External Evaluation Report   
for Independent Schools   
Brick and Mortar   
School Year 2017-18

**For Schools:**

o Pre-population of the External Evaluation Report is required from independent schools prior to an External Evaluation.

o Please do not fill in any information in the grey box. This space will be for ministry use only.

o Please attach a copy of a letter from the local government/regional district to this External Evaluation Report confirming there are no compliance-related concerns regarding the school facility and property.

o Upon completion of the External Evaluation Report please send to the Independent Schools Branch in Word only.

Email the completed **Word Document to Independent Schools Branch**:

[EDUC.IndependentSchoolsOffice@gov.bc.ca](mailto:EDUC.IndependentSchoolsOffice%40gov.bc.ca?subject=)

**\*\*DEADLINE September 15, 2017\*\***

Principal’s Declaration

|  |  |  |
| --- | --- | --- |
| Principal Name | Phone Number | |
| B.C. Teacher Certification Number |  | |
| I, the Principal, acknowledge that by checking the box, I certify that the information in this External Evaluation Report is, to the best of my knowledge and understanding, complete and correct. The answers provided throughout the External Evaluation Report reflect the current status of the programs, operations, administration and staffing at the school. | | I Confirm |

Section 1: School Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| School Name | | | | Ministry School No. | |
| School Address | | | | | |
| City/Town | | | | Postal Code | |
| School Mailing Address (if different) | | | | | |
| Website Address (if applicable) | | | | | |
| School Contact E-Mail | | | | School Phone Number | |
| Group Classification | | | | School in Continuous Operation Since  (Month/Year) (     /     ) | |
| Group 1 | Group 2 | Group 3 | Group 4 |
| School Semester Indicator Type | | | | | |
| Semestered | | Linear | | Full Year | Summer |
| School Affiliation/Association (if applicable) | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **The school complies with Section 1 of the Schedule of the** [*Independent School Act*](http://www.bclaws.ca/civix/document/id/complete/statreg/96216_01)**, which requires that:**   1. *No program is in existence or is proposed at the independent school that would, in theory or in practice, promote or foster doctrines of*    1. racial or ethnic superiority or persecution,    2. religious intolerance or persecution,    3. social change through violent action, or,    4. sedition. | Yes  No | ***For Ministry Use Only***  Yes  No |  |
| 1. *The independent school facilities comply with the enactments of British Columbia and the municipality or regional district in which the facilities are located, and,* | Yes  No | Yes  No |
| 1. *The Authority complies with the Independent* School Act *and its regulations.* | Yes  No | Yes  No |

1.01 School Authority Information

|  |  |  |
| --- | --- | --- |
| Name of School Authority | | Yes  No |
| Head of School Authority |  | Yes  No |
| Please indicate under which your School Authority is incorporated:  *Societies Act*  *Business Corporation Act*  Order in Council | Official Registration Number:  (     ) | Yes  No |
| Date of last Annual Report (if applicable):  (Month/Date/Year) (     /     /     ) | Yes  No |
| Describe how the authority intends to exercise its governance duties: | |  |

1.02 Student Enrolment

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| School Grade Range Type (ex: Grade 1-12) | | | | |  |  |  |  |  |
| **A) Elementary** | |  |  |  |  |  |  |  |
| Kindergarten | Grade 1 | Grade 2 | Grade 3 | Grade 4 | Grade 5 | Grade 6 | Grade 7 | **Total (A)** |
|  |  |  |  |  |  |  |  | 0 | Yes  No |
| **B) Secondary** | |  |  |  |  |  |  |  |  |
| Grade 8 | Grade 9 | Grade 10 | Grade 11 | Grade 12 |  |  |  | **Total (B)** |  |
|  |  |  |  |  |  |  |  | 0 | Yes  No |
|  |  |  |  |  |  |  |  | 0 | Yes  No |

|  |  |  |  |
| --- | --- | --- | --- |
| Please list the total number, if any, of the following students: | | |  |
| [International Students](http://www2.gov.bc.ca/gov/content/education-training/k-12/support/international-education) | Yes  No | Total Number Enrolled: | Yes  No |
| [English Language Learners](http://www2.gov.bc.ca/gov/content/education-training/administration/legislation-policy/public-schools/k-12-funding-english-language-learning-ell) | Yes  No | Total Number Enrolled: | Yes  No |
| [Non-Graduated Adult Learners](http://www2.gov.bc.ca/gov/content/education-training/administration/legislation-policy/public-schools/adult-graduation-program) | Yes  No | Total Number Enrolled: | Yes  No |
| [Graduated Adult learners](http://www2.gov.bc.ca/gov/content/education-training/administration/legislation-policy/public-schools/adult-graduation-program) | Yes  No | Total Number Enrolled: | Yes  No |
| [Special Education Students](http://www2.gov.bc.ca/gov/content/education-training/administration/legislation-policy/public-schools/special-education) | Yes  No | Total Number Enrolled: | Yes  No |
| [Aboriginal Students](http://www2.gov.bc.ca/gov/content/education-training/administration/legislation-policy/public-schools/k-12-funding-aboriginal-education) | Yes  No | Total Number Enrolled: | Yes  No |

1.03 Recent Changes

|  |  |  |
| --- | --- | --- |
| Outline the changes, if any, that have been made in educational programs, facilities and administrative structure since the last External Evaluation | |  |
| Educational program changes | **Describe**: | Yes  No |
| Facility changes | **Describe**: | Yes  No |
| Authority/administrative structure changes | **Describe**: | Yes  No |

1.04 Additional Programs

|  |  |  |
| --- | --- | --- |
| The school operates educational programs in addition to its Kindergarten – Grade 12 program (e.g., pre-school, adult education, etc.) If Yes **Describe**: | Yes  No | Yes  No |
| If the school enrols First Nation students: (i) The school offers First Nation Education programs | Yes  No  N/A | Yes  No |
| (ii) The school has a [Local Education Agreement](http://www2.gov.bc.ca/gov/content/education-training/administration/resource-management/school-district-financial-reporting/lea-inac-self-government) or other agreement with local First Nation (Band) | Yes  No  N/A | Yes  No |

|  |  |
| --- | --- |
| ***For Ministry Use Only***  **Section 1: Inspector’s Summative Comments:**  The school is in compliance with this Section of the Report.  Comments: | Yes  No |

