



FCC Accreditation

The Florida Catholic Conference Accreditation program

7-YEAR GUIDE FOR SCHOOL LEADERS



DIOCESE OF VENICE IN FLORIDA
Department of Education

A Digital Guide for School Leadership

QUICK LINKS

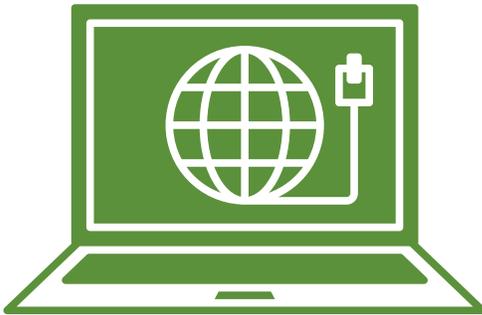
FCC ACCREDITATION
POLICIES



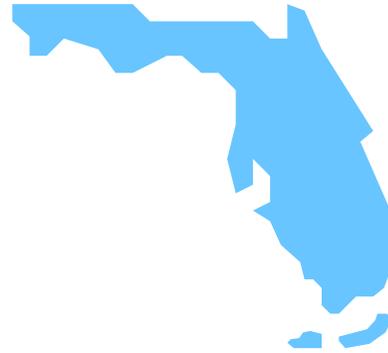
RESOURCES FOR
SCHOOL LEADERS



ACCREDITRAC
ONLINE PORTAL



FCC ACCREDITATION
WEBPAGE



RUBRICS FOR
BENCHMARKS



CIPA GUIDE



OVERVIEW

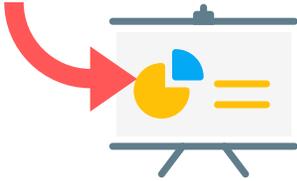
CIPA

PURPOSE OF THE CONTINUOUS IMPROVEMENT PROCESS FOR ACCREDITATION

Each school in the Florida Catholic Conference Accreditation Program hosts an accreditation visitation once every seven years. In order to prepare for that visitation, the school undertakes an intensive and thorough evaluation with its stakeholders the year prior to the visitation. This assessment of mission and Catholic identity, governance and leadership, academic excellence, and operational vitality will give the school community a clear picture of the current state of the school, as well as direction for the future.



[CLICK HERE FOR CIPA PRESENTATION SLIDES](#)



WHAT BENCHMARKS NEED TO BE COMPLETED IN THE ACCREDITRAC PORTAL EACH YEAR*

1

DOMAIN A

All benchmarks in standards 1-4

2

DOMAIN B

All benchmarks in standards 5 & 6

3

ALL BENCHMARKS FOR ALL DOMAINS

4

DOMAIN C

All benchmarks in standards 7-9

5

DOMAIN D

All benchmarks in standards 10-14

6

ALL BENCHMARKS FOR ALL DOMAINS

7

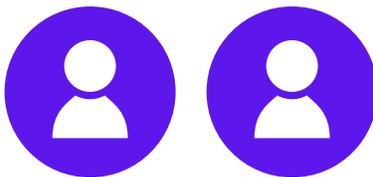
ALL BENCHMARKS FOR ALL DOMAINS

**Even if it is not your committee's Year to complete benchmarks in the arca online, you still need to be meeting as a committee and collecting evidence of compliance for your domain benchmarks. Keep evidence in cloud-based folders and shareable documents*



Principal Works with Accreditation Chair

Accreditation Chair or Co-chair



Domain Committee Chairpersons

Steering Committee



A



B



C



D



EEP

Mission and Catholic Identity Committee

Teachers, DRE, Pastors



Committee Guide

Governance and Leadership Committee

Principal or Assistant Principal, Pastor, Teacher



Committee Guide

Academic Excellence Committee

Teachers, School Counselor



Committee Guide

Operational Vitality Committee

Principal or Assistant Principal, Bookkeeper, Business Manager, Teachers



Committee Guide

Early Education Program Accreditation Team

Early Education teachers, Adminsitrator



Committee Guide

Annual Process

Leadership

Accreditation chair and principal meet regularly throughout the year to monitor progress of committess, oversee online accreditrak protal, and make sure all annual requierements have been met.

School leadership presents the school action plan towards Accreditation with the entire faculty.

Responsible for sending out Catholic Identity Surveys for Parents, Faculty and Students. Data collected is shared with the steering committee to analyze portions specific to his/her assigned domain.

Complete ARCA

ARCA

Annual Report for Continued Accreditation

Each school in the Florida Catholic Conference Accreditation Program completes an annual report. This work is completed online by the school personnel. The school personnel carefully review the rubrics. Benchmarks are rated for the current year. Evidence is attached and comments are written, as required. An update on the action plan is included. The completed annual report demonstrates to the superintendent and the FCC accreditation office the school's compliance with standards and progress made in the last year.

1

Meet with Domain Chair specific to the cycle year and set a deadline for that committee to gather evidence to support self-assessment of the Domain Specific Standards before November.



2

Committee required to provide evidence of compliance for each benchmark specific for their assigned domain review rubrics and collect evidence to support the committee's assessment.



3

Leadership and steering committee review evidence collected by specific committee and work together to self-assess the school based on the specific benchmarks. Work together to update the annual action plan.



