

School Name: _____ Date of Visit: _____

LEARNING CENTER INFORMATION AND EVALUATION FORM (FOR YEAR LEVEL 1 to YEAR LEVEL 12 ONLY)

Name of the Learning Center: _____

Year Level (WRITE ALL LEVELS THAT APPLY): _____ Number of Students: _____

Name of the Supervisor: _____

Name of the Monitor/s: _____

EVALUATION SUMMARY (TO BE FILLED-IN BY THE CONSULTANT)			
AREAS OF EVALUATION	RAW SCORE	MEAN SCORE <i>(Raw Score/#of items)</i>	Descriptive Quality
Record Keeping			
Biblical Emphasis			
School Spirit			
Environment			
Learning Center Procedures			
PACE Procedures			
Goal Setting Procedures			
Scoring Procedures			
Communication			
English Fluency			
TOTAL			
TOTAL MEAN SCORE <i>(total mean score/10)</i>			

RANGE	
Total Mean Score	Descriptive Quality
1.00-1.75	Needs Improvement
1.76-2.50	Satisfactory
2.56-3.25	Good
3.26-4.00	Outstanding

RATING SCALE LEGEND		
RATING	RATING VALUE	DESCRIPTION
0	NOT APPLICABLE	Procedure not applicable in the given context.
1	UNACCEPTABLE	Outcome inadequate and below the standards of this procedure
2	BELOW EXPECTATIONS	Outcome does not consistently meets the standards of this procedure
3	MEETS EXPECTATIONS	Outcome consistently meets the standards of this procedure
4	EXCEEDS EXPECTATIONS	Outcome consistently exceeds the standards for this procedure

RECORD KEEPING		
<i>ITEMS</i>	<i>Self-Evaluation</i>	<i>Consultant</i>
Records are up-to-date and professional in appearance.		
Quarterly Honor Roll Requirements and Academic Projections (<i>for students who are working with PACE # 1097 and above</i>) are updated.		
Supervisor's Progress Cards are used according to manual.		
Student's Progress Charts (<i>Star Charts</i>) are updated.		
Goal Check Reports are used according to manual (<i>attendance & demerits are included</i>).		
Progress Cards (<i>F-138</i>) and Permanent Records (<i>F-137</i>) are updated and in order.		
Completed PACEs, PACE Tests, and Goal Cards the previous year are filed.		
Students have no access to completed PACEs and PACE Tests.		
TOTAL		
<i>COMMENTS/SUGGESTIONS:</i>		

BIBLICAL EMPHASIS		
<i>ITEMS</i>	<i>Self-Evaluation</i>	<i>Consultant</i>
Monthly Scripture passage memorization and recitation are required.		
Recitation of the PACEs' memory verse is required.		
There is a Weekly Assembly or Chapel Hour.		
Devotional groups meet for 2 – 3 times a week.		
There is an inspiring daily Opening Exercises.		
Prayer is incorporated in the Learning Center schedule.		
TOTAL		
<i>How do you incorporate prayer in the Learning Center schedule?</i>		
<i>Do you have outreaches and other service activities in the community? Please explain briefly.</i>		
<i>COMMENTS/SUGGESTIONS:</i>		

SCHOOL SPIRIT		
ITEMS	Self-Evaluation	Consultant
There is camaraderie among school staff.		
There is a sense of discipline (<i>disciplined atmosphere</i>).		
Students show pride of the school.		
Students and school staff understand the school rules.		
School rules are enforced consistently.		
Students show positive attitude towards correction.		
Students must be in uniform.		
Staff uniform follows SOT®P's dress code standard.		
TOTAL		
COMMENTS/SUGGESTIONS:		

ENVIRONMENT		
ITEMS	Self-Evaluation	Consultant
Facility is neat and safe.		
The size of the Learning Center is adequate for the number of students.		
Learning Center arrangement is efficient.		
Bulletin boards are updated.		
Students' offices are neat and clean and are organized (<i>Check proper placement of flaglets, Star Charts, and Goal Cards</i>).		
Supervisor's Station, Score Station, and Testing Table are available.		
There is sufficient numbers of Score Keys for the number of students.		
Media Center/Corner is available to develop the computer/keyboard skills of the students.		
Break Room/Lunch Room, playground, and library are available when needed.		
There is proper supervision during break time, lunchtime, playtime, and library time.		
TOTAL		
COMMENTS/SUGGESTIONS:		

LEARNING CENTER PROCEDURES		
ITEMS	Self-Evaluation	Consultant
Learning Center schedule is followed.		
There is consistent communication among Learning Center staff.		
Individual System, not LOCKED-STEP, is maintained.		

