Does the school or church ministry have a 501(c)(3) determination document?

Yes No Does the school have a published non-discriminatory admissions policy?

Yes No Does the school have a clearly-established governance structure?

- Yes No Does school governance and leadership document requirements for legal operation (state and local) and is the school compliant with those requirements?
- Yes No Does school governance exercise fiscal oversight and an advice or consent function regarding major policy and hiring or dismissing the head school administrator?
- Yes No Does the school have an organizational structure that clearly defines lines of authority?
- Yes No Do school leaders (administrator and principals) have appropriate degrees?

**School Comment:** Comment briefly on school measures to promote your Christian identity.

**Consultant Comment:**

### Standard 3. School Improvement Planning

**Consultant:** Review the Accreditation Manual Instructions regarding School Improvement Planning with school leadership. While this project is to be completed AFTER initial accreditation, the school that conducts its self-study thoroughly will be collecting most of the pieces that will go into this document.

### Standard 4. Finances

- Yes No Did the school provide a financial report for the prior fiscal year for your review?
- Yes No Did the school provide a budget for the current fiscal year for your review?
- Yes No Do the financial report and budget indicate stability and sustainability and suggest that the school has the resources for effective and continued education of children?
- Yes No Does the school conduct an annual or periodic financial review or audit?

**School Comment:** Comment briefly on school measures to promote your Christian identity.

**Consultant Comment:**

#### Standard 5. Facilities

- Yes No Does the school facility appear to meet reasonable expectations for student safety? Note any safety issues observed during your visit.
- Yes No Do play areas appear adequate and free of safety/health hazards?
- Yes No Does the school conduct fire inspections as required by state or local code? If no inspection is required, did the school provide supporting documentation? (Documentation might be either authoritative statements indicating that no inspection is required or statements describing facilities that require inspections excluding the school facility.)
- Yes No Does the school conduct health inspections as required by state or local code? If no inspection is required, did the school provide supporting documentation?
- Yes No Is the school compliant with AHERA?
- Yes No Are hazardous materials (cleaning supplies, laboratory chemicals) appropriately locked and protected?
- Yes No Do buildings and property appear to be well-maintained and clean?

**School Comment:** Comment briefly on school measures to promote your Christian identity.

**Consultant Comment:**

#### Standard 6. School Climate and Organization

- Yes No Is the administrative, faculty, and support staff sufficient in number and appropriately qualified to carry out the program of the school and to provide for the needs of students?

- Yes No Does the Faculty Summary report indicate that the school will be able to meet expectations for teacher preparation? (bachelor's degrees from accredited or MACS-recognized colleges?)
- Yes No Are the majority of teachers currently degreed in their subject?
- Yes No Does the school take measures to insure that teachers are in agreement with the doctrinal statement and other policies of the school?
- Yes No Does the school maintain and adequately protect personnel records?
- Yes No Does the school have a clearly defined and non-discriminatory salary schedule?
- Yes No Do school advertisements and publications accurately portray the school?

**School Comment:** Comment briefly on school measures to promote your Christian identity.

**Consultant Comment:**

Standard 7. Health and Safety

- Yes No Does the school conduct fire and other emergency drills as required by state regulation?
- Yes No Is there evidence that the school is aware of and complies with legal reporting requirements for suspected child abuse?
- Yes No Is pedestrian and vehicle movement on the property carefully managed to protect student safety?
- Yes No Has the school developed a crisis management plan and trained staff to implement the plan?
- Yes No Has the school developed a blood-borne pathogens control plan and does the school provide the required annual training?
- Yes No Does the school have in place appropriate hazard response policies (Hazard Communication Standard Training)?
- Yes No Does the school observe state-mandated immunization policies for students?

**School Comment:** Comment briefly on school measures to promote your Christian identity.

**Consultant Comment:**

#### Standard 8. Educational Program

Yes No Does the school program include appropriately sequenced instruction in biblical studies, language arts and literature, mathematics, science, and history?

Yes No Does the school program include appropriately sequenced instruction in visual and performing arts, health, world languages, and physical education?

Yes No Does the school meet applicable requirements regarding attendance, length of school year, length of school day, and contact hours for high school credit.

Yes No Do graduation requirements meet or exceed state guidelines?

Yes No Has the school begun development of the Curriculum Guide (as described in the Accreditation Manual) for at least one subject? [Consultant: Discuss this requirement thoroughly with school leadership.]

**School Comment:** Comment briefly on school measures to promote your Christian identity.

**Consultant Comment:**

#### Standard 9. Assessment and Evidence of Student Learning

Yes No Is student progress reported to parents by means of grade cards or progress reports or online systems during and at the conclusion of every grading period?

- Yes No Are grading policies communicated to families (handbooks, website, or other means)?
- Yes No Are standardized tests administered annually (or more frequently) to measure student progress?
- Yes No Is there evidence that students learn and perform at expected levels or that interventions occur for students who are not learning at expected levels?
- Yes No Are standardized test results communicated to families?
- Yes No Are student records maintained and appropriately protected?

**School Comment:** List the standardized tests regularly administered at your school and the schedule for administration. Briefly describe the uses made of test results and communication of test results to parents.

**Consultant Comment:**

#### Standard 10. Student Services

- Yes No Does the school appear to work with parents and extend student services to identify and meet the spiritual, academic, social, and physical needs of students?
- Yes No Are admission procedures organized and uniform and consistent with the school's mission and purpose and Christian identity?
- Yes No Do admission procedures assess a student's ability to benefit from the school program?
- Yes No Is financial information and other parental responsibilities clearly stated in writing and made available to parents before enrollment?
- Yes No Are the school's discipline policies and dress code communicated to parents and teachers and consistent with the philosophy and mission of the school?
- Yes No Are motor vehicles operated by the school compliant with state law?
- Yes No Do school policies require CDL drivers when required and do those drivers participate in a drug and alcohol testing program as required by federal law?
- Yes No Do facilities, equipment, and staff for food services meet requirements?

Yes No      Are required health inspections conducted for food service?

Standard 11. Student Life and Student Activities

No observations related to this standard are required as part of the consultative visit.

Standard 12. Information Resources and Technology

Yes No      Does there appear to be an adequate supply of AV and duplicating equipment for effective school operation?

Yes No      Does the school library include a collection of materials that support student reading development and student research?

Yes No      Do teachers have access to and make use of technology resources for instruction and record-keeping?

Yes No      Do students have access to technology resources and instruction that utilizes current technologies?

**School Comment:** Comment briefly on school measures to promote your Christian identity.

**Consultant Comment:**