

# Sistema Escolar de Queretaro

Alberta Accredited International Schools - AAIS  
Offsite Monitoring Report 2022/23



School Location: Queretaro, Mexico

Dates	Attendees
December 8, 2022 March 7, 2023	Sandra Cimino, Cheryl LaBuick, Jane Lagace, Edith Lopez, Gabriella Castellanos, Jairo Garzon

## Contents

Background.....	1
Purpose of Off-site Monitoring.....	1
School Information .....	2
Outstanding Requirements Identified in 2021/22 On/off-site Report .....	4
2022/23 Monitoring Process at a Glance.....	5
Delivering the Educational Program .....	5
Monitoring 2022/23 (Completed by Alberta Education) .....	6
Assurance Domain: Student Growth and Achievement .....	6
Assurance Domain: Teaching and Leading .....	7
Assurance Domain: Learning Supports .....	8
Assurance Domain: Governance .....	9
Assurance Domain: Local and Societal Context .....	11
Feedback from Alberta Education for 2022/23 .....	12
Compliance Statement and Preliminary Accreditation Recommendation .....	12
Appendix A – School Photos.....	14

## Background

*The school authority is accountable for assuring the quality of education for its students, while the Department of Education is responsible for assuring the quality of education provided by the school authorities. ([Funding Manual](#))*

### **Continuous Improvement Cycle** (*Funding Manual*)

*Successful work within and across the domains occurs within a continuous improvement cycle.*

- *Explore*
- *Develop*
- *Take action*
- *Evaluate*

### **Key Enabling Processes for Continuous Improvement**

- *Evidence-informed decision-making*
- *Engagement*
- *Learning and Capacity Building*

## Purpose of Off-site Monitoring

The purpose of the Off-site monitoring process is to:

- provide evidence to the Minister of Education that the school is in compliance with accreditation requirements, and make preliminary accreditation recommendations;
- provide accountability and assurance to Alberta Education and school stakeholders;
- ensure that the Alberta schools have met policies and standards, legislation and regulations;
- ensure that the individuals employed to teach and lead have met Alberta certification requirements;
- report to the Minister of Education as to the potential and success of the Alberta program and identify requirements not met; and
- facilitate continuous improvement within Alberta program schools.

## School Information

Date: June 2023

School name: Canadian School Queretaro

Address: Anillo Vial Fray Junípero Serra 11801, El Refugio, 76146 Santiago de Querétaro, Qro., Mexico

Telephone number:  
+52 442 888 0288

Email address:

Website hyperlink:

<https://www.canadianschool.com.mx/en/queretaro/>

Name and address of local, provincial/state and/or federal government(s) that hold authority over the school:

Secretaria de Educacion Publica (SEP)

Blvd. Centro Sur 75, Colinas del Cimatario 76090, Querétaro, Qro.

Alberta School Administrator/Principal:

Jane Lagace

Email address:

Jane.lagace@canadianschool.com.mx

Year locally approved for operation:  
2020

Current Tier accreditation: Tier 2

Application year: 2020

Accreditation year: 2020

Percentage of students in the Alberta Program:

National: 100%

International: 0 %

Student Enrolment:	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Current Alberta program				61	34	34								129
Projected Alberta program				50	61	34	34							179

Number of Alberta certificated teachers for the AAIS program:

Permanent Professional Certificate (PPC) 1

Interim Professional Certificate (IPC) 4

Letter of Authority (LoA) 0

Teaching without Authority 2

Total # of Teachers 7

Projected number of Alberta certificated teachers 2023/24: 9

Name of Principal/Alberta Program Administrator: Jane Lagace

☒ Holds Leadership Certification

☐ Holds Temporary Leadership Certification

☐ None

Name of Additional staff members holding Leadership Certification:

**Required for monitoring:**

- Verify school information submitted to PED, PASI and TWINS.
- 3 Student Records submitted to PED by school – Kindergarten, Grade 4, 7, or 10. Include one student record with an IPP/ISP.
- School policies posted on school website and handbooks:
  - Student admissions and enrolment
  - Student academic integrity, assessment and evaluation
  - Teacher Growth, Supervision and Evaluation
  - Welcoming, Caring, Respectful and Safe Learning Environments
  - School Dispute Resolution (Section 41 of the Education Act)
  - Inclusive Education
  - Use of Technology

The personal information in this form is being collected under section 33(c) of the *Freedom of Information and Protection of Privacy Act* and may be used for the purpose of monitoring and evaluating Alberta Accredited International program Schools. If you have any questions regarding the collection of this information, please contact School Accreditation, Standards and Print Services Branch, by email at [EDC.AAIS@gov.ab.ca](mailto:EDC.AAIS@gov.ab.ca) or by telephone at 780-422-9423.

