



PROCEDURES
NCPSA & MSA-CESS



Cooperative Accreditation Agreement
(Schools Applying for Re-Accreditation the 2010-2011 School Year)

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 Application Form with MSA-CESS Standards Review (pp. 3-6). Include a cover letter specifying a wish for co-accreditation with MSA-CESS and the specific other accrediting agency; indicate which of the two organizations will serve as lead agency; and indicate dates of next accreditation visit.
- A. Submit via postal service to:
Jeanne Gallagher, MSA-CESS
Middle States Association
3624 Market Street, 2 West
Philadelphia, PA 19104
- Or, via fax, to: **(610) 617-1106**
- B. 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
- C. 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
2. MSACCESS will invoice schools directly for the evaluation fee of \$500 and the annual MSA-CESS membership dues.
3. The school must pay annual membership dues to each accrediting agency, as set in each agency's current schedule of fees and dues.

STEP 2 MAINTENANCE & RESEARCH

- 4. 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.

- 5. The lead agency will contact the other agency to collaborate on building the visitation team.

- 6. 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 NCPSA Member Associations
Applying for Re-Accreditation for the 2010-2011 School Year**

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: _____

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 and 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 and 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 and 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.