

Certification Inspection Report

BRITISH COLUMBIA PROGRAM

at

COLEGIO CANADIENSE

MEDELLIN, ANTIOQUIA PROVINCE

COLOMBIA

NOVEMBER 14-15, 2018

INTRODUCTION

On November 14-15, 2018, a certification inspection was completed on Colegio Canadiense (CC) in Medellin, Antioquia Province, Colombia, referred to as the School in this report. The purpose of this inspection was to determine whether the requirements for the British Columbia (B.C.) education program have been met, according to the *B.C. Global Education Program – Offshore Schools Certification Agreement*. The inspection team, appointed by the Executive Director of International Education and Independent Schools, British Columbia Ministry of Education (MoE) in accordance with the *B.C. Global Education Program – Offshore Schools Certification Agreement* (the Agreement), consisted of Mr. John Bevacqua (the Inspector).

The School's B.C. program has an enrolment of 127 students, in grades 10-12. The B.C. program is housed within a larger pre-kindergarten to grade 12 school. The B.C. program utilizes five classrooms in one of the eight buildings comprising the entire campus. The entire School, which houses the B.C. program enrolls 1115 students.

During their visit to the School, the Inspector reviewed all standards required in the *B.C. Global Education Program – Offshore Schools Certification Agreement* and *Operating Manual* and met with the School's owner/operator, offshore school representative (OSR), B.C. principal, B.C. teachers, the academic director responsible for the entire pre-K-12 national program, the coordinator of the grade 8-12 national school program and support staff.

The owner/operator, Fundacion Colegio Canadiense, is responsible for the B.C. program along with the larger school in which the B.C. program is housed. Students graduating from Colegio Canadiense obtain both the B.C. Dogwood and Colombian National Bachillerata High School Diplomas. The School provides an educational program which satisfies Colombian national education requirements for pre-K through graduation and the B.C. program requirements from grades 10-12. The pre-K – grade 9 program is focused on addressing national program requirements while incorporating various English language and other support classes to develop English language capacity, allowing students to be ready for entrance into the B.C. high



school program. The dual diploma program requires a high degree of collaboration between the B.C. and national programs.

The B.C. program has embraced the mission, vision, values and beliefs of the larger school, subscribing to the motto “Forming the Future Entrepreneurs of Colombia”. The School’s vision is to “be recognized as an International School with high quality education, where students are formed with a solid comprehensive education and broad entrepreneurial thinking.” Its mission includes the following:

- being an academic community that contributes to forming honest people of an entrepreneurial mindset, with patriotic, ethical and Catholic values and principles;
- striving to shape the future leaders of Colombia with an entrepreneurial vision, so that through their work, they can contribute to building a world that is more just and has more human social awareness; and
- relying on a team of highly qualified professionals who are in constant training to develop a pedagogical project built under the light of Colombian and Canadian educational legislation, in order to address the world’s educational challenges.

The Inspector would like to thank Colegio Canadiense for its hospitality, cooperation and preparedness for the inspection visit.

The School has satisfactorily addressed requirements contained in the previous inspection report.		
<input type="checkbox"/> Requirement Met	<input type="checkbox"/> Requirement Not Met	<input checked="" type="checkbox"/> Not Applicable
Comment: There were no requirements identified in the previous inspection report.		

BUSINESS PLAN

The owner/operator has submitted a business plan to the B.C. Ministry of Education, confirming the sustainability of the program.	
<input checked="" type="checkbox"/> Requirement Met	<input type="checkbox"/> Requirement Not Met
Comment: The Inspector reviewed the business plan for the School and confirmed the existence of a detailed and measurable plan that focusses on student enrolment, teacher recruitment and retention, staff development and curriculum development.	



The School enrolment growth has been stable with small increases over time. The owner/operator has implemented a wide variety of marketing and communications strategies to maintain stability and realize moderate growth in enrolment.

OWNERSHIP AND AGREEMENTS / BUILDING AND SAFETY COMPLIANCE 2.0

2.1 The owner/operator meets all requirements as set forth in the B.C. Global Education Program Offshore Schools Certification Agreement (the Agreement).

Requirement Met Requirement Not Met

Comment:

The owner/operator meets all requirements as outlined in Schedule A of the Agreement. Local government support is confirmed in a letter dated September 2011, from the Secretary of the Department of Education, Antioquia and is confirmed annually from the local government authority.

