



September 1, 2018

Re: 2018-19 External Evaluations, Monitoring Inspections and Program Evaluations

To: any Independent School scheduled for an inspection in the 2018-19 school year

Dear Principal/Head of School,

Your school will be receiving an External Evaluation/Monitoring Inspection/Program Evaluation this coming fall or next spring. The Ministry has created a schedule and assigned inspection teams; you have or will soon be contacted by your Evaluation Chair to finalize dates and details.

Please note that schools are required to have a current Municipal Compliance letter (updated within the last six years) available at the time of the inspection. The renewal process can be time-consuming and the Ministry advises schools to begin this updating process immediately. A sample letter is available at http://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/independent-schools/mun_letter.doc

As part of our ongoing continuous improvement initiatives, we have updated our inspection documents and request that schools pre-populate the appropriate Report Template. This gives you the opportunity to describe your school's educational program clearly and in your own words.

Instructions:

1. Download the appropriate Report Template from: <https://www2.gov.bc.ca/gov/content/education-training/administration/kindergarten-to-grade-12/independent-schools/documents>
2. Complete the Report Template as soon as possible, in MS Word format
3. Email the completed document to EDUC.IndependentSchoolsOffice@gov.bc.ca . In the email subject line, please use the following: <**School Code**> **EEC-R** (or **MI-R** or **PE-R**) <**School Name**> Example: "01234567 MI-R Our School"

Please email in MS Word format, do not scan or convert to PDF.

Note that schools adding grades not currently approved on their Certificate of Group Classification require a Program Evaluation. If you are having an External Evaluation or Monitoring Inspection, a separate PE-R is not required but do note the added grades on your EEC-R or MI-R.

CHECKLIST FOR ALL INSPECTIONS (External Evaluation and Monitoring Inspections)

Principal/School Authority:

- Complete the appropriate Report Template and return by the stated deadline (or, with previous approval only, in no event less than two weeks before the inspection date) to EDUC.IndependentSchoolsOffice@gov.bc.ca
- Ensure that all supporting documentation for items in the Report Template are readily available, in particular:

- A summary document listing school staff and certificate types/restrictions/currency information generated using the Certificate Verification Tool on the employer's area of the TRB website dated within one week of the inspection date. On <https://www.bcteacherregulation.ca/Employers/login.aspx> click on "employers" in the top right corner:



- Evidence that satisfactory criminal record checks, completed through the Ministry of Justice, have been completed for all non-teaching employees or contractors working with children. While volunteers are not required to have criminal record checks, the Inspector recommends that schools consider policy that require long term volunteers have criminal record checks completed. Volunteers may have their criminal record checks completed by the RCMP.
 - Evidence that the facilities comply with municipal or regional district requirements for school purposes - an occupancy permit or equivalent. The municipal reply to the letter should be no more than six years old and available for inspection by the evaluators. If schools have undergone facility construction or upgrading within the last six years, a new occupancy permit or equivalent must be provided that supports municipal compliance for the new facilities.
 - Access to student record files that contain all required documents or the ability to print off a significant sampling of electronic files on request.
 - Copies of IEPs for funded special education students, copy of the approved grant or grant application, and a special education budget that reflects the IEPs.
 - Copy of most recent school audit and current budget.
 - Evidence of expenditures for programs initiated through conditional grants (Ready, Set, Learn and Literary Innovation grants).
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- Please ensure that a hard copy of the latest version of each school policy referenced in the Report Template is available for the inspectors to review. (Schools may wish to organize all required policies in a separate policy binder to further expedite the inspection process.)

Accommodating the Team (for External Evaluation Committee visits):

- Consider ensuring coverage if principal is a teaching principal. It is recommended that there is coverage of his/her classes for the duration of the evaluation team visit.
- Designate a small room with computer connectivity where the evaluation team can meet and work.
- All classes should be on site and in session. Avoid scheduling extensive testing sessions, field trips and special events for the period of the external evaluation visit. (All administrative, teaching and support staff should be available.)
- Provide time at the beginning and end of the visit for the team to meet with the staff.
- Provide a school floor plan indicating room locations and teacher (where applicable).
- If documents are only available electronically, provide hardcopies, if requested by EEC.