4

Principal makes sure that all benchmarks are scored for each standard specific to the domain of the current year. All benchmarks MUST have evidence attached as well as a comment/description for the superintendent to review. Principal makes sure that the profile is correct and up to date. Principal uploads updated action plan. ARCA is to be submitted for superintendent review before Christmas break.



Steering Committee

Leadership works with the steering committee to update annual action plan and to share progress for each domain. Even if it is not the focus year for a specific domain, all committee chairs should still meet with his/her committee during the year to continue to collect evidence and improve upon the action plan and domain report. The steering committee works together in scheduling committee meetings to monitor progress.



Spring of Year 2:

Steering committee creates action plan to prepare for Third Year Performance Appraisal Visit.

This is essentially a dress-rehearsal.

Drafts for domain reports should be written

Evidence for each standard needs to be collected before the fall of the 3rd year

Self-scoring of school with attached evidence and comments for EVERY standard needs to be uploaded for the third year review 2 months before the visit.

EVERYTHING should be ready at the start of year 3 to make small adjustments if needed before the TYPA visit.

Year 6:

Steering committee creates action plan to prepare for Accreditation Visit.

This is like preparing a final draft.

Evidence for each standard needs to be collected before the spring of Year 6.

Domain reports need to be finalized and updated before the spring of Year 6.

Principal and Steering committee review all benchmarks, supporting evidence, and comments and complete self assessment review as a team.

Principal meets with Diocese to review self assessment and evidence in the spring to prepare for year 7 visit.

Self-scoring of school with attached evidence and comments for EVERY standard needs to be uploaded for the 7th year review, as well as all domain reports 2 months before the visit.

EVERYTHING should be ready at the start of year 6 to make small adjustments if needed before the Accreditation visit.

ARCA GUIDES

By Year



Click on the tiles below for specific ARCA guides



1

Domain A

A

Mission and Catholic Identity

2

Domain B

B

Governance and Leadership

3

TYP A Visit

A B C D

A circular icon containing a group of stylized human figures.

4

Domain C

C

Academic Excellence

5

Domain D

D

Operational Vitality

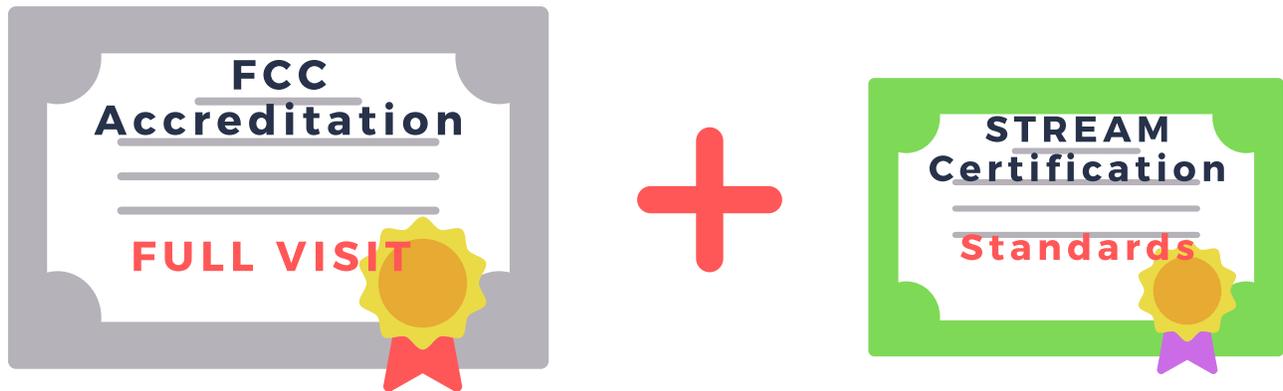
6

A yellow triangular warning icon with a black exclamation mark inside.

Prepare for Accreditation Visit

A B C D

STREAM Certification Add-On



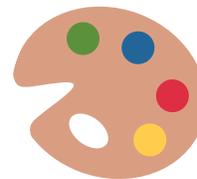
STREAM Certification visits are ONLY conducted as add-on standards during a FULL Accreditation Visit.

Schools are allowed to apply for STREAM Certification visits at anytime during the CIPA 7 year cycle, but are encouraged to try to align a STREAM Certification visit with the 3rd or 7th year visits.

STREAM standards alone will not be used to earn the STREAM certification. Schools must go through the entire Accreditation process (like year 7) with the additional STREAM benchmarks added to the review. A school MUST be in compliance with all FCC Benchmarks to be considered for STREAM certification add-on review.



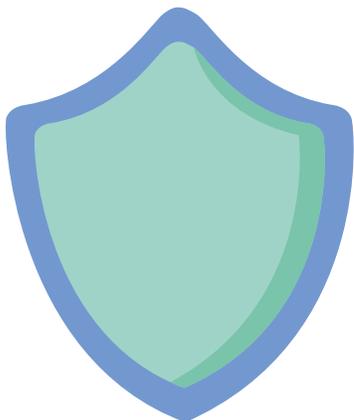
EARLY EDUCATION PROGRAM (EEP)



Click on the
images below
to download
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Health & Safety Checklist



EEP Benchmark Standards



EEP Self Study Guide

