

Certification Inspection Report

BRITISH COLUMBIA PROGRAM

at

BUNKA SUGINAMI CANADIAN INTERNATIONAL SCHOOL

TOKYO

JAPAN

OCTOBER 27-28, 2016

INTRODUCTION

On October 27-28, 2016, a Certification Inspection was completed on Bunka Suginami Canadian International School (BSCIS) in Suginami-ku, Tokyo, Japan, termed 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 (the Team), appointed by the Director of International Education (the Director), British Columbia Ministry of Education (MoE) in accordance with the *B.C. Global Education Program – Offshore Schools Certification Agreement (the Agreement)*, consisted of Henry Contant (Chair).

The School's B.C. Program has a current enrolment of 31 students in Grade 10 and Grade 11. BSCIS is housed within a larger all-girls school, the Bunka Suginami Junior/Senior High School. This private high school enrolls students in Grades 7-12 and has been in existence for 42 years. The larger host school has a long history of excellence in academics and is also known for its strong emphasis on the arts and athletics. The entire school, which houses the B.C. Program, enrolls over 1100 students.

During their visit to the School, the Team reviewed all standards required in the *B.C. Global Education Program – Offshore Schools Certification Agreement and Operating Manual* and met with the Offshore School Representative (OSR), B.C. Principal, B.C. teachers, the Principal and Vice-Principals of the host Japanese School, B.C. program assistant, other members of the joint administration team and students.

The Owner/Operator, Mr. Sunao Onuma is responsible for the B.C. Program through the Bunka Suginami Educational Foundation. In addition to many business interests, Mr. Onuma owns Bunka Gakuen University in Tokyo. He is also the Chairman of the Private Universities Consortium in Japan and Chairman of the Board of the Bunka Suginami Educational Foundation. The B.C. Program's vision is to "*develop innovative bilingual leaders who will live, learn and contribute within a global society.*" BSCIS's stated purpose is to have a "*dual Japanese/B.C.*



graduation program that provides a focus on excellence in academics, arts and athletics. Building on a strong Japanese foundation, the students will develop the knowledge, skills and attitudes within the B.C. curriculum. Critical thinking, creativity and collaboration are seen as cornerstones to preparing students now and for the future.”

One of the special features of the School is the double diploma (DD) aspect of the B.C. program. The DD allows students to enroll in the B.C. program yet also remain in the Japanese high school program. Subjects such as Math and Science are co-taught by both a B.C. certified teacher and a locally certified Japanese teacher. This results in the students earning credits in both programs for courses in Math and the Sciences. Students earn the appropriate credits for both the B.C. Dogwood diploma and the Japanese High School diploma simultaneously. Additional courses such as Physical Education and Fine Arts have received exempt status from the B.C. Ministry of Education and are taught by a Japanese teacher, again fulfilling credits in both the B.C. Graduation Program and the Japanese high school diploma program.

The Team would like to thank Bunka Suginami Canadian International School for its gracious hospitality, genuine cooperation and thorough preparedness for the inspection visit.

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

Requirement Met Requirement Not Met Not Applicable

Comment:

The previous (first) inspection was a pre-certification inspection visit that recommended certification status for the inaugural Grade 10 B.C. Graduation Program be granted. Although there were no specific recommendations in the Pre-Certification Inspection Report, a number of suggestions were made. Specifically, the Team followed up on whether or not the following suggestions were acted upon:

- **Ensure that computer facilities have been set up appropriately for the writing of provincial examinations.** The School’s response to this suggestion was to permit students to use their own computers for the writing of provincial exams. Given the wireless capabilities throughout the School and the special security app that must be downloaded on each student’s computer prior to the writing of provincial exams, the School is able to meet the required Ministry of Education compliance standards for the writing of provincial exams with this approach.
- **Verify that the School has obtained PEN numbers and completed a Permanent Student Record Form 1704 for each student.** The Team was able to verify that, upon achieving initial certification as a B.C. Program, the School obtained the necessary PEN numbers and is now using the *Maplewood* student management system to create Permanent Student Records (1704s) for each student.
- **Review all new and existing course overviews to ensure they reflect the School’s unique approach to curricular organization and teaching.** Although plans are being



developed to revise course overviews reflective of the redesigned B.C. Education Plan, it has yet to do so. Therefore, the School's professional development focus for teachers for the remainder of this current school year will be on the implementation of the B.C. Education Plan and developing the appropriate course overviews and unit plans to reflect the redesigned curriculum.

