

**Florida Catholic Conference Accreditation Program (FCCAP)**  
***POLICIES AND PROCEDURES MANUAL***  
**For Elementary Schools**  
**(Pre-Kindergarten or Early Childhood 3 to 8<sup>th</sup> Grade)**



**September 2010**

# TABLE OF CONTENTS

<b>Table of Contents</b>	<b>i</b>
<b>Acknowledgments</b>	<b>iii</b>
<b>A. Purpose</b>	<b>1</b>
<b>B. History</b>	<b>1</b>
<b>C. Accreditation Committee</b>	<b>2</b>
<b>D. Accreditation Program Manager</b>	<b>3</b>
<b>E. Role of Superintendents</b>	<b>3</b>
<b>F. Membership</b>	<b>4</b>
1. Affiliate	
2. Candidate	
3. Full Member	
4. Associate	
<b>G. Annual Report of Continued Accreditation (ARCA)</b>	<b>5</b>
<b>H. Initial and Continued Accreditation Process</b>	<b>5</b>
<b>I. Membership Dues</b>	<b>8</b>
<b>J. Standards</b>	<b>8</b>
1. Grandfather Status	
2. Limited Teaching Endorsement	
3. Waiver	
<b>K. Accreditation Status</b>	<b>10</b>
1. Accredited	
2. Accredited Advised	
3. Accredited Warned	
4. Accredited Probation	
5. Accreditation Revoked	
<b>L. Corrective Action</b>	<b>12</b>
<b>M. Schools on Probation</b>	<b>12</b>
<b>N. Schools Recommended for Revocation of Accreditation</b>	<b>12</b>

***Table of Contents (Continued)***

<b>O.</b>	<b>Institutional Integrity</b>	<b>13</b>
<b>P.</b>	<b>Appeal Process</b>	<b>13</b>
<b>Q.</b>	<b>Appendix</b>	<b>14</b>
	<b>1. Validation of Grandfather Status</b>	
	<b>2. Request for Limited Teaching Endorsement</b>	
	<b>3. Request for Waiver from Standard</b>	
	<b>4. Request for Change of Status</b>	
	<b>5. Superintendent's Validation Form</b>	
	<b>6. FCC Accreditation Document Retention</b>	

## **ACKNOWLEDGMENTS**

### **AD HOC STANDARDS REVISION COMMITTEE**

**Sr. Mary Caplice, C.N.D.**, Superintendent of Schools, Diocese of Pensacola-Tallahassee  
**Sr. Rose Mary Collins, S.S.J.**, Superintendent of Schools, Diocese of Savannah  
**Sr. Joan Dawson, O.S.F.**, Superintendent of Schools, Diocese of Palm Beach (Co-Chair)  
**Br. Richard J. De Maria, C.F.C.**, Superintendent of Schools, Archdiocese of Miami  
**Mr. Ronald Gagnon**, Principal, Divine Mercy School, Merritt Island  
**Sr. Corinne Gmuer, S.S.N.D.**, Coordinator/ Pre-Kindergarten-Primary, Archdiocese of Miami  
**Mrs. Mary McKiernan**, Principal, St. Mary Magdalen School, Altamonte Springs  
**Mrs. Janet Morton**, Principal, Christ the King School, St. Augustine  
**Mrs. Ruth Ollie**, Technology Coordinator, Incarnation School, Venice  
**Mrs. Marie Privuznak**, Assistant Superintendent of Schools, Diocese of Palm Beach  
**Mrs. Kay Rizzo**, Associate Superintendent of Schools, Diocese of St. Petersburg  
**Mrs. Patricia Tierney**, Superintendent of Schools, Diocese of St. Augustine (Co-Chair)

### **AD HOC SCHOOL IMPROVEMENT PROCESS/VISITATION COMMITTEE**

**Mrs. Rosemary Bratton**, Superintendent of Schools, Diocese of Venice  
**Sr. Mary Caplice, C.N.D.**, Superintendent of Schools, Diocese of Pensacola-Tallahassee  
**Sr. Rose Mary Collins, S.S.J.**, Superintendent of Schools, Diocese of Savannah  
**Mr. James Cooney**, Associate Superintendent of Schools, Diocese of Orlando (Co-Chair)  
**Mrs. Karen Crews**, Assistant Superintendent of Schools, Diocese of St. Augustine  
**Sr. Joan Dawson, O.S.F.**, Superintendent of Schools, Diocese of Palm Beach (Co-Chair)  
**Ms. Kristen Hughes**, Associate Superintendent of Elementary Schools, Archdiocese of Miami  
**Mrs. Janet Morton**, Principal, Christ the King School, St. Augustine  
**Mrs. Marie Privuznak**, Assistant Superintendent of Schools, Diocese of Palm Beach  
**Mrs. Kay Rizzo**, Associate Superintendent of Schools, Diocese of St. Petersburg  
**Mrs. Joanne Wnuk**, Assistant Principal, Christ the King School, St. Augustine

