

# STANDARDS OF MEMBERSHIP

## SECONDARY TECHNICAL SCHOOLS AND SECONDARY APPLIED TECHNOLOGY CENTERS

Standards of Membership as established for secondary technical schools and secondary applied technology centers are primarily qualitative and are applied to both individual academic or technical programs and the institution as a whole. In making recommendations concerning candidacy or initial accreditation and decisions on continued accreditation, the Commission bases its judgments on the nature and purposes of the school, the appropriateness of its philosophy and goals in terms of the school's structure, the degree to which its objectives are realized with particular emphasis on the effectiveness of teaching and learning, and the school's compliance with the Commission's Standards of Membership.

**In the application of Standards to secondary technical schools or secondary applied technology centers, the Commission may occasionally develop footnotes that are printed as Interpretive Guidelines with reference to a specific Standard.**

### 1. SCHOOL PHILOSOPHY AND GOALS

- 1.1 The school has a separate, clearly stated philosophy which is approved by the staff, administration, and governing board; supported by definite, stated goals; and designed to meet the individual needs of students and their communities.
- 1.2 The philosophy and goals have been cooperatively developed with students, staff, administration, and community participation and are subject to periodic review.
- 1.3 Institutional philosophy and goals are subject to continuous review to ensure relevance.
- 1.4 The Philosophy and Goals are stated in the school's publications.

### 2. SCHOOL AND COMMUNITY RELATIONS

- 2.1 The school has a planned program of school and community relations to promote appropriate communications and interaction.
- 2.2 The professional staff is encouraged to establish communication links with the community, business, and industry.
- 2.3 The community participates in program and curriculum development through a formal advisory program.
- 2.4 An effective program to inform individuals of the educational opportunities available at the school is implemented.

- 2.5 The school's program reflects the effective, continual use of community resources, including agencies, organizations, individuals, facilities, and business/industry.
- 2.6 There are opportunities for parental involvement at the school.
- 2.7 The school provides bridging services between business/industry and the K-14 school program.

### **3. EDUCATIONAL PROGRAM**

#### **CURRICULUM**

- 3.1 The school offers a carefully planned curriculum which is consistent with its mission and which reflects the needs of students, the community, and business/industry.
- 3.2 The school offers a carefully designed technology plan which is consistent with its mission and its curriculum plan; this includes but is not limited to a vision, goals, schoolwide objectives, administrative plans, professional development, instructional technology integration, and planned steps to accomplish the goals.
- 3.3 Program Advisory Committees are effectively utilized to recommend program modifications based on changing technology; assist with the development of an equipment acquisition plan; assist in the development of the technology plan; and review both the technical and academic curricula. (Their agendas/minutes are maintained on file.)
- 3.4 The program design guarantees that every student regardless of gender, race, ethnicity or disability is offered a quality education.
- 3.5 To ensure that an integrated program is operational and that program objectives are met, adequate time is provided in the following areas: Applied Academics, Technical Education, Student Services, Student Support Services, Student Activities, English as a Second Language, and Bilingual Education.
- 3.6 Curriculum design creates opportunities for the student to understand educational expectations and to receive recognition for achievement, and gives guidance to improve performance.
- 3.7 Technical programs are competency-based education identifying specific duties and tasks.
- 3.8 The program design provides for identification of expected student performance and learning outcomes in applied academic and technical programs.
- 3.9 The equipment used in the technical and in the academic programs adequately supports and enhances all aspects of the educational program, and is maintained to ensure an environment that is healthy and safe for all.

- 3.10 Co-curricular activities are provided to enhance the students' leadership skills, self-esteem, and career awareness.
- 3.11 The school encourages innovative and experimental programs designed to serve the needs of students and to contribute to the school's stated mission.
- 3.12 Instructional programs offered in career fields requiring licensure or certification are designed to prepare students to meet those requirements.

**INSTRUCTION**

- 3.13 The design of the instructional program reflects the mission of the school.
- 3.14 Strategies provide for the integration of academic and technical instruction.
- 3.15 Teachers fully utilize available technology in their planning, teaching, and data collection, analysis and reporting.
- 3.16 The application of computers is integrated within the technical and academic instruction program.
- 3.17 Learning resources required to implement the instructional program are available and utilized.
- 3.18 Faculty and staff demonstrate creativity and initiative and use a variety of resources in the delivery of instructional programs.
- 3.19 Instructional materials address a variety of learning styles and ability levels.
- 3.20 All technical programs provide safety instruction, instruction in hazardous chemical awareness (material safety data sheets), and written and applied safety testing.
- 3.21 Individual Education Plans are implemented and maintained on file for each special needs student.

