

**SECTION A : PHILOSOPHY & OBJECTIVES**

1. The school shall have a clear written statement of its educational philosophy and objectives that addresses the needs of students and establishes expectations for quality education.
2. The school's philosophy and objectives shall be generally understood and accepted by the governing body, administrators, staff, parents, and students. (Note: governing body is used here as a general term that includes boards of trustees or directors, individual owners, ecclesiastical authorities, or others exercising ultimate control of the school).
3. The school shall provide for the periodic review of the statements of philosophy and objectives to ensure that they are appropriate to the needs of its students.
4. The school's philosophy and objectives shall be prominently and accurately stated in the literature describing the school.
5. The school shall admit students only on the basis of information adequate for a reasonably reliable assessment of the appropriateness of its program to their needs.
6. The school shall not accept or retain students for whom there is not a reasonable prospect of profit from the program.
7. There shall be evidence that the school is actively striving for excellence.

**SECTION B: ORGANIZATION AND ADMINISTRATION**

1. The governing body shall be so constituted, with regard to membership and organization, as to provide the school with sound direction, continuity and effective support.
2. The governing body shall provide appropriate training for its members in the understanding and performance of their duties.
3. The governing body shall use a system for the evaluation of its own effectiveness in performing its duties.
4. The head of the school, although accountable to the next higher authority, whether the superintendent/director or governing body, shall be the responsible leader of the school.
5. The governing body shall utilize a clearly defined performance appraisal system for the head of the school. The appraisal shall be conducted with the knowledge of the head of school, and reported in writing. The head shall have an opportunity to discuss and appeal any aspects of the appraisal.
6. There shall be evidence of long-range educational planning with a strategy for accomplishing the school's goals.
7. The governing board and the administration shall comply with all applicable statutes and governmental regulations.
8. All statements and representations relating to program, services, and resources shall be clear, factually accurate, and current.
9. There shall be a co-operative and effective working relationship between the governing body and the school administration. There shall be clear understanding of respective functions, set down in written form.
10. The school shall have clearly formulated policies wherever necessary to give consistency and order to its operation, and shall ensure that these policies are understood by those concerned - staff, students, parents and others.
11. Administrative leadership and procedures shall effect a co-operative working relationship between administration and staff and ensure proper utilization of the capacities of all concerned.
12. The school shall observe ethical principles in all its dealings with parents, staff, and students, and shall maintain co-operative and constructive relations with them in the interest of serving the needs of its students.
13. The school shall maintain friendly and constructive relations with the citizens and authorities of the community in which it is located. It shall seek to promote fruitful cultural exchange between itself and its host community.

## **SECTION C: SCHOOL STAFF**

1. The school shall have an administrative, instructional, and support staff which is sufficient in number, qualified, and competent to carry out satisfactorily the programs, services, and activities which are described in the literature of the school. They shall be persons who are genuinely interested in their work and who have the qualities of character and personality to make them desirable associates for young people.
2. All administrative and instructional staff shall be employed under written contracts which provide for adequate salaries, fringe benefits, and working conditions.
3. Contracts shall clearly state the principal terms of the agreement between members of the staff and the governing board.
4. Personnel policies and regulations shall be written and available to all employees.
5. The governing board and administration shall develop and implement procedures for identifying staffing needs and for employing well qualified staff.
6. There shall be a clearly defined system of appraisal of staff, based upon predetermined criteria. It shall be conducted with the knowledge of the staff member and reported in writing. The staff member shall have an opportunity to discuss and appeal any aspects of the appraisal.
7. The school shall have a program of professional development for the staff.
8. Personnel practices shall provide for adequate compensation, reasonable work loads, acceptable working conditions, ethical treatment, professional satisfaction, and good general morale among all segments of the staff.

## **SECTION D, E, F, G: CURRICULUM PROGRAMS**

1. The program of studies shall, in its overall content and design, its organizational arrangements, and its academic and instructional policies, represent a consistent and effective implementation of the school's philosophy and objectives.
2. The curriculum shall be in written form showing the range and content of subject coverage at each level offered.
3. The administration and staff shall provide for curriculum evaluation and review on a continuing basis using a variety of assessment methods.
4. Delivery of the curriculum shall be effected through a range of teaching and learning approaches.
5. The program shall meet the educational, social, and physical needs of those enrolled. This includes students who may have learning disabilities and students with significant talents.
6. The school shall effectively utilise, whenever possible, the diversity (cultural, racial, and gender) of its students and staff to enhance the educational experiences of its students and the quality of the school's program.
7. The school shall use the culture of the host country as a resource to enhance the curriculum.
8. There shall be appropriate assessment of student achievement, utilising a range of methods.
9. The results of assessment shall be appropriately recorded and utilised in curriculum review in order to enhance learning and instruction.
10. The reporting system to parents shall be thorough and effective and provide for open channels of communication between parents and teachers. It shall include the results of individual student assessment as they relate to what the school identified for students to know, understand and be able to do.

