

ORIGINAL

Certificate: July 1, 2008 to June 30, 2014
(Grades K-9) BF

SCHOOL NAME Burnaby Montessori School		GROUP Group(s) 1 X	SCHOOL NUMBER 4196636
CITY Burnaby		PRINCIPAL Ms Faye Balcaen	
SCHOOL AUTHORITY Burnaby Montessori Elementary School Society		SCHOOL PHONE NUMBER 604-298-1661	
GRADES K	ELEMENTARY ENROLMENT 9	SECONDARY ENROLMENT —	HOME-SCHOOLED STUDENTS —
TOTAL STUDENTS 9		INTERNATIONAL STUDENTS —	
RECOMMEND CURRENT GROUP CLASSIFICATION: Yes <input type="checkbox"/> No <input type="checkbox"/> Comment:			
DATE OF VISIT May 31 / 10	MINISTRY INSPECTOR/ASSISTANT INSPECTOR THEO VANDEWEGE		ATTENDEES Faye Balcaen, Sue Sage
PREVIOUS VISIT Feb 25/08 TWJ/EF	SIGNATURE LMUW		CERTIFICATE EXPIRY DATE: 2014

Other than random checks in the school files, the responses noted are those of the school principal.

1. CHANGES SINCE LAST EE/MONITORING INSPECTION IN:

- Facilities (Municipal/Regional District compliance?)
- Programs and/or grade levels (compliance with ESO?)
reduced to K-9
- Administration structure.
- Responses to EE's Statutory Requirements/Policy Issues Report or monitoring inspection follow-up requirements:
all complied with

2. MUNICIPAL REQUIREMENTS

- Facilities meet municipal/regional codes.
Yes ☒ No ☐ Comment:
- Facilities receive regular inspections by local officials.
Yes ☒ No ☐ Comment: Fire, Fraser Health.
- Municipal school zone signs are in good repair.
Yes ☒ No ☐ Comment:

3. STUDENT/SCHOOL SAFETY

- School has regular safety checks of building, grounds and playground equipment.
Yes ☒ No ☐ Comment:
- The school has policies/procedures for the supervision of students at school and on field trips?
Yes ☒ No ☐ Comment:
- Facilities are adequately maintained and clean.
Yes ☒ No ☐ Comment:
- School uses cloth towel dispensers.
Yes ☐ No ☒ Comment:
- The school regularly practices safety procedures.

Earthquake Drills:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Frequency: 5/yr
Fire Drills:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Frequency: 5/yr
Comment:			

4. SCHOOL PHILOSOPHY AND ADMINISTRATION

- a) The school continues to comply with Section 1 of the
- Independent School Act*
- Schedule.

Yes ☒ No ☐ Comment:

- b) Authority has maintained 'good standing' with the Registrar of Companies.

Yes ☒ No ☐ Comment:

- c) E.S. (formerly Q.S.) procedures/documents satisfy the auditor.

Yes ☒ No ☐ Comment:

Name of Auditor:

George Ford Sun

- d) Grants Received:

NOTICE TO READER

Operating Grant \$	32,081	Operating Expenses \$	93,794
Special Education Grant \$	—	# of students receiving Sp. Ed. Grants	
French Grant \$	—	Expenses:	

- e) Does the school receive any special purpose or conditional grants?

Yes ☐ No ☒ Comment:

- f) Authority complies with Section 12(3) & (4) of the
- Independent School Act*
- .

Yes ☒ No ☐ Comment:

- g) School has written policies pertaining to:

Comments:

Student Discipline	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Reporting of Child Abuse	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Student Records	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Appeals (Parent and Teacher)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Supervision	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Anti-bullying	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Field Trips	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Protection of Privacy	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Principal/Teacher Evaluation	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Challenge/equivalency	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/> N/A

5. EDUCATIONAL PROGRAM

- a) Instructional Staff

Teachers:

Assistants:

Headcount:

2

1

FTE

2

1

- i) Principal and teachers hold valid BC certification, and have proper assignments (restricted certification).

Yes ☒ No ☐

Comment:

- ii) Teacher certificate is in progress.

Yes ☐ No ☒

Comment:

BCCT:

ISTC:

- iii) Criminal record checks have been completed for, or authorized by, all staff "working with children."

Yes ☒ No ☐

Comment:

- iv) Staff turnover since last inspection/monitoring visit:

Yes ☐ No ☒

Comment:

b) Student Records:

i) Permanent Student Records

Permanent Record Form 1704 (complete and up-to-date)

Yes ☒ No ☐

Copies of at least two of the most recent years of student progress reports

Yes ☒ No ☐

If applicable - inclusions to support medical alerts, legal alerts, support services information

Yes ☒ No ☐

IEP's/CMP's

Yes ☐ No ☐ N/A

Registered homeschooled students

Yes ☐ No ☐ N/Aii) Additional Student Record Items:

Legal name (photocopy of birth certificate)

Yes ☒ No ☐

Allergies and other health concerns

Yes ☒ No ☐

Emergency contact numbers

Yes ☒ No ☐

Doctor's name and contact information

Yes ☒ No ☐

Care Card number

Yes ☒ No ☐

Official names of parents/guardians with home and work contact information

Yes ☒ No ☐

Verification that parent/guardian is legally in Canada and resident of British Columbia

Yes ☒ No ☐

iii) Student records are stored in a manner that ensures preservation in case of fire, theft, or disaster:

Yes ☒ No ☐

iv) Verification of International Students' legal presence in Canada

Yes ☐ No ☐ N/A

c) i) Educational program continues to be in compliance with the Educational Standards Order Requirements:

Yes ☒ No ☐ Comment:

ii) Course Overviews:

Include content, teaching strategies, assessment, learning outcome linkage (Ministry/Authority) for:

Core Subjects:

K-3

Yes ☐ No ☐ Comment:

4-9

Yes ☐ No ☐ Comment:

Non-Core Subjects:

K-3

Yes ☐ No ☐ Comment:

4-9

Yes ☐ No ☐ Comment:

Graduation Program

required courses

Yes ☐ No ☐ Comment:

electives

Yes ☐ No ☐ Comment:

iii) Board/Authority Authorized Courses:

- have been registered with a 1526 form:

Yes ☐ No ☐ Comment:

- have been developed according to Ministry BAA template?

Yes ☐ No ☐ Comment:

d) i) Special Education programs are offered by the school:

Yes ☐ No ☒ Comment:

ii) Has the school developed a special education policy?

Yes ☐ No ☐ Comment:

iii) All funded special education students have an Individual Education Plan (IEP) or Case Management Plan (CMP):

Yes ☐ No ☐ Comment:

iv) Special Needs budget:

Yes ☐ No ☐ Comment:

e) Provincial Assessment

i) The school participated in Foundation Skills Assessment since the last inspection visit.

Yes ☐ No ☐ Comment:

ongoing review

Grade 4 ☐Grade 7 ☐

ii) Describe the school's use of FSA results:

N/A

iii) Provincial examinations.

Grade 10:

Grade 11:

Grade 12

Comment on the comparisons of school/exam mark:

N/A

iv) School's evaluation program demonstrates student progress in intellectual, social and career development.

Yes ☒No ☐

Comment:

OFFICE FOLLOW-UP INFORMATION:

Yes ☐No ☐

Due Date: _____

EEC:

- ☐ Principal
☐ Staff

ITEMS:

Next Visit:

- ☐ Evaluation
☒ Monitoring 2011
☐ PE
☐ Other

SCHOOL NAME Comox Valley Christian School		GROUP Group(s) 1		SCHOOL NUMBER 7196327	
CITY Comox		PRINCIPAL Ms Joy Tansky			
SCHOOL AUTHORITY Comox Valley Christian Education Society				SCHOOL PHONE NUMBER 250-339-1200	
GRADES <i>K-12</i>	ELEMENTARY ENROLMENT <i>80</i>	SECONDARY ENROLMENT <i>40</i>	HOME-SCHOOLED STUDENTS <i>0</i>	TOTAL STUDENTS <i>120</i>	INTERNATIONAL STUDENTS <i>22</i>
RECOMMEND CURRENT GROUP CLASSIFICATION: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Comment:					
DATE OF VISIT <i>May 2, 2012</i>		MINISTRY INSPECTOR/ASSISTANT INSPECTOR <i>T.G. Ellwood</i>		ATTENDEES <i>Ms. Benadette Pitcher & Ms Joy Tansky</i>	
PREVIOUS VISIT <i>May 3, 2011</i>		SIGNATURE <i>[Signature]</i>		CERTIFICATE EXPIRY DATE: <i>June 30, 2014</i> ✓	
Other than random checks in the school files, the responses noted are those of the school principal.					

1. CHANGES SINCE LAST EE/MONITORING INSPECTION IN: *EEC 2007 - School moved to new location (former Comox Elem Sch.) in 2009.*

- a) Facilities (Municipal/Regional District compliance?) *Former Public School building leased from School District No 71, Comox Valley.*
- b) Programs and/or grade levels (compliance with ESO?) *Same as last monitoring visit - 2011. Grade 12 now in 2nd year.*
- c) Administration structure.
Board - Education Director - Principal - New Ed. Director (Benadette Pitcher)
- d) Responses to EE's Statutory Requirements/Policy Issues Report or monitoring inspection follow-up requirements:
All in order.

2. MUNICIPAL REQUIREMENTS

- a) Facilities meet municipal/regional codes.
Yes ☒ No ☐ Comment:
- b) Facilities receive regular inspections by local officials.
Yes ☒ No ☐ Comment:
- c) Municipal school zone signs are in good repair.
Yes ☒ No ☐ Comment:

Facilities - former Public School owned by SD# 71 & leased to school. All inspections & maintenance are done by Sch. Dist. #71 - Quarterly inspections Fire inspections 2X year.

3. STUDENT/SCHOOL SAFETY

- a) School has regular safety checks of building, grounds and playground equipment.
Yes ☒ No ☐ Comment: *Daily school staff - quarterly S.D.#71*
- b) The school has policies/procedures for the supervision of students at school and on field trips?
Yes ☒ No ☐ Comment:
- c) Facilities are adequately maintained and clean.
Yes ☒ No ☐ Comment:
- d) School uses cloth towel dispensers.
Yes ☐ No ☒ Comment: *Only Paper*
- e) The school regularly practices safety procedures.

Earthquake Drills: Yes ☒ No ☐
Fire Drills: Yes ☒ No ☐
Comment:

Frequency: *4X year* *logged*
Frequency: *4X year* *logged*

4. SCHOOL PHILOSOPHY AND ADMINISTRATION

- a) The school continues to comply with Section 1 of the
- Independent School Act*
- Schedule.

Yes ☒ No ☐ Comment:

- b) Authority has maintained 'good standing' with the Registrar of Companies.

Yes ☒ No ☐ Comment: Last report Jan. 16, 2012

- c) E.S. (formerly Q.S.) procedures/documents satisfy the auditor.

Yes ☒ No ☐ Comment:

Name of Auditor: Lund & Thorburn.

- d) Grants Received:

2010/11

Operating Grant \$	\$429,714	Operating Expenses \$	\$887,402
Special Education Grant \$	45,800	# of students receiving Sp. Ed. Grants	22s
French Grant \$	Est \$100.00	Expenses:	over \$1000 plus \$15,000 for 4 weeks

- e) Does the school receive any special purpose or conditional grants?

Yes ☒ No ☐ Comment: Sat, Reach, Learn - \$1200.00

- f) Authority complies with Section 12(3) & (4) of the
- Independent School Act*
- .

Yes ☒ No ☐ Comment:

- g) School has written policies pertaining to:

Comments:

Student Discipline
Reporting of Child Abuse
Student Records
Appeals (Parent and Teacher)
Supervision
Anti-bullying
Field Trips
Protection of Privacy
Principal/Teacher Evaluation
Challenge/equivalency

Yes ☒ No ☐
Yes ☒ No ☐
Yes ☒ No ☐
Yes ☒ No ☐
Yes ☒ No ☐
Yes ☒ No ☐
Yes ☒ No ☐
Yes ☒ No ☐
Yes ☒ No ☐
Yes ☒ No ☐
Yes ☒ No ☐

- uses Ministry's.

5. EDUCATIONAL PROGRAM

- a) Instructional Staff

Teachers:

Assistants:

Headcount:

FTE

17
113
2.5

- i) Principal and teachers hold valid BC certification, and have proper assignments (restricted certification).

Yes ☒ No ☐ Comment:

- ii) Teacher certificate is in progress.

Yes ☐ No ☐ Comment:

BCCT:

ISTC:

22s

school & subject restricted - Art - for 2 1/2 @ wk.
seeking to expand restricted Certificate to include Bible.

- iii) Criminal record checks have been completed for, or authorized by, all staff "working with children."

Yes ☒ No ☐ Comment:

- iv) Staff turnover since last inspection/monitoring visit:

Yes ☒ No ☐ Comment:

School has increased enrollment & grade range since
EEC of 2007 - from 7 teachers to 17. 4 of the
original staff remain. Since last year
and 2 new staff added.

22s

b) Student Records:

i) Permanent Student Records

Permanent Record Form 1704 (complete and up-to-date)

Copies of at least two of the most recent years of student progress reports

If applicable - inclusions to support medical alerts, legal alerts, support services information

IEP's/CMP's

Registered homeschooled students

Yes ☒ No ☐Yes ☒ No ☐Yes ☒ No ☐Yes ☒ No ☐Yes ☐ No ☒ N/ABCeSTS.
works for this
school.ii) Additional Student Record Items:

Legal name (photocopy of birth certificate)

Allergies and other health concerns

Emergency contact numbers

Doctor's name and contact information

Care Card number

Official names of parents/guardians with home and work contact information

Verification that parent/guardian is legally in Canada and resident of British Columbia

Yes ☒ No ☐Yes ☒ No ☐Yes ☒ No ☐Yes ☒ No ☐Yes ☒ No ☐Yes ☒ No ☐Yes ☒ No ☐

iii) Student records are stored in a manner that ensures preservation in case of fire, theft, or disaster:

Yes ☒ No ☐

iv) Verification of International Students' legal presence in Canada

Yes ☒ No ☐

c) i) Educational program continues to be in compliance with the Educational Standards Order Requirements:

Yes ☒ No ☐ Comment:

ii) Course Overviews:

Include content, teaching strategies, assessment, learning outcome linkage (Ministry/Authority) for:

Core Subjects:

K-3

Yes ☒ No ☐ Comment:

4-9

Yes ☒ No ☐ Comment:

Non-Core Subjects:

K-3

Yes ☒ No ☐ Comment:

4-9

Yes ☒ No ☐ Comment:

Graduation Program

required courses

Yes ☒ No ☐ Comment:

electives

Yes ☒ No ☐ Comment:

iii) Board/Authority Authorized Courses:

- have been registered with a 1526 form:

Yes ☒ No ☐ Comment:

- have been developed according to Ministry BAA template?

Yes ☒ No ☐ Comment:New BAA Courses signed off.
during this visit.
Biblical Studies 10
Film & Literature 12
P.E. Leadership 12

d) i) Special Education programs are offered by the school:

Yes ☒ No ☐ Comment: Special Ed Teacher + TA's

ii) Has the school developed a special education policy?

Yes ☒ No ☐ Comment: In class & pullout support

iii) All funded special education students have an Individual Education Plan (IEP) or Case Management Plan (CMP):

Yes ☒ No ☐ Comment:

iv) Special Needs budget:

Yes ☒ No ☐ Comment:

e) Provincial Assessment

i) The school participated in Foundation Skills Assessment since the last inspection visit.

Yes ☒ No ☐ Comment:

Grade 4 ☒Grade 7 ☒

- ii) Describe the school's use of FSA results: Gr 4 - Good results
Gr 7 - Invalid..

- iii) Provincial examinations.

225

225

Grade 10:

Grade 1:

Comment on the comparisons of school/exam mark:

EN. SC. MATH
Very close school & Exam marks - Very Good.SS.
EN 12
Bio 12.

- iv) School's evaluation program demonstrates student progress in intellectual, social and career development.

Yes ☒No ☐

Comment:

OFFICE FOLLOW-UP INFORMATION:

Yes ☐No ☐

Due Date:

EEC:

- ☐ Principal
☐ Staff

ITEMS:

- 1 Previous monitoring noted the principal had not been evaluated. This has now been done.
- 2 The school appears well organized, and managed.
- 3 Principal responsible for education (curriculum, teacher assignments and evaluation). Education Director looks after overall administration.
- 4 School has experienced considerable growth in students, staff & grade range since 2007.

Next Visit:

- ☒ Evaluation 2013
☐ Monitoring
☐ PE
☐ Other

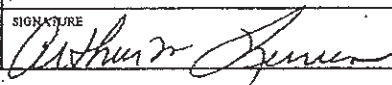


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Ministry of Education

Office of the Inspector of
Independent Schools

GROUP 1 AND 2
MONITORING INSPECTION
SCHOOL YEAR 2011-2012

SCHOOL NAME HAAHUUPAYAK SCHOOL				GROUP GROUP 2	SCHOOL NUMBER 7097093
CITY PORT ALBERNI			PRINCIPAL MS. KAILEE CARR		
SCHOOL AUTHORITY HAAHUUPAYAK SOCIETY				SCHOOL PHONE NUMBER 250-724-5542	
GRADES K-6	ELEMENTARY ENROLMENT 78	SECONDARY ENROLMENT	HOME-SCHOOLED STUDENTS	TOTAL STUDENTS 78	INTERNATIONAL STUDENTS
RECOMMEND CURRENT GROUP CLASSIFICATION YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> COMMENT:					
DATE OF VISIT June 01, 2012		MINISTRY INSPECTOR/ASSISTANT INSPECTOR MR. ART THERRIEN		ATTENDEES MS. KAILEE CARR	
PREVIOUS VISIT OCTOBER 5-6, 2009		SIGNATURE 		CERTIFICATE EXPIRY DATE JUNE 13, 2016	

Other than random checks in the school files, the responses noted are those of the school principal.

1. CHANGES SINCE LAST EE/ MONITORING INSPECTION IN:

- a) Facilities (Municipal/Regional District compliance?)

None

- b) Programs and/or grade levels (compliance with ESO?)

None

- c) Administration structure

1.0 FTE Principal with no teaching assignment.

- d) Responses to EE's Statutory Requirements/Policy Issues Report or monitoring inspection follow-up requirements:

Teacher certification issues resolved. ZSS by the school. ZSS s designated as a teacher assistant working in a classroom under the direction of a certified teacher.

2. MUNICIPAL REQUIREMENTS

- a) Facilities meet municipal/regional codes.

Yes No Comment: *Facilities are located on Reserve Lands.*

- b) Facilities receive regular inspections by local officials.

Yes X No Comment:

- c) Municipal school zone signs are in good repair.

Yes X No Comment:

3. STUDENT/SCHOOL SAFETY

- a) School has regular safety checks of building, grounds and playground equipment.

Yes X No Comment: *Safety checks are completed by Band personnel*

- b) The school has policies/procedures for the supervision of students at school and on field trips?

Yes X No Comment:

- c) Facilities are adequately maintained and clean.

Yes ☒ No ☐ Comment:

- d) School uses cloth towel dispensers.

Yes ☐ No ☒ Comment:

- e) The school regularly practices safety procedures.

Earthquake drills: Yes ☒ No ☐ Frequency: 2Fire drills: Yes ☒ No ☐ Frequency: 6

Comment:

4. SCHOOL PHILOSOPHY AND ADMINISTRATION

- a) The school continues to comply with Section 1 of the
- Independent School Act*
- Schedule.

Yes ☒ No ☐ Comment:

- b) Authority has maintained 'good standing' with the Registrar of Companies.

Yes ☒ No ☐ Comment:

- c) E.S. (formerly Q.S.) procedures/documents satisfy the auditor.

Yes ☒ No ☐ Comment:Name of Auditor: *Sabo, Jang*

- d) Grants received:

Operating Grant \$	\$684,576 (provincial funding)	Operating Expenses \$	
Special Education Grant \$	\$27,000 (provincial funding)	# of students receiving Sp. Ed. Grants	22 ^s
Special Education Grant \$	\$63,000 (FNESC funding)	Expenses	

- e) Does the school receive any special purpose or conditional grants?

Yes ☒ No ☐ Comment: *Canadian Arts Council \$15,000, BCA Friendship \$20,000, FNESC \$15,000*

- f) Authority complies with Section 12 (3) & (4) of the
- Independent School Act*
- .

Yes ☒ No ☐ Comment:

- g) School has written policies pertaining to:

	Yes	No	Comments:
Student Discipline	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Reporting of Child Abuse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Student Records	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Appeals (Parent and Teacher)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Supervision	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Anti-bullying	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Field Trips	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Protection of Privacy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Principal / Teacher Evaluation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Challenge/equivalency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

5. EDUCATIONAL PROGRAM

a) Instructional Staff Teachers: Assistants:

Headcount 7 8

FTE 7 8

i) Principal and teachers hold valid BC certification, and have proper assignments (restricted certification).

Yes X No Comment:

ii) Teaching certificate is in progress.

Yes No Comment:

BCCT:

ISTC:

iii) Criminal records checks have been completed for, or authorized by, all staff "working with children."

Yes X No Comment:

iv) Staff turnover since last inspection/monitoring visit:

Yes X No Comment: Two teachers

b) Student Records:

i) Permanent Student Records

Permanent Record Form 1704 (complete and up-to-date)

Yes X No

Copies of at least two of the most recent years of student progress reports

Yes X No

If applicable - inclusions to support medical alerts, legal alerts, support services information

Yes X No

IEP's/CMP's

Yes X No

Registered homeschooled students

Yes No

ii) Additional Student Record Items:

Legal name (photocopy of birth certificate)

Yes X No

Allergies and other health concerns

Yes X No

Emergency contact numbers

Yes X No

Doctor's name and contact information

Yes X No

Care Card number

Yes X No

Official names of parents/guardians with home and work contact information

Yes X No

Verification that parent/guardian is legally in Canada and resident of British Columbia

Yes No

iii) Student records are stored in a manner that ensures preservation in case of fire, theft, or disaster:

Yes X No

iv) Verification of International Students' legal presence in Canada

Yes No

c) i) Educational program continues to be in compliance with the Educational Standards Order Requirements.

Yes X No Comment:

ii) Course Overviews:

Include content, teaching strategies, assessment, learning outcome linkage (Ministry/Authority) for:

Core Subjects:

K-3 Yes X No Comment:

4-9 Yes X No Comment:

Non-Core Subjects:

K-3 Yes X No Comment:

4-9 Yes X No Comment:

Graduation program

required courses Yes No Comment:

electives Yes No Comment:

iii) Board/Authority Authorized Courses:

• have been registered with a 1526 form: Yes No Comment:

• have been developed according to Ministry BAA template? Yes No Comment:

d) i) Special Education Programs are offered by the school:

Yes X No Comment:

ii) Has the school developed a special education policy?

Yes X No Comment:

iii) All funded special education students have an Individual Educational Plan (IEP) or Case Management Plan (CMP):

Yes X No Comment:

iv) Special Needs budget:

Yes X No Comment:

e) Provincial Assessment

i) The school participated in Foundation Skills Assessment since the last inspection visit.

Yes X No Comment:

Grade 4 X Grade 7 X

ii) Describe the school's use of FSA results:

Individual results sent home, teachers review and discuss

iii) Provincial examinations.

Grade 10:

Grade 11:

Grade 12

Comment on the comparison of school/exam mark:

iv) School's evaluation program demonstrates student progress in intellectual, social and career development.

Yes ☒

No

Comment:

OFFICE FOLLOW-UP INFORMATION

Yes

No ☒

Due Date: _____

ITEMS:

EEC:

☐ Principal☐ Staff

Next Visit:

☐ Evaluation☐ Monitoring☐ PE☐ Other



Ministry of Education

Ministry of Education

Office of the Inspector
of Independent Schools

Group 1 and 2 Monitoring Inspection Report School Year 2011/2012

SCHOOL NAME Sunrise Waldorf School		GROUP Group(s) 1		SCHOOL NUMBER 7996368	
CITY Duncan		PRINCIPAL Mr John Canty (ROW)			
SCHOOL AUTHORITY Sunrise Educational Society		SCHOOL PHONE NUMBER 250-743-7253			
GRADES K-8	ELEMENTARY ENROLLMENT 156	SECONDARY ENROLLMENT —	HOME-SCHOOL'D STUDENTS —	TOTAL STUDENTS 156	INTERNATIONAL STUDENTS 6
RECOMMEND CURRENT GROUP CLASSIFICATION: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Comment:					
DATE OF VISIT MAY 29-30, 2012		MINISTRY INSPECTOR/ASSISTANT INSPECTOR J. BEERE		ATTENDEES ROW CANTY - PEDAGOGICAL ADMINISTRATOR KEVIN MCDUFF - BUSINESS ADMINISTRATOR	
PREVIOUS VISIT OCTOBER 21-22, 2009		SIGNATURE <i>J. Beere</i>		CERTIFICATE EXPIRY DATE: JUNE 2014	
Other than random checks in the school files, the responses noted are those of the school principal.					

1. CHANGES SINCE LAST EE/MONITORING INSPECTION IN:

- Facilities (Municipal/Regional District compliance?)
NEW PLAYFIELD
- Programs and/or grade levels (compliance with ESC?)
FULL-DAY KG
- Administration structure.
DEVELOPMENT COORDINATOR POSITION EXPANDED; BOOKKEEPER/RECEPTIONIST POSITION EXPANDED
- Responses to EE's Statutory Requirements/Policy Issues Report or monitoring inspection follow-up requirements:
N/A - NO POLICY OR STATUTORY ITEMS LISTED OCT/09 EEC REPORT

2. MUNICIPAL REQUIREMENTS

- Facilities meet municipal/regional codes.
Yes ☒ No ☐ Comment: SEPT 14/09 COMPLIANCE LETTER: PLANNING & DEVELOPMENT DEPT; COWICHAN VALLEY REGIONAL DISTRICT
- Facilities receive regular inspections by local officials.
Yes ☒ No ☐ Comment: FIRE DEPT
WATER SAFETY
MINISTRY OF HEALTH - EEC INSPECTIONS
FIRE ALARM COMPANY
- Municipal school zone signs are in good repair.
Yes ☒ No ☐ Comment:

3. STUDENT/SCHOOL SAFETY

- School has regular safety checks of building, grounds and playground equipment.
Yes ☒ No ☐ Comment: SCHOOL WILL DOCUMENT
- The school has policies/procedures for the supervision of students at school and on field trips?
Yes ☐ No ☒ Comment: WILL DEVELOP
- Facilities are adequately maintained and clean.
Yes ☒ No ☐ Comment:
- School uses cloth towel dispensers.
Yes ☐ No ☒ Comment:
- The school regularly practices safety procedures.
Earthquake Drills: Yes ☒ No ☐ Frequency: 2x/year
Fire Drills: Yes ☒ No ☐ Frequency: 4-6x/year
Comment:

4. SCHOOL PHILOSOPHY AND ADMINISTRATION

- a) The school continues to comply with Section 1 of the
- Independent School Act*
- Schedule.

Yes ☒ No ☐ Comment:

- b) Authority has maintained 'good standing' with the Registrar of Companies.

Yes ☒ No ☐ Comment:

LATEST FILING DATE: NOV 18, 2011

- c) E.S. (formerly Q.S.) procedures/documents satisfy the auditor.

Yes ☒ No ☐ Comment:

Name of Auditor: HOYES, STEWART, LITTLE & CO.

- d) Grants Received:

2010-11 SCHOOL YEAR AUDIT

Operating Grant \$	504,316	Operating Expenses \$	1,348,935
Special Education Grant \$	22,875	# of students receiving Sp. Ed. Grants	228
French Grant \$		Expenses:	

- e) Does the school receive any special purpose or conditional grants?

Yes ☐ No ☒ Comment:

- f) Authority complies with Section 12(3) & (4) of the
- Independent School Act*
- .

Yes ☒ No ☐ Comment:

- g) School has written policies pertaining to:

Comments:

Student Discipline	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Reporting of Child Abuse	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	OUTDATED
Student Records	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	OUTDATED
Appeals (Parent and Teacher)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	NEEDS TO BE UPDATED WITH NEW HEAD OF SCHOOL POSITION WHEN FILLED
Supervision	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Anti-bullying	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Schedule but no policy
Field Trips	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Protection of Privacy	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Principal/Teacher Evaluation	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Challenge/Equivalency	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A

5. EDUCATIONAL PROGRAM

- a) Instructional Staff

Teachers:

Assistants:

Headcount:

16

3

Special Ed / Remedial

228

FTE:

15.6

- i) Principal and teachers hold valid BC certification, and have proper assignments (restricted certification).