### **FLORIDA CATHOLIC CONFERENCE**

**Mrs. Mary Camp**, Accreditation Program Manager  
**Mrs. Mary E. Ballard**, Accreditation Program Administrator (served 2002-2004)  
**Mr. James Herzog**, Associate Director for Education  
**Mr. Larry Keough**, Associate Director for Education (served 1997-2008)  
**Mr. Kenneth Roeder**, Associate for Support Services

**All superintendents, principals, and pastors who read and responded to all of the proposed revisions.**

# **FLORIDA CATHOLIC CONFERENCE ACCREDITATION PROGRAM (FCCAP) POLICIES AND PROCEDURES ELEMENTARY SCHOOLS (Pre-K or EC3 to 8<sup>th</sup> Grade)**

## **A. Purpose**

The Florida Catholic Conference Accreditation Program has established a program of accreditation for Catholic schools in the Province of Miami (which includes seven dioceses) and the Diocese of Savannah, Georgia. The accreditation program provides a systematic process of school improvement through the application of educational standards or criteria.

The benefits of this accreditation design include:

1. the assurance of quality Catholic education based on a Christian value system,
2. the validation of a school's unique purpose of teaching and living out the message of Jesus Christ according to the Catholic tradition,
3. the integration of faith and values into the program design,
4. the opportunity for a continuous peer review and assistance at various stages leading to the ongoing planning and improvement of services for students, and
5. the existence of a set of current standards which promote excellence in the total educational program and are appropriate to the mission of Catholic schools.

## **B. History**

The Florida Catholic Conference Accreditation Program is one of the oldest Catholic accreditation programs in the country and has influenced other Catholic school accreditation programs. In the late 1960's the bishops of Florida, appointed a committee to explore the process of accreditation. After studying the various accreditation programs currently in use, they decided to establish a program unique to Catholic schools in the state which would assure their Catholic identity and guarantee their constant and continued improvement. They further decided that their program would be an adaptation of the Southern Association of Colleges and Schools (SACS) accreditation program. In 1969, the bishops established the Florida Catholic Conference Accreditation Program and required all parochial and diocesan elementary and special education schools to be accredited. They also determined that the secondary schools would continue to seek accreditation by SACS.

In 1970-1971, the first set of schools began the self-study process and, in 1972, were visited and received accreditation status. By 1981-1982, one-hundred forty schools had been accredited. In 1995, the Diocese of Savannah requested admission and was accepted into the program. As of June 2003, there were 170 accredited elementary schools, 9 schools in candidate status, and 18 schools in affiliate status.

### **C. Accreditation Committee**

The FCC Accreditation Committee of the Florida Catholic Conference operates with the approval of the Florida Catholic Conference and the bishops of the seven dioceses of Florida. The members of the Accreditation Committee include the episcopal moderator (a Florida bishop appointed by the Florida bishops to act as a liaison with the bishops); representatives from the school departments of the seven dioceses of Florida and the Diocese of Savannah, Georgia; the FCC Executive Director; and the Accreditation Program Administrator. The FCC Education Associate is an ex officio member of the Committee. The Committee also includes two appointed educators, knowledgeable of accreditation, from other educational agencies such as the Florida Department of Education (FDOE) and the Southern Association of Colleges and Schools (SACS). A chairperson of the Committee is chosen from among its diocesan members.

The Committee grants accreditation to a school and monitors the school's continued compliance with the accreditation standards. In addition, the Committee:

1. determines the accreditation status of a member school based on its compliance with the standards as reported on the Annual Report (ARCA), visitation reports, and a superintendent's documented request for change of status. The determination of accreditation status is reported in writing to a member school on an annual basis.
2. periodically examines the principles and standards used as criteria for accreditation to be certain they are based on appropriate educational theory and practices;
3. works to maintain consistency between the criteria used for evaluation and the Catholic philosophy of education as stated in papal, episcopal, and the United States Catholic Conference documents;
4. provides training for school administrators, and also for those school administrators and teachers who will serve as visiting team chairpersons and team members;
5. notifies schools of scheduled preparation time for on-site visitation, assigns the Visiting Team Chairperson and Members, and confirms the dates for on-site visits, and
6. provides for its new committee members an orientation to the responsibilities, functions, and procedures of the accreditation program.

