

**Report of the  
Quality Assurance Review Team  
for  
Towns County Elementary School**

1150 Konahetah Road  
Hiawassee, Georgia 30546  
US

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*North Central Association Commission on Accreditation and School Improvement (NCA CASI) and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI) are accreditation divisions of AdvancED.*

# Quality Assurance Review Report

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## About AdvancED and NCA CASI/SACS CASI

**Background.** Founded in 1895, the North Central Association Commission on Accreditation and School Improvement (NCA CASI) and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI) accredit public and private schools and districts in 30 states, the Navajo Nation, Latin America, and the Department of Defense Schools worldwide.

In April 2006, the North Central Association Commission on Accreditation and School Improvement (NCA CASI), the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI), and National Study of School Evaluation (NSSE) came together to form one strong unified organization dedicated to education quality. That unified organization, known as AdvancED, creates the world's largest education community, representing 27,000 public and private schools and districts across the United States and in 65 countries worldwide and educating 15 million students.

NCA CASI and SACS CASI serve as accreditation divisions of AdvancED. Through AdvancED, NCA CASI and SACS CASI have defined shared, research-based accreditation standards that cross state, regional, and national boundaries. Accompanying these standards is a unified accreditation process designed to help schools continuously improve.

**The Accreditation Process.** To earn and maintain accreditation from NCA CASI or SACS CASI, schools must:

**1) Meet the AdvancED Standards and Policies for Quality Schools.** Schools demonstrate adherence to the AdvancED standards and policies which describe the quality practices and conditions that research and best practice indicate are necessary for schools to achieve quality student performance and organizational effectiveness.

**2) Engage in continuous improvement.** Schools implement a continuous improvement process that articulates the vision and purpose the school is pursuing (vision); maintains a rich and current description of students, their performance, school effectiveness, and the school community (profile); employs goals and interventions to improve student performance (plan); and documents and uses the results to inform what happens next (results).

**3) Demonstrate quality assurance through internal and external review.** Schools engage in a planned process of ongoing internal review and self-assessment. In addition, schools host an external Quality Assurance Review Team once every five years. The team evaluates the school's adherence to the AdvancED quality standards, assesses the efficacy of the school's improvement process and methods for quality assurance, and provides commendations and required actions to help the school improve. The team provides an oral exit report to the school and a written report detailing the team's required actions. The school acts on the team's required actions and submits a progress report following the review.

NCA CASI and SACS CASI accreditation engages the entire school community in a continuous process of self-evaluation and improvement. The overall aim is to help schools be the best they can be on behalf of the students they serve.

# Introduction to the Quality Assurance Review

**Purpose.** The purpose of the Quality Assurance Review is to:

1. Evaluate the school's adherence to the AdvancED quality standards and policies.
2. Assess the efficacy of the school's improvement process and methods for quality assurance.
3. Identify commendations and required actions to improve the school.
4. Make an accreditation recommendation for review by the national AdvancED Accreditation Commission.

A key aim of the Quality Assurance Review is to verify that the school is operating with institutional integrity - that it is fulfilling its vision and mission for its students.

**School Preparation.** To prepare for the Quality Assurance Review, the school community engages in an in-depth self assessment of each of the seven AdvancED standards. The school identifies and describes the evidence that demonstrates that it is meeting each standard. Through this internal review, the school examines how its systems and processes contribute to student performance and school effectiveness.

**Summary of Team Activities.** The Quality Assurance Review Team is led by an AdvancED certified team chair and comprised of professionals from outside the school. The team reviews the findings of the school's internal self-assessment, conducts interviews with representative groups of stakeholders, reviews student performance data and other documentation provided by the school, and observes practices and daily operations. The team engages in professional deliberations to reach consensus on the school's adherence to the standards for accreditation. The team provides an oral exit report and prepares a written Quality Assurance Review Team Report designed to help the school improve.

**The Quality Assurance Review Team Report.** Following the visit, the review team completes the Quality Assurance Review report. After review by a nationally-trained reader, the report is submitted to the school. The report contains commendations and required actions for improvement.