Section 2: School Facilities

2.01 School Building

|  |  |  |
| --- | --- | --- |
| Note:  *• Please attach a* ***COPY*** *of a letter from the local government/regional district to this External Evaluation Report confirming there are no compliance-related concerns regarding the school facility and property.*  *• For First Nations on-reserve schools, equivalent Ministry of Indigenous and Northern Affairs or architect approval is acceptable.*  *• A recent copy of an occupancy permit or equivalent is required if the school has constructed a new building, building addition, or completed substantial building changes since the school's last External Evaluation.* | | ***For Ministry Use Only*** |
| **Name of local government or regional district** | | Yes  No |
| **Year school building was constructed** | | Yes  No |
| The school files contain current documented evidence that the school facilities comply with local government/regional district requirements. | Yes  No | Yes  No |
| The school meets all current local government/regional district codes, regarding zoning, building, fire prevention, and health. | Yes  No | Yes  No |
| The local government compliance letter is attached to this submission electronically. | Yes  No | Yes  No |

2.02 Maintenance and Safety

|  |  |  |
| --- | --- | --- |
| Maintenance and safety procedures are in place for buildings, school grounds, play grounds and perimeter grounds. | Yes  No | Yes  No |
| School conducts routine safety checks and other school mandated external inspections or reviews. | Yes  No | Yes  No |
| Alarms, fire extinguishers and safety equipment are regularly inspected and serviced. | Yes  No | Yes  No |
| **Describe** procedures employed for building and grounds maintenance, and routine safety checks. School should log all safety checks and ensure follow-up: | | Yes  No |

|  |  |
| --- | --- |
| ***For Ministry Use Only***  **Section 2: Inspector’s Summative Comments:**  The school is in compliance with this Section of the Report.  Comments: | Yes  No |

Section 3: Education Philosophy and Practices

|  |  |
| --- | --- |
| 1. Briefly **describe** the educational philosophy, objectives and special features of the school, relating them to the curriculum, pedagogy, policies and procedures: | Yes  No |
| 2. Briefly **describe** the overall vision/mission of the school: | Yes  No |

Section 4: School Administration

|  |  |
| --- | --- |
|  | ***For Ministry Use Only*** |
| Briefly **describe** the administrative structure within the school and key administration responsibilities: | Yes  No |

4.01 Principal

|  |  |  |
| --- | --- | --- |
| Percentage of time the principal has for administrative duties: | | Yes  No |
| Administrative time allocated is sufficient to enable the principal to fulfil their duties  If No **Describe**: | Yes  No | Yes  No |
| The principal in full-time attendance at the school If No, **Describe** how the school manages leadership delegation at the school: | Yes  No | Yes  No |
| The school administration ensures the school and its community is informed about the aims/vision/mission of the school | Yes  No | Yes  No |
| The school’s administration actively involves the school community in the school | Yes  No | Yes  No |
| The school's administration promotes the school to be on a path of continuous improvement | Yes  No | Yes  No |

4.02 Student Records

|  |  |  |
| --- | --- | --- |
| **Permanent Student Record**: Indicate if the following record information is current and complete, according to [*Student Records: Requirements and Best Practice Guidelines for Independent Schools*](http://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/independent-schools/student_record_independent_schools.pdf): | |  |
| o Permanent Student Record (Form 1704) | Yes  No | Yes  No |
| o Copies of a minimum of the two most recent years of student progress reports | Yes  No | Yes  No |
| o Legal Alert (court orders, name change, etc.) or Medical Alert (epilepsy, anaphylaxis, etc.) boxes been checked off and related inclusions referenced in the inclusion section and included in the Permanent Student Record | Yes  No | Yes  No |
| o Permanent Student Record inclusions such as medical and legal documents, psychometric assessments, Individual Education Plans (IEPs), Case Management Plans etc., are stored securely and safely | Yes  No | Yes  No |
| o The school uses digital student files (MyEdBC or other) | Yes  No | Yes  No |
| o Legal name (photocopy of birth certificate or passport) | Yes  No | Yes  No |
| o Emergency contact numbers | Yes  No | Yes  No |
| o Doctor’s name and contact information | Yes  No | Yes  No |
| o Official names of parents/guardians with home and work contact information | Yes  No | Yes  No |
| o Verification that parent/guardian is legally in Canada and [ordinarily resident](http://www2.gov.bc.ca/gov/content/education-training/administration/legislation-policy/public-schools/eligibility-of-students-for-operating-grant-funding) in British Columbia (not applicable to Group 4 schools) | Yes  No | Yes  No |
| The school has a written protocol for updating Permanent Student Records annually | Yes  No | Yes  No |
| **Describe** the storage of Permanent Student Record files and inclusions to ensure safekeeping from calamities such as fire, theft, etc: | | Yes  No |

4.03 Personal Information Protection Act (PIPA)

|  |  |  |
| --- | --- | --- |
| **Describe** [Personal Information Protection Act](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_03063_01) compliance, back-up procedures, and how access restrictions and remote access is managed: | | Yes  No |
| The school has a written privacy policy in place for the collection, use and disclosure of student, teacher, and parent information collected by the school **Describe:** | Yes  No | Yes  No |
| The school has an information sharing policy aligned with government [Information Sharing Agreement](http://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/services-policies-for-government/information-management-technology/information-privacy/resources/policies-guidelines/information-sharing-agreements-guidelines.pdf). | Yes  No | Yes  No |
| The school appointed a [Privacy and Information Sharing Officer](https://www.oipc.bc.ca/guidance-documents/1438)**.** | Yes  No | Yes  No |

4.04 Registered Homeschooled Children *(if applicable)*

|  |  |
| --- | --- |
| [Homeschooled children](http://www2.gov.bc.ca/gov/content/education-training/administration/legislation-policy/independent-schools/homeschooling) are registered on Permanent Student Records (Form 1704) and assigned a PEN number. | Yes  No |
| Homeschooled children’s records indicate in the inclusion section that the children are being homeschooled. | Yes  No |

|  |  |
| --- | --- |
| ***For Ministry Use Only***  **Section 4.01-4.04: EEC’S Summative Comments:**  The school is in compliance with this Section of the Report.  Comments: | Yes  No |

