

Certification Inspection Report

BRITISH COLUMBIA PROGRAM

at

BIS CANADA

SEONGNAM, GYEONGGI-DO

REPUBLIC OF KOREA

OCTOBER 20-21, 2015

INTRODUCTION

On October 20-21, 2015, a Certification Inspection was completed on BIS Canada in Seongnam, Gyeonggi-Do, Republic of Korea, 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 Doug Lauson, Hugh Gloster and Paul Tigchelaar. Mr. Lauson served as the Chair of the Team.

The School's BC Program has an enrolment of 226 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, BC Principal, BC Teachers and support staff.

The Owner/Operator, Mr. Dong Young Seo, is responsible for the BC Program.

The BC Program's philosophy, objectives and special features include:

- providing an outstanding Christ-centred, BC program for Korean national and international students,
- striving for high academic achievement in promoting a cultural awareness to produce students who will have a positive impact in a global environment,
- involving parents in their children's education through a Parent Advisory Council,
- increasing the use of technology in delivering the BC curriculum,
- improving literacy through specialized programs,
- expansion of the ESL program in the elementary school,



- using data to improve senior English results.

The Team would like to thank BIS Canada for its hospitality, cooperation and preparedness for the inspection visit.

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

Requirement Met Requirement Not Met

Comment:

The single requirement of tracking the post-secondary careers of the graduates has been achieved through a detailed process designed to keep in contact with them. The process includes contacting each graduate at the end of each semester to determine his/her current progress. At the end of the year, the academic advisors will meet the Owner/Operator and school administration to discuss the data and how the data may be used to improve the school's program.

Commendation:

The school is commended for following up on the requirement in a timely fashion and for developing a detailed process of tracking.

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:

The Team confirms that the Owner/Operator meets all the requirements as outlined in sections 4-6 of The Agreement. In addition, the Owner/Operator conforms to the requirements set out in section 1.4, Program Governance (Roles and Responsibilities) as stipulated in the [BC Global Education Program Operating Manual for Offshore Schools](#). The Team examined and confirms the following documents:

- Certificate for Business Registration (Bundang District Tax Office)
- Certificate of Entire Matters Registered (Central Management Office of Registry Information)
- Registration of Institute Foundation and Operating (Superintendent of Geonggi-Do Seongnam, Government of Education)
- Memorandum of Understanding (between Gyeonggi Provincial Office of Education and the BC Ministry of Education)



- Name Change Approval (Gyeonggi Seongnam Office of Education)
- Approval to operate BC Education Program (Mayor of Seongnam City).

Commendation:

The Team visited all classrooms and specialty rooms used in the BC Education program. The Team commends the Owner/Operator for supporting the BC Program by providing an excellent facility that supports the educational program of the grades 1-12 students.

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 Team confirms that the school has submitted a detailed Business Plan that covers the school/business operations in which the school identifies a long-term growth plan consisting of four objectives: Christian-based education, student enrolment, expansion of facilities and offering online Advanced Placement (AP) courses. The Business Plan also describes the Human Resources, and the alignment with a twinning school in British Columbia. The Team discussed aspects of the Business Plan with the school administration and the Team supports the goals and objectives of the plan.

Commendation:

The Team commends the school on the detailed Business Plan that was submitted as part of the Inspection Catalogue. The objectives and goals described are attainable and will contribute to the sustainability and growth of the school in the future.

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 Team examined the [Full Thorough Inspection Report](#) of the school building by A-One Disaster Prevention Industry Co. Ltd. (April 19, 2015) in which the school building was passed. The cafeteria inspection was conducted on June 13, 2015 by the Korean Foundation for Quality (KFQ) and the licence issued is valid until June 12, 2018.

BIS Canada is a day school and does not provide boarding facilities.

Commendation:

The school facility is appropriate to support the BC Program. The school has in place all the



required documentation to provide evidence that it meets all the requirements of the local authorities.

