

Certification Inspection Report

BRITISH COLUMBIA PROGRAM

at

BC COLLEGIATE CANADA

1449-1 and 1449-9 SEOCHO-DONG, SEOCHO-GU

SEOUL, REPUBLIC OF KOREA

OCTOBER 22-23, 2015

INTRODUCTION

On October 22-23, 2015 a Certification Inspection was completed on BC Collegiate Canada (BCC), Seoul, 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 225 students, in Grades K - 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), BC Principal, BC Teachers and administrative support staff.

The Owner/Operator, Mr. Yong Soo Jeon, is responsible for the BC Program. Three times a year, the school facility is used as an American College Testing (ACT) centre for any Korean student (public and BCC) who wish to write the ACT exam for entry into American universities. The ACT exam is a college readiness test used by some American universities. The Korean staff administer and operate this program independently of the BC program.

BC Collegiate Canada is a day school and has no boarding facilities.



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

- a Mission Statement to “instill the standards of strong morals, strong work ethic, passion for academic pursuit and lifelong learning, and a sense of responsibility to contribute positively to the development of our global world,”
- providing a well-rounded program that will prepare its students for their future academic and career pursuits through a program that has three core components of academics, athletics, and arts,
- a physical location in the heart of the Gangnam district of Seoul that includes an underground mini-gymnasium and indoor artificial turf mini soccer field.

The Team would like to thank BC Collegiate 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 annual Certification Inspection carried out in November 2014, resulting in six requirements that the school had to address. These were addressed by the school administration within the required time period. When the school was re-inspected in March 2015, the follow-up inspection concluded that all the requirements had been fulfilled satisfactorily. It should be noted that the school leadership has changed, with the new Principal and OPC assuming their roles on January 1, 2015.

Commendation:

The new Principal and new OPC are commended for meeting the requirements of the November 2014 evaluation in a timely and thorough fashion so soon after their appointments.

**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 required the translation of several documents that confirmed the school was operating in accordance with local government guidelines, including:



- Registration Certificate (#9628) for Establishment & Operation of Private Teaching Institute for Education of Foreign Language & Supplementary School subjects (May 23, 2011 and September 2, 2013 – Seoul Gangnam District Office of Education)
- Registration Certificate (#10937) for Establishment & Operation of Private Teaching Institute for Education of Foreign Language (September 15, 2014 - Seoul Gangnam District Office of Education)
- Registration Certificate for Lifelong Education Center about Development of Knowledge & Human Resources (June 19, 2014 – Seoul Gangnam District Office of Education)
- Certificate of Business Registration (#241-81-57057) (August 26, 2014) – Head of Seocho District Tax Office)

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 Owner/Operator has filed a business plan with the Ministry of Education that outlines information about the school as well as detailed descriptions of School operations including communicating with parents, students and staff, recruitment and marketing activities and long term plans for expansion and growth.

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 a number of recent inspection reports including that of the elevator, gas lines, electrical, water and general building facility. All documents reviewed indicated that the school was within compliance of the various inspection agencies.

Commendation:

The Team commends the Owner/Operator for providing educational facilities in two buildings in the heart of Seoul that satisfactorily meet the needs of the current enrolment in the BC education program. The facilities were clean and well maintained.



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 appointed a new OPC on January 1, 2015. The Team examined the job description with the OPC and met with him during the inspection. The Team confirms that the OPC meets the requirements of the Agreement, Section 14 and Section 3.2 of the Inspection Catalogue.

Commendation:

Since his appointment, the OPC has completed his assigned responsibilities effectively, communicating well with the Principal and the school. His primary task was to replace 14 teachers and administrators, including the Principal. As a result, the complement of staff now at BCC is a cohesive group of experienced and beginning teachers who work well as a Team. The staff community is strong.

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 new Principal is an experienced BC certified teacher who has worked for many years in the BC Offshore program. He has over a decade of teaching experience, four of which were in BC, including two years as a Vice Principal at a school in BC. He has three and a half years of experience as a Principal. He was appointed on January 1, 2015 and brings his expertise to BCC.

Commendation:

The Principal has established a school that is operating well. The Inspection Report of November 2014 indicated several issues with the operation of the school under the previous leadership. These issues were resolved by the current Principal in a matter of months, as reported in the follow-up inspection in March 2015.



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 three teachers who share administrative functions, two as Grade Group Leaders and the third as the Activities Coordinator. There are four Office support staff. In addition, the Admissions Office staff, under the supervision of the Director of Admissions, provides assistance in marketing and processing applications.

The student records are maintained by the support staff under the direction of the Principal.

Commendation:

The Principal is appropriately supported in administering and operating the school.

