ACCREDITATION RESOURCES

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00. ACCREDITATION

SUMMARY

Wyoming's K-12 districts are accredited by the Wyoming State Board of Education annually (W.S.21-2-304(a)(ii)). The schools governed by each district are accredited through the district. Accreditation includes annual requirements as well as an on-site peer review once every five years.

ANNUAL EVIDENCE REQUIREMENTS

- Annual evidence spreadsheet
- Five-year review evidence
- Documented processes

RESOURCES

- WDE Accreditation webpage
- State Board of Education Accreditation
- Chapter 6: District and School Accreditation

01. DISTRICT BOARD

SUMMARY

An elected board provides oversight and governance for the district, establishes district policy, operates within established board duties, and adheres to a code of conduct and a code of ethics. The board develops a widely shared purpose and goals, or strategic plan for the district that conveys high expectations for learning for all staff and students and is focused on improving the instructional core. The board also maintains up-to-date, publicly available policies and documents. A hired superintendent serves as the chief administrative officer, and implements district procedures in a cohesive manner consistent with statute, board policies, and the district strategic plan. The superintendent is evaluated by the District Board per Chapter 29 rules.

ANNUAL EVIDENCE REQUIREMENTS

- Board members and board governance documents
- Strategic plan or posted mission, vision, and district goal statement
- Up-to-date and publically available board policies and documents
- Superintendent is named on the website
- Superintendent evaluation model

RESOURCES

- Wyoming School Board Association
- Chapter 29: Evaluation Systems for Certified Personnel

PEER REVIEW GUIDANCE

- 01. District Board

02.   DISTRICT LEADERSHIP SUMMARY

SUMMARY

District and school leaders are evaluated by the district superintendent in a manner consistent with statute and board policy. This includes annual submission of a review of the district leader evaluation system for districts with schools that are partially meeting and not meeting expectations per W.S. 21-2-204(h)(v) & (vi). The district superintendent or a designated representative provides assistance with improvement planning and resource allocation for schools identified as in need of improvement through the Wyoming accountability system

ANNUAL EVIDENCE REQUIREMENTS

- District leader evaluation model
- Designated school improvement representative

RESOURCES

- Wyoming Association of School Administrators

PEER REVIEW GUIDANCE

- 02. District Leadership

03.   SCHOOL LEADERSHIP SUMMARY

SUMMARY

Principal duties include meeting the accreditation requirements applicable to the school, establishing safe and supportive environment, administrative management, learning leadership, and teacher evaluation per Chapter 29 Rules. The district defines the roles and responsibilities of principals, including establishing a positive culture, instructional leadership, and school administration. Teachers are evaluated by principals in a manner consistent with statute and board policy.

ANNUAL EVIDENCE REQUIREMENTS

- Principal roles and responsibilities
- Teacher evaluation model

RESOURCES

- Wyoming Association of Secondary School Principals
- Wyoming Association of Elementary and Middle School Principals
- Chapter 29. Evaluation Systems for Certified Personnel

PEER REVIEW GUIDANCE

- 03. School Leadership

04.   STAKEHOLDER COMMUNICATIONS AND INPUT SUMMARY

SUMMARY

Communications plan with methods for providing information to stakeholders, obtaining input from stakeholders, and involving all stakeholder groups, including families. This includes district and school staff involvement in the community.

ANNUAL EVIDENCE REQUIREMENTS

- District communications plan

RESOURCES

- Wyoming Parent Education Network

PEER REVIEW GUIDANCE

- 04. Stakeholder Communications and Input

05.   EMPLOYABILITY AND CERTIFICATION SUMMARY

SUMMARY

Employment practices in accordance with statute, certified staff, appropriate staff assignments for certification, human resource policies, employee mentoring and induction, employee compliance training. District personnel receive compliance training as required by statute.