4.05 Provincial Government Grants *(Group 1 and 2 Schools Only)*

|  |  |  |
| --- | --- | --- |
| Type of financial audit conducted *(audit or review engagement)* | | Yes  No |
| Date completed (Month/Date/Year) (     /     /     ) | | Yes  No |
| Name of auditing company/firm | | Yes  No |
| Eligible student grants are used for school operation only, in accordance with [Section 12(3) of the *Independent School Act*.](http://www.bclaws.ca/civix/document/id/complete/statreg/96216_01) | Yes  No | Yes  No |
| The total eligible student grants are less than the school’s total operating cost, in accordance with [Section 12(4) of the *Independent School Act*](http://www.bclaws.ca/civix/document/id/complete/statreg/96216_01)*.* | Yes  No | Yes  No |
| The school has provided evidence of its charitable or not-for-profit status as per [Section 4(1)(a) of the *Independent School Act*](http://www.bclaws.ca/civix/document/id/complete/statreg/96216_01) by filing with Canada Revenue Agency within six months of the most recent fiscal period-end in one of the following ways:  **Evidence of filing annual information return (Form T3010)**  **Evidence of Filing Not-for- Profit tax return (Form T1044) or Form T2**   (if incorporated) | Yes  No | Yes  No |

4.06 Bonding Information *(Group 4 Schools Only)*

|  |  |  |
| --- | --- | --- |
| The [Fees and Bonding Statement](http://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/independent-schools/bond_form.pdf) for the current school year has been filed with the Independent Schools Branch by the required September 1, 2017 deadline | Yes  No | Yes  No |
| A “Bonding Statement” is included in the school’s promotional materials | Yes  No | Yes  No |
| The independent school’s policy relating to the refund of school fees or other costs are consistent with any promotional or other informational material published or supplied by the authority | Yes  No | Yes  No |

|  |  |
| --- | --- |
| ***For Ministry Use Only***  **Section 4.05-4.06: EEC’S Summative Comments:**  The school is in compliance with this Section of the Report.  Comments: | Yes  No |

Section 5: Policies and Procedures

5.01 Communication

|  |  |
| --- | --- |
| All relevant and required [policies and procedures](http://www2.gov.bc.ca/gov/content/education-training/administration/kindergarten-to-grade-12/independent-schools) are available to the school community through handbooks or web-based resources for:  Parents  Yes  No  Students  Yes  No  Staff  Yes  No | ***For Ministry Use Only***  Yes  No |
| **Describe** how information from the following sources is shared within the school: |  |
| Independent Schools E-Board must be checked weekly. Who is responsible for checking the  [E-Board](http://test.bced.gov.bc.ca/eboard/ind/)? | Yes  No |

5.02 Learning Resource Policy

|  |  |  |
| --- | --- | --- |
| Has the school developed and implemented a [Learning Resource Policy](http://www2.gov.bc.ca/gov/content/education-training/administration/legislation-policy/public-schools/learning-resources-provincial-approval-process) which defines the process and procedure for selecting and removing learning resources, including a mechanism to deal with challenges/appeals to the selection process. | Yes  No | Yes  No |

5.03 Appeal Policy and Procedures

|  |  |  |
| --- | --- | --- |
| The school has an [Appeal Policy](http://www2.gov.bc.ca/gov/content/education-training/administration/kindergarten-to-grade-12/independent-schools) supporting parents in resolving conflict in a timely manner through a procedurally fair process that adheres to principles of natural justice. | Yes  No | Yes  No |
| The Appeal Policy reflects the principles of natural justice and procedural fairness as outlined in [“*Procedural Fairness: Best Practice Guidelines for Independent Schools*”](https://fisabc.ca/services/schools/schools/policy-aids/). | Yes  No | Yes  No |

5.04 Student Discipline Policy and Procedures

|  |  |  |
| --- | --- | --- |
| The school has an approved [Discipline Policies and Procedures](https://fisabc.ca/services/schools/schools/policy-aids/). | Yes  No | Yes  No |

5.05 Student Safety and Supervision Policy and Procedures

|  |  |  |
| --- | --- | --- |
| The school has [Supervision Policies and Procedures](http://www2.gov.bc.ca/gov/content/education-training/administration/kindergarten-to-grade-12/independent-schools) for in or around the school building (before, during and after school). | Yes  No | Yes  No |
| The school has Supervision Policies and Procedures for students while away on field trips, including provisions for students with medical/legal alerts. | Yes  No | Yes  No |
| The school has Supervision Policies and Procedures for students while away on ***international*** field trips, including emergency management and communication protocols. | Yes  No | Yes  No |
| The school provides or uses busing services | Yes  No | Yes  No |
| If Yes What is the date of the most recent inspection of school owned transportation vehicles by the Ministry of Transportation? (Day/Month/Year) (     /     /     ) |  | Yes  No |
| **Describe** what additional measures are taken to ensure the safety of students when using the bus services to transport students to and from school and/or on field trips: |  |  |
| If No **Describe** what policies and procedures are in place for parent drivers supporting field trips: |  | Yes  No |
| The school has policies in accordance with the most current [*Tobacco and Vapour Products Control Act*](http://www.bclaws.ca/civix/document/id/complete/statreg/96451_01) and [Tobacco and Vapour Products Control Regulation](http://www2.gov.bc.ca/assets/gov/health/keeping-bc-healthy-safe/tobacco-regulation/requirements-under-the-tobacco-and-vapour-products-control-act-and-regulation.pdf). | Yes  No | Yes  No |
| The school has conducted initial drinking water quality testing and developed drinking water testing policy in accordance with the [*BC Drinking Water Protection Act*](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_01009_01). | Yes  No | Yes No |

|  |  |
| --- | --- |
| ***For Ministry Use Only***  **Section 5.01-5.05: EEC’S Summative Comments:**  The school is in compliance with this Section of the Report.  Comments: | Yes  No |