**EVALUATION**

- 3.22 Student assessment measures have been established and utilized to measure the attainment of expected performance levels.
- 3.23 An evaluation of the assessment of student performance is reviewed periodically to measure student achievement, to improve curriculum, and to impact planning and instruction.
- 3.24 A systematic program review is conducted periodically to guarantee effective program design.

## **4. EDUCATIONAL MEDIA SERVICES**

### **MISSION**

- 4.1 The institution makes available the library and information resources necessary to ensure the fulfillment of its mission.

### **OUTCOMES ASSESSMENT AND PLANNING**

- 4.2 The library continuously and systematically evaluates its effectiveness by identifying outcomes consistent with its mission, gathering data to measure those outcomes, and using that data to improve library resources, instruction, and services.
- 4.3 The library's outcomes assessment process reflects and contributes to institutional planning.

### **TEACHING AND LEARNING**

- 4.4 The library staff is integrally involved in the teaching and learning of the institution.
- 4.5 The institution provides opportunities and demonstrates that library staff and faculty collaborate to: ensure that materials and services support curricula/curriculum frameworks; integrate information literacy into the learning process; assess the effectiveness of teaching and learning; and use information gathered to develop a plan for curricular and instructional improvement.
- 4.6 The library provides orientation and instruction in the use of resources which develop skills enabling users to become lifelong learners with the ability to locate, select, evaluate, organize, apply, and present information effectively.

### **RESOURCES AND ACCESS**

- 4.7 Resources and services are readily available to the learning community and cooperative relationships and access to external resources are encouraged as a means of complementing rather than substituting for the institution's own collection and services.
- 4.8 These resources (i.e. collections, technology, and services), owned by the institution or guaranteed through formal written agreements, are appropriate in quality, level, scope, diversity, quantity, and currency to support and enrich the institution's mission.
- 4.9 In addition to curriculum support, the library provides materials that support faculty teaching and the intellectual, cultural, and personal development of the community.
- 4.10 The library has a written policy governing the selection and deletion of all materials.
- 4.11 The institution demonstrates that the library's hours of operation meet the information needs of students, faculty and staff and ensures that students use library resources as an integral part of their education.

- 4.12 The institution has a published Information Resource and Acceptable Use policy which is consistent with its mission.
- 4.13 The institution has a published policy for handling Challenged Materials both print and electronic which is consistent with its mission.

#### **STAFF**

- 4.14 The library staff is both sufficient in size and credentialed and/or professionally and educationally qualified to support the teaching and learning mission and goals of the institution.
- 4.15 The institution clearly defines the responsibilities of library personnel and provides evidence that opportunities for ongoing professional development are pursued by staff.

#### **FACILITY AND ENVIRONMENT**

- 4.16 The institution provides accessible facilities with a welcoming atmosphere that encourages inquiry, study, and learning among students, faculty, and staff.
- 4.17 The library includes space for individual and group study as well as for efficient use of collections, staff operations, storage, and administrative and educational technology.
- 4.18 The library facility and equipment are up-to-date, properly maintained, repaired in a timely manner, and secured.

#### **FINANCIAL SUPPORT**

- 4.19 The institution provides sufficient and consistent financial support for staff, collection development, instructional resources, and the maintenance and enhancement of facilities, technology, and equipment.
- 4.20 The library staff participates in the development of the institution's annual library budget.

### **5. STUDENT SERVICES**

#### **ADMISSIONS**

- 5.1 Written policy outlines the process for determining student enrollment allotments from participating high schools.
- 5.2 Written policy identifies enrollment criteria for the registration of students.

#### **GUIDANCE**

- 5.3 The school has the following comprehensive personal services available and accessible: academic counseling, career counseling, career placement, personal counseling, and referral to outside agencies.

- 5.4 An assessment system is available to assist students with the identification of career aptitudes and interests.
- 5.5 A systematic student follow-up is implemented to produce specific feedback on the instructional program.

**HEALTH AND SAFETY**

- 5.6 Provision is made for adequate student health services: emergency care is readily available; health records are maintained on file; a referral process is available for health services; and faculty and staff are informed of the health conditions of their students when appropriate.
- 5.7 Students, faculty and staff are trained to assist with emergency situations.
- 5.8 A written crisis intervention plan has been developed and is in effect.
- 5.9 Reasonable accommodations are made to ensure the personal health and safety of students, faculty and staff.

**AUXILIARY**

- 5.10 Student transportation is designed to ensure that students will arrive and depart from the school with minimum loss of time on task.