**D. Accreditation Program Manager**

The FCC Accreditation Program Manager administers the accreditation program and acts as a professional resource person for the Florida Catholic Conference in all accreditation-related matters. The Administrator, responsible to and evaluated by the FCC Accreditation Committee, is under the general supervision of the Executive Director of the Florida Catholic Conference.

The Administrator serves as an ex-officio member of the Accreditation Committee and:

1. oversees arrangements for accreditation visitation schedules and appointment of Visiting Team personnel,
2. conducts Third-Year Conferences,
3. reviews Annual Reports of Continued Accreditation (ARCA),
4. facilitates, with the Accreditation Committee, the interpretation and clarification of accreditation standards,
5. updates and maintains lists of approved Visiting Team personnel,
6. conducts and maintains correspondence and records related to accreditation matters,
7. collects and keeps records of annual accreditation dues, and
8. makes arrangements for Accreditation Committee meetings.

**E. Role of Superintendents**

The superintendent in each diocese plays a vital role in the entire process of accreditation. The role of a superintendent includes:

1. maintaining diocesan representation on the FCC Accreditation Committee,
2. providing leadership for the implementation and oversight of the accreditation process,
3. reviewing and clarifying school annual reports and recommending to the FCC Accreditation Committee proposed actions in cases of non-compliance with the accreditation standards,
4. addressing and petitioning issues on non-compliance,
5. acting as a liaison between schools and the FCC Accreditation Committee,

6. requesting limited teaching endorsements or waivers from the FCC accreditation standards,
7. reviewing and preparing a report for FCC Accreditation Committee on the personnel files of schools in preparation for their accreditation preliminary visit,
8. notifying FCC Accreditation Committee of schools' successful completion of their School Improvement Reports and their readiness for an on-site visitation,
9. determining readiness for candidacy status and reaccreditation,
10. acting as liaison between the visiting team and (arch)diocese, and
11. monitoring compliance with the standards.

## **F. Membership**

The bishops of the dioceses of Florida and the Diocese of Savannah, Georgia have determined that all parochial, interparochial, and regional Catholic elementary and special education schools be accredited by the Florida Catholic Conference Accreditation Program. Private Catholic schools, operating in a diocese, may request, through the diocesan superintendent, to be considered for membership. All schools are assessed annual dues based on student enrollment. After reviewing all factors associated with a school's compliance with the standards for accreditation, the FCC Accreditation Committee shall determine membership status based on the following guidelines:

1. **Affiliate:** An affiliate school is a new school, which has not yet begun the process for accreditation. It pays annual dues, fills out the annual report, and moves toward compliance with the accreditation standards. A school may request moving to Candidate status within three years of its founding. It may remain at Affiliate status no more than seven (7) years from its founding.

*The diocesan superintendent of schools notifies, in writing, the FCC Accreditation Committee of the existence of a new affiliate member in the (arch)diocese when:*

- a. *a new Catholic parochial or diocesan elementary school is founded, or*
- b. *a private Catholic school within the diocese requests affiliation.*

2. **Candidate:** A candidate school is a school that has begun the initial process for accreditation. The school pays annual dues, fills out the annual report, and continues toward compliance with the accreditation standards. The school must complete all the requirements for accreditation within three years.

*The principal applies to the FCC Accreditation Committee in writing when the school is ready to begin the process of initial accreditation. The*

*diocesan superintendent verifies the school's readiness for candidacy. The school is in full compliance with all standards, completes a school improvement plan, and hosts a visiting team. The Visiting Team verifies the school's compliance with the accreditation standards and reviews and validates the school's School Improvement Report. The Visiting Team makes a recommendation concerning the school's accreditation to the FCC Accreditation Committee.*

3. **Full Member:** A full member school is a school granted accreditation by the FCC Accreditation Committee with all rights and privileges. The school pays annual dues, fills out the annual report, and continues its compliance with the accreditation standards.
4. **Associate:** An associate school is a school which, in the judgment of the FCC Accreditation Committee, has lost its accreditation status due to extenuating circumstances. The school pays annual dues, fills out the annual report, and continues toward full compliance with the accreditation standards.

*The diocesan superintendent requests this special status from the FCC Accreditation Committee when circumstances warrant it.*

#### **G. Annual Report of Continued Accreditation (ARCA)**

A member school must complete and submit an annual accreditation report at the time specified by the FCC Accreditation Committee. This annual report shall include information regarding the school's compliance with the accreditation standards, an update on the implementation of the school's School Improvement Plan, and other pertinent information as determined by the Committee. The report is submitted to the diocesan superintendent along with any formal requests for needed limited teaching endorsements or waivers. The superintendent validates the report, taking into account any requests for endorsements and/or waivers that have been requested by the school and sends the report to the FCC Accreditation Committee with a copy of the ARCA Validation Form. Also, at this time, the superintendent, if necessary, submits a formal request for a change in the school's accreditation status.