2.2 The School meets local building, safety and cafeteria codes and regulations. The facilities are deemed to be suitable to support the B.C. program.

Requirement Met Requirement Not Met

Comment:

Colegio Canadiense is located on an expansive 14-hectare property buttressing the side of a hill on the outskirts of Medellin, Colombia.

The property includes six play areas or fields and a fenced swimming pool. The B.C. program uses five classrooms and has access to the computer labs, library/learning commons, chemistry lab and playfields, as well as an office for the B.C. principal and the other B.C. program teachers.

The K-12 school provides food services for all students and staff choosing this option. The cafeteria meets local regulations and is inspected to ensure compliance.

Fire and evacuation procedures and practices, which conform to local government requirements, are in place.

A school nurse is employed to serve the needs of the K-12 school. No student dormitories or other forms of student housing are provided.



The Inspector confirms that the facilities are adequate to support the B.C. program and noted that the owner/operator is committed to allocating more classroom space as the B.C. program grows.

The School is developing an emergency plan, vetted by the offshore school representative, in the event of an unplanned temporary or permanent closure of the school. The plan is not yet fully complete. Further details of the plan are scheduled to be finalized by the end of this school year (June 2019). The Inspector noted the existence of a detailed short term emergency communication plan for the temporary disruption of classes whereby teachers and students interact remotely using a learning management system.

The Inspector requires that the School continue to develop and secure a more detailed plan for long term disruption or closure that identifies contingencies for B.C. students and teachers.

Requirement:

The Inspector requires that the School continue to develop and secure a more detailed plan for long term disruption or closure that identify contingencies for B.C. students and teachers.

ADMINISTRATION 3.0

3.1 Offshore school representative (OSR) - The owner/operator must appoint an individual to act as offshore school representative. 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 Inspector reviewed the contract of the offshore school representative (OSR) and confirmed that all the requirements related to the OSR in the Agreement are in compliance.

The Inspector confirmed with the OSR his obligation to report critical information relating to changes in the operation of the school or ownership structure that could significantly impact the school(s) operation(s).

The Inspector appreciated the assistance of the OSR during the inspection.



3.2 The principal meets the requirements as outlined in section 3.2 of the inspection catalogue for offshore schools.

Requirement Met Requirement Not Met

Comment:

The principal is in her second year in this role and in her fourth year at the School. The principal meets the criteria outlined in Schedule B, Part III of the Agreement.

The School is currently developing a job description for a vice-principal and will be posting the position in the coming months. It is the School's intent to create leadership capacity as a way to develop a leadership succession plan.

Commendation:

The School is commended for creating a vice-principal position as means of creating leadership capacity and further develop a leadership succession plan.

3.3 The School meets the administrative support requirements as outlined in section 3.3 of the inspection catalogue for offshore schools.

Requirement Met Requirement Not Met

Comment:

The School meets the administrative support requirements as outlined in section 3.4 of the inspection catalogue, and uses Windsor-TESS software to manage student data.

Administrative support, including an office administrator is dedicated to the B.C. program. The program shares other support staff with the national program, including two technical support staff, a student discipline coordinator, two staff in the human resources department, and an international relations coordinator.

3.4 The School meets the Student Record requirements as outlined in section 3.4 of the Inspection Catalogue for offshore schools.

Requirement Met Requirement Not Met

Comment:

Student files are stored in the principal's office and maintained by the office administration and were found to be in good order, containing all the required documentation. Report cards are produced and filed electronically and teachers can access them as needed.

The Inspector noted that student and parent consent forms have been updated based on the



ministry guidelines for the 2018/19 school year.

3.5 The School meets the teacher certification requirements as outlined in section 3.5 of the inspection catalogue for offshore schools.

Requirement Met Requirement Not Met

Comment:

The Team confirms that all authorized persons under the Agreement possess valid and current certification under the B.C. Teacher Regulation Branch.

Teacher files were reviewed and included all required elements including a copy of the principal and teacher contracts, work visas, performance reviews and appropriate emergency contact information.

The Inspector confirms that all authorized persons under the Agreement possess valid and current certification under the B.C. Teacher Regulation Branch (TRB) with the exception of one teacher on an approved letter of exemption (valid until November 29, 2018) pending Teacher Regulation Branch certification approval. The Inspector reviewed and confirmed that all documents have been submitted to the TRB. The School is appropriately managing the situation.

