

# Certification Inspection Report

BRITISH COLUMBIA PROGRAM

*at*

BRITISH COLUMBIA CANADIAN INTERNATIONAL SCHOOL

EL SHEROUK CITY

CAIRO, EGYPT

NOVEMBER 3-4, 2015

## INTRODUCTION

On November 3-5, 2015 a Certification Inspection was completed on British Columbia Canadian International School (BCCIS) in El Sherouk City, Cairo, Egypt, termed the School in this report. The purpose of this inspection was to determine whether the requirements for the British Columbia (BC) education program have been met, according to the *BC Global Education Program – Offshore Schools Certification Agreement*. The inspection team (the Team), appointed by the Director of International Education (the Director), British Columbia Ministry of Education (MoE) in accordance with the *BC Global Education Program – Offshore Schools Certification Agreement (the Agreement)*, consisted of Mr. John Simpson and Mr. Raymond Sutton (Chair).

The School's BC Program has an enrolment of 630 students, in Grades 1-12.

During their visit to the School, the Team reviewed all standards required in the *BC Global Education Program – Offshore Schools Certification Agreement and Operating Manual* and met with the School's Owner/Operator, Offshore Program Consultant (OPC), School Superintendent, BC Principal, BC Teachers and local staff.

The Owner/Operator, British Columbia Canadian International School, is responsible for the BC Program. In addition to the Grade 1-12 BC Program they also operate a Preschool and Kindergarten program with an enrolment of 163 students. While not BC certified the program follows the BC model and works to provide the students with the skills they will need to be successful when they enter Grade 1 in the BC Program.

The BC program at BCCIS is committed to developing critical thinking, problem solving, technology and collaborative skills as they believe these are the skills for the 21<sup>st</sup> century. These skills are integrated into the day to day lessons in such a way as to “prepare children for the world and the challenges of the future.”



The Team would like to thank all members of the teaching and support staff, students, administrative personnel and the Owner/Operator for their hospitality and cooperation. The preparation that took place prior to the Team's visit contributed to a smooth inspection visit.

**The School has satisfactorily addressed requirements contained in the previous inspection report.**

Requirement Met       Requirement Not Met

**Comment:**

There were no requirements identified in the 2013 report. The School is to be commended for following up on the suggestion made in the report to formalize the framework for the professional development that takes place during the two week orientation period before school starts in September. This has been done and has helped ensure a consistent approach to orientating new and returning teachers.

**OWNERSHIP AND AGREEMENTS / BUILDING AND SAFETY COMPLIANCE 2.0**

**2.1 The Owner/Operator meets all other requirements as set forth in the BC Global Education Program Offshore Schools Certification Agreement (The Agreement).**

Requirement Met       Requirement Not Met

**Comment:**

All the required documents were made available to the Team.

**2.1 (v) The Owner/Operator has completed and filed the Business Plan section with the BC Ministry of Education, confirming the sustainability of the Program.**

Requirement Met       Requirement Not Met

**Comment:**

The Business Plan and Inspection Catalogue were accurately and comprehensively completed. The plans show that carefully thought has gone into planning for the future of the School

**Commendations:**

As outlined in the Business Plan, BCCIS has developed a comprehensive plan to improve teacher retention rates and to provide appropriate and useful professional development opportunities for the staff.



**2.2 The School meets local building, safety and cafeteria codes and regulations. The facilities are deemed to be suitable to support the BC Program.**

Requirement Met       Requirement Not Met

**Comment:**

The documentation referred to in the Inspection Catalogue was made available, along with appropriate translations. The School has made a number of building additions since the last inspection. These additions are all within the parameters of the original approval document for the development of the site issued in 2006.

**ADMINISTRATION 3.0**

**3.2 Offshore Program Consultant (OPC) - The Owner/Operator may appoint an individual to act as Offshore Program Consultant. This individual must be confirmed by the Province and must meet all of the requirements set out in Section 14 of the Agreement.**

Requirement Met       Requirement Not Met

**Comment:**

The Offshore Program Consultant has been working with BCCIS since 2008 and was present and available during the Inspection Team visit. She carries out all the responsibilities as identified in the Inspection Catalogue. Her current contract runs until the end of December 2015.

**3.3 The Principal meets the requirements as outlined in Section 3.3 of the Inspection Catalogue for Offshore Schools.**

Requirement Met       Requirement Not Met

**Comment:**

The Principal is new to the position this school year. He is BC trained and certified. Eight years ago after a short time in the BC public school system he accepted a teaching position at BCCIS. Three years ago he was appointed as a vice principal and this year took over as Principal. He is responsible for all aspects of the academic program including teacher and student supervision. The Principal's contract and support documents reviewed by the Team clear lays out the responsibilities as well as the terms and conditions of his employment.