**NOTE: For Secondary Schools with Postsecondary Students, see Standard 12: Postsecondary Programs 12.6 - 12.18**

**6. STUDENT RECORDS**

- 6.1 An adequate system of student record-keeping is in place.
- 6.2 The student records and permanent files are safely maintained and archived in accordance with applicable law or regulation.
- 6.3 Individual student files are current and include records of attendance, technical competency attainment, academic achievement, test results, Individual Education Plan, and safety test documentation.
- 6.4 An adequate system is in place for the reporting of grades.
- 6.5 An adequate system is in place for the timely reporting of attendance.
- 6.6 Student health records are securely maintained.
- 6.7 Graduate follow-up studies are conducted and the resultant data is shared with staff to assist with program and curriculum development.

- 6.8 Confidentiality is maintained in accordance with state and federal guidelines.
- 6.9 Alumnae and alumni files are maintained in accordance with applicable policy or regulations.

## **7. SCHOOL STAFF**

- 7.1 The school has a professional development program for instructional, support and administrative staff.
- 7.2 Staff members have high ideals, an understanding of youth, and a desire to continue professional growth.
- 7.3 The school staff is sufficient to support the educational program and includes the following areas: academic, administration, cafeteria, clerical, custodial/maintenance, educational technician, ESL, bilingual, guidance, health, library/media, security, SPED, technical, technology support, and others as indicated by student needs and the school's mission.
- 7.4 The school staff works together to attain the goals of the school.
- 7.5 Faculty and staff meet state and local certification requirements.
- 7.6 A system which meets state and local requirements for evaluation of faculty and staff is in place.
- 7.7 Opportunities are provided for the continuous development of the instructional staff, and professional development is encouraged.
- 7.8 The school provides a structured orientation program for all new staff members.

## **8. ADMINISTRATION**

- 8.1 The administrative organizational structure is effective in carrying out the philosophy and goals of the school.
- 8.2 An adequate administrative staff manages all aspects of the school.
- 8.3 The administrative staff provides competent leadership, vision, and clear direction.
- 8.4 An appropriate degree of autonomy and authority exists within the organizational structure for school administrators to provide the necessary leadership.
- 8.5 The director, although accountable to a higher authority, is the responsible head and professional leader of the school.
- 8.6 The governing board maintains current written policies and procedures that are readily available to all personnel and to the public.

- 8.7 A system is used to evaluate the performance of the administration.
- 8.8 A written school improvement plan with measures of accountability has been implemented.
- 8.9 Students are provided opportunities for student government/leadership.
- 8.10 The school's calendar is coordinated with each of the participating high schools and designed to ensure minimal disruption of the school's educational program.

## **9. FINANCE AND BUSINESS OPERATIONS**

- 9.1 The financial resources of the school are capable of sustaining a sound educational program consistent with its stated philosophy and goals.
- 9.2 Fiscal management of the school is consistent with its stated philosophy and goals.
- 9.3 The instructional staff participates in the development of the annual instructional budget.
- 9.4 The instructional staff is informed of the instructional budget to support his/her educational programs.
- 9.5 Efficient procedures for the requisitioning of materials and equipment are maintained and exercised.
- 9.6 Records of all funds collected and disbursed in connection with any part of the school's program are kept in an accurate and systematic form.
- 9.7 Funds collected are properly safeguarded.
- 9.8 Adequate funds have been appropriated to support the Student Activity program.
- 9.9 The governing board and the administration exercise control over all financial operations. An appropriate system of checks and balances is in place to ensure integrity in the collection and disbursement of all school funds.
- 9.10 Records of all funds collected and disbursed are audited at appropriate intervals in accordance with local and state requirements.

## **10. SCHOOL FACILITIES**

- 10.1 The school site supports and enhances all aspects of the educational program and is maintained to ensure a safe, sanitary, and attractive environment to support educational activities.

The school has an accommodation plan to support the increasing electrical and wiring needs of the network infrastructure and its technological peripherals.

- 10.2 The school plant supports and enhances all aspects of the educational program and is maintained to ensure a safe, sanitary, and attractive environment to support educational activities.
- 10.3 A planned and adequately funded program of building and site management ensures the replacement of equipment, the maintenance and repair of facilities and equipment, and thorough and routine cleaning of the facility.
- 10.4 A long-range maintenance plan has been developed to protect the financial investment of the site and buildings.
- 10.5 The school's plant is effectively and efficiently ventilated, heated, and lighted.
- 10.6 The physical plant and facilities meet all applicable federal and state laws and are in compliance with fire, health, and safety regulations (proper documentation is on file indicating the school's compliance in these areas), and is accessible to persons with disabilities.
- 10.7 Sufficient care is given to the cleanliness and orderliness of the school building and grounds to engender staff, students and community pride in the school.