## Outstanding Requirements Identified in 2021/22 On/off-site Report

### Requirement:

#### #2 Meet all local zoning requirements and all health, safety and building standards

The certificate uploaded for 'fire' is a health inspection related to safe return from COVID, not a fire inspection certificate.

The school is required to have the school inspected with respect to fire safety and upload a compliance certificate to PED.

**Compliance required by: Sept 1, 2022, In Compliance**

**Response/Mitigation Strategies:** A fire and health certificate were uploaded; both expire in November 2022.

#### #8 Maintain a student record for each student containing information outlined in the School Operations section of the handbook (PASI).

- School assigned student email addresses and of the student's parent(s) email address.
- Annual summary of student's achievement – each term of the report card needs APA/Principal signature

**Compliance required by: Sept 1/2022**

**Response/Mitigation Strategies:** In Progress This has been discussed with the team. All records to be complete for the upcoming year.

#### #11 Employ Alberta certificated teachers.

As a second-year Tier 1 school, all teachers, teaching the Alberta Programs of Study, must meet Alberta teacher certification requirements by the end of Tier 1. In 2021/2022, nine people taught the Alberta Programs of Study without authority. A plan to meet this outstanding requirement is needed.

In regard to staffing, if you are confident that the nine individuals will meet certification requirements, they may continue to teach the Alberta Programs of Study, if not, SEQ will need to reassign these teachers to non-Alberta program courses.

Nine teachers remain without authority as of June 7, 2022. The preliminary staff list submitted for 2022-23 indicated only 3 teachers with authority. Follow-up with the administration suggested that the recruitment process was still underway and that the present APA/ Principal position was being secured, while the present principal, Mr. Jairo Garzon, would remain for the first semester, as required. As a result of the information shared, and the lack of confidence in the requirement, a decision was made to withhold the Accreditation Agreement pending an update.

**Compliance required by: June 30, 2022,**

**Response/Mitigation Strategies:** Accreditation status and agreement changed to authorize grades 3-5 only for 2022/23 to be in compliance with Alberta certification requirements. Teachers with certification were assigned to these grades.

## 2022/23 Monitoring Process at a Glance

1. Alberta Education will update school information in the off-site report template based on the school submissions.
2. School will verify information in the report at or prior to the first monitoring meeting.
3. Virtual meeting dates and times will be scheduled.
4. School will submit 3 Student Records for review by uploading files to PED.
5. Alberta Education and the school leadership team will participate in virtual meetings to review the outstanding requirements from the previous year and updates on the progress towards meeting the accreditation requirements for the current year.
6. Alberta Education will provide feedback and identify outstanding requirements.
7. Alberta Education will provide the school owner and Alberta program administrator/Principal the final monitoring report confirming compliance with accreditation requirements and preliminary tier accreditation recommendation for the upcoming school year.
8. **Outstanding requirements will be identified in red for quick reference within the report and must be addressed within 60 days from receipt of this report or a plan to rectify provided to Alberta Education.**
9. **Failure to meet accreditation requirements may result in termination of Accreditation Agreement.**

## Delivering the Educational Program

The AAIS program delivers appropriate learning experiences and develops knowledge, skills and attitudes to ensure students meet the requirements for graduation in order to obtain an Alberta High School Diploma.

There are **23** requirements that must be met to be accredited.

**Key** requirements of AAIS schools include:

- Provide a program that meets the requirements and standards adopted or approved by the Minister of Education consistent with the [Guide to Education](#), [Ministerial Order on Student Learning](#), [Alberta programs of study](#), and *Handbook for Alberta Accredited International Schools*.
- Employ Alberta Program Administrator/Principal that meets [Leadership Certification](#) requirements,
- Employ only teachers that meet the [Teacher Certification](#) requirements; and
- Meet the minimum hours of instruction, as referenced in the [Guide to Education: ECS to Grade 12](#).