Facilitating Classroom Visits (for External Evaluation Committee visits):

- Provide a timetable to plan classroom visits, including course names, rooms, teachers' and assistants' names.
- Prepare a desk or table at the back or side of the room for the team member.
- Layout lesson plans, curricular compliance documentation, student assessments, tools and results.

Additional Items (for both EEC and Monitoring Inspection visits):

- Parent, student and teacher handbooks, school policy documents, etc.
- Alternative curriculum materials, showing how they meet provincial learning outcomes.
- For the 2018-19 school year, Grade 10 Board/Authority Authorized Courses must be completed according to the new BAA template available on <https://www2.gov.bc.ca/gov/content/education-training/k-12/support/graduation/getting-credit-to-graduate/board-authority-authorized-courses> .
- Teacher course outlines (yearly plans), daily lesson plans, records of student assessment.
- Schedule of times when administrators or department heads are free for conferencing.
- Board members may wish to be available during the full External Evaluation inspection or attend the EEC close out meeting.

For your preparation and planning purposes, the 2018-19 inspections will have the following expectations relating to curricular compliance.

Grades K-9

Schools are required to have developed their own comprehensive curricular compliance documentation/instruments that provide curricular accountability. Inspection teams will be looking for evidence and demonstration that there is both long-term and short-term planning in place for each classroom teacher and/or subject area. In addition, inspectors will be looking for alignment of planning documents with student work, assessment records, assignments, etc. Schools must be prepared to show evidences that:

1. The educational program is planned, both long-term and short-term. (Possibly through Year-at-a-Glance overviews that establish the scope and sequence for the individual Learning Areas and weekly/daily lesson plans).
2. Big Ideas are being demonstrated in planning and classroom practice as a way of ensuring that knowledge and classroom activities lead to understanding (Know, Do, and Understand) in all Learning Areas in each grade.
3. For Learning Areas that are combined and delivered in a cross-curricular or integrated way, supporting documentation/instruments clearly demonstrating that the delivery addresses all elements of the individual curricula.
4. Each grade's planning documents are reflective of:
 - a) First Peoples Principles of Learning being incorporated in teaching strategies, and
 - b) Core Competencies intentionally part of ongoing classroom activities and teaching strategies and leading toward ongoing and summative (teacher-supported) student self-assessment.

Grade 10

As with initial implementation of K-9 curriculum, the inspection process recognizes that schools will develop their own tools to demonstrate compliance with the new Grade 10 curriculum in a way that suits the school's educational philosophy and program.

Teachers are expected to have developed clear planning tools to ensure the new curriculum is being fully delivered in this first year of implementation (possibly through Year-at-a-Glance overviews broadly outlining scope and sequence planning for each subject area taught.)

Board/Authority Approved courses are required to be developed according to the new BAA Template. BAA courses also require planning documents that delineate scope and sequence. Schools are expected to have completed all revised course templates for any BAA 10 courses and signed off by both Principal and Authority. The inspection chair will review template and planning documents and provide final sign-off.

Inspectors will understand that detailed curricular planning (such as unit plans) is going to be in progress at the time of the inspection, but the school's administration is expected to demonstrate they have a clear curriculum implementation plan that ensures that teachers have their course planning well in hand.

The school will be expected to discuss its plans for delivery of the eight credits in the Career Education. This discussion will include the school's scheduling, planning and implementation plans.

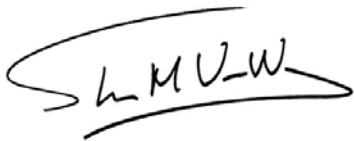
Grades 11-12

In grades 11 and 12, schools may either be using the existing (Grad 2004) curriculum or exploring the new draft 11 and 12 curriculum concurrently. The inspection process will allow for all possible combinations of existing and draft curricula.

For existing curriculum, the expectation is that curricular compliance is demonstrated through the traditional course overviews (using a basic framework of time-line, content, and learning outcome linkage).

If the course offered is exploring the new draft curriculum, then teachers are expected to develop the curricular compliance documentation/instruments in similar fashion as described above for Grade 10 courses.

Sincerely,

A handwritten signature in black ink, appearing to read 'Theo Vandeweg', enclosed within a large, sweeping, hand-drawn oval or loop.

Theo Vandeweg
Inspector of Independent Schools
TV:mk