July 3, 2019

Re: 2019-20 External Evaluations, Monitoring Inspections and Program Evaluations

To: any Independent School scheduled for an inspection in the 2019-20 school year

Dear Principal/Head of School,

Your school will be receiving an External Evaluation, Monitoring Inspection, or separate 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. Note that if this letter is applicable and valid with respect to the current facility, it is not required to be updated. However, if it is no longer applicable to the current school facility (i.e., additional or new construction) or valid (older than 6 years), then it is required to be renewed before the school is inspected. 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.

If in the coming school year your school is being scheduled for either an External Evaluation (EEC) or Monitoring Inspection (MI), please pre-populate the appropriate Report Template (EEC-R or MI-R). Also add relevant additional information about any added grades (that are currently not reflected on the school’s Certificate of Group Classification) in the EEC-R or MI-R Template.

If you are not scheduled for an EEC or MI but have added grades to your educational program (not currently reflected on your current Certificate of Group Classification), then you are only required to pre-populate the Program Evaluation Template (PE-R).

Instructions:

1. Download the appropriate Report Template from: https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/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.*

**CHECKLIST FOR ALL INSPECTIONS**
(External Evaluation and Monitoring Inspections)

**Principal/School Authority:**

- Complete the appropriate Report Template and return by the stated deadline or (only if having received prior approval from the Ministry) no later than two weeks prior to 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 TCB website dated within one week of the inspection date. On https://teacherregulation.gov.bc.ca/Employers/login.aspx log in to your account in the middle of the page:

  ![Certificate Verification Tool](image)

- Evidence that satisfactory criminal record checks, completed through the Criminal Record Review Program, 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 requires long term or regular volunteers to have criminal record checks completed. For volunteers, schools are advised to also direct them to the Criminal Record Review Program for their Criminal Record Checks and NOT the local police/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 confirms municipal compliance for the current 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 current school budget.

Evidence of expenditures for programs initiated through conditional grants (Ready, Set, Learn) if applicable.

Please ensure that a hard copy of the latest version of each school policy referenced in the Report Template is available for the evaluators 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 teachers (where applicable).

- If documents are only available electronically, provide hardcopies, if requested by the 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 External Evaluations and Monitoring Inspection visits):**

- Parent, student and teacher handbooks, school policy documents, etc.

- Any alternative curriculum materials, showing how the school’s educational program meets provincial curricular requirements.

- For the 2019-20 school year, Grade 11 and 12 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](https://www2.gov.bc.ca/gov/content/education-training/k-12/support/graduation/getting-credit-to-graduate/board-authority-authorized-courses).

- Teacher yearly overviews (scope and sequence) documentation, 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.

**Curricular Compliance Documentation Expectations**

For your preparation and planning purposes, the 2019-20 inspections will have the following expectations relating to curricular compliance.

**Grades K-10**

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, evaluators 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 Areas of Learning 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 being intentionally part of ongoing classroom activities and teaching strategies and leading toward ongoing and summative student self-assessment.

5. Appendix C in the EEC-R and MI-R templates will assist schools in clearly tabulating curricular compliance. Schools are expected to provide supporting documentation and evidences at the classroom level.

**Grades 11-12**

The 2019-20 inspection process recognizes that teachers will be developing their own tools to demonstrate compliance with the curriculum in a way that suits the school’s educational philosophy and program.

At the time of inspection, it is expected that planning tools are in place to ensure the new curriculum is being fully delivered in this first year of implementation (through Year-at-a-Glance overviews or other appropriate annual planning instruments 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. For any BAA courses in grades 11-12, schools are expected to have revised or new course templates prepared for review and final sign-off by the inspection team’s chair. In addition, BAA courses are required to have documentation demonstrating the course’s compliance with the locally developed BAA curriculum.

The inspection process recognizes that the 2019-20 school year is the first year of full curriculum implementation for grades 11-12 and more detailed curricular planning (such as unit plans) is going to be in progress at the individual course level. Please note that Appendix C of the EEC-R and MI-R templates enables implementation in grades 11-12 to be in progress at the time of the inspection. However, the school’s administration is expected to provide clear guidance and direction to teachers to ensure curricular implementation in grades 11-12 is supported and that individual course planning is well in hand.

Wishing you much success with preparations for the 2019-20 inspection cycle.

Sincerely,

[Signature]

Theo VandeWeg  
Inspector of Independent Schools  
TV:mk