#### **H. Initial and Continued Accreditation Process**

1. **School Improvement Process:** A school seeking initial or continued accreditation must complete a self-evaluation/school improvement process according to the procedures of the Florida Catholic Conference Accreditation Program. A process for a School Improvement Plan, adapted by the FCC Accreditation Program from the procedures of the **National Study of School Evaluation (NSSE) School Improvement: Focusing on Student Performance (under the AdvancEd "umbrella" organization)**, will be implemented and carried out. The process will be interactive and involve input and consensus building from the entire school community. This Plan will be developed over a period of about eighteen (18) months preceding the actual on-site school visitation by an FCC Visiting Team.

The school's School Improvement Report must include documentation concerning its school profile, its statement of mission and beliefs, its efforts to research contemporary educational theory and practice, its desired student results, an analysis of its current instructional and organizational effectiveness, and an action or school improvement plan that focuses on student performance.

Upon a school's completion of its School Improvement Report, the diocesan superintendent will verify to the FCC Accreditation Committee the school's successful completion of the School Improvement Report and its readiness for an on-site visitation.

2. **Visiting Team:** The school, through the diocesan superintendent, submits the names of three possible chairpersons and three possible dates for visitation to the FCC Accreditation Committee. The Committee appoints a chairperson, when possible, from the school's list of three possible candidates. The FCC Accreditation Program Administrator appoints two to three team members for the Team. The chairperson of the Visiting Team is notified of his/her appointment and the requested dates of the on-site visit. The chairperson makes contact with the school principal and determines the actual dates for the Preliminary Visit and the Team Visit. This information is then communicated to the FCC Accreditation Program Administrator.
  - a. **Chairperson:** The chairperson of a Visiting Team must be a school administrator, have served as a Visiting Team member on three previous on-site visitations, and have completed the required FCC Training for Chairpersons. The chairperson, as an official representative of the FCC Accreditation Program, is responsible for contact and implementation with the school principal and team members regarding all aspects of the on-site visitation and is also responsible for the final report of the Visiting Team.
  - b. **Team Member:** A member of a Visiting Team may be a school administrator or faculty member who has completed the required FCC Training for Team Members. The team member shall not be from the same diocese in which the school to be visited is located, nor from the same religious congregation that staffs the school. The team member, as a representative of the FCC Accreditation Program, is responsible to work professionally and collaboratively with the appointed chairperson of the Visiting Team.
3. **Preliminary Visit:** The chairperson of the Visiting Team makes a preliminary visit to the school approximately one month before the scheduled on-site visitation to determine the readiness of the school to engage in an on-site visitation. At this time the chairperson meets with the principal, pastor, and faculty; checks personnel and other pertinent school records; reviews the school improvement report; tours the facility; confirms all arrangements for the on-site visitation; and notifies the local superintendent of the school's readiness for the on-site visitation.
4. **Visitation:** The Visiting Team, appointed by the FCC Accreditation Committee, makes an official on-site visit to the school to assess the educational program of the

school, to validate and appraise the quality and comprehensiveness of the school's School Improvement Report, to assess the school's compliance with accreditation standards, and to make recommendations for the school's improvement and its initial or continued accreditation.

5. **Status:** After reviewing the Visiting Team Report and its recommendations, the FCC Accreditation Committee, taking into account all available information and circumstances, shall make a determination concerning initial or continued accreditation.
6. **Annual Update:** After the visitation and approval of the Visitation Report by the FCC Accreditation Committee, the school must implement its School Improvement Plan and address the following annually:
  - a. update the school profile,
  - b. indicate compliance with the accreditation standards (ARCA),
  - c. indicate progress on school goals/ School Improvement Plan (ARCA), and
  - d. collect and analyze data regarding student performance and instructional and organizational effectiveness.
7. **Third-Year Conference:** Three years after the on-site accreditation visit, a conference shall take place with the FCC Accreditation Program Administrator and the diocesan school office, along with the school principal, pastor, school board, and members of the school's Leadership Committee. The purpose of this conference is to ensure that the school has maintained its compliance with the accreditation standards, corrected any areas of noncompliance cited in the visitation report, and made continuous progress toward the implementation of its School Improvement Plan. The conference also affords local input from a school's community to the FCC Accreditation Committee.
8. **Renewal:** For the initial accreditation, under the 2003 FCC School Improvement Program, schools are placed on a seven-year cycle of accreditation. At the mid-point of the fifth year of the cycle, the school will begin a new school improvement process to be completed within 12 months or by the end of the sixth year. During the seventh year of the cycle, the school will host a Visiting Team and engage in a new on-site visitation.

