



"PROMOTING SCHOOL IMPROVEMENT  
FOR INTERNATIONAL SCHOOLS  
THROUGH ACCREDITATION"

# **AIAA PROVISIONAL ACCREDITATION VISIT**

Visiting Team Report

**IHSAN International School**

February 20, 2020

American International Accreditation Association of Schools and Colleges

## EVALUATION TEAM ROSTER

### TEAM LEADER

Name: **Richard Tranter**

Title: School Superintendent, University Instructor

E-mail: [rtranter1@gmail.com](mailto:rtranter1@gmail.com)

### TEAM MEMBERS

Name: **Richard Darst**

Title: School Administrator

## GENERAL SCHOOL INFORMATION

for

### IHSAN International School

#### OWNER / CHAIRMAN INFORMATION

Name of School Owner / Chairman: Baraa Bakkar

Cellular: +905368127420

E-mail Address: [Baraa.bakkar@ihsan.school](mailto:Baraa.bakkar@ihsan.school)

#### DIRECTOR'S INFORMATION

Name of School Director: Oktay Koc

Cellular: +905537961239

E-mail Address: [o.koc@ihsan.school](mailto:o.koc@ihsan.school)

#### SCHOOL INFORMATION

Mailing Address: Baraa.bakkar@ihsan/school

Phone: +905537961239

Fax:

E-mail: [baraa.bakkar@ihsan.school](mailto:baraa.bakkar@ihsan.school)

Web Site: [www.ihsan.com](http://www.ihsan.com)

#### VISIT INFORMATION

Dates of Visit: February 20, 2020

Grades included in accreditation: KG1-K12

Total Enrollment: 850

## **PURPOSE OF THE VISIT**

IHSAN International School is seeking provisional accreditation by the American International Accreditation Association of Schools and Colleges (AIAA). AIAA is the school accreditation arm of American Educational Consulting Associates, Ltd. (AECA). The AIAA accreditation process establishes rigorous quality standards and validates the educational quality of schools through accreditation visits conducted by trained volunteer evaluators. Provisional accreditation is the beginning of the formal AIAA accreditation process.

## **DESCRIPTION OF SCHOOL AND VISIT**

Ihsan International School is an international educational institution based in Istanbul, offering Arabic and English as the core educational programs. Ihsan is a K-12 program with approximately 850 students. All subjects are taught within the core curriculum. The provisional visit was conducted on February 20, 2020. The school was well prepared with a lot of examples and data. The school has an amazing facility and they are looking to grow in the future.

## **PROVISIONAL VISIT ITEMS OF EVIDENCE CHECKLIST**

### **REQUIRED ITEMS OF EVIDENCE**

- 1. School licensure or approval from the government of the country where the school is located.
- 2. Incorporation documents.
- 3. Civil compliance certificates.
- 4. Letter of legal representation.
- 5. Record book for ministry visitors for countries where this is required.
- 6. Ministry decree for American program, if required, for school to operate in the country.
- 7. Curricula for subjects taught in the host country language, where it is required.

### **COMMENTS:**

**ASSEMBLED FOR THE VISIT WAS A VERY COMPREHENSIVE BOOKLET WITH MULTIPLE DOCUMENTS. THE DOCUMENTS WERE OFTEN TRANSLATED FROM TURKISH TO ENGLISH FOR THE TEAM. THE WALKABOUT OF THE BUILDING WAS INFORMATIVE IN THAT STUDENTS AND STAFF APPEARED PLEASED WITH BOTH THEIR ASSIGNMENTS AND THE EDUCATION BEING DELIVERED WAS EXCEPTIONAL (ACCORDING TO THE STUDENTS AND TEACHERS).**

### **STANDARD 1: SCHOOL VISION, MISSION AND STRATEGIC GOALS**

- Current vision statement.
- Current mission statement.
- Advertisement and promotional materials.

### **COMMENTS:**

**THE VISION AND MISSION STATEMENTS ARE TOO LONG AND WORDY. THEY BOTH ARE CONVEYING THE SAME IDEA. THE MISSION STATEMENT, IN PARTICULAR NEEDS TO BE CONCISE AND POSTED THROUGHOUT THE SCHOOL. EVERY TEACHER AND STUDENT SHOULD BE ABLE TO TELL WHAT THE MISSION OF THE SCHOOL IS AND**

**WHAT THE SCHOOL STANDS FOR. IT SHOULD BE POSTED IN A CLEAR CONSPICUOUS PLACE IN THE MAIN FOYER. PARENTS SHOULD ALSO BE ABLE TO TELL WHAT THE MISSION OF THIS SCHOOL IS. THE MISSION AND VISION STATEMENTS ARE PRINTED IN THE PARENT HANDBOOK AND THE TEACHER HANDBOOK.**

