

INTERNATIONAL K-12

POLICIES & PROCEDURES
For Schools



TABLE OF CONTENTS

300 SERIES	SCHOOLS.....	1
301.	CRITERIA TO BE USED IN GRANTING ACCREDITATION TO SCHOOLS AND COLLEGES	1
302.	LEVELS OF ACCREDITATION.....	1
303.	REQUIRED ACTIONS	3
304.	LOSS OF ACCREDITATION	4
305.	WARNED STATUS	4
306.	APPEALS	4
307.	COMPLAINTS	5
308.	STAMPING OF DIPLOMAS / TRANSCRIPTS.....	5
309.	TRANSFER OF ACCREDITATION	5
310.	RECIPROCITY AND ISSUANCE OF CREDITS.....	6
311.	CHILD PROTECTION POLICY	6
400 SERIES	SCHOOLS.....	9
401.	FEEES.....	9
402.	GIFT ACCEPTANCE	10
401.	GIFT GIVING.....	10

AIAA POLICIES & PROCEDURES

MAILING ADDRESS, OFFICIAL FILES OF THE ASSOCIATION

The mailing address and location of the official files of the American International Accreditation Association of Schools and Colleges (AIAA) is:

American International Accreditation Association of Schools and Colleges
82 Sterling Pl., Floor 3
Brooklyn, NY 11217

300 SERIES SCHOOLS

301. CRITERIA TO BE USED IN GRANTING ACCREDITATION TO SCHOOLS AND COLLEGES

The Board of Directors shall consider the following items in the accreditation visit report to determine accreditation status:

- a. Commendations
- b. Recommendations
- c. Required actions for full accreditation

302. PROCESS OF ACCREDITATION

302.0 Application

After a school makes application to AIAA, the materials are review and approve. Part of the application requires schools to submit documentation:

- i. License to operate from the Ministry of Education.

- ii. Approval to operate as an international school.
- iii. Complete the application for AIAA membership and submit it accompanied by application fee and annual membership fee.

302.1 Member School Status

Following a successful application process,

- i. the school leaders will meet with the AIAA leadership.
- ii. introduction of services will be provided.
- iii. discussion of the AIAA resources will be explained.
- iv. Member school uploads documents to the AIAA Drive in preparation for the AIAA provisional accreditation visit requirements.
- v. A consultant will be assigned to the school to support the preparation for the AIAA provisional accreditation visit.

Member School status is valid for up to one year. Upon recommendation of the Executive Director the length of terms of Member School status can be adjusted.

Upon successfully completing the Member School status, a school will be eligible for the AIAA Provisional Accreditation Visit.

302.2 Provisional Accreditation Status

Provisional Accreditation is the next step of the formal AIAA accreditation process. Upon successfully completing the Provisional Accreditation visit, a school will be accredited for one year as it prepares for the full accreditation visit. Steps for Provisional Accreditation include:

- i. Pay annual membership fee and Provisional Accreditation Team Visit Fee.
- ii. Work with the AIAA Academic Consultant and upload all documents to the AIAA Drive.
- iii. Conduct a self-assessment and upload the completed self-assessment to the AIAA Drive four weeks prior to the scheduled the Provisional Accreditation visit.
- iv. Host a Provisional Accreditation visit.
- v. Demonstrate that the school is substantially meeting the five AIAA Standards for Accreditation.

Following a successful visit, Provisional Accreditation may be granted and is valid for up to one year. Upon recommendation of the Executive Director the length of terms of Provisional Accreditation can be adjusted.

After achieving the Provisional Accreditation, the next step in the process is the Full Accreditation process.

302.3 Full Accreditation Status

Full Accreditation is the culmination of the formal AIAA accreditation process. Upon successfully completing the full accreditation visit, a school will be accredited for up to five years. Steps for full accreditation include:

- i. Pay annual membership fee.
- ii. Work with the AIAA Academic Consultant and upload all documents to the AIAA Drive.
- iii. Conduct a self-assessment and upload completed self-assessment to the AIAA Drive four weeks prior to the scheduled Full Accreditation visit.
- iv. Host a Full Accreditation visit to demonstrate that the school is meeting the five AIAA Standards for Accreditation.
- v. Pay the Full Accreditation Team Visit Fee.
- vi. Review the Visiting Team Accreditation Report after the visit. The report will contain the accreditation team's ratings for each indicator, as well as commendations, recommendations, and required actions for select indicators.
- vii. Update the school improvement plan based on the Visiting Team Accreditation Report. Indicators with the lowest ratings should become the areas of focus and priorities for the school improvement plan.