- **Examine strategies for student recruitment to ensure the growth and sustainability of the B.C. Graduation Program in future years.** The Team carefully reviewed the revised Five Year Growth Plan for the School and is satisfied that it continues to have a realistic and sound plan for the sustainability and future development of the B.C. Program.

Commendation:

The School is to be commended for the comprehensive multi-faceted growth plan that has been developed and is continually being revised to reflect new realities and opportunities that exist for the B.C. Program.

BUSINESS PLAN

The Owner/Operator has submitted a Business Plan to the B.C. Ministry of Education, confirming the sustainability of the Program.

Requirement Met Requirement Not Met

Comment:

A comprehensive Business Plan has been filed with the Ministry of Education including a detailed Five Year Growth Plan for the School, which includes measurable objectives. Although the enrolment in the B.C. Program is still small in this second year of operation, the School was encouraged that the retention of the inaugural Grade 10 class into Grade 11 was strong.

The School has every reason to believe that this will continue and the School will be able to offer the complete Grade 10-12 B.C. program next year. With continued promotional efforts the School anticipates enrolling two Grade 10 classes next year.

The fact that an increasing number of students in the host Japanese high school have enrolled in the Grade 7-9 Global Program bodes well for the future of the School. A high majority of students chose the Global Program in anticipation of enrolling in the B.C. program once they reach Grade 10.

Commendation:

The School is commended for the strong partnership that has developed between the B.C. offshore school and the host Japanese high school. This partnership is an important key to the future growth and sustainability of the B.C. Program.



**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 School has met all the requirements as set forth in the B.C. Global Education Program Offshore Schools Certification Agreement. The School is to be commended for the thorough manner and progress it has made in establishing the School and its natural growth and development in this second year of operation.

The Owner/Operator has written approval on file that documents support for the B.C. Program from the Tokyo Metropolitan Education Bureau in the Prefecture of Tokyo.

Commendation:

The Owner/Operator is to be commended for his visionary and supportive leadership of the B.C. program.

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:

The B.C. Program fully cooperates with the host Bunka Sugunami Junior/Senior High School with regards to conducting joint fire and earthquake drills a minimum of twice a semester. The School excels when it comes to earthquake preparedness and safety drills.

The Team confirms the School meets local building, safety and cafeteria codes and regulations. Documentation was reviewed indicating regular building maintenance and testing schedules including elevator inspections, drinking water, air quality, hygiene, fire equipment, air conditioning, and the cleaning and sterilization of kitchen facilities.

The B.C. Program occupies a wing of a relatively new building, which will allow for significant future growth. Currently, the School uses two classrooms, offices and meeting rooms on the first two floors. The BSCIS program has access to most of the specialty facilities of the larger host school such as gyms, library, music room, home economics labs and science laboratories. The facilities are suitable for the current B.C. Program and the School has the opportunity to occupy an additional six classrooms on the third floor. This will be sufficient for projected



program growth for the next several years.

ADMINISTRATION 3.0

3.2 Offshore School Representative (OSR) - The Owner/Operator may 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 Owner/Operator appointed an individual to act as Offshore School Representative (OSR) effective January 1, 2015. This individual is now in the second year of a five-year contract to serve as the OSR, having been previously confirmed by the B.C. Ministry of Education. The OSR meets all the requirements set out in Section 1 of the Agreement. A comprehensive job description was reviewed.