ANNUAL EVIDENCE REQUIREMENTS

- District human resources staff member(s)
- Job description samples
- Appropriately certified staff (WDE internal check)
- Employee handbook
- List of compliance trainings

RESOURCES

- Certified Personnel Evaluation Systems
- Wyoming Professional Teaching Standards Board
- Wyoming Education Association

PEER REVIEW GUIDANCE

- 05. Employability and Certification

06. PROFESSIONAL DEVELOPMENT SUMMARY

SUMMARY

The district professional development plan is designed to increase the capacity, collaboration, and collective efficacy of instructional staff and leaders to improve the instructional core. Professional development is regularly conducted, is relevant to daily work and content areas, and involves active work among colleagues

ANNUAL EVIDENCE REQUIREMENTS

- Staff development plan

RESOURCES

- Statewide System of Support
- Professional Development Opportunities
- WDE Conferences

PEER REVIEW GUIDANCE

- 06. Professional Development

07. STATE ASSESSMENT AND ACCOUNTABILITY SUMMARY

SUMMARY

Participation in state assessments and data reporting as necessary to receive school performance levels for all schools in the district. Performance level based on improvement plans for small schools.

ANNUAL EVIDENCE REQUIREMENTS

- WAEA school performance ratings

RESOURCES

- Accountability
- State Assessment System

PEER REVIEW GUIDANCE

- 07. State Assessment and Accountability

08. SCHOOL IMPROVEMENT AND SUPPORT SUMMARY

SUMMARY

Schools identified as partially meeting or not meeting expectations assess needs using WAEA indicator data, write improvement goals aligned with the applicable WAEA indicators, develop improvement plans that are annually approved by the district board and submitted to the Department, and participate in the Statewide System of Support if requested to do so by the Department.

ANNUAL EVIDENCE REQUIREMENTS

- School improvement plans (if required) posted on website

RESOURCES

- Data & Reporting
- Statewide System of Support
- School Improvement Plan Rubric

PEER REVIEW GUIDANCE

- 08. School Improvement and Support

09. PROGRAMS, STANDARDS, AND CURRICULUM SUMMARY

SUMMARY

Educational "basket of goods" which includes programs of study in all content areas defined by the Wyoming Content and Performance Standards in Chapter 10 rules. Adherence to other curricular requirements in statute. Literacy and Math focus in K-8. Principles of the Wyoming and United States Constitutions.

ANNUAL EVIDENCE REQUIREMENTS

- Curriculum in all content areas and/or documented curriculum adoption process
- Early literacy program description
- Math program description
- College and career guidance availability

RESOURCES

- Wyoming Content and Performance Standards
- Career and Technical Education
- Native American Education
- Summer Learning Opportunities
- Chapter 10: Wyoming Content and Performance Standards

PEER REVIEW GUIDANCE

- 09. Programs, Standard, and Curriculum

10. DISTRICT ASSESSMENT SYSTEM SUMMARY

SUMMARY

Through a balanced student assessment system, the district verifies that Wyoming Content and Performance Standards are taught and assessed in all content areas. Assessment results are used to set goals, make instructional decisions and monitor student progress. The assessment system is continuously refined and updated by the district, and is formally reviewed every five years by the Department. The assessment system may be reviewed more frequently by the Department for districts with schools that are partially meeting or not meeting expectations.

ANNUAL EVIDENCE REQUIREMENTS

- Assessment system plan
- Curriculum or curriculum maps
- Graduation policy
- High school grading policy

RESOURCES

- National Center for the Improvement of Education Assessment
- WDE Student Assessments
- District Assessment System
- Chapter 31 - High School Graduation Requirements
- District Assessment System Checklist

PEER REVIEW GUIDANCE

- 10. District Assessment System

11. INSTRUCTIONAL METHODS SUMMARY

SUMMARY

Instructional methods consistent with the district instructional framework or teacher evaluation model. The district has identified high leverage instructional strategies, intended to increase student engagement and active learning that should be observed in all classrooms across the district.

ANNUAL EVIDENCE REQUIREMENTS

- Instructional framework or teacher evaluation model (District instructional priorities).