Full Accreditation Status can be granted for up to five years. Upon recommendation of the visiting team and approval by the Board of Directors, a term of less than five years can be assigned.

302.4 Maintaining Full Accreditation

Following the Full Accreditation visit, all required actions must be immediately added to the school improvement plan and completed by the dates as indicated in the report.

Submit to AIAA Administration documentation on progress towards meeting the required actions listed in the Visiting Team Accreditation Report, based on the timeline(s) in the full accreditation report.

- i. Host semi-annual follow up visits that demonstrates full compliance with all the requirements for full accreditation and continuous improvement of schools.
- ii. Pay Annual Membership Fee.

303. REQUIRED ACTIONS

A required action is a written explanation for items that must be completed for continued accreditation. Required actions are regularly reviewed and followed-up on by AIAA administration. Follow-up includes these steps:

- a. Notify schools fourteen days after receiving the accreditation report of the AIAA required action procedures.
- b. Follow up and assist schools on required actions within the assigned time frame.
- c. Approve and notify schools when required actions are met.
- d. Determine if schools with multiple or serious required actions will be required to host another site visit.
- e. Contact schools that have not submitted evidence of meeting the required actions by the assigned due date(s). Notify the schools of the possibility of hosting a required site visit or loss of accreditation.

304. LOSS OF ACCREDITATION

A school accredited by AIAA can automatically lose accreditation if one of the following occurs:

- a. Substantial evidence has been found that the school has violated one or more of the accreditation standards;
- b. Suspension of approval by the country in which the school is located;
- c. The school closes; (if the school reopens, it must re-apply for provisional accreditation)
- d. The school has not paid the annual fees by June 30 of the current academic year.
- e. Substantial evidence has been found that the school or school representative misrepresents any information regarding the school or AIAA.

305. WARNED STATUS

A school or college can be classified as “warned” if any of the following should occur and the notice has not been given to AIAA:

- a. A change in ownership of the school or college;
- b. The school has misrepresented its accreditation status;
- c. The school has moved to a different location;
- d. A significant change in the school’s finances has occurred that could affect the school’s ability to provide the program for which it was accredited;
- e. The school is involved in any litigation that could potentially have an impact on the educational program.

The warned status will be removed upon the school's satisfactory completion of the item(s) which placed the school on warned status. Satisfactory completion will be determined by AIAA administration.

306. APPEALS

Should a school or college choose to appeal its assigned accreditation status, it must put the appeal in writing, signed by the principal/owner and be sent to the Executive Director. The standard relating to the appeal should be cited and the specific disagreement explained. If it is necessary for the Board of Directors to meet to consider the appeal, it must do so in a timely manner. The costs of the appeal shall be the responsibility of the school or college appealing the decision.

307. COMPLAINTS

Any stakeholder (staff, student, parent, etc.) of a school or college can initiate a complaint by submitting a signed letter to the Executive Director. Complaints must be accompanied by the name and address of the person(s) registering the complaint. The signed letter shall be accompanied by all correspondence between the complainant and the school regarding the complaint. The complainant must have used the school's complaint procedure prior to submission of the complaint to AIAA. Unless the complaint alleges a violation of a governmental law or accreditation standard, the complaint process outlined by the school or college shall be determined as final. The Executive Director, will determine the process for responding to a specific complaint. The process may include:

- a. Notification to the school or college;
- b. Request for a written response from the school or college;
- c. Site visit to the school or college; and/or
- d. Any other investigation deemed warranted by Executive Director.

308. STAMPING OF DIPLOMAS / TRANSCRIPTS

In the instance that a country or governmental body requires student transcripts and/or diplomas to be stamped by AIAA, the school will be charged for the cost of the stamping including postage, processing fee and any other fees required for stamping.

Special attention will be given the information outlined on the AIAA website regarding Grade Inflation.

308.1 Requirements

Stamped Transcripts must include as a minimum, the following:

- i. Name and address of the school.
- ii. Full name of student, address, and date of birth.
- iii. Date of enrollment and date of withdrawal or graduation.

- iv. The origin of any credits transferred into the school.
- v. All final semester grades earned each semester at each grade level.
- vi. Cumulative grade point average.
- vii. Scores of external exams student has taken.
- viii. Signature and stamp of the school official certifying the transcript accuracy.

309. TRANSFER OF ACCREDITATION

Any applicant school that is already accredited by one of the six regional accrediting bodies in the United States or by another accrediting body approved by the Board of Directors, shall be allowed to transfer the currently held accreditation status with that body and receive reciprocity for that accreditation status. The duration of accreditation remaining from the transferred accrediting body will be accepted. The school or college must submit an application and a copy of the last visit report from the other accrediting body, along with the \$200 Transfer of Accreditation fee and Annual Membership Fee. If AIAA determines that a site visit should occur, the school or college will be responsible to host and pay for that visit. Upon review and approval, the school or college shall thereafter follow the policies and procedures of AIAA.