**Commendations:**

- Appointing the new principal from within the system
- For the high level of freedom and trust that has been given to the principal
- The appointment of an experienced BC educator as School Superintendent to support



and “mentor” the Principal

**3.4 The School meets the Administrative Support requirements as outlined in Section 3.4 of the Inspection Catalogue for Offshore Schools.**

Requirement Met       Requirement Not Met

**Comment:**

The Principal is supported by a strong administrative team including two Vice Principals, a Counsellor and extensive finance and facilities departments. Members of the Owner/Operator family are actively involved in supporting the Principal and staff in the non-academic administration of the School.

The provision of bus transportation for the students and food services are contracted out but are carefully monitored by the School Operation Manager.

**3.5 The School meets the Student Record requirements as outlined in Section 3.5 of the Inspection Catalogue for Offshore Schools.**

Requirement Met       Requirement Not Met

**Comment:**

Student files were reviewed by the Team and were found to be up to date meeting all the requirements as identified in Section 3.5 of the Inspection Catalogue. The Permanent Student Record (1704) are kept in a fire proof safe. The Maplewood system and a school developed spread sheet are used to keep all the student data electronically. All electronic files are backed up. Copies of the student health records are in the student files as well as in the health centre. A member of the support staff is employed full time to create and updating student records.

**3.6 The School meets the Teacher Certification requirements as outlined in Section 3.6 of the Inspection Catalogue for Offshore Schools.**

Requirement Met       Requirement Not Met

**Comment:**

At the time of the inspection six teachers did not have BC teacher certification. All six have been assigned file numbers by the TRB. In an emailed letter dated October 23, 2015 signed by the Director of International Education, the Ministry approved the exemption of the six teachers for a period of four weeks from the date of the letter.

In addition two teachers have been granted one year (2015-2016 school year) letters of exemption by the Director of International Education.



All teachers of the approved exempted courses, Arabic, are locally certified. Copies of their certification documents and CRCs along with translations where on file.

All classroom assistants as well as all staff who have contact with children have current CRCs on file. CRCs have been acquired for the two teachers with one year letters of exemption. Teacher files are complete and up to date and include teacher observation and evaluation reports.

The Team found that the current teacher contract along with the other documents provided to teachers at the time of their employment covered all the terms and conditions of employment outlined in Section 3.6.5.

#### EDUCATIONAL PROGRAM 4.0 A

##### 4.1 The School meets the requirements for English Language Assessment and Acquisition as outlined in Section 4.1 of the Inspection Catalogue for Offshore Schools.

Requirement Met       Requirement Not Met

###### Comment:

Each applicant student is given an English language assessment test prior to being offered admission. These assessments ensure that the student's level of English language proficiency is adequate to enable the student to meet or exceed the learning outcomes identified in the "Educational Program Guide" (section 8.08 of the Agreement). The Assessment tool includes Math with word problems, reading a short story and answering questions, and a writing sample.

In order to support English language development throughout year, the school administers diagnostic reading assessments four times per year, and school wide writes three times each year. These assessments provide teachers with information that is useful in addressing specific learning needs for all students.

BCCIS supports teachers in adjusting pedagogy for English language learners by providing one to one assistance. Further the learning resource teacher provides pull out assistance for student who could benefit. In addition, the professional development agenda includes a commitment to address teacher learning with respect to enhancing language arts instruction.



**4.2 The School meets the Course Credit requirements (equivalency, challenge, exemptions and BAA courses) as outlined in Section 4.2 of the Inspection Catalogue for Offshore Schools.**

Requirement Met       Requirement Not Met

**Comment:**

The school maintains records to show compliance with Ministry expectations regarding equivalency, challenge and BAA courses.

The BAA Courses offered include Futures 11, Global Studies 12, Arabic language 10 and Arabic language 11.

The school has applied for and received permission to have Arabic 10 and Arabic 11 classes exempted.

**4.3 The School meets the Course Overview requirements as outlined in Schedule B Part I (d) of the Agreement; namely, that all BC Program courses offered in the School meet or exceed the learning outcomes identified in the Educational Program Guides for each course, with a course overview for each course that includes content, teaching strategies, evaluation and assessment methods which are clearly linked to the BC learning outcomes.**

Requirement Met       Requirement Not Met

**Comment:**

Course Outlines meet the requirements of the Agreement and all BC courses meet or exceed the learning outcomes identified in the Education Program Guide. The course overviews include content, teaching strategies, evaluation, and assessment methods. Further, all teachers are well prepared with documentation demonstrating short and long term planning.

**Commendations:**

Several teachers have included a “cheat sheet” of abbreviated learning outcomes and achievement indicators that they keep in a handy location, and refer to often.

**4.4 The School meets the Instructional Time Allotments requirements as outlined in Section 4.4 of the Inspection Catalogue for Offshore Schools, including the requirements set out in sections 1.1 to 6, with the exception of s. 4(5)(b), of Ministerial Order 41/91, the Educational Standards Order, enacted under the Independent School Act.**

Requirement Met       Requirement Not Met

**Comment:**

Students at BCCIS are provided with hours of instruction that well exceed the required minimum as outlined in the Inspection Catalogue and Ministerial Orders. The minimum



required hours of instruction is 850 hours. At BCCIS kindergarten students receive 999 hours and all other students receive 1029 hours.