Yes ☐ No ☐

Comment:

228

EXTENSION OF LOP

- ii) Teacher certificate is in progress.

Yes ☒ No ☐

Comment:

OTHERS ALL VALID BC TEACHER CERTIFICATION

BCCT

ISTC:

SEE NOTE ABOVE

- iii) Criminal record checks have been completed for, or authorized by, all staff "working with children."

Yes ☒ No ☐

Comment:

HOWEVER 228 OUTDATED (MORE THAN 5 YEARS OLD)
TEACHERS HAVE RE-APPLIED

- iv) Staff turnover since last inspection/monitoring visit

Yes ☒ No ☐

Comment:

9 TEACHERS IN 2 YEARS

b) Student Records:

i) Permanent Student Records

Permanent Record Form 1704 (complete and up-to-date)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Copies of at least two of the most recent years of student progress reports	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
If applicable - inclusions to support medical alerts, legal alerts, support services information	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
IEP's/CMP's	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Registered homeschooled students	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A

ii) Additional Student Record Items:

Legal name (photocopy of birth certificate)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Allergies and other health concerns	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Emergency contact numbers	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Doctor's name and contact information	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Care Card number	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Official names of parents/guardians with home and work contact information	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Verification that parent/guardian is legally in Canada and resident of British Columbia	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

iii) Student records are stored in a manner that ensures preservation in case of fire, theft, or disaster: Yes ☒ No ☐

iv) Verification of International Students' legal presence in Canada: Yes ☒ No ☐

e) i) Educational program continues to be in compliance with the Educational Standards Order Requirements:

Yes ☒ No ☐ Comment:

ii) Course Overviews:

Include content, teaching strategies, assessment, learning outcome linkage (Ministry/Authority) for:

Core Subjects:

K-3 Yes ☒ No ☐ Comment:

4-9 Yes ☒ No ☐ Comment:

Non-Core Subjects:

K-3 Yes ☒ No ☐ Comment:

4-9 Yes ☒ No ☐ Comment:

Graduation Program

required courses Yes ☐ No ☐ Comment: N/A

electives Yes ☐ No ☐ Comment: N/A

iii) Board/Authority Authorized Courses:

- have been registered with a 1526 form: Yes ☐ No ☐ Comment: N/A

- have been developed according to Ministry BAA template? Yes ☐ No ☐ Comment: N/A

d) i) Special Education programs are offered by the school:

Yes ☒ No ☐ Comment:

ii) Has the school developed a special education policy?

Yes ☒ No ☐ Comment:

iii) All funded special education students have an Individual Education Plan (IEP) or Case Management Plan (CMP):

Yes ☒ No ☐ Comment:

iv) Special Needs budget:

Yes ☒ No ☐ Comment:

e) Provincial Assessment

i) The school participated in Foundation Skills Assessment since the last inspection visit.

Yes ☒ No ☐ Comment:

Grade 4 ☒Grade 7 ☒

ii) Describe the school's use of FSA results:

iii) Provincial examinations

N/A

Grade 10:

Grade 11:

Grade 12

Comment on the comparisons of school/exam mark:

iv) School's evaluation program demonstrates student progress in intellectual, social and career development.

Yes ☒No ☐

Comment:

OFFICE FOLLOW-UP INFORMATION:

Yes ☐No ☐

Due Date:

REC:

☐ Principal☐ Staff

ITEMS:

* UPDATE THE FOLLOWING POLICIES

(OCTOBER 2012)

- REPORTING CHILD ABUSE

- STUDENT RECORDS

- APPEALS

- STUDENT SUPERVISION

- FIELD TRIP

ZZS

Next Visit:

☐ Evaluation☐ Monitoring☐ PE☐ Other

ZZS

STAFF MEMBERS - RENEW CRIMINAL RECORD
CHECKS (LAST 5 YEARS)

(IMMEDIATELY)

ZZS



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GROUP 1 AND 2
MONITORING INSPECTION
SCHOOL YEAR 2011-2012

BC

Certificate: July 1, 2010 to June 30, 2016 (K-9)

SCHOOL NAME PLEASANT VALLEY CHRISTIAN ACADEMY				GROUP 1	SCHOOL NUMBER 2296035	
CITY VERNON				PRINCIPAL MS SHANNON GERBER		
SCHOOL AUTHORITY SDA CHURCH - BC CONFERENCE				SCHOOL PHONE NUMBER 250-545-7852		
GRADES 1-8	ELEMENTARY ENROLMENT 23	SECONDARY ENROLMENT N/A	HOME-SCHOOLED STUDENTS NONE	TOTAL STUDENTS 23	INTERNATIONAL STUDENTS NONE	
RECOMMEND CURRENT GROUP CLASSIFICATION: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> COMMENT:						
DATE OF VISIT May 4, 2012		MINISTRY INSPECTOR/ASSISTANT INSPECTOR FOR OIS: RITA SMITH		ATTENDEES PRINCIPAL: SHANNON GERBER		
PREVIOUS VISIT EE: September 2009		SIGNATURE <i>Rita Smith</i>		CERTIFICATE EXPIRY DATE: JUNE 30, 2016		

Other than random checks in the school files, the responses noted are those of the school principal.

1. CHANGES SINCE LAST EE/ MONITORING INSPECTION IN:

- Facilities (Municipal/Regional District compliance?)
None
- Programs and/or grade levels (compliance with ESO?)
Currently, no students enrolled in Kindergarten or Grade 9.
- Administration structure
Since September 2011 the school has employed a teacher 0.7 FTE to administrate (0.35) and teach (0.35). She is on-site full-time because, for the other 0.3 FTE, she is employed to teach in the BCSDA Office of Education online school.
- Responses to EE's Statutory Requirements/Policy Issues Report or monitoring inspection follow-up requirements:
There were no Statutory Requirements or Policy Issues in the 2009 EE Report.x

2. MUNICIPAL REQUIREMENTS

- Facilities meet municipal/regional codes.
Yes ☒ No ☐ Comment:
- Facilities receive regular inspections by local officials.
Yes ☒ No ☐ Comment:
- Municipal school zone signs are in good repair.
Yes ☐ No ☒ Comment: *The school has no municipal school zone signage. The Principal indicates this is due to the school's distance from the road. She will contact the city of Vernon to inquire about signage.*

3. STUDENT/SCHOOL SAFETY

- School has regular safety checks of building, grounds and playground equipment.
Yes ☒ No ☐ Comment:
- The school has policies/procedures for the supervision of students at school and on field trips?
Yes ☒ No ☐ Comment:

- c) Facilities are adequately maintained and clean.

Yes ☒ No ☐ Comment:

- d) School uses cloth towel dispensers.

Yes ☐ No ☒ Comment:

- e) The school regularly practices safety procedures.

Earthquake drills: Yes ☒ No ☐

Frequency: *Twice yearly*

Fire drills: Yes ☒ No ☐

Frequency: *Once per term*

Comment: *The Principal intends to increase the number of fire drills per year.*

4. SCHOOL PHILOSOPHY AND ADMINISTRATION

- a) The school continues to comply with Section 1 of the *Independent School Act* Schedule.

Yes ☒ No ☐ Comment:

- b) Authority has maintained 'good standing' with the Registrar of Companies.

Yes ☐ No ☒ Comment: *N/A The school operates under a Private Act of Parliament (Seventh-Day Adventist BC Conference) assented to July 27, 1990.*

- c) E.S. (formerly Q.S.) procedures/documents satisfy the auditor.

Yes ☒ No ☐ Comment:

Name of Auditor: *Gary Zachary, CGA (Victoria)*

- d) Grants received: *2010-2011 School Year*

Operating Grant \$	\$98,532.00	Operating Expenses \$	\$185,476.65
Special Education Grant \$	None	# of students receiving Sp. Ed. Grants	None
French Grant \$	\$111.00	Expenses	\$1610.57

- e) Does the school receive any special purpose or conditional grants?

Yes ☐ No ☒ Comment:

- f) Authority complies with Section 12 (3) & (4) of the *Independent School Act*.

Yes ☒ No ☐ Comment:

- g) School has written policies pertaining to:

Student Discipline	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Comments:
Reporting of Child Abuse	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Student Records	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Appeals (Parent and Teacher)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Supervision	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Anti-bullying	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Field Trips	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Protection of Privacy	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Principal / Teacher Evaluation	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Challenge/equivalency	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	

4-9 (4-8)

Yes ☒ No ☐ Comment:

Graduation program N/A

required courses

Yes ☐ No ☐ Comment:

electives

Yes ☐ No ☐ Comment:

iii) Board/Authority Authorized Courses: N/A

- have been registered with a 1526 form:

Yes ☐ No ☐ Comment:

- have been developed according to Ministry BAA template?

Yes ☐ No ☐ Comment:

d) i) Special Education Programs are offered by the school:

Yes ☐ No ☒ Comment: *Currently there is no Special Education Program*

ii) Has the school developed a special education policy?

Yes ☐ No ☒ Comment: *The Principal will investigate the possibility of adding this item to the school's admission policy.*

iii) All funded special education students have an Individual Educational Plan (IEP) or Case Management Plan (CMP):

Yes ☐ No ☒ Comment: *N/A*

iv) Special Needs budget:

Yes ☐ No ☒ Comment: *N/A*

e) Provincial Assessment

i) The school participated in Foundation Skills Assessment since the last inspection visit.

Yes ☒ No ☐ Comment:Grade 4 ☒ Grade 7 ☒

ii) Describe the school's use of FSA results:

Teachers identify patterns and use the information to direct their planning.

iii) Provincial examinations. N/A

Grade 10:

Grade 11:

Grade 12

Comment on the comparison of school/exam mark:

iv) School's evaluation program demonstrates student progress in intellectual, social and career development.

Yes ☒ No ☐ Comment:

OFFICE FOLLOW-UP INFORMATION

Yes ☐

No ☐

Due Date: _____

ITEMS:

EEC:	
<input type="checkbox"/>	Principal
<input type="checkbox"/>	Staff

Next Visit:	
<input type="checkbox"/>	Evaluation
<input checked="" type="checkbox"/>	Monitoring
<input type="checkbox"/>	PE
<input type="checkbox"/>	Other

2013




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GROUP 1 AND 2
MONITORING INSPECTION
SCHOOL YEAR 2011-2012

SCHOOL NAME PEACE CHRISTIAN SCHOOL				GROUP 1	SCHOOL NUMBER 05996188	
CITY CHETWYND			PRINCIPAL Darren Shankel			
SCHOOL AUTHORITY BC Conference of Seventh Day Adventists (Education)				SCHOOL PHONE NUMBER 250 788-2044		
GRADES K - 10	ELEMENTARY ENROLMENT 83	SECONDARY ENROLMENT 21	HOME-SCHOOLED STUDENTS 0	TOTAL STUDENTS 104	INTERNATIONAL STUDENTS 0	
RECOMMEND CURRENT GROUP CLASSIFICATION: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> COMMENT:						
DATE OF VISIT May 29, 2012		MINISTRY INSPECTOR/ASSISTANT INSPECTOR Janet Hitchcock		ATTENDEES		
PREVIOUS VISIT September 2009		SIGNATURE 		CERTIFICATE EXPIRY DATE:		

Other than random checks in the school files, the responses noted are those of the school principal.

1. CHANGES SINCE LAST EE/ MONITORING INSPECTION IN:

- a) Facilities (Municipal/Regional District compliance?) The school has moved into an old public school building that was built about 28 years ago and had been vacant for a few years.
- b) Programs and/or grade levels (compliance with ESO?) There have been no changes since the previous report but they are planning to start Grade 11 in September 2012 and Grade 12 the following year.
- c) Administration structure – no changes
- c) Responses to EE's Statutory Requirements/Policy Issues Report or monitoring inspection follow-up requirements:
A job description has been developed for the principal and secretary. Student files indicate that they are in compliance with Ministry requirements. Policies have been developed for and Appeal Process and Admissions. The school is now offering its courses at single Grade levels and no longer working with two year cycles and the course overviews are in line with this. Course overviews were available for all courses at all grade levels. The policy requirements regarding the previous facility were met but are no longer relevant. None of the students are taking any courses though DL although this might be looked at again for some Grade 11 elective courses.

2. MUNICIPAL REQUIREMENTS

- a) Facilities meet municipal/regional codes.
Yes ☐ No ☐ Comment: There was nothing to show that the school was meeting Municipal codes but they are working with the local municipality to obtain building permits for an expansion to the current facility that will include a new gymnasium. Once that is completed they will require permits to show they meet local codes.
- b) Facilities receive regular inspections by local officials.
Yes ☒ No ☐ Comment: A fire inspection had been completed on May 26, 2012
- c) Municipal school zone signs are in good repair.
Yes ☐ No ☐ Comment: The school is at the end of a short gravel no-through road and has no municipal school sign but there is a large Peace Christian School sign.

3. STUDENT/SCHOOL SAFETY

- a) School has regular safety checks of building, grounds and playground equipment.
Yes ☒ No ☐ Comment: These are done regularly by the Principal.
- b) The school has policies/procedures for the supervision of students at school and on field trips?
Yes ☒ No ☐ Comment:

- c) Facilities are adequately maintained and clean.

Yes ☒ No ☐ Comment:

- d) School uses cloth towel dispensers.

Yes ☐ No ☒ Comment:

- e) The school regularly practices safety procedures.

Earthquake drills: Yes ☐ No ☒ Frequency: So far none this year but the principal assured me one would get done.

Fire drills: Yes ☒ No ☐ Frequency: 2 this year

Comment:

4. SCHOOL PHILOSOPHY AND ADMINISTRATION

- a) The school continues to comply with Section 1 of the *Independent School Act* Schedule.

Yes ☒ No ☐ Comment:

- b) Authority has maintained 'good standing' with the Registrar of Companies.

Yes ☐ No ☐ Comment: The school is incorporated under the Private Act PA#0000371 and as such is not required to file.

- c) E.S. (formerly Q.S.) procedures/documents satisfy the auditor.

Yes ☒ No ☐ Comment:

Name of Auditor: Gary Zachary, Sydney BC. (Done through their conference)

- d) Grants received:

Operating Grant \$	\$435,603	Operating Expenses \$	\$486,174
Special Education Grant \$	\$54,900	# of students receiving Sp. Ed. Grants	225
French Grant \$	\$0	Expenses	\$0

- e) Does the school receive any special purpose or conditional grants?

Yes ☐ No ☒ Comment:

- f) Authority complies with Section 12 (3) & (4) of the *Independent School Act*.

Yes ☒ No ☐ Comment:

- g) School has written policies pertaining to:

Student Discipline
Reporting of Child Abuse
Student Records
Appeals (Parent and Teacher)
Supervision
Anti-bullying
Field Trips
Protection of Privacy

Yes ☒ No ☐ A brief statement not a full policy
Yes ☒ No ☐
Yes ☒ No ☐
Yes ☒ No ☐
Yes ☒ No ☐
Yes ☒ No ☐ A brief statement of zero tolerance
Yes ☒ No ☐
Yes ☒ No ☐

Comments:

Principal / Teacher Evaluation	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Challenge/equivalency	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

5. EDUCATIONAL PROGRAM

a) Instructional Staff Teachers: Assistants:

Headcount 10 4FTE 8.4 3

i) Principal and teachers hold valid BC certification, and have proper assignments (restricted certification).

Yes ☒ No ☐ Comment:

ii) Teaching certificate is in progress.

Yes ☐ No ☒ Comment: All have current certification.

BCCT:

ISTC:

iii) Criminal records checks have been completed for, or authorized by, all staff "working with children."

Yes ☒ No ☐ Comment:

iv) Staff turnover since last inspection/monitoring visit:

Yes ☒ No ☐ Comment: Mostly through an increase, 4 new teachers and 22s

b) Student Records:

i) Permanent Student RecordsPermanent Record Form 1704 (complete and up-to-date) Yes ☒ No ☐Copies of at least two of the most recent years of student progress reports Yes ☒ No ☐If applicable - inclusions to support medical alerts, legal alerts, support services information Yes ☒ No ☐IEP's/CMP's Yes ☒ No ☐Registered homeschooled students Yes ☐ No ☒ii) Additional Student Record Items:Legal name (photocopy of birth certificate) Yes ☒ No ☐Allergies and other health concerns Yes ☒ No ☐Emergency contact numbers Yes ☒ No ☐Doctor's name and contact information Yes ☒ No ☐Care Card number Yes ☒ No ☐Official names of parents/guardians with home and work contact information Yes ☒ No ☐Verification that parent/guardian is legally in Canada and resident of British Columbia Yes ☒ No ☐iii) Student records are stored in a manner that ensures preservation in case of fire, theft, or disaster: Yes ☒ No ☐iv) Verification of International Students' legal presence in Canada Yes ☒ No ☐

c) i) Educational program continues to be in compliance with the Educational Standards Order Requirements.

Yes ☒ No ☐ Comment:

ii) Course Overviews:

Include content, teaching strategies, assessment, learning outcome linkage (Ministry/Authority) for:

Core Subjects:

K-3 Yes ☒ No ☐ Comment:

4-9 Yes ☒ No ☐ Comment:

Non-Core Subjects:

K-3 Yes ☒ No ☐ Comment:

4-9 Yes ☒ No ☐ Comment:

Graduation program

required courses Yes ☒ No ☐ Comment:

electives Yes ☒ No ☐ Comment:

iii) Board/Authority Authorized Courses:

- have been registered with a 1526 form: Yes ☐ No ☒ Comment: The school had been using the old course code YREL 10 and was not sure if last year's student's received credits for their work. They thought the framework developed by the BCCSDA was sufficient but will be working with their conference and Board to get the necessary approval for the course (YPHR 10A)

- have been developed according to Ministry BAA template? Yes ☐ No ☒ Comment: See above.

d) i) Special Education Programs are offered by the school:

Yes ☒ No ☐ Comment:

ii) Has the school developed a special education policy?

Yes ☒ No ☐ Comment:

iii) All funded special education students have an Individual Educational Plan (IEP) or Case Management Plan (CMP):

Yes ☒ No ☐ Comment: Detailed IEP's were developed for the funded students.

iv) Special Needs budget:

Yes ☒ No ☐ Comment: The budget showed appropriate expenses of \$58,682 – the grant being \$54,900.

e) Provincial Assessment

i) The school participated in Foundation Skills Assessment since the last inspection visit.

Yes ☒ No ☐ Comment:

Grade 4 ☒ Grade 7 ☒

ii) Describe the school's use of FSA results: The small numbers involved, together with the increase in new students at those Grade levels, make it difficult to see trends and also for the school to track deficiencies. They do use information in informing parents and supporting students with remedial work

iii) Provincial examinations.

Grade 10: ☒

Grade 11:

Grade 12

Comment on the comparison of school/exam mark: The school and exam marks are close and generally above the provincial mean.

iv) School's evaluation program demonstrates student progress in intellectual, social and career development.

Yes ☒ No ☐ Comment: The teacher assessment and reporting indicates student progress. The additional areas of community involvement and service help provide social development.

OFFICE FOLLOW-UP INFORMATION

Yes ☐No ☐

Due Date: _____

ITEMS:

Update the following by September 15

- Obtain an updated Municipal Compliance Letter
- earthquake and fire drill procedures are in place and are being implemented
- BAA courses have been developed according to Ministry BAA Template

EEC:

- ☐ Principal
- ☐ Staff

Update the following by March 15

- further develop policies and procedures pertaining to student discipline.

Next Visit:

- ☐ Evaluation
- ☐ Monitoring
- ☐ PE
- ☐ Other

Certificate: July 1, 2010 to June 30, 2016 *KL*

SCHOOL NAME Avalon Adventist Junior Academy		GROUP Group(s) 1		SCHOOL NUMBER 8596190	
CITY Port Hardy		PRINCIPAL Mr Clifford Wood			
SCHOOL AUTHORITY SDA Church - BC Conference			SCHOOL PHONE NUMBER 250-949-8243		
GRADES K-9	ELEMENTARY ENROLMENT 35	SECONDARY ENROLMENT 12	HOME-SCHOOLED STUDENTS 0	TOTAL STUDENTS 47	INTERNATIONAL STUDENTS 0
RECOMMEND CURRENT GROUP CLASSIFICATION: Yes <input type="checkbox"/> No <input type="checkbox"/> Comment: 1701-46 HC					
DATE OF VISIT May 1, 2012		MINISTRY INSPECTOR/ASSISTANT INSPECTOR T.G. Ellwood		ATTENDEES Clifford Wood	
PREVIOUS VISIT May 4, 2010 - follow-up		SIGNATURE <i>[Signature]</i>		CERTIFICATE EXPIRY DATE: June 30, 2016	
Other than random checks in the school files, the responses noted are those of the school principal.					

1. CHANGES SINCE LAST EE/MONITORING INSPECTION IN:

- Facilities (Municipal/Regional District compliance?) ☒
- Programs and/or grade levels (compliance with ESO?) School had grade 10 2 yrs ago. Eliminated Gr. 10 last year. However Grade 10 will be reinstated next Sept. (2012). School has full day ftg.
- Administration structure. New principal in his second year. School has experienced considerable administrative turnover in the past. Structure involves Principal, V.P. - local board & prov. SDA authority.
- Responses to EE's Statutory Requirements/Policy Issues Report or monitoring inspection follow-up requirements:
All in place - but with return of Gr 10 - attention needs to be given to Grad Transition's 10

2. MUNICIPAL REQUIREMENTS

- Facilities meet municipal/regional codes.
Yes ☒ No ☐ Comment: letter on file - Aug. 19, 2011.
- Facilities receive regular inspections by local officials.
Yes ☒ No ☐ Comment: contract with Campbell River Fire Safety Services Inc. - Annual inspection local company looks after Fire extinguishers.
- Municipal school zone signs are in good repair.
Yes ☒ No ☐ Comment:

3. STUDENT/SCHOOL SAFETY

- School has regular safety checks of building, grounds and playground equipment.
Yes ☒ No ☐ Comment: weekly by principal
- The school has policies/procedures for the supervision of students at school and on field trips?
Yes ☒ No ☐ Comment:
- Facilities are adequately maintained and clean.
Yes ☒ No ☐ Comment:
- School uses cloth towel dispensers.
Yes ☒ No ☐ Comment: paper towels.
- The school regularly practices safety procedures.
Earthquake Drills: Yes ☐ No ☐ Frequency: 2 a year.
Fire Drills: Yes ☐ No ☐ Frequency: monthly
Comment: logged.

4. SCHOOL PHILOSOPHY AND ADMINISTRATION

- a) The school continues to comply with Section 1 of the
- Independent School Act*
- Schedule.

Yes ☒ No ☐ Comment:

- b) Authority has maintained 'good standing' with the Registrar of Companies.

Yes ☐ No ☒ Comment: School's authority has its own Act.

- c) E.S. (formerly Q.S.) procedures/documents satisfy the auditor.

Yes ☒ No ☐ Comment:Name of Auditor: Jeff Kakimira - SDA Conf. auditor.
Abbotsford.

- d) Grants Received:

last year.

Operating Grant \$	164,160.00	Operating Expenses \$	466,137.00
Special Education Grant \$	18,300.00	# of students receiving Sp. Ed. Grants	22s
French Grant \$	216.00	Expenses:	Appx. 1000.00

- e) Does the school receive any special purpose or conditional grants?

Yes ☐ No ☒ Comment:

- f) Authority complies with Section 12(3) & (4) of the
- Independent School Act*
- .

Yes ☒ No ☐ Comment:

- g) School has written policies pertaining to:

Comments:

Student Discipline	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Reporting of Child Abuse	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Student Records	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Appeals (Parent and Teacher)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Supervision	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Anti-bullying	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Field Trips	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Protection of Privacy	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Principal/Teacher Evaluation	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Challenge/equivalency	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

5. EDUCATIONAL PROGRAM

- a) Instructional Staff

Teachers:

Assistants:

Headcount:

5

3

FTE

4.4

1.8

- i) Principal and teachers hold valid BC certification, and have proper assignments (restricted certification).

Yes ☒ No ☐

Comment: 4 - BCCT.

- ii) Teacher certificate is in progress.

Yes ☐ No ☒

Comment:

BCCT:

ISTC:

- iii) Criminal record checks have been completed for, or authorized by, all staff "working with children."

Yes ☒ No ☐

Comment:

- iv) Staff turnover since last inspection/monitoring visit:

Yes ☒ No ☐

Comment: Total Staff Turnover.

in past 2 years. - All teachers + principal are new.
But then no experienced

b) Student Records:

i) Permanent Student Records

Permanent Record Form 1704 (complete and up-to-date)

Copies of at least two of the most recent years of student progress reports

If applicable - inclusions to support medical alerts, legal alerts, support services information

IEP's/CMP's

Registered homeschooled students

Yes ☒No ☐Yes ☒No ☐Yes ☒No ☐Yes ☒No ☐Yes ☐No ☒*using BCeSTS.
but binding it.
difficult.**N/A.*ii) Additional Student Record Items:

Legal name (photocopy of birth certificate)

Allergies and other health concerns

Emergency contact numbers

Doctor's name and contact information

Care Card number

Official names of parents/guardians with home and work contact information

Verification that parent/guardian is legally in Canada and resident of British Columbia

Yes ☒No ☐Yes ☒No ☐Yes ☒No ☐Yes ☒No ☐Yes ☒No ☐Yes ☒No ☐Yes ☒No ☐

iii) Student records are stored in a manner that ensures preservation in case of fire, theft, or disaster:

Yes ☒No ☐

iv) Verification of International Students' legal presence in Canada

Yes ☐No ☒*N/A.*

c) i) Educational program continues to be in compliance with the Educational Standards Order Requirements:

Yes ☒No ☐

Comment:

ii) Course Overviews:

Include content, teaching strategies, assessment, learning outcome linkage (Ministry/Authority) for:

Core Subjects:

K-3

Yes ☒No ☐

Comment:

4-9

Yes ☒No ☐

Comment:

Non-Core Subjects:

K-3

Yes ☒No ☐

Comment:

4-9

Yes ☒No ☐

Comment:

Graduation Program

required courses

Yes ☐No ☒

Comment:

electives

Yes ☐No ☒

Comment:

N/A.

iii) Board/Authority Authorized Courses:

- have been registered with a 1526 form:

Yes ☐No ☐

Comment:

- have been developed according to Ministry BAA template?

Yes ☐No ☐

Comment:

*Religion Course approved by
BCSDA Corp.*

d) i) Special Education programs are offered by the school:

Yes ☒No ☐

Comment:

225

ii) Has the school developed a special education policy?

Yes ☐No ☐

Comment:

iii) All funded special education students have an Individual Education Plan (IEP) or Case Management Plan (CMP):

Yes ☒No ☐

Comment:

iv) Special Needs budget:

Yes ☒No ☐

Comment:

e) Provincial Assessment

i) The school participated in Foundation Skills Assessment since the last inspection visit.

Yes ☒No ☐

Comment:

Grade 4 ☒Grade 7 ☒

- ii) Describe the school's use of FSA results: *Found results quite helpful - Helps identify where school needs to focus using CAT-4 Test.*

- iii) Provincial examinations.

Grade 10:

Grade 11:

Grade 12 *N/A*

Comment on the comparisons of school/exam mark:

- iv) School's evaluation program demonstrates student progress in intellectual, social and career development.

Yes ☒No ☐

Comment:

*- using portfolio for photography.
- careers are discussed within different courses.*

OFFICE FOLLOW-UP INFORMATION:

Yes ☐No ☐

Due Date: _____

EEC:

- ☐ Principal
☐ Staff

ITEMS:

- 1. Despite the total staff turnover, the experienced principal and teachers are providing a stable school situation.*
- 2. The principal was very well organized for this monitoring visit and his prep efforts were well done and greatly appreciated.*
- 3. Good tone in the school.*

Next Visit:

- ☐ Evaluation
☒ Monitoring *2013*
☐ PE
☐ Other

- 4. With the return of Grade 10 in Sept. 2012, attention needs to be given to Grad Transitions 10 as noted in the last EEC report.*

SCHOOL NAME Klappan Independent Day School		OFFICE OF THE INSPECTOR OF INDEPENDENT SCHOOLS Group(s) 2		SCHOOL NUMBER 8797088	
CITY Iskut			PRINCIPAL Mr Paul Eddy Bill Gilroy		
SCHOOL AUTHORITY Chief & Councillors of the Iskut Band				SCHOOL PHONE NUMBER 250-234-3561	
GRADES K-9	ELEMENTARY ENROLMENT 30	SECONDARY ENROLMENT 8	HOME-SCHOOLED STUDENTS 0	TOTAL STUDENTS 38	INTERNATIONAL STUDENTS 0
RECOMMEND CURRENT GROUP CLASSIFICATION: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Comment:				1701 = 39	
DATE OF VISIT May 10, 2012		MINISTRY INSPECTOR/ASSISTANT INSPECTOR T.G. Ellwood		ATTENDEES Bill Gilroy	
PREVIOUS VISIT March 23, 2010		SIGNATURE T.G. Ellwood		CERTIFICATE EXPIRY DATE: June 30, 2014	
Other than random checks in the school files, the responses noted are those of the school principal.					