5.06 Abuse Policy and Procedures

|  |  |  |
| --- | --- | --- |
| The school’s policy reflects the procedures described in [*The B.C. Handbook for Action on Child Abuse and Neglect*](http://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/public-safety/protecting-children/childabusepreventionhandbook_serviceprovider.pdf)(most current version). | Yes  No | Yes  No |
| The school has an approved policy relating to the reporting of child abuse that reflects the procedures described in the ministry’s document [*Supporting Our Students: A Guide for Independent School Personnel Responding to Child Abuse*](http://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/independent-schools/sos_guide_independent_schools.pdf). | Yes  No | Yes  No |
| There is a designated *Appointed School Official* **and** an additional *Alternate Appointed School Official*, as per [*Supporting Our Students: A Guide for Independent School Personnel Responding to Child Abuse*](http://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/independent-schools/sos_guide_independent_schools.pdf). | Yes  No | Yes  No |
| The school staff receives annual professional development in relation to the school’s child abuse reporting policy and legal requirements. | Yes  No | Yes  No |

5.07 Anti-Bullying and Harassment Policy and Programs

|  |  |  |  |
| --- | --- | --- | --- |
| **The school has implemented an authority-established Harassment and Bullying Prevention policy, containing the following elements:**  (a) a statement of purpose that provides a rationale for the policy, with a focus on safe, caring and orderly school environments;  (b) a reference to harassment or bullying a person based on that person’s sex, sexual orientation, gender identity or expression;  (c) one or more statements about what is  (i) acceptable behaviour, and  (ii) unacceptable behaviour, including bullying, cyberbullying, harassment, intimidation, threatening or violent behaviours while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school environment;  (d) one or more statements about the consequences of unacceptable behaviour, which must take account of the student’s age, maturity and special needs, if any;  (e) a clear commitment that the authority will take all reasonable steps to prevent retaliation by a person against a student who has made a complaint of a breach of the policy. | | Yes No | Yes No |
| The school participates in [ERASE](http://www.erasebullying.ca/index.php).  Briefly **describe** how the school implements the Harassment and Bullying Prevention policy: | | Yes  No | Yes  No |
| Briefly **describe** how the school integrates anti-bullying into its educational program: | |  |  |
| **ERASE STRATEGY TRAINING Erase Bullying Programs**  *Please complete the table below*  The school intentionally incorporates into its educational program anti-bullying strategies or additional programs to actively teach bullying prevention skills  (e.g., Include: Second Step, Virtues Program, Friends, etc.) | | Yes  No | Yes  No |
| Level 1 – Preventing Bullying & Ensuring Safe & Caring School Communities OR equivalent – **Describe:** | # of Staff with complete training and date completed | Yes  No | Yes  No |
| Level 2 – Basic Threat Risk Assessment OR equivalent – **Describe:** | # of Staff with complete training and date completed | Yes  No | Yes  No |
| Level 3 – Advanced Violent Threat Risk Assessment (or equivalent) OR equivalent – **Describe:** | # of Staff with complete training and date completed | Yes  No | Yes  No |
| Other **Describe:** | # of Staff with complete training and date completed | Yes  No | Yes  No |

|  |  |
| --- | --- |
| If the school is not participating in ERASE Strategy and/or training: |  |
| **Describe** why the school has chosen an alternative bullying prevention program | Yes  No |
| **Describe** this alternative program and its implementation | Yes  No |

|  |  |
| --- | --- |
| ***For Ministry Use Only***  Section 5.06-5.07: EEC’S summative comments:  The school is in compliance with this Section of the Report.  Comments: | Yes  No |

5.08 Emergency Drills and Emergency Response Policies and Procedures

|  |  |  |
| --- | --- | --- |
| The school has emergency response policies for dealing with accidents and medical alert situations | Yes  No | Yes  No |
| The school has a policy regarding first aid/emergency (re)training for staff members | Yes  No | Yes  No |
| The school is working with the best practice guides on [Information Sharing in the Context of Child and Youth Mental Health and Substance Use in BC](https://www.crpnbc.ca/wp-content/uploads/2016/05/Information-Sharing-Child-Youth-2016-FINAL.pdf) and uses these guidelines within the school and with service providers, in an effort to collaboratively explore ways of putting these guidelines into practice with its community partners | Yes  No | Yes  No |
| **Emergency Drills** The school has appointed a [Safe School Coordinator](http://www2.gov.bc.ca/gov/content/education-training/administration/legislation-policy/public-schools/safe-and-caring-school-communities) | Yes  No | Yes  No |
| Number of fire drills per year:       (6 recommended) | Yes  No | Yes  No |
| Number of earthquake drills per year:       (3 recommended) | Yes  No | Yes  No |
| Number of lockdown drills per year:       (2 recommended) | Yes  No | Yes  No |
| **Emergency Response Plan** The school has a written Emergency Response Policy that aligns with the provincial [Emergency Management Guide](http://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/emergency-management-guide.pdf). | Yes  No | Yes  No |
| The school is able to care for students for extended periods of time in the event of a natural disaster. | Yes  No | Yes  No |

|  |  |
| --- | --- |
| ***For Ministry Use Only***  **Section 5.08: The School is in Compliance with this Section of the Report**  Comments: | Yes  No |

5.09 International Program Policy and Procedures

|  |  |  |
| --- | --- | --- |
| The school enrols international or out-of-province students. | Yes  No | Yes  No |
| If Yes The school applies the ministry’s [International Student Graduation Credit Policy](http://www2.gov.bc.ca/gov/content/education-training/administration/legislation-policy/public-schools/international-student-graduation-credit) to determine equivalency credits for international students | Yes  No |  |
| The school (or its agents) comply with the [Homestay Guidelines](http://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/internationaleducation/home_stay_guidelines.pdf) when hosting international students | Yes  No | Yes  No |
| If Yes The school has developed a homestay policy based on the ministry’s [Homestay Guidelines](http://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/internationaleducation/home_stay_guidelines.pdf) | Yes  No | Yes  No |