The School has implemented a program that ensures DPA is timetabled in the primary and intermediate grades and that teachers record what activities take place during DPA times. In the upper grades BCCIS is using the online program *MyBluePrint*, which is a profile the students build for Grad Transitions starting from grade 10. This program also provides a daily log for DPA, which is monitored by a teacher. The School uses an online version in order to avoid the hassle of student's losing their paper log.

#### 4.5 The School meets the Assessment Methods requirements as outlined in Section 4.5 of the Inspection Catalogue for Offshore Schools.

Requirement Met       Requirement Not Met

**Comment:**

BCCIS establishes and implements effective policies to ensure that school grades accurately reflect individual student achievement in the BC curriculum. Teachers work to ensure that no significant discrepancies between school grades and Provincial Examination results occur. (Section 8.10 of the Agreement).

BCCIS has identified 9 statements that represent “principles underpinning effective assessment practices” and works to ensure that the teachers are using these principles in classroom assessment. This includes alignment to the PLOs, appropriateness of assessment and use of previous provincial exams questions as benchmarks. Previous professional development has introduced the importance of both formative and summative techniques.

**Commendations:**

BCCIS administrators and teachers are to be commended on the excellent English 12 examination results which demonstrates not only a high correlation between term and examination marks, but also Ministry data demonstrates a higher pass rates than “All Offshore students” and “All BC students”.

#### 4.6 The School meets the Learning Resources requirements as outlined in Section 4.6 of the Inspection Catalogue for Offshore Schools.

Requirement Met       Requirement Not Met

**Comment:**

Much evidence exists to demonstrate that BCCIS is provided with ample budgets to address the purchase of learning resources. In particular, science laboratory supplies, and art supplies were noted to be meeting the needs of teachers. The BCCIS school library is well stocked for both



students and teachers with English fiction, non-fiction and teacher resources. The library has recently introduced access to e-book novels and has increased its supply of reference encyclopedias. Additionally, it holds over 1000 Arabic novels.

In addition, the school has four computer labs and wireless internet is accessible throughout the school. Currently enhancements to wireless connectivity are being worked out.

#### **4.7 The School meets the Student Progress Report requirements as outlined in Section 4.7 of the Inspection Catalogue for Offshore Schools.**

Requirement Met       Requirement Not Met

**Comment:**

Student Progress reports address intellectual, human and social achievement and career development, and comply with program requirements as outlined in the Agreement (particularly sections 8 and 10), sections 1 to 9 of the Ministerial Order 191/94 (the Student Report Order enacted under the School Act) and include provincial examination results, where applicable. Report Cards are produced and distributed three times per year for primary students, and four times per year for students in grades 4 to 12. Parent teacher consultation events are scheduled twice per year, but all teachers maintain regular communication with parents in a variety of ways.

### **POLICY DEVELOPMENT 5.0**

#### **5.1 The School meets the Parent / Student Handbook requirements as outlined in Section 5.1 of the Inspection Catalogue for Offshore Schools.**

Requirement Met       Requirement Not Met

**Comment:**

The Parent-Student Handbook has been updated for the current school year. The handbook is extensive and informative and clearly lays out the policies on all aspects of the school life including student admission, assessment, and discipline. The School's policies on student supervision and appeals/dispute resolution are clearly laid out. The current handbook is available on the school website. As part of the school wide review being undertaken by the recently appointed Superintendent the Parent-Student handbook is being reformatted and excess information is being edited in order to make it more user friendly.



**5.2 The School meets the Teacher Handbook requirements as outlined in Section 5.2 of the Inspection Catalogue for Offshore Schools.**

Requirement Met       Requirement Not Met

**Comment:**

The Teacher Handbook is very extensive and up to date. It is made available to new staff as a hard copy as well as in an electronic format.

## CONCLUSION

### Commendations

**The Inspection Team wishes to recognize the Owner/Operator, Principal and staff of British Columbia Canadian International School for:**

- The commitment and support of the Owner/Operator and the freedom and flexibility that has been given to the School leadership
- The generous and effective administrative structure that has been put in place
- The important role given to the library which is reflected in the School's budget, staffing and timetabling
- The evidence of meaningful daily planning that is taking place
- The recognition on the part of the administration of the need for professional development focused on supporting the high number of teachers new to the School this year and preparing for the new BC curriculum
- The development of an extensive strategy for teacher recruitment and retention
- The excellent examination results achieved in the Graduation Program

### SUMMATIVE RECOMMENDATION

**The Offshore Inspection Team recommends to the Director of International Education that the British Columbia Program offered at British Columbia Canadian International School be recognized as a British Columbia Certified Program.**

