

NAPCIS



NATIONAL
ASSOCIATION OF
PRIVATE
CATHOLIC* AND
INDEPENDENT
SCHOOLS

2640 Third Avenue, Sacramento, CA 95818-3209 ♦ Tel: (916) 451-4003 ♦ info@napcis.org www.napcis.org

SELF-STUDY
Report
GUIDELINES MANUAL

A Commitment to Excellence

Introduction

The school's self-study report will provide the basis for the Evaluation Team's visit and report.

Prepare a written report that evaluates the Criteria for Accreditation by addressing the suggested lines of inquiry. Summarize each criterion evaluation by listing commendations and recommendations. Additional information and documentation may be provided.

Criterion I: Integrity, Mission, and Objectives

A. Lines of Inquiry

1. How does the school identify, appraise and select new Board of Trustee members?
2. What steps have been taken by the school to ensure that its educational program is consistent with its mission statement?
3. In what manner is the mission statement communicated by the Board of Trustees to the administrator, faculty, students and parents?
4. What evidence can be produced to indicate that the school's mission and philosophy statement reflects its purpose and that it is understood and implemented by the administration, faculty, students, and parents?
5. How accurately do the school's publications reflect the mission and philosophy statement?
6. How does the school assure itself that student learning is consistent with its philosophy, goals, and objectives?

B. Supporting Documentation

1. A copy of the school's current mission statement; philosophy, goals, and objectives as stated in catalogues, handbooks and other publications
2. A copy of the school's brochure, handbook, etc.
3. List Board of Trustee members, their religious affiliation and professional degrees
4. A copy of a Profession of Faith & Oath of Fidelity or any instrument that reflects Board of Trustees adherence to the Magisterium

C. Commendations

1. _____
2. _____
3. _____

D. Recommendations

1. _____
2. _____
3. _____

Criterion II: Curriculum

A. Lines of Inquiry

1. Does the Board of Trustees set policy for the selection of curriculum?
2. Does the school have a system to develop, implement and evaluate its curriculum?
3. What process is employed by the school to formulate, review, and evaluate its curricula, especially in terms of student learning?
4. Is the Board of Trustees responsible for establishment of diploma requirements?
5. Does the administrator and faculty and staff implement and monitor academic policy?
6. Are the school's general education requirements effective in terms of the school's objectives? Are these effectively communicated to the students?

B. Supporting Documentation

1. A copy of the school's Instructional Guidelines, Teacher's Manual, Course of Studies outlines, if available
2. A copy of Course Syllabi for each subject area for all grade levels
3. A copy of the school's catalogue
4. A copy of the current school calendar
5. An explanation of the process for evaluating the curricula

C. Commendations

1. _____
2. _____
3. _____

D. Recommendations

1. _____
2. _____
3. _____

Criterion III: Faculty

A. Lines of Inquiry

1. Does the Board of Trustees set policy for the selection of staff?
2. How does the school identify, appraise, negotiate with, and select an administrator and new faculty?
3. How does the school evaluate the teaching performance of its faculty members?
4. How does the school evaluate its own criteria for recruitment, appointments, promotion, and evaluation of its administrator and faculty members?
5. What evidence can be produced to substantiate that the administrator and faculty are properly prepared to teach the classes they are assigned?
6. What is the process for addressing grievances between administrator, faculty and staff?

B. Supporting Documentation

1. List administrator, faculty and staff and indicate professional degrees
2. A copy of the current salary schedule and benefit packages
3. A copy of the Personnel Policy Handbook.
4. A copy of the Teacher Application & Contract.
5. A copy of a Profession of Faith & Oath of Fidelity or any instrument that reflects staff adherence to the Magisterium.
6. Describe the administrator, faculty and staff evaluation procedure, if description is not included in the Personnel Policy Handbook and provide copies of any forms used in the evaluation process.

C. Commendations

1. _____
2. _____
3. _____

D. Recommendations

1. _____
2. _____
3. _____

Criterion IV: Students

A. Lines of Inquiry

1. Does the Board of Trustees set policy for admissions and discipline?
2. Are the admission policies followed in a consistent manner? If exceptions are made, what are they, and who makes them? Should any significant changes be made in the policies?
3. What is the process for addressing grievances between parents, students and administration and faculty?

B. Supporting Documentation

1. A copy of the Parent/Student Handbook.
2. A copy of the admission documents.
3. A copy of policy concerning the release of information, the student's right to privacy, and the confidentiality of records, if not included in the Handbook.

C. Commendations

1. _____
2. _____
3. _____

D. Recommendations

1. _____
2. _____
3. _____

Criterion V: Facilities

A. Lines of Inquiry

1. Does the school have a library or a plan of action to establish one?
2. Does the school make the best use of its facility and equipment to provide for a safe, clean, and productive learning environment for its students?
3. Does the facility meet established health and safety standards?
4. Does the school have established emergency routines for fire or earthquake?

B. Supporting Documentation

1. Fire extinguishers are located where required, exits are designated, and a copy of an emergency plan is displayed in each room of the facility.
2. A copy of city or county certificate to occupy premises.

C. Commendations

1. _____
2. _____
3. _____

D. Recommendations

1. _____
2. _____
3. _____

Criterion VI: Governance

A. Lines of Inquiry

1. Evaluate the process utilized to acquaint the administrator, faculty and staff with the school's organizational plan and the provisions that affect them.
2. Analyze the Board of Trustees relationship with the administration and faculty and staff.
3. What is the process for resolving grievances: family, personnel?
4. Review system for budget preparation and approval.
5. Assess the stability and adequacy of sources of income in relation to the operating budget. What are the trends? Are changes needed?
6. Does the school have a strategic planning process taking into account projected income and expenses and a review of development opportunities?

B. Supporting Documentation

1. A copy of the Articles of Incorporation and By-Laws.
2. Evidence of 501(c)(3) tax-exempt status.
3. A copy of the current school budget.
4. A copy of the most current financial report and statement with a summary.
5. A description of the organizational structure demonstrating the chain of command and authority.
6. A description of the organizational structure demonstrating responsibilities assigned.

C. Commendations

1. _____
2. _____
3. _____

D. Recommendations

1. _____
2. _____
3. _____

Outline of Format for the Self-Study Report

Cover Sheet

Table of Contents:

Roster of Trustees, Administration, Faculty & Staff (include religious affiliation)

History of School

Criterion I: Integrity, Mission, and Objectives

- A. Responses to Inquiries
- B. Supporting Documentation
- C. Commendations
- D. Recommendations

Criterion II: Curriculum

- A. Responses to Inquiries
- B. Supporting Documentation
- C. Commendations
- D. Recommendations

Criterion III: Faculty

- A. Responses to Inquiries
- B. Supporting Documentation
- C. Commendations
- D. Recommendations

Criterion IV: Students

- A. Responses to Inquiries
- B. Supporting Documentation
- C. Commendations
- D. Recommendations

Criterion V: Facilities

- A. Responses to Inquiries;
- B. Supporting Documentation
- C. Commendations
- D. Recommendations

Criterion VI: Governance

- A. Responses to Inquiries
- B. Supporting Documentation
- C. Commendations
- D. Recommendations