The OSR was on site for the first four months of her initial contract to ensure the successful opening of the School. In this second year of the School's operation, the OSR continues to play an active and vital leadership role within the School and was on-site for the inspection. The OSR actively participates in joint administrative meetings conducted bi-weekly via SKYPE, is in almost daily email contact with the B.C. principal, and has a strong presence in the School's B.C. summer program when the Grade 10 students come to Vancouver Island for 4 weeks for their English immersion experience.

The OSR also serves on the B.C. Ministry of Education Offshore School Program Advisory Committee and brings her wealth of B.C. offshore school experience in four different countries to this leadership role. In short, the OSR is an excellent support to the B.C. Program and a significant reason why the School is doing so well, in just its second year of operation.

Commendation:

The OSR is to be commended for her excellent visionary and practical leadership and continued strong support of the B.C. program.

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 founding Principal is now in his second year of a two year contract as the B.C. Program Principal. His strong relational and visionary leadership brings needed administrative and



leadership stability to this emerging B.C. program in Japan.

The Principal has over 16 years of administrative experience in British Columbia including time as a district language coordinator. He is multi-lingual and has taught offshore previously. He has a good understanding of the needs of the ELL learner. He brings a wealth of educational knowledge and inspiration to the School, particularly in the area of language acquisition. A comprehensive job description has been developed for the position of Principal and was reviewed by the Team.

In summary, the Principal is an excellent leader particularly at this time in the School's development. He serves as an encouraging mentor and coach to his young and passionate teaching staff, has an excellent working relationship with the OSR and the host Japanese school's leadership team, is becoming increasingly proficient in speaking Japanese, and is appreciated and respected by staff and students alike.

Commendation:

The Principal is to be commended for his passionate and effective leadership as B.C. Program principal. He is both trusted and respected by the host Japanese school's administrative team, B.C. teachers, parents, students and the School's Owner/Operator.

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 School has built in several administrative supports to strengthen the B.C. Program. The Principal is ably supported in his duties by the Vice-principal of Bunka Sugunami Junior/Senior High School who was instrumental in the initial development of the B.C. Program, and by one of the professors from Bunka Gakuen University who is able to assist with translation services.

A B.C. program office assistant provides invaluable office and clerical support for the administration and also assists with translation services. The Team noted the most respectful and collaborative manner in which all the B.C. Program and Japanese staff work together to ensure the success of the B.C. Program and its students.

Upon receiving initial certification as a B.C. Program, the School signed a contract with *Maplewood Computing* who are approved by the Ministry of Education for the electronic transfer of student data.

The School has three computer labs available for Internet connectivity as outlined in Schedule F of the Agreement. The School demonstrated its capacity to facilitate the writing of provincial



exams on-line as noted previously in this report.

As the School anticipates and prepares for the implementation of Grade 12 in the next academic year, discussions around the development and support of Graduation Transitions for its inaugural graduating class are underway. Along with the Principal, one of the B.C. certified teachers will likely play a significant role in the development and oversight of Graduation Transitions.

Preliminary discussions around the School's future role in the assistance of obtaining foreign student visas for its eventual graduates have begun. The School intends to remain actively involved in all aspects of the placement of its future graduates in foreign universities.

Commendation:

The School is commended for the harmonious and collaborative manner in which the B.C. program staff and Japanese staff work together to ensure the success of the B.C. Program.

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 School meets the student records requirements as outlined in Section 3.5 of the Inspection Catalogue. Student files were examined and found to be complete in all required elements.

Upon receipt of their initial B.C. Program Certification Status, the School applied for PEN (Personal Education Numbers) for each student and has completed Permanent Student Records (1704) for each student.

Of particular note was the way in which appropriate documentation was placed in each student's file supporting the exemption designation of courses that were taught by a local Japanese teacher or recognized because of the School's challenge and equivalency policy.

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



All teacher files are securely stored and were found to be complete in all required aspects. Professional growth-plans for the teacher and principal have been developed.

Certified Japanese teachers teach all exempted courses.

EDUCATIONAL PROGRAM 4.0

4.1 The School meets the requirements for curriculum implementation as outlined in Section 4.1 of the Inspection Catalogue for Offshore Schools.