## **D For schools with Early Childhood Programs**

11. Overall, the program shall make adequate provision for the general educational needs of its students. The program of instructional offerings shall therefore include:
- a) Instruction in those attitudes and abilities which will prepare children effectively for future educational experiences.
  - b) Effective preparation for the beginnings of formal learning -sometimes referred to as 'readiness skills'.
  - c) Opportunities for musical and artistic expression and appreciation.
  - d) Specific teaching of such reading, writing and number skills as may be appropriate to children in accordance with their individual abilities and prior learning.
  - e) Opportunities to develop a caring and respectful attitude to their environment.
  - f) Introduction to the use of Information Technology

## **E For Elementary Schools**

11. Overall, the program shall make adequate provision for the general educational needs of its students. The program of instructional offerings shall therefore include:
- a) Instruction in the basic tools of learning (reading, writing, number skills, and use of a library).
  - b) Instruction in all areas of skill and knowledge which form the basis for the secondary school studies.
  - c) Instruction in the techniques of study and of learning, and in the effective planning of time for work and play.
  - d) Instruction in music and art
  - e) Instruction in health and physical education.
  - f) Instruction in the basic principles of ethics (e.g. honesty, duty, the rights of the majority and the minority, truthfulness).
  - g) Instruction to foster a respect for law and order, the values of traditions, religions and governmental institutions.
  - h) Instruction in environmental education.
  - i) Instruction in the use of Information Technology.

## **F For Middle Schools**

11. Overall, the program shall make adequate provision for the general educational needs of its students. The program of studies shall be characterized by a coherent and linked curriculum. Educational experiences shall facilitate learning in:

- a) Language and Literature (language of instruction)
- b) Language and Literature (second language).
- c) Mathematics (appropriate to the ability levels of students enrolled).
- d) The Sciences (including student laboratory studies and experience in all the major sciences).
- e) The Social Sciences (history, geography etc.).
- f) The Arts.
- g) Physical education.
- h) Health, ethics, citizenship, community service, and environmental consciousness.
- i) The techniques of study and of effective learning.
- j) Research and effective use of the library and technology.
- k) The use of Information Technology.

## **G For Secondary Schools**

11. Overall, the program shall make adequate provision for the general educational needs of its students. The program of instructional offerings shall therefore include:
- a) Instruction in the basic subject areas of:
    - Language and Literature (language of instruction).
    - Language and Literature (second language)
    - Mathematics (appropriate to the ability levels of students enrolled)
    - The Sciences, (including student laboratory studies and experience in at least one of the three major sciences of biology, chemistry and physics)
    - The Social Sciences (history, geography etc.)
  - b) Instruction in the arts.
  - c) Instruction in health and physical education.
  - d) Instruction in the techniques of study and of effective learning.
  - e) Instruction in the effective use of the library and in research.
  - f) Instruction to foster a respect for the concepts of right and wrong, duty, honesty, law and order, the rights of others, and value systems different from one's own, and a study of government as an institution based on law and tradition.
  - g) Instruction in environmental education.
  - h) Instruction in the use of Information Technology

## **SECTION H: SPECIAL NEEDS EDUCATION**

1. There shall be effective procedures for identifying and addressing the special needs of students with learning disabilities.
2. There shall be effective procedures for identifying and addressing the special needs of students of exceptionally high ability and/or exceptional talent.
3. The school shall have an adequate number of trained special needs personnel.
4. If children with learning disabilities or who have remedial needs are admitted, the school shall provide specific curriculum and programs to meet identified needs.

## **SECTION I: GUIDANCE SERVICES**

1. Guidance Services, including academic, personal, and career counseling, shall be provided by qualified staff.
2. Academic and personal records of students shall be properly maintained and protected against fire, theft, and unauthorized use.
3. An appropriate testing program shall be administered at various grades to evaluate student aptitude and achievement. The school will provide opportunities for students to take those tests which are necessary for admission to institutions of higher education and shall assist parents and students in processing whatever application materials are required.
4. Parents shall be kept informed of the academic and social progress of their son or daughter.

## **SECTION J: HEALTH SERVICES AND SAFETY**

1. The school shall make provision for adequate health care, including emergency health care and health care at school functions which take place away from the school premises.
2. The school shall have a student health policy which includes medical examinations for all entering students, immunization against common diseases and the maintenance of comprehensive records.
3. The school shall meet health and safety requirements of the local government authority and of the Accrediting Associations.
4. The school shall have satisfactory procedures for evacuating the school buildings and for summoning assistance in case of fire or other emergencies.
5. The school premises shall be maintained in a safe and healthy condition. An adequate number of fire extinguishers and other safety devices shall be available, including a satisfactory fire alarm system.