All locally certified teachers have valid certification. Staff files are appropriately maintained and contained required documents.

The Inspector verified that valid criminal record checks are in place for all non-teaching/non-certified staff in the B.C. program as per the local regulations.

EDUCATIONAL PROGRAM 4.0

4.1 The School meets the requirements for curriculum implementation outlined in section 4.1 of the inspection catalogue for offshore schools.

Requirement Met Requirement Not Met

Comment:

All courses in grade 10-12 had planning documents that reflected the new curriculum.

Teachers are commended for course/unit overview and instructional strategies that reflect the elements of B.C.'s new curriculum including core and curriculum competencies, big ideas, learning standards and assessment.



Ongoing professional development for the B.C. teachers is planned with the purpose of further implementing the new B.C. curriculum.

The Inspector noted that the School has participated in the Provincial Literacy Assessment this year.

Commendation:

The School is commended for course/unit overview and instructional strategies that reflect the elements of B.C.'s new curriculum including core and curriculum competencies, big ideas, learning standards and assessment.

4.2 The School meets the requirements for English language assessment and acquisition as outlined in section 4.2 of the inspection catalogue for offshore schools.

Requirement Met Requirement Not Met

Comment:

All grade 9 students at Colegio Canadiense write the English language intake assessment in late spring. The assessment includes a reading comprehension component and a writing sample.

All B.C. teachers and the grade 9 B.C. prep teacher are involved in the administration and marking of the exam, under the supervision of the B.C. principal. The B.C. principal makes the final decisions on accepting students, based on the intake assessment result along with the student's overall academic performance and preparedness.

Students at CC are provided English language learning instruction by national instructors in addition to English language instruction and interaction by native English speakers in the locally developed B.C. prep program to further enhance English Language proficiency.

New this year, the ELL program and B.C. prep program are under the leadership of one director allowing for a unified vision and scope and sequence of these two programs to further support students in their English language development and their overall academic preparation for the B.C. program.

The School also coordinates a grade 9 'study abroad' program that introduces grade 9 students to life and education in B.C. This is a five-month, immersive experience for induction into the B.C. graduation program.



Commendation:

The School is commended for merging the leadership of the national ELL (ESL) program and the B.C. prep program under one director allowing for a strategic scope and sequencing of these two programs to further support students in English language development and overall academic preparation for the B.C. program.

4.3 The School meets the course credit requirements (equivalency, challenge, exemptions and BAA courses) as outlined in section 4.3 of the inspection catalogue for offshore schools.

Requirement Met Requirement Not Met

Comment:

The School has authorization to offer PE 10, PE 11 and Fine Arts 11 as exempted courses, taught by locally certified national teachers. As supported by the B.C. program operating manual, students also receive credit for Spanish 10, 11 and 12, which is offered through the national program.

The School does not offer BAA courses.

4.4 The School meets the course overview/course planning requirements as outlined in Schedule B Part I, 2. (d) of the Agreement; namely, that all B.C. program courses offered in the School meet or exceed the ministry learning outcomes/learning standards identified in the educational program guides for each course.

Requirement Met Requirement Not Met

Comment:

The School has transitioned to the new curriculum and has reflected this in all teacher plans.

Planning documents provided to the Inspector contained course overviews and short term units as well as planning documents that reflect B.C.'s new curriculum. Documents were thorough and detailed. The planning documents identified the core and curricular competencies, big ideas, learning standards, essential questions, and formative and summative assessment opportunities for the respective courses as well as the strategies and assessment practices of the teachers.



4.5 The School meets the instructional time allotment requirements as outlined in section 4.5 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), 4 (6), 5 (8)(a) and (d) and s. 5.3 of Ministerial Order 41/91, the Educational Standards Order, enacted under the Independent School Act.

Requirement Met Requirement Not Met

Comment:

The School continues to be diligent in maintaining instructional time and has developed a schedule which allows it to exceed the required 850 hours of instruction in the B.C. program.

4.6 The School meets the assessment methods requirements as outlined in section 4.6 of the inspection catalogue for offshore schools.