1. CHANGES SINCE LAST EE/MONITORING INSPECTION IN:

- Facilities (Municipal/Regional District compliance?) ☒ completely renovated gym - excellent.
- Programs and/or grade levels (compliance with ESO?) Same as in past, but introduced Ability Groupings in Core subjects. Plus new curriculum materials, Dribbler, Red Wall, Open Court.
- Administration structure. Teaching principal (Co-A-E class) + Teacher in charge during principal's absence. Chief & Council -> Board Manager -> Ed. Manager supported by Education Committee - Excessive Admin changes.
- Responses to EE's Statutory Requirements/Policy Issues Report or monitoring inspection follow-up requirements: All in order. See Summary.

2. MUNICIPAL REQUIREMENTS

- Facilities meet municipal/regional codes.
Yes ☒ No ☐ Comment: First Nations Community.
- Facilities receive regular inspections by local officials.
Yes ☒ No ☐ Comment: recent fire checkup. Fire extinguishers annually.
- Municipal school zone signs are in good repair.
Yes ☒ No ☐ Comment:

3. STUDENT/SCHOOL SAFETY

- School has regular safety checks of building, grounds and playground equipment.
Yes ☒ No ☐ Comment: Monthly inspection by custodian.
- The school has policies/procedures for the supervision of students at school and on field trips?
Yes ☒ No ☐ Comment:
- Facilities are adequately maintained and clean.
Yes ☒ No ☐ Comment:
- School uses cloth towel dispensers.
Yes ☐ No ☒ Comment: only paper.
- The school regularly practices safety procedures.
Earthquake Drills: Yes ☐ No ☒ Frequency: None yet - but will be doing one shortly.
Fire Drills: Yes ☒ No ☐ Frequency: Twice each term.
Comment:

4. SCHOOL PHILOSOPHY AND ADMINISTRATION

- a) The school continues to comply with Section 1 of the
- Independent School Act*
- Schedule.

Yes ☒ No ☐ Comment:

- b) Authority has maintained 'good standing' with the Registrar of Companies.

Yes ☐ No ☒ Comment:*Order in Council - Chief & Band Council*

- c) E.S. (formerly Q.S.) procedures/documents satisfy the auditor.

Yes ☐ No ☒ Comment:*Not required for federal school.*

Name of Auditor:

BEO Dunwoody - Terrace

- d) Grants Received:

All From INAC

Operating Grant \$	<i>\$1,148,557.00</i>	Operating Expenses \$	<i>\$980,074.00</i>
Special Education Grant \$	<i>65,000</i>	# of students receiving Sp. Ed. Grants	<i>28</i>
French Grant \$	<i>6</i>	Expenses:	<i>6</i>

- e) Does the school receive any special purpose or conditional grants?

Yes ☐ No ☒ Comment:

Not responsive

- f) Authority complies with Section 12(3) & (4) of the
- Independent School Act*
- .

Yes ☐ No ☒ Comment: *N/A*

- g) School has written policies pertaining to:

Comments:

Student Discipline
Reporting of Child Abuse
Student Records
Appeals (Parent and Teacher)
Supervision
Anti-bullying
Field Trips
Protection of Privacy
Principal/Teacher Evaluation
Challenge/equivalency

Yes ☒ No ☐
Yes ☒ No ☐
Yes ☒ No ☐
Yes ☒ No ☐
Yes ☒ No ☐
Yes ☒ No ☐
Yes ☒ No ☐
Yes ☒ No ☐
Yes ☒ No ☐
Yes ☒ No ☐

*All in order**-Need to appoint a "privacy officer"**No senior grades*

5. EDUCATIONAL PROGRAM

- a) Instructional Staff

Teachers:

Assistants:

Headcount:

FTE

7
*7**4*
4

- i) Principal and teachers hold valid BC certification, and have proper assignments (restricted certification).

Yes ☒ No ☐

Comment:

- ii) Teacher certificate is in progress.

Yes ☐ No ☒

Comment:

BCCT:

ISTC:

- iii) Criminal record checks have been completed for, or authorized by, all staff "working with children."

Yes ☒ No ☐

Comment:

- iv) Staff turnover since last inspection/monitoring visit:

Yes ☐ No ☐

Comment:

Excessive - 8 new teachers & 3 principals during past 2 years.

b) Student Records:

i) Permanent Student Records

Permanent Record Form 1704 (complete and up-to-date)

Yes ☒ No ☐

Copies of at least two of the most recent years of student progress reports

Yes ☒ No ☐

If applicable - inclusions to support medical alerts, legal alerts, support services information

Yes ☒ No ☐

IEP's/CMP's

Yes ☒ No ☐

Registered homeschooled students

Yes ☐ No ☒ *28 N/A*

ii) Additional Student Record Items:

Legal name (photocopy of birth certificate)

Yes ☒ No ☐

Allergies and other health concerns

Yes ☒ No ☐

Emergency contact numbers

Yes ☒ No ☐

Doctor's name and contact information

Yes ☒ No ☐

Care Card number

Yes ☒ No ☐

Official names of parents/guardians with home and work contact information

Yes ☒ No ☐

Verification that parent/guardian is legally in Canada and resident of British Columbia

Yes ☒ No ☐

iii) Student records are stored in a manner that ensures preservation in case of fire, theft, or disaster:

Yes ☒ No ☐

iv) Verification of International Students' legal presence in Canada

Yes ☐ No ☒ *N/A*

c) i) Educational program continues to be in compliance with the Educational Standards Order Requirements:

Yes ☒ No ☐ Comment:

ii) Course Overviews:

Include content, teaching strategies, assessment, learning outcome linkage (Ministry/Authority) for:

Core Subjects:

K-3

Yes ☒ No ☐

Comment:

4-9

Yes ☒ No ☐

Comment:

Non-Core Subjects:

K-3

Yes ☒ No ☐

Comment:

4-9

Yes ☒ No ☐

Comment:

Graduation Program

NA

required courses

Yes ☐ No ☒

Comment:

electives

Yes ☐ No ☒

Comment:

iii) Board/Authority Authorized Courses:

- have been registered with a 1526 form:

Yes ☒ No ☐

Comment:

- have been developed according to Ministry BAA template?

Yes ☒ No ☐

Comment:

Plan to do a complete review of all course outlines this year.

long standing approved Tahltan Language + Culture Program.

d) i) Special Education programs are offered by the school:

Yes ☒ No ☐ Comment:

FT Teacher pull out & in class - plus 2 FT TA's.

ii) Has the school developed a special education policy?

Yes ☒ No ☐ Comment:

iii) All funded special education students have an Individual Education Plan (IEP) or Case Management Plan (CMP):

Yes ☒ No ☐ Comment:

28!

iv) Special Needs budget:

Yes ☒ No ☐ Comment:

e) Provincial Assessment

i) The school participated in Foundation Skills Assessment since the last inspection visit.

Yes ☐ No ☒ Comment:

most students are sp. ed.

Grade 4 ☐Grade 7 ☐ii) Describe the school's use of FSA results: *N/A.*

iii) Provincial examinations.

Grade 10: *N/A*Grade 11: *N/A*Grade 12: *N/A.*

Comment on the comparisons of school/exam mark:

iv) School's evaluation program demonstrates student progress in intellectual, social and career development.

Yes ☒No ☐

Comment:

OFFICE FOLLOW-UP INFORMATION:

Yes ☐No ☐

Due Date: _____

EEC:

- ☐ Principal
☐ Staff

ITEMS:

School has experienced a high level of staff and administrative turnover over many years.

Next Visit:

- ☒ Evaluation *2013*
☐ Monitoring
☐ PE
☐ Other

There appears to be a much better spirit of cooperation between the school, chief & Council & community than in the past.

Mr Gilroy became principal in Feb of this year.

22S

22S

The school has had 3 principals in 2 years. Also 8 new teachers have been employed at this school in the past 2 years.

To Do

- 1 Authority needs to appoint a privacy officer.*
- 2 Earthquake drills need to be held.*



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Ministry of Education

Office of the Inspector of
Independent Schools

GROUP 1 AND 2
MONITORING INSPECTION
SCHOOL YEAR 2011-2012

26

Certificate: July 1, 2008 to June 30, 2014 (K-12)

SCHOOL NAME SKEETCHESTN COMMUNITY SCHOOL				GROUP 2	SCHOOL NUMBER 7397035	
CITY SAVONA			PRINCIPAL MS MICHELLE CANADAY			
SCHOOL AUTHORITY SKEETCHESTN COMMUNITY SCHOOL SOCIETY				SCHOOL PHONE NUMBER 250-373-2420		
GRADES K-12	ELEMENTARY ENROLMENT 38 (K-9)	SECONDARY ENROLMENT 4 (10-12)	HOME-SCHOOLED STUDENTS NONE	TOTAL STUDENTS 42	INTERNATIONAL STUDENTS NONE	
RECOMMEND CURRENT GROUP CLASSIFICATION: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> COMMENT: 1701-36 HC						
DATE OF VISIT May 9, 2012		MINISTRY INSPECTOR/ASSISTANT INSPECTOR FOR OHS: RITA SMITH		ATTENDEES PRINCIPAL: MICHELLE CANADAY		
PREVIOUS VISIT EE: May 2010		SIGNATURE <i>Rita Smith</i>		CERTIFICATE EXPIRY DATE: JUNE 30, 2014		

Other than random checks in the school files, the responses noted are those of the school principal.

1. CHANGES SINCE LAST EE/ MONITORING INSPECTION IN:

- a) Facilities (Municipal/Regional District compliance?)
None
- b) Programs and/or grade levels (compliance with ESO?)
None.
- c) Administration structure
None
- d) Responses to EE's Statutory Requirements/Policy Issues Report or monitoring inspection follow-up requirements:
The Policy Issues in the 2010 EE Report have been addressed.

2. MUNICIPAL REQUIREMENTS

- a) Facilities meet municipal/regional codes.
Yes ☒ No ☐ Comment:
- b) Facilities receive regular inspections by local officials.
Yes ☒ No ☐ Comment:
- c) Municipal school zone signs are in good repair.
Yes ☒ No ☐ Comment:

3. STUDENT/SCHOOL SAFETY

- a) School has regular safety checks of building, grounds and playground equipment.
Yes ☒ No ☐ Comment:
- b) The school has policies/procedures for the supervision of students at school and on field trips?
Yes ☒ No ☐ Comment:

- c) Facilities are adequately maintained and clean.

Yes ☒ No ☐ Comment:

- d) School uses cloth towel dispensers.

Yes ☐ No ☒ Comment:

- e) The school regularly practices safety procedures.

Earthquake drills: Yes ☒ No ☐Frequency: *Twice yearly*Fire drills: Yes ☒ No ☐Frequency: *Five to six times yearly*

Comment:

4. SCHOOL PHILOSOPHY AND ADMINISTRATION

- a) The school continues to comply with Section 1 of the
- Independent School Act*
- Schedule.

Yes ☒ No ☐ Comment:

- b) Authority has maintained 'good standing' with the Registrar of Companies.

Yes ☒ No ☐ Comment:

- c) E.S. (formerly Q.S.) procedures/documents satisfy the auditor.

Yes ☒ No ☐ Comment:Name of Auditor: *Daley and Co. (Kamloops)*

- d) Grants received:
- 2010-2011 School Year*

Special Education Grants and operating funding come from FNESE (First Nations; federal).

Operating Grant \$	\$ 43,990.00 *	Operating Expenses \$	\$954,564.00
Special Education Grant \$	None	# of students receiving Sp. Ed. Grants	N/A
French Grant \$	None	Expenses	N/A

*According to the Principal, the school receives a 'reciprocal funding grant' from the Ministry of Ed. for students

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- e) Does the school receive any special purpose or conditional grants?

Yes ☐ No ☒ Comment:

- f) Authority complies with Section 12 (3) & (4) of the
- Independent School Act*
- .

Yes ☒ No ☐ Comment:

- g) School has written policies pertaining to:

Student Discipline

Yes ☒ No ☐

Reporting of Child Abuse

Yes ☒ No ☐

Student Records

Yes ☒ No ☐

Appeals (Parent and Teacher)

Yes ☒ No ☐

Comments:

Supervision	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Anti-bullying	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Field Trips	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Protection of Privacy	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Principal / Teacher Evaluation	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Challenge/equivalency	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

5. EDUCATIONAL PROGRAM

a) Instructional Staff Teachers: Assistants:

Headcount 8 4FTE 6 4

i) Principal and teachers hold valid BC certification, and have proper assignments (restricted certification).

Yes ☒ No ☐ Comment:

ii) Teaching certificate is in progress.

Yes ☐ No ☒ Comment: *All are certified*

BCCT:

ISTC:

iii) Criminal records checks have been completed for, or authorized by, all staff "working with children."

Yes ☒ No ☐ Comment:

iv) Staff turnover since last inspection/monitoring visit:

Yes ☒ No ☐ Comment: *One teacher moved to accept a principalship at another school.*

b) Student Records:

i) Permanent Student Records

Permanent Record Form 1704 (complete and up-to-date)

Yes ☒ No ☐

Copies of at least two of the most recent years of student progress reports

Yes ☒ No ☐

If applicable - inclusions to support medical alerts, legal alerts, support services information

Yes ☒ No ☐

IEP's/CMP's

Yes ☒ No ☐

Registered homeschooled students

Yes ☐ No ☒ *N/A*ii) Additional Student Record Items:

Legal name (photocopy of birth certificate)

Yes ☒ No ☐

Allergies and other health concerns

Yes ☒ No ☐

Emergency contact numbers

Yes ☒ No ☐

Doctor's name and contact information

Yes ☒ No ☐

Care Card number

Yes ☒ No ☐

Official names of parents/guardians with home and work contact information

Yes ☒ No ☐

Verification that parent/guardian is legally in Canada and resident of British Columbia

Yes ☒ No ☐

iii) Student records are stored in a manner that ensures preservation in case of fire, theft, or disaster:

Yes ☒ No ☐

iv) Verification of International Students' legal presence in Canada

Yes ☐ No ☒ *N/A*

- c) i) Educational program continues to be in compliance with the Educational Standards Order Requirements.

Yes ☒ No ☐ Comment:

- ii) Course Overviews:

Include content, teaching strategies, assessment, learning outcome linkage (Ministry/Authority) for:

Core Subjects:

K-3 Yes ☒ No ☐ Comment:

4-9 Yes ☒ No ☐ Comment:

Non-Core Subjects:

K-3 Yes ☒ No ☐ Comment:

4-9 Yes ☒ No ☐ Comment:

Graduation program

required courses Yes ☒ No ☐ Comment:

electives Yes ☒ No ☐ Comment:

- iii) Board/Authority Authorized Courses:

- have been registered with a 1526 form: Yes ☐ No ☒ Comment: *N/A*
- have been developed according to Ministry BAA template? Yes ☐ No ☒ Comment: *N/A*

- d) i) Special Education Programs are offered by the school:

Yes ☒ No ☐ Comment: *Currently funded by FNEsc for on-reserve students, although off-reserve students are also served. No Ministry of Education Special Ed. funding has been applied for.*

- ii) Has the school developed a special education policy?

Yes ☒ No ☐ Comment:

- iii) All funded special education students have an Individual Educational Plan (IEP) or Case Management Plan (CMP):

Yes ☒ No ☐ Comment: *No provincial funding.*

- iv) Special Needs budget:

Yes ☒ No ☐ Comment:

- e) Provincial Assessment

- i) The school participated in Foundation Skills Assessment since the last inspection visit.

Yes ☒ No ☐ Comment:

Grade 4 ☒ Grade 7 ☒

ii) Describe the school's use of FSA results:

Data used to drive instruction

iii) Provincial examinations.

Grade 10: *Yes*Grade 11: *Yes*Grade 12: *Yes*

Comment on the comparison of school/exam mark:

School and exam marks are comparable.

iv) School's evaluation program demonstrates student progress in intellectual, social and career development.

Yes ☒No ☐

Comment:

OFFICE FOLLOW-UP INFORMATION

Yes ☐No ☐

Due Date: _____

ITEMS:

EEC:

- ☐ Principal
☐ Staff

Next Visit:

- ☒ Evaluation
☐ Monitoring
☐ PE
☐ Other

2013

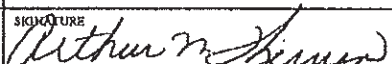


Ministry of Education

Office of the Inspector of
Independent Schools

**GROUP 1 AND 2
MONITORING INSPECTION
SCHOOL YEAR 2011-2012**

The Best Place on Earth

SCHOOL NAME MAAQTUSIIS ELEMENTARY SCHOOL				GROUP GROUP 2		SCHOOL NUMBER 7097490	
CITY AHOUSAT				PRINCIPAL MS. REBECCA JUGA			
SCHOOL AUTHORITY AHOUSAT EDUCATION AUTHORITY						SCHOOL PHONE NUMBER 250-670-9589	
GRADES K-7	ELEMENTARY ENROLMENT 123	SECONDARY ENROLMENT	HOME-SCHOOLED STUDENTS		TOTAL STUDENTS 123	INTERNATIONAL STUDENTS	
RECOMMEND CURRENT GROUP CLASSIFICATION: YES <input type="checkbox"/> NO <input type="checkbox"/> COMMENT:							
DATE OF VISIT MAY 31, 2012		MINISTRY INSPECTOR/ASSISTANT INSPECTOR MR. ART THERRIEN			ATTENDEES MS. REBECCA JUGA		
PREVIOUS VISIT OCTOBER 7-8, 2009		SIGNATURE 			CERTIFICATE EXPIRY DATE JUNE 30, 2010		

Other than random checks in the school files, the responses noted are those of the school principal.

1. CHANGES SINCE LAST EE/ MONITORING INSPECTION IN:

- a) Facilities (Municipal/Regional District compliance?)
With the new High School built school configuration changed from K-12 to K-7
- b) Programs and/or grade levels (compliance with ESO?)
- c) Administration structure
1.0 FTE Principal with no classroom teaching assignment – does assist with Special Education
- d) Responses to EE's Statutory Requirements/Policy Issues Report or monitoring inspection follow-up requirements:
Teacher certification issues resolved

2. MUNICIPAL REQUIREMENTS

- a) Facilities meet municipal/regional codes.
Yes No Comment: *Facilities are located on Reserve land*
- b) Facilities receive regular inspections by local officials.
Yes **X** No Comment:
- c) Municipal school zone signs are in good repair.
Yes **X** No Comment:

3. STUDENT/SCHOOL SAFETY

- a) School has regular safety checks of building, grounds and playground equipment.
Yes **X** No Comment: *Inspections completed by principal and custodian*
- b) The school has policies/procedures for the supervision of students at school and on field trips?
Yes **X** No Comment:

- c) Facilities are adequately maintained and clean.

Yes ☒ No ☐ Comment:

- d) School uses cloth towel dispensers.

Yes ☒ No ☐ Comment:

- e) The school regularly practices safety procedures.

Earthquake drills: Yes ☒ No ☐ Frequency: 2Fire drills: Yes ☒ No ☐ Frequency: 2

Comment:

4. SCHOOL PHILOSOPHY AND ADMINISTRATION

- a) The school continues to comply with Section 1 of the
- Independent School Act*
- Schedule.

Yes ☒ No ☐ Comment:

- b) Authority has maintained 'good standing' with the Registrar of Companies.

Yes ☒ No ☐ Comment:

- c) E.S. (formerly Q.S.) procedures/documents satisfy the auditor.

Yes ☒ No ☐ Comment:Name of Auditor: *CYRENNE, SEAL, MOORE and CO.*

- d) Grants received:
- 2011 Audited Financial Statements were viewed. Figures were combined with those of the High School. No provincial funding was indicated as there are no off-reserve students.*

Operating Grant \$		Operating Expenses \$	
Special Education Grant \$		# of students receiving Sp. Ed. Grants	
French Grant \$		Expenses	

- e) Does the school receive any special purpose or conditional grants?

Yes ☐ No ☒ Comment:

- f) Authority complies with Section 12 (3) & (4) of the
- Independent School Act*
- .

Yes ☒ No ☐ Comment:

- g) School has written policies pertaining to:

	Comments:	
Student Discipline	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Reporting of Child Abuse	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Student Records	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Appeals (Parent and Teacher)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Supervision	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Anti-bullying	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Field Trips	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Protection of Privacy	Yes X	No
Principal / Teacher Evaluation	Yes X	No
Challenge/equivalency	Yes	No

5. EDUCATIONAL PROGRAM

a) Instructional Staff Teachers: Assistants:

Headcount 8 12FTE 8 12

i) Principal and teachers hold valid BC certification, and have proper assignments (restricted certification).

Yes **X** No Comment:

ii) Teaching certificate is in progress.

Yes No Comment:

BCCT:

ISTC:

iii) Criminal records checks have been completed for, or authorized by, all staff "working with children."

Yes **X** No Comment:

iv) Staff turnover since last inspection/monitoring visit:

Yes **X** No Comment: *2 new staff members*

b) Student Records:

i) Permanent Student Records

Permanent Record Form 1704 (complete and up-to-date)

Yes **X** No

Copies of at least two of the most recent years of student progress reports

Yes **X** No

If applicable - inclusions to support medical alerts, legal alerts, support services information

Yes **X** No

IEP's/CMP's

Yes **X** No

Registered homeschooled students

Yes **X** Noii) Additional Student Record Items:

Legal name (photocopy of birth certificate)

Yes No

Allergies and other health concerns

Yes **X** No

Emergency contact numbers

Yes **X** No

Doctor's name and contact information

Yes **X** No

Care Card number

Yes **X** No

Official names of parents/guardians with home and work contact information

Yes **X** No

Verification that parent/guardian is legally in Canada and resident of British Columbia

Yes No

iii) Student records are stored in a manner that ensures preservation in case of fire, theft, or disaster:

Yes **X** No

iv) Verification of International Students' legal presence in Canada

Yes No

c) i) Educational program continues to be in compliance with the Educational Standards Order Requirements.

Yes **X** No Comment:

ii) Course Overviews:

Include content, teaching strategies, assessment, learning outcome linkage (Ministry/Authority) for:

Core Subjects:

K-3 Yes No ☒ Comment:4-9 Yes No ☒ Comment:

Non-Core Subjects:

K-3 Yes No ☒ Comment:4-9 Yes No ☒ Comment:

Graduation program

required courses Yes No Comment:

electives Yes No Comment:

iii) Board/Authority Authorized Courses:

• have been registered with a 1526 form; Yes No Comment:

• have been developed according to Ministry BAA template? Yes No Comment:

d) i) Special Education Programs are offered by the school:

Yes ☒ No Comment:

ii) Has the school developed a special education policy?

Yes ☒ No Comment:

iii) All funded special education students have an Individual Educational Plan (IEP) or Case Management Plan (CMP):

Yes ☒ No Comment:

iv) Special Needs budget:

Yes No Comment:

e) Provincial Assessment

i) The school participated in Foundation Skills Assessment since the last inspection visit.

Yes ☒ No Comment:Grade 4 ☒ Grade 7 ☒

ii) Describe the school's use of FSA results:

Results are distributed to all teachers for discussion.

(iii) Provincial examinations.

Grade 10:

Grade 11:

Grade 12

Comment on the comparison of school/exam marks:

(iv) School's evaluation program demonstrates student progress in intellectual, social and career development.

Yes ☒ No ☐ Comment:

OFFICE FOLLOW-UP INFORMATION

Yes ☒ No ☐

Due Date: _____

ITEMS:

1. Some course overviews completed appropriately. Most overviews need to be revised to include content, teaching strategies, assessment, and learning outcome linkage.

EEC:

Principal
Staff

Next Visit:

Evaluation
Monitoring
PE
Other



Ministry of Education

Ministry of Education

Office of the Inspector
of Independent Schools

Group 1 and 2
Monitoring Inspection Report
School Year 2011/2012

SCHOOL NAME Gwa'sala-'Nakwaxda'xw School		GROUP Group(s) 2/3	SCHOOL NUMBER 8597142		
CITY Port Hardy		PRINCIPAL Mr Reed Allen			
SCHOOL AUTHORITY Chief & Council of Gwa'sala-'Nakwaxda'xw		SCHOOL PHONE NUMBER 250-949-7743			
GRADES K-7	ELEMENTARY ENROLMENT 107	SECONDARY ENROLMENT 0	HOME-SCHOOLED STUDENTS 0	TOTAL STUDENTS 107	INTERNATIONAL STUDENTS 0
RECOMMEND CURRENT GROUP CLASSIFICATION: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Comment:					
DATE OF VISIT May 1, 2012		MINISTRY INSPECTOR/ASSISTANT INSPECTOR T.G. Ellwood		ATTENDEES Reed Allen	
PREVIOUS VISIT May 3, 2010		SIGNATURE <i>[Signature]</i>		CERTIFICATE EXPIRY DATE: June 30, 2014	
Other than random checks in the school files, the responses noted are those of the school principal.					

1. CHANGES SINCE LAST EE/MONITORING INSPECTION IN:

- a) Facilities (Municipal/Regional District compliance?) - same as during last Monitoring inspection except the Art room has been converted to a music room.
- b) Programs and/or grade levels (compliance with ESO?) Same - no major changes.
- c) Administration structure. New principal as of Jan. 2011. New principal V.P. is same. Governance structure remains the same as before. Responses to EE's Statutory Requirements/Policy Issues Report or monitoring inspection follow-up requirements: All requirements were addressed in previous Monitoring inspection. All ok!

2. MUNICIPAL REQUIREMENTS

- a) Facilities meet municipal/regional codes. Band school in compliance with all requirements of Band Council & INAC.
- b) Facilities receive regular inspections by local officials. INAC conducts an annual inspection. School contracts for local inspections for Fire & Fire systems. School maintenance man does weekly checks.
- c) Municipal school zone signs are in good repair.

3. STUDENT/SCHOOL SAFETY

- a) School has regular safety checks of building, grounds and playground equipment. weekly
- b) The school has policies/procedures for the supervision of students at school and on field trips? Although people know what to do, the policy is "unwritten".
- c) Facilities are adequately maintained and clean. School will address this issue.
- d) School uses cloth towel dispensers. only paper.
- e) The school regularly practices safety procedures.
- Earthquake Drills: Yes ☒ No ☐ Frequency: 3 x year. logged.
- Fire Drills: Yes ☒ No ☐ Frequency: 3 x year. logged.
- Comment: Working with community & other agencies to develop a Community Emergency Plan.

4. SCHOOL PHILOSOPHY AND ADMINISTRATION

- a) The school continues to comply with Section 1 of the
- Independent School Act*
- Schedule.

Yes ☒ No ☐ Comment:

- b) Authority has maintained 'good standing' with the Registrar of Companies.

Yes ☐ No ☒

Comment: Authority is Chief & Council - order in Council.

- c) E.S. (formerly Q.S.) procedures/documents satisfy the auditor.

Yes ☐ No ☒

Comment: School not familiar with this procedure, but will soon be. Approximately 1/3 of students live off reserve & will be funded by the Province.

Name of Auditor:

Grants Received:

Operating Grant \$	Est. \$ 1.5 million	Operating Expenses \$	\$ 1.5 million.
Special Education Grant \$	\$ 140,000 - FNESE \$ 41,000 - B.C. Gov	# of students receiving Sp. Ed. Grants	22s
French Grant \$	N/A	Expenses:	

- e) Does the school receive any special purpose or conditional grants? Fed. Language Grant \$38,000.

Yes ☒No ☐

Comment:

Prov. Funding - \$420,000 - off reserve students - delay by 1 month.
Aboriginal Early Childhood \$10,000. & additional lang. Grant \$20,000.

- f) Authority complies with Section 12(3) & (4) of the
- Independent School Act*
- .

Yes ☒No ☐

Comment:

- g) School has written policies pertaining to:

Comments:

Student Discipline
Reporting of Child Abuse
Student Records
Appeals (Parent and Teacher)
Supervision
Anti-bullying
Field Trips
Protection of Privacy
Principal/Teacher Evaluation
Challenge/equivalency

Yes ☒No ☐Yes ☒No ☐Yes ☒No ☐Yes ☒No ☐Yes ☒No ☐Yes ☒No ☐Yes ☒No ☐Yes ☒No ☐Yes ☒No ☐Yes ☒No ☐

5. EDUCATIONAL PROGRAM

- a) Instructional Staff

Teachers:

Assistants:

Headcount:

FTE

16

9

15.5

9

one teacher is 1/2 time Art & 1/2 time Nursery

- i) Principal and teachers hold valid BC certification, and have proper assignments (restricted certification).