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 Owner/Operator has not appointed an individual to act as the Offshore Program Consultant, but has conferred these duties on the School Principal, as outlined in the *Certification Agreement, Schedule B, Part II 4*.

The Team met with the Principal to discuss his duties as the Ministry Liaison and his duties as the Principal to determine whether he is able to complete both job descriptions satisfactorily. The Team is satisfied that this requirement is met under the current agreement between the Owner/Operator, Principal and Ministry of Education.

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 in his first year as Principal of BIS Canada and he brings with him over 20 years of teaching experience. He has been teaching at the school for the previous five years. The Team examined the detailed job description of the Principal that focuses on five domains: Administration, Educational Leadership, Staff & student Relations, Relations with the CEO and Community Relations. The Team finds the job description appropriate for the position.

The Team examined the Principal's Contract which is for one year. The contract meets the requirements of the Agreement.

Commendations:

The Principal is performing well in his first year. He is organized and has the respect of his staff. His educational vision for school improvement is sound and is based on providing the children with a quality program of studies.



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 well supported by the Owner/Operator, Vice Principal, Chief Financial Officer, Principal's Assistant, Office Manager and a number of office staff.

Commendations:

The support structures in place for the Principal ensure that the school has the ability to grow into the future as student enrolment increases.

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:

The Team examined the student records, which are located in the administration office. The PSR cards are stored in a fire-proof filing cabinet. The records contain all the required items and are segregated by grade. The paper records are supplemented by the PowerSchool School Information System.

Commendation:

The Team commends the school for keeping student records in an orderly and organized manner. Each record follows the same format of storage, making the finding of specific information easy.

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:

The Team cross referenced the list of practising teachers against the Teacher Regulation Branch (TRB) certificate verification file. It also checked the certification of a locally certified teacher from the Ministry of Education, Science and technology, Republic of Korea.

The Team confirms that all Authorized Persons under The Agreement possess valid and current certification under the BC Teacher Regulation Branch.



Commendation:

All teacher certification requirements documents are well organized.

EDUCATIONAL PROGRAM 4.0**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:

Prior to admission to BIS Canada, the Principal assesses all applicants to ensure their level of English language proficiency is sufficient to ensure success in the B.C. Program. Students who apply for grades 1 and 2 write admissions tests in English reading and writing and must achieve a score of 80% or better in both. Students applying for grades 3-12 must achieve a score of 65% or better.

The admissions' process incorporates entrance interviews and a 'Ballard Tighe' assessment. The WIDA (World-Class Instructional Design and Assessment) is used for further assessment if an applicant tests below level. Throughout the year, regular assessments are conducted. These assessments are aligned with the Learning Outcomes in speaking, listening, reading, and writing activities

The Team noted a very high level of English proficiency as observed in all grade levels at BIS Canada.

BIS Canada offers an after-school program that supports English language proficiency for both elementary and secondary students. Elementary students with a low level of English language proficiency are provided with in-school ESL support. A teacher, fluent in both English and Korean, provides instruction under the direct supervision of the Principal. Additional support is also provided for elementary ESL students by a BC-certified teacher in the role of educational assistant.

Staff at BIS Canada are supported through professional development that focus on assisting students with English language acquisition. Educational resources, including 'Brainpop', as well as an entire section in the library with related print materials, offer additional support.

Commendations:

BIS provides comprehensive English language acquisition support for students.



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:

BIS Canada meets the requirements for Challenge and Equivalency as outlined in the International Student Graduation Credit Policy. Since the previous inspection there have been no challenge credits awarded and there was only one instance of a student coming from another country who qualified for equivalency credits. An appropriate process was followed to ensure a minimum 80% match with BC's Prescribed Learning Outcomes.

Courses that have received exemptions include Korean for Grades 1-7 and Mandarin for Grades 8-12. In each case, evidence of local teacher certification is on file.