Requirement Met Requirement Not Met

Comment:

The School is in the process of transitioning to the redesigned B.C. curriculum this current school year.

Teachers are currently implementing many pedagogical strategies reflective of the new B.C. Education Plan.

A series of professional development workshops for the B.C. teachers are planned with the purpose of analyzing and investigating the planning, resources, assessment and lesson / strategies links from the summer 2016 Offshore Professional Development Workshop.

The purpose of this and subsequent professional development sessions is to reach agreement on formats that best represent the BSCIS culture. The formats will become part of the BSCIS 'brand' to provide evidence of the new B.C. Education Plan.

Commendation:

The School is to be commended for the steps it is making to transition to the new B.C. Education Plan. The effective use of rubrics in the assessment of student learning is noteworthy.

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:

Similar to the previous year, the School uses a B.C. program language assessment entrance examination and an oral exam to determine students' ability to be admitted into and be successful in the B.C. Graduation Program. Many students admitted into the B.C. program were previously enrolled in the Grade 7-9 global (English) program within the Bunka Suginami



Junior/Senior High School. Students applying from other schools are even more closely academically screened.

The students are initially screened for entrance to Bunka Suginami Junior/Senior High School using their criteria and then the B.C. Principal and staff assess the students who are interested in the B.C. Program. The final decision on admission to the B.C. Program is made by the B.C. Principal, who informs the Bunka Suginami Vice-Principal of the successful applicants.

All Grade 10 students are double-blocked in English 10 to support the acquisition of the English language. Further, the B.C. teachers work collaboratively and have adopted a common B.C. curriculum delivery model across the subjects. Professional development sessions focus on methodology and design of English language acquisition.

Commendation:

The School is to be commended for maintaining high standards and expectations for English language acquisition and assessment and providing support to those few students who need extra help. The level of English language proficiency amongst students at both grade levels was notable.

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 developed and implemented a Course Credit Challenge and Equivalency Policy. Students are able to receive equivalency credits for Japanese 10, 11, & 12 and the School maintains careful documentation in each student's file that demonstrate compliance with the International Student Graduation Credit Policy for equivalency and challenge.

Documentation has been received from the Ministry granting exemption status for Physical Education 10 and Fine Arts 10.

Although no BAA courses are currently offered, the School is in the process of developing a Japanese World History BAA course. The Ministry of Education has already indicated that such a course would be eligible for exemption and receive permission to be taught by a Japanese teacher. Such a BAA course would become a further extension of the School's unique double diploma (DD) aspect of the B.C. Graduation program.



4.4 The School meets the course overview / course planning requirements as outlined in Schedule B Part I (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:

Planning documents and course overviews for each B.C. course presently offered by BSCIS were reviewed. Currently course overviews included content, general timelines, planning for teaching strategies, assessment indicators and links to prescribed learning outcomes.

The Team noted that the portion of each course taught in English by the B.C. certified teacher meets the required hours of instruction for each course. Positive provincial exams results in Math 10 and Science 10 reinforce the idea that this combined manner of delivery of the English and Japanese curriculums for Math 10 and 11 and Science 10 and Chemistry and Physics 11 appears have provided students with positive opportunities for mastery of courses in both the B.C. and Japanese Program.

The Team noted that regular evaluation of student work is occurring and students are being provided with many authentic ways to use English language in the classroom.

4.5 The School meets the Instructional Time Allotments 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), of Ministerial Order 41/91, the Educational Standards Order, enacted under the Independent School Act.

Requirement Met Requirement Not Met

Comment:

BSCIS far exceeds the instructional time allotments requirements as outlined in Section 4.5 of the Inspection Catalogue for Offshore Schools. The Japanese school year begins in April and runs through the following March, encompassing 278 instructional days. The school day begins at 7:50 am and ends at 4:10 pm with a 50 minute lunch hour Monday through Friday. On Saturday school dismisses one hour earlier. This extended school day and school week allows all students to complete both the B.C. Graduation Program and the Japanese high school diploma program within the same three years.