Yes ☒No ☐

Comment:

- ii) Teacher certificate is in progress.

Yes ☐No ☒

Comment:

BCCT:

ISTC:

All teachers hold CoPT certificates except Inspector for Culture.

- iii) Criminal record checks have been completed for, or authorized by, all staff "working with children."

Yes ☒No ☐

Comment:

- iv) Staff turnover since last inspection/monitoring visit:

Yes ☒No ☐

Comment:

4 change, but only 3 new staff. New principal.

Very stable staff.

22s

There is a new Culture program teacher.

b) Student Records:

i) Permanent Student Records

Permanent Record Form 1704 (complete and up-to-date)

Yes ☒ No ☐

Copies of at least two of the most recent years of student progress reports

Yes ☒ No ☐

If applicable - inclusions to support medical alerts, legal alerts, support services information

Yes ☒ No ☐

IEP's/CMP's

Yes ☒ No ☐

Registered homeschooled students

Yes ☐ No ☒ N/Aii) Additional Student Record Items:

Legal name (photocopy of birth certificate)

Yes ☒ No ☐ or Status number

Allergies and other health concerns

Yes ☒ No ☐

Emergency contact numbers

Yes ☒ No ☐ No family doctor

Doctor's name and contact information

Yes ☐ No ☒ Health Services Clinic

Care Card number

Yes ☒ No ☐

Official names of parents/guardians with home and work contact information

Yes ☒ No ☐

Verification that parent/guardian is legally in Canada and resident of British Columbia

Yes ☒ No ☐

iii) Student records are stored in a manner that ensures preservation in case of fire, theft, or disaster:

Yes ☒ No ☐

iv) Verification of International Students' legal presence in Canada

Yes ☒ No ☐

c) i) Educational program continues to be in compliance with the Educational Standards Order Requirements:

Yes ☒ No ☐ Comment:

ii) Course Overviews:

Include content, teaching strategies, assessment, learning outcome linkage (Ministry/Authority) for:

Core Subjects:

K-3

Yes ☒ No ☐ Comment:4-9 ☒Yes ☒ No ☐ Comment:

Non-Core Subjects:

K-3

Yes ☒ No ☐ Comment:4-9 ☒Yes ☒ No ☐ Comment:

Graduation Program

required courses

Yes ☒ No ☐ Comment:

electives

Yes ☒ No ☐ Comment:*Course outlines required annually from every teacher for every course.**N/A.*

iii) Board/Authority Authorized Courses:

- have been registered with a 1526 form:

Yes ☐ No ☐ Comment:

- have been developed according to Ministry BAA template?

Yes ☐ No ☐ Comment:*K-7 Culture Program approved by Band Council - many years in place.*

d) i) Special Education programs are offered by the school:

Yes ☒ No ☐ Comment:*3 qualified teachers - 1 on 1, classroom support, pull out, EA Teachers. mainly in volves learning for behavior issues.*

ii) Has the school developed a special education policy?

Yes ☒ No ☐ Comment:

iii) All funded special education students have an Individual Education Plan (IEP) or Case Management Plan (CMP):

Yes ☒ No ☐ Comment:

iv) Special Needs budget:

Yes ☒ No ☐ Comment:*Comes from both Fed (FNESC) & Prov.*

e) Provincial Assessment

i) The school participated in Foundation Skills Assessment since the last inspection visit.

Yes ☒ No ☐ Comment:

Grade 4 ☒Grade 7 ☒

- ii) Describe the school's use of FSA results: - Do not find the results too helpful - difficulties experienced with Internet breakdowns. small sample.

- iii) Provincial examinations.

Grade 10:

Grade 11:

Grade 12

N/A.

Comment on the comparisons of school/exam mark:

- iv) School's evaluation program demonstrates student progress in intellectual, social and career development.

Yes ☒No ☐

Comment:

Holistic approach with community agencies involved.
- School based teams.

OFFICE FOLLOW-UP INFORMATION:

Yes ☐No ☐

Due Date:

EEC:

- ☐ Principal
☐ Staff

ITEMS:

1 Well organized school - well maintained - clean - good tone.
Safe place for students. Traditions honoured.

2 School NOT considering extending its grade range from K-7.

3 Stable staff situation

4 Supervision of student policy being reviewed

5 Field trip policy to be developed.

6

Not responsive

7 Principal evaluation policy will be developed in cooperation with FNESE.

Certificate: July 1, 2010 to June 30, 2016
(K-7)



Ministry of Education

Office of the Inspector
of Independent Schools

Group 1 and 2
Monitoring Inspection Report
School Year 2011/2012

SCHOOL NAME St. Francis Xavier School		GROUP Group(s) 1	SCHOOL NUMBER 3996140
CITY Vancouver		PRINCIPAL Mr Brian Fader	
SCHOOL AUTHORITY CIS of Vancouver Archdiocese		SCHOOL PHONE NUMBER 604-264-2714	
GRADES K-7	ELEMENTARY ENROLMENT 368	SECONDARY ENROLMENT —	HOME-SCHOOLED STUDENTS —
TOTAL STUDENTS 368		INTERNATIONAL STUDENTS —	
RECOMMEND CURRENT GROUP CLASSIFICATION: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Comment:			
DATE OF VISIT June 6, 2012		MINISTRY INSPECTOR/ASSISTANT INSPECTOR BERKLEY GLAZER	ATTENDEES Brian Fader
PREVIOUS VISIT October 26-27, 2009		SIGNATURE <i>[Signature]</i>	CERTIFICATE EXPIRY DATE: June 30, 2016
Other than random checks in the school files, the responses noted are those of the school principal.			

1. CHANGES SINCE LAST EE/MONITORING INSPECTION IN:

- Facilities (Municipal/Regional District compliance?)
- Programs and/or grade levels (compliance with ESO?)
- added a mandarin program
- Administration structure.
- added a vice principal in January 2011
- Responses to EE's Statutory Requirements/Policy Issues Report or monitoring inspection follow-up requirements:
- server in place, they are starting to scan files into system

2. MUNICIPAL REQUIREMENTS

- Facilities meet municipal/regional codes.
Yes ☒ No ☐ Comment:
- Facilities receive regular inspections by local officials.
Yes ☒ No ☐ Comment:
- Municipal school zone signs are in good repair.
Yes ☒ No ☐ Comment:

3. STUDENT/SCHOOL SAFETY

- School has regular safety checks of building, grounds and playground equipment.
Yes ☒ No ☐ Comment: maintainance person in place - education committee regularly check earthquake comfort kits and tags.
- The school has policies/procedures for the supervision of students at school and on field trips?
Yes ☐ No ☒ Comment: - the school has a guideline ratio but no policy written down
- Facilities are adequately maintained and clean.
Yes ☒ No ☐ Comment:
- School uses cloth towel dispensers.
Yes ☐ No ☒ Comment:
- The school regularly practices safety procedures.

Earthquake Drills:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Frequency: 3 per year
Fire Drills:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Frequency: 3 per year
Comment:	talked to Brian to double this	

4. SCHOOL PHILOSOPHY AND ADMINISTRATION

- a) The school continues to comply with Section 1 of the
- Independent School Act*
- Schedule.

Yes ☒ No ☐ Comment:

- b) Authority has maintained 'good standing' with the Registrar of Companies.

Yes ☒ No ☐ Comment:

- c) E.S. (formerly Q.S.) procedures/documents satisfy the auditor.

Yes ☒ No ☐ Comment:

Name of Auditor:

Galloway Botteselle & Company - "auditors report"

- d) Grants Received:

Operating Grant \$	1,300,000	Operating Expenses \$	2,300,000
Special Education Grant \$	199,500	# of students receiving Sp. Ed. Grants	12
French Grant \$	1,300	Expenses	
		SOP300 FTE	5,761.79

- e) Does the school receive any special purpose or conditional grants?

Yes ☒ No ☐ Comment:

French grant

- f) Authority complies with Section 12(3) & (4) of the
- Independent School Act*
- .

Yes ☒ No ☐ Comment:

- g) School has written policies pertaining to:

Comments:

Student Discipline

Yes ☒No ☐

Reporting of Child Abuse

Yes ☒No ☐

Student Records

Yes ☒No ☐

Appeals (Parent and Teacher)

Yes ☐No ☒

- no policy in writing

Supervision

Yes ☐No ☒

- no policy in writing

Anti-bullying

Yes ☒No ☐

Field Trips

Yes ☐No ☒

- no policy in writing

Protection of Privacy

Yes ☒No ☐

Principal/Teacher Evaluation

Yes ☒No ☐

Challenge/equivalency

Yes ☐No ☐

- no high school

N/A

5. EDUCATIONAL PROGRAM

- a) Instructional Staff

Teachers:

Assistants:

Headcount:

25

8

FTE

22.9

8

- i) Principal and teachers hold valid BC certification, and have proper assignments (restricted certification).

Yes ☒ No ☐

Comment:

- ii) Teacher certificate is in progress.

Yes ☐ No ☒

Comment:

BCCT:

ISTC:

- iii) Criminal record checks have been completed for, or authorized by, all staff "working with children."

Yes ☒ No ☐

Comment:

- iv) Staff turnover since last inspection/monitoring visit:

Yes ☒ No ☐

Comment:

3 replacements - Gr. 7, Gr. 3, music
2 new hires for Mandarin program

b) Student Records:

i) Permanent Student Records

Permanent Record Form 1704 (complete and up-to-date)

Yes ☒ No ☐

Copies of at least two of the most recent years of student progress reports

Yes ☒ No ☐

If applicable - inclusions to support medical alerts, legal alerts, support services information

Yes ☒ No ☐

IEP's/CMP's

Yes ☒ No ☐

Registered homeschooled students

Yes ☐ No ☐ N/Aii) Additional Student Record Items:

Legal name (photocopy of birth certificate)

Yes ☒ No ☐

Allergies and other health concerns

Yes ☒ No ☐

Emergency contact numbers

Yes ☒ No ☐

Doctor's name and contact information

Yes ☒ No ☐

Care Card number

Yes ☒ No ☐

Official names of parents/guardians with home and work contact information

Yes ☒ No ☐

Verification that parent/guardian is legally in Canada and resident of British Columbia

Yes ☒ No ☐

iii) Student records are stored in a manner that ensures preservation in case of fire, theft, or disaster:

Yes ☒ No ☐

iv) Verification of International Students' legal presence in Canada

Yes ☐ No ☐ N/A

o) i) Educational program continues to be in compliance with the Educational Standards Order Requirements:

Yes ☒ No ☐ Comment:

ii) Course Overviews:

Include content, teaching strategies, assessment, learning outcome linkage (Ministry/Authority) for:

Core Subjects:

K-3

Yes ☒ No ☐ Comment:

4-7

Yes ☒ No ☐ Comment:

Non-Core Subjects:

K-3

Yes ☒ No ☐ Comment:

4-7

Yes ☒ No ☐ Comment:

Graduation Program

required courses

Yes ☐ No ☐ Comment:

electives

Yes ☐ No ☐ Comment:

iii) Board/Authority Authorized Courses:

- have been registered with a 1526 form:

Yes ☐ No ☐ Comment:

- have been developed according to Ministry BAA template?

Yes ☐ No ☐ Comment:

d) i) Special Education programs are offered by the school:

Yes ☒ No ☐ Comment:

ii) Has the school developed a special education policy?

Yes ☒ No ☐ Comment:

iii) All funded special education students have an Individual Education Plan (IEP) or Case Management Plan (CMP):

Yes ☒ No ☐ Comment:

iv) Special Needs budget:

Yes ☒ No ☐ Comment:

e) Provincial Assessment

i) The school participated in Foundation Skills Assessment since the last inspection visit.

Yes ☒ No ☐ Comment:

Grade 4 ☒Grade 7 ☒

ii) Describe the school's use of FSA results:

- use results to strengthen program to keep maintaining good results

iii) Provincial examinations.

Grade 10:

N/A

Grade 11:

N/A

Grade 12:

N/A

Comment on the comparisons of school/exam mark:

iv) School's evaluation program demonstrates student progress in intellectual, social and career development.

Yes ☒No ☐

Comment:

OFFICE FOLLOW-UP INFORMATION:

Yes ☒ No ☐

Due Date:

ITEMS:

EEC:

☐ Principal☐ Staff

Next Visit:

☐ Evaluation☒ Monitoring 2014☐ PE☐ Other

- the school needs to provide written policy for supervision / field trips / Appeals

- the principal was asked by the Inspector to contact CIS of Vancouver Archdiocese to get a copy of these policies and place them in their staff handbooks and Parent handbooks.



Certificate: July 1, 2010 to June 30, 2016
(K-7)

Ministry of Education

Office of the Inspector
of Independent Schools

Group 1 and 2

Monitoring Inspection Report
School Year 2011/2012

SCHOOL NAME St. Helen's School		GROUP Group(s) 1		SCHOOL NUMBER 4196141	
CITY Burnaby		PRINCIPAL Mr Waldemar Sambor			
SCHOOL AUTHORITY CIS of Vancouver Archdiocese			SCHOOL PHONE NUMBER 604-299-2234		
GRADES K-7	ELEMENTARY ENROLMENT 370	SECONDARY ENROLMENT —	HOME-SCHOOLED STUDENTS ✓	TOTAL STUDENTS 370	INTERNATIONAL STUDENTS 7
RECOMMEND CURRENT GROUP CLASSIFICATION: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Comment:					
DATE OF VISIT May 30, 2012		MINISTRY INSPECTOR/ASSISTANT INSPECTOR Berkley Glaze		ATTENDEES Waldemar Sambor	
PREVIOUS VISIT Oct 28-29, 2009		SIGNATURE CP		CERTIFICATE EXPIRY DATE: 2016	

Other than random checks in the school files, the responses noted are those of the school principal.

1. CHANGES SINCE LAST EE/MONITORING INSPECTION IN:

- a) Facilities (Municipal/Regional District compliance?)
— building new addition — ready in Sept 2012
- b) Programs and/or grade levels (compliance with ESO?)
—
- c) Administration structure.
—
- d) Responses to EE's Statutory Requirements/Policy Issues Report or monitoring inspection follow-up requirements:
all requirements met.

2. MUNICIPAL REQUIREMENTS

- a) Facilities meet municipal/regional codes.
Yes ☒ No ☐ Comment:
- b) Facilities receive regular inspections by local officials.
Yes ☒ No ☐ Comment: — city of Burnaby does inspections
- c) Municipal school zone signs are in good repair.
Yes ☒ No ☐ Comment:

3. STUDENT/SCHOOL SAFETY

- a) School has regular safety checks of building, grounds and playground equipment.
Yes ☒ No ☐ Comment:
- b) The school has policies/procedures for the supervision of students at school and on field trips?
Yes ☒ No ☐ Comment:
- c) Facilities are adequately maintained and clean.
Yes ☒ No ☐ Comment:
- d) School uses cloth towel dispensers.
Yes ☐ No ☒ Comment:
- e) The school regularly practices safety procedures.
Earthquake Drills: Yes ☒ No ☐ Frequency: — once a month/dolls
Fire Drills: Yes ☒ No ☐ Frequency:
Comment:

4. SCHOOL PHILOSOPHY AND ADMINISTRATION

- a) The school continues to comply with Section 1 of the
- Independent School Act*
- Schedule.

Yes ☒ No ☐ Comment:

- b) Authority has maintained 'good standing' with the Registrar of Companies.

Yes ☒ No ☐ Comment:

- c) B.S. (formerly Q.S.) procedures/documents satisfy the auditor.

Yes ☒ No ☐ Comment:Name of Auditor: Galloway Botteselle & Co.

- d) Grants Received:

Financial statements good

Operating Grant \$	<u>1,235,407</u>	Operating Expenses \$	<u>2,252,090</u>
Special Education Grant \$	<u>128,100</u>	# of students receiving Sp. Ed. Grants	<u>7</u>
French Grant \$	<u>1,665</u>	Expenses:	<u>2.5 mil/1.0m</u>
		<u>30P30C FTE</u>	<u>5,894.47</u>

- e) Does the school receive any special purpose or conditional grants?

Yes ☐ No ☒ Comment:Ready set learn 1,100

- f) Authority complies with Section 12(3) & (4) of the
- Independent School Act*
- .

Yes ☒ No ☐ Comment:

- g) School has written policies pertaining to:

Comments:

Student Discipline
Reporting of Child Abuse
Student Records
Appeals (Parent and Teacher)
Supervision
Anti-bullying
Field Trips
Protection of Privacy
Principal/Teacher Evaluation
Challenge/equivalency

Yes ☒ No ☐
Yes ☒ No ☐
Yes ☒ No ☐
Yes ☒ No ☐
Yes ☒ No ☐
Yes ☒ No ☐
Yes ☒ No ☐
Yes ☒ No ☐
Yes ☒ No ☐
Yes ☒ No ☐
Yes ☒ No ☐

} done through head office
sent to schools when
teachers are due

5. EDUCATIONAL PROGRAM

- a) Instructional Staff

Teachers:

Assistants:

Headcount:

FTE

24
18.87
4.4

- i) Principal and teachers hold valid BC certification, and have proper assignments (restricted certification).

Yes ☒ No ☐

Comment:

- ii) Teacher certificate is in progress.

Yes ☐ No ☒

Comment:

BCCT:

ISTC:

- iii) Criminal record checks have been completed for, or authorized by, all staff "working with children."

Yes ☒ No ☐

Comment:

- iv) Staff turnover since last inspection/monitoring visit:

Yes ☐ No ☒

Comment:

b) Student Records:

i) Permanent Student Records

Permanent Record Form 1704 (complete and up-to-date)

Yes ☒ No ☐

Copies of at least two of the most recent years of student progress reports

Yes ☒ No ☐

If applicable - inclusions to support medical alerts, legal alerts, support services information

Yes ☒ No ☐

IBP's/CMP's

Yes ☒ No ☐

Registered homeschooled students

Yes ☐ No ☒ N/Aii) Additional Student Record Items:

Legal name (photocopy of birth certificate)

Yes ☒ No ☐

Allergies and other health concerns

Yes ☒ No ☐

Emergency contact numbers

Yes ☒ No ☐

Doctor's name and contact information

Yes ☒ No ☐

Care Card number

Yes ☒ No ☐

Official names of parents/guardians with home and work contact information

Yes ☒ No ☐

Verification that parent/guardian is legally in Canada and resident of British Columbia

Yes ☒ No ☐

iii) Student records are stored in a manner that ensures preservation in case of fire, theft, or disaster:

Yes ☒ No ☐

iv) Verification of International Students' legal presence in Canada

Yes ☒ No ☐

c) i) Educational program continues to be in compliance with the Educational Standards Order Requirements:

Yes ☒ No ☐ Comment:

ii) Course Overviews:

Include content, teaching strategies, assessment, learning outcome linkage (Ministry/Authority) for:

Core Subjects:

K-3

Yes ☒ No ☐ Comment:

4-9

Yes ☒ No ☐ Comment:

Non-Core Subjects:

K-3

Yes ☒ No ☐ Comment:

4-9

Yes ☒ No ☐ Comment:

Graduation Program

required courses

Yes ☐ No ☐ Comment:

electives

Yes ☐ No ☐ Comment:

iii) Board/Authority Authorized Courses:

- have been registered with a 1526 form:

Yes ☐ No ☐ Comment:

- have been developed according to Ministry BAA template?

Yes ☐ No ☐ Comment:

no high school

d) i) Special Education programs are offered by the school:

Yes ☒ No ☐ Comment:

ii) Has the school developed a special education policy?

Yes ☒ No ☐ Comment:

iii) All funded special education students have an Individual Education Plan (IEP) or Case Management Plan (CMP):

Yes ☒ No ☐ Comment:

iv) Special Needs budget:

Yes ☒ No ☐ Comment:

e) Provincial Assessment

i) The school participated in Foundation Skills Assessment since the last inspection visit.

Yes ☒ No ☐ Comment:

Grade 4 ☒Grade 7 ☒

ii) Describe the school's use of PSA results:

Reading/writing going up
jump math has helped math

iii) Provincial examinations.

Grade 10:

Grade 11:

Grade 12

Comment on the comparisons of school/exam mark:

iv) School's evaluation program demonstrates student progress in intellectual, social and career development.

Yes ☒No ☐

Comment:

OFFICE FOLLOW-UP INFORMATION:

Yes ☐No ☒

Due Date: _____

EEC:

☐ Principal☐ Staff

ITEMS:

Next Visit:

☐ Evaluation☒ Monitoring 2014☐ PE☐ Other




**BRITISH
COLUMBIA**

The Best Place on Earth

Ministry of Education

Office of the Inspector of
Independent Schools

**GROUP 1 AND 2
MONITORING INSPECTION
SCHOOL YEAR 2011-2012**

SCHOOL NAME BRENTWOOD COLLEGE				GROUP GROUP 2	SCHOOL NUMBER 7996005	
CITY MILL BAY			PRINCIPAL MRS. ANDREA PENNELLS			
SCHOOL AUTHORITY BRENTWOOD COLLEGE ASSOCIATION					SCHOOL PHONE NUMBER 250-743-5521	
GRADES 9-12	ELEMENTARY ENROLMENT N/A	SECONDARY ENROLMENT 446	HOME-SCHOOLED STUDENTS N/A	TOTAL STUDENTS 446	INTERNATIONAL STUDENTS 100	
RECOMMEND CURRENT GROUP CLASSIFICATION: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> COMMENT:						
DATE OF VISIT June 6, 2012		MINISTRY INSPECTOR/ASSISTANT INSPECTOR JOSEPH COLISTRO		ATTENDEES DAVID MCCARTHY		
PREVIOUS VISIT May 19, 2010		SIGNATURE 		CERTIFICATE EXPIRY DATE: 2014		

Other than random checks in the school files, the responses noted are those of the school principal.

1. CHANGES SINCE LAST EE/ MONITORING INSPECTION IN:

a) Facilities (Municipal/Regional District compliance?)

New Visual Arts Building, gym and house parent suite.

b) Programs and/or grade levels (compliance with ESO?)

Added Mandarin

c) Administration structure

No change

d) Responses to EE's Statutory Requirements/Policy Issues Report or monitoring inspection follow-up requirements:

No change

2. MUNICIPAL REQUIREMENTS

a) Facilities meet municipal/regional codes.

Yes ☒ No ☐ Comment:

b) Facilities receive regular inspections by local officials.

Yes ☒ No ☐ Comment:

c) Municipal school zone signs are in good repair.

Yes ☐ No ☐ Comment: No signs

3. STUDENT/SCHOOL SAFETY

a) School has regular safety checks of building, grounds and playground equipment.

Yes ☒ No ☐ Comment: Head of Maintenance and Safety Committee meets regularly

- b) The school has policies/procedures for the supervision of students at school and on field trips?

Yes ☒ No ☐ Comment:

- c) Facilities are adequately maintained and clean.

Yes ☒ No ☐ Comment:

- d) School uses cloth towel dispensers.

Yes ☐ No ☒ Comment:

- e) The school regularly practices safety procedures.

Earthquake drills: Yes ☒ No ☐

Frequency: 4 times per year

Fire drills: Yes ☒ No ☐

Frequency: 4 times per year

Comment: Log kept

4. SCHOOL PHILOSOPHY AND ADMINISTRATION

- a) The school continues to comply with Section 1 of the
- Independent School Act*
- Schedule.

Yes ☒ No ☐ Comment:

- b) Authority has maintained 'good standing' with the Registrar of Companies.

Yes ☒ No ☐ Comment:

- c) E.S. (formerly Q.S.) procedures/documents satisfy the auditor.

Yes ☒ No ☐ Comment:

Name of Auditor: KPMG

- d) Grants received:

Operating Grant \$	644,994	Operating Expenses \$	13.71 MILLION
Special Education Grant \$	N/A	# of students receiving Sp. Ed. Grants	N/A
French Grant \$	N/A	Expenses	N/A

- e) Does the school receive any special purpose or conditional grants?

Yes ☐ No ☒ Comment:

- f) Authority complies with Section 12 (3) & (4) of the
- Independent School Act*
- .

Yes ☒ No ☐ Comment:

- g) School has written policies pertaining to:

Student Discipline
Reporting of Child Abuse
Student Records
Appeals (Parent and Teacher)
Supervision
Anti-bullying

Comments:

Yes ☒ No ☐
Yes ☒ No ☐
Yes ☒ No ☐
Yes ☒ No ☐
Yes ☒ No ☐
Yes ☒ No ☐

Field Trips	Yes X <input type="checkbox"/>	No <input type="checkbox"/>
Protection of Privacy	Yes X <input type="checkbox"/>	No <input type="checkbox"/>
Principal / Teacher Evaluation	Yes X <input type="checkbox"/>	No <input type="checkbox"/>
Challenge/equivalency	Yes X <input type="checkbox"/>	No <input type="checkbox"/>

Brentwood follows the FISA guidelines for Child Abuse policy and the policy is being updating.

5. EDUCATIONAL PROGRAM

a) Instructional Staff Teachers: Assistants:

Headcount 61 2

FTE 54 2

i) Principal and teachers hold valid BC certification, and have proper assignments (restricted certification).

Yes ☐ No ☐ Comment:

ii) Teaching certificate is in progress.

Yes X ☐ No ☐ Comment:

BCCT:

ISTC:

228

the certificate from the Teacher Regulation

Branch

iii) Criminal records checks have been completed for, or authorized by, all staff "working with children."

Yes X ☐ No ☐ Comment:

iv) Staff turnover since last inspection/monitoring visit:

Yes X ☐ No ☐ Comment: Vey minimal

b) Student Records:

i) Permanent Student Records

Permanent Record Form 1704 (complete and up-to-date)

Yes X ☐ No ☐

Copies of at least two of the most recent years of student progress reports

Yes X ☐ No ☐

If applicable - inclusions to support medical alerts, legal alerts, support services information

Yes X ☐ No ☐

IEP's/CMP's

Yes X ☐ No ☐

Registered homeschooled students

Yes ☐ No X ☐

ii) Additional Student Record Items:

Legal name (photocopy of birth certificate)

Yes X ☐ No ☐

Allergies and other health concerns

Yes X ☐ No ☐

Emergency contact numbers

Yes X ☐ No ☐

Doctor's name and contact information

Yes X ☐ No ☐

Care Card number

Yes X ☐ No ☐

Official names of parents/guardians with home and work contact information

Yes X ☐ No ☐

Verification that parent/guardian is legally in Canada and resident of British Columbia

Yes X ☐ No ☐

iii) Student records are stored in a manner that ensures preservation in case of fire, theft, or disaster:

Yes X ☐ No ☐

iv) Verification of International Students' legal presence in Canada

Yes X ☐ No ☐

c) i) Educational program continues to be in compliance with the Educational Standards Order Requirements.

EDU-2012-00093

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Yes ☒ No ☐ Comment:

ii) Course Overviews:

Include content, teaching strategies, assessment, learning outcome linkage (Ministry/Authority) for:

Core Subjects:

K-3 Yes ☐ No ☐ Comment:

4-9 Yes ☐ No ☐ Comment:

Non-Core Subjects:

K-3 Yes ☐ No ☐ Comment:

4-9 Yes ☐ No ☐ Comment:

Graduation program

required courses Yes ☒ No ☐ Comment:

electives Yes ☒ No ☐ Comment:

Review Course Overviews to include content, teaching strategies, assessment, learning outcome linkage.

iii) Board/Authority Authorized Courses:

• have been registered with a 1526 form: Yes ☐ No ☐ Comment:

• have been developed according to Ministry BAA template? Yes ☒ No ☐ Comment:

d) i) Special Education Programs are offered by the school:

Yes ☐ No ☒ Comment:

ii) Has the school developed a special education policy?

Yes ☐ No ☒ Comment:

iii) All funded special education students have an Individual Educational Plan (IEP) or Case Management Plan (CMP):

Yes ☐ No ☒ Comment:

iv) Special Needs budget:

Yes ☐ No ☒ Comment:

e) Provincial Assessment

i) The school participated in Foundation Skills Assessment since the last inspection visit.

Yes ☐ No ☐ Comment:

Grade 4 ☐ Grade 7 ☐

ii) Describe the school's use of FSA results: N/A

iii) Provincial examinations.

Grade 10: English, Science, Math Grade 11: Social Studies Grade 12 English

Comment on the comparison of school/exam mark:

Marks were very good, School and exam mark slight discrepancy.

iv) School's evaluation program demonstrates student progress in intellectual, social and career development.