Supervisors and monitors maintain control in the Learning Center.		
Positive and negative controls are utilized.		
LC applies the following motivations: Congratulations! Slip, Green Dot Incentive (<i>Privilege Area</i>), Merits Incentive (<i>Merit Store</i>), Blessings Slips, Tri-weekly Events, Honor Roll (<i>Honor Roll Field Trips</i>); Awards Program (<i>Awards Night or Banquet</i>).		
LC applies Demerits and Detentions (<i>Corrective Action Notice</i>).		
LC utilizes the Privilege Levels including required Oral Reports.		
TOTAL		
<i>What is done to integrate new students in the Learning Center?</i>		
<i>Are there any differences between the Learning Center procedures and the Procedures Manual?</i>		
<i>What do you think are the strengths and weaknesses of your Learning Center?</i>		
<i>Do you use other motivations aside from those listed above? Please explain briefly.</i>		
COMMENTS/SUGGESTIONS:		

PACE PROCEDURES		
ITEMS	Self-Evaluation	Consultant
Trail of a PACE is diligently followed.		
Flaglets Procedures (<i>When to use the Christian or National flaglets</i>)		
Vocabulary Procedures (<i>Vocabulary Drill</i>)		
Checkup and Self Test Procedures (<i>Oral Quizzing, Initials, Writing the page numbers</i>)		
Failed PACE Test Procedures (<i>Repeat PACE</i>)		
Student PACE progress (<i>Check each SPC for progress and Academic Balance.</i>)		
TOTAL		
<i>What must a student do to demonstrate that he has mastered the material and is ready to take the Checkup and Self Test?</i>		
<i>Do you allow school visitors to answer flaglets? If NO, why?</i>		
COMMENTS/SUGGESTIONS:		

GOAL SETTING PROCEDURES		
ITEMS	Self-Evaluation	Consultant
Students follow proper Goal Setting procedures.		
Students set goals daily.		
Goals are checked and are followed through within the day.		
Academic Balance is maintained.		
Students observe neatness of Goal Cards.		
Students follow proper Homework/Assignment procedures.		
TOTAL		
COMMENTS/SUGGESTIONS:		

SCORING PROCEDURES		
ITEMS	Self-Evaluation	Consultant
Work is accurate and neat in appearance (<i>Do spot checking of the PACEs</i>).		
Students are responsible to score their own work.		
Students demonstrate proper scoring and re-scoring technique.		
Students put X's neatly.		
TOTAL		
COMMENTS/SUGGESTIONS:		

COMMUNICATION		
ITEMS	Self-Evaluation	Consultant
There is Parent Interview during enrolment.		
Parent Orientation is held annually.		
Parents are required to work on the Parent Orientation PACE.		
Every student has his own Parent Communication Envelope or Student Handbook.		
There is a Parent-Teacher Conference or Fellowship every end of the quarter.		
Student Orientation is held annually especially for NEW students.		
TOTAL		
COMMENTS/SUGGESTIONS:		

ENGLISH FLUENCY		
<i>ITEMS</i>	<i>Self-Evaluation</i>	<i>Consultant</i>
Students demonstrate understanding of spoken English.		
Students answer questions using vocabulary at PACE level.		
Students are eager to speak in English to visitors.		
Students have the ability to communicate in English in the absence of the native language.		
Students are exposed to English in a variety of situations.		
Students can spontaneously speak in English with one another.		
TOTAL		
<i>What opportunities do the students have for spontaneous English conversation?</i>		
<i>Is the first language ever used in the Learning Center? If YES, when and how?</i>		
<i>COMMENTS/SUGGESTIONS:</i>		

EVALUATED BY: _____
(SIGNATURE OVER PRINTED NAME)

ATTESTED BY: _____
(SIGNATURE OVER PRINTED NAME)