A total of four BAA courses are being offered by the school, including Visual Arts Media 11 and 12 (Film Studies) and Journalism 11 and 12. Each of these courses is currently being offered by the school and the appropriate approvals and course outlines are on file.

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:

During the inspection, the Team was provided with detailed Course Overviews for all grades and subjects from Grades 1-12. While a consistent format was used, individual variation was noted reflecting the variety of teaching strategies and approaches. In each case the Course Overviews confirmed that the school was meeting or exceeding the Learning Outcomes specified for each course or subject area.

Visits to all classrooms provided evidence of detailed daily lesson planning as well as unit plans that aligned with the Course Overviews and the BC learning outcomes. Many teachers shared the work they were doing to adopt planning tools such as 'Planboard', that incorporate clear objectives, teaching strategies, assessment methods and resources into a single computer-based program. Additionally many teachers were using 'Google Classroom' in various aspects of their planning, teaching and evaluation. Classroom observations also confirmed that teachers were using a variety of strategies to authentically engage students in their own learning. Examples of co-constructed criteria and rubrics for evaluation were also frequently observed. Formative assessment strategies and constant checking for understanding were



evident during the classroom observations, as was the displaying of student work as exemplars of quality finished products.

Commendations:

The teachers of BIS Canada are commended for the detailed planning work they have done and for incorporating technology into this work to further enhance teaching and learning.

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:

BIS Canada exceeds the instructional time allotment requirements as outlined by the Ministry of Education. School starts at 8:40 a.m. and ends at 3:35 p.m. Each class participates in approximately 1,120 hours of instruction each year.

Grades 1-7 teachers provide and record DPA activities on days when Physical Education is not scheduled. DPA requirements are met in grades 8-10 during scheduled PE classes. DPA requirements are met in grade 11 and 12 by students who take Physical Education. Grade 11 and 12 students who take classes other than PE must track and verify their DPA. DPA records are submitted to the Vice Principal and are included in the Grad Transitions process.

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:

An appropriately rich variety of assessment practices and tools were observed in the context of well-developed overviews. Both formative and summative strategies were employed. Additionally, various opportunities were provided for staff to strengthen their understanding and use of effective assessment practices.

Provincial exam results for 2015 were reviewed. In all courses, BIS Canada exceeded the offshore school averages. Differences between the average course marks and average exam marks were reviewed and fell within acceptable ranges.



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:

BIS Canada is well equipped in terms of library, computer and print resources.

The school library collection has expanded significantly since the last inspection and now contains close to 20,000 items, organized according to Primary, Intermediate and Graduation Program levels. During the Inspection Team's visit, more print resources were received and were in the process of being Catalogued. Additionally, an order for more print materials and online resources was being prepared.

The full-time professional Librarian plays an integral role in coordinating the school's literacy program and works closely with teachers on the implementation of the 'Reading Power' and 'Accelerated Reading' initiatives. The Librarian also works closely with the teachers and Principal to support the 'Star Reading' assessments to determine the Lexile levels of students and to ensure reading materials that are appropriate to the students' ability. The 'Accelerated Reading' program serves as a motivator for students to continue to improve their reading skills. The Librarian has color coded the collection to give a visual reference for students regarding the reading levels of the resources. There is a longer term plan to organize the collection according to levels that align with the 'Accelerated Reading' program.

The Library resources are well-used by staff and students with elementary teachers having scheduled weekly visits to sign out books or to work with the Librarian. Evidence of secondary classes accessing the Library to conduct research was also noted during the inspection. The availability of this facility from 8:30 a.m. to 5:00 p.m. each day is an asset to the educational program being offered at BIS Canada.

