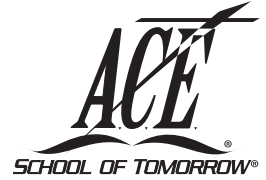


# A.C.E. School of Tomorrow

## Self-Evaluation and Professional Review

### School Year \_\_\_\_\_ - \_\_\_\_\_



#### School Information

Account Number \_\_\_\_\_ No. of Students This Year \_\_\_\_\_ Status Goal \_\_\_\_\_  
 School Name \_\_\_\_\_ School Phone \_\_\_\_\_  
 Alternate Phone \_\_\_\_\_ Alternate Phone Description \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
 Physical Address (if different) \_\_\_\_\_  
 School Email \_\_\_\_\_ Alternate Email \_\_\_\_\_  
 Contact \_\_\_\_\_ Position \_\_\_\_\_

Q = Quality requirements

M = Additional Model requirements beyond Quality

Please use the following rating scale:

**E**=Excellent **G**=Good **S**=Satisfactory **I**=Improvement Needed **NA**=Not Applicable

<b>Environment</b>		Admin	PRT
Q	Quality appearance outside and inside (proper signage and lighting)		
Q	Clean and safe facility		
	School office area attractive and inviting		
Q	Daily Opening Exercises (9 items)		

<b>Learning Center Guidelines</b>		Admin	PRT
	Learning Center, cheerful and efficient (layout)		
	Calm and quiet atmosphere conducive for learning		
Q	Two flags (national and Christian) used correctly by students		
Q	Privilege levels used		
Q	Character Merit Certificates (rewards)		
	Green Dot program		
	Color coding used for efficiency and control (red, green, and blue)		
Q	Learning Center furniture design		
	Student office design		
	Supervisor's station		
	Scoring station		
	Testing table		
	Score Keys—organization and condition		
	Student offices clean and in good repair		
	Media center		
	Bulletin boards		

<b>A.C.E. Curriculum</b>		Admin	PRT
Q	School uses only A.C.E. core curriculum (M, E, SS, SC, WB, BI, LCW)		
Q	Kindergarten and ABCs programs utilized		
Q	At least one Windows-based computer per Learning Center		
	Homeschool students enrolled _____ Students		
	School uses LCA Dual Enrollment _____ Students Verification Date _____		

<b>Goal-Setting Procedures</b>		Admin	PRT
Q	Students set appropriate daily goals		
Q	Student goals checked daily		
Q	Homework for incomplete goals		
	Goal Cards legible and neat (pen)		
Q	Individual academic balance in goal setting		

<b>PACE Procedures</b>		Admin	PRT
Q	Vocabulary read aloud (lower level)		
Q	Supervisor ensures mastery before a Self Test is signed		
Q	PACE verse memorized		
Q	PACE Tests taken the next day		
Q	Academic controls and balance maintained per <i>Procedures Manual</i>		
Q	Trail of a PACE (students) followed in the Learning Center (staff–stacker trays)		
Q	Students with a failed Test (less than 80%) given a repeat PACE with higher goals		
Q	Supervisor Progress Cards current		
Q	Goal Check Reports accurate (HW, PRVL, ATND, DMT, and COMM)		

<b>Scoring Procedures</b>		Admin	PRT
Q	Students take responsibility for scoring their PACE work		
Q	Students score PACEs accurately (answer, word, letter, number, and punctuation)		
	A system for holding students accountable		
Q	Visible academic success from proper scoring		

<b>Bible Emphasis</b>		Admin	PRT
Q	Monthly Scripture memory		
Q	Opening Exercises (daily Bible challenge)		
Q	Bible study devotional groups		
Q	Weekly chapel		
	Biblical character building ( <i>Character Counts: A.C.E. Handbook for Success</i> )		

