

Establishing an Accredited Manitoba School Program Outside of Canada

PROGRAM REQUIREMENTS

In order to establish a Manitoba accredited high school program, a number of terms and conditions related to administrative criteria, financial expectations, and program and curriculum requirements must be fully met.

1 SCHOOL ACCREDITATION PROCESS

The school accreditation process includes pre-approval, provisional approval and annual approval requirements.

1.1 Pre-Approval

The approval process begins with the submission of a detailed written proposal to the Manitoba International Education Branch. The elements to be covered in this proposal are outlined in the document entitled *Establishing an Accredited Manitoba School Program Outside of Canada – Proposal Requirements*. If the proposed school program is satisfactory, then an initial site visit will be scheduled to assess whether or not the school will be able to meet the conditions outlined in the proposal.

If the Manitoba staff person making the site visit recommends that accreditation be pursued, a Memorandum of Understanding (MOU) outlining the conditions under which the Manitoba program will operate will be drafted. Arrangements will also be made for an official inspection visit by the Coordinator of Independent Education, or designate. The official inspection visit is designed to determine the suitability of the location and physical structures that will house the school program, as well as an evaluation of the ability of the school to meet general program requirements.

Upon successful conclusion of the official inspection visit, a general Memorandum of Understanding outlining administrative and program/curriculum details can be signed by both parties.

1.2 Provisional Approval

Where a successful Memorandum of Understanding has been signed, the school will be granted provisional approval to offer Manitoba school courses for a one-year period.

The interim approval period allows the school's owners time to ensure that all Manitoba Program provisions are fully met prior to annual approval being granted. During this first year of operation, Manitoba Education, Citizenship and Youth staff will conduct two on-site inspection visits to evaluate the school's implementation of program requirements.

1.3 Annual Approval

Inspection visits by a team from Manitoba Education, Citizenship and Youth are a requirement both to grant initial accreditation and to maintain an accredited program. A minimum of one inspection visit per year is necessary to maintain annual accreditation.

2 ADMINISTRATIVE REQUIREMENTS

Basic administrative requirements for accreditation by Manitoba Education, Citizenship and Youth are as follows:

2.1 On a regular basis, teach all compulsory and optional credits for the grade level offered.

2.2 Use Manitoba curricula, or other curricula deemed to be equivalent to Manitoba curricula by the Manitoba school principal and approved by Manitoba Education and Youth, for all courses taught for credit toward the Manitoba high school Graduation Diploma.

2.3. Abide by all applicable health and safety regulations

2.4 Participate in provincial standards tests (examinations) as required by Manitoba.

2.5 Follow the regulatory requirements with respect to the annual school calendar with allowances for local culture and norms concerning school closures and holidays. Schedule at least five days for teacher professional development. The school year will generally follow that of Manitoba, that is, September to June.

2.6 Employ a school principal trained in Manitoba and certified as a teacher by Manitoba. Experience in one or both of the following areas is desirable: (i) principal, department head, divisional or departmental consultant and/or (ii) English as a Second Language. In exceptional cases where a Manitoba-trained principal cannot be hired, but is trained in another jurisdiction acceptable to Manitoba, a lead teacher trained in Manitoba is to be employed by the school. A minimum two months prior to the initial opening date of a new school or program, the Manitoba principal should be on-site and must be consulted to ensure that preparations for the introduction of the Manitoba program are complete.

Such preparations must include:

- teacher orientation - providing advice and direction as to appropriate teacher working and living conditions,
- program and policy development,
- scheduling
- and ensuring the availability of necessary resources, curriculum materials and other documents.

2.7 Employ Canadian teachers who, through certification or permit issued by Manitoba, are approved to teach all subject areas recognized for credit. Any deviation from this requires special authorization. Principals and teachers who are not trained in Manitoba must avail themselves of professional development opportunities to become knowledgeable about Manitoba based curricula and recommended teaching strategies.

2.8 Ensure that students are adequately supervised by responsible adults while at school and on authorized extra-curricular activities.

2.9 Report regularly to parents/guardians on student progress and achievement at school.

2.10 Provide students with regular progress and achievement reports and with feedback on examinations, tests, reports and other forms of assessment and evaluation.

2.11 Establish a code of behaviour for students and employ only those disciplinary methods acceptable to Manitoba.

2.12 Maintain a system of student records and forward without delay to Manitoba all necessary forms or reports, including students' final marks, as required by Manitoba at such times and in the manner prescribed. Modifications of forms or reports may be allowed provided that these modifications are approved by Manitoba in advance.

2.13 Abide by other pertinent policy, statutory or regulatory provisions that apply to Manitoba schools with possible adjustments for local circumstances as approved by Manitoba.

3 PROGRAM AND CURRICULUM REQUIREMENTS

For Manitoba students to be eligible to receive a Manitoba high school Graduation Diploma, they must complete a number of key compulsory courses at each grade level, a variety of optional courses, and write required provincial examinations. A required accumulation of credits is one of the eligibility components for the Manitoba high school Graduation Diploma. An accredited program must be equivalent to the Manitoba program. In some cases schools may offer early K-G4 and G5-G8 programs based on the Manitoba curriculum before students enter a Manitoba high school program. To be eligible for accreditation and to use the Manitoba name, at least 50 percent of K-G4 and/or G5-G8 programs must be based on the Manitoba curriculum.