All students take Physical Education 10 as an exempted course, which meets the Daily Physical Activity requirement.

One of the keys to each student's success in their acquisition of English proficiency is to ensure that they have a solid understanding of English before they are admitted into the B.C. program.



Students are supported in their English language acquisition through the Grade 7-9 Global Program, within the Japanese host school. This 'Honours' English program is taught by a B.C. certified teacher and serves as funnel to select those students who have demonstrated enough success in learning English, that they also have a high probability to success in the B.C. Graduation Program. English classes are also timetabled in such a way that students receive additional time for their English classes.

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:

Since the School is only in its second year of operation, the Grade 10 students have only written two B.C. provincial exams, namely Math 10 and Science 10. Initial results indicate that no significant discrepancies between school grades and provincial examination results occurred. In fact exam results were very encouraging with the average exam mark in both subjects exceeding that of the provincial average.

Commendation:

The School is to be commended for the positive Math 10 and Science 10 provincial exam results by the inaugural Grade 10 class of the School.

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:

The School has sufficient resources available for delivery of the B.C. Program at the Grade 10 and Grade 11 level with a needed commitment to expand resources as the B.C. Program expands into Grade 12 in the future. The Team noted the emerging library collection of English resource materials. Additional English resources are teacher developed and adapted for ELL instruction.

The School's library collection remains small, however, a dedicated annual budget has been allocated and the OSR and B.C. teachers assist with the purchase of appropriate library resources.



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:

At the time of the previous inspection, the School had not yet developed a report card. The Team reviewed the current report card and is satisfied that it meets the requirements as outlined in Section 4.8. Report cards are issued four times annually with parent-teacher conferences scheduled accordingly.

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 reviewed the School's updated, bilingual 2016-17 Parent/Student Handbook. It contains appropriate information for students and their parents on such topics as the School's statement of purpose and vision, admissions, parent-teacher conferences, communicating with parents, use of *MacBooks* and digital devices, school 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 Team reviewed the School's updated 2016-17 Teacher Handbook. The extensive 68-page handbook contains detailed information required by teachers to help them understand their unique roles and responsibilities as professional teachers with the B.C. offshore school program in Japan.



COURSE ACCREDITED VIA DISTRIBUTED LEARNING 6.0

| | | |
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| 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. | | |
| <input type="checkbox"/> Requirement Met | <input type="checkbox"/> Requirement Not Met | <input checked="" type="checkbox"/> Not Applicable |
| Comment: The School currently does not offer any Distributed Learning courses. | | |

CONCLUSION

Commendations

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

- A dedicated, nurturing administration, teaching and support staff, committed to serving the needs of all its students within the unique context of a double diploma (B.C. program and Japanese program).
- Japanese administrative, teaching and support staff that provide excellent support of the B.C. Program and B.C. staff personnel. The development of a unique co-teaching format is further evidence of the cooperation that exists between the B.C. program and the host Japanese school.
- Continued successful implementation of their vision for a Grade 10 - 12 Offshore School program by successfully adding their first Grade 11 class to the School's program and exceeding average provincial exam results in Math 10 and Science 10.
- The teaching staff's commitment to professional dialogue and growth as evidenced by professional growth plans, weekly staff meeting discussions regarding instructional strategies and assessment methods, and the principal and Offshore School Representative's commitment to support and encourage the development of the teachers.
- Maintaining high standards and expectations for English language acquisition and assessment and providing support to those few students who need extra help. The level of English language proficiency amongst students at both grade levels was notable.
- Embracing technology as an important teaching and learning tool and providing the resources to empower staff and students to be successful in this endeavour.
- Its extra-curricular program offerings which enhances the student's learning experience and supports and deepens an understanding and appreciation for Japanese culture.



SUMMATIVE RECOMMENDATION

The Offshore Inspection Team recommends to the Director of International Education that, contingent on responding to the above requirements to the satisfaction of the Director of International Education, the British Columbia Program offered at Bunka Sugunami Canadian International School be recognized as a British Columbia Certified Program.