<b>Communication</b>		Admin	PRT
Q	Annual Parent Orientation (PACE)		
Q	Student Progress Reports and conferences		
Q	Parent communication envelopes		
Q	Homework Assignment slips		
Q	Congratulations slips		
Q	Quarterly Honor Roll Projections		
Q	Awards program		
	Parent fellowships and student performance programs (Christmas, RSC, etc.)		
	Graduation (Kindergarten, ABCs, and Senior)		

<b>Record Keeping</b>		Admin	PRT
Q	Student cumulative records complete, consistent, and current (follow checklist)		
	Four-folder system (Academic, Test, Medical, and Miscellaneous)		
Q	Graduation policies on file (Academic Projection and Progress Toward Graduation)		
Q	Reenrollment forms		
	School policies on file (staff and student handbooks)		
	School schedule and yearly calendar		
	Staff job descriptions		
	School finance policies		
	Emergency plans - fire drill log		
	Tornado/hurricane		
	Active shooter lockdown		
	Early dismissal		
	Accident and incident reports		

<b>Electives</b>		Admin	PRT
	Bible class		
Q	Physical Education		
Q	Health		
Q	Music		
Q	Speech/Drama		
Q	Readmaster and Typemaster programs		
Q	Computer Science		
Q	Language (Spanish, French, etc.)		
	Art		
	Life skills (Home Economics, Woodworking, etc.)		
	Other		

<b>Assessments</b>		Admin	PRT
Q	ABCs Pretest		
Q	ABCs Post Test		
Q	Diagnostic Test (prescription)		
Q	Annual achievement testing (Iowa Assessments recommended)		
	SAT or ACT		

<b>School Staff Communication</b>		Admin	PRT
	Regular staff meetings		
	Staff devotions (prayer)		
	Annual staff orientation		
	Staff fellowships (Christmas, retreats)		

<b>School Staff Training</b>				
Name	Position	Degree/Experience	Training Type	Year

\* Please attach a separate sheet if more staff need to be listed.

<b>Involvement in A.C.E. Events and Programs</b>			Admin	PRT
Q	School meets all the Ministry Service Agreement requirements	Yes _____ No _____		
Q	Attended an Educational Leadership Summit last year	Yes _____ No _____		
Q	Viewed four hours of the A.C.E. Educators' Workshops last year	Yes _____ No _____		

<b>Student Information Totals (For Quality only)</b>		Number	Admin	PRT
	Total full-time students last school year			
	Total number of PACEs completed last year			
Q	Average number of PACEs per student last year (60)			
Q	Average PACE Test score last year (88)			

<b>Model School Requirements</b>		Admin	PRT
M	aceconnect School Management program incorporated		
M	Applicable dress standards met (ISC Guidelines)		
M	Local church participation (outreach and service opportunities)		
M	50% of eligible students participated at RSC  Location _____ No. of Students _____ Yes _____ No _____		
M	50% of RSC-qualifying students participated at ISC  Location _____ No. of Students _____ Yes _____ No _____		

<b>Student Information Totals (For Model only)</b>		Number	Admin	PRT
	Total full-time students last school year			
	Total number of PACEs completed last year			
M	Average number of PACEs per student last year (66)			
M	Average PACE Test score last year (88)			

<b>Self-Evaluation Conclusion</b>	
Areas of strength:	_____
	_____
	_____
Areas to improve:	_____
	_____
	_____
Date of Self-Evaluation	_____
School official conducting the Self-Evaluation	_____
	Signature

<b>Professional Review Team Visit</b>	
Areas of strength:	_____
	_____
	_____
Areas to improve:	_____
	_____
	_____
Improvement goals and dates:	_____
	_____
	_____
Additional comments:	_____
	_____
	_____
Date	_____
Time spent on location	_____
Professional Review conducted by	_____
	Signature
	Signature

<b>A.C.E. Corporate Office - Manager of Professional Reviews</b>	
I confirm that all the requirements have been met and all the information has been submitted for this school to achieve _____ Quality Status _____ Model School Designation for the _____ - _____ school year.	
_____	_____
Signature	Date