Yes ☒No ☐

Comment:

OFFICE FOLLOW-UP INFORMATION

Yes ☒ No ☐

Due Date: October 15/2012

ITEMS:

1. Review Course Overviews to include content, teaching strategies, assessment, learning outcome linkage.

EEC:

- ☐ Principal
☐ Staff

Next Visit:

- ☒ Evaluation
☐ Monitoring
☐ PE
☐ Other

SCHOOL NAME West Coast Christian School		GROUP Group(s) 1	SCHOOL NUMBER 3996601
CITY Vancouver		PRINCIPAL Mr David Ferguson	
SCHOOL AUTHORITY West Coast Christian Fellowship		SCHOOL PHONE NUMBER 604-255-2990	
GRADES K-12	ELEMENTARY ENROLMENT 79	SECONDARY ENROLMENT 31	HOME-SCHOOLED STUDENTS 225
TOTAL STUDENTS 110		INTERNATIONAL STUDENTS 7	
RECOMMEND CURRENT GROUP CLASSIFICATION: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Comment: HC=113			
DATE OF VISIT May 29 2012	MINISTRY INSPECTOR/ASSISTANT INSPECTOR ROBIN HINNELL		ATTENDEES David Ferguson
PREVIOUS VISIT Dec 4 2009	SIGNATURE Robin Hinnell		CERTIFICATE EXPIRY DATE: June 30 2014

Other than random checks in the school files, the responses noted are those of the school principal.

1. CHANGES SINCE LAST EE/MONITORING INSPECTION IN:

a) Facilities (Municipal/Regional District compliance?)

none

b) Programs and/or grade levels (compliance with ESO?)

none

c) Administration structure.

none

d) Responses to EE's Statutory Requirements/Policy Issues Report or monitoring inspection follow-up requirements:

5 of 6 complied with.
Outstanding: see notes at end *

2. MUNICIPAL REQUIREMENTS

a) Facilities meet municipal/regional codes.

Yes ☒ No ☐ Comment:

b) Facilities receive regular inspections by local officials.

Yes ☒ No ☐ Comment:

Fire Dept & Vancouver Coastal Health.

c) Municipal school zone signs are in good repair.

Yes ☒ No ☐ Comment:

3. STUDENT/SCHOOL SAFETY

a) School has regular safety checks of building, grounds and playground equipment.

Yes ☒ No ☐ Comment: David Ferguson checks daily.

b) The school has policies/procedures for the supervision of students at school and on field trips?

Yes ☒ No ☐ Comment:

c) Facilities are adequately maintained and clean.

Yes ☒ No ☐ Comment:

d) School uses cloth towel dispensers.

Yes ☐ No ☒ Comment:

e) The school regularly practices safety procedures.

Earthquake Drills: Yes ☒ No ☐

Frequency: 3

Fire Drills: Yes ☒ No ☐

Frequency: 3

Comment:

Lock Downs Yes ☒

Record of drills is maintained.

4. SCHOOL PHILOSOPHY AND ADMINISTRATION

- a) The school continues to comply with Section 1 of the
- Independent School Act*
- Schedule.

Yes ☒ No ☐ Comment:

- b) Authority has maintained 'good standing' with the Registrar of Companies.

Yes ☒ No ☐ Comment:

- c) E.S. (formerly Q.S.) procedures/documents satisfy the auditor.

Yes ☒ No ☐ Comment:Name of Auditor: Brenda Waechter / Waechter & Co

- d) Grants Received:

Operating Grant \$	324,495	Operating Expenses \$	556,852
Special Education Grant \$	38,600	# of students receiving Sp. Ed. Grants	225
French Grant \$	487	Expenses:	\$454 to date

2011/12

2011/12

- e) Does the school receive any special purpose or conditional grants?

Yes ☐ No ☒ Comment:

- f) Authority complies with Section 12(3) & (4) of the
- Independent School Act*
- .

Yes ☒ No ☐ Comment:

- g) School has written policies pertaining to:

Student Discipline	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Reporting of Child Abuse	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Student Records	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Appeals (Parent and Teacher)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Supervision	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Anti-bullying	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Field Trips	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Protection of Privacy	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Principal/Teacher Evaluation	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Challenge/equivalency	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Special Education Grant: *

Clear documentation is available to show salaries paid to S.E.A.'s. There is no separate accounting ^{total} to show that Sp. Ed. expenses is equal to or exceeds the grant. [see notes on p 4]

5. EDUCATIONAL PROGRAM

- a) Instructional Staff Teachers: Assistants:

Headcount: 12 3FTE 10 1.3

- i) Principal and teachers hold valid BC certification, and have proper assignments (restricted certification).

Yes ☒ No ☐ Comment: 225 restricted certificates.

- ii) Teacher certificate is in progress.

Yes ☐ No ☒

BCCT:

ISTC:

Comment: (gr 8-12) The Bible class is taught by the pastors of the Church. [See notes on p. 4.] *

- iii) Criminal record checks have been completed for, or authorized by, all staff "working with children."

Yes ☒ No ☐ Comment:

- iv) Staff turnover since last inspection/monitoring visit:

Yes ☒ No ☐Comment: A few changes only.

b) Student Records:

i) Permanent Student Records

Permanent Record Form 1704 (complete and up-to-date)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Copies of at least two of the most recent years of student progress reports	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If applicable - inclusions to support medical alerts, legal alerts, support services information	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
IEP's/CMP's	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Registered homeschooled students	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

ii) Additional Student Record Items:

Legal name (photocopy of birth certificate)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Allergies and other health concerns	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Emergency contact numbers	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Doctor's name and contact information	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Care Card number	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Official names of parents/guardians with home and work contact information	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Verification that parent/guardian is legally in Canada and resident of British Columbia	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

iii) Student records are stored in a manner that ensures preservation in case of fire, theft, or disaster:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
--	---	-----------------------------

iv) Verification of International Students' legal presence in Canada	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
--	---	-----------------------------

e) i) Educational program continues to be in compliance with the Educational Standards Order Requirements:

Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Comment:
---	-----------------------------	----------

ii) Course Overviews:

Include content, teaching strategies, assessment, learning outcome linkage (Ministry/Authority) for:

Core Subjects:

K-3	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Comment:
-----	---	-----------------------------	----------

4-9	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Comment:
-----	---	-----------------------------	----------

Non-Core Subjects:

K-3	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Comment:
-----	---	-----------------------------	----------

4-9	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Comment:
-----	---	-----------------------------	----------

Graduation Program

required courses	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Comment:
------------------	---	-----------------------------	----------

electives	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Comment:
-----------	---	-----------------------------	----------

iii) Board/Authority Authorized Courses:

- have been registered with a 1526 form:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Comment:
--	------------------------------	--	----------

- have been developed according to Ministry BAA template?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Comment:
---	------------------------------	--	----------

Some graduation courses are offered in alternate years, e.g. Law 12.

d) i) Special Education programs are offered by the school:

Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Comment:
---	-----------------------------	----------

ii) Has the school developed a special education policy?

Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Comment:
---	-----------------------------	----------

iii) All funded special education students have an Individual Education Plan (IEP) or Case Management Plan (CMP):

Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Comment:
---	-----------------------------	----------

iv) Special Needs budget:

Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Comment:
---	-----------------------------	----------

The budgeting (Rev/Exp) for special needs should be separated within the overall budget to demonstrate how govt money is expended.

e) Provincial Assessment

i) The school participated in Foundation Skills Assessment since the last inspection visit.

Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Comment:
---	-----------------------------	----------

Grade 4 ☒Grade 7 ☒

ii) Describe the school's use of FSA results:

supports teachers by pinpointing student progress in particular aspects of skill development.

iii) Provincial examinations.

Grade 10:

Grade 11:

Grade 12:

Comment on the comparisons of school/exam mark:

Principal & Teachers meet to analyse marks if significant differences exist between school & exam marks.

iv) School's evaluation program demonstrates student progress in intellectual, social and career development.

Yes ☒No ☐

Comment:

OFFICE FOLLOW-UP INFORMATION:

Yes ☒ No ☐Due Date: 1st Sept. 2012

EEC:

- ☐ Principal
☐ Staff

ITEMS:

Matters to be addressed and confirmed to OHS

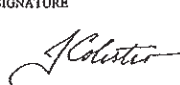
① Bible class: BAA course to be developed and teacher certification to be resolved.
Due: 1st Sept. 2012

② Special needs grant:

Clear statement of revenue vs. expense specific to special education is needed for the year 2012/13 and onwards.

Next Visit:

- ☒ Evaluation *2013*
☐ Monitoring
☐ PE
☐ Other

SCHOOL NAME ISLAND OAK HIGH SCHOOL				GROUP GROUP 1	SCHOOL NUMBER 7996680	
CITY DUNCAN			PRINCIPAL MR GARY WARD			
SCHOOL AUTHORITY STEINER EDUCATIONAL AUTHORITY					SCHOOL PHONE NUMBER 250-701-0400	
GRADES 9-12	ELEMENTARY ENROLMENT	SECONDARY ENROLMENT 30	HOME-SCHOOLED STUDENTS	TOTAL STUDENTS 30	INTERNATIONAL STUDENTS 9	
RECOMMEND CURRENT GROUP CLASSIFICATION: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> COMMENT:						
DATE OF VISIT May 30, 2012		MINISTRY INSPECTOR/ASSISTANT INSPECTOR J COLISTRO		ATTENDEES MR GARY WARD		
PREVIOUS VISIT May 12, 2010		SIGNATURE 		CERTIFICATE EXPIRY DATE: 2014		

Other than random checks in the school files, the responses noted are those of the school principal.

1. CHANGES SINCE LAST EE/ MONITORING INSPECTION IN:

a) Facilities (Municipal/Regional District compliance?)

No major changes-landscaping and shed structures added

b) Programs and/or grade levels (compliance with ESO?)

No Changes

c) Administration structure

New principal, Business Manager, Communication Coordinator

d) Responses to EE's Statutory Requirements/Policy Issues Report or monitoring inspection follow-up requirements:

Yes, DPA being taught and added to the report cards as recommended

2. MUNICIPAL REQUIREMENTS

a) Facilities meet municipal/regional codes.

Yes ☒ No ☐ Comment: Date Oct. 10, 2007

b) Facilities receive regular inspections by local officials.

Yes ☒ No ☐ Comment: Recent Fire Inspection

c) Municipal school zone signs are in good repair.

Yes ☒ No ☐ Comment:

3. STUDENT/SCHOOL SAFETY

a) School has regular safety checks of building, grounds and playground equipment.

Yes ☒ No ☐ Comment: Principal does the checks and information is logged

- b) The school has policies/procedures for the supervision of students at school and on field trips?

Yes ☒ No ☐ Comment: Policy manual available. Some policies need to be added and others reviewed.
(listed under 4G)

- c) Facilities are adequately maintained and clean.

Yes ☒ No ☐ Comment: A janitor is available twice a week. The school is relatively clean but has significant clutter in the Science rooms. This clutter should be removed.

- d) School uses cloth towel dispensers.

Yes ☐ No ☒ Comment:

- e) The school regularly practices safety procedures.

Earthquake drills: Yes ☒ No ☐ Frequency: 3

Fire drills: Yes ☒ No ☐ Frequency: 3

Comment: 3 per year and these are logged

4. SCHOOL PHILOSOPHY AND ADMINISTRATION

- a) The school continues to comply with Section 1 of the *Independent School Act* Schedule.

Yes ☒ No ☐ Comment:

- b) Authority has maintained 'good standing' with the Registrar of Companies.

Yes ☒ No ☐ Comment:

- c) E.S. (formerly Q.S.) procedures/documents satisfy the auditor.

Yes ☒ No ☐ Comment:

Name of Auditor: Atchison, Palmer and Leslie last completed audit was June 8th 2011

- d) Grants received:

Operating Grant \$	86,771	Operating Expenses \$	256,439
Special Education Grant \$	n/a	# of students receiving Sp. Ed. Grants	n/a
French Grant \$	n/a	Expenses	n/a

- e) Does the school receive any special purpose or conditional grants?

Yes ☐ No ☒ Comment:

- f) Authority complies with Section 12 (3) & (4) of the *Independent School Act*.

Yes ☒ No ☐ Comment:

- g) School has written policies pertaining to:

Student Discipline

Yes ☒ No ☐

Reporting of Child Abuse

Yes ☐ No ☒

Student Records

Yes ☒ No ☐

Appeals (Parent and Teacher)

Yes ☒ No ☐

Supervision

Yes ☒ No ☐

Comments:

Anti-bullying	Yes X <input type="checkbox"/>	No <input type="checkbox"/>
Field Trips	Yes X <input type="checkbox"/>	No <input type="checkbox"/>
Protection of Privacy	Yes X <input type="checkbox"/>	No <input type="checkbox"/>
Principal / Teacher Evaluation	Yes X <input type="checkbox"/>	No <input type="checkbox"/>
Challenge/equivalency	Yes X <input type="checkbox"/>	No <input type="checkbox"/>

***Develop Child Abuse policy, Review policy on Field Trips including Volunteers and when Criminal Records Checks are required.
Review Harassment Policy to include Anti-Bullying.

5. EDUCATIONAL PROGRAM

a) Instructional Staff Teachers: Assistants:

Headcount 7 2

FTE 3.6 .2

i) Principal and teachers hold valid BC certification, and have proper assignments (restricted certification).

Yes X ☐ No ☐ Comment: Principal has an Independent School certificate SR

ii) Teaching certificate is in progress.

Yes ☐ No X ☐ Comment:

BCCT:

ISTC:

iii) Criminal records checks have been completed for, or authorized by, all staff "working with children."

Yes X ☐ No ☐ Comment: 3 admin in the office and 2 EA's

iv) Staff turnover since last inspection/monitoring visit:

Yes X ☐ No ☐ Comment: Very minimal

b) Student Records:

i) Permanent Student Records

Permanent Record Form 1704 (complete and up-to-date)

Yes X ☐ No ☐

Copies of at least two of the most recent years of student progress reports

Yes X ☐ No ☐

If applicable - inclusions to support medical alerts, legal alerts, support services information

Yes X ☐ No ☐

IEP's/CMP's

Yes X ☐ No ☐

Registered homeschooled students

Yes ☐ No X ☐

ii) Additional Student Record Items:

Legal name (photocopy of birth certificate)

Yes X ☐ No ☐

Allergies and other health concerns

Yes X ☐ No ☐

Emergency contact numbers

Yes X ☐ No ☐

Doctor's name and contact information

Yes X ☐ No ☐

Care Card number

Yes X ☐ No ☐

Official names of parents/guardians with home and work contact information

Yes X ☐ No ☐

Verification that parent/guardian is legally in Canada and resident of British Columbia

Yes ☐ No X ☐

Clarify process for determining legal presence of International students

iii) Student records are stored in a manner that ensures preservation in case of fire, theft, or disaster:

Yes X ☐ No ☐

iv) Verification of International Students' legal presence in Canada

Yes ☐ No X ☐

Clarify process for determining legal presence of International students

- c) i) Educational program continues to be in compliance with the Educational Standards Order Requirements.

Yes ☒ No ☐ Comment:

- ii) Course Overviews:

Include content, teaching strategies, assessment, learning outcome linkage (Ministry/Authority) for:

Core Subjects:

K-3 Yes ☐ No ☐ Comment:4-9 Yes ☐ No ☐ Comment:

Non-Core Subjects:

K-3 Yes ☐ No ☐ Comment:4-9 Yes ☐ No ☐ Comment:

Graduation program

required courses Yes ☒ No ☐ Comment:electives Yes ☒ No ☐ Comment:

Course overviews available but they need to be updated and reviewed to include content, teaching strategies, assessment, and learning outcome linkage.

- iii) Board/Authority Authorized Courses:

- have been registered with a 1526 form: Yes ☐ No ☐ Comment: n/a

- have been developed according to Ministry BAA template? Yes ☐ No ☐ Comment: n/a

- d) i) Special Education Programs are offered by the school:

Yes ☐ No ☒ Comment:

- ii) Has the school developed a special education policy?

Yes ☐ No ☒ Comment:

- iii) All funded special education students have an Individual Educational Plan (IEP) or Case Management Plan (CMP):

Yes ☐ No ☒ Comment:

- iv) Special Needs budget:

Yes ☐ No ☒ Comment:

- e) Provincial Assessment

- i) The school participated in Foundation Skills Assessment since the last inspection visit.

Yes ☐ No ☐ Comment: N/A

Grade 4 ☐Grade 7 ☐

ii) Describe the school's use of FSA results:

N/A

iii) Provincial examinations.

Grade 10: Science, Math, English Grade 11: Social Studies Grade 12 English

Comment on the comparison of school/exam mark:

Relatively consistent from 0-10 % margin. In many situations students scored higher.

iv) School's evaluation program demonstrates student progress in intellectual, social and career development.

Yes ☒ No ☐ Comment:

OFFICE FOLLOW-UP INFORMATION

Yes ☒ No ☐ Due Date: October 15/2012

ITEMS: RECOMMENDATIONS


1. Reduce clutter in the school in particular in the Science room.
2. Review policies
 - a. Develop Child Abuse Policy
 - b. Review harassment policy to include Anti-Bullying
 - c. Review and develop if needed a policy on the use of Volunteers
3. Clarify process for determining legal presence of international students.
4. Review and update course overviews to include content, teaching strategies, assessment, and learning outcome linkage.

EEC:

- ☐
- Principal
-
- ☐
- Staff

Next Visit:

- ☒
- Evaluation
-
- ☐
- Monitoring
-
- ☐
- PE
-
- ☐
- Other

SCHOOL NAME STU'ATE LELUM SECONDARY SCHOOL				GROUP 2	SCHOOL NUMBER 7997002	
CITY LADYSMITH			PRINCIPAL MR LEONARD MERRIMAN			
SCHOOL AUTHORITY CHEMAINUS NATIVE COLLEGE SOCIETY					SCHOOL PHONE NUMBER 250-245-3522	
GRADES 8-12	ELEMENTARY ENROLMENT	SECONDARY ENROLMENT 125	HOME-SCHOOLED STUDENTS		TOTAL STUDENTS 125	INTERNATIONAL STUDENTS
RECOMMEND CURRENT GROUP CLASSIFICATION: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> COMMENT:						
DATE OF VISIT May 30, 2012		MINISTRY INSPECTOR/ASSISTANT INSPECTOR JOE COLISTRO		ATTENDEES MR. LEONAED MERRIMAN		
PREVIOUS VISIT March 16, 2010		SIGNATURE 		CERTIFICATE EXPIRY DATE: 2014		

Other than random checks in the school files, the responses noted are those of the school principal.

1. CHANGES SINCE LAST EE/ MONITORING INSPECTION IN:

a) Facilities (Municipal/Regional District compliance?)

The new building that was expected to open in Sep. 2011 is now scheduled to open for the 2012-2013 school year. The school plans to invite the Inspector to the opening on September 26, 2012.

b) Programs and/or grade levels (compliance with ESO?)

Literacy and numeracy guidelines have been developed based on the BC Curriculum for grades 8-12

c) Administration structure

One principal and two vice-principals, unchanged since the last monitor

d) Responses to EE's Statutory Requirements/Policy Issues Report or monitoring inspection follow-up requirements:

No issues on the last monitor.

2. MUNICIPAL REQUIREMENTS

a) Facilities meet municipal/regional codes.

Yes ☒ No ☐ Comment: Was unable to view letters or inspections as these were kept in a different building off campus.(Admin office)

b) Facilities receive regular inspections by local officials.

Yes ☒ No ☐ Comment: Was unable to view letters or inspections as these were kept in a different building off campus.(Admin office)

c) Municipal school zone signs are in good repair.

Yes ☐ No ☐ Comment: N/A No school zone

3. STUDENT/SCHOOL SAFETY

Last Revised August 30, 2006

- a) School has regular safety checks of building, grounds and playground equipment.

Yes ☒ No ☐ Comment: Safety Officer monitors monthly

- b) The school has policies/procedures for the supervision of students at school and on field trips?

Yes ☒ No ☐ Comment: A new policy/staff handbook has been developed which includes Field Trips.

- c) Facilities are adequately maintained and clean.

Yes ☒ No ☐ Comment: A janitor works daily to clean the school, which includes 7 classrooms. It is kept as clean as possible considering it is an old building.

- d) School uses cloth towel dispensers.

Yes ☐ No ☒ Comment:

- e) The school regularly practices safety procedures.

Earthquake drills: Yes ☒ No ☐

Frequency: once every three months

Fire drills: Yes ☒ No ☐

Frequency: once per month

Comment: No log kept. Suggest a log be kept to verify drills.

4. SCHOOL PHILOSOPHY AND ADMINISTRATION

- a) The school continues to comply with Section 1 of the *Independent School Act* Schedule.

Yes ☒ No ☐ Comment:

- b) Authority has maintained 'good standing' with the Registrar of Companies.

Yes ☒ No ☐ Comment:

- c) E.S. (formerly Q.S.) procedures/documents satisfy the auditor.

Yes ☐ No ☐ Comment: N/A

Name of Auditor: MNP Chartered Accountants

Funding is from INAC and Ministry for off reserve schools. No OIIS funding.

- d) Grants received:

Operating Grant \$	N/A	Operating Expenses \$	
Special Education Grant \$	N/A	# of students receiving Sp. Ed. Grants	
French Grant \$	N/A	Expenses	

- e) Does the school receive any special purpose or conditional grants?

Yes ☐ No ☒ Comment:

- f) Authority complies with Section 12 (3) & (4) of the *Independent School Act*.

Yes ☒ No ☐ Comment:

- g) School has written policies pertaining to:

	Comments:	
Student Discipline	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Reporting of Child Abuse	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Student Records	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Appeals (Parent and Teacher)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Supervision	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Anti-bullying	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Field Trips	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Protection of Privacy	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Principal / Teacher Evaluation	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Challenge/Equivalency	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Develop policies for: Child Abuse, Appeals, Privacy, and Challenge/Equivalency.

5. EDUCATIONAL PROGRAM

a) Instructional Staff Teachers: Assistants:

Headcount 7 1

FTE 7 1

i) Principal and teachers hold valid BC certification, and have proper assignments (restricted certification).

Yes ☒ No ☐ Comment: Certificates are not kept on site so they could not be viewed. Principal verified all are current and have paid dues.

ii) Teaching certificate is in progress.

Yes ☐ No ☒ Comment:

BCCT:

ISTC:

iii) Criminal records checks have been completed for, or authorized by, all staff "working with children."

Yes ☒ No ☐ Comment: Filed at the admin office. All staff are required to have a CRC by the Chemainus First Nation Band.

iv) Staff turnover since last inspection/monitoring visit:

Yes ☐ No ☒ Comment: None in the last two years.

b) Student Records:

i) Permanent Student Records- Info kept on BCeSiS

Permanent Record Form 1704 (complete and up-to-date)

Yes ☒ No ☐

Copies of at least two of the most recent years of student progress reports

Yes ☒ No ☐

If applicable - inclusions to support medical alerts, legal alerts, support services information

Yes ☒ No ☐

IEP's/CMP's

Yes ☒ No ☐

Registered homeschooled students

Yes ☐ No ☒

ii) Additional Student Record Items:

Legal name (photocopy of birth certificate)

Yes ☒ No ☐

Allergies and other health concerns

Yes ☒ No ☐

Emergency contact numbers

Yes ☒ No ☐

Doctor's name and contact information

Yes ☒ No ☐

Care Card number

Yes ☒ No ☐

Official names of parents/guardians with home and work contact information

Yes ☒ No ☐

Verification that parent/guardian is legally in Canada and resident of British Columbia

Yes ☒ No ☐

iii) Student records are stored in a manner that ensures preservation in case of fire, theft, or disaster: Yes ☒ No ☐

iv) Verification of International Students' legal presence in Canada- No Internationals Yes ☐ No ☐

c) i) Educational program continues to be in compliance with the Educational Standards Order Requirements.

Yes ☒ No ☐ Comment:

ii) Course Overviews:

Include content, teaching strategies, assessment, learning outcome linkage (Ministry/Authority) for:

Core Subjects:

K-3 Yes ☐ No ☐ Comment:

4-9 Yes ☐ No ☐ Comment:

Non-Core Subjects:

K-3 Yes ☐ No ☐ Comment:

4-9 Yes ☐ No ☐ Comment:

Graduation program

required courses Yes ☒ No ☐ Comment:

electives Yes ☒ No ☐ Comment:

Course overviews were available but need to be updated to include content, teaching strategies, assessment and learning outcome linkages.

iii) Board/Authority Authorized Courses:

• have been registered with a 1526 form: Yes ☐ No ☒ Comment: No BAA currently taught.

• have been developed according to Ministry BAA template? Yes ☐ No ☒ Comment:

d) i) Special Education Programs are offered by the school:

Yes ☒ No ☐ Comment: Literacy and Numeracy program. One staff designated to oversee Special Ed services. Money for Special Ed comes from INAC to FNESC to the school.

ii) Has the school developed a special education policy?

Yes ☐ No ☒ Comment: School follows FNESC Sp. Ed policy.

iii) All funded special education students have an Individual Educational Plan (IEP) or Case Management Plan (CMP):

Yes ☐ No ☒ Comment:

iv) Special Needs budget:

Yes ☐ No ☒ Comment:

e) Provincial Assessment

i) The school participated in Foundation Skills Assessment since the last inspection visit.

Yes ☐ No ☐

Comment: N/A

Grade 4 ☐Grade 7 ☐

ii) Describe the school's use of FSA results:

iii) Provincial examinations.

Grade 10: EFP 10, MATH 10, SC 10. Grade 11: Grade 12: EFP 12, FN STUDY 12, COMM 12

Comment on the comparison of school/exam mark: Approximately 75% pass the provincial, Majority within 5-15% of the school mark.

iv) School's evaluation program demonstrates student progress in intellectual, social and career development.

Yes ☒ No ☐ Comment:

OFFICE FOLLOW-UP INFORMATION

Yes ☒ No ☐

Due Date: October 15/2012

ITEMS:


1. Policy development for Child Abuse, Appeals, Privacy and Challenge.
2. Develop a log for Fire Drills and Earthquakes.
3. Course Overviews- Review and update course overviews to include content, teaching strategies, assessment and learning outcome linkages.

EEC:

- ☐ Principal
☐ Staff

Next Visit:

- ☒ Evaluation
☐ Monitoring
☐ PE
☐ Other

SCHOOL NAME SHAWNIGAN LAKE SCHOOL				GROUP GROUP 2	SCHOOL NUMBER 7996006	
CITY SHAWNIGAN LAKE			PRINCIPAL MR. DAVID ROBERTSON			
SCHOOL AUTHORITY SHAWNIGAN LAKE SCHOOL SOCIETY					SCHOOL PHONE NUMBER 250-743-5516	
GRADES 8-12	ELEMENTARY ENROLMENT N/A	SECONDARY ENROLMENT 455	HOME-SCHOOLED STUDENTS N/A	TOTAL STUDENTS 455	INTERNATIONAL STUDENTS 104	
RECOMMEND CURRENT GROUP CLASSIFICATION: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> COMMENT:						
DATE OF VISIT June 6, 2012		MINISTRY INSPECTOR/ASSISTANT INSPECTOR JOSEPH COLISTRO		ATTENDEES MR. DAVID ROBERTSON		
PREVIOUS VISIT May 10, 2010		SIGNATURE 		CERTIFICATE EXPIRY DATE: 2014		

Other than random checks in the school files, the responses noted are those of the school principal.

1. CHANGES SINCE LAST EE/ MONITORING INSPECTION IN:

- a) Facilities (Municipal/Regional District compliance?)

A new theater and dorms have been added

- b) Programs and/or grade levels (compliance with ESO?)

None

- c) Administration structure

Headmaster and 2 Deputy Heads

- d) Responses to EE's Statutory Requirements/Policy Issues Report or monitoring inspection follow-up requirements:

Recommendations completed. A letter was provided re: certification of

ZZS

2. MUNICIPAL REQUIREMENTS

- a) Facilities meet municipal/regional codes.

Yes ☒ No ☐ Comment:

- b) Facilities receive regular inspections by local officials.

Yes ☒ No ☐ Comment:

- c) Municipal school zone signs are in good repair.

Yes ☐ No ☐ Comment: Signs have been removed as required.

3. STUDENT/SCHOOL SAFETY

- a) School has regular safety checks of building, grounds and playground equipment.

Yes ☒ No ☐ Comment: Head of Maintenance completes checks.

b) The school has policies/procedures for the supervision of students at school and on field trips?

Yes ☒ No ☐ Comment:

c) Facilities are adequately maintained and clean.