Requirement Met Requirement Not Met

Comment:

Overall data on provincial exams and graduation rates are positive. The School is encouraged to continue to monitor provincial assessment (numeracy and literacy) and graduation rate data to inform improvement strategies. It is noted that 60% of the students that graduated from the School last spring graduated with Provincial Honours Standing.

Through observation, samples of student work, and descriptions in the course planning documents, it is clear that teachers use a wide variety of formative and summative assessments.

The School's security and invigilation procedures for B.C. provincial examinations/provincial assessments are clearly articulated, run by B.C. teachers and supervised by the B.C. principal according to policy.

4.7 The School meets the learning resources requirements as outlined in section 4.7 of the inspection catalogue for offshore schools.

Requirement Met Requirement Not Met

Comment:

Classroom and library resources are adequate to support instruction and a process is in place for the principal to sign-off on the acquisition of learning resources.

The School features a newer learning commons with a growing library collection and technology resources including desktop computers and over 30 tablet computers that



students can access.

B.C. program teachers can access specialty rooms such as science and computer labs. The school recently renovated and reconfigured two computer labs, making them more flexible, allowing access and functionality for student owned laptops. These computer labs were also designed to be “maker spaces” and to allow for activities such as 3D printing and robotics.

The School launched a BYOD (Bring Your Own Device) technology program this year. In preparation, the school invested significant infrastructure and resources to upgrade its Wi-Fi platform – making it robust and stable enough to handle the influx of mobile devices. This technology initiative has been a big success for the School.

Commendation:

The School is commended for its adoption and implementation of a BYOD approach to technology integration.

4.8 The School meets the student progress report requirements as outlined in section 4.8 of the inspection catalogue for offshore schools.

Requirement Met Requirement Not Met

Comment:

The Inspector found the description of the student progress reports as outlined in the inspection catalogue to be accurate. The School issues report cards four times each year with one formal parent-teacher conference hosted by the national program’s homeroom teacher. Parents and students have ongoing access to all student evaluations online via BEAM software.

Although conversations have commenced, the School has yet to decide what format the final core competency student self-assessment will take. The year-end self-assessment is to be completed by all grade 10 students by the end of this school year and included with the final report card.

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 comprehensive parent/student handbook which addresses all required



areas in sufficient clarity and detail. This handbook is bilingual, contains appropriate information on such topics as the School's statement of purpose and vision, admissions, parent-teacher conferences, communicating with parents, code of conduct, dispute resolution, emergency evacuation procedures in the event of fire and/or earthquake, administration of medication procedures and required courses for graduation from the B.C. program.

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 a thorough and professional document that focuses on everything teachers need to know about their employment conditions, their professional conduct, and their responsibilities for student safety. It has recently been updated and contains all currently required information.

COURSE ACCREDITED VIA DISTRIBUTED LEARNING 6.0

6.1 The School meets the distributed learning requirements as outlined in section 18 of the Agreement and Section 6 of the inspection catalogue for offshore schools.

Requirement Met Requirement Not Met Not Applicable

Comment:

The School does not offer courses via distributed learning.



CONCLUSION

Commendations

The Inspection Team wishes to recognize the owner/operator, principal and staff of Colegio Canadiense for:

- Creating a vice-principal position as means of creating leadership capacity and further develop a leadership succession plan.
- Course/unit overview and instructional strategies that reflect the elements of B.C.'s new curriculum including core and curriculum competencies, big ideas, learning standards and assessment.
- Merging the leadership of the national ELL (ESL) program and the B.C. prep program under one director thus allowing for a strategic scope and sequencing of these two programs to further support students in English language development and overall academic preparation for the B.C. program.
- Adopting and implementing a Bring Your Own Device approach to technology integration.

Requirements

In order to meet the requirements of the *B.C. Global Education Program – Offshore Schools Certification Agreement*, the Team requires that by March 18, 2019, the owner/operator provide the Executive Director of International Education and Independent Schools, responsible for B.C. Global Education Program - Offshore Schools, with a plan and timeline for proposed implementation of the following items:

- The School is required to developing and secure a more detailed plan for long term disruption or closure that identifies contingencies for B.C students and teachers.

SUMMATIVE RECOMMENDATION

The Offshore Inspection Team recommends to the Executive Director of International Education and Independent Schools that, contingent on responding to the above requirements to the satisfaction of the Executive Director, the British Columbia education program offered at Colegio Canadiense continue to be recognized as a British Columbia-certified school.