For the second and subsequent school improvement visitations, the school remains on a seven-year accreditation cycle. Approximately twelve months prior to the scheduled, anticipated visitation, the school should begin the new school improvement process to be completed by the end of the sixth year. During the seventh year of the cycle, the school will host a Visiting Team and engage in a second or subsequent on-site visitation.

9. **Performance and Progress** – Approximately twelve months prior to the scheduled second (and subsequent) FCC Accreditation visitation under the 2003 School Improvement Program, the school should begin the process of writing a School Improvement Plan (SIP).

- a. This may be initiated with an orientation of principal and staff/ steering committee by a representative of the Office of Catholic Schools or an FCC Accreditation Committee (FCCAC) representative.
  - b. The school should proceed with the development of the SIP utilizing the *NSSE Companion* and any and all recommended resources.
  - c. All necessary components of the SIP should be presented to the FCC Visiting Team including an *Executive Summary* and a *Performance and Progress Report*.
  - d. The school principal should complete an Executive Summary which briefly outlines the last FCCAC visitation and the accomplishment of recommendations of the visiting team.
  - e. The school principal should complete a Performance and Progress Report which provides a concise review of the work of the Leadership Team in implementing the Action Plan. This report should be a continuation of the First and Third-Year Reviews.
10. **Leadership Team, Implementation and Reporting** – Once a FCC visitation takes place, a school Leadership Team should be formed which will review the recommendations of the Visiting team as to Standards compliance and the school’s SIP process. The Leadership Team will also review and develop a detailed plan for implementation of the Action Plan.
- a. Documentation should be provided on the implementation of the Action Plan
  - b. A First-Year-Review Report should be filed with the Office of Catholic Schools.
  - c. A Third-Year Review Report should be filed with the Office of Catholic Schools and the representative of the FCCAC.
11. **Training:** The FCC Accreditation Committee is responsible to provide training for visiting team chairpersons and members. The diocesan superintendents, in conjunction with the FCC Accreditation Committee, provide training for the school’s school improvement committee chairpersons.
12. **Expenses:** The expenses for travel, housing, food, and honoraria are to be paid by the school being visited. Guidelines for the prescribed expenses are determined by the FCC Accreditation Committee.

**I. Membership Dues**

Annual dues to maintain and improve the FCC Accreditation Program shall be based on student enrollment and reflect an annual cost of living increase.

**J. Standards**

In order to achieve and retain accreditation, member schools must comply with the standards, policies, and procedures of the FCC Accreditation Program.

Non-compliance with standards where there are valid, mitigating circumstances can be addressed through the following:

- 1. **Grandfather Status:** A teacher who was hired at a school and who does not meet the accreditation personnel standards that were implemented after his/her

employment would be eligible for “grandfather status.” A principal must apply to the superintendent for formal validation of this “grandfather status.” The principal must present sufficient documentation to support the request, indicate that the teacher has the competence to fulfill the responsibilities of the position, and include a plan for the teacher’s continued annual study. The annual study could include course work, in-service credit, or other such study as determined by the superintendent. Change of the teacher’s assignment within the school or transfer to another school, nullifies the Grandfather Clause.

2. **Limited Teaching Endorsement:** A principal may apply for a limited teaching endorsement for a teacher candidate who does not meet the usual personnel standards. Ordinarily, the reason for requesting the endorsement is the unavailability of a candidate with credentials that meet the personnel standards. The principal’s request, validated by the diocesan superintendent, must provide evidence that the candidate possesses the competence to fulfill the responsibilities of the position. The validation request is then sent to the FCC Accreditation Committee by the superintendent for the Committee’s approval.

A limited teaching endorsement is issued on a yearly basis with an expiration date of June 30th for each school year. As a general rule, the candidate possesses a bachelor’s degree. The candidate must present a plan of study which will lead to fulfilling the requirements of the standard(s), and certification in the appropriate area, within a period not to exceed five years, with a minimum progress of six credits completed each year.

The principal will inform the candidate that the position is being offered for one year and that a search will be renewed in the following year to surface a candidate who meets the accreditation standard. If, in that new search, no viable candidate surfaces, and if the person has proven to be effective and has met the minimum progress expected, the principal may reemploy that person. After the third year of successful employment, no new search need be conducted. The request for a Limited Teaching Endorsement must be resubmitted annually with the documentation of annual progress. Such endorsement cannot exceed a period of five years. The endorsement is granted to a teacher only for a specific school. If the teacher is hired in another school, the endorsement is nullified.

