



DEPARTMENT OF DEFENSE
OFFICE OF DEPENDENTS SCHOOLS
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ALEXANDRIA, VIRGINIA 22331-1100

EDUCATION

DS REGULATION 2010.1
December 18, 1987

DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS
ACCREDITATION PROGRAM

- References:
- (a) Accrediting Association Policies and Standards
 - (b) DS Manual 2000.5, "Educational Program Development Plan," September 30, 1987
 - (c) DS Regulation 2010.1, "Department of Defense Dependents Schools Accreditation Program," April 30, 1982 (hereby cancelled)

A. PURPOSE

The purpose of this regulation is to ensure that all eligible Department of Defense Dependents' Schools (DoDDS) are accredited and that they continue to provide appropriate educational programs for all enrolled students. School accreditation provides both the standards, which set the preconditions for quality education, and the process for fostering school improvement through the use of school self-study and evaluation plans. Accreditation will also provide factual evidence for use in engendering public confidence in the DoDDS schools.

Accreditation of each overseas school will assure the development and maintenance of high standards of excellence, the continued improvement of educational programs, and the effectiveness of instruction through a systematic approach to the solution of educational problems.

B. APPLICABILITY AND SCOPE

The provisions of this regulation apply to the employees of all DoDDS schools and offices.

DISTRIBUTION: X

C. DEFINITIONS

Definitions are included at enclosure 1.

D. POLICY

1. Required School Accreditation

All eligible schools will be required to achieve and - maintain accredited status by a regional accrediting association for elementary and secondary-schools identified by the Office of Dependents Schools (ODS). The Panama Canal College will achieve and maintain accreditation by a regional accrediting association for colleges and institutions of higher education identified by the DoDDS-Panama Region in concert with ODS. Elementary and middle/junior high schools below 150 student enrollment may-apply for accreditation. Those not eligible for accreditation must participate in an evaluation and school improvement process leading to a determination of certification status.

DoDDS schools are required to achieve and maintain accredited status as follows:

a. All elementary Schools with an enrollment at or exceeding 150 students.

b. All middle/junior highs schools with an enrollment at or exceeding 150 students.

Small elementary and middle/junior high schools (under 150 enrollment) which can meet the policies and standards of the accrediting association may also apply for accreditation.

d. All secondary schools.

e. All schools designated by individual regional offices and approved by the Overseas Dependents Schools Committee (ODSC) as unit schools.

2. Composition of. Visitation Team

The visitation team shall be determined in conjunction with the accrediting association and DoDDS. The composition of the visitation teams will consist "of two or more educators nominated by the accrediting association. Additional educators will be selected by DoDDS regions to augment the teams and may be teachers and other nonadministrative education staff, school administrators, district superintendents staff members, regional education staff coordinators, or QDS educators. At least half of the regional augmenters shall be administrators or coordinators.

In the interest of maintaining the integrity of the process, it is desirable that at least one educator who is not employed by the home region be assigned to each visitation team when practical. In certain geographic locations, e.g., DoDDS-Pacific Region, where interregional travel is not practical, it is desirable that at least one educational augmentor who is not employed in the country being visited be assigned to each team. The procedures for implementing the policy of team selection and composition will be developed and reviewed periodically by the ODSC.

3. Annual Reports

Regional directors will sign each annual report, authenticating that it is complete and accurate. The reports, including all required transcripts, will then be forwarded to the accrediting association by the regional office not later than November 15. The report control symbol assigned to annual accreditation reports is DSRCS 2401.

4. School Review Cycle

All schools will be reviewed on a 5-year cycle. When feasible, the self-study process and school visitations will be scheduled on a K-12 school complex basis to encourage vertical program articulation.

5. Blending Accreditation and DoDDS Educational Program Development Plan (EPDP)

To the extent feasible, objectives, functions, and processes which are similar or parallel within the self-study process and EPDP shall be brought together in the interest of efficiency, professional perspective, and program articulation. Regional directors, district superintendents, and principals will provide maximum support and make all appropriate resources available to teachers for this purpose.

6. School Self-Studies

Each school shall conduct a comprehensive self-study in preparation for the onsite school visitation using a format for which prior Overseas Dependents Schools Committee approval has been granted.

7. Written Visitation Reports

The accrediting association will distribute copies of the visitation reports to the school, to the district superintendents' office, to the regional office, and to ODS. These reports are to be studied at all levels, recognizing that the resolution of citations is mandatory.

8. School Improvement Plan

Each accredited or certificated school shall prepare and implement a school improvement plan (SIP). The school improvement plan shall include the following elements:

- a. Limitations and recommendations.
- b. Steps for resolution.
- c. Responsible person (within the school) for each step.
- d. Time frame for each step.
- e. Evidence of success.

The SIP shall consider the visitation team's report and its statements concerning limitations and citations. The school principal will submit the SIP report in the school year following the team visit and as required by the regional director.