5.10 Special Education Programs

|  |  |  |
| --- | --- | --- |
| The school offers special education services and learning supports | Yes  No | Yes  No |
| The school has developed a [Special Education Policy](http://www2.gov.bc.ca/gov/content/education-training/administration/legislation-policy/public-schools/special-education) to describe the delivery of special education services | Yes  No | Yes  No |
| The school provides learning assistance support, including IEPs for special education students | Yes  No | Yes  No |
| The school has developed a separate special education budget to reflect anticipated expenditures based on the needs identified in the IEPs | Yes  No | Yes  No |
| If the school offers the graduation program, there is a School Completion Certificate policy/program in place to support students with special needs on modified educational programs | Yes  No | Yes  No |
| **Describe** assessment instruments, resources, and procedures used to diagnose learning problems: |  | Yes  No |

|  |  |
| --- | --- |
| ***For Ministry Use Only***  **Section 5.10:** **The School is in Compliance with this Section of the Report**  Comments: | Yes  No |

5.11 English Language Learner

|  |  |  |
| --- | --- | --- |
| **Describe** the school’s ELL program, if applicable, including assessment, instruments, resources and procedures used to diagnose learning problems: |  | Yes  No |

5.12 Library Resources and Access

|  |  |  |
| --- | --- | --- |
| **Describe** library resources/facilities and student access to services: |  | Yes  No |

5.13 Computer Utilization for Instructional Purposes

|  |  |  |
| --- | --- | --- |
| **Describe** if and how the school is moving toward the inclusion of coding skills in the educational program: |  | Yes  No |

5.14 Student Counselling and Guidance Services

|  |  |  |
| --- | --- | --- |
| Personal, academic and/or vocational counselling is provided.  If Yes  **Describe:** | Yes  No | Yes  No |

5.15 Skills, Trades and Careers

|  |  |  |
| --- | --- | --- |
| **Describe** how the school is supporting student access to opportunities relating to skills, trades and career programs at the secondary level, if applicable (events / courses / programs / partnerships, etc.):  (e.g. Maker Days, Yes2It, WEX, Skills Exploration 10-12, ITA Programs etc.) |  | Yes  No |

|  |  |
| --- | --- |
| ***For Ministry Use Only***  **Section 5.11-5.15: The School is in Compliance with this Section of the Report**  Comments: | Yes  No |

Section 6: Teacher Certification, Evaluation and Professional Development

6.01 Certification of Teachers

|  |  |  |  |
| --- | --- | --- | --- |
| All teachers at Group 1, 2 and 4 schools must hold a valid British Columbia teaching credential issued by the [British Columbia Teacher Regulation Branch](https://www.bcteacherregulation.ca/CertificateServices/CertificateServicesOverview.aspx) (TRB). The school will be required to have on hand a valid “[Verification Response File](https://www.bcteacherregulation.ca/Employers/login.aspx)” generated from the Employers area of the TRB website dated within one week of the external evaluation.  Teachers are responsible for the educational program of each student assigned to them, including responsibility for:  instructional planning and delivery, and;  student evaluation and assessment, and;  report-card writing and communication with parents. | |  | ***For Ministry Use Only*** |
| Certificate of Qualification (COQ) Certification Type | |  |  |
| Independent School: Professional Certificate | Number (including principal) |  | Yes  No |
| Independent School: Subject Restricted (SR) | Number (including principal) |  | Yes  No |
| Independent School: System Restricted (SYR) (Montessori or, Waldorf) | Number (including principal) |  | Yes  No |
| Independent School: School and Subject Restricted (SSR) | Number (including principal) |  | Yes  No |
| Number of teachers for whom the authority has a current Letter of Permission: Independent School: System Restricted (SYR) (Montessori or, Waldorf) | Number (including principal) |  | Yes  No |
|  |  | Total: |  |

6.02 Declaration by Representative for the School Authority

|  |  |  |  |
| --- | --- | --- | --- |
| *All teachers employed at the school are properly certified with current TRB certification and, if teaching under an SR or SSR certificate, are teaching in the appropriate domains.*  *All employees who are not certified teachers employed at the school working with children or students during their employment have current (no more than five years old) and valid criminal record checks on file under the* Criminal Record Review Act *completed through the Ministry of Justice.* | | | Yes  No  Yes  No |
| The school authority confirms compliance with the above declaration. | | Yes  No | Yes  No |
| Name: | Position: |  |  |

|  |  |
| --- | --- |
| ***For Ministry Use Only***  **Section 6.01-6.02: The School is in Compliance with this Section of the Report**  Comments: | Yes  No |

6.03 Professional Development

|  |  |  |
| --- | --- | --- |
| **Describe** types of professional development the school has participated in  during previous school year  during current school year  Number of professional development days per year: |  | Yes  No  Yes  No |
| **Describe** how the school is collaborating with educational partners: | | Yes  No |
| **Describe** how the school’s aim/mission/vision aligns with the above. | | Yes  No |
| **Describe** how this supports the school’s objectives for continuous improvement: | | Yes  No |
| **Describe** how student performance data informs professional development opportunities at the school: | | Yes  No |

6.04 Teacher and Principal Evaluation

|  |  |  |
| --- | --- | --- |
| The school has a teacher and principal evaluation policy | Yes  No | Yes  No |
| The teacher/principal evaluations lead to professional development goals and expectations in following years | Yes  No | Yes  No |
| When was the principal last evaluated?  (Month/Date/Year) (     /     /     ) |  | Yes  No |

|  |  |
| --- | --- |
| ***For Ministry Use Only***  **Section 6.03-6.04: The School is in Compliance with this Section of the Report**  Comments: | Yes  No |

Section 7 – Educational Program: Curriculum and Instruction

7.01 Instructional Time Requirements

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Note: As per ES-Audit FAQs, you may count hours of attendance for scheduled student examination days, learning activity days, school community involvement days, and school days closed due to inclement weather toward annual instructional hours; however, you may *not* count instructional hours for professional days, statutory holidays, school holidays, or recess/lunch times. | | | | ***For Ministry Use Only*** |
|  |  | **Proposed Number  of Days in Session** | **Proposed Hours  Per Year** |  |
| Full day Kindergarten | 850 hours |  |  | Yes  No |
| Half day Kindergarten | 450 hours |  |  | Yes  No |
| Grades 1–12 | 850 hours |  |  | Yes  No |