## Monitoring 2022/23 (Completed by Alberta Education)

### Assurance Domain: Student Growth and Achievement

*Student Growth and Achievement refers to the ongoing progress students make in their learning, relative to identified provincial learning outcomes and consistent with their needs, interests and aspirations.*

*Assurance occurs when stakeholders have trust and confidence that students demonstrate citizenship, engage intellectually, and grow continuously as learners.*

#### Key Elements:

- *Students use ongoing assessment feedback to reflect continuously on their progress, identify strengths and areas of need and set new learning goals.*
- *Students achieve prescribed provincial learning outcomes, demonstrating strengths in literacy and numeracy.*
- *Students are active, healthy and well.*
- *Students apply knowledge, understanding and skills in real life contexts and situations.*
- *Students advance reconciliation by acquiring and applying foundational knowledge of First Nations, Métis and Inuit experiences.*
- *Students demonstrate understanding and respect for the uniqueness of all learners.*

#### Evidence gathered from Provincial Education Directory (PED) and Provincial Approach to Student Information (PASI).

- ☒ **#15.** Use the Alberta programs of study and ensure that outcomes are consistent with [K to 12 education policies and standards](#) established by the Minister.
- ☒ **#16.** Provide sample course outlines, long-range plans and assessment strategies to Alberta Education.
- ☒ **#17. N/A** (Tier 3 and 4).  
Administer provincial assessments (including SLAs, PATs and diploma examinations), ensuring that assessments are administered as required and in accordance with the directives of the ministry
- ☐ ~~SLA—optional~~
  - ☐ ~~PAT Grade 6~~
  - ☐ ~~PAT Grade 9~~
  - ☐ ~~Diploma Examinations~~
  - ☒ Literacy and Numeracy Screeners (K-3)



### Assurance Domain: Teaching and Leading

*Teaching and Leading refers to teachers and leaders analyzing the learning context; attending to local and societal considerations; and applying the appropriate knowledge and abilities to make decisions resulting in quality teaching, leading and optimum learning for all.*

*Assurance occurs when the stakeholders have trust and confidence that certificated teachers and certificated leaders demonstrate their respective professional practice standards (Teaching Quality Standard, Leadership Quality Standard and Superintendent Leadership Quality Standard).*

#### **Key Elements:**

- Teachers and leaders respond with skill and competence to the unique learning needs, interests, and cultural, social and economic circumstances of all.
- Teachers and leaders improve their professional practice through collaborative engagement in processes of growth, supervision, and evaluation.
- Collaboration amongst teachers, leaders, students and their families, and other professionals enables optimum learning.
- All teachers and leaders are accountable to a high standard of professional conduct and practice.
- University teacher education, university leadership education and on-going professional learning programs prepare teachers and leaders to meet the standards for professional practice.
- Teachers and leaders use a range of data arising from their practice to inform cycles of evidence-based continuous learning.

#### **Evidence gathered from Teacher Workforce Information System (TWINS).**

##### ☐ **#13. Employ Alberta certificated teachers.**

As of May 30, 2023, the following 3 teachers remain without authority. These teachers are not permitted to teach the Alberta Programs of Study for the 2023/24 school year.

**Compliance required by:** June 30, 2023

- Romina Chaires Flores
- Marcela Terrazas Silva
- Ana Velasco Guzman

# of Teachers	Teaching Authority
1	Permanent Professional Certificate (PPC)
4	Interim Professional Certificate (IPC)
0	Letter of Authority (LoA)
3	Without Teaching Authority

- ☒ **#14.** Employ an Alberta certificated program administrator/principal to administer the Alberta programs of study and curriculum

You have indicated that Principal Lagace will be leaving at the end of this school year. A new Alberta Program Administrator/Principal for the 2023/24 school year must be hired. Please inform AAIS of the new administrator by submitting the APA/Principal Leadership Verification Form (Appendix 3 of AAIS Handbook) to [EDC.AAIS@gov.ab.ca](mailto:EDC.AAIS@gov.ab.ca) once known. It is imperative that a principal be in place and onsite for the start of the school year to maintain the Tier 3 status recommended.

