

**Ocean Charter School Self Study 2027 for
Western Association of Schools and Colleges (WASC)**

Self Study Document Due: March 8, 2027

Pre-Visit by Committee Chair: TBD

Committee Visit Date: April 19 - April 21, 2027

Visiting Committee: Team of 4, in person

Timeline:

June - August: Planning & Organization

- Complete WASC training (Megan is currently up-to-date with all training).
- Decide on structure for working on the self-study (stakeholder teams).
- Schedule regular meeting times and/or how collaboration will occur.
- Review action plan and document progress made to date.

August - October: Data Collection, Analysis & Initial Writing

- Gather and review data.
- Analyze student achievement and other data. Determine/confirm needs of students.
- Draft Introduction (1 page maximum)
- Draft Chapter 1: School Developments and Action Plan Progress (2-3 pages maximum)
- Draft Chapter 2: Data Analysis

September - December: All School Collaboration on Chapter 3 - WASC Standards

- Groups work to analyze school program against WASC Standards.
- Groups draft initial findings of how the school is meeting WASC Standards.
- Review evidence and link evidence as needed.
- Reflect on strengths and areas for growth using the embedded rubrics.
- Determine Key Improvement Goals.
- Complete Self-Study draft.
- Develop/Refine Action Plan incorporating identified Improvement Goals.

December - March: Refinement & Preparation for the Peer Review Visit

- Complete all chapter drafts and finalize formatting of the school report.
- Finalize Action Plan.
- Share the report and Action Plan with the school community.
- Virtual Pre-visit with the chair.
- Six weeks before the visit upload the report to the WASC Portal and email to the chair.
- Final preparations for the visit.

April: Host Visit

- Final preparations for the visit.

Cost: \$5,000 - 10,000 depending on staffing and support needs as well as reimbursement and lodging fees.

- WASC accreditation and membership dues (about \$1000)
- Staff time - additional stipends, hourly payments, or consultant as needed (TBD, about \$500 - \$5000)
- Visiting committee reimbursement fees (about \$4,000 - \$6,000; see below)

It is the responsibility of Ocean Charter School to reimburse ACS WASC visiting committee members directly for expenses associated with self-study visits: transportation, lodging, food, and other materials not directly provided by the visited school. Reimbursement should be done on-site during the visit.

Per both the California County Superintendents Educational Services Association (CCSESA) and the School Services of California, Schools can reimburse ACS WASC visiting committee members directly without the need for any type of consulting agreement or consultant contract forms (1099 forms) for reimbursements of actual costs associated with visits.

Accommodations —

Visiting Committee Chair pre-visit (1 night)

Committee Team (4) for length of visit (3 nights)

Meals —

Reimburse for dinner Sunday, Monday, Tuesday nights (3)

Provide Lunch Monday, Tuesday, and Wednesday (3)

Book a hotel that included breakfast, or reimburse for cost of breakfasts (3)

TBD meal(s) for pre-visit meeting(s)

Transportation —

Reimburse visiting committee members for the mileage traveled in the course of the visit and previsit, using the standard mileage rate set by the Federal Government for reimbursement.

Visit Materials, Computers, Meeting Rooms, Supplies, etc. —

Materials associated with the visit (paper supplies, reprographic services, etc.) should be provided to the team by the visited school. Although many visiting team members bring their own personal laptop computers to the visit, adequate computer equipment should be provided by the school if requested. Specifics regarding required equipment and materials should be reviewed with the visiting team chair well in advance of the actual visit. The use of space at the school for the team to remain at the school to do group work should be provided.