**STANDARD 2: THE EDUCATIONAL PROGRAM**

- Master course schedule.
- Examples from each curricular area showing the scope of what each student should know about the subject matter upon the completion of the program (or graduation).
- Examples showing grade specific goals and sequence for each grade level.
- Course descriptions.
- Example standard lesson and unit plans.
- Examples of the variety of current instructional materials teachers use to enhance the school's curriculum.
- A complete list of the school's teachers and their professional qualifications.
- Personnel records.
- Teacher evaluation tool.
- Professional development plan and schedule.
- School technology plan.
- Examples of how classroom assessments are matched to the curricular goals.
- Examples of formative and summative assessments from different grade levels.
- Description of the external assessment(s).
- Copies of progress reports, quarterly reports, semester report cards, etc.

**COMMENTS:**

**THE SCHOOL NEEDS TO CONTINUE TO WORK ON USING AN EXTERNAL ASSESSMENT TO GIVE INFORMATION ON HOW THEIR STUDENTS ARE DOING IN COMPARISON TO OTHER STUDENTS FROM THE AREA OR COUNTRY. THE TEAM COULD NOT SEE THE FOLLOWING DOCUMENTS: PROFESSIONAL DEVELOPMENT PLAN AND SCHEDULE, SCHOOL TECHNOLOGY PLAN, AND A HEALTH PLAN.**

**STANDARD 3: ADMINISTRATIVE AND FACILITY SUPPORT**

- Organizational chart that outlines the administrative structure of the school including names of persons in each position.
- Job descriptions for all positions.

- Agenda and attendance records from a sampling of staff meetings.
- Staff meeting schedule.
- Policy and procedure manual.
- Staff handbook.
- Student handbook.
- Policy and procedure for appeals or complaints.
- School budget. (Note: The accreditation team leader, and possibly one other team member, will review the school's budget with the school owner(s) or administration. This information will be confidential and not part of any file).
- Salary scale information.
- Safety plan (*ongoing procedures that assure that all physical facilities and grounds are safe for students*).
- Emergency response plan (*procedures to follow in case of an emergency, including fire*).
- School facilities plan.
- Map of escape routes.
- The school buildings are adequate in size and safe.
- Restrooms are adequate in size and are clean, hygienic, and provide privacy for students.
- Classrooms are adequate in size and are clean and well organized.
- Libraries are adequate in size and are clean and well organized.
- Science laboratories are adequate in size and are clean and well organized.

**COMMENTS:**

**THE JOB DESCRIPTIONS ARE LISTED FOR ALMOST ALL POSITIONS IN THE SCHOOL. IT MAY BE HELPFUL FOR EVALUATION PURPOSES TO HAVE SOME JOB DESCRIPTIONS BE MORE SPECIFIC TO WHAT EMPLOYEES ARE ACTUALLY DOING. FOR EXAMPLE: THE JOB DESCRIPTION FOR EACH VICE-PRINCIPAL IS EXACTLY THE SAME AND YET THEY HAVE DIFFERENT RESPONSIBILITIES. THERE IS A VERY GOOD STAFF HANDBOOK THAT CONTAINS EXCELLENT INFORMATION FOR THE STAFF. THE POLICY AND PROCEDURE MANUAL NEEDS TO BE PUT IN A MANUAL AND LABELED. THE MAP OF ESCAPE ROUTES IN CASE OF AN EMERGENCY IS IN MOST CLASSROOMS, BUT NOT IN ANY HALLWAYS. ESCAPE ROUTES SHOULD BE PLACED THROUGHOUT THE SCHOOL WHEREVER STUDENTS AND TEACHERS ARE SO IN CASE OF AN EMERGENCY THEY KNOW EXACTLY THE ESCAPE ROUTE.**

**THE LIBRARY IS ADEQUATE IN SIZE BUT THERE NEEDS TO BE AN EFFORT TO PLACE MORE GRADE LEVEL READING BOOKS ON MANY OF THE EMPTY SHELVES. THE LIBRARY IS FILLED WITH TOO MANY TEXTBOOKS AND NOT ENOUGH APPROPRIATE GRADE LEVEL READING BOOKS. IT IS CRITICAL THAT STUDENTS ARE TAUGHT TO READ FOR PLEASURE AND ENJOYMENT.**