Position	Name	Leadership Credentials
Alberta Program Administrator/Principal	Jane Lagace	<input checked="" type="checkbox"/> Permanent Professional Certificate <input type="checkbox"/> Temporary Leadership Certification <input checked="" type="checkbox"/> Leadership Certification

### Assurance Domain: Learning Supports

*Learning Supports refers to the mobilization of resources (including expertise, facilities, human and community services) required to demonstrate shared, system-wide responsibility for all children and students, and the application of these resources to ensure quality teaching and leading and optimum learning for all.*

*Assurance occurs when the stakeholders have confidence that resources are managed effectively in establishing learning environments where local and societal context is recognized, diversity is embraced, a sense of belonging is emphasized and all students are welcomed, cared for, respected and safe.*

#### Key Elements:

- *Learning environments are welcoming, caring, respectful and safe.*
- *Learning environments are adapted as necessary to meet learner needs, emphasizing a sense of belonging and high expectations for all.*
- *Education partners fulfil their respective roles with a shared understanding of an inclusive education system.*
- *Students and their families work in collaboration with education partners to support learning.*
- *Infrastructure (e.g., technology and transportation services) supports learning and meets the needs of Alberta students and their families, staff and communities.*

**Evidence gathered from Assurance Framework, PASI and PED.**

- ☒ **#18.** Ensure that all students and staff have access to appropriate resources, devices, reliable infrastructure, high-speed networks and digital learning environments to support student learning.
- ☒ **#19.** Ensure that school administration have the hardware and software requirements necessary to connect with the Alberta Education Extranet.
- ☒ **#20.** Submit a complete list of students on the Provincial Approach to Student Information (PASI) system or another PASI enabled software by September 30. [This was completed in May 2023](#)
- ☐ **#21.** ~~N/A Register students in PASI for high school courses and marks (Grades 10 to 12) Tier 3 and 4.~~
- ☐ **#22.** ~~N/A Submit to PED and post to school website the 3-year Education Plan by May 31 and Annual Education Results Report (AERR) by November 30.~~

**Alberta Education Assurance Measures (AEAMs) results from 2021/22:**

**TBD 2022/23**

**Assurance Domain: Governance**

*Governance refers to the processes by which policy leaders attend to local and societal context; determine strategic direction; evaluate policy implementation; and manage fiscal resources to ensure learning supports, quality teaching and leading and optimum learning for all.*

*Assurance occurs when the stakeholders have trust and confidence that policy leaders demonstrate stewardship of system resources with an emphasis on student success, generative community engagement, transparency and accountability.*

**Key Elements:**

- *Governors engage students and their families, staff and community members in the creation and ongoing implementation of a shared vision for student success.*
- *Legislation, policy and regulation provides clarity regarding the roles and responsibilities of education partners in matters of governance.*
- *Fiscal resources are allocated and managed in the interests of ensuring student success, in alignment with system goals and priorities and in accordance with all statutory, regulatory and disclosure requirements.*
- *Curriculum is relevant, clearly articulated and designed for implementation within local contexts.*
- *Governors in school authorities and in government employ a cycle of evidence-based continuous improvement to inform ongoing planning and priority setting, and to build capacity.*

**Evidence gathered from TWINS, PASI, PED, school website and student records submitted.**

- ☒ **#1.** Maintain all necessary government approvals to operate a school in the country of origin and to offer the Alberta programs of study.
- ☒ **#2** Meet all local zoning requirements and all health, safety and building standards.
- ☒ **#3.** Facilitate the attainment of all required visas and permits for staff to work in the country.
- ☒ **#4.** Meet the minimum hours of instruction, as referenced in the [Guide to Education: ECS to Grade 12.](#)
- ☒ **#5.** Submit a complete staff list for teacher certification verification to [EDC.AAIS@gov.ab.ca](mailto:EDC.AAIS@gov.ab.ca) by May 15 and final staff list by September 1.
- ☒ **#6.** Submit the Employment Submission (fall and spring) to the Teacher Workforce Information System (TWINS).
- ☒ **#7.** Manage school authority information and submit the Annual Declaration in the Provincial Education Directory (PED) by November 30.
- ☒ **#8.** Maintain a student record for each student containing information outlined in the School Operations Schedule "B".