7.02 Groupings within the School

|  |  |
| --- | --- |
| **Describe** how classes (grades) are grouped in the school (e.g., K to 3, 4 to 7, multi-graded groupings, etc.): | Yes  No |

|  |  |
| --- | --- |
| ***For Ministry Use Only***  **Section 7.01-7.02: The School is in Compliance with this Section of the Report**  Comments: | Yes  No |

7.03 K-3 Primary Programs

|  |  |  |
| --- | --- | --- |
| Does the school offer Primary Programs?  **PROGRAM OVERVIEW:**  The school offers Half Day Kindergarten. | Yes  No  Yes  No | Yes  No |
| The school offers Full Day Kindergarten. | Yes  No | Yes  No |
| **PROGRAM DETAILS:**  ***Delivery of Areas of Learning / Subjects***  **Describe** how each of the following areas of learning is delivered (as a subject or through an integrated/interdisciplinary manner): | |  |
| **Mathematics:** | | Yes  No |
| **Social Studies:** | | Yes  No |
| **Science:** | | Yes  No |
| **English Language Arts:** | | Yes  No |
| **Arts Education:** | | Yes  No |
| **Physical and Health Education** | | Yes  No |
| **Career Education:** | | Yes  No |
| **Applied Design, Skills, and Technologies:**  Describe how the school’s program is ensuring that the Applied Design, Skills, and Technologies K-3 curriculum is delivered in combination with grade-level content from other areas of learning: | | Yes  No |
| Additional locally developed areas of learning (subjects) that are part of the instructional program and reported out on: | | Yes  No |
| **ADDITIONAL PROGRAM COMPONENTS**  **Describe** how First Peoples Principles of Learning are being incorporated/embedded into the Primary Program | | Yes  No |
| **Describe** how Core Competencies are intentionally being developed throughout the Primary Program | | Yes  No |
| **Learning Assistance:**  **Describe:** | | Yes  No |
| **Communicating Student Learning:**  Describe the method and frequency of student reporting to parents/guardians: | | Yes  No |
| The school's Student Progress reporting framework is moving toward incorporating student self-assessment to reflect student progress in the Core Competencies. | | Yes  No |
| The school's Student Progress reporting framework is moving toward using levels of proficiency (e.g., B.C. Performance Standards, Quick Scales, etc.) to report out on student learning. | | Yes  No |

|  |  |
| --- | --- |
| **Section 7.03: The school’s Primary Program (K-3) overall planning and classroom practice provides evidence that the Ministry’s K-3 curriculum is being delivered according to the** [**Educational Standards Order**](http://www2.gov.bc.ca/assets/gov/education/administration/legislation-policy/legislation/schoollaw/j/m41_91.pdf) **and Ministerial requirements**  Comments: | Yes  No |

7.04 Intermediate Program Grade 4 to 9

|  |  |
| --- | --- |
| Does the school offer an Intermediate Program?  Yes  No  If the delivery of your intermediate program is divided into two distinct groups (e.g., Grades 4-6 and  7-9), complete this section twice and identify the grade levels for each subject | ***For Ministry Use Only*** |
| **PROGRAM OVERVIEW:**  Is the school’s intermediate program divided into two distinct groups.  Yes  No  If Yes, **describe**  Group 1:  Group 2: |  |
| **PROGRAM DETAILS:**  **Describe** how each of the following areas of learning is delivered (as a subject or through an integrated/interdisciplinary manner): |  |
| **Mathematics:** | Yes  No |
| **Social Studies:** | Yes  No |
| **Science:** | Yes  No |
| **English Language Arts:** | Yes  No |
| **Arts Education:** | Yes  No |
| **Physical and Health Education:** | Yes  No |
| **Career Education:** | Yes  No |
| **Applied Design, Skills, and Technologies:**  **Grades 4-5: Describe** how the school’s program ensures that the Applied Design, Skills, and Technologies 4-5 curriculum is delivered in combination with grade-level content: | Yes  No |
| **Grades 6-9: Describe** how the school's Grade 6-9 Applied Design, Skills, and Technologies program meets the curricular requirements at each grade level; describe any locally developed modules that are part of the program; and describe if it is offered as a course or delivered in an Interdisciplinary or integrated manner. | Yes  No |
| **Additional language offering in Grades 4-9:**  (Note: If the school’s educational program is offered in English, then this may be French or another language. If the school educational program is French Immersion, then the school is required to offer English as a Second Language.)  **Describe:** | Yes  No |
| **Additional locally developed areas of learning (subjects) that are part of the instructional program and reported out on.**  List and **Describe**: | Yes  No |
| **ADDITIONAL PROGRAM COMPONENTS:**  **Describe** how First Peoples Principles of Learning are being incorporated/embedded into the Intermediate Program | Yes  No |
| **Describe** how Core Competencies are intentionally being developed throughout the Intermediate Program | Yes  No |
| **Learning Assistance:**  **Describe:** | Yes  No |
| **Communicating Student Learning:**  **Describe** the method and frequency of student reporting to parents/guardians: | Yes  No |
| The school's progress reporting framework is moving toward incorporating **student** **self-assessment** to reflect student progress in the **Core Competencies**.  **Describe:** | Yes  No |
| The school's progress reporting framework is moving toward using levels of proficiency  (e.g., B.C. Performance Standard, Quick Scales, etc.) to report out on student learning.  **Describe:** | Yes  No |

|  |  |
| --- | --- |
| ***For Ministry Use Only***  **Section 7.04: The school’s Intermediate Program (4-9) overall planning and classroom practice provides evidence that the Ministry’s 4-9 curriculum is being delivered according to the** [**Educational Standards Order**](http://www2.gov.bc.ca/assets/gov/education/administration/legislation-policy/legislation/schoollaw/j/m41_91.pdf) **and Ministerial requirements.**  Comments: | Yes  No |