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 supplemental student record items that are stored in three-ring binders, by grade level, in the Principal's office. Card stock Permanent Record Cards (1704) are kept separately, by grade, in another single three ring binder. Together with the school administration software, 'PowerSchool', the records contain all the requirements of Section 3.5 of the Inspection Catalogue. 'PowerSchool' on its own does not satisfy the requirements of the Ministry of Education and is not on the list of approved school administration software, hence the need for paper-based PSR cards.

Commendation:

The records that are in binders are well organized and consistent from grade to grade.

Requirement:

Develop a system of protection for the Ministry Student Records that would ensure that they would not be destroyed in case of a fire or other physical disaster.



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 examined the Teacher Regulation Branch Certificate Verification File and cross-referenced the list with the employed teachers at BCC. It also examined translated police checks of teachers by the Korean National Police Agency. Korean nationals working at the school are also required to undergo criminal record checks.

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

Commendation:

All teacher record requirements are well organized in separate sections in three ring binders.

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:

Students who apply for entrance must first participate in an English language assessment process. English language assessment is conducted with an 'in-house' developed grade specific assessment tool. This assessment is administered by the Admissions Officer or Director. A follow up interview takes place with the Principal. On the basis of the assessment and the interview, a decision is made by the Principal whether to accept or decline the applicant.

ESL support time and resources are provided to students who are identified as needing additional English language acquisition support. BCC utilizes two ESL teachers in the elementary program and one ESL teacher in the high school. ESL students participate in intervention and extension programs for one hour in the morning and one hour in the afternoon. Additionally, students receive regular in-class support. Resources include 'Raz Kids' for lower elementary students and 'Star Reading' and 'Accelerated Reader' for the intermediate grades. BCC also engages the whole school in a School-Wide Write process four times each year.

Commendation:

Comprehensive assessment, intervention and support effectively help students with English language acquisition.



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:

BCC has a policy that addresses course challenges or requests for equivalency credits. There have been no instances of students getting either challenge or equivalency credits since the last inspection was completed. Additionally, the school is currently not offering any BAA courses.

BCC is currently offering the following exempted courses: Art K-9; Korean K-9; Korean K-12; Mandarin 10-12 and Art 10. In each case exemption letters were on file as was evidence of local teacher certification.

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 observed evidence of detailed planning being done by teachers to meet the Learning Outcomes outlined in the BC Curriculum. Daily Lesson Plans were typically thorough and referenced the time required, topics and Learning Outcomes to be covered, as well as the teaching strategies and activities to be used. Plans also identified the approach to assessment that would be used to check for student understanding to determine next steps for instruction. These Daily Plans aligned with comprehensive unit and Course Overviews that were being followed by the teachers.

As part of a character education program, BCC has incorporated a 'Virtue of the Month' that was being integrated into the planning process.

Classroom visits also affirmed that most teachers were taking advantage of the technology available to them to assist in planning their programs and monitoring student progress. There were also many examples of the use of this technology to engage students in 'high interest' lessons with a variety of teaching strategies being evident. Programs such as 'Seesaw' were being used by students, teachers and parents, so that students could maintain a learning journal that encourages regular communication among all parties.



Commendation:

The teachers of BCC are commended for their effective use of technology in planning their programs, delivering their lessons and monitoring student progress.

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:

BCC exceeds the Instructional Time Allotment requirements by providing 1,075 hours of instruction per year (5.67 hours per day x 187 days per year).

BCC fully meets its Daily Physical Activity (DPA) requirements in K-7 through participation in Physical Education, and additional physical activity led by classroom teachers. K-3 classes also engage in an activities program called 'GoNoodle' which supports DPA. Teachers of Grades K-7 keep accurate records and report DPA. Students in grades 8-11 participate in PE three times each week and manage tracking DPA using online software.

Planning 10 is offered to grade 10 students in the spring semester. Appropriate time has been allotted and a plan for instruction is in place.

BCC assesses and identifies students who need additional support as ELL students. Teachers collaborate on support strategies and participate in professional development opportunities. Teachers also engage in planned staff meeting dialogue.

Commendation:

BCC teachers have built a program of DPA that fully and creatively engages students in successfully meeting the requirements.

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:

Both Formative and Summative assessment strategies were evident in classroom practice and in the assessment indicators on all overviews. Student work displayed in classrooms provided evidence of a rich array of learning experiences and a variety of assessment opportunities.



'School-Wide Writes' and 'Star Reader' assessments ensure that all students are consistently assessed. These data are then used to establish individual literacy plans.

Grade 10 Provincial exam results reflected a close relationship between exam mark and classroom mark in all three areas of Science 10, Math 10 and English 10.