This limited teaching endorsement is not needed for those candidates who will qualify for certification in an area of their teaching assignment within three years of appointment as a teacher. These candidates meet the accreditation standard.

3. **Waiver:** The accreditation standards have been developed to ensure basic levels of quality in all programs and operations in order to best meet the needs of students. While holding to the basic intent of the standards, the FCC Accreditation Committee recognizes the need, in extraordinary circumstances, for some flexibility in applying a specific non-personnel standard. Ordinarily, in order to be considered by the FCC Accreditation Committee, a written request for such a waiver must be submitted by the principal and accompany the annual accreditation report. It must be validated by the diocesan superintendent and approved by the FCC Accreditation Committee. This waiver may be renewed on an annual basis with proper documentation.

4. **Process for Revision of Standards:** Standards are periodically reviewed, updated, and then promulgated by the Bishops of Florida. The standards and accreditation process have been revised six times since 1972. The newest, full-scale, revised standards went into effect in the 2002-2003 school year.

During the revision process, feedback is encouraged and solicited from a variety of school stakeholders, including pastors, administrators, staff and parents. These stakeholders play an important role in our Catholic education system and the accreditation process. For this reason, they are invited and encouraged to participate in major accreditation events such as on-site visitations, third-year conferences, etc., as well as provide suggestions/ feedback about current standards and proposed revisions.

Revision efforts fall under two main categories: **1. full-scale/ systematic revisions** undertaken Program-wide every five to ten years; and, **2. minor revisions/ updates** to existing standards made in between the designated times for full-scale activity. Under the formal cycle, an ad hoc standards revision committee is formed, in-depth feedback is gathered from school stakeholders, and final changes are subject to approval from the Florida Bishops. Minor revisions, on the other hand, can be discussed/ approved during one of the bi-annual meetings of the FCC Accreditation Committee for a given school year. The following guidelines apply in either case:

- a) **Need for Written Notice:** The Accreditation Program Manager shall disseminate a written notice to school administrators **for proposed revisions to standards**. Such notices shall be copied to FCCAC members. Each school – or (Arch)Diocesan Schools Office – shall in turn forward these notices to pastors for review and/ or comments.
- b) **Compilation of Feedback and Final Approval:** The Accreditation Program Manager will collect and compile feedback about proposed revisions. This information will be subject to review and discussion by the Accreditation Committee, before final approval is recommended to the Bishops.
- c) **Implementation Phase:** The same notification process will be used to inform school administrators and pastors about final approval decisions. Furthermore – when deemed appropriate by the FCCAC – there shall be a reasonable grace period (i.e. usually one year) for schools to fully comply with the revisions to standards as described (in “Need for Written Notice”) above.

#### **K. Accreditation Status:**

The FCC Accreditation Committee is responsible for determining the accreditation status of a member school based on the annual report (ARCA), visitation reports, formal communication from the diocesan superintendent, and other relevant documentation such as, but not limited to, waivers and teaching endorsements. The Committee considers the nature, extent, and duration of a member’s non-compliance with standards when assigning

applicable accreditation status to a school. The FCC Accreditation Committee will annually inform each member school in writing of its accreditation status.

In determining the status of a school, the FCC Accreditation Committee is guided by the following:

**1. Accredited**

The school meets all standards for accreditation.

**2. Accredited Advised**

The school is in non-compliance with one or two standards for the given year.

**3. Accredited Warned**

- a. The school is in non-compliance with three to six standards for the given year, and/or
- b. The school is in non-compliance with one or more standards for the second consecutive year, and/or
- c. The school is in non-compliance with one or more standards of major significance. Based on the judgment of the FCC Accreditation Committee, this non-compliance is sufficient to warrant a status of accredited warned.

**4. Accredited Probation**

- a. The school is in non-compliance with seven or more standards for the given year, and/or
- b. The school is in non-compliance with one or more standards for the third consecutive year, and/or
- c. The school is in non-compliance with one or more standards of major significance. Based on the judgment of the FCC Accreditation Committee, this non-compliance is sufficient to warrant a status of accredited probation.

**5. Accreditation Revoked**

- a. The school has made no effort to comply with standards after the fourth consecutive year.
- b. The school, in the judgment of the FCC Accreditation Committee, has been unable for four years to comply with the standards due to extraordinary circumstances beyond its control. However, based on the diocesan superintendent's recommendation, the school may be placed in associate membership status and it shall comply with as many standards as possible and complete the annual report. At such time as the school is able to meet all standards, it will begin again the accreditation process.

- c. The school has failed to maintain institutional integrity (see p. 11, **Institutional Integrity**).