**Using the Report - Responding to the Required Actions.** The school uses the report to guide its improvement efforts. The school is held accountable for addressing the required actions identified in the report. The NCA CASI/SACS CASI State Office is available to assist schools in addressing the required actions. At prescribed intervals, the school must submit a progress report detailing the actions and progress the school has made on the team's required actions. The report is reviewed at the state and national level to ensure the school is addressing the required actions.

**Accreditation Recommendation.** The Quality Assurance Review Team uses the findings from the onsite visit to make an accreditation recommendation that is reviewed at the state level and by the national AdvancED Accreditation Commission. Accreditation is granted by the AdvancED Accreditation Commission and communicated to the school following action from the commission.

## Summary of Findings

A Quality Assurance Review Team representing the SACS CASI Georgia State Office (SACS-CASI-GA), a division of AdvancED, visited the Towns County Elementary School in Hiawassee, US-GA, US on 03/08/2010 - 03/09/2010.

During the visit, members of the Quality Assurance Review Team interviewed 2 members of the administrative team, 32 students, 9 parents, and 34 teachers. The team also reviewed documents, student performance data, and other artifacts provided by the school. Specifically, the team examined the school's systems and processes in relation to the seven AdvancED standards:

1. Vision and Purpose
2. Governance and Leadership
3. Teaching and Learning
4. Documenting and Using Results
5. Resource and Support Systems
6. Stakeholder Communications and Relationships
7. Commitment to Continuous Improvement

The AdvancED standards focus on systems within a school and systematic methods of attaining high student performance and organizational effectiveness. The power of the standards lies in the connections and linkages between and among the standards. The Quality Assurance Review Team used the AdvancED standards to guide its review of the school, looking not only for adherence to individual standards, but also for how the school functions as a whole and embodies the practices and characteristics of a quality school.

Through its examination of the school's adherence to the standards, the Quality Assurance Review Team identified the following commendations and required actions.

### Commendations

The Quality Assurance Review Team commends the school for the following strengths and accomplishments. While additional strengths are noted in the detailed review of each standard that appears later in this report, the commendations listed below are the strengths that the team believes are most deserving of being highlighted.

• **Not Applicable**

Not Applicable

Not Applicable

### Required Actions

In addition to the commendations, the Quality Assurance Review Team identified the following required actions for improvement. The team focused its required actions on those areas that, if addressed, will have the greatest

impact on improving student performance and overall school effectiveness. The school will be held accountable for addressing each of the required actions noted in this section. Following this review, the school will be asked to submit a progress report on these required actions.

- **Systematically ensure that collaborative teacher meetings focus on strategies that will further impact student performance. Examples of high impact meeting topics include: performance tasks that reflect the rigor needed by grade level; analyzing student work; ensuring effective teacher commentary using the language of the standards/elements; prioritizing student learning needs based on data; and effective instructional technology integration.**

Faculty interviews, the Certified Staff Survey, classroom observations, and the SACS team's review of artifacts indicate that this is an area of potential improvement.

Ensuring that collaborative teacher meetings focus on strategies that further impact student performance will increase student achievement and help close performance gaps between groups of students.

- **Formalize systematic procedures for evaluating both the implementation and the impact of professional learning activities on student learning. Examples include: classroom observations; focus walks; and collaborative meetings to analyze artifacts/evidence and discuss implementation issues.**

Faculty interviews, the Certified Staff Survey, classroom observations, and the SACS team's review of artifacts indicate that this is an area of potential improvement.

What gets monitored gets done, but more importantly, what gets monitored, improves. Systematic monitoring will help the school better assess implementation with the specific purpose of providing support and improved implementation.

- **Formalize the practice of teachers' collaborative analysis and review of student work products and performances to assess student progress toward rigor and the standards.**

Faculty interviews, the Certified Staff Survey, and the SACS team's review of artifacts indicate that this is an area of potential improvement.

Formalizing the practice of teachers' collaborative analysis and review of student work products and performances will increase student achievement and help close performance gaps between groups of students.

**Review of AdvancED Standards for Quality Schools:** The team reviewed the school's adherence to each of the AdvancED standards. The findings from this review are provided in the next section of this report.