## **11. SCHOOL ATMOSPHERE**

- 11.1 The school develops a culture of learning which contributes to effective educational programs.
- 11.2 Student morale demonstrates pride in achievement and reflects a school unified in spirit.
- 11.3 Staff morale demonstrates pride in achievement and reflects a school unified in spirit.
- 11.4 A safe and secure environment is evident for all students and staff members.
- 11.5 The school encourages multicultural diversity to provide educational opportunities for its student body.
- 11.6 The school fosters and encourages activities which involve interaction between students and staff.
- 11.7 A system of open communication ensures that all students and staff members are informed and have opportunities for input.

## **12. POSTSECONDARY PROGRAMS**

- 12.1 The curricula for all students enrolled in day divisions are competency based and directly related to institutional objectives. Instructional programs offered in career fields requiring licensure or certification are designed to prepare students for those requirements.

- 12.2. The curricula for all students enrolled in evening divisions are competency based and directly related to institutional objectives.
- 12.3 Procedures are in place to measure the accomplishment of stated institutional goals.
- 12.4 Existing programs are reviewed on a semi-annual basis by the Advisory Committee. Procedures are implemented for all proposed programs to be reviewed and recommended by the Advisory Committee.
- 12.5 A written agreement exists for programs requiring the use of outside facility affiliations. The agreement shall address the use of the facility, the role of school personnel, the expectations of affiliated students, the expectations of the host facility, a clarification of liability issues, and an indication of transportation provisions.
- 12.6 Each institution provides an environment which fosters academic success and intellectual and personal growth by offering appropriate student support services and co-curricular activities. Student support services begin with the recruitment and admission of students, continue throughout the academic experience, and include placement and career counseling activities prior to completion of the program. Follow-up studies are conducted on a periodic basis.
- 12.7 Each institution's recruitment and admissions policies ensure that the qualifications and interests of the students recruited are compatible with the institution's mission and the accepting program's focus. The institution's admissions policies are published and admissions practices are consistent with those policies.
- 12.8 Student financial aid policies and opportunities are published and the institution's process of awarding financial aid is in keeping with the published process. Financial aid policies and practice meet state and federal regulations and are subject to periodic audits.
- 12.9 The institution provides appropriate and effective orientation for new students. Counseling services are available at the institution or by referral for personal and emotional needs of students. Career counseling, placement services and transfer counseling are available for students.
- 12.10 The institution continually monitors the learning needs of its student population and provides services to meet those needs. Those services may include but are not limited to: basic skills training, remedial preparation or course work, academic program supplementary services such as tutoring or mentoring, counseling on personal and/or educational problems. Academic skills development programs are also available.
- 12.11 Academic retention policies and standards for continuation need as much attention as recruitment policies. Standards for satisfactory academic progress and continued enrollment are clearly stated, publicized and uniformly applied. Academic advising and counseling is available for students to help them assess their personal education goals and determine their compatibility with the objectives of their academic program. Such services may be available through the faculty or the academic support services. The

- diversity of student educational goals is recognized in all institutional policies on retention and continuation.
- 12.12 The institution fosters the intellectual and personal development of each of its students through the co-curricular activities it provides in keeping with its mission and objectives. The institution supports opportunities for student development and the growth of student leadership. If consistent with its mission and purposes, the institution provides opportunities and facilities for student recreation and athletics. Such activity supports institutional educational objectives.
- 12.13 Institutions state and publish statements of student rights and responsibilities that include clearly stated expectations for student behavior. Student conduct policies clearly state the institution's due process procedures and specify possible sanctions. Student rights and responsibilities policies include a procedure to address complaints against the institution or institutional personnel.
- 12.14 Health, wellness and safety education appropriate to the learning community are provided through seminars and student services. The institution provides a safe learning environment and information on security is clearly stated and readily available. Continuing policies and procedures for security and safety are monitored for effectiveness.
- 12.15 If the institution provides residences for students, residence-life policies and procedures support the institutional mission and are clearly stated, well publicized, readily available and fairly and consistently administered.
- 12.16 The institution has established policies regarding information maintained in student records, their access, and maintenance. Records of health, admission criteria and student performance are maintained with full protection assured for that information over time. Records of graduate performance including employment and continued education are kept in sufficient detail to serve as a major source of information concerning program effectiveness. Adequate security and respect for the confidentiality of student records are observed.
- 12.17 All student support services and co-curricular activities are available to students no matter where the student is enrolled in the institution's programs.
- 12.18 The institution periodically and systematically evaluates the appropriateness, adequacy and effectiveness of all student services. Information obtained through this evaluation is used to improve the effectiveness of the student services.
- 12.19 The institutional record of formal complaints which relate to compliance with the accreditation standards and which are filed through the grievance process within the institution or with NEASC or with the U.S. Department of Education during the review period must be included in all institutional assessments, analyses and self-studies for CTCI accreditation. The records and incident files shall be available for verification.