

ACIS TEN-YEAR EVALUATION CYCLE

Year 1: Self-Study

In the year of the self-study, the school undergoes a comprehensive self-examination, identifying its strengths, challenges and areas for further study. See the ACIS Self-Study Manual for guidance on preparation work, including: board self-evaluation, mission review, and constituent surveys.

Year 2: Evaluation Visit

The school hosts an ACIS evaluation team chaired by an experienced head of school. The team includes teachers and administrators with sufficient expertise to conduct a comprehensive evaluation, including an assessment of compliance with ACIS standards. Experts from outside ACIS may be recruited, if necessary. The visiting team report offers recommendations and suggestions to support school improvement. The Accreditation Committee evaluates that report and makes a recommendation to the ACIS board regarding accreditation. Approval for accreditation or re-accreditation is contingent upon acceptance of the school's first response to the visiting team report, usually one year later.

Year 3: First Response

In the year after the evaluation visit, the administration, faculty, and trustees of the school prepare a first response to the visiting team recommendations. That report also addresses any requests in the accreditation or re-accreditation letter. When evaluating a first response, the Accreditation Committee may decide that an interim evaluation visit should be scheduled to monitor and support school progress. That decision will be determined using criteria established by the Accreditation Committee. The committee evaluates the first response and makes a recommendation to the ACIS board regarding the confirmation of the school's accreditation.

Year 4: Additional reporting may be required this year at the request of the Accreditation Committee, possibly in the first response letter.

Year 5: Second Response

At this point in the cycle, the school prepares a second response to the visiting team report. This report describes progress made to address recommendations since the first response. The second response should also address any concerns or issues outlined by the Accreditation Committee in the first response letter. When evaluating a second response, the Accreditation Committee may decide that an interim evaluation visit will be required.

Year 6: Additional reporting may be required this year at the request of the Accreditation Committee, possibly in the second response letter.

Year 7: Interim Report and Interim Evaluation Visit

At this point in the cycle, all schools will prepare an interim report to ACIS, which should demonstrate compliance with any new standards adopted by ACIS since the school's last evaluation visit. Some schools will also host an interim evaluation visit this year. The specific requirements for an interim visit will be customized for each

school and may include a request for additional documentation. The ACIS executive director will provide guidance as needed to support preparations for interim visits.

Year 8: Self-Study Preparations: Curriculum/Personnel Review

In this year, the faculty and staff should work on the curriculum review and/or the personnel review, both of which must be completed by **Year 10** of the accreditation cycle. This work helps prepare for the self-study. The Accreditation Committee may also require additional reporting from the school depending on their evaluation of the school's second response, the interim report, and (possibly) an interim visit report.

Year 9: Self-Study Preparations: Curriculum/Personnel Review

In this year the faculty and staff should work on the curriculum review and/or the personnel review, both of which must be completed in **Year Ten** of the accreditation cycle. This work helps prepare for the self-study. The Accreditation Committee may also require additional reporting from the school depending on their evaluation of the school's second response, interim report, and (possibly) an interim visit report.

Year 10: Mission Review and Constituent Surveys

In this year, prior to starting work on the self-study, the school leaders complete the following preparation tasks:

- Review, revision, re-affirmation of school mission, philosophy and goals
- Review and update curriculum documentation
- Review and update faculty/staff requirements
- Survey of constituents: parents, faculty, board, staff, alumni
- Board & faculty accreditation orientation by ACIS (possibly in **Year One**)

The accreditation cycle described above is *continuous*, with a comprehensive evaluation visit every ten years. Annual reports from each member school provide basic financial information to help ACIS monitor and support school progress throughout the ten-year accreditation cycle. Schools also must report to ACIS about significant changes in their purpose, direction, administration, financial viability or variance from ACIS standard