By February 1 of each school year, the regional office will forward to ODS an overall regional summary of major school improvement activities being implemented, listing major-subject topics (skill areas) and issues, name and number of schools per topic, anticipated completion dates, and activity highlights; The report-control symbol assigned to accreditation follow-up reports such as SIP is DSRCS 2403.

E. RESPONSIBILITIES

1. The Director, DoDDS, will:

a. Ensure that all eligible schools apply for accreditation and make every effort to maintain accreditation status by allocating necessary resources.

b. Provide notification of the identity and requirements of the accrediting associations selected to accredit and certify schools and to accredit the Panama Canal College.

c. Designate an education manager for the accreditation program.

2. The ODS education manager for the accreditation program will accomplish the following:

a. Provide liaison between the accrediting association, ODS, and the regions. The ODS coordinator for school accreditation will represent ODS at all official functions.

b. Prepare request for contract with a regional accrediting association for accreditation services, serve as the contracting officer's representative, ensure that contract provisions are met, and certify that services have been provided in accordance with contract so that payment may be made.

c. Provide policies and guidance for the DoDDS regions.

d. Provide or arrange with regions for appropriate inservice training.

e. Coordinate with regions on the school visitation policy.

f. Ensure that policies, standards, and procedures are reviewed periodically to meet changing needs for accreditation activities .

g. Coordinate with the accrediting association and the regions all travel itineraries for the accreditor.g association representatives scheduled for school visitations.

h. Monitor the regional summary reports of school improvement plans and regional reports of action taken on school citations.

i. Provide impetus for an indepth analysis of the written reports by all divisions of DoDDS.

j. Provide technical assistance to the regions as needed.

3. The regional directors will:

a. Implement DoDDS accreditation policies, standards, and procedures.

b. Establish and implement procedures for the resolution of reported citations and limitations.

c. Assign all accreditation responsibilities and functions to one educator who will represent the region and serve as a voting member at all ODSC meetings.

d. Provide supervision and appropriate inservice training to ensure that all schools are providing, as a minimum the educational programs and services required by the accrediting association.

e. Monitor and evaluate schools' compliance with policies and standards of the accrediting association.

f. Provide support and assistance to schools engaged in the self-study and school improvement planning process.

g. Provide appropriate travel itineraries and billeting arrangements for teams scheduled for school visitations.

h. Provide assistance and guidance to schools to ensure that parallel or overlapping processes of the self-study and curriculum development plans will be merged or conducted cooperatively in the interest of efficiency and greater program articulation.

i. Provide and implement guidance for the development and implementation of school improvement plans and also the regional summaries of these plans which will be forwarded to ODS.

j. In conjunction with the accrediting association, select teachers and other nonadministrative staff, administrators, district superintendents' staff members, and regional staff personnel to augment the school visitation teams and provide appropriate orders, funding, and travel arrangements.

4. The regional accreditation coordinators will:

a. Represent the region at all official ODSC functions as a voting member.

b. Act as the regional resource person in the formulation or interpretation of all accreditation policies.

c. Provide liaison between ODS, the accrediting association, other regions, and the schools.

d. Provide and arrange appropriate school-level inservice training.

e. Plan and coordinate all travel itineraries and arrangements of the visitation teams.

f. }Monitor the school annual reports.

g. Monitor and conduct follow-up activities concerning the school improvement plans.

h. Provide assistance for an in-depth analysis of the visiting team's written reports by the Education Division and other divisions when requested by the Regional Director.

i. Provide technical assistance to the schools as needed.

j. Serve as an augmenting member of visitation teams when designated by the regional director.

5. The district superintendent will:

a. Assist with the accreditation process as determined by the-regional director.

b. Review citations or deficiencies that arise from the schools' annual reports and assist in resolving them.

c. Provide support and assistance to schools involved in self-study activities.

d. Review each school's self-study and assist in improvement activities that stem from the self-study.

e. Provide logistical assistance for accreditation visitation teams.

f. Review each school's accreditation team visit report and work to assure that any citations are removed.

g. Assist each school in developing its SIP, review each plan, provide support in the carrying out. of the improvement plan, monitor and evaluate the results of school improvement work.

6. The principals will:

a. Establish and maintain a complete file of transcripts for all teachers and administrators assigned to the school. The file must. be updated to reflect any change in teaching assignment or in credits earned. Files will be maintained in accordance with the Privacy Act of 1974, 5 U.S.C. 552a.

b. Implement the stated accreditation policies, standards, and procedures of the accrediting agency, the ODS and the regional office.

7. The school staff members will:

a. Provide the school with one complete and legible copy of all transcripts and current certificates.