**L. Corrective Action**

When a school is in non-compliance with any standard, it must take corrective action to address the non-compliance. Such action, with supporting evidence, must be reported in writing to the diocesan superintendent, who, in turn, presents the report to the FCC Accreditation Committee.

Upon review of this documentation, the FCC Accreditation Committee, in formal communication to the school, either accepts the school's plan of action or makes further recommendations. The Committee may also make changes in the school's accreditation status, if warranted.

**M. Schools on Probation**

A school placed on probation will be visited by one or more members of the FCC Accreditation Committee or its designee(s) before determination is made of its accreditation status for the ensuing year. This visitor(s) will prepare a report for the FCC Accreditation Committee which will assess the progress, or lack of progress, the school has made in correcting its non-compliance with the standards. Based on this report, the FCC Accreditation Committee will determine whether the school will be extended its probation for an additional year, have its accreditation revoked but retain associate membership status, or be dropped entirely from active membership.

**N. Schools Recommended for Revocation of Accreditation**

No school shall have its accreditation revoked unless it has been on probation for at least one year or is in violation of "institutional integrity."

When the FCC Accreditation Committee recommends that a school's accreditation be revoked, the Committee shall be responsible for sending written notification to the school principal and a copy of this notification to the diocesan superintendent. The written notification shall include:

1. the nature of the non-compliance,
2. the nature and type of evidence that must be presented to the FCC Accreditation Committee to indicate that the non-compliance has been corrected,
3. a time frame for correction of the non-compliance, and
4. the recommended accreditation status.

If it is recommended a school's accreditation be revoked, the school shall be afforded an appeal process in consideration of such action.

A school whose accreditation has been revoked for failure to meet standards or for any other reason, may be reinstated by making application and beginning the formal process for re-accreditation.

**O. Institutional Integrity**

A school's accreditation can be revoked at the next session of the FCC Accreditation Committee:

1. if a school misrepresents itself, including its accreditation status, to the public;
2. if a school has a serious condition that may be detrimental to the clientele of the school; or
3. if a school falsely reports its compliance with the policies and standards for accreditation to the FCC Accreditation Committee in its annual report (ARCA).

If it is recommended a school's accreditation be revoked, the school shall be afforded an appeal process in consideration of such action.

**P. Appeal Process**

An appeal of an unfavorable decision concerning a school's accreditation status must be made to the FCC Accreditation Committee within three months after the decision. A letter with supporting evidence must be submitted to the FCC Accreditation Committee and a copy sent to the diocesan superintendent. The Committee will review the evidence and make a decision. An appeal to this decision may be made to the FCC Schools Executive Committee within 30 days. A final appeal may be made to the episcopal moderator of the FCC Accreditation Program within 30 days.

## VALIDATION OF GRANDFATHER STATUS

---

**SCHOOL:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**PRINCIPAL:** \_\_\_\_\_

**DIOCESE:** \_\_\_\_\_

**TEACHER:** \_\_\_\_\_

---

\_\_\_\_\_ has been employed as a teacher of \_\_\_\_\_ at the school for \_\_\_\_\_ years. The teacher does not possess the credentials to meet the FCC Accreditation Standards of this school year which were implemented after his/her employment began. (Change of assignment within a school or to another location nullifies the Grandfather Clause.)

---

The following is evidence that the teacher is competent to fulfill the responsibilities of the position:

The following is the teacher's plan of study:

---

Signature of Superintendent of Schools

---

Date

## REQUEST FOR LIMITED TEACHING ENDORSEMENT (LTE)

---

---

SCHOOL: \_\_\_\_\_

DATE:  
OF  
INITIAL  
REQUEST: \_\_\_\_\_

PRINCIPAL: \_\_\_\_\_

DIOCESE: \_\_\_\_\_

TEACHER: \_\_\_\_\_

---

---

I certify that \_\_\_\_\_, the principal of \_\_\_\_\_ School has been unable to secure a certifiable teacher in the area of \_\_\_\_\_ for the \_\_\_\_\_ school year. The principal has conducted the following steps in his/her search to secure a certifiable teacher:

The teacher applicant (has/has not) earned a bachelor's degree. Credentials/competencies, which the teacher applicant brings to the position, are attached to this request.

Also, attached is the teacher applicant's plan of study, which will lead to certification within five years, with a minimum progress of six credits per year.