## Next Steps

The school should:

1. Review and discuss the findings from this report with all stakeholders.
2. Ensure that plans are in place to embed and sustain the strengths noted in the commendations section to maximize their impact on the school.
3. Develop action plans to address the required actions made by the team. Include methods for monitoring

progress toward the required actions.

4. Use the report to guide and strengthen the school's efforts to improve student performance and school effectiveness.
5. Following the Quality Assurance Review, submit the Accreditation Progress Report detailing progress made toward addressing the required actions. The report will be reviewed at the state and national level to ensure that significant progress is being made toward the required actions. Lack of progress can result in a change in accreditation status.
6. Continue to meet the AdvancED accreditation standards, submit required reports, engage in continuous improvement, and document results.

### **Resources**

AdvancED offers a range of resources to support your school as it acts on the findings in this report. The AdvancED Resource Network, available at [www.advanc-ed.org/resourcenetwork](http://www.advanc-ed.org/resourcenetwork), provides an online network of peer-to-peer practices, best practices, and resources and tools designed to help schools with their improvement efforts. Available any where, any time, the network can be queried for information on a variety of school improvement subjects. The AdvancED Research and Development division provides research, handbooks, and tools to assist schools with continuous improvement. In addition, your state office provides hands-on professional development and ongoing technical assistance. Contact your state office for more information on the range of resources available to you.

### **Celebrating Accreditation**

Following the visit, the Quality Assurance Review Team submits an accreditation recommendation to AdvancED for state review and for action at the national level by the AdvancED Accreditation Commission, which confers accreditation and communicates it to the school. Upon receiving its accreditation, the school should celebrate its achievement with the school community. The SACS-CASI-GA accreditation seals are available at [www.advanc-ed.org/communicationskit](http://www.advanc-ed.org/communicationskit) for accredited schools and districts to post on their website and to use in school communications. Flags, door decals, diploma seals, and lapel pins are also available and can be ordered from the website to help you share your accomplishment with your community.

### **Summary**

The accreditation process engages the school in an ongoing journey of continuous improvement. The next steps in this journey are to build on the strengths and address the required actions noted in this report. Doing so will enable the school to advance in its quest for excellence and deepen the fulfillment of its mission for all students.

## Review of AdvancED Standards for Quality Schools

The primary requirement for accreditation is that the Towns County Elementary School demonstrates that it meets the seven standards for accreditation. The findings of the Quality Assurance Review Team regarding the standards for accreditation are summarized on the following pages.

### Standard 1. Vision and Purpose

**Standard:** The school establishes and communicates a shared purpose and direction for improving the performance of students and the effectiveness of the school.

**Description - The team noted how the school met the intent of the standard based on the preponderance of evidence:**

Not Applicable

**Strengths - The team noted the following successful practices deserving of recognition:**

Not Applicable

**Opportunities - The team offers the following opportunities for improvement for consideration by the school:**

Not Applicable

**Finding:** Towns County Elementary School has earned the overall assessment level of "Highly Functional" and has met this standard for accreditation.

### Standard 2. Governance and Leadership

**Standard:** The school provides governance and leadership that promote student performance and school effectiveness.

**Description - The team noted how the school met the intent of the standard based on the preponderance of evidence:**

Not Applicable

**Strengths - The team noted the following successful practices deserving of recognition:**

Not Applicable

**Opportunities - The team offers the following opportunities for improvement for consideration by the school:**

Not Applicable



**Finding:** Towns County Elementary School has earned the overall assessment level of "Highly Functional" and has met this standard for accreditation.

### **Standard 3. Teaching and Learning**

**Standard:** The school provides research-based curriculum and instructional methods that facilitate achievement for all students.

**Description - The team noted how the school met the intent of the standard based on the preponderance of evidence:**

Not Applicable

**Strengths - The team noted the following successful practices deserving of recognition:**

Not Applicable

**Opportunities - The team offers the following opportunities for improvement for consideration by the school:**

Not Applicable

**Finding:** Towns County Elementary School has earned the overall assessment level of "Operational" and has met this standard for accreditation.

### **Standard 4. Documenting and Using Results**

**Standard:** The school enacts a comprehensive assessment system that monitors and documents performance and uses these results to improve student performance and school effectiveness.