3.1 General

A school with an accredited program must:

3.1.1 Comply fully with all programming and curriculum requirements as outlined in the Memorandum of Understanding required for both interim and permanent approval.

3.1.2 In designated courses, use Manitoba Education, Citizenship and Youth curriculum.

3.1.3 Arrange for all students to participate in provincial standards tests (examinations) as required by Manitoba Education and Youth. (Currently, these requirements apply to grade 12 Mathematics and English).

3.1.4 Offer courses of not less than 110 hours of related instruction per credit.

3.1.5 Provide students with regular, easy access to adequate (in kind and amount) educational reference material in print, video, audio and/or electronic format ("library"). Such reference materials are to be in English, or in English and the national language.

3.1.6 Provide students with reasonable, sufficient and regular access to modern personal computers, educational software, and Internet access in support of their studies. The suggested ratio is one personal computer to every three students.

3.1.7 Where necessary, provide students with additional time at school outside of the classroom and/or a range of extra-curricular activities in which to develop proficiency in English.

3.2 Blended Program

For the purposes of establishing an accredited Manitoba high school program, a blended program is defined as "a program leading to a joint diploma that meets local requirements, as well as Manitoba requirements."

In order to offer a blended program, an acceptable curriculum plan must be developed, in conjunction with Manitoba Education and Youth, which is equivalent to the Manitoba program.

As a minimum, the following requirements apply:

3.2.1 Beginning in September 2009, students entering the Manitoba blended program must successfully complete thirty credits between Grade 9 and Grade 12, including passing all required provincial standards tests (examinations). One credit is based on a curriculum designed for 110 hours of instructional time.

3.2.2 In Grade 9 and Grade 10, students must successfully complete sixteen credits, ten compulsory and six optional. At a minimum, in Grade 9, nine hours of instruction per week, and in Grade 10, twelve hours of instruction per week, must be in the English language.

3.2.3 In Grade 11 and Grade 12, students must successfully complete fourteen credits of which a minimum of nine credits must be in the English language. Three of these credits must be in English Language Arts, two credits must be in Social Studies, two must be in physical education, one must be in Mathematics and one to be selected from a list approved by Manitoba.

3.2.4 Eight of the fourteen credits must be based on Manitoba curricula. The remainder of the courses required to complete the thirty credit diploma must be based on Manitoba curricula or local curricula or locally developed/ acquired curricula that has been approved by Manitoba.

3.2.5 Grade 12 students must write the Manitoba grade 12 English Language Arts standards test (examination) and their mark on this test must count for a percentage of their final mark as required by Manitoba (currently 30%). This test is based on Manitoba curriculum and must be written in English.

3.2.6 Students who do the Grade 12 Manitoba Mathematics curriculum must write the Manitoba provincial standards test (examination) and their mark on this test must count for a percentage of their final mark as required by Manitoba (currently 30%). This test must be written in English.

3.3 Immersion Program (International Program)

An English Immersion program offers students the best opportunities for developing communication skills and fluency in English. Ideally, an English Immersion program should begin at Kindergarten, and should contain 80% instruction in English.

The Manitoba Curriculum or Manitoba approved curricula are required in order for students graduating from an Immersion or International Program to be eligible for a Manitoba High School Diploma.

4 ENGLISH LANGUAGE PROFICIENCY

If required, Manitoba Education, Citizenship and Youth would expect the school to establish a program(s) for students to develop the necessary English language skills needed to successfully complete the Manitoba high school program, and to be prepared for possible postsecondary study.

5 MANITOBA AGENT

The school is required to employ a Manitoba-based agent acceptable to Manitoba Education, Citizenship and Youth for the purposes of locating and hiring staff, purchasing instructional materials, liaising with Manitoba Education, Citizenship and Youth staff, and similar duties.

6 FINANCIAL EXPECTATIONS

As part of the requirements for accreditation by Manitoba Education and Youth, the school is required to meet financial expectations related to the hiring of staff and a business agent, inspection visits, necessary teaching materials and equipment and any agreed to curriculum/course development work. Details are noted below.

6.1 Assume all costs of employing appropriate staff (i.e. principal and teachers).

6.2 Assume all costs for textbooks, instructional and reference materials, curricula, equipment, supplies, etc. which may be associated with the Manitoba school program.

6.3 Provide students with adequately equipped, sufficiently modern and safe science laboratories (chemistry, biology and physics).

6.4 Manitoba Education, Citizenship and Youth will determine that its requirements are being met through annual inspection visits by at least one, but often two, Manitoba Education, Citizenship and Youth official(s). All costs associated with inspection visits will be the responsibility of the school including air (round trip) and ground transportation, accommodation, and meals. Larger inspective teams may visit the school once every three or four years to provide a more extensive program audit.

6.4.1 In its first year of operating the high school program, the school will be responsible for two inspection visits.

6.4.2 Manitoba Education, Citizenship and Youth reserves the right to schedule any additional inspection visits should issues arise that could lead to potential withdrawal of accreditation.

6.4.3 Manitoba Education, Citizenship and Youth will charge a yearly fee to the school to cover administrative costs, related to the inspection visits, and for the authorized use of the Manitoba curriculum. These fees are to be paid at the beginning of the school year, or, in the case of a new school or program, at the initial signing of the MOU. (see Administrative Fees document)