



## **AdvancED Assurances**

**Liza Jackson Preparatory School**

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## **Introduction**

AdvancED Policies and Procedures outline certain requirements that all institutions must meet in order to be in compliance. Institutions are required to verify whether or not they meet these requirements by answering a series of questions and in some cases, attaching evidence for review.

By responding to the questions in ASSIST and attaching evidence when required, the institution has verified whether it meets or does not meet each of the Assurances for Accreditation.

**AdvancED Assurances**

<b>Assurance</b>	<b>Response</b>	<b>Comment</b>	<b>Attachment</b>
The institution has read, understands, and complies with the AdvancED Policies and Procedures.	Yes, we certify the above assurance.		

<b>Assurance</b>	<b>Response</b>	<b>Comment</b>	<b>Attachment</b>
<p>The institution has reported all substantive changes in the institution that affect the scope and/or have an impact on the institution's ability to meet the AdvancED standards and policies. Such changes include, but are not limited to:</p> <ul style="list-style-type: none"> <li>- Restructuring (merging, opening, or closing) of the institution or institution(s) within its jurisdiction</li> <li>- Mission and purpose of the institution</li> <li>- Governance structure of the institution, including changing to a charter school/school system, being the subject of a state takeover, or a change in ownership</li> <li>- Grade levels served by the institution</li> <li>- Staffing, including administrative and other non-teaching professionals personnel</li> <li>- Available facilities, including upkeep and maintenance</li> <li>- Level of funding</li> <li>- School day or school year</li> <li>- Establishment of an additional location geographically apart from the main campus</li> <li>- Student population that causes program or staffing modification(s)</li> <li>- Available programs, including fine arts, practical arts and student activities</li> </ul>	Yes, we certify the above assurance.	<p>LJPS decided to discontinue 9th grade in the 2010 - 2011 school year because it was not financially feasible to maintain a quality program with eight students.</p> <p>The leadership configuration has changed from a principal and three assistant principals to a principal, a vice principal, and two administrative curriculum coordinators, one specializing in elementary and the other in middle school. This allows for more specialized focus within the administration.</p>	

<b>Assurance</b>	<b>Response</b>	<b>Comment</b>	<b>Attachment</b>
The institution implements a written security and crisis management plan which includes emergency evacuation procedures and appropriate training for stakeholders. Attach the security and crisis management plan. (optional)	Yes, we certify the above assurance.	During pre-planning at the beginning of each school year, the safety plan is given out to all staff members. A training session is held for all staff members within the first month of school. Drills are scheduled regularly throughout the school year to practice all types of emergency situations including evacuation, fire, tornado or weather related, and lockdown.	LJPS Safety Plan

<b>Assurance</b>	<b>Response</b>	<b>Comment</b>	<b>Attachment</b>
The institution monitors all financial transactions through a recognized, regularly audited accounting system.	Yes, we certify the above assurance.	LJPS undergoes a comprehensive audit at the end of each school year by an outside accounting firm, Berman, Hopkins, Wright, & LaHam; CPAs and Associates, LLP.	LJPS Audit Report 2012

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<b>Assurance</b>	<b>Response</b>	<b>Comment</b>	<b>Attachment</b>
The institution engages in a continuous improvement process and implements an improvement plan. Attach the improvement plan if the plan is not located in AdvancED's Adaptive System of School Improvement Support Tools (ASSIST).	Yes, we certify the above assurance.		LJPS Goals for 2014