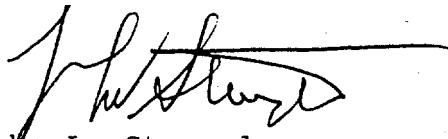
b. Provide professional expertise, experience, and assistance on all appropriate committees conducting the school self-study in preparation for the onsite school visitation.

c. Provide professional assistance to the visitation team.

d. Assist in the preparation and implementation of the SIP.

F. EFFECTIVE DATE AND IMPLEMENTATION

This regulation is effective 45 days after publication. Two copies of implementing instructions should be forwarded to the Director, DoDDS, within 60 days for approval prior to publication.



John L. Stremple
Director

Enclosure:
Definitions

DEFINITIONS

A. Accrediting Association

The Secretary of the U.S. Department of Education lists the nationally recognized accrediting associations that are determined to be reliable authorities as to the quality of education offered by educational institutions. Accreditation is a means of attesting to the quality of educational institutions and of assisting-institutions to improve their programs. These two purposes, public certification of educational quality and institutional improvement, constitute the basic mission of an accrediting association. Institutional improvement is assisted through the activities of self-study and self-evaluation, required periodically by the accrediting association, and through the counsel provided to institutions by external visiting teams and review committees of the accrediting association.

Accreditation is granted on an institutional basis for the whole school or college, not just on one program or aspect. The accrediting association maintains a list of schools and colleges that currently and in the past have met the standards required for accreditation. In granting accreditation status to a school or college, the accrediting association officially certifies that a school or college has met prescribed qualitative and quantitative standards of educational quality.

B. Commission on Schools

This is the governing body of the accrediting association and consists of members of the accreditation committee of State departments of education and the executive board of the accrediting association. In its legislative and accreditation review role, the Commission on Schools functions as a deliberative body, with each member having one vote on accreditation matters.

c. Overseas Dependents Schools Committee (ODSC)

The ODSC is the "state accreditation committee of DoDDS and assumes the same role and responsibilities that are performed by the accreditation committees of State departments of education. This committee is convened by the Executive Director of the accrediting association and consists of elected accrediting association representatives, a public representative of the institutions, the ODS coordinator for accreditation, and the

DODDS regional coordinators responsible for accreditation. The ODSC is a deliberative legislative body which establishes policies and procedures concerning accreditation and other accrediting association responsibilities pertaining to DoDDS. This committee reviews the deficiencies contained in the annual reports of the schools, as well as reports of the accrediting association visitation teams in order to formulate recommendations concerning the accreditation status of all schools. These recommendations are forwarded to the Commission on Schools of the accrediting association which takes official action at the annual accreditation association meeting.

D. Policies and Standards

Policies and standards are updated and issued annually by the accrediting association and appear in booklet form for elementary, junior high/middle, unit, and secondary schools. These publications are the official, controlling documents which set forth standards, policies, procedures, and guidelines to be followed by schools and the Commission on Schools when determining accreditation status of member schools. The accrediting association standards are to be considered as minimum school requirements only and are not to be construed as limiting in any manner.

E. Accredited Schools

A school is eligible for accreditation when it:

1. Makes formal application for membership.
2. Meets the requirements of accrediting association policies and standards.
3. Undertakes a complete and comprehensive school self-study.
4. Is visited by an external accrediting association visitation team.

F. Citation

A citation signals a deficiency or violation of one or more of the accrediting association policies and standards. It can be identified by the school through the annual report or recommended by the visitation team.

G. Categories of Accreditation.

1. Accredited: Indicates that the school is in full compliance with all accrediting association policies and standards .

2. Accredited with Citations: Indicates that the school generally meets the accrediting association policies and standards with one or more deficiencies noted.

3. Accredited-Warned: Indicates that in the judgment of the Commission on Schools, the school has demonstrated any or all of the following:

a. Failure to comply with one or more of the accrediting association policies and standards.

b. Failure to remove or make substantial progress toward removing citations.

c. Consistent violation of accrediting association policies and standards.

d . Deliberate violation of one or more of the accrediting association policies and standards.

The period of warning is for 1 academic year, with the school in danger of losing membership if the cause for the warning has not been corrected at the end of that year.

4. Dropped: A school which finds it impossible to meet the standards, or refuses to do so, may be dropped from membership.

H. Membership Dues

Annual dues are required for membership in the accrediting association. ODS funds and maintains annual membership status for each accredited school, with the DoDDS-Panama Region funding and maintaining annual membership status for the Panama Canal College.

I. School Certification

A small school-not applying for accreditation but participating in an evaluation with onsite visitation, and a school improvement process-will be awarded a certificate of compliance by the accrediting association. The certificate of compliance indicates that the small school has successfully completed a self-study, a school evaluation, and a SIP.

J. Small School

Those elementary and middle/junior high schools with fewer than 150 students enrolled.

K. Unit School

A school whose grade organization begins with kindergarten and continues through grades 9, 10, 11, or 12 may be considered for accreditation as a unit school upon approval by the ODSC.