**Student Records Review:**

- ☒ Review of 3 sample records demonstrated compliance with the requirements of the student records regulation and included:
  - ☒ Student's or child's Name -
  - ☒ Alberta student number (ASN) -
  - ☒ Name of student's parent(s) guardian(s)
  - ☒ Birthdate of student
  - ☒ Gender of the student
  - ☒ Citizenship of the student
  - ☒ Address, email addresses and telephone numbers of the student and of the student's parent(s)
  - ☒ Annual summary of student's achievement
  - ☒ Record of the student's attendance
  - ☐ Results obtained by the student on any diagnostic test, achievement test and diploma examination and on standardized tests **N/A**
  - ☒ Any individualized program plan, if required, specifically devised for the student
- ☒ **#9.** Provide a list to Alberta Education (PED):
  - ☒ Alberta programs and courses offered
  - ☒ yearly calendar including instructional hours
  - ☒ weekly timetable
- ☒ **#10.** Participate in annual monitoring, including an annual on-site evaluation, at the discretion of Alberta Education, and off-site monitoring processes.
- ☒ **#11.** Abide by K to 12 education regulations, policies and standards of Alberta Education as referenced under Policies in Schedule "E".
- ☒ **#12.** Develop, implement, and enact school policies/procedures as outlined in Schedule "E" and post on the school website.

- ☒ Student admissions and enrolment
- ☒ Student academic integrity, assessment and evaluation
- ☒ Teacher Growth, Supervision and Evaluation
- ☒ Welcoming, Caring, Respectful and Safe Learning environments that includes the establishment of a student code of conduct for students that addresses bullying behavior
- ☐ **School Dispute Resolution (Section 41 of the Education Act)**
- ☒ Inclusive Education
- ☒ Use of Technology

### Assurance Domain: Local and Societal Context

*Local and Societal Context refers to the engagement practices of schools and communities, with support from the broader system, in identifying and responding to the learning needs, interests, aspirations and diverse cultural, social and economic circumstances of all students.*

*Assurance occurs when the stakeholders have trust and confidence that the education system responds proactively to local and societal contexts.*

*Processes and practices that enable attending to local and societal context are woven throughout each of the other four domains.*

### Key Elements:

- *Education partners anticipate local and societal needs and circumstances and respond with flexibility and understanding.*

Evidence gathered from Provincial achievement results, Assurance Framework, Education Plan, school website, and ongoing communication with schools.

- ☐ **#23. N/A** ~~Demonstrates excellence in educational programming and fosters international collaboration.~~  
This is a Tier 4 requirement only.

### Feedback from Alberta Education for 2022/23

Successes, recommendations, outstanding requirements, response/mitigation strategies and next steps, as they relate to the *continuous improvement cycle*.

#### Successes from 2022/23

1. **Data Driven Instruction** - Your staff is to be commended on the use of assessment data to guide teaching in the areas of literacy and numeracy. The focus on coordinating collaboration time with Spanish teachers for IPPs, planning for curriculum and differentiation strategies is creating a strong team approach schoolwide. The Student Success Team is also working hard to ensure success for all students.
2. **School Culture and Student Engagement** – As restrictions lift and activities can resume, the dedication of your staff in planning extra curricular activities to involve students in all grade levels is to be commended and we hope your school's soccer teams continue to represent you so strongly in their future soccer games!
3. **Staff/Student Wellness** – The leadership team has put demonstrable effort into ensuring there is an awareness and focus on wellness through schoolwide events, social activities, and connection activities for staff. The Student Success Centre is instrumental in supporting staff and students to ensure there is support as they move forward. One-on-one meetings with each teacher to ensure there is "balance without overload" is a proactive approach to get feedback and check in on staff wellness.

#### Outstanding Requirements Identified in 2022-2023 Monitoring Report

##### #11 Employ Alberta certificated teachers.

As a Tier 2 school, all teachers, teaching the Alberta Programs of Study, must meet Alberta teacher certification requirements. In 2022/2023, **three** teachers taught the Alberta Programs of Study without completing the certification process. A plan to meet this outstanding requirement is needed.

**Compliance required by: Sept 1, 2023**

### Compliance Statement and Preliminary Accreditation Recommendation

*It is recommended that **Sistema Escolar Queretaro** be granted a **Tier 3** accreditation agreement for **grades 3-6** in 2023/24, contingent upon meeting the requirements as outlined in this report.*



Sandra Cimino

Date June 26, 2023

School Accreditation Officer / School Accreditation, Standards and Print Services



Cheryl LaBuick

Date June 26, 2023

School Accreditation Officer / School Accreditation, Standards and Print Services



## Appendix A – School Photos