**THE SCIENCE LABS ARE A LONG DISTANCE FROM THE CLASSROOMS. THEY ARE ADEQUATE IN SPACE BUT MORE MATERIALS AND EQUIPMENT SHOULD BE ADDED TO EACH LAB. THERE ALSO NEEDS TO BE A FOCUS ON SAFETY EQUIPMENT (I.E. EYE WASH STATIONS, FIRE EXTINGUISHERS, HOODS, ETC.).**

**IN MEETING WITH THE SCHOOL ACCOUNTANT, IT APPEARS THAT THE BUDGET IS WELL MAINTAINED AND ENOUGH BUDGET TO RUN THE SCHOOL ADEQUATELY.**

**THE SCHOOL IS VERY CLEAN AND WELL MAINTAINED. THE BATHROOMS ARE ON A REGULAR CLEANING SCHEDULE DURING THE DAY. THIS IS AN EXCELLENT FACILITY.**

**STANDARD 4 THE STUDENT SUPPORT SERVICES**

- List of support staff and their professional qualifications
- Blank transcript or report card forms
- Complete transcripts of 5 randomly selected students of various grades.
- Complete attendance records of five randomly selected students of various grade levels
- Description of the school's method for storing student transcripts or report cards.
- Policy for grading
- Policy for granting grade completion or credit.
- School health plan.
- Technology is available for staff and students.
- Health room(s) are adequate in size and are clean, hygienic, and provide privacy for students.

**COMMENTS:**

**STUDENT SUPPORT SERVICES ARE WELL DEVELOPED. IN THE PACKET OF INFORMATION PREPARED FOR THE TEAM WERE EXAMPLES OF PROFESSIONAL QUALIFICATIONS, REPORT CARDS, TRANSCRIPTS, GRADING POLICIES AND COMPLETED TRANSCRIPTS. ATTENDANCE RECORDS WERE EXAMINED. THERE DID NOT APPEAR TO BE AN OVERALL HEALTH PLAN, BUT ALL HEALTH RECORDS WERE MAINTAINED ELECTRONICALLY AND IN THE HEALTH ROOM, MANAGED BY A PEDIATRICIAN WHO WORKS HALF DAYS AND A NURSE WHO WORKS FULL DAYS. OVERALL ALL SCHOOL RECORDS INCLUDING TRANSCRIPTS AND ATTENDANCE RECORDS ARE STORED ELECTRONICALLY, WITH SOME BACKUP RECORDS KEPT WITH HARD COPIES.**

**STANDARD 5: QUALITY MANAGEMENT AND SCHOOL IMPROVEMENT**

- School profile.
- School improvement plan.
- Survey information.

**COMMENTS:**

**SCHOOL PROFILE INFORMATION HAS BEEN COLLECTED AND IS AVAILABLE. THE SCHOOL SHOULD BE ABLE TO CREATE BY THE END OF THIS YEAR A RATHER COMPREHENSIVE SCHOOL PROFILE THAT CAN BE PUBLISHED AND**



**MODIFIED FROM YEAR TO YEAR WITH CURRENT PROFILE INFORMATION. THERE CURRENTLY IS NO SCHOOL IMPROVEMENT PLAN. HOWEVER, THE SCHOOL HAS DONE A VERY GOOD JOB OF COLLECTING INITIAL DATA, THUS POSITIONING ITSELF FOR A COMPREHENSIVE SIP. THE SCHOOL HAS BEEN IN CONTACT WITH ADVANCED AND UTILIZED THEIR CLIMATE & CULTURE TEACHER SURVEY INTERNATIONAL DOCUMENT. IN ADDITION THERE IS A FORM UTILIZED IN ALL SUBJECT AREAS AND GRADE LEVELS FOR MONITORING 7 LEARNING CONDITIONS. FINALLY THE SCHOOL HAS CONDUCTED AN EXTENSIVE SURVEY OF PARENTS. APPROXIMATELY 400 SURVEYS WERE SENT OUT WITH 130 RESPONSES. OVERALL, PARENTS INDICATED STRONG SATISFACTION WITH THE INSTRUCTIONAL PROGRAM IN ENGLISH, TURKISH AND ARABIC. THE DATA FROM THIS SURVEY SHOULD PROVE TO BE VERY GOOD BASELINE DATA FOR FURTHER SURVEYS, IMPROVING THE SCHOOL PROFILE AND FOR DRAFTING THE REQUIRED SCHOOL SIP.**

Following the provisional accreditation visit the school will have one year to prepare for a full accreditation visit. Before hosting a full accreditation visit the school must have been in operation for a minimum of one year. Refer to the [AIAA website for the Full Accreditation Visit Guide for Schools](#).