## **SECTION K: STUDENT SERVICES**

1. The school shall provide or arrange for such services as are required in support of program offerings, and shall ensure that these services meet acceptable standards of health, safety and comfort.
  - transportation
  - food
  - residence
  - security
  - cleaning
  - other .....
  - other .....
2. Personnel employed in student services shall be adequate in number and in basic qualifications.
3. Personnel employed in student services shall be provided with sufficient training in the specific conduct of their duties.
4. Rules and policies governing access to and use of student services shall be in written form and shall be provided to students, parents, and student services personnel.
5. Facilities and equipment which are used to provide student services shall be adequate in quantity and quality and shall be well maintained.

## **SECTION L: STUDENT LIFE**

1. Relationships between staff and students shall be characterized by mutual respect, fairness, and understanding.
2. Policies and regulations concerning standards of student behavior shall be written and available to all students and parents. These statements shall describe in general terms the consequences of non-compliance and indicate an appeals procedure for students and parents.
3. The school's methods of supervision and its way of handling problems with individual students shall be understood. Implementation shall be in such a way as to promote in students the development of sound human relationships, ethical and human values, and life attitudes.
4. In its extra-curricular and in its academic program, the school shall take advantage of opportunities afforded by its location as well as by the diversity of social, regional, or national backgrounds of its staff and students in order to promote intercultural exchange and friendship and the development of a broad human outlook.
5. The overall program, curricular and extra-curricular, shall contain those ingredients which are needed in the interests of the student body.

This statement shall be understood to include provision:

### **In all schools for:**

- a) Counseling and a healthy relationship with adults in loco parentis.
- b) Acquaintance with and appreciation of the arts and culture.
- c) Practice in the exercise of social responsibility and the encouragement of a sense of social concern.
- d) The development of special interests of a creative or constructive kind.

### **In boarding schools for:**

- e) Counseling and a healthy relationship with adults in loco parentis.
- f) Suitable amounts of privacy and religious practice as appropriate.
- g) Recreation, clubs and sports opportunities.
- h) 'A home away from home'.

## **SECTION M : LIBRARY/MEDIA CENTER**

1. There shall be a library and/or media center of adequate size and resources to meet the educational needs of the students.
2. Materials shall be maintained in a manner which makes them accessible to students and staff. The library collection shall be catalogued.
3. The library collection shall be adequate to provide for non-school connected reading for relaxation.
4. There shall be adequate orientation and instruction of students in the use of media equipment and of the library's reference materials.
5. The library/media center staff, both professional and non-professional, shall be adequate to provide effective service to the students and faculty.
6. There shall be a library selection policy and one for challenged materials.
7. There shall be in-service opportunities available to new staff members focusing on the extent of library holding and media equipment.

## **SECTION N: SCHOOL FACILITIES**

1. The school grounds, buildings, technical installations, basic furnishings, and supporting equipment shall be adequate for effective support of the total school program.
2. The facilities shall be maintained and operated in a manner assuring the health, safety, and comfort of students and staff. Evidence shall be submitted that facilities meet local public health and safety requirements.
3. Boarding schools shall provide their students and resident faculty with living arrangements, recreational facilities, and general surroundings which are sufficiently comfortable and attractive to provide a 'home away from home'.
4. In addition to the school's own facilities, the resources of the community in which the school is located shall be used to enhance the educational program.

## **SECTION O: FINANCES & FINANCIAL MANAGEMENT**

1. The financial resources and management of the school shall be capable of sustaining a sound educational program consistent with its stated philosophy and objectives, and of providing for the long-term stability of the school.
2. The financial affairs of the school shall be competently managed and published budgets shall be made available to duly authorized persons.
3. There shall be an annual external audit performed by an independent auditing firm.
4. The school's insurance program shall be comprehensive, and shall be reviewed periodically in respect of risks, liabilities, and obligations.
5. There shall be evidence of long-range financial planning and development of resources such as reasonably to ensure the continuation and stability of the school.
6. Parents or others enrolling students shall be informed in advance of the precise nature and scope of financial obligations and be given an estimate of what the total expense will be, including all extra charges for student(s) attending.

## **SECTION P: ASSESSMENT OF STUDENT LEARNING AND PERFORMANCE**

1. The school shall identify specific criteria for assessing student learning and performance.
2. The school shall utilize appropriate and varied methods to assess student learning and performance.
3. There shall be a system in place whereby assessment results are interpreted and reported to the school community in an understandable manner.
4. Assessment results shall be used regularly in evaluating the effectiveness of the school's curriculum and instructional practices.
5. Assessment results shall be used regularly to develop strategies for improving student learning.
6. There shall be school personnel who are responsible for ensuring that the assessment process is implemented and that assessment results are reported and used in the evaluation of curriculum and instruction.