310. RECIPROCITY AND ISSUANCE OF CREDITS

Each school shall abide by the following and shall adopt policies and procedures for the acceptance of credits:

- a. Member schools are required to accept credits from any school accredited by another AIAA accredited school
- b. Member schools are required to accept credits from any schools accredited by any regional recognized accreditation association located in the United States.
- c. Credits must also be accepted from any other accrediting agencies approved by the Board of Directors.

311. CHILD PROTECTION POLICY - EXPECTATIONS ARE BASED ON THE FOLLOWING PRINCIPLES:

AIAASC endorses the International Task Force on Child Protection Statement of Commitment to Child Protection (ITFCP), its Thirteen Essential Questions and its Expectations.

The following Expectations have been identified by the ITFCP School Evaluation Committee as being the minimum requirement of schools to provide safeguarding and child protection for its students. The **Expectations** are based on the following essential principles:

- 1. All children have equal rights to be protected from harm and abuse.

2. Everybody has a responsibility to support the protection of children.
3. All schools have a duty of care to children enrolled in the school and those who are affected by the operations of the school.
4. All actions on child protection are taken with the best interests of the child, which are paramount.

Essential Questions: Schools have a duty of care to protect children and prevent them from harm, and act with a sense of urgency if a child is at risk of harm. These discussion questions focus on child protection in the context of abuse and neglect from any person. These include those in authority, those entrusted with the care of a child, or any person with access to children in the school. These questions are applicable to the safety and protection of day, home-stay and boarding students. The school should build partnerships with external agencies to enhance child protection practices. All questions are asked with reference to the regulatory framework, unique cultural context and sensitivities of a country/state. The role of the school in child protection cases is also determined by this cultural context and specific regulatory framework.

1. Has the school created a definition of child protection with ensuing policies/procedures which are fully understood and followed by Board Members/ Governors/Owners, school leaders, staff, students, parents and volunteers?
2. Do the school's culture and values support and encourage good practice leading to enhanced child protection?
3. Does the school comply with all legal and statutory requirements / obligations in relation to child protection within the country in which it operates? Does it have effective working relationships with support agencies (where they exist)?
4. Does the school have robust policy/procedures, which are successfully implemented, to ensure that it only employs and engages people of sound moral character? If so, is the school compliant?
5. Does the school have robust and fully implemented policies/procedures to ensure that all helpers, volunteers and contract workers are people of sound moral character and suitable to work with children?
6. Does the school communicate publicly its child protection policy/procedures?
7. Are child protection policies and procedures reviewed with sufficient regularity and systematically?
8. Is there a designated Child Protection Officer (CPO) in the school with oversight of child protection procedures and related school policies?
9. Do the school's operational procedures support and encourage good practice leading to enhanced child protection, including: a. Training and Support; b. Identification/Disclosure; and c. Reporting in line with policy.
10. Are the school's buildings and facilities, security and protection measure compatible with child protection and related policies?
11. Does child protection education and on-line/virtual safety form part of the written and taught curriculum?

12. Are students, staff and volunteers aware of what to do if they feel uncomfortable or have concerns about mistreatment or abuse?
13. What measures are taken by the school to ensure the safety and protection of students in homestay accommodation or on residential trips and student-exchange programs, and to what extent are they successful?

EXPECTATIONS

The Expectations have been grouped in the following areas: ***Policy, People, Procedures*** and ***Accountability***. Schools will use categories which most suit their own protocol.

POLICY

- A values statement about the rights of the child has been developed and formally adopted by the school that is aligned with the responsibilities set out in the United Nations Convention on the Rights of the Child (UNCRC).
- The school has developed and adopted an appropriate definition of child abuse including physical, emotional or sexual abuse, sexual exploitation, neglect and commercial exploitation and inappropriate behavior of children towards other children.
- The school has a policy, approved by the School Board that describes how it is committed to preventing and responding appropriately if children are harmed, or if allegations of harm to children are made.
- The school has specific child protection policies, practices and faculty and staff training programs to ensure the safety and welfare of all students within boarding facilities, homestay and residential arrangements and on excursions, trips and student exchanges.
- School safeguarding and child protection policies and procedures are subject to an annual, scheduled review and revision.
- The school has recruitment policies and execute rigorous recruitment procedures that ensure all employees and volunteers are of sound moral character and are suitable people to work with children and young adults.