Commendation:

BCC staff is commended for employing a rich assortment of digital and teacher-sourced assessment tools.

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:

In terms of Library, computer and print resources, the school is adequately equipped to deliver the BC Program. The Library is located in the main building and houses a collection of close to 10,000 resources. It has been gradually enhanced based on feedback from previous inspections, and now includes a comfortable space for elementary classes to gather for reading activities. Each class has library time included in their schedules, and teachers can also book alternate times to support specific projects or activities. A full-time librarian maintains the facility and is continually updating the collection. Book Fairs are hosted twice per year as a means to acquire additional reading materials to expand the collection. During these fairs, parents and students are invited to purchase books and a portion of the revenue is returned to the Library to enhance the collection. Teachers can also identify titles they would like to add and classroom parents are invited to support the purchase of these resources. This has helped to update the collection and to replace many of the older books that were originally donated to the school. The library currently has one dedicated 'Mac' computer that can be used for online research and a second one is scheduled to be added. In practice the main focus of the Library is to support the elementary program within BCC. The Librarian helps to coordinate a variety of literacy support initiatives such as the 'Star Reading' assessment and 'Accelerated Reader' programs. The future plans include coding the books in the collection according to reading level, to support the AR Program.

BCC also maintains a satellite reading room/library for the middle years and secondary students in the adjacent building. Teachers may sign books out of this room for use with their classes or have students access the space during the day. On its own, this space is not sufficient to support a middle/secondary program and will need to be revisited as part of the future plans to address the facility needs as the school adds Grade 12 and welcomes larger cohorts of students into the secondary program.



In terms of computer resources, the school is well equipped with classrooms having a teacher station connected to a LCD projector and speakers. Students in the elementary program have access to iPads and a class set of 'MacBooks' that are used to support student learning. Students in the middle and secondary years were observed using laptops in their classes on a routine basis. Wireless internet access was available throughout the school.

During the inspection, the Team also confirmed that BC MoE-approved textbooks were in use in classes.

Commendation:

BCC is commended for the effective use of technology to support the teaching and learning process throughout the school.

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 report cards are sent out quarterly and formal parent conferences are conducted shortly after the first and third report cards are issued. Parents can also access student progress data through the 'Powerschool' software.

Report cards effectively communicate strengths and areas identified for growth and meet Ministry requirements.

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 school has a published soft-cover Parent/Student Handbook that contains all the information a family would need when attending BCC. The handbook contains a section on Appeals and Dispute Resolution that is in a flow chart diagram. This clearly illustrates to families what they should do if they wish to appeal or dispute a school decision. Each section of the handbook is written in both English and Korean and a copy is given to every family at the beginning of the school year, or at time of registration.



Commendation:

The Team commends the school on the Parent/Student Handbook which is well written, comprehensive and easy to follow.

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 Staff Handbook is a detailed soft-cover publication that has been updated for the 2015-16 school year. As with the Parent/Student Handbook, it is very detailed and contains all the information a teacher of the school would need. In particular, Sections 3.2 and 3.3 deal with Student Discipline and section 8.3 with Parental Appeals (that parallels the Parent/Student Handbook). Other important items that are subject to change are located in other school documentation, e.g., Supervision Schedule, Student Assessment, etc.

Commendation:

The Team commends BCC for developing a practical Staff Handbook that provides new and experienced teachers with a clear understanding of their roles and responsibilities while teaching at the school.

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:

At the present time, the school does not offer any Distributed Learning courses. However, if the need arises, it would consider developing a relationship with BC School District 73 (Kamloops-Thompson) to offer courses that students may wish to study.



CONCLUSION

Commendation

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

- developing a cohesive and collaborative school that operates well to provide its students with a good education,
- developing a comprehensive support structure to enhance student learning and Literacy acquisition,
- embracing technology to enhance teaching, learning and parental communication,
- using a variety of teaching strategies that promote and enhance student learning,
- providing a comprehensive extra-curricular program that includes academic support, to provide students with a true BC experience,
- investing in a pre-school program that prepares students for the BC program.

Requirements

In order to meet the requirements of the *BC Global Education Program – Offshore Schools Certification Agreement*, the Team requires that by January 31, 2016 the Owner/Operator provide the Director of International Education, responsible for BC Global Education Program - Offshore Schools, with a plan and timeline for proposed implementation of the following items:

- Develop a system of protection for the Ministry Student Records and Teacher Files that would ensure that they would not be lost in case of a fire or other physical disaster.
- Develop and implement policy/system to protect students for the safe storage of hazardous chemicals in the science labs.

SUMMATIVE RECOMMENDATION

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

