

**Millbury Memorial Jr/Sr High School**  
**NEASC Accreditation Visit: October 21-24, 2018**  
**ORGANIZING THE SELF-STUDY**

**Green Text** indicates a completed task

**Red Text** indicates a task that is underway.

**Black Text** indicates a task that is further down the timeline

1. Contact CPS staff person assigned to the school
2. Distribute Preference Sheets
3. Make Standards Committee assignments
4. Select chair/co-chairs of Standards Committees
5. Develop self-study schedule/timeline after meeting with the CPS staff liaison
6. Order and administer Endicott Opinion Surveys
7. Select and assign parents, students, and support staff members to appropriate Standards Committees
8. Apprise central office professional staff of their role(s) in the self-study
9. Assign steering committee members as liaisons to Standards committees
10. Give due consideration to establishing a small editing committee that will work with each of the Standards Committees in the development of the Standards reports
11. Prepare budget in collaboration with the principal
12. Make preliminary plans for housing the visiting team

**PROCESSING THE SELF-STUDY REPORTS**

1. Write the School and Community Summary
2. Monitor evidence gathering of each Standard committee (check for quality and quantity of evidence)
3. Monitor analysis of evidence by each Standard committee
4. Monitor development of Standards' committee reports
5. Review each Standard report (Narrative and Executive Summary)
6. Distribute Standards reports to professional staff seeking comments/questions

7. Establish protocol for presentation of all reports at faculty meetings
8. Present by Standard committee each report at faculty meetings
9. Conduct formal vote using the established protocol
10. Make final edits to Standards reports
11. Work with teachers to identify Critical Strengths and Needs
12. Obtain Two and Five-Year Targeted Plans for Improvement document from Leadership Team and include in self-study
13. Organize all reports in preparation for the on-site visit

### **PREPARING FOR THE ACCREDITATION VISIT (Fall of 2018)**

1. Plan panel presentation
2. Plan Sunday reception
3. Finalize hotel, meals, and transportation arrangements
4. Meet with the chair and assistant chair of the visiting team to review all components of the on-site visit NEASC | CPS | CPSS 2018 Accreditation Handbook Page 27
5. Ensure that all required materials are complete in the portal See checklist on page 54
6. Prepare list of teacher's individual daily schedules
7. Provide materials for the workroom at the school and the hotel: self-study documents, including materials identified in the Self-Study Guides, that have not been entered in the portal and need to be made available in the workroom laptops/printers/LCD projector (consult with chair) clerical supplies
8. Prepare list of school activities occurring during the on-site visit
9. Select student guides
10. Prepare list of rooms and times for small-group meetings with the visiting team based on the schedule prepared by the chair
11. Prepare emergency information for the visiting team
12. Invite all students to be shadowed and their parents/guardians to the Sunday reception
13. Invite all other appropriate personnel, local dignitaries, and guests to the Sunday reception
14. Make name tags for visiting team members, professional and support staffs

15. Ensure professional and support staffs, other school system personnel, parents, students, and community members are available to meet with members of the visiting team based on the schedule for the visit \*The Co-Chairs of the steering committee are responsible for organizing, leading, and coordinating all aspects of the self-study. In collaboration with other steering committee members and with the principal, the co-chairs will determine individual responsibilities throughout the three phases of the self-study.