



PROCEDURES
NCPSA & MSA-CESS



Cooperative Accreditation Agreement
(Schools Currently within their Accreditation Cycle)

The following information gives you a step by step approach to apply for accreditation with the Middle States Association Commissions on Elementary & Secondary Schools (MSA-CESS) through the NCPSA Cooperative Accreditation Agreement.

If you have any questions please do not hesitate to contact the MSA-CESS offices:

Phone: 267-284-5053

Fax: 610-617-1106

E-mail: info@ces-msa.org Attention: Jeanne M. Gallagher:

STEP 1 Forms and Fees

- 1. Complete the MSA-CESS Membership Application Form and MSA-CESS Standards Review which accompany this letter of instruction.

- A. Submit via postal service to:
Jeanne Gallagher, MSA-CESS
Middle States Association
3624 Market Street, 2 West
Philadelphia, PA 19104
 - 1) MSA-CESS Membership Application Form, which includes the MSA-CESS Standards Review.
 - 2) Copy of the most recent accreditation report
 - 3) Copy of the most recent accreditation letter from your accrediting agency
This letter should specify the specific month/day/year the current term of accreditation expires (must be a single date, not a range of dates for when a team visit is expected).
 - 4) Check for \$300 application fee made out to Middle States Association.
Send to above referenced address.

- B. Submit supplementary information as required.

- C. The school will send a copy of the MSA-CESS Application Form, a copy of the checks to MSA-CESS & NCPSA, and a check for \$50 to the school's NCPSA accrediting agency (Seventh-day Adventists require no application/annual fees).
Attention: Association Representative
NCPSA member accreditation association
Address
City, State, Zip

- D. The school will send a copy of the MSA-CESS Application Form and a check for \$50 to:
NCPSA
P. O. Box 13686
Seattle, WA 98198-1010

STEP 2 MAINTENANCE & RESEARCH

- 2. MSACCESS will invoice schools directly for annual MSACCESS membership dues.
- 3. The school will follow accreditation maintenance procedures of the lead accrediting agency, including necessary Annual Reports, Annual Reviews, mid-point visits, or other activities.
- 4. The school may participate in the accrediting agencies peer-review activities by providing staff members to serve as visitation team members and to serve in other capacities as part of the peer-review network.
- 5. The school must pay annual membership dues to each accrediting agency, as set in each agency's current schedule of fees and dues.
- 6. A school with status as accredited has the right to advertise that status and to avail themselves of services provided by both accrediting agencies to members.
- 7. Two years prior to the expiration of the accreditation term, the school will be contacted by both MSA-CESS and the other accrediting agency to begin the process of a cooperative accreditation protocol. The accrediting agencies and the school will reach a mutually agreeable decision on which accreditor will serve as lead agency (usually determined by the choice of re-accreditation protocol) and self-study and evaluation will proceed under the guidance of both accreditors.
- 8. The lead agency will contact the other agency to collaborate on building the visitation team.
- 9. NCPA member associations will forward (by paper or electronically) copies of the visitation reports for the co-accredited schools to MSACCESS.

Membership Application Form for the MSA-CESS Co-Accreditation with NCPA Member Associations

Middle States Association Commissions on Elementary and Secondary Schools
3624 Market Street, 2-West
Philadelphia, PA 19104-2680
Phone: (267) 284-5053
FAX: (610) 617-1106
E-mail: info@ces-msa.org
Website: www.middlestates.org

School Information:

Name (As it should appear for all official listings, documents, and correspondence)

Address (Use best address for mail delivery, with zip + 4 addresses in USA)

County:

Phone and Fax (If Outside USA, include country and city codes)

Phone: _____ FAX: _____

E-mail: _____

Head of School (Full name and job title): _____

Grades to be accredited: _____ Enrollment in these grades: _____

Type of School (must choose only one): Independent Religious Public

Is this school under the supervision of a district or (arch) diocese, along with other schools or does it stand alone? Part of a district or (arch) diocese Alone

If Yes, then give information about the district or (arch) diocese:

Name: _____

Address: _____

Name & Title of Head of district or (arch) diocese:

Head of School Signature: _____

Date signed: _____

I have reviewed the attached Middle States 12 Standards for Accreditation and the school complies with the standards.

Head of School signature

MSACESS Standards Review
Adherence to the Middle States Standards for Accreditation

Name of School

Name of Principal / Headmaster

The Principal / Headmaster will read, note compliance or non compliance with all of the twelve standards of MSACESS; and sign and date their statement. A mark of non compliance should be followed by an attached statement of explanation.

(NOTE: For information about indicators associated with each Standard, visit www.ces-msa.org, choose "Standards for Accreditation," and follow the link to "Standards for Schools.")

MSACESS Standards for Accreditation-Amended 2009

COMPLIANCE

NON COMPLIANCE

1. STANDARD: Philosophy / Mission

The Standard: The school has a clearly written & actively implemented statement of philosophy/mission that conveys the general & specific purposes of its educational program, expresses expectations for quality, & serves as the basis for daily operational & instructional decision making as well as long-range planning. Stakeholders give input into the development of the school's philosophy/mission & understand & accept it. This document is aligned with the community served & is reviewed periodically by stakeholder representatives.