**Description - The team noted how the school met the intent of the standard based on the preponderance of evidence:**

Not Applicable

**Strengths - The team noted the following successful practices deserving of recognition:**

Not Applicable

**Opportunities - The team offers the following opportunities for improvement for consideration by the school:**

Not Applicable

**Finding:** Towns County Elementary School has earned the overall assessment level of "Operational" and has met this standard for accreditation.

## Standard 5. Resource and Support Systems

**Standard:** The school has the resources and services necessary to support its vision and purpose and to ensure achievement for all students.

**Description - The team noted how the school met the intent of the standard based on the preponderance of evidence:**

Not Applicable

**Strengths - The team noted the following successful practices deserving of recognition:**

Not Applicable

**Opportunities - The team offers the following opportunities for improvement for consideration by the school:**

Not Applicable

**Finding:** Towns County Elementary School has earned the overall assessment level of "Operational" and has met this standard for accreditation.

## Standard 6. Stakeholder Communications and Relationships

**Standard:** The school fosters effective communications and relationships with and among its stakeholders.

**Description - The team noted how the school met the intent of the standard based on the preponderance of evidence:**

Not Applicable

**Strengths - The team noted the following successful practices deserving of recognition:**

Not Applicable

**Opportunities - The team offers the following opportunities for improvement for consideration by the school:**

Not Applicable

**Finding:** Towns County Elementary School has earned the overall assessment level of "Operational" and has met this standard for accreditation.

## **Standard 7. Commitment to Continuous Improvement**

**Standard:** The school establishes, implements, and monitors a continuous process of improvement that focuses on student performance.

**Description - The team noted how the school met the intent of the standard based on the preponderance of evidence:**

Not Applicable

**Strengths - The team noted the following successful practices deserving of recognition:**

Not Applicable

**Opportunities - The team offers the following opportunities for improvement for consideration by the school:**

Not Applicable

**Finding:** Towns County Elementary School has earned the overall assessment level of "Operational" and has met this standard for accreditation.

## Conclusion

The commendations and required actions in this report are designed to focus the school on those areas that will have the greatest impact on student performance and school effectiveness. While powerful in potential, the commendations and required actions only have meaning when acted upon by the school. The strength of this report lies in the school's commitment to using the findings to continuously improve. The key is action. The school is encouraged to use the report as a call to action, a tool to sustain momentum in the ongoing process of continuous improvement.

The team identified required actions for improvement that the school will need to address. Following this review, the school will be required to submit a progress report summarizing its progress toward addressing the team's required actions.

The Quality Assurance Review Team expresses appreciation to the School Administration, members of the professional staff, students, parents and other community representatives for their hospitality throughout the visit. The team wishes the school and its students much success in the quest for excellence through SACS-CASI-GA accreditation with AdvancED.

## Appendix

### Quality Assurance Review Team Members

- Dane Ward, Chair (Georgia Department of Education)

### AdvancED Standards for Quality Schools

The AdvancED Standards for Quality Schools are comprehensive statements of quality practices and conditions that research and best practice indicate are necessary for schools to achieve quality student performance and organizational effectiveness. As schools reach higher levels of implementation of the standards, they will have a greater capacity to support ever-increasing student performance and organizational effectiveness. Each of the seven standards listed below has corresponding indicators and impact statements which can be accessed at [www.advanc-ed.org](http://www.advanc-ed.org).

#### **Vision and Purpose**

The school establishes and communicates a shared purpose and direction for improving the performance of students and the effectiveness of the school.

#### **Governance and Leadership**

The school provides governance and leadership that promote student performance and school effectiveness.

#### **Teaching and Learning**

The school provides research-based curriculum and instructional methods that facilitate achievement for all students.

#### **Documenting and Using Results**

The school enacts a comprehensive assessment system that monitors and documents performance and uses these results to improve student performance and school effectiveness.

#### **Resource and Support Systems**

The school has the resources and services necessary to support its vision and purpose and to ensure achievement for all students.

#### **Stakeholder Communications and Relationships**

The school fosters effective communications and relationships with and among its stakeholders.

#### **Commitment to Continuous Improvement**

The school establishes, implements, and monitors a continuous process of improvement that focuses on student performance.