7.05 Graduation Program (Grades 10-12)

|  |  |  |  |
| --- | --- | --- | --- |
| **Does the school offer the Graduation Program?**  Yes  No  **PROGRAM OVERVIEW:**  Does the school provide all students a sufficient number and selection of required and elective courses to enable each student to meet the requirements for graduation set out in  Ministerial Order 302/04, the [Graduation Program Order](http://www2.gov.bc.ca/assets/gov/education/administration/legislation-policy/legislation/schoollaw/e/m302_04.pdf). | | |  |
| **Anticipating the Graduation Program curriculum transformation in 2018-19**  Has the school begun preparing for the curricular transformation in the Graduation Program?  If so, **describe** (professional development, etc.): | | |  |
| Has the school started to explore some of the draft curriculum or Core Competencies?  If so, **describe:** | | |  |
| Has the school started to explore some of the draft curriculum or Core Competencies?  If so, **describe:** | | |  |
| To support the upcoming curricular transformation in the graduation program, what are the school's intended directions with some of its key concepts such as flexible learning, concept-based and competency driven curriculum, digital learning environment, First Peoples Principles of Learning, literacy and numeracy emphasis, and inquiry and place-based learning,  **Describe:** | | |  |
| What are the school's anticipated directions in the areas of learning (courses/subjects and integrated/interdisciplinary programs)?  **Describe:** | | |  |
| How Is the Planning 10 and Graduation Transitions delivered this year and is the school exploring  the new directions of Career Education in the 10-12 draft curriculum?  **Describe:** | | |  |
| **PROGRAM DETAILS:**  ***Required Courses***  The EEC confirms that, for the following required courses, overviews and classroom practice provide evidence that Ministry prescribed learning outcomes are being met as required ([Educational Standards Order):](http://www2.gov.bc.ca/assets/gov/education/administration/legislation-policy/legislation/schoollaw/j/m41_91.pdf)  English  Mathematics:  Social Studies:  Sciences:  Physical Education  Modern Languages  Fine Arts & Applied Skills  Health and Career Education  Planning 10  ***Board/Authority Authorized (BAA) Courses***  All BAA courses have been developed according to the [ministry template](http://www2.gov.bc.ca/gov/content/education-training/k-12/support/graduation/getting-credit-to-graduate/board-authority-authorized-courses).  Yes  No | | | Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  Yes  No |
| List the Board/Authority Authorized Courses that are being offered, the ministry course code assigned to each, the authority approval dates and the Ministry approval dates:  BAA courses that are sequential (i.e., Photography 11 and 12)  have unique curricular components and do NOT repeat educational content.  Yes  No  **BAA Course Title Grade Ministry Course Code** | | | Yes  No  Yes  No |
|  |  |  | Yes  No |
| **List any new BAA courses** | **Grade** | **Ministry Course Code** | Yes  No |
| **Ministry Inspection Approval Date (and by whom)** |  |  | Yes  No |
| **Describe** any additional programs offered to students (i.e., AP, IB, other such as Apprenticeship, Career Preparation, etc.): | | | Yes  No |
| ***Elective Courses***  Does the school provide all students a sufficient number and selection of courses to enable each student to meet the 28 elective credit requirements for graduation set out in Ministerial Order 302/04, the [Graduation Program Order](http://www2.gov.bc.ca/assets/gov/education/administration/legislation-policy/legislation/schoollaw/e/m302_04.pdf). | | | Yes  No |

7.05b Graduation Credits

|  |  |
| --- | --- |
| **Describe** the school’s policy regarding the following options for obtaining credits: |  |
| **Equivalency:** | Yes  No |
| **Challenge:** | Yes  No |
| **Independent Directed Studies (IDS):** | Yes  No |
| **External Credentials:** | Yes  No |
| **Distributed Learning:** | Yes  No |
| **Dual Credit:** | Yes  No |

7.05c Student Progress Reporting for Grades 10-12

|  |  |
| --- | --- |
| **Describe** the method and frequency of student reporting to parents/guardians: | Yes  No |

|  |  |
| --- | --- |
| ***For Ministry Use Only***  **Section 7.05:** **The school’s Graduation Program (Grades 10-12) overall curricular compliance documentation, planning, and classroom practice provides evidence that the Ministry’s 2004 Graduation Program is being delivered according to the Educational Standards Order and Ministerial requirements.**  Comments: | Yes  No |

8.0 Report Summary:

|  |
| --- |
| ***For Ministry Use Only***  Commendations:  Recommendations:  Statutory Follow-Up Requirements:  No  Yes  The school authority is required to review the statutory issues listed above and confirm in writing to the Independent Schools Branch its compliance by December 1, 2017  Policy Issues Follow-Up Requirements:  No  Yes  The school authority is required to review the policy issues listed above and confirm in writing to the Independent Schools Branch its compliance by February 1, 2018 |

9.0 Summative Recommendation:

|  |
| --- |
| ***For Ministry Use Only*** |

*Appendix A:* Certified Teaching Staff

NOTE: Please list all instructional staff alphabetically (principals, vice-principals, teachers, certified specialists and certified   
teacher assistants). If more than eight staff, attach additional pages.

ALSO PROVIDE A TEACHER REGULATION BRANCH VERIFICATION STATEMENT THAT LISTS THE TEACHERS BELOW WITH THEIR CURRENT CERTIFICATION. THIS SHOULD BE DATED SEPTEMBER 2017

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name | % of  Time  Employed\* | Certificate Type | | | | Teaching Assignment  \*for secondary teachers,  use Ministry abbreviation  (ex: EN10) | Confirmed by inspector |
| COQ**1** | IS**2** | LOP**3** | Restriction(s) |
|  |  |  |  |  |  |  | Yes  No |
|  |  |  |  |  |  |  | Yes  No |
|  |  |  |  |  |  |  | Yes  No |
|  |  |  |  |  |  |  | Yes  No |
|  |  |  |  |  |  |  | Yes  No |
|  |  |  |  |  |  |  | Yes  No |
|  |  |  |  |  |  |  | Yes  No |
|  |  |  |  |  |  |  | Yes  No |

**\*** F = Full-time; P(%) = part-time

**COQ1** Teacher Regulation Branch Certificate of Qualification:

**IS2** Independent Schools Certificate: Mark “SR” if Subject Restricted; “SSR” if School and Subject Restricted

**LOP3** Letter of Permission

*Appendix B:* Non-Teaching Staff

***NOTE: Please list all non-certified staff alphabetically.*** If more than 10 staff, attach additional pages.

|  |  |  |
| --- | --- | --- |
| Name | Position within the School | Criminal Record Check |
|  |  | Yes  No |
|  |  | Yes  No |
|  |  | Yes  No |
|  |  | Yes  No |
|  |  | Yes  No |
|  |  | Yes No |
|  |  | Yes  No |
|  |  | Yes  No |
|  |  | Yes  No |
|  |  | Yes  No |