PEOPLE

- The school has clearly defined leadership responsibilities for child safety and duty of care.
- Formal procedures exist for determining the character of adults who interact with students. These procedures may include criminal record, background checks or other such means as may be suitable based upon the risk posed to the students.
- Formal procedures exist to obtain and verify references for prospective and existing faculty and staff.
- The school has developed and adopted a code of conduct and written guidelines for appropriate and inappropriate behavior of adults towards children and children towards other children. All faculty, staff, volunteers and contractors acknowledge that they have read the code of conduct and agree to abide by it.

- The school has a scheduled program of regular, systematic professional training for volunteers, contractors, faculty and staff on student safeguarding, child abuse prevention, recognition, intervention and reporting.

PROCEDURES

- The school shall have in place formal learning programs throughout the school experience related to child protection which cover areas such as bullying personal safety, physical abuse, manipulation, grooming, online safety, healthy sexual behavior, neglect and negligent behavior, self-harm, staying safe away from home, commercial exploitation and disclosing abuse. These programs to be delivered by members of faculty or external providers who are trained in these areas.
- The school has developed structured procedures for reporting suspected or disclosed maltreatment or abuse, including disclosure of abuse that may have taken place in the past history of the school, and adopts a formal policy identifying actions to be taken, including informing appropriate authorities.
- The school develops meaningful and effective relationships with external organizations and bodies that are able to provide appropriate support and advice on matters related to child protection.
- Child protection measures are integrated with all procedures and systems (strategic planning, budgeting, recruitment, program management, performance management, procurement, partner agreements, risk management and management systems etc.)
- Due regard is given to building and facility design, layout, designation and use to ensure best practice in child safety and protection, within the context of the host country.

ACCOUNTABILITY

- The school is cognizant of cultural expectations and complies with the legal and ethical expectations and requirements regarding child abuse within the country in which it

400 SERIES FINANCES

401. FEES

Schools can pay fees through credit card or bank transfer. Schools that will be visited by AIAA must pay one month in advance of the visit. (All fees are payable in U.S. dollars)

	Type	Amount
1	Application Fee	\$ 350. ⁰⁰
2	Annual Membership Fee	\$ 2,500. ⁰⁰
3	Transfer of Accreditation Fee	\$ 200. ⁰⁰
4	Candidacy Visit Fee	\$ 3,000. ⁰⁰

	Type	Amount
5	Provisional Accreditation Visit Fee	\$ 3,000. ⁰⁰
6	Full Accreditation Visit Fee	\$ 6,000. ⁰⁰
7	Stamping of one diploma and one transcript, per student	\$ 150. ⁰⁰ (TOTAL)
8	Stamping each additional document per student	\$ 75. ⁰⁰
9	Stamping documents from one school to another	\$ 50. ⁰⁰

In addition:

- a. A school will not receive AIAA services (visit report, stamping of documents, etc.) until outstanding fees are paid.
- b. Fees may be changed at the discretion of the Executive Director.
- c. A late fee penalty can be applied for annual fees if the school does not pay by November 30. After that time a late fee of \$25 per month will be applied.
- d. Purchases will be made according to the legal requirements of the United States, international law, and adopted Board policy.

At the end of each school year, all petty cash funds must be closed out and the petty cash vouchers and cash on hand returned to the Chief Financial Officer for processing.

402. GIFT ACCEPTANCE

Certain types of gifts must be reviewed prior to acceptance due to the special liabilities they may pose for AIAA. Examples of gifts which will be subject to review include gifts of real property, gifts of substantial personal property, and gifts of securities. Gifts will not be accepted based on the following:

- a. Any gifts that violate international, federal, state, or local law, or statute.
- a. Any gifts that contain unreasonable conditions or partial interest in property.
- b. Any gifts that are made with conditions that state the proceeds will be spent by AIAA for the personal benefit of a named individual.
- c. Any gifts that could expose AIAA to liability.

Often schools following a visit like to give team members a small token of appreciation in a form of a gift. Any item that may be over \$100 in value shall be reported to the Executive Director. The Executive Director, at that point, will determine if the visiting team member shall retain the gift or if the gift shall become the property of AIAA. Any gift valuing more than \$500 in value shall become the property of AIAA.

403. GIFT GIVING

Certain types of gifts must be reviewed prior to giving due to the special liabilities they may pose for AIAA. Examples of gifts which will be subject to review include gifts of real property, gifts of substantial personal property, and gifts of securities. Gifts will not be given based on the following:

- d. Any gifts that violate international, federal, state, or local law, or statute.
- e. Any gifts that contain unreasonable conditions or partial interest in property.
- f. Any gifts that could expose AIAA to liability.

Any item that is given over \$100 in value shall be reported and approved by the Executive Director.