RESOURCES

- University of Wyoming College of Education
- Wyoming School-University Partnership

PEER REVIEW GUIDANCE

- 11. Instructional Methods

12. LEARNING SUPPORT SUMMARY

SUMMARY

Use of assessment data to identify individual student needs and provision of academic and behavioral interventions, including special education in accordance with Chapter 7 Rules, Chapter 44 Rules, and Statute. Instruction for hospitalized and homebound students. Evidence-based reading interventions in K-3. Individual student needs are addressed through a structured process that includes interventions and enrichment for all students. (i.e. Response to Intervention or Multi-Tiered System of Support). The district reading assessment and intervention plan includes multi-tiered supports, a screening program, progress monitoring, individual student reading plans, and individual school plans in accordance with W.S. 21-3-401. Specialized staff, differentiated instruction, and evidence-based interventions are provided for Students with Disabilities in accordance with Wyoming and Federal statute.The district offers instruction that addresses the individual learning needs of gifted students. The district provides support by qualified staff to address language barriers for English learners.

ANNUAL EVIDENCE REQUIREMENTS

- Multi-tiered support/RTI/BIT/DBI process description
- District reading plan
- Special education staff and description of available special education services
- Description of how gifted students' learning needs are met
- English learner plan that includes hiring qualified staff

RESOURCES

- Multi-Tiered System of Support
- Special Education Programs
- English Learners
- Chapter 7: Services for Students with Disabilities
- Chapter 44: Rules for Special Education in Resource Block Grant
- Wyoming Instructional Network

PEER REVIEW GUIDANCE

- 12. Learning Support

13. AT-RISK AND DROPOUT PREVENTION SUMMARY

SUMMARY

Early identification of at-risk students and implementation of strategies to address students at-risk of dropout, including alternative schools.

ANNUAL EVIDENCE REQUIREMENTS

- District dropout prevention plan or description of services provided for at-risk students

RESOURCES

- National Dropout Prevention Center
- Fifteen Dropout Prevention Strategies
- Dropout Prevention Specialist Certification

PEER REVIEW GUIDANCE

- 13. At-Risk and Dropout Prevention

14. SCHOOL CULTURE, CLIMATE, AND SAFETY SUMMARY

SUMMARY

The culture and climate in all schools is designed to ensure positive relationships and decrease harassment, intimidation, and bullying. All schools use multiple strategies to ensure the physical safety of students. These are defined in a district crisis management plan.

ANNUAL EVIDENCE REQUIREMENTS

- Description of programs that promote a positive climate and culture
- Stakeholder survey results
- Crisis management plan
- List of trainings and/or drills

RESOURCES

- Health and Safety
- Chapter 42: Seclusion and Restraint
- School Safety and Security - Non-Regulatory Guidance
- School Safety and Security Task Force Recommendations - 2013
- Virginia Student Threat Assessment Guidelines
- Safe2tell Wyoming
- Stopbullying.gov
- National Center on Safe Supportive Learning Environments

PEER REVIEW GUIDANCE

- 14. School Culture, Climate, and Safety

15.   STUDENT ACTIVITIES SUMMARY

SUMMARY

All school-age students are encouraged to participate in activities, clubs, organizations, field trips, and school-sponsored events that extend learning beyond the classroom. WHSAA sanctioned activities and athletics are made available to all high school-age individuals that reside in the district.

ANNUAL EVIDENCE REQUIREMENTS

- Available clubs and organizations
- Available sports
- List of events that extend learning beyond the classroom

RESOURCES

- Wyoming High School Activities Association

PEER REVIEW GUIDANCE

- 15. Student Activities

16.   HIGH SCHOOL GRADUATION AND POST-SECONDARY READINESS SUMMARY

SUMMARY

Graduation requirements that meet or exceed Chapter 31 rules from a standpoint of course credits and DAS requirements, guidance counseling, scholarships, and awards.

ANNUAL EVIDENCE REQUIREMENTS

- District graduation requirements

RESOURCES

- College and Career Readiness
- Hathaway Scholarship
- US Senate Youth Program
- Douvas Scholarship
- U.S. Presidential Scholars Program
- Wyoming School Counselors Association
- Chapter 31 - High School Graduation Requirements

17. TECHNOLOGY AND MEDIA SUMMARY

SUMMARY

Technology includes internet connectivity. Library and media services meet the learning needs of students and staff.