Yes ☒ No ☐ Comment:

d) School uses cloth towel dispensers.

Yes ☐ No ☒ Comment:

e) The school regularly practices safety procedures.

Earthquake drills: Yes ☒ No ☐

Frequency: 1-3 Regular as required

Fire drills: Yes ☒ No ☐

Frequency: 5 times per year

Comment: A log is maintained.

4. SCHOOL PHILOSOPHY AND ADMINISTRATION

a) The school continues to comply with Section 1 of the *Independent School Act* Schedule.

Yes ☒ No ☐ Comment:

b) Authority has maintained 'good standing' with the Registrar of Companies.

Yes ☒ No ☐ Comment:

c) E.S. (formerly Q.S.) procedures/documents satisfy the auditor.

Yes ☒ No ☐ Comment:

Name of Auditor: KPMG

d) Grants received:

Operating Grant \$	678,000	Operating Expenses \$	17M
Special Education Grant \$	N/A	# of students receiving Sp. Ed. Grants	N/A
French Grant \$	2,900	Expenses	2,900

e) Does the school receive any special purpose or conditional grants?

Yes ☐ No ☒ Comment:

f) Authority complies with Section 12 (3) & (4) of the *Independent School Act*.

Yes ☒ No ☐ Comment:

g) School has written policies pertaining to:

Student Discipline

Yes ☒ No ☐

Reporting of Child Abuse

Yes ☒ No ☐

Student Records

Yes ☒ No ☐

Appeals (Parent and Teacher)

Yes ☒ No ☐

Supervision

Yes ☒ No ☐

Anti-bullying

Yes ☒ No ☐

Field Trips

Yes ☒ No ☐

Comments:

Protection of Privacy	Yes X <input type="checkbox"/>	No <input type="checkbox"/>
Principal / Teacher Evaluation	Yes X <input type="checkbox"/>	No <input type="checkbox"/>
Challenge/equivalency	Yes X <input type="checkbox"/>	No <input type="checkbox"/>

5. EDUCATIONAL PROGRAM

a) Instructional Staff Teachers: Assistants:

Headcount 55 6FTE 50.2 6

i) Principal and teachers hold valid BC certification, and have proper assignments (restricted certification).

Yes X ☐ No ☐ Comment:

ii) Teaching certificate is in progress.

Yes ☐ No X ☐ Comment:

BCCT:

ISTC:

iii) Criminal records checks have been completed for, or authorized by, all staff "working with children."

Yes X ☐ No ☐ Comment: As verified by the Headmaster and the Academic Office.

iv) Staff turnover since last inspection/monitoring visit:

Yes X ☐ No ☐ Comment: Minimal, very little turnover

b) Student Records:

i) Permanent Student Records – Files are kept in a number of areas including Personal office, Health Nurse, and Learning Center.

Permanent Record Form 1704 (complete and up-to-date)

Yes X ☐ No ☐

Copies of at least two of the most recent years of student progress reports

Yes X ☐ No ☐

If applicable - inclusions to support medical alerts, legal alerts, support services information

Yes X ☐ No ☐

IEP's/CMP's

Yes X ☐ No ☐

Registered homeschooled students

Yes ☐ No X ☐ii) Additional Student Record Items: Files are kept in a number of areas including Personal office, Health Nurse, and Accounting

Legal name (photocopy of birth certificate)

Yes X ☐ No ☐

Allergies and other health concerns

Yes X ☐ No ☐

Emergency contact numbers

Yes X ☐ No ☐

Doctor's name and contact information

Yes X ☐ No ☐

Care Card number

Yes X ☐ No ☐

Official names of parents/guardians with home and work contact information

Yes X ☐ No ☐

Verification that parent/guardian is legally in Canada and resident of British Columbia

Yes X ☐ No ☐

iii) Student records are stored in a manner that ensures preservation in case of fire, theft, or disaster:

Yes X ☐ No ☐

iv) Verification of International Students' legal presence in Canada

Yes X ☐ No ☐

- c) i) Educational program continues to be in compliance with the Educational Standards Order Requirements.

Yes ☒ No ☐ Comment:

- ii) Course Overviews:

Include content, teaching strategies, assessment, learning outcome linkage (Ministry/Authority) for:

Core Subjects:

K-3 Yes ☐ No ☐ Comment:

4-9 Yes ☐ No ☐ Comment:

Non-Core Subjects:

K-3 Yes ☐ No ☐ Comment:

4-9 Yes ☐ No ☐ Comment:

Graduation program

required courses Yes ☒ No ☐ Comment:

electives Yes ☒ No ☐ Comment:

Course overviews were reviewed and updated after the last monitoring visit.

- iii) Board/Authority Authorized Courses:

• have been registered with a 1526 form: Yes ☒ No ☐ Comment:

• have been developed according to Ministry BAA template? Yes ☒ No ☐ Comment:

Philosophy 12 is being offered in the fall as a BAA course. The school is currently putting the paperwork together for approval.

- d) i) Special Education Programs are offered by the school:

Yes ☐ No ☒ Comment:

- ii) Has the school developed a special education policy?

Yes ☐ No ☒ Comment:

- iii) All funded special education students have an Individual Educational Plan (IEP) or Case Management Plan (CMP):

Yes ☐ No ☒ Comment:

- iv) Special Needs budget:

Yes ☐ No ☒ Comment:

- e) Provincial Assessment

- i) The school participated in Foundation Skills Assessment since the last inspection visit.

Yes ☐ No ☐ Comment: N/A

Grade 4 ☐ Grade 7 ☐

- ii) Describe the school's use of FSA results:

iii) Provincial examinations.

Grade 10: English , Math, Science

Grade 11: Social Studies

Grade 12 English

Comment on the comparison of school/exam mark:

The results for the school overall continued to be very good.

iv) School's evaluation program demonstrates student progress in intellectual, social and career development.

Yes ☒No ☐

Comment:

OFFICE FOLLOW-UP INFORMATION

Yes ☐No ☒

Due Date: _____

ITEMS:

No items for follow-up

EEC:

- ☐ Principal
☐ Staff

Next Visit:

- ☒ Evaluation
☐ Monitoring
☐ PE
☐ Other



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GROUP 1 AND 2
MONITORING INSPECTION
SCHOOL YEAR 2011-2012

SCHOOL NAME NELSON CHRISTIAN COMMUNITY SCHOOL				GROUP 1	SCHOOL NUMBER 896710
CITY NELSON			PRINCIPAL MRS TERYN CHBEE (BUTTERWORTH)		
SCHOOL AUTHORITY NELSON CHRISTIAN SCHOOL SOCIETY				SCHOOL PHONE NUMBER 250-352-0565	
GRADES K-10	ELEMENTARY ENROLMENT 31	SECONDARY ENROLMENT 0	HOME-SCHOOLED STUDENTS 0	TOTAL STUDENTS 31	INTERNATIONAL STUDENTS 0
RECOMMEND CURRENT GROUP CLASSIFICATION: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> COMMENT:				This school year the students enrolled are in grades K-6	
DATE OF VISIT May 23, 2012		MINISTRY INSPECTOR/ASSISTANT INSPECTOR BEVERLY PULYK		ATTENDEES TERYN CHBEE	
PREVIOUS VISIT 2009-10 school year		SIGNATURE 		CERTIFICATE EXPIRY DATE: JUNE 30, 2016	

Other than random checks in the school files, the responses noted are those of the school principal.

1. CHANGES SINCE LAST EE/MONITORING INSPECTION IN:

- a) Facilities (Municipal/Regional District compliance?)
No changes
- b) Programs and/or grade levels (compliance with ESO?)
No changes
- c) Administration structure
No changes
- c) Responses to EE's Statutory Requirements/Policy Issues Report or monitoring inspection follow-up requirements:
In regards to safety, classroom doors are left open. Formative staff evaluations are completed by the principal yearly and summative evaluations are completed by the superintendent every 2-3 years. Fire alarms indicate that have been checked regularly.

Course outlines exist but they need to be updated to meet current Ministry requirements.

2. MUNICIPAL REQUIREMENTS

- a) Facilities meet municipal/regional codes.
Yes ☒ No ☐ Comment: There have been no changes to the buildings since the last external evaluation.
- b) Facilities receive regular inspections by local officials.
Yes ☒ No ☐ Comment:
- c) Municipal school zone signs are in good repair.
Yes ☒ No ☐ Comment:

3. STUDENT/SCHOOL SAFETY

- a) School has regular safety checks of building, grounds and playground equipment.
Yes ☒ No ☐ Comment: There were no documents to view. The buildings are owned and maintained by the City of Nelson; the school rents the facility from the City.
- b) The school has policies/procedures for the supervision of students at school and on field trips?
Yes ☒ No ☐ Comment:
- c) Facilities are adequately maintained and clean.
Yes ☒ No ☐ Comment: Basic cleaning takes place daily, thorough cleaning twice a week.

- d) School uses cloth towel dispensers.

Yes ☐ No ☒ Comment:

- e) The school regularly practices safety procedures.

Earthquake drills: Yes ☒ No ☐

Frequency: once a year

Fire drills: Yes ☒ No ☐

Frequency: monthly

Comment: Records of such drills are kept.

4. SCHOOL PHILOSOPHY AND ADMINISTRATION

- a) The school continues to comply with Section 1 of the
- Independent School Act*
- Schedule.

Yes ☒ No ☐ Comment:

- b) Authority has maintained 'good standing' with the Registrar of Companies.

Yes ☒ No ☐ Comment: The last AGM was November 22, 2011

- c) E.S. (formerly Q.S.) procedures/documents satisfy the auditor.

Yes ☒ No ☐ Comment: ES Audit was viewed and noted as complete.

Name of Auditor:

- d) Grants received:

Operating Grant \$	\$171 874	Operating Expenses \$	\$218 072
Special Education Grant \$	\$0	# of students receiving Sp. Ed. Grants	\$0
French Grant \$	\$0	Expenses	\$0

- e) Does the school receive any special purpose or conditional grants?

Yes ☐ No ☒ Comment:

- f) Authority complies with Section 12 (3) & (4) of the
- Independent School Act*
- .

Yes ☒ No ☐ Comment:

- g) School has written policies pertaining to:

Student Discipline

Yes ☒ No ☐

Reporting of Child Abuse

Yes ☒ No ☐ there is a new copy for use

Student Records

Yes ☒ No ☐

Appeals (Parent and Teacher)

Yes ☒ No ☐

Supervision

Yes ☒ No ☐

Anti-bullying

Yes ☒ No ☐

Field Trips

Yes ☒ No ☐

Protection of Privacy

Yes ☒ No ☐ developed from the template provided

Principal / Teacher Evaluation

Yes ☒ No ☐ there are no timelines

Challenge/equivalency

Yes ☐ No ☒ they have no grade 10 students enrolled

5. EDUCATIONAL PROGRAM

- a) Instructional Staff Teachers: Assistants:

Headcount 3 1FTE 2.3 0.4

- i) Principal and teachers hold valid BC certification, and have proper assignments (restricted certification).

Yes ☒ No ☐ Comment:

ii) Teaching certificate is in progress.

Yes ☐ No ☒ Comment:

BCCT:

ISTC:

iii) Criminal records checks have been completed for, or authorized by, all staff "working with children."

Yes ☒ No ☐ Comment: All volunteers and support staff CRCs were completed through the RCMP. The principal was informed about completing CRCs through Solicitor General for support staff working with children. The principal indicated she will do this.

iv) Staff turnover since last inspection/monitoring visit:

Yes ☐ No ☒ Comment: There has been a reduction of FTE teachers from last year due to a decrease in enrollment.

b) Student Records: The office personnel were informed about completing the "inclusion" section on the 1704 even though there are no students at this time that required any inclusions.

i) Permanent Student Records

Permanent Record Form 1704 (complete and up-to-date)

Yes ☒ No ☐

Copies of at least two of the most recent years of student progress reports

Yes ☒ No ☐

If applicable - Inclusions to support medical alerts, legal alerts, support services information

Yes ☐ No ☐ N/A

IEP's/CMP's

Yes ☒ No ☐

Registered homeschooled students

Yes ☐ No ☐ N/A

ii) Additional Student Record Items:

Legal name (photocopy of birth certificate)

Yes ☒ No ☐

Allergies and other health concerns

Yes ☒ No ☐

Emergency contact numbers

Yes ☒ No ☐

Doctor's name and contact information

Yes ☒ No ☐

Care Card number

Yes ☒ No ☐

Official names of parents/guardians with home and work contact information

Yes ☒ No ☐

Verification that parent/guardian is legally in Canada and resident of British Columbia

Yes ☒ No ☐

iii) Student records are stored in a manner that ensures preservation in case of fire, theft, or disaster:

Yes ☒ No ☐

iv) Verification of International Students' legal presence in Canada

Yes ☐ No ☐ N/A

c) i) Educational program continues to be in compliance with the Educational Standards Order Requirements.

Yes ☒ No ☐ Comment:

ii) Course Overviews: All course overviews require updating.

Include content, planning for assessment (teaching strategies), achievement indicators (assessment), prescribed learning outcomes (Ministry/Authority) for:

Core Subjects:

K-3

Yes ☒ No ☐

Comment: All course overviews were in the old format and require updating.

4-9

Yes ☒ No ☐

Comment: All course overviews were in the old format and require updating.

Non-Core Subjects:

K-3

Yes ☒ No ☐

Comment: All course overviews were in the old format and require updating.

4-9

Yes ☒ No ☐

Comment: All course overviews were in the old format and require updating.

Graduation program N/A

required courses

Yes ☐ No ☐

Comment:

electives

Yes ☐ No ☐

Comment:

iii) Board/Authority Authorized Courses: N/A

• have been registered with a 1526 form: Yes ☐ No ☐ Comment:

• have been developed according to Ministry BAA template? Yes ☐ No ☐ Comment:

d) i) Special Education Programs are offered by the school:

Yes ☒ No ☐ Comment: There are no funded special needs children enrolled in the school this year.

ii) Has the school developed a special education policy?

Yes ☒ No ☐ Comment:

iii) All funded special education students have an Individual Educational Plan (IEP) or Case Management Plan (CMP):

Yes ☒ No ☐ Comment: There is a school template that is followed when they have students that require an IEP or CMP.

iv) Special Needs budget: N/A

Yes ☐ No ☐ Comment:

e) Provincial Assessment

i) The school participated in Foundation Skills Assessment since the last inspection visit.

Yes ☒ No ☐ Comment: 100% of the grade 4 students participated.

Grade 4 ☒ Grade 7 ☐

ii) Describe the school's use of FSA results: Due to the size of school, teachers review the individual results rather than overall school results.

iii) Provincial examinations: N/A

Grade 10:

Grade 11:

Grade 12

Comment on the comparison of school/exam mark:

iv) School's evaluation program demonstrates student progress in intellectual, social and career development.

Yes ☒ No ☐ Comment: There are three templates used (K, 1-3, and 4-6).

OFFICE FOLLOW-UP INFORMATION

Yes ☐ No ☐

Due Date: _____

ITEMS:

EEC:

- ☐ Principal
☐ Staff

Next Visit:

- ☐ Evaluation
☐ Monitoring
☐ PE
☐ Other

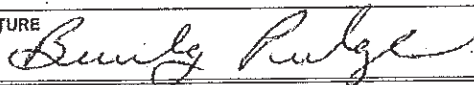


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MONITORING INSPECTION for Independent DL School

SCHOOL NUMBER 896749		SCHOOL NAME CHEK-ABC SCHOOL (DL)		
CITY NELSON		SCHOOL PHONE (250) 352-0526		AGREEMENT EXPIRY DATE (MM/DD/YYYY) 06 / 30 / 2013
PRINCIPAL NAME DR. BILL WILSON				
AUTHORITY CODE 502		AUTHORITY NAME NELSON CHRISTIAN SCHOOL SOCIETY		
GRADES K -12	ELEM ENROLMENT (K-9) 150	SEC ENROLMENT (10-12) 26	TOTAL ENROLMENT 176	HOME-SCHOOLER'S 40
PROGRAM OFFERED <input type="checkbox"/> K to 9 <input checked="" type="checkbox"/> K to 12 <input type="checkbox"/> 10 to 12			DATE OF VISIT (MM/DD/YYYY) 05 / 23 / 2012	
PREVIOUS VISIT DATE / /	CURRENT GROUP CLASSIFICATION GROUP 1		RECOMMENDED GROUP CLASSIFICATION <input checked="" type="checkbox"/> Group 1 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 4	
NAME OF MINISTRY INSPECTOR BEVERLY PULYK			ATTENDEES BILL WILSON, LINDA SCHMIDT, DAWN SNELL	
SIGNATURE 				

Other than random checks in the school files, the responses noted are those of the school principal.

1. CHANGES SINCE LAST EVALUATION/MONITORING INSPECTION

- | | | |
|---|---|--|
| a) Programs and/or grade levels | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Comment: |
| b) Administrative/Authority structure changes | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Comment: |
| c) Electronic capacity changes | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Comment: new server and working towards more capacity |
| d) Response to EE's Statutory Requirements/Policy Issues Report | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Comment: There was a major revision on the SLP. They now meet the Ministry requirements. There is a common template that all teachers must use. These are individualized for each student as needed. |

2. MUNICIPAL REQUIREMENTS

- | | | |
|--|---|---|
| a) Facilities used to deliver program meet municipal codes | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Comment: |
| b) Remote facilities meet municipal codes | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Comment: No changes, same as past inspection. |

3. PHILOSOPHY AND PRACTICE

- a) The school continues to comply with Section 1 of the *Independent School Act* Schedule. ☒ Yes ☐ No Comment:
(No programs fostering racial or ethnic superiority or persecution, religious, intolerance or persecution, social change through violent actions, or sedition; compliance with enactments of BC and municipal or regional requirements; and compliance with the Act and its regulations).
- b) Authority has maintained 'good standing' with the Registrar of Companies ☒ Yes ☐ No Comment:

4. DL SCHOOL ADMINISTRATION

a) Student Records

i) Permanent Student Record:

- a) Permanent Record Form 1704 (complete and up-to-date) ☒ Yes ☐ No
- b) Copies of at least two of the most recent years of student progress reports ☒ Yes ☐ No
- c) Student Learning Plan (Grades 9-12) ☒ Yes ☐ No
- d) If applicable – inclusions to support medial alerts, legal alerts, support services information IEP's/CMP's ☒ Yes ☐ No
- e) Registered home-schooled students ☒ Yes ☐ No

ii) Additional Student Record Items:

- a) Legal name (photocopy of birth certificate) ☒ Yes ☐ No
- b) Allergies and other health concerns ☒ Yes ☐ No
- c) Emergency contact numbers ☒ Yes ☐ No
- d) Doctor's name and contact information ☒ Yes ☐ No
- e) Care Card numbers ☒ Yes ☐ No
- f) Official names of parents/guardians with home and work contact information ☒ Yes ☐ No
- g) Verification that parent/guardian is legally in Canada and resident of British Columbia ☒ Yes ☐ No

iii) Student Record Items:

- a) Stored in a fire-proof cabinet or in manner that preserves the record during calamity ☒ Yes ☐ No

Comment: All records are paper. Safe storage is on BCeSIS; PR cards are in fire proof cabinets. Administration and office personnel were informed that the "inclusion" section of the 1704 must be completed as required. Administration indicated that they would complete those as required.

b) Data Reports

- i) Can the school provide data reports as required by DL Agreement? ☒ Yes ☐ No

c) Provincial Grants

- i) Are parents reimbursed/paid for "third party services"? ☒ Yes ☐ No

ii) How does the school secure sufficient and appropriate resources?

There is a resource office at the Nelson site. Parents borrow and return these resources. The school will be relocating resources to teachers' homes for easier access and to save on shipping costs.

d) Policies

i) Does the school have policies pertaining to the following:

- | | | |
|--|---|-----------------------------|
| a) Electronic Supervision | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| b) Appeals (Parent/Teacher) | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| c) Supervision/Safety | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| d) Abuse, Anti-Bullying and Harassment | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| e) Emergency Procedures | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| f) Student Records | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| g) Teacher/Principal Evaluations | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

e) Compliance

i) School complies with the requirements of the DL Agreement? ☒ Yes ☐ No

5. TEACHER CERTIFICATION AND ROLES

a) Instructional Staff

	Teachers	Assistants
Headcount	17	9
FTE	8	2

- | | | |
|---|--|--|
| i) Principal and teachers hold valid BC certification and have proper assignments (restricted certification). | <input checked="" type="checkbox"/> Yes
<input type="checkbox"/> No | Comment: |
| ii) Criminal records checks have been completed for, or authorized by, all staff "working with children". | <input checked="" type="checkbox"/> Yes
<input type="checkbox"/> No | Comment: |
| iii) Staff turnover since the most recent inspection/monitoring visit: | <input checked="" type="checkbox"/> Yes
<input type="checkbox"/> No | Comment: There are 4 educational assistants and 1 more teacher employed. |
| iv) Type of Certification | <input checked="" type="checkbox"/> BCCT
<input checked="" type="checkbox"/> ISTC | 14 BCCT and 3 ISTC |

b) Teacher Certification

- | | | |
|--|--|---|
| i) BCCT certificate holders have current BCCT membership? | <input checked="" type="checkbox"/> Yes
<input type="checkbox"/> No | Comment: |
| ii) OIIS certificate holders have current certificates? | <input checked="" type="checkbox"/> Yes
<input type="checkbox"/> No | Comment: |
| iii) Subject Restricted certificate holders assigned properly? | <input checked="" type="checkbox"/> Yes
<input type="checkbox"/> No | Comment: This person also holds an administrative position. |

iv) Certification Issues?

☐ Yes

Comment:

☒ No

c) Teacher Roles

i) The Authority ensures that all teachers:

- | | | |
|---|---|-----------------------------|
| a) complete course planning | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| b) engage in on-going content/skills building instructions to DL students | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| c) access and evaluate DL student progress | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| d) track individual student progress through the curriculum | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| e) report on DL student achievement and progress | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

ii) The Authority ensures that DL students are able to access certified teachers for sufficient amount of time to

- | | | |
|---|---|-----------------------------|
| a) enable them to meet the required learning outcomes | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| b) meet or exceed the minimal yearly instructional hours specified in Educational Standards | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

d) Grades K-9

- | | | |
|--|---|-----------------------------|
| i) teacher/student contacts (active, type, frequency) | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| ii) role of teacher (plan, direct, instruction, assess, report) | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| iii) meet learning outcomes (core, non-core) | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| iv) reporting progress (type, frequency, tracking PLO's) | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| v) Foundation Skills Assessment (participation/achievement, plans for mandatory participation) | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

e) 2004 Graduation Program

- | | | |
|--|---|-----------------------------|
| i) teacher/student contacts (active, type, frequency) | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| ii) role of teacher (plan, direct, instruction, assess, report) | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| iii) meet learning outcomes (core, non-core, planning 10, Portfolio, BAA) | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| iv) reporting progress (type, frequency, tracking PLO's) | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| vi) provincial assessments (exam centers, invigilation, marking, exam, school marks) | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

6. EDUCATIONAL PROGRAM**a) Course Overviews/Student Learning Plans**

	OVERVIEWS Contents, Strategies, Assessments, Linkages	STUDENT LEARNING PLANS
CORE		
K-3		X
4-9		X
NON-CORE		
K-3		X
4-9		X
2004 Graduation Program	x - all called SLPs, core template can be individualized	X
REQUIRED	X	X
ELECTIVE	X	X

b) Board/Authority Authorized courses

- i) Developed according to BAA template? ☒ Yes ☐ No
- ii) Course Overview in place ☒ Yes ☐ No
- iii) Authority approval? ☒ Yes ☐ No

c) Educational Program

- i) Continues to be in compliance with the Educational Standards Order Requirements? ☒ Yes ☐ No Comment:

d) Special Education

- i) Are special education programs offered by the school? ☒ Yes ☐ No Comment:

ii) Total Number of Students 7

iii) Funding amount \$137 250

- iv) All funded special education students have an Individual Educational Plan (IEP) or Case Management Plan (CMP): ☒ Yes ☐ No

- v) Describe how the Special Education program is delivered by the DL teacher:

The coordinator for the program ^{ZZS} She oversees the Special Ed and Learning Assistant Programs, completes funding applications, writes IEPs for funded students, supports teachers to develop IEPs for non-funded students, and hires the Educational Assistants (EAs). EAs visit the home to support the student as indicated in the IEP.

- vi) Have policies outlining program expectations been developed ☒ Yes ☐ No Comment:

e) Counselling Services

- i) Are counseling services provided by the school?

☒ Yes
☐ No

Comment: If need be, students are counselled by the teacher and/or principal as to their abilities. Career counselling is provided by the Director of Educational Services.

f) Library Resources

- i) Is there access to library resources?

☒ Yes
☐ No

Comment: Students may borrow novels from the library. Families are provided an educational website of free resources.

g) Technology Support

- i) Is there adequate technology support?

☒ Yes
☐ No

Comment: Technology support is provided by a contracted service provider. A company provides support for the server. Another school district hosts "moodle" for CHEK-ABC. Individuals are contracted for student support and software design.

h) Provincial Assessment

- i) Did school participate in the Foundation Skills Assessment since the last inspection visit for the following grade levels?

- a) Grade 4

☒ Yes
☐ No

Comment: There was a 92% participation rate this year, which was an increase over previous years.

- b) Grade 7

☒ Yes
☐ No

Comment: There was a 80% participation rate this year, which was a decrease from last year.

- ii) Describe the school's use of FSA results:

Individual and school results are reviewed and monitored by the principal.

iii) Provincial Examinations:

- a) Grade 10

☒ Yes
☐ No

Comment: In all grade 10-12 provincial exams, the principal reviews the results, comparing the school and provincial exam marks. In some cases, the marks are relatively the same and in other cases there is a significant discrepancy. The principal has addressed the teachers about the issue and there has been professional development related to this topic.

- b) Grade 11

☒ Yes
☐ No

Comment:

- c) Grade 12

☒ Yes
☐ No

Comment:

i) School Evaluation Program

- i) Demonstrates student progress in intellectual,

☒ Yes

Comment: Report cards reflect overall

social and career development?

☐ No

development for each student. The Educational Program Director consults with grad students and their parents to make sure that students understand the grad requirements. The students are monitored to ensure they will meet these requirements.

OFFICE FOLLOW-UP INFORMATION☐ Yes ☒ No

Due Date: (mm/dd/yyyy)

/ /

Summary of Items:

NEXT VISIT: (mm/dd/yyyy)☐ Evaluation☐ Monitoring☐ Program Eval☐ Other

Date: / /

Date: / /

Date: / /

Date: / /

POTENTIAL EEC MEMBER(S):☐ Principal

Comments:

☐ Staff

SCHOOL NAME Westside Christian School		GROUP Group(s) 1	SCHOOL NUMBER 3996717
CITY Vancouver		PRINCIPAL Mr Hugh Mawby	
SCHOOL AUTHORITY Association of Families for Christian Education		SCHOOL PHONE NUMBER 604-224-3030	
GRADES K-10 SLN K-9	ELEMENTARY ENROLMENT 38	SECONDARY ENROLMENT 6	HOMI-SCHOOLED STUDENTS 0
TOTAL STUDENTS 44		INTERNATIONAL STUDENTS 228	
RECOMMEND CURRENT GROUP CLASSIFICATION: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Comment: HC = 37			
DATE OF VISIT May 29 2012	MINISTRY INSPECTOR/ASSISTANT INSPECTOR ROBIN HINNELL		ATTENDERS Hugh Mawby
PREVIOUS VISIT May 17 2010	SIGNATURE Robin Hinnell		CERTIFICATE EXPIRY DATE: June 30 2014

Other than random checks in the school files, the responses noted are those of the school principal.

1. CHANGES SINCE LAST EE/MONITORING INSPECTION IN:

- Facilities (Municipal/Regional District compliance?) The kindergarten class is now a separate entity and has its own dedicated classroom.
- Programs and/or grade levels (compliance with RSO?) None
- Administration structure. No change in structure. The Principal and Administrative Assistant have been appointed since the previous monitoring visit.
- Responses to EE's Statutory Requirements/Policy Issues Report or monitoring inspection follow-up requirements: The Principal's evaluation policy is still a work in progress.