\_\_\_\_\_  
Signature of Superintendent of Schools

\_\_\_\_\_  
Date

\_\_\_\_\_  
FCC Accreditation Committee

\_\_\_\_\_  
Date

## REQUEST FOR WAIVER FROM STANDARD

---

---

**SCHOOL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**DIOCESE:** \_\_\_\_\_

**PRINCIPAL:** \_\_\_\_\_

---

---

**This request for a waiver from a non-personnel standard must be submitted to the FCC Accreditation Committee and accompany the annual report.**

- 1. Identify the standard for which a waiver is requested.**
  
- 2. State the rationale for requesting the waiver.**
  
- 3. Explain how the school will meet the intent of the standard.**
  
- 4. Explain the action plan to bring the school to full compliance with the standard.**

\_\_\_\_\_  
**Signature of Superintendent of Schools**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**FCC Accreditation Committee**

\_\_\_\_\_  
**Date**

**FLORIDA CATHOLIC CONFERENCE (FCC)  
REQUEST FOR CHANGE OF ACCREDITATION STATUS**

---

---

**SCHOOL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PRINCIPAL:** \_\_\_\_\_

**DIOCESE:** \_\_\_\_\_

---

---

**This request for a change of accreditation status must be submitted to the FCC Accreditation Committee, be validated by the school’s Superintendent, and accompany the annual report.**

- 1. Indicate the present accreditation status of the school:**  
 Accredited       Accredited Advised       Accredited Warned  
 Accredited Probation
  
- 2. Indicate the accreditation status, which is requested:**  
 Accredited                               Accredited Advised  
 Accredited Warned                       Accredited Probation
  
- 3. Briefly explain why the change in accreditation status is requested: (Include written documentation if warranted.)**

\_\_\_\_\_  
**Signature of Superintendent of Schools**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**FCC Accreditation Committee**

\_\_\_\_\_  
**Date**

**SUPERINTENDENT'S VALIDATION FORM**  
**\_\_\_\_\_ (Insert School Year)**

SCHOOL NAME AND CITY: \_\_\_\_\_

DIOCESE: \_\_\_\_\_

SUPERINTENDENT'S SIGNATURE: \_\_\_\_\_

PART 1       THE SCHOOL IS IN COMPLIANCE WITH ALL STANDARDS.  
 THE SCHOOL IS IN COMPLIANCE WITH ALL STANDARDS EXCEPT:

<u>Standard</u>	<u>Non-Compliance</u>	<u>Action Plan</u>
-----------------	-----------------------	--------------------

PART III     THE SCHOOL IS IN COMPLIANCE WITH ALL STANDARDS.  
 THE SCHOOL IS IN COMPLIANCE WITH ALL STANDARDS EXCEPT:

<u>Standard</u>	<u>Non-Compliance</u>	<u>Resolution</u>
-----------------	-----------------------	-------------------

Current Membership Status:  Affiliate     Candidate     Full Member     Associate

Attached:             Request for Limited Teaching Endorsement  
                           Request for Waiver  
                           Request for Change of Accreditation Status

**FCC ACCREDITATION DOCUMENT RETENTION**

<b>SCHOOL</b>	<b>DIOCESAN OFFICE</b>	<b>FCC OFFICE</b>
<b>Self-Study / School Improvement Report</b>	<b>Self-Study / School Improvement Report - 8 Years</b>	<b>Not Applicable (N/A)</b>
<b>Visitation Report / Standards Check</b>	<b>Visitation Report / Standards Check - 8 years</b>	<b>Visitation Report / Standards Check</b>
<b>ARCA / Supt's Validation Form</b>	<b>ARCA / Supt's Validation Form - 8 Years</b>	<b>ARCA / Supt's Validation Form for one Year - Retains follow-up Correspondence</b>
<b>Grandfather Status Validation</b>	<b>Grandfather Status Validation</b>	<b>N/A</b>
<b>Waivers / Limited Teacher Endorsements/ Documentation</b>	<b>Waivers / Limited Teacher Endorsements / Documentation</b>	<b>In FCC Accreditation Committee Minutes</b>
<b>Accreditation Status Information</b>	<b>Accreditation Status Information - 8 Years</b>	<b>Accreditation Status Information</b>
<b>1st Yr. Review Reports</b>	<b>1st Yr. Review Reports - for 8 Years</b>	<b>1st Yr. Reports - for 8 years (if submitted)</b>
<b>3rd Yr. Conference Reports</b>	<b>3rd Yr. Conference Reports for 8 Years</b>	<b>3rd Yr. Conference Reports for 8 Years</b>
<b>Accreditation Correspondence</b>	<b>Accreditation Correspondence - 8 Years</b>	<b>Chairperson/ Team Member Selection/ Correspondence - 1 Year</b>
		<b>Chairperson/ Team Member Biographies</b>
		<b>Dues Notices - 1 Year</b>
		<b>Accreditation Committee Minutes</b>