*Appendix C:* Educational Programs

* List all additional subjects taught, either under each category or under “OTHER”
* Please add additional pages if needed
* Please answer YES or No under the curricular compliance documentation

|  |  |  |
| --- | --- | --- |
| **K-9 Areas of Learning / Subjects Areas** | **Curricular Compliance** | |
| *School has developed indicate availability of planning instruments/documentation that confirm curricular compliance* | *If these areas of study are delivered in and integrated or interdisciplinary manner, indicate which learning areas are integrated with each other.* |
| **Applied Design, Skills, and Technology** | Yes  No |  |
| **Arts Education** | Yes  No |  |
| **Career Education** | Yes  No |  |
| **English Langage Arts** | Yes  No |  |
| **Second Language  (Core French or other)** | Yes  No |  |
| **Math** | Yes  No |  |
| **Physical and Health Education** | Yes  No |  |
| **Science** | Yes  No |  |
| **Social Studies** | Yes  No |  |
| **Locally Developed Courses:** (list subjects) | Yes  No |  |

*Appendix D:* Graduation Programs

* A minimum of 80 credits are needed to graduate
* Please complete the 2004 Grad column, keeping in mind that the course overview requirement has been simplified. Also answer YES or No under the 2018 graduation years educational program if subjects areas are being explored
* List all additional subjects taught, either under each category or under elective courses
* Please add additional pages if/as needed

| **Graduation Program** | **2004 Grad Program** | | | **2018-19 Graduation Years Educational Program Exploration (if any)** | |
| --- | --- | --- | --- | --- | --- |
| *Credits* | *Hours of Instruction* | *Simplified Course Overviews (content & curriculum link (Y/N)* | *Curricular compliance instruments/documentation is in use/under development (Y/N)* | *Competencies are being introduced into the learning process (Y/N)* |
| **REQUIRED COURSES** |  |  |  |  |  |
|  |  |  |  |  |  |
| **Language Arts 10** |  |  | Yes  No | Yes  No | Yes  No |
|  |  |  |  |  |  |
| **Language Arts 11** |  |  | Yes  No | Yes  No | Yes  No |
|  |  |  |  |  |  |
| **Language Arts 12** |  |  | Yes  No | Yes  No | Yes  No |
|  |  |  |  |  |  |
| **Social Studies 10** |  |  | Yes  No | Yes  No | Yes  No |
|  |  |  |  |  |  |
| **Social Studies 11 or  BC First Nations Studies 12  or Civic Studies 11** |  |  | Yes  No | Yes  No | Yes  No |
|  |  |  |  |  |  |
| **Mathematics 10** |  |  | Yes  No | Yes  No | Yes  No |
| **Apprentice & Workplace  Mathematics 10** |  |  | Yes  No | Yes  No | Yes  No |
| **Foundations of Mathematics  & Pre-Calculus 10** |  |  | Yes  No | Yes  No | Yes  No |
|  |  |  |  |  |  |
| **Mathematics 11** |  |  | Yes  No | Yes  No | Yes  No |
| **A****pprentice & Workplace  Mathematics 11** |  |  | Yes  No | Yes  No | Yes  No |
| **Foundations of Mathematics  & Pre-Calculus 11** |  |  | Yes  No | Yes  No | Yes  No |
|  |  |  |  |  |  |
| **Science 10** |  |  | Yes  No | Yes  No | Yes  No |
|  |  |  |  |  |  |
| **a Science 10 or 12** |  |  | Yes  No | Yes  No | Yes  No |
|  |  |  |  |  |  |
| **Physical Education 10** |  |  | Yes  No | Yes  No | Yes  No |
|  |  |  |  |  |  |
| **Planning 10** |  |  | Yes  No | Yes  No | Yes  No |
|  |  |  |  |  |  |
| **Fine Arts and/or  Applied Skills 10, 11, or 12** |  |  | Yes  No | Yes  No | Yes  No |
|  |  |  |  |  |  |
| **Graduation Transition** |  |  | Yes  No | Yes  No | Yes  No |
|  |  |  | Yes  No | Yes  No | Yes  No |
|  |  |  |  |  |  |
| **ELECTIVE COURSES (28 CREDITS)** |  |  | Yes  No | Yes  No | Yes  No |
|  |  |  |  |  |  |
| **Ministry Authorized Courses (list):** |  |  |  |  |  |
|  |  |  | Yes  No | Yes  No | Yes  No |
|  |  |  | Yes  No | Yes  No | Yes  No |
|  |  |  | Yes  No | Yes  No | Yes  No |
|  |  |  | Yes  No | Yes  No | Yes  No |
|  |  |  | Yes  No | Yes  No | Yes  No |
|  |  |  | Yes  No | Yes  No | Yes  No |
|  |  |  | Yes  No | Yes  No | Yes  No |
| **Board/Authority Authorized Courses (list):** | | | | | |
|  |  |  | Yes  No | Yes  No | Yes  No |
|  |  |  | Yes  No | Yes  No | Yes  No |
|  |  |  | Yes  No | Yes  No | Yes  No |
|  |  |  | Yes  No | Yes  No | Yes  No |
|  |  |  | Yes  No | Yes  No | Yes  No |
|  |  |  | Yes  No | Yes  No | Yes  No |
|  |  |  | Yes  No | Yes  No | Yes  No |
| **If the school is exploring courses of the new graduation program draft curriculum, list the courses that are being explored below):** | | | | | |
|  |  |  | Yes  No | Yes  No | Yes  No |
|  |  |  | Yes  No | Yes  No | Yes  No |
|  |  |  | Yes  No | Yes  No | Yes  No |
|  |  |  | Yes  No | Yes  No | Yes  No |
|  |  |  | Yes  No | Yes  No | Yes  No |
|  |  |  | Yes  No | Yes  No | Yes  No |
|  |  |  | Yes  No | Yes  No | Yes  No |
|  |  |  | Yes  No | Yes  No | Yes  No |