2. MUNICIPAL REQUIREMENTS

- Facilities meet municipal/regional codes.
Yes ☒ No ☐ Comment:
- Facilities receive regular inspections by local officials.
Yes ☒ No ☐ Comment:
- Municipal school zone signs are in good repair.
Yes ☐ No ☒ Comment:

3. STUDENT/SCHOOL SAFETY

- School has regular safety checks of building, grounds and playground equipment.
Yes ☒ No ☐ Comment: School admin check weekly.
- The school has policies/procedures for the supervision of students at school and on field trips?
Yes ☒ No ☐ Comment:
- Facilities are adequately maintained and clean.
Yes ☒ No ☐ Comment:
- School uses cloth towel dispensers.
Yes ☐ No ☒ Comment:
- The school regularly practices safety procedures.
Earthquake Drills: Yes ☒ No ☐ Frequency: 5
Fire Drills: Yes ☒ No ☐ Frequency: 3
Comment: Lockdowns Yes ☒ Records are kept

4. SCHOOL PHILOSOPHY AND ADMINISTRATION

- a) The school continues to comply with Section 1 of the
- Independent School Act*
- Schedule.

Yes ☒ No ☐ Comment:

- b) Authority has maintained 'good standing' with the Registrar of Companies.

Yes ☒ No ☐ Comment:

- c) B.S. (formerly Q.S.) procedures/documents satisfy the auditor.

Yes ☒ No ☐ Comment:

Name of Auditor: Derek Christo, d'Abadie Moody

- d) Grants Received:

Operating Grant \$	135,469	Operating Expenses \$	288,399
Special Education Grant \$	18,300	// of students receiving Sp. Ed. Grants	(2011/2012) 22s
French Grant \$	0	Expenses:	

- e) Does the school receive any special purpose or conditional grants?

Yes ☐ No ☒ Comment:

- f) Authority complies with Section 12(3) & (4) of the
- Independent School Act*
- .

Yes ☒ No ☐ Comment:

- g) School has written policies pertaining to:

Comments:

Student Discipline	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Reporting of Child Abuse	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Student Records	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Appeals (Parent and Teacher)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Supervision	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Anti-bullying	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Field Trips	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Protection of Privacy	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Principal/Teacher Evaluation	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Challenge/equivalency	Yes <input type="checkbox"/> n/a	No <input type="checkbox"/>

Teachers

Principal's evaluation policy is a work in progress, & should be completed. *

5. EDUCATIONAL PROGRAM

- n) Instructional Staff

Teachers:

Assistants:

Headcount:

FTE

6
4.6

1
.5

- i) Principal and teachers hold valid BC certification, and have proper assignments (restricted certification).

Yes ☒ ^{all} FT No ☒ see note

Comment:

P/T Music & Bible teachers are required to have *
Subject Restricted Certification.

- ii) Teacher certificate is in progress.

Yes ☐ No ☒

Comment:

All FT up to date with
Teacher Regulation Branch.

BCCI:

ISTC:

- iii) Criminal record checks have been completed for, or authorized by, all staff "working with children."

Yes ☒ No ☐

Comment:

- iv) Staff turnover since last inspection/monitoring visit:

Yes ☒ No ☐

Comment:

b) Student Records:

i) Permanent Student Records

Permanent Record Form 1704 (complete and up-to-date)

Yes ☒ No ☐

Copies of at least two of the most recent years of student progress reports

Yes ☒ No ☐

If applicable - inclusions to support medical alerts, legal alerts, support services information

Yes ☒ No ☐

IEP's/CMP's

Yes ☒ No ☐

Registered homeschooled students

Yes ☐ No ☐ n/a

ii) Additional Student Record Items:

Legal name (photocopy of birth certificate)

Yes ☒ No ☐

Allergies and other health concerns

Yes ☒ No ☐

Emergency contact numbers

Yes ☒ No ☐

Doctor's name and contact information

Yes ☒ No ☐

Care Card number

Yes ☒ No ☐

Official names of parents/guardians with home and work contact information

Yes ☒ No ☐

Verification that parent/guardian is legally in Canada and resident of British Columbia

Yes ☒ No ☐

iii) Student records are stored in a manner that ensures preservation in case of fire, theft, or disaster:

Yes ☒ No ☐

iv) Verification of International Students' legal presence in Canada

Yes ☒ No ☐

c) i) Educational program continues to be in compliance with the Educational Standards Order Requirements:

Yes ☒ No ☐ Comment:

ii) Course Overviews:

Include content, teaching strategies, assessment, learning outcome linkage (Ministry/Authority) for:

Core Subjects:

K-3

Yes ☒ No ☐ Comment:

4-9

Yes ☒ No ☐ Comment:

Non-Core Subjects:

K-3

Yes ☒ No ☐ Comment:

4-9

Yes ☒ No ☐ Comment:

Graduation Program

required courses

Yes ☐ No ☐ Comment:

electives

Yes ☐ No ☐ Comment:

iii) Board/Authority Authorized Courses:

- have been registered with a 1526 form:

Yes ☐ No ☐ Comment:

- have been developed according to Ministry BAA template?

Yes ☐ No ☐ Comment:

d) i) Special Education programs are offered by the school:

Yes ☒ No ☐ Comment:

ii) Has the school developed a special education policy?

Yes ☒ No ☐ Comment:

iii) All funded special education students have an Individual Education Plan (IEP) or Case Management Plan (CMP):

Yes ☒ No ☐ Comment:

iv) Special Needs budget:

Yes ☒ No ☐ Comment:

ZZS

(2011/2012)

e) Provincial Assessment

i) The school participated in Foundation Skills Assessment since the last inspection visit.

Yes ☒ No ☐ Comment:

Grade 4 ☐Grade 7 ☐

ii) Describe the school's use of FSA results:

Results used to aid teachers in tracking student progress.

iii) Provincial examinations:

N/A

Grade 10:

Grade 11:

Grade 12

Comment on the comparisons of school/exam mark:

iv) School's evaluation program demonstrates student progress in intellectual, social and career development.

Yes ☒No ☐

Comment:

OFFICE FOLLOW-UP INFORMATION:

Yes ☒ No ☐

Due Date: 1st Sept. 2012

EEC:

- ☐ Principal
☐ Staff

ITEMS:

Matters to be addressed and confirmed with OHS
 ① Due Sept 1st 2012: P/T Music and Bible teachers
 to have school & subject restricted
 certificates.

Next Visit:

- ☒ Evaluation 2013
☐ Monitoring
☐ PE
☐ Other

② Sept. 1st 2012: Principal's evaluation policy to
 be completed.

③ Sept 1st 2012: All employees to have CRC through
 Ministry of Public Safety & Solicitor General.
 [Ref: Sochaud Atef]



The Best Place on Earth

Ministry of Education

Office of the Inspector of
Independent Schools

GROUP - AND 2
MONITORING INSPECTION
SCHOOL YEAR 2011-2012

fel

Certificate: July 1, 2008 to June 30, 2014 (Group 2:K-7; Group 3:11-12)

SCHOOL NAME LOWER NICOLA BAND SCHOOL				GROUP 2	SCHOOL NUMBER 5897032	
CITY MERRITT			PRINCIPAL MRS. ANGIE STERLING			
SCHOOL AUTHORITY CHIEF & COUNCIL OF LOWER NICOLA INDIAN BAND					SCHOOL PHONE NUMBER 250-378-5527	
GRADES 1-6	ELEMENTARY ENROLMENT 40	SECONDARY ENROLMENT NONE	HOME-SCHOOLED STUDENTS NONE	TOTAL STUDENTS 40	INTERNATIONAL STUDENTS NONE	
RECOMMEND CURRENT GROUP CLASSIFICATION: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> COMMENT:				1701 = 37 HC		
DATE OF VISIT May 8, 2012		MINISTRY INSPECTOR/ASSISTANT INSPECTOR FOR OHS: RITA SMITH		ATTENDERS PRINCIPAL: ANGIE STERLING		
PREVIOUS VISIT EE: October 2007		SIGNATURE <i>Rita Smith</i>		CERTIFICATE EXPIRY DATE: JUNE 30, 2014		

Other than random checks in the school files, the responses noted are those of the school principal.

1. CHANGES SINCE LAST EE/ MONITORING INSPECTION IN:

- a) Facilities (Municipal/Regional District compliance?)
None
- b) Programs and/or grade levels (compliance with ESO?)
None
- c) Administration structure
None
- d) Responses to EE's Statutory Requirements/Policy Issues Report or monitoring inspection follow-up requirements:
The Statutory Requirements and Policy Issues in the 2007 EE Report have been addressed.

2. MUNICIPAL REQUIREMENTS

- a) Facilities meet municipal/regional codes.
Yes ☒ No ☐ Comment:
- b) Facilities receive regular inspections by local officials.
Yes ☒ No ☐ Comment:
- c) Municipal school zone signs are in good repair.
Yes ☒ No ☐ Comment:

3. STUDENT/SCHOOL SAFETY

- a) School has regular safety checks of building, grounds and playground equipment.
Yes ☒ No ☐ Comment:
- b) The school has policies/procedures for the supervision of students at school and on field trips?
Yes ☒ No ☐ Comment:

- c) Facilities are adequately maintained and clean.

Yes ☒ No ☐ Comment:

- d) School uses cloth towel dispensers.

Yes ☐ No ☒ Comment:

- e) The school regularly practices safety procedures.

Earthquake drills: Yes ☒ No ☐Frequency: *Once yearly*Fire drills: Yes ☒ No ☐Frequency: *Four to five time yearly*Comment: *The Band fire hall is minutes from the school.*

4. SCHOOL PHILOSOPHY AND ADMINISTRATION

- a) The school continues to comply with Section 1 of the
- Independent School Act*
- Schedule.

Yes ☒ No ☐ Comment:

- b) Authority has maintained 'good standing' with the Registrar of Companies.

Yes ☐ No ☒ Comment: *N/A (Order in Council)*

- c) E.S. (formerly Q.S.) procedures/documents satisfy the auditor.

Yes ☒ No ☐ Comment:Name of Auditor: *Reidhyrsnaggy Inc. CGA (Richmond)*

- d) Grants received:
- 2010-2011 School Year (Funding from federal and provincial governments)*

Operating Grant \$	\$54,115.00	Operating Expenses \$	\$473,315.00
Special Education Grant \$	None *	# of students receiving Sp. Ed. Grants	None
French Grant \$	N/A	Expenses	N/A

• *Special Education funding from FNEESC (federal)*

•

- e) Does the school receive any special purpose or conditional grants?

Yes ☐ No ☒ Comment:

- f) Authority complies with Section 12 (3) & (4) of the
- Independent School Act*
- .

Yes ☒ No ☐ Comment:

- g) School has written policies pertaining to:

Student Discipline

Yes ☒ No ☐

Reporting of Child Abuse

Yes ☒ No ☐

Student Records

Yes ☒ No ☐

Appeals (Parent and Teacher)

Yes ☒ No ☐

Supervision

Yes ☒ No ☐

Anti-bullying

Yes ☒ No ☐

Field Trips

Yes ☒ No ☐

Protection of Privacy

Yes ☒ No ☐

Principal / Teacher Evaluation

Yes ☒ No ☐

Challenge/equivalency

Yes ☐ No ☒ *N/A*

Comments:

5. EDUCATIONAL PROGRAM

a) Instructional Staff Teachers: Assistants:

Headcount 7 3FTE 7 3

i) Principal and teachers hold valid BC certification, and have proper assignments (restricted certification).

Yes ☒ No ☐ Comment:

ii) Teaching certificate is in progress.

Yes ☐ No ☒ Comment: *All are certified*

BCCT:

ISTC:

iii) Criminal records checks have been completed for, or authorized by, all staff "working with children."

Yes ☒ No ☐ Comment:

iv) Staff turnover since last inspection/monitoring visit:

Yes ☒ No ☐ Comment: *Minimal since 2007.*

b) Student Records:

i) Permanent Student Records

Permanent Record Form 1704 (complete and up-to-date)

Yes ☒ No ☐

Copies of at least two of the most recent years of student progress reports

Yes ☒ No ☐

If applicable - inclusions to support medical alerts, legal alerts, support services information

Yes ☒ No ☐

IEP's/CMP's

Yes ☒ No ☐

Registered homeschooled students

Yes ☐ No ☒ N/Aii) Additional Student Record Items:

Legal name (photocopy of birth certificate)

Yes ☒ No ☐

Allergies and other health concerns

Yes ☒ No ☐

Emergency contact numbers

Yes ☒ No ☐

Doctor's name and contact information

Yes ☒ No ☐

Care Card number

Yes ☒ No ☐

Official names of parents/guardians with home and work contact information

Yes ☒ No ☐

Verification that parent/guardian is legally in Canada and resident of British Columbia

Yes ☒ No ☐

iii) Student records are stored in a manner that ensures preservation in case of fire, theft, or disaster:

Yes ☒ No ☐

iv) Verification of International Students' legal presence in Canada

Yes ☐ No ☒ N/A

c) i) Educational program continues to be in compliance with the Educational Standards Order Requirements.

Yes ☒ No ☐ Comment:

ii) Course Overviews:

Include content, teaching strategies, assessment, learning outcome linkage (Ministry/Authority) for:

Core Subjects:

K-3 Yes ☒ No ☐ Comment:

4-9 (4-6) Yes ☒ No ☐ Comment:

Non-Core Subjects:

K-3 Yes ☒ No ☐ Comment:

4-9 (4-6) Yes ☒ No ☐ Comment:

Graduation program

required courses Yes ☐ No ☐ Comment: N/A

electives Yes ☐ No ☐ Comment: N/A

iii) Board/Authority Authorized Courses:

• have been registered with a 1526 form: Yes ☐ No ☐ Comment: N/A

• have been developed according to Ministry BAA template? Yes ☐ No ☐ Comment: N/A

d) i) Special Education Programs are offered by the school:

Yes ☒ No ☐ Comment:

ii) Has the school developed a special education policy?

Yes ☒ No ☐ Comment:

iii) All funded special education students have an Individual Educational Plan (IEP) or Case Management Plan (CMP):

Yes ☒ No ☐ Comment: All special education funding currently comes from FNESE.

iv) Special Needs budget:

Yes ☒ No ☐ Comment:

e) Provincial Assessment

i) The school participated in Foundation Skills Assessment since the last inspection visit.

Yes ☒ No ☐ Comment:

Grade 4 ☒ Grade 7 ☐ Currently no grade 7 students enrolled.

ii) Describe the school's use of FSA results:

Used as a tool to ascertain student progress.

iii) Provincial examinations. *N/A*

Grade 10:

Grade 11:

Grade 12

Comment on the comparison of school/exam mark:

iv) School's evaluation program demonstrates student progress in intellectual, social and career development.

Yes ☒No ☐

Comment:

OFFICE FOLLOW-UP INFORMATION

Yes ☐No ☐

Due Date: _____

ITEMS:

EEC:

- ☐ Principal
☐ Staff

Next Visit:

- ☒ Evaluation
☐ Monitoring
☐ PE
☐ Other

2013



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Ministry of Education

Office of the Inspector of
Independent Schools

GROUP 1 AND 2
MONITORING INSPECTION
SCHOOL YEAR 2011-2012

SCHOOL NAME CHALO SCHOOL			GROUP 2	SCHOOL NUMBER 08197137	
CITY FORT NELSON			PRINCIPAL Ms Collette Duperreault		
SCHOOL AUTHORITY Chalo Independent School Society				SCHOOL PHONE NUMBER	
GRADES K - 12	ELEMENTARY ENROLMENT 116	SECONDARY ENROLMENT 33	HOME-SCHOOLED STUDENTS 0	TOTAL STUDENTS 149	INTERNATIONAL STUDENTS 0
RECOMMEND CURRENT GROUP CLASSIFICATION: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> COMMENT:					
DATE OF VISIT May 31, 2012		MINISTRY INSPECTOR/ASSISTANT INSPECTOR Janet Hitchcock		ATTENDEES	
PREVIOUS VISIT 2010		SIGNATURE 		CERTIFICATE EXPIRY DATE: June 30, 2014	

Other than random checks in the school files, the responses noted are those of the school principal.

1. CHANGES SINCE LAST EE/ MONITORING INSPECTION IN:

- a) Facilities (Municipal/Regional District compliance?) No changes in the main school buildings but the school in conjunction with Northern Lights College is in the process of completing a Trades Centre adjacent to the school lot. This will be used for high school carpentry courses.
- b) Programs and/or grade levels (compliance with ESO?) No changes.
- c) Administration structure No changes.
- d) Responses to EE's Statutory Requirements/Policy Issues Report or monitoring inspection follow-up requirements: All high school courses are offered as semester courses on a rotational timetable with each course having the same hours.

2. MUNICIPAL REQUIREMENTS

- a) Facilities meet municipal/regional codes.
Yes ☒ No ☐ Comment:
- b) Facilities receive regular inspections by local officials.
Yes ☒ No ☐ Comment:
- c) Municipal school zone signs are in good repair.
Yes ☒ No ☐ Comment:

3. STUDENT/SCHOOL SAFETY

- a) School has regular safety checks of building, grounds and playground equipment.
Yes ☒ No ☐ Comment: The Capital Works Department conducts regular checks. Also will come when needed to carry out repairs.
- b) The school has policies/procedures for the supervision of students at school and on field trips?
Yes ☒ No ☐ Comment:

- c) Facilities are adequately maintained and clean.

Yes ☒ No ☐ Comment:

- d) School uses cloth towel dispensers.

Yes ☐ No ☒ Comment:

- e) The school regularly practices safety procedures.

Earthquake drills: Yes ☒ No ☐

Frequency: 1 per year.

Fire drills: Yes ☒ No ☐

Frequency: 5 per year.

Comment:

4. SCHOOL PHILOSOPHY AND ADMINISTRATION

- a) The school continues to comply with Section 1 of the *Independent School Act* Schedule.

Yes ☒ No ☐ Comment:

- b) Authority has maintained 'good standing' with the Registrar of Companies.

Yes ☒ No ☐ Comment:

- c) E.S. (formerly Q.S.) procedures/documents satisfy the auditor.

Yes ☒ No ☐ Comment:

Name of Auditor:

- d) Grants received:

Operating Grant \$	\$613,000	Operating Expenses \$	
Special Education Grant \$	\$0	# of students receiving Sp. Ed. Grants	
French Grant \$	\$0	Expenses	

- e) Does the school receive any special purpose or conditional grants?

Yes ☐ No ☒ Comment:

- f) Authority complies with Section 12 (3) & (4) of the *Independent School Act*.

Yes ☒ No ☐ Comment:

- g) School has written policies pertaining to:

Student Discipline

Yes ☒ No ☐

Reporting of Child Abuse

Yes ☒ No ☐

Student Records

Yes ☒ No ☐

Appeals (Parent and Teacher)

Yes ☒ No ☐

Supervision

Yes ☒ No ☐

Anti-bullying

Yes ☒ No ☐

Field Trips

Yes ☒ No ☐

Protection of Privacy

Yes ☒ No ☐

Comments:

Principal / Teacher Evaluation
Challenge/equivalency

Yes ☒ No ☐
Yes ☒ No ☐

5. EDUCATIONAL PROGRAM

a) Instructional Staff Teachers: Assistants:

Headcount 16 6

FTE 16 6

i) Principal and teachers hold valid BC certification, and have proper assignments (restricted certification).

Yes ☒ No ☐ Comment:

ii) Teaching certificate is in progress.

Yes ☐ No ☒ Comment:

ZZS

BCCT:

ISTC:

iii) Criminal records checks have been completed for, or authorized by, all staff "working with children."

Yes ☒ No ☐ Comment:

iv) Staff turnover since last inspection/monitoring visit:

Yes ☒ No ☐ Comment: There is a yearly turn over of about 2 – 4 teachers.

b) Student Records:

i) Permanent Student Records

Permanent Record Form 1704 (complete and up-to-date)

Yes ☒ No ☐

Copies of at least two of the most recent years of student progress reports

Yes ☒ No ☐

If applicable - inclusions to support medical alerts, legal alerts, support services information

Yes ☒ No ☐

IEP's/CMP's

Yes ☒ No ☐

Registered homeschooled students

Yes ☐ No ☒ii) Additional Student Record Items:

Legal name (photocopy of birth certificate)

Yes ☒ No ☐

Allergies and other health concerns

Yes ☒ No ☐

Emergency contact numbers

Yes ☒ No ☐

Doctor's name and contact information

Yes ☒ No ☐

Care Card number

Yes ☒ No ☐

Official names of parents/guardians with home and work contact information

Yes ☒ No ☐

Verification that parent/guardian is legally in Canada and resident of British Columbia

Yes ☐ No ☒

getting this information.

Working on

iii) Student records are stored in a manner that ensures preservation in case of fire, theft, or disaster:

Yes ☒ No ☐

iv) Verification of International Students' legal presence in Canada

Yes ☐ No ☐ N/A

c) i) Educational program continues to be in compliance with the Educational Standards Order Requirements.

Yes ☒ No ☐ Comment:

ii) Course Overviews:

Include content, teaching strategies, assessment, learning outcome linkage (Ministry/Authority) for:

Core Subjects:

K-3 Yes ☒ No ☐ Comment:

4-9 Yes ☒ No ☐ Comment:

Non-Core Subjects:

K-3 Yes ☒ No ☐ Comment:

4-9 Yes ☒ No ☐ Comment:

Graduation program

required courses Yes ☒ No ☐ Comment:

electives Yes ☒ No ☐ Comment:

iii) Board/Authority Authorized Courses:

• have been registered with a 1526 form: Yes ☒ No ☐ Comment:

• have been developed according to Ministry BAA template? Yes ☒ No ☐ Comment:

d) i) Special Education Programs are offered by the school:

Yes ☒ No ☐ Comment:

ii) Has the school developed a special education policy?

Yes ☒ No ☐ Comment:

iii) All funded special education students have an Individual Educational Plan (IEP) or Case Management Plan (CMP):

Yes ☐ No ☐ Comment: The students have IEP's but are funded through FNEESC.

iv) Special Needs budget:

Yes ☐ No ☐ Comment: See comment above.

e) Provincial Assessment

i) The school participated in Foundation Skills Assessment since the last inspection visit.

Yes ☒ No ☐ Comment:

Grade 4 ☒ Grade 7 ☒

ii) Describe the school's use of FSA results: The school uses the results together with CAT results to look for school wide trends. This year they have purchased the Step Up program to help with deficiencies in the area of writing.

iii) Provincial examinations.

Grade 10: ☒Grade 11: ☒Grade 12 ☒

Comment on the comparison of school/exam mark: The school marks are generally higher than exam marks (some >20%). Some students suffer test anxiety.

iv) School's evaluation program demonstrates student progress in intellectual, social and career development.

Yes ☒No ☐

Comment:

OFFICE FOLLOW-UP INFORMATION

Yes ☐No ☐

Due Date: _____

ITEMS:

EEC:

- ☐ Principal
☐ Staff

Next Visit:

- ☐ Evaluation
☐ Monitoring
☐ PE
☐ Other



Certificate: June 30, 2011 to June 30, 2013 ✓
(8-12)

Ministry of Education

Office of the Inspector
of Independent Schools

Group 4

Monitoring Inspection Report
School Year 2011/2012

SCHOOL NAME Pacific Torah Institute International		GROUP Group(s) 4	SCHOOL NUMBER 3996805
CITY Vancouver		PRINCIPAL Rabbi David Davidowitz	
SCHOOL AUTHORITY Pacific Torah Institute Society			
GRADES 8-12	ELEMENTARY ENROLMENT —	SECONDARY ENROLMENT 19	TOTAL ENROLMENT 19
RECOMMEND CURRENT GROUP CLASSIFICATION: Yes <input type="checkbox"/> No <input type="checkbox"/> Comment:			
DATE OF VISIT May 23, 2012	MINISTRY INSPECTOR/ASSISTANT INSPECTOR Berkley Glazer		ATTENDEES Sandy Wohl / Principal
PREVIOUS VISIT October 21, 2010	SIGNATURE <i>[Signature]</i>		CERTIFICATE EXPIRY DATE June 30, 2013

Other than random checks in the school files, the responses noted are those of the school principal.

1. CHANGES SINCE LAST EE/MONITORING INSPECTION IN:

- a) Facilities (Municipal/Regional District compliance?)
— NO change since last visit
- b) Programs and/or grade levels (compliance with ESO?)
— no change
- c) Administration structure.
— added 225 — student services 100%
- d) Responses to BE's Statutory Requirements/Policy Issues/Report or monitoring inspection follow-up requirements:
yes requirements met and are in place

2. MUNICIPAL REQUIREMENTS

- a) Facilities meet municipal/regional codes.
Yes ☒ No ☐ Comment:
- b) Facilities receive regular inspections by local officials.
Yes ☒ No ☐ Comment: — Fire-Pro Fire protection
- c) Municipal school zone signs are in good repair.
Yes ☐ No ☐ Comment: N/A

3. STUDENT/SCHOOL SAFETY

- a) School has regular safety checks of building, grounds and playground equipment.
Yes ☐ No ☐ Comment: N/A
- b) The school has policies/procedures for the supervision of students at school and on field trips?
Yes ☒ No ☐ Comment:
- c) Facilities are adequately maintained and clean.
Yes ☒ No ☐ Comment:
- d) School uses cloth towel dispensers.
Yes ☐ No ☒ Comment:
- e) The school regularly practices safety procedures.
Earthquake Drills: Yes ☒ No ☐ Frequency: 1 per term
Fire Drills: Yes ☒ No ☐ Frequency: 1 per term
Comment:

4. SCHOOL PHILOSOPHY AND ADMINISTRATION

- a) The school continues to comply with Section 1 of the
- Independent School Act*
- Schedule.

Yes ☒ No ☐ Comment:

- b) Authority has maintained 'good standing' with the Registrar of Companies.

Yes ☒ No ☐ Comment:

2012/01/10 last report

- c) The school complies with prescribed bonding requirements. Bonding instructions are current.

Yes ☒ No ☐ Comment:

- d) Policies are consistent with promotional materials.

Educational Program Yes ☒ No ☐Fees Yes ☒ No ☐Accommodation Yes ☒ No ☐Refunds Yes ☒ No ☐

Comments:

- e) School has written policies pertaining to:

Student Discipline

Yes ☐No ☐

Reporting of Child Abuse

Yes ☒No ☐

Student Records

Yes ☒No ☐

Appeals (Parent and Teacher)

Yes ☐No ☐

Supervision

Yes ☒No ☐

Anti-bullying

Yes ☒No ☐

Field Trips

Yes ☒No ☐

Protection of Privacy

Yes ☒No ☐

Principal/Teacher Evaluation

Yes ☒No ☐

Challenge/equivalency

Yes ☒No ☐

Comments:

N/A - part enrollment requirement

N/A - part of enrollment requirement

5. EDUCATIONAL PROGRAM

- a) Instructional Staff

Teachers:

Assistants:

Headcount:

FTE

4
2

- i) Principal and teachers hold valid BC certification, and have proper assignments (restricted certification).

Yes ☒ No ☐

Comment:

Comments:

- ii) Teacher certificate is in progress.

Yes ☒ No ☐

Comment:

BCCT: ministry of Education: Certification Branch
ISTC: in progress:

S22

S22

- iii) Criminal record checks have been completed for, or authorized by, all staff "working with children."

Yes ☒ No ☐

Comment:

- iv) Staff turnover since last inspection/monitoring visit:

Yes ☒ No ☐

Comment:

S22

/new hired

b) Student Records:

Comments:

i) Permanent Student Records

Permanent Record Form 1704 (complete and up-to-date)

Yes ☒ No ☐

Copies of at least two of the most recent years of student progress reports

Yes ☒ No ☐

Student Learning Plan (Grades 9-12)

Yes ☒ No ☐

If applicable - Inclusions to support medical alerts, legal alerts, support services information

IBP's/CMP's

Yes ☐ No ☐ N/A no specified

Registered home-schooled students

Yes ☐ No ☐ N/A noneii) Additional Student Record Items:

Legal name (photocopy of birth certificate)

Yes ☒ No ☐

Allergies and other health concerns

Yes ☒ No ☐

Emergency contact numbers

Yes ☒ No ☐

Doctor's name and contact information

Yes ☒ No ☐

Care Card number

Yes ☐ No ☐ N/A - international students

Official names of parents/guardians with home and work contact information

Yes ☒ No ☐

Verification that parent/guardian is legally in Canada and resident of British Columbia

Yes ☒ No ☐

iii) Student records are stored in a manner that ensures preservation in case of fire, theft, or disaster:

Yes ☒ No ☐

iv) Verification of International Students' legal presence in Canada

Yes ☒ No ☐

e) i) Educational program continues to be in compliance with the Educational Standards Order Requirements:

Yes ☒ No ☐ Comment:

ii) Course Overviews:

Include content, teaching strategies, assessments, learning outcome linkage (Ministry/Authority) for:

Core Subjects:

K-3

N/A

Yes ☐ No ☐ Comment:

4-9

8-9

Yes ☒ No ☐ Comment:

Non-Core Subjects:

K-3

N/A

Yes ☐ No ☐ Comment:

4-9

8-9

Yes ☒ No ☐ Comment:

Graduation program

required courses

Yes ☒ No ☐ Comment:

electives

Yes ☒ No ☐ Comment:

d) Provincial Assessment

i) The school participated in Foundation Skills Assessment since the last inspection visit.

