

Group 4 independent schools receive an external evaluation at least every two years, with a monitoring inspection carried out by the Inspector or Deputy Inspector or designate on alternate years. Monitoring inspection visits are approximately two hours.

The following items are reviewed during a monitoring inspection visit at Group 4 schools. Having available copies of current required information and written summaries of changes is helpful. The list is provided to assist you in preparing for the monitoring inspection.

- Tour of school facility**
- Current student enrolment (K-7, 8-12)**

1) Changes since the last External Evaluation/Monitoring Inspection in

- a) Facilities
- b) Grade levels
- c) Administration structure
- d) Responses to Recommendations/Suggestions made in the previous External Evaluation Committee's Report or Monitoring Inspection visit

2) School facilities/Municipal Requirements

- a) Facilities meet municipal codes (zoning, building, fire and health)
- b) Inspection by local officials
- c) Municipal school zone signs

3) Student/School Safety

- a) Safe environment for children (regular safety checks of building, grounds and playground equipment)
- b) Facilities adequately maintained and clean
- c) Cloth towel dispenser units (if used, proper and well-maintained safety guards)
- d) Fire and earthquake safety procedures and frequency

4) School Philosophy and Administration

- a) Compliance with section 1 of the *Independent School Act* Schedule.
- b) Authority is in "good standing" with the Registrar of Companies (if the school operates under the *Company Act* or the *Society Act*).
- c) Evidence of compliance with bonding requirements
- d) School policies: Student Discipline, Student Safety, Student Records, Appeals (Parent and Teacher), Supervision, International Student policies if applicable, Protection of Privacy, Challenge and Equivalency, Supervision, Home-stay policies

5) Educational Program

a) **Teacher/Staff Information**

- Instructional Staff - Teachers and Assistants, indicate headcount and FTE
- Valid British Columbia teacher certification - All teachers and principals employed in Group 4 schools in which students earn provincial graduation certificates must hold valid British Columbia certification
- Teacher files - Teacher files should be available for review
- Evidence of completed criminal record checks for all staff working with children

Note: A binder with copies of criminal record checks and teacher certificates would assist in the inspection of staff and teachers records.

- Staff turnover since last inspection

b) **Student Records**

Student record files should be available for examination. Files should be current and contain the following:

Permanent Student Records:

- 1704 form
- Verification of parent BC residency and Canadian citizenship/landed immigrant status
- Copies of student progress reports for two most recent years
- Important testing assessment, referral and correspondence items
- List of registered home-schooled children
- Copies of student visas where applicable

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

Student records should be stored in a manner that ensures preservation in case of fire, theft or disaster.

c) **Sample Course Outlines**

Course Outlines should be available for all subjects.

Outlines to include:

- Content
- Planning for assessment (teaching strategies and learning activities)
- Achievement indicators (assessment and evaluation methods)
- Linkage with ministry learning outcomes for core subjects Grades K-9 or school authority approved learning outcomes for all other courses, in accordance with the curriculum organizers set out in the applicable educational program guide.

BAA courses should be developed according to Ministry template (Board/Authority Authorized Courses: Requirements and Procedures)

d) **Provincial Learning Assessment**

- Foundation Skills Assessment (FSA) results for the past two years
- Grade 10-12 Provincial Examination results for the past two years