ANNUAL EVIDENCE REQUIREMENTS

- District technology plan
- Description of technology, library, and media services

RESOURCES

- Digital Learning and Support
- Wyoming Library Association

18. VIRTUAL EDUCATION SUMMARY

SUMMARY

Virtual Education, if offered, is in accordance with Chapter 41 Rules and Wyoming Statute.

ANNUAL EVIDENCE REQUIREMENTS

- District virtual education program description (if offered)
- Program approval (WDE internal check)

RESOURCES

- Virtual 307 Policy
- Digital Learning and Support
- Chapter 41: Virtual Education

19. BUILDINGS AND FACILITIES SUMMARY

SUMMARY

All schools and other district buildings are constructed and maintained in accordance with Wyoming School Facilities Department guidelines and other regulations that govern the safety and security of Wyoming public buildings.

ANNUAL EVIDENCE REQUIREMENTS

- District infrastructure plan or facility planning document
- Maintenance department/staff

RESOURCES

- Wyoming School Facilities Department

20. STUDENT HEALTH

SUMMARY

Personnel and processes, including prevention programs, are in place to address the physical and mental health needs of all students enrolled in the district.

ANNUAL EVIDENCE REQUIREMENTS

- Nurses and counselors are employed
- Immunization records are collected
- Description of mental and physical health prevention programs and services

RESOURCES

- Wyoming School Nurses Association
- Wyoming School Counselors Association
- Wyoming School Psychologists Association

21. CALENDARS AND SCHEDULES SUMMARY

SUMMARY

The number of school days, hours of student-teacher contact, alternative calendars, days of observance and mourning, scheduled holidays, and reports of school closure are in accordance with Wyoming statute, rules and regulations.

ANNUAL EVIDENCE REQUIREMENTS

- Current year district calendar

RESOURCES

- Chapter 21: Alternative Schedules
- Chapter 22: School Day

22. TRANSPORTATION

SUMMARY

Transportation in accordance with Chapter 2 and Chapter 20 rules and Wyoming Statute, Driver education program approval in accordance with Chapter 39 rules. The district provides student transportation to and from school and provides student transportation for interscholastic activities in accordance with applicable laws, rules, and regulations.

ANNUAL EVIDENCE REQUIREMENTS

- Assurance that the district provides transportation to and from school and interscholastics activities

RESOURCES

- Student Transportation
- Wyoming Pupil Transportation Association
- Chapter 2 Minimum Standards for School Buses
- Chapter 20: Pupil Transportation in Resource Block Grant Model
- Chapter 39: Driver Education Program Approval

23. FOOD SERVICES

SUMMARY

The district adheres to Wyoming and Federal regulations and guidelines related to the sanitation of food service facilities and the quality and nutritional value of food provided to students. Free and reduced cost meals are provided based on the income of parents or guardians.

ANNUAL EVIDENCE REQUIREMENTS

- District adheres to sanitation guidelines (WDE internal check)
- District offers free and reduced lunch

RESOURCES

- WDE Nutrition Programs
- Wyoming School Nutrition Association
- Chapter 4: Food Services Operations
- Chapter 43: School Nutrition Project

24. FINANCE AND DATA SUMMARY

SUMMARY

District finances are managed and routinely audited in accordance with Wyoming and Federal regulations, and accurate data are collected and reported to the Department in a timely manner.

ANNUAL EVIDENCE REQUIREMENTS

- District is routinely audited
- Accurate data is reported to WDE (WDE internal check)

RESOURCES

- School Foundation
- Federally Funded Programs
- WDE Grants
- Data Collection Suite - Forms Inventory
- Consolidated State Performance Report
- School District Enrollment and Staffing Data
- Chapter 8: School Finance

25. STUDENT INFORMATION MANAGEMENT SUMMARY

SUMMARY

Student information, records, identification, attendance calculations, enrollment and transfers are conducted in accordance with statute.

ANNUAL EVIDENCE REQUIREMENTS

- Student data privacy policies

RESOURCES

- Family Education Rights and Privacy Act (FERPA)
- School District Policy Guidelines