Yes ☐No ☐

Comment:

N/A

Grade 4

Grade 7

ii) Describe the school's use of FSA results:

N/A

iii) Provincial examinations.

Grade 10:

records back 2 years
- good results

Grade 11:

records back 2 years
- good results

Grade 12:

records back 2 years
- good results

iv) School's evaluation program demonstrates student progress in intellectual, social and career development.

Yes ☒

No ☐

Comment:

OFFICE FOLLOW-UP INFORMATION:

Yes ☐

No ☒

Due Date: _____

EEC:

☐ Principal

☐ Staff

Items:

Next Visit:

☐ Evaluation

☒ Monitoring

☐ PE

☐ Other

2014

Certificate: Sept. 1, 2010 - June 30, 2014



Ministry of Education

Office of the Inspector
of Independent Schools

Group 1 and 2
Monitoring Inspection Report
School Year 2011/2012

fl

SCHOOL NAME Westside Montessori Academy		GROUP Group(s) 2	SCHOOL NUMBER 3996810
CITY Vancouver		PRINCIPAL Ms Andrea Nardi	
SCHOOL AUTHORITY Westside Montessori Academy Society		SCHOOL PHONE NUMBER 604-434-9611	
GRADES K-350 K-2	ELEMENTARY ENROLMENT 29	SECONDARY ENROLMENT —	HOME-SCHOOLED STUDENTS —
TOTAL STUDENTS 29		INTERNATIONAL STUDENTS —	
RECOMMEND CURRENT GROUP CLASSIFICATION: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Comment:			
DATE OF VISIT June 11/2012	MINISTRY INSPECTOR/ASSISTANT INSPECTOR THEO VANDEWEGE		ATTENDEES Andrea Nardi, Sarah Gatis-Dean
PREVIOUS VISIT Sept 17/2010	SIGNATURE [Signature]		CERTIFICATE EXPIRY DATE: June 2014
Other than random checks in the school files, the responses noted are those of the school principal.			

1. CHANGES SINCE LAST EE/MONITORING INSPECTION IN:

- Facilities (Municipal/Regional District compliance?)
ADDED MULTI-PURPOSE ROOM
- Programs and/or grade levels (compliance with ESO?)
KG = BCTF → TRB
GR 1/2 = TRB (Indep Sys Restricted to Montessori)
- Administration structure.
Andrea → principal
- Responses to EE's Statutory Requirements/Policy Issues Report or monitoring inspection follow-up requirements:
ALL COMPLIED WITH.

2. MUNICIPAL REQUIREMENTS

- Facilities meet municipal/regional codes.
Yes ☒ No ☐ Comment:
- Facilities receive regular inspections by local officials.
Yes ☐ No ☐ Comment: Vancouver Council for whole facility.
Italian Cultural Centre → Fire Inspection
- Municipal school zone signs are in good repair.
Yes ☐ No ☒ Comment: request from city hall.

3. STUDENT/SCHOOL SAFETY

- School has regular safety checks of building, grounds and playground equipment.
Yes ☐ No ☒ Comment: school will develop protocol.
- The school has policies/procedures for the supervision of students at school and on field trips?
Yes ☐ No ☐ Comment:
- Facilities are adequately maintained and clean.
Yes ☒ No ☐ Comment: It. Cultural Centre responsibility.
- School uses cloth towel dispensers.
Yes ☐ No ☒ Comment:
- The school regularly practices safety procedures.
Earthquake Drills: Yes ☒ No ☐ Frequency: 5/yr.
Fire Drills: Yes ☒ No ☐ Frequency: 5/yr.
Comment: lockdown → not yet.

4. SCHOOL PHILOSOPHY AND ADMINISTRATION

- a) The school continues to comply with Section 1 of the
- Independent School Act*
- Schedule.

Yes ☒ No ☐ Comment:

- b) Authority has maintained 'good standing' with the Registrar of Companies.

Yes ☒ No ☐ Comment:

- c) E.S. (formerly Q.S.) procedures/documents satisfy the auditor.

Yes ☐ No ☐ Comment:

AZIM JAMAL & Company CGA

Name of Auditor:

- d) Grants Received:

July 31/2011

NOVICE TO READER (NOT AUDIT OR REVIEW ENGAGEMENT)

Operating Grant \$?	Operating Expenses \$	459,774.
Special Education Grant \$	—	# of students receiving Sp. Ed. Grants	—
French Grant \$	—	Expenses:	—

- e) Does the school receive any special purpose or conditional grants?

Yes ☐ No ☒ Comment:

- f) Authority complies with Section 12(3) & (4) of the
- Independent School Act*
- .

Yes ☐ No ☐ Comment:

- g) School has written policies pertaining to:

Comments:

Student Discipline
 Reporting of Child Abuse
 Student Records
 Appeals (Parent and Teacher)
 Supervision
 Anti-bullying
 Field Trips
 Protection of Privacy
 Principal/Teacher Evaluation
 Challenge/equivalency

Yes ☒ No ☐
 Yes ☐ No ☒
 Yes ☐ No ☒
 Yes ☐ No ☒
 Yes ☒ No ☐
 Yes ☒ No ☐
 Yes ☒ No ☐
 Yes ☒ No ☐
 Yes ☐ No ☒

to be developed according to Handbook
 to be reviewed (procedural fairness
 natural justice)
 to be implemented 2012/13.

5. EDUCATIONAL PROGRAM

- a) Instructional Staff

Teachers:

Assistants:

Headcount:

FTE

4.
3—
—

- i) Principal and teachers hold valid BC certification, and have proper assignments (restricted certification).

Yes ☒ No ☐

Comment:

- ii) Teacher certificate is in progress.

Yes ☐ No ☒

Comment:

BCCT:

ISTC:

- iii) Criminal record checks have been completed for, or authorized by, all staff "working with children."

Yes ☒ No ☐

Comment:

- iv) Staff turnover since last inspection/monitoring visit:

Yes ☐ No ☒

Comment:

b) Student Records:

i) Permanent Student Records

Permanent Record Form 1704 (complete and up-to-date)

Yes ☒ No ☐

Copies of at least two of the most recent years of student progress reports

Yes ☒ No ☐

If applicable - inclusions to support medical alerts, legal alerts, support services information

Yes ☐ No ☐ N/A

IEP's/CMP's

Yes ☐ No ☐ N/A

Registered homeschooled students

Yes ☐ No ☐ N/Aii) Additional Student Record Items:

Legal name (photocopy of birth certificate)

Yes ☒ No ☐

Allergies and other health concerns

Yes ☒ No ☐

Emergency contact numbers

Yes ☒ No ☐

Doctor's name and contact information

Yes ☒ No ☐

Care Card number

Yes ☒ No ☐

Official names of parents/guardians with home and work contact information

Yes ☒ No ☐

Verification that parent/guardian is legally in Canada and resident of British Columbia

Yes ☒ No ☐

iii) Student records are stored in a manner that ensures preservation in case of fire, theft, or disaster:

Yes ☒ No ☐

iv) Verification of International Students' legal presence in Canada

Yes ☐ No ☒ N/A

c) i) Educational program continues to be in compliance with the Educational Standards Order Requirements:

Yes ☒ No ☐ Comment: 1000+ hrs.

ii) Course Overviews:

Include content, teaching strategies, assessment, learning outcome linkage (Ministry/Authority) for:

Core Subjects:

K-3

Yes ☒ No ☐ Comment:

4-9

Yes ☐ No ☐ Comment: N/A

Non-Core Subjects:

K-3

Yes ☒ No ☐ Comment:

4-9

Yes ☐ No ☐ Comment:

Graduation Program

required courses

Yes ☐ No ☐ Comment:

electives

Yes ☐ No ☐ Comment: N/A

iii) Board/Authority Authorized Courses:

- have been registered with a 1526 form:

Yes ☐ No ☐ Comment:

- have been developed according to Ministry BAA template?

Yes ☐ No ☐ Comment:

d) i) Special Education programs are offered by the school:

Yes ☐ No ☐ Comment:

ii) Has the school developed a special education policy?

Yes ☐ No ☐ Comment:

iii) All funded special education students have an Individual Education Plan (IEP) or Case Management Plan (CMP):

Yes ☐ No ☐ Comment:

iv) Special Needs budget:

Yes ☐ No ☐ Comment:

e) Provincial Assessment

i) The school participated in Foundation Skills Assessment since the last inspection visit.

Yes ☐ No ☐ Comment:

Grade 4 ☐Grade 7 ☐

ii) Describe the school's use of FSA results:

iii) Provincial examinations.

Grade 10:

Grade 11:

Grade 12

Comment on the comparisons of school/exam mark:

iv) School's evaluation program demonstrates student progress in intellectual, social and career development.

Yes ☒No ☐

Comment:

Yes ☒No ☐

OFFICE FOLLOW-UP INFORMATION:

Due Date: August 30/2012

EEC:

- ☐ Principal
☐ Staff

ITEMS:

Next Visit:

- ☒ Evaluation 2013
☐ Monitoring
☐ PE
☐ Other

Follow-up

① Appeal policy + process that moves beyond current governance structure to ensure procedural fairness/natural justice.

② Develop protocol for facility safety

③ Child Abuse Reporting Policy.

④ Student Record Policy.

⑤ Use audit or review engagement for year-end financials.

⑥ Implement teacher & principal evaluation policy for 2012-13

2012/13



The Best Place on Earth

Ministry of Education

Office of the Inspector of
Independent Schools

GROUP 1 AND 2
MONITORING INSPECTION
SCHOOL YEAR 2011-2012

Certificate: September 1, 2011 to June 30, 2013 (10-12)

SCHOOL NAME ADVANCED DL SCHOOL				GROUP 1	SCHOOL NUMBER 7496828	
CITY LYTTON			PRINCIPAL MRS. JUDITH URQUHART			
SCHOOL AUTHORITY DISTRIBUTED LEARNING SOCIETY					SCHOOL PHONE NUMBER 250-455-6670	
GRADES 10-12	ELEMENTARY ENROLMENT N/A	SECONDARY ENROLMENT 38	HOME-SCHOOLED STUDENTS NONE	TOTAL STUDENTS 38	INTERNATIONAL STUDENTS 17	
RECOMMEND CURRENT GROUP CLASSIFICATION: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> COMMENT:					1701 = 29	
DATE OF VISIT May 10, 2012		MINISTRY INSPECTOR/ASSISTANT INSPECTOR FOR OIIS: RITA SMITH		ATTENDEES PRINCIPAL: JUDITH URQUHART DIRECTOR: HARJIT DEOL		
PREVIOUS VISIT EE: November 2010		SIGNATURE <i>Rita Smith</i>		CERTIFICATE EXPIRY DATE: JUNE 30, 2013		

Other than random checks in the school files, the responses noted are those of the school principal.

1. CHANGES SINCE LAST EE/ MONITORING INSPECTION IN:

- Facilities (Municipal/Regional District compliance?)
None
- Programs and/or grade levels (compliance with ESO?)
None
- Administration structure
None
- Responses to EE's Statutory Requirements/Policy Issues Report or monitoring inspection follow-up requirements:
The Statutory Requirements and Policy Issues from the 2010 EE Report have been addressed.

2. MUNICIPAL REQUIREMENTS

- Facilities meet municipal/regional codes.
Yes ☒ No ☐ Comment:
- Facilities receive regular inspections by local officials.
Yes ☒ No ☐ Comment:
- Municipal school zone signs are in good repair.
Yes ☐ No ☒ Comment: *N/A.*

3. STUDENT/SCHOOL SAFETY

- School has regular safety checks of building, grounds and playground equipment.
Yes ☐ No ☒ Comment: *N/A*
- The school has policies/procedures for the supervision of students at school and on field trips?
Yes ☐ No ☒ Comment: *N/A*

- c) Facilities are adequately maintained and clean.

Yes ☒ No ☐ Comment: *Main office in Lytton*

- d) School uses cloth towel dispensers.

Yes ☐ No ☒ Comment: .

- e) The school regularly practices safety procedures.

Earthquake drills: Yes ☐ No ☒Frequency: *N/A*Fire drills: Yes ☐ No ☒Frequency: *N/A*

Comment:

4. SCHOOL PHILOSOPHY AND ADMINISTRATION

- a) The school continues to comply with Section 1 of the
- Independent School Act*
- Schedule.

Yes ☒ No ☐ Comment:

- b) Authority has maintained 'good standing' with the Registrar of Companies.

Yes ☒ No ☐ Comment:

- c) E.S. (formerly Q.S.) procedures/documents satisfy the auditor.

Yes ☒ No ☐ Comment:Name of Auditor: *Jiwan Dhillon and Co. (Surrey)*

- d) Grants received:
- 2010-2011 School Year*

Operating Grant \$	\$33,498.00	Operating Expenses \$	\$46,765.02
Special Education Grant \$	None	# of students receiving Sp. Ed. Grants	None
French Grant \$	None	Expenses	N/A

- e) Does the school receive any special purpose or conditional grants?

Yes ☐ No ☒ Comment:

- f) Authority complies with Section 12 (3) & (4) of the
- Independent School Act*
- .

Yes ☒ No ☐ Comment:

- g) School has written policies pertaining to:

Student Discipline

Yes ☒ No ☐

Reporting of Child Abuse

Yes ☒ No ☐

Student Records

Yes ☒ No ☐

Appeals (Parent and Teacher)

Yes ☒ No ☐

Supervision

Yes ☒ No ☐ *for exams only*

Anti-bullying

Yes ☒ No ☐

Field Trips

Yes ☐ No ☒ *N/A*

Protection of Privacy

Yes ☒ No ☐

Principal / Teacher Evaluation

Yes ☒ No ☐

Challenge/equivalency

Yes ☐ No ☒ *Admin team working on policy.*

Comments:

5. EDUCATIONAL PROGRAM

a) Instructional Staff Teachers: Assistants:

Headcount 4 0FTE 3 0

i) Principal and teachers hold valid BC certification, and have proper assignments (restricted certification).

Yes ☒ No ☐ Comment:

ii) Teaching certificate is in progress.

Yes ☐ No ☒ Comment: *All are certified*

BCCT:

ISTC:

iii) Criminal records checks have been completed for, or authorized by, all staff "working with children."

Yes ☒ No ☐ Comment:

iv) Staff turnover since last inspection/monitoring visit:

Yes ☐ No ☒ Comment:

b) Student Records:

i) Permanent Student Records

Permanent Record Form 1704 (complete and up-to-date)

Yes ☒ No ☐

Copies of at least two of the most recent years of student progress reports

Yes ☒ No ☐

If applicable - inclusions to support medical alerts, legal alerts, support services information

Yes ☒ No ☐

IEP's/CMP's

Yes ☐ No ☒ N/A

Registered homeschooled students

Yes ☐ No ☒ N/Aii) Additional Student Record Items:

Legal name (photocopy of birth certificate)

Yes ☒ No ☐

Allergies and other health concerns

Yes ☒ No ☐

Emergency contact numbers

Yes ☒ No ☐

Doctor's name and contact information

Yes ☒ No ☐

Care Card number

Yes ☒ No ☐

Official names of parents/guardians with home and work contact information

Yes ☒ No ☐

Verification that parent/guardian is legally in Canada and resident of British Columbia

Yes ☒ No ☐

iii) Student records are stored in a manner that ensures preservation in case of fire, theft, or disaster:

Yes ☒ No ☐

iv) Verification of International Students' legal presence in Canada

Yes ☒ No ☐

c) i) Educational program continues to be in compliance with the Educational Standards Order Requirements.

Yes ☒ No ☐ Comment:

ii) Course Overviews:

Include content, teaching strategies, assessment, learning outcome linkage (Ministry/Authority) for:

Core Subjects:

K-3 Yes ☐ No ☐ Comment: N/A

4-9 Yes ☐ No ☐ Comment: N/A

Non-Core Subjects:

K-3 Yes ☐ No ☐ Comment: N/A

4-9 Yes ☐ No ☐ Comment: N/A

Graduation program

required courses Yes ☒ No ☐ Comment:

electives Yes ☒ No ☐ Comment:

iii) Board/Authority Authorized Courses:

• have been registered with a 1526 form: Yes ☐ No ☒ Comment: N/A

• have been developed according to Ministry BAA template? Yes ☐ No ☒ Comment: N/A

d) i) Special Education Programs are offered by the school:

Yes ☐ No ☐ Comment: N/A

ii) Has the school developed a special education policy?

Yes ☐ No ☒ Comment: N/A

iii) All funded special education students have an Individual Educational Plan (IEP) or Case Management Plan (CMP):

Yes ☐ No ☒ Comment: N/A

iv) Special Needs budget:

Yes ☐ No ☒ Comment: N/A

e) Provincial Assessment

i) The school participated in Foundation Skills Assessment since the last inspection visit.

Yes ☐ No ☒ Comment: N/A

Grade 4 ☐

Grade 7 ☐

ii) Describe the school's use of FSA results: N/A

iii) Provincial examinations. *In the 2010-2011 school year, no students wrote exams with Advanced DL (cross-enrolled)*

Grade 10:

Grade 11:

Grade 12

Comment on the comparison of school/exam mark:

iv) School's evaluation program demonstrates student progress in intellectual, social and career development.

Yes ☒No ☐

Comment:

OFFICE FOLLOW-UP INFORMATION

Yes ☐No ☐

Due Date: _____

ITEMS:

EEC:	
<input type="checkbox"/>	Principal
<input type="checkbox"/>	Staff

Next Visit:	
<input checked="" type="checkbox"/>	Evaluation 2012
<input type="checkbox"/>	Monitoring
<input type="checkbox"/>	PE
<input type="checkbox"/>	Other

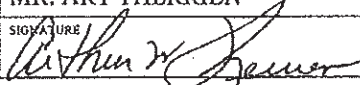


The Best Place on Earth

Ministry of Education

Office of the Inspector of
Independent Schools

GROUP 1 AND 2
MONITORING INSPECTION
SCHOOL YEAR 2011-2012

SCHOOL NAME MAAQTUSIIS SECONDARY SCHOOL				GROUP GROUP 2		SCHOOL NUMBER 7097045					
CITY AHOUSAT			PRINCIPAL MR. SCOTT MASCHKE								
SCHOOL AUTHORITY AHOUSAT EDUCATION AUTHORITY					SCHOOL PHONE NUMBER 250-670-9680						
GRADES 8 - 12		ELEMENTARY ENROLMENT		SECONDARY ENROLMENT 85		HOME-SCHOOLED STUDENTS		TOTAL STUDENTS 85		INTERNATIONAL STUDENTS	
RECOMMEND CURRENT GROUP CLASSIFICATION: Group 3 but should be Group 2								YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		COMMENT: Current Certificate indicates	
DATE OF VISIT May 31, 2012				MINISTRY INSPECTOR/ASSISTANT INSPECTOR MR. ART THERRIEN				ATTENDEES MR. SCOTT MASCHKE			
PREVIOUS VISIT OCTOBER 7-8, 2009				SIGNATURE 				CERTIFICATE EXPIRY DATE: JUNE 30, 2012			

Other than random checks in the school files, the responses noted are those of the school principal.

1. CHANGES SINCE LAST EE/ MONITORING INSPECTION IN:

- Facilities (Municipal/Regional District compliance?)
New High School constructed to house Grade 8 - 12 students.
- Programs and/or grade levels (compliance with ESO?)
- Administration structure
1.0 FTE Principal with no assigned teaching duties.
- Responses to EE's Statutory Requirements/Policy Issues Report or monitoring inspection follow-up requirements:
Teacher certification issues resolved

2. MUNICIPAL REQUIREMENTS

- Facilities meet municipal/regional codes.
Yes *n/a* No *n/a* Comment: *Facilities are on reserve lands and administered by the Tribal Council*
- Facilities receive regular inspections by local officials.
Yes *X* No Comment:
- Municipal school zone signs are in good repair.
Yes No Comment:

3. STUDENT/SCHOOL SAFETY

- School has regular safety checks of building, grounds and playground equipment.
Yes *X* No Comment: *Inspections completed by the Principal and school custodian*
- The school has policies/procedures for the supervision of students at school and on field trips?
Yes No *X* Comment: *No supervision required during lunch as all students go home for lunch*

- c) Facilities are adequately maintained and clean.

Yes ☒ No ☐ Comment:

- d) School uses cloth towel dispensers.

Yes ☐ No ☒ Comment:

- e) The school regularly practices safety procedures.

Earthquake drills: Yes ☐ No ☒

Frequency:

Fire drills: Yes ☒ No ☐

Frequency: 6 times per year

Comment:

4. SCHOOL PHILOSOPHY AND ADMINISTRATION

- a) The school continues to comply with Section 1 of the
- Independent School Act*
- Schedule.

Yes ☒ No ☐ Comment:

- b) Authority has maintained 'good standing' with the Registrar of Companies.

Yes ☒ No ☐ Comment:

- c) E.S. (formerly Q.S.) procedures/documents satisfy the auditor.

Yes ☒ No ☐ Comment:Name of Auditor: *Cyrene, Seal, Moore and CO.*

- d) Grants received:

Operating Grant \$		Operating Expenses \$	
Special Education Grant \$		# of students receiving Sp. Ed. Grants	
French Grant \$		Expenses	

Financial statements for both the High School and Elementary School are combined into one statement as there was only one school last year. In discussion with Rebecca Atleo, the school director, the plan is to have separate statements for each school.

- e) Does the school receive any special purpose or conditional grants?

Yes ☐ No ☒ Comment:

- f) Authority complies with Section 12 (3) & (4) of the
- Independent School Act*
- .

Yes ☒ No ☐ Comment:

- g) School has written policies pertaining to:

	Comments:	
Student Discipline	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Reporting of Child Abuse	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Student Records	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Appeals (Parent and Teacher)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Supervision	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Anti-bullying	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Field Trips	Yes <input checked="" type="checkbox"/>	No
Protection of Privacy	Yes <input checked="" type="checkbox"/>	No
Principal / Teacher Evaluation	Yes <input checked="" type="checkbox"/>	No
Challenge/equivalency	Yes	No <input checked="" type="checkbox"/>

5. EDUCATIONAL PROGRAM

a) Instructional Staff Teachers: Assistants:

Headcount 9 0

FTE 8.5 0

i) Principal and teachers hold valid BC certification, and have proper assignments (restricted certification).

Yes ☒ No Comment:

ii) Teaching certificate is in progress.

Yes No Comment:

BCCT:

ISTC:

iii) Criminal records checks have been completed for, or authorized by, all staff "working with children."

Yes ☒ No Comment:

iv) Staff turnover since last inspection/monitoring visit:

Yes ☒ No Comment: 3 new teachers, 4 new support staff

b) Student Records:

i) Permanent Student RecordsPermanent Record Form 1704 (complete and up-to-date) Yes ☒ NoCopies of at least two of the most recent years of student progress reports Yes ☒ NoIf applicable - inclusions to support medical alerts, legal alerts, support services information Yes ☒ NoIEP's/CMP's Yes ☒ No

Registered homeschooled students Yes No

ii) Additional Student Record Items:Legal name (photocopy of birth certificate) Yes ☒ NoAllergies and other health concerns Yes ☒ NoEmergency contact numbers Yes ☒ NoDoctor's name and contact information Yes ☒ NoCare Card number Yes ☒ NoOfficial names of parents/guardians with home and work contact information Yes ☒ NoVerification that parent/guardian is legally in Canada and resident of British Columbia Yes ☒ Noiii) Student records are stored in a manner that ensures preservation in case of fire, theft, or disaster: Yes ☒ No

iv) Verification of International Students' legal presence in Canada Yes No

c) i) Educational program continues to be in compliance with the Educational Standards Order Requirements.

Yes ☒ No Comment:

ii) Course Overviews:

Include content, teaching strategies, assessment, learning outcome linkage (Ministry/Authority) for:

Core Subjects:

K-3 Yes No Comment:

4-9 Yes No ☒ Comment:

Non-Core Subjects:

K-3 Yes No Comment:

4-9 Yes No ☒ Comment:

Graduation program

required courses Yes No ☒ Comment:electives Yes No ☒ Comment:

iii) Board/Authority Authorized Courses:

• have been registered with a 1526 form: Yes ☒ No Comment:• have been developed according to Ministry BAA template? Yes ☒ No Comment:

d) i) Special Education Programs are offered by the school:

Yes ☒ No Comment: *In conjunction with the Elementary School*

ii) Has the school developed a special education policy?

Yes No ☒ Comment:

iii) All funded special education students have an Individual Educational Plan (IEP) or Case Management Plan (CMP):

Yes ☒ No Comment:

iv) Special Needs budget:

Yes No Comment: *Funded by the Elementary School*

e) Provincial Assessment

i) The school participated in Foundation Skills Assessment since the last inspection visit.

Yes No Comment:

Grade 4 Grade 7

ii) Describe the school's use of FSA results:

iii) Provincial examinations.

Grade 10: Math/Science/English

Grade 11: Social Studies of CIV FN

Grade 12 English

Comment on the comparison of school/exam mark:

iv) School's evaluation program demonstrates student progress in intellectual, social and career development.

Yes ☒ No ☐ Comment:

OFFICE FOLLOW-UP INFORMATION

Yes ☒ No ☐

Due Date: _____

ITEMS: The following items will require attention:

1. Earthquake/Emergency procedures and practice
2. Written policies developed for Student Records, Appeals, Supervision, Challenge/equivalency
3. Some course overviews completed appropriately. Most overviews need to be revised to include content, teaching strategies, assessment, and learning outcome linkage.

EEC: Principal Staff

Next Visit: Evaluation Monitoring PE Other
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School Code	School Name, City	Visit Type	School Year	Start Date	End Date
4196636	Burnaby Montessori School, Burnaby	MI	20112012	05/30/2012	05/30/2012
7196327	Comox Valley Christian School, Comox	MI	20112012	04/30/2012	05/3/2012
7097093	Haahuupayak School, Port Alberni	MI	20112012	05/30/2012	06/01/2012
7996368	Sunrise Waldorf School, Duncan	MI	20112012	05/28/2012	05/29/2012
2296035	Pleasant Valley Christian Academy, Vernon	MI	20112012	05/04/2012	05/04/2012
5996188	Peace Christian School, Chetwynd	MI	20112012	05/29/2012	05/30/2012
8596190	Avalon Adventist Junior Academy, Port Hardy	MI	20112012	04/30/2012	05/03/2012
8797088	Klappan Independent Day School, Iskut	MI	20112012	05-09-2012	05-11-2012
7397035	Skeetchestn Community School, Savona	MI	20112012	05/08/2012	05/10/2012
7097490	Maaqtusiis Elementary School, Ahousaht	MI	20112012	05/30/2012	06/01/2012
8597142	Gwa'sala-'Nakwaxda'xw School, Port Hardy	MI	20112012	04/30/2012	05/03/2012
3996140	St. Francis Xavier School, Vancouver	MI	20112012	06/06/2012	06/06/2012
4196141	St. Helen's School, Burnaby	MI	20112012	05/30/2012	05/30/2012
7996005	Brentwood College, Mill Bay	MI	20112012	6/06/2012	6/06/2012
3996601	West Coast Christian School, Vancouver	MI	20112012	05/29/2012	05/30/2012
7996680	Island Oak High School, Duncan	MI	20112012	05/30/2012	05/30/2012
7997002	Stu"ate Lelum Secondary School, Ladysmith	MI	20112012	05/30/2012	05/30/2012
7996006	Shawnigan Lake School, Shawnigan Lake	MI	20112012	6/06/2012	6/06/2012
896710	Nelson Christian Community School, Nelson	MI	20112012	05/23/2012	05/23/2012
896749	CHEK-ABC School (DL), Nelson	MI	20112012	05/23/2012	05/23/2012
3996717	Westside Christian School, Vancouver	MI	20112012	05/29/2012	05/30/2012
5897032	Lower Nicola Band School, Merritt	MI	20112012	05/08/2012	05/10/2012
8197137	Chalo School, Fort Nelson	MI	20112012	05/16/2012	05/17/2012
3996805	Pacific Torah Institute International, Vancouver	MI	20112012	05/23/2012	05/23/2012
3996810	Westside Montessori Academy, Vancouver	MI	20112012	05/23/2012	05/23/2012
7496828	Advanced DL School, Lytton	MI	20112012	05/08/2012	05/10/2012
7097045	Maaqtusiis Secondary School, Ahousaht	MI	20112012	05/22/2012	05/24/2012