During the inspection, the Team also noted the presence of significant computer resources. All teachers had their own computers and projectors for use in their classrooms. The Team also confirmed that a high-speed wireless connection existed throughout the school and students in grades 4 to 12 were able to access the internet from their own classrooms. Additionally, the school adopted a 'Bring Your Own Laptop' program for students from grades 6-12 this year, and evidence of this working effectively was noted in many classrooms. Students were routinely being encouraged to use their own laptops to enrich the educational experience, and many teachers were observed using 'Google Apps for Education' as part of their routine practice. The school is equipped with a new computer lab containing 25 'iMac' machines that can be booked for use by classes. The lab is also used effectively to support courses such as Planning 10 that use many online resources.

During the inspection the Team confirmed that adequate print resources were in place to support the teaching of the B.C. Curriculum. Along with the appropriate textbooks for core



courses, teachers also enhanced their instruction by bringing in a variety of supplemental learning resources. The school is also exploring options for online access to a variety of periodicals and other materials to replace some of the traditional learning resources.

Commendations:

BIS Canada is commended for the effective use of the Library and engagement of the professional librarian in support of literacy development in the school. The school is also commended for the infusion of technology into the teaching/learning process.

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:

PowerSchool school administration software is used to issue report cards at the end of each of three terms for elementary students and at the end of each of four terms for secondary students. Student progress throughout the term is available for review on PowerSchool by students and parents. Report cards were observed to include letter grades, work habits, and detailed comments. Parent-teacher interviews are scheduled following the issuing of report cards and provide time for communication about the progress of each student.

Secondary students have the opportunity to discuss their progress with Teachers during times that are scheduled for them to be available.

Commendations:

Report cards are easily accessible to students and parents on line through PowerSchool and include useful and focused comments as well as an indication of the marks accumulation to that point in the term.

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 Team examined the detailed Parent/Student handbook. This document was provided to the Team as a separate appendix that has been updated for the 2015-16 school year. The document is extremely detailed and covers the required section on Appeals and Dispute Resolution under Section 6.6. The document also contains policies with regards to Student



Assessment (Section 5.1 and 5.2), Student Discipline (Section 3). Student Admissions and Supervision are covered under the Admissions Policy and the Staff Handbook respectively.

Commendation:

The Team commends the school for an excellent Parent/Student Handbook. It is extremely well organized, detailed and clear to follow. It is also translated into Korean, ensuring that all parents and students are able to read and understand its contents.

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 Team examined the Teacher Handbook that has been updated for the 2015-16 school year. This is a detailed document that outlines every aspect of teaching at BIS Canada that a foreign teacher would need to know. The handbook has a number of appendices attached, one of which is Appendix 17 "Teacher Evaluation Policy" and Appendix 18 "Teacher Evaluation Guidelines and Procedures".

Commendation:

As with the Parent/Student Handbook, the Team commends the school on developing a very detailed Teacher Handbook that is an invaluable resource for teachers at the school, informing them of all aspects of their employment and their positions as teachers.

Appendix 5 The School meets the Distributed Learning requirements as outlined in Section 18 of The Agreement and Appendix 5 of the Inspection Catalogue for Offshore Schools.

Requirement Met Requirement Not Met Not Applicable

Comment:

The school does not offer any Distributed Learning courses.



CONCLUSION

Commendations

The Inspection Team wishes to recognize the Owner/Operator, Principal and staff of BIS Canada for:

- developing an environment that provides the students with an excellent education in a loving and caring atmosphere that reflects a typical school in British Columbia,
- collaborative co-planning and co-learning that uses technology extensively to support teaching and learning,
- data driven decision-making using a variety of sources to support moving the school forward in its program growth,
- a variety of teaching and learning strategies with routine checks for understanding,
- the commitment of the staff to the school, the academic and extra-curricular programs that provide students with an authentic BC experience,
- engaging students in Christian outreach projects that promote a worldview of helping others,
- preparing professional development plans for the formal implementation of the new BC curriculum.

SUMMATIVE RECOMMENDATION

The Offshore Inspection Team recommends to the Director of International Education that the British Columbia Program offered at BIS Canada continue to be recognized as a British Columbia Certified Program.