COMPLIANCE

NON COMPLIANCE

2. STANDARD: Governance and Leadership

The Standard: The school is chartered, licensed, or authorized by a state, nation, or authority that operates in the public interest. The governance & leadership ensure the integrity, effectiveness, & reputation of the school through the establishment of policy, provision of resources, & assurance of a quality educational program. The governance & leadership act ethically & consistently to assure an atmosphere of mutual respect & purposeful effort on behalf of students & their learning. School leaders foster a productive environment for teaching & learning, timely & open communication with stakeholders, & the vision necessary for day-to-day operations & long-term planning.

COMPLIANCE

NON COMPLIANCE

3. STANDARD: School Improvement Planning

The Standard: The school uses a collaborative process to develop and implement a written strategic or long-range plan to improve its educational program and services. Plans are aligned with the school's philosophy/mission and its operational plans, and are focused on continuous improvement of student performance, staff professional & organizational growth.

COMPLIANCE

NON COMPLIANCE

4. STANDARD: Finances

The Standard: Financial resources are sufficient to provide the educational opportunities defined in the school's philosophy/mission. The business practices of the school are ethical. These practices promote confidence in the school's ability to manage fiscal & material resources in a responsible manner & follow prescribed budgeting and accounting principles. The majority of resources raised for school purposes is dedicated to the school's operations.

COMPLIANCE

NON COMPLIANCE

5. STANDARD: Facilities

The Standard: School facilities are safe, clean, & well maintained. The physical environment supports delivery of the educational program/services as well as optimal student development & achievement. Facilities are appropriate & adequate to implement the philosophy/mission of the school. They are regularly inspected for effective operation & meet all applicable laws including health & safety code requirements.

COMPLIANCE

NON COMPLIANCE

6. STANDARD: School Climate and Organization

The Standard: The school's organizational structure & climate facilitate achievement of its core values as expressed in the philosophy/mission. The school culture supports successful implementation of age- & developmentally appropriate educational programs & services. Roles, responsibilities, expectations, & reporting relationships are clearly defined. Administrative, instructional, & support staff are qualified, competent, & sufficient in number to effectively provide quality educational experiences. The school regularly conducts staff performance appraisals & offers professional development opportunities informed by its philosophy/mission. Relationships among the staff & leadership are collegial & collaborative.

COMPLIANCE

NON COMPLIANCE

7. STANDARD: Health and Safety

The Standard: A safe, orderly, and healthy environment for teaching and learning is provided. The school adheres to local, state, and federal government health & safety requirements. Health, safety, preventive/emergency procedures, & crisis management policies are clearly written, well documented, implemented, and updated regularly.

COMPLIANCE

NON COMPLIANCE

8. STANDARD: Educational Program

The Standard: The educational program consists of a carefully planned & well-executed curriculum that includes appropriate academic standards, solid pedagogy, & assessment, all based on research & best practices. The educational program is aligned with the school's mission, approved by the governance, sufficiently financed, & periodically reviewed by stakeholders. It is developed to address the needs of all students & is designed to foster & challenge student learners at all levels. Effective policies & procedures are in place, along with instructional materials, technology, & equipment that are appropriate, functional, & well maintained. Written curriculum guides are current, functional, available, & in use. They define scope & sequence of the educational program as well as program objectives & reflect sound approaches to teaching & learning.

COMPLIANCE

NON COMPLIANCE

9. STANDARD: Assessment and Evidence of Student Learning

The Standard: The school systematically collects & rigorously analyzes quantifiable & observable evidence of individual learning & growth from multiple valid & reliable sources. Evidence of student learning is used to evaluate & improve curriculum effectiveness, instructional practices, professional development, & support services. Progress in student learning & performance is expected & is accurately, clearly, & systematically reported to the school community.

COMPLIANCE

NON COMPLIANCE

10. STANDARD: Student Services

The Standard: The school implements written policies & procedures, in partnership with families & the community, that provide all students with, or refer them to, services that are age- & developmentally appropriate to optimize opportunities for life-long success. Student services are systematic & integral to the educational program. They are provided by qualified personnel, sufficiently financed, periodically evaluated, & philosophy/mission appropriate.

COMPLIANCE

NON COMPLIANCE

11. STANDARD: Student Life and Student Activities

The Standard: The school provides access to non-discriminatory student activities that are age- & developmentally appropriate to supplement the educational program. A balance of academic, social, co- or extra-curricular, & service activities is maintained. Student activities are selected to foster intellectual, cultural, & social growth as well as physical health & wellness. Student activities provide opportunities for student leadership and social interaction & encourage development of student interests. These activities are adequately financed, periodically reviewed by stakeholders, managed by school governance & leadership, & appropriate to the school's philosophy/mission.

COMPLIANCE

NON COMPLIANCE

12. STANDARD: Information Resources and Technology

The Standard: Information resources, materials, & technology are accessible and of adequate scope, quantity, & quality to facilitate the school's pursuit of its total educational program. These resources encourage all students & staff to broaden & extend their knowledge & skills. Access to appropriate information resources & technology is provided for students & staff. Appropriate instruction is offered to develop student & staff inquiry, research, & information literacy skills. Information technology equipment is functional & well maintained.