

Policy and Procedure for a Report on Standard 8: Homestay Program*

*A school will submit a Report on Standard 8: Homestay Program when the school has any homestay students.

Amending Accreditation Based on Adding a Homestay Program

Introduction

A school already accredited by NEASC may find itself substantially changed from the time of their most recent accreditation review if it has added a Homestay Program.

The following protocol must be followed when a member school applies for a revision in its accreditation status to cover this change without necessarily going through a comprehensive self-study and full visiting committee process.

Principles and Policies

1. NEASC recognizes the dynamic nature of its member schools and the fact that school communities go through major, sometimes rapid, changes.
2. NEASC will preserve the flexible, supportive nature of its accreditation process so as to ensure that schools have the opportunity to obtain accredited status, to include the Homestay Program, without unnecessary work or expense.
3. NEASC will also preserve the integrity and status of its accreditation process. The Homestay Program will therefore require reporting and evaluation using the two sets of “benchmarks” which apply to all NEASC accreditation processes, namely:
 - The school’s own mission
 - The NEASC Standards for Accreditation
4. Upon notification from a school of a Homestay Program, the school’s accreditation will automatically be extended to include the new program.
5. NEASC requires the school to file a Report on Standard 8: Homestay Program by the requested deadline, typically at the completion of one full year of the new program. This report may be followed by a Focused Visit from the Commission.
6. Subsequent procedures will be established by the Commission upon review of the Report on Standard 8: Homestay Program and any related Focused Visit.

7. If the effect of the Homestay Program is such that the general nature of the entire school is likely to be radically changed, NEASC reserves the right to require the whole school to submit itself to a complete evaluation. This would only be required in very special cases and after in-depth discussions between the school and NEASC.

NOTE: The Commission may at its discretion expedite the schedule described above and may take steps at any time to assure a school's compliance with the Standards.

Practical Steps

The practical steps involved in extending accreditation to include a Homestay Program are as follows:

1. A school will notify the NEASC office of the change.
2. NEASC will supply the school with the form for a Report on Standard 8: Homestay Program. The report must be submitted by the requested deadline, typically at the completion of one full year of the new program.
3. Following receipt of the report, a one-day Focused Visit from the Commission may be scheduled. The visitor(s) will submit a brief report to the Commission which will determine if the initial extension of the school's accreditation is to be confirmed or revised.
4. The Commission will consider the Report on the Homestay Program submitted by the school and the report of any related Focused Visit. There are two possible outcomes which are:
 - a. Accreditation is confirmed to include the Homestay Program.
 - b. Accreditation is confirmed with a Special Progress Report due to address specific issues.
5. Once final approval is made by the Commission, the Homestay Program will be incorporated into any further accreditation or interim evaluation reports required.

Preparing the Report on Standard 8: Homestay Program

The Head of School is responsible for submitting the completed report on the Homestay Program to the Commission. The work involved in completing the report form and submitting the additional documents required will in some ways be a “mini-Self-Study” based on the NEASC Standards for Accreditation, which is a valuable exercise in itself. However, it is anticipated that the process will not be too time-consuming, especially as the majority of the required documents will be copies of items already in use within the school.

While the Head of School has the overall responsibility for the submission of the report, it is envisioned that other appropriate members of the school community will actively collaborate in the process. The members of the school’s administration and faculty most directly involved in supervising the proposed Homestay Program will certainly be expected to take part in the completion of the report.

The report will consist of the following:

1. Complete the Report on Standard 8: Homestay Program and provide the requested documents or supporting materials.
2. Complete a rating of each of the Standards using the Compliance with the Standards for Accreditation Related to a Homestay Program form. Suggested indicators do not need to be utilized as in an initial or decennial